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### **Policies & Procedures (Effective 9/1/23)**

The Fox's Den ChildCare was birthed out of a vision for quality, enriched childcare, different from the status quo of bigger "box style" chain child care centers. The Fox's Den seeks to mix the comforts of home with the structure and safety of a state licensed center. With smaller classroom ratios than what is required by the state and a focus on quality loving care and early childhood learning, we believe "The Den" is an excellent place for your child/ren. The center is licensed by the Ohio Department of Jobs and Family Services, and is approved to operate as a preschool and a daycare. The preschool is for ages 3 through 5 years, but not yet in Kindergarten. The daycare is for ages 6 weeks and up. An age appropriate preschool curriculum is part of the daycare schedule. While most preschool's start at age 3, we strive to introduce early learning as young as possible in a fun and hands on way. Children are sponges, and love to learn!

In addition, we are committed to EXCELLENT communication with updates and pictures of your children on a regular basis as well as an app that allows you to see in real time how their day is progressing. We quickly respond to any inquiries with an easy messaging system for instant access to your child/ren's teacher/s. We understand that leaving your child in someone else's care may be one of the hardest parenting decisions you make, and we are here and happy to help you feel comfortable and ease the transition.

### **Philosophy**

The Fox's Den ChildCare provides a quality child care experience in a comfortable, familiar, home-like setting.

Our program reflects the belief that learning takes place primarily through exploratory activities and discovery. The amount of adult guidance varies with each activity, as it is our belief that a good program offers both directed and non-directed experiences, encouraging your child to

plan and think about their actions.

Each room provides a child-centered environment with a wide range of materials and developmentally appropriate activities, which allow your child to create, manipulate, explore, and discover according to their particular and unique interests. Each child is valued and recognized as a unique individual with a large capacity for growth and development.

Through both group and individual activities, your child is encouraged to develop socially, emotionally, cognitively and physically at his or her own rate.

We believe that children thrive in an organized, structured, and fun environment that allows them plenty of opportunities to “get their wiggles out” through gross motor activity. We strive to create a calm atmosphere that is wildly fun when appropriate!

We have special days for family activities and interaction. But don't wait for an invitation feel free to stop by at any time and as often as you like. See firsthand your child's day care experience and know that their time is well spent on meaningful activities focused on developing your child to the best of their ability.

### **Licensing**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

### **Hours of Service**

Business hours are 6:30am to 6pm, Monday through Friday. You will be allowed 5 minutes after 6pm without being charged. However, any later than 6:05pm, and there will be an overtime charge of \$5.00 per minute late.

The following holidays, The Fox's Den will be closed, and weekly rates will be prorated.

**New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day**

If the holiday's fall on a weekend, either the Friday or Monday before will be closed and you will be notified in advance.

### **Inclement Weather Closing Policy**

The Fox's Den ChildCare will close due to snow ONLY when Wayne County is under a Level 2 or 3 Snow Emergency during the morning rush hour, meaning that driving is either not recommended or prohibited. When a center is forced to close due to a Snow Emergency, it is done solely with the best interest of the staff in mind! On occasion The Fox's Den ChildCare may close early if Wayne County is placed under a level 2 or 3 snow emergency during the evening commute – if state ratio requirements are met in all age groups with remaining children and staff. We will make a best effort to have parents pick up children early, however we must abide by state laws with ratios with any remaining children. Do not assume the center is closed due to snow or weather. Unless you receive a message from management, please consider the center open.

Any other "act of God" closings would occur if the center or arrival to the center would be dangerous, and everyone would be notified as soon as possible.

### **Rates**

**Age 6 weeks to 18 months:** 3 days or less per week \$180, 4 or 5 days per week \$245

**Age 18 months until age 3 :** 3 days or less per week \$165, 4 or 5 days per week \$225

**Ages 3 to 5 :** 3 days or less per week \$150, 4 or 5 days per week \$205

**School Age--**\$32 per day, are no discounts given on school age care. The school age rate will not be discounted in any way other than the monthly payment.

**Before/After School Care--** \$75 per week.

**Drop In Care:** Not currently available.

**10% discount for siblings rates** – for FULL TIME (4 or 5 days per week) only, applied to the oldest sibling.

Payment is due in advance - every Monday for the week. **There is a late fee of \$5 per day if paid after Monday. If payment for the week is not made by Friday, you may not return to the center until payment is made.**

There is a 5% discount to your overall rates if you pay in advance for the whole month.

Cash, check, and credit/debit cards are accepted. Credit and debit cards pass on a 2.75% processing fee. There is no fee for cash, check, or bank draft.

There is a \$25 charge for any NSF checks.

### **Maternity Policy/Teacher Summer Policy**

If an already enrolled student will be taking time off or staying home during maternity leave due to the birth of a sibling, parents may choose to unenroll that student, but a spot upon the commencement of maternity leave will not be held or guaranteed to be available for that student or the new sibling. If a spot is available, the enrollment fee must be paid again.

A spot may be held for the student and new sibling if the parent chooses to pay a \$125 holding fee per month of planned time off. The holding fee will guarantee 3 days of childcare per month as well for that child, and can be used if needed. The fee will be prorated, for example if a month and a half is taken instead of 2 whole months.

### **Enrollment**

Upon making the decision to enroll your child, you will be emailed a forms packet or you can pick one up from our office anytime. To enroll, we need the following:

\*Enrollment fee of \$75 PER FAMILY – this ensures your spot for 1 year upon enrollment, allowing you to take up to 5 vacation/sick days per year without having to re-enroll (see time off policy for more details).

- A completed enrollment form.
- A completed About Me information form.
- A statement of medical examination signed by a physician or certified nurse practitioner (signed within 30 days of enrollment)
- A signed photography release form
- Authorized child pick up list
- Signed and completed tuition/policies contract
- Infant care form, if applicable

If applicable, these situations may require additional forms prior to beginning care:

- Health Care Plans
- Special Diets

- Medications

***The medical examination must be updated every 13 months. All other paperwork is updated yearly.***

***All forms must be reviewed and approved by the center administrator prior to enrollment.***

Please keep in mind that if all forms are not current, your child's care could be suspended until the issue is resolved in order to maintain compliance with the Ohio Department of Jobs and Family Services rules and regulations for child care centers.

Once forms are completed, please schedule a 15 minute overview (prior to the first day of childcare) to sit down with program Administrator to review all forms for accuracy and clarification, if needed.

### **ADA Compliance**

The Fox's Den Childcare ensures compliance with the Americans with Disabilities Act (ADA), wherein to the extent of our ability we are able to provide the administration of medication to children with disabilities, as well as general care of children with disabilities.

We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities. Before deciding to enroll a child that would fall under this category, a meeting with the parents, management, and potential teacher would take place to determine the center and staff's ability to meet the child's needs and to discuss accommodation requirements to ensure a child will receive the best possible level of care for their situation.

### **Registration/Holding Fee**

Because we have limited enrollment, we do allow you to guarantee a spot for a specified date and age of child. This holding fee is non-refundable, and is equal to 1 week's rate. Once enrolled, the amount will be credited to your first week. We can hold a spot for 4 weeks.

All families must pay a separate \$75 registration fee upon enrollment – this is different than the holding fee mentioned above.

### **Time Off Policy**

In order to retain a spot at The Fox's Den, time off from childcare must be regulated the same way across the board. Please stick to your contracted schedule as often as you can, as routine is important for children. We do understand that unplanned events may cause your child to be unable to attend occasionally. For that reason, **full time students**, after being a part of the Den for 3 months, are given 5 days per year to use for vacation time that you will not be charged for. After those 5 days, tuition is still due for the full weekly contracted amount in order to keep your child's spot secured. If you use the days one at a time, your weekly rate will be

prorated to reflect that discount. We require a 2 weeks' notice for use of any vacation days for planning and staffing reasons.

### **Visitation Guidelines**

We have an open door policy at The Fox's Den ChildCare. Visiting parents may observe and/or visit their children at any time during their child's scheduled day. A daily schedule will be posted in your child's classroom, and you may also ask for a copy at the office. Please give consideration to the group's schedule, so as for example not to disrupt other students during nap time, etc. There will also be opportunities throughout the year to volunteer for class parties and help with activities.

### **Delivery and Release of the Child**

Daily upon arrival, children are to be "checked in" to the Brightwheel app via the iPad at the main desk. Parents and authorized individuals will be provided with a unique code to be used for this purpose as well as checking them out before they are picked up from their classroom.

Children are then to report to their classroom. Under no circumstances should a child be dropped off at the front door or outside—they must be brought to their classroom by an adult. Please make sure the teacher responsible for your child knows that he/she has arrived or is leaving.

The Fox's Den ChildCare will only release children to parents or other designated individuals that are listed on the signed authorized pick up form. Children must be checked out via the iPad at the main desk prior to being picked up from their classroom so that staff can verify that an authorized individual is picking them up. Changes in authorization must be done in writing and submitted in advance to the program director's office. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify the office. This will help to eliminate confusion at dismissal time. The center is authorized to ask for identification should there be any question concerning who is picking up your child. If an "unauthorized" person arrives to pick up your child, the child will not be released. The director will be notified immediately. The director will then call the parent/guardian to determine if the child should be released to the person. If there are issues involving custody, it is imperative that we know who can legally pick up your child. Supplying us with a copy of the divorce or custody papers gives us that information.

### **Court Orders & Custody Papers**

The Fox's Den ChildCare recognizes that both parents have a legal right to be a part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified

copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instruction will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

### **Children Arriving From Other Programs**

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to arrive from. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

### **Attendance**

If your child will not be in attendance on a regularly scheduled day, please mark them absent in Brightwheel app.

### **Supervision**

#### **Supervision of Infants/Toddlers/Preschoolers:**

At no time, will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

#### **Supervision of School Age Children:**

One child at a time may run errands inside the building or use the restroom alone without adult supervision as long as the following conditions are met:

- child is within hearing distance of teacher
- teacher will check on child every 5 minutes until child returns to classroom
- the restroom is for the exclusive use of the center

Dependent on circumstances, and based on the discretion of the teacher and or Administrator, this policy may vary and allow more than one child at a time (but no more than 6) to run errands or use the restroom.

### **Assessments**

The Fox's Den ChildCare does not conduct formal assessments on enrolled children and does not report assessments to ODJFS pursuant to 5101:2-17-02 of the administrative code. We do however consistently gauge progress and participation of each child working with our preschool curriculum, and are happy to discuss our observations with parents at any time. Any concerns with development and growth will be brought to parent's attention when applicable.

### **Parent Participation**

Parents are encouraged to participate whenever possible in the activities

at the center. Parents have unlimited access to all areas of the building used for child care during the hours of operation. Parents are invited to attend class parties, and special events or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. We understand that you have entrusted us with your little ones and we want our relationship to be a good one.

### **Sick Child Policy**

We will do our best to prevent the spread of illness and provide children with a clean and healthy environment. Please do not bring a sick child into the center. We do realize that children may become ill throughout the day, and if this happens, you will be notified and a plan will be discussed for care.

A child with any of the following symptoms will be immediately isolated and sent home to the parent or emergency contact:

- Under Arm Temperature of 100 Degrees F or higher
- Diarrhea (more than 3 abnormally loose stools within 24 hours)
- Severe Coughing
- Difficulty or rapid breathing, abnormal wheezing, or rapid respiration
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick discharge, matted eyelashes, burning, itching, or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with elevated temperature
- Head lice or nits, scabies, or other parasitic infestations
- Vomiting more than once or when accompanied by any other signs of illness
- Sore throat or difficulty swallowing
- Earache, discharge from ear, or pulling at ears

All communicable disease outbreaks will be posted immediately on your child's classroom door and/or in the Brightwheel app. Children often contract illnesses from sources other than The Den. If you know that an illness or communicable disease exists in which you might come in contact, avoiding that contact if possible will benefit your child as well as all the children at the Den (for example your child is visiting a cousin who has pink eye).



We require your child to be home at least 24 hours from the time of the occurrence of illness. Your child should be free of fever and other symptoms for at least 24 hours before returning to the center. If your child requires an antibiotic, they may return 24 hours after the initial dose. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

### **Immunizations**

The Fox's Den ChildCare will allow enrollment for unvaccinated children (this does not include the flu vaccine or the COVID-19 vaccine) on a case by case basis, taking into considering the current number of already enrolled children who are unvaccinated. If a child is completely unvaccinated and we do allow enrollment, we will require a statement of exemption on file and signed by parents. We will allow a staggered vaccine schedule. Please provide shot records within 30 days of enrollment, if applicable.

### **COVID-19 Sickness & Exposure**

If a child tests positive for COVID-19, they may not return to the center for 5 days if symptoms subside. If there are still symptoms, they may not return until symptom free or 10 days, whichever comes first after 5 days. If anyone in a child's household tests positive for COVID-19, they may attend as long as they are symptom free. If they develop symptoms, we will require a negative test for them to return.

### **Medication Policy**

We prefer not to administer medication unless absolutely necessary, for this reason we suggest you give medication doses at home, however if the center must administer a prescription medication, you must fill out a Request for Administration of Medication form, which does require a licensed physician or dentist (as applicable) to complete a section before medication can be administered. If you want the center to administer anything topical over the counter (without a prescription such as sunblock, diaper cream, etc.), you must fill out a Request for Administration of Medication form and sign it – does not need to be completed by a physician. Once the required paperwork is completed, return it to the front desk along with the medication labeled with your child's name.

Please note:

- Request for Administration of Medication forms are only valid for 12 months from the date on the form or until the date that the licensed physician or licensed dentist writes as the expiration date, whichever is a shorter time frame.
- A Request for Administration of Medication form needs to be completed for each medication, etc. that the child may need.
- The first dose of a prescribed medication must be given at home. The Center will not give first doses of medicine.
- No medication shall be administered to mask symptoms (Tylenol may not be given to mask a fever).

- If a child has a health condition, a Child Care Plan for Health Conditions or Medical Procedures would be filled out and kept on file. If a medication, cream, ointment, etc. is required due to this health condition, then a Request for Administration of Medication form would be completed as well.

Prescription medications must be in their original container and have the original prescription label from a commercial pharmacy. They should contain the child's name, current date (within the past 6 months), and exact dosage to be given daily and the route of administration. We require that both boxes of the Request for Administration of Medication form to be completed and signed by the parent/guardian and a licensed physician or licensed dentist before administering this medication.

Non prescription topical ointments, creams, chap stick, lotions, or over the counter medications must also be administered in accordance to the label instructions. Authorization for the administration of medication may be cancelled by written request of the parent/guardian at any time.

All medications will be stored in a designated area inaccessible to the children, for children of all ages. No child is permitted to carry their own medication or ointment. Medicine will be placed in a medication box, locked, at the front desk unless refrigeration is required. Medications may not be stored in a child's cubby or book bag.

If you have any other questions or concerns regarding our medication policy, please feel free to talk to an administrator to help clarify.

### **Sanitary Health Care Policies**

We adhere to strict sanitation procedures in order to maintain a clean and healthy environment.

Children are taught the important and proper methods of hand washing. Children and Staff wash their hands after restroom use, after wiping noses, before each meal and snack, upon coming inside from outdoors, after messy art projects, etc.

In order to reduce the chances of spreading infections, we do not launder children's soiled clothing. All items will be placed, without rinsing, in a sealed, moisture proof bag and returned to parents. In the event of an accidental wetting, the child will be dressed in their change of clothing. Please have an extra change of clothing in your child's cubby for this purpose.

### **Supplies**

The Fox's Den will provide most supplies for all classrooms except for a small supply lists at the beginning of the school year (the day after Labor Day) that will be requested at the beginning of the school year or upon enrollment.

Each child has their own nap cot. While they are not required to sleep during nap time, they must stay on their cots during this time so as not to disturb others. You are welcome to send a favorite blanket or “lovey” from home for naps for children over the age of 12 months. If you do not send a blanket, one will be provided.

For infants, the center will provide crib sheets and bibs for eating. We require all infants have 2-3 complete changes of clothing (appropriate for the season), drool bibs, and clean bottles with their formula or breastmilk in them prepared and labeled with their names. For breast milk, the date expressed and the date prepared must be included with the child’s name. All bottles will need to be taken home daily to be cleaned and sanitized.

For all children in diapers or training pull ups, please provide these, at least enough for a week, to the center as needed.

Wipes are used liberally and provided for you, so no need to supply them.

In order to have healthy and happy bodies, we strive to get fresh air every day, weather permitting. Because of this, it is important your child comes prepared for the season. Please keep the following items in your child’s cubby:

All Year:

A complete change of clothing (child’s name on each article)

Fall and Winter Months:

- A coat with a hood or a hat
- Gloves or mittens
- Boots
- Snow pants (optional)

Spring and Summer Months:

- A coat with a hood, sweater, or sweatshirt
- Sunscreen, labeled with their name

Please dress your child in comfortable clothing every day that is relatively easy for your child to manage, particularly when they are using the restroom. The children will not be allowed outside during thunderstorms, storm warnings, or other dangerous weather conditions. If this is the case, we will participate in indoor large muscle activities to help burn off energy!

All required items from home should be labeled with your child’s first and last name, as the Fox’s Den will not be responsible for items not labeled.

*\*We encourage sharing in our classrooms, so please help us reinforce that if your child brings a toy to share, it will be shared with other children, or it will be removed and kept in the child’s*

*cubby for the day. The Fox's Den cannot assume responsibility for loss or damage of any personal possessions a child may bring to the center.*

### **Meals**

The Fox's Den does not provide meals or snacks on a regular basis, however you will be notified when a special party or activity allows for them to be provided. Water is provided.

If your child is arriving in the morning and hasn't had a chance to eat breakfast at home, please pack a breakfast and a lunch for them, otherwise, just pack a lunch. No breakfast will be served after 9am as we begin engaging in learning activities at this time.

We do recommend packing a nutritious lunch with items from the protein, fruits & vegetables, and grains food groups. We do not supplement items from missing food groups if not packed, but may request you to send such items if frequently forgotten.

For infant formula or breastmilk, premade bottles must be provided to the center and clearly labeled with the child's name and date of preparation.

We believe meal and snack times are a great learning opportunity for children, so we will work on table manners, saying please and thank you, having conversations, and using utensils properly. Our staff will sit with children to work on these skills and have an enjoyable meal or snack.

We will communicate with you daily regarding your child's eating habits, likes, and dislikes as well.

You are welcome to send in a birthday snack for or snacks to share with the classroom at any time, however please note that individual servings are required and items must be store bought with an ingredient list available (to confirm if the snack is safe for those with food allergies). For example, we are not permitted to cut and serve a whole cake, but we can pass out premade cupcakes.

If a child has a modified diet or requires a special food supplement, we do require a doctor's note on file in order to adjust servings accordingly.

### **Breastfeeding/Pumping**

The Fox's Den ChildCare will provide a designated area in the Infant Room to breastfeed and/or to pump breast milk.

### **Diaper Changing**

All diapered children will be changed every two (2) hours unless diaper is soiled before the two (2) hour schedule. The two (2) hour policy will be followed unless parent specifies, in writing, a preferred diapering schedule. We are unable to accommodate the use of cloth diapers.

### **Potty Training**

It is our desire to come alongside parents' potty-training efforts at home. If a child is actively potty training, we will take them to use the potty at diaper changing times (every 2 hours) and when they verbalize to a teacher that they need to go. We will not place a child on the potty against their will or if they do not want to go. We believe that all children are ready to become potty trained at different times and at their own pace, and when they are ready, it is generally a one to two-week process. If several weeks have passed with little to no progress, we will discuss options with parents on moving forward. Sometimes a break is required and to try again later when they are more ready. For sanitary concerns, we require pull ups to be worn until a child is 2 weeks accident free, at which they may wear underwear. General signs of readiness would include that children can complete the following tasks with minimal assistance (although we do recognize that wiping for BM's may require assistance for a while):

**Children should...**

- pull-down their own pants
- use the step-up stools to reach the toilet
- do their own wiping
- pull-up their own pants
- use the step-up stools to reach the sinks to wash their hands
- use the step-up stools to reach the towel dispensers to dry their hands
- discard the paper towels used to dry their hands

**Napping**

All children under the age of 5 will have a designated nap time while at the center. Infants will follow their own schedules provided by the parents and/or nap as needed, when showing signs of readiness. Toddlers through preschoolers aged 5 will have their designated nap time after lunch time. Nap time ends at 2pm. If a child wakes prior to 2pm or does not fall asleep during nap time, they are allowed to engage in quiet activities with on their cot so as not to disturb the other children who are napping. If a child is still sleeping at 2pm, depending on the planned activities for the day, we may choose to let them keep on sleeping until they naturally wake (preferred) or if necessary, they may be gently woken up. At the age of 5, we will discuss with parents whether or not to continue naps. If we choose not to continue naps, they will not lay down and will engage in quiet activities such as coloring, watching a movie, etc. during the designated nap time.

**Accidents/Emergencies/Evacuation Plan**

We participate in monthly practice drills to prepare the children and staff for emergencies. If the children are not able to safely re-enter the building, our emergency destination that the children will be taken to is Crossroads Assembly of God church across the road from our building, located at 10220 Wooster Pike Road; Creston, OH 44217. A sign will be posted on the door indicating that we have evacuated and the location where you can pick up your child as well as an alert and text message will be sent via the Brightwheel app. Parents will be notified as soon as possible and asked to pick up their child at this alternate location as soon as possible.

If a parent cannot be reached, we will contact the emergency contacts listed on your enrollment information.

We have several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire, tornado, or earthquake, staff would follow the written instructions posted in each classroom, describing the emergency evacuation routes and procedures to be followed to assure that children have arrived at the designated spot. Fire, Tornado, and Earthquake drills are practiced monthly.

In the unlikely event that there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact 911 and follow directions given by the proper authorities. We would contact the parents as soon as the situation allows, and an incident report would be provided to the parents as soon as possible.

All of our child care staff members have received training in the recognition and prevention Child Abuse, First Aid, CPR, and Communicable Diseases. Each room has a telephone available that can directly dial 911 in an emergency. If your child should have a minor accident/injury, staff will administer basic first aid. An incident report will be completed and uploaded to the Brightwheel app to inform you of the circumstances of the injury, and a hard copy will be kept on file at the center. The Fox's Den will not transport children in emergency situations. In the event of a life threatening emergency or serious injury, the center will apply first aid, call 911, and contact the child's parents/guardians. If a serious medical injury occurs that is not immediately life threatening, we will contact the parents/guardians and physician for further instructions. If a parent is unable to take their child to the nearest hospital, we will arrange to have them transported through our local EMS. A staff member would accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport. If parent/guardian will not sign consent for EMS transportation in the event of an emergency, then we will not be able to care for your child/ren at The Fox's Den ChildCare.

### **Outdoor Play**

We believe in the benefits of outdoor play and exploration! Also, the State of Ohio requires that outdoor play be included in our program on a daily basis, weather permitting. It is our policy that children will not be taken outside (wind chill and heat index factored in) when the temperature drops below 25 degrees or rises above 90 degrees F. We will shorten the amount of time outside when the temperatures are very hot or very cold. Children will not go outdoors when the air quality alert is in the orange zone or higher. Outdoor time will also be adjusted due to rain, threatening weather, ozone warnings, etc. On days when outdoor play is not possible due to these conditions, the children will have fun participating gross motor activities indoors. Please remember to always have proper clothing for your child so they will be comfortable when outside. If they do not have the appropriate attire, a note may be sent home as a reminder that your child cannot participate in outdoor activities without the appropriate attire.

### **Swimming Information**

During the summer months, water activities will include the use of hoses, sprinklers, and kiddie pools (no deeper than 18 inches). The children will be actively monitored by staff at all times. Parents will be asked to sign and date permission slips prior to any water play that involves standing water more than 18 inches deep. If you do not complete the form, your child will not be able to participate in these activities. Permission slips are valid for one year. Please remember that your child will need to have a bathing suit or towel. Also remember that you must provide sunscreen along with a Request for Administration of Medication form filled out with the exact type of sunscreen that you will be providing for your child. The form is valid for one year.

### **Tips for Easy Adjustment**

We understand the first few weeks of transition to a new place can be difficult at times for children and parents, and we want to make sure the transition is as seamless as possible. Here are some tips to help the process:

- Talk to your child positively about the center and all of the fun things they will be doing here!
- If possible, you are more than welcome to bring your child here for a couple hours to visit and play before enrollment. We have found it helps immensely also if you stay with them during this time so they see that you are comfortable and they should be too.
- Before leaving, ensure that your child is involved in activity.
- If you anticipate separation anxiety, please discuss with the teacher and Administrator and decide on a plan in advance of the first day. Oftentimes a simple reassuring good bye is more helpful than a long good bye. We will be vigilant to update you on their progress in the first couple of weeks.
- We believe communication is of the utmost importance. We will frequently send you pictures and always respond to your questions throughout the day. We welcome your checking in and feedback!

### **Staff:Child Ratios**

<b>Age</b>	<b>State Ratio</b>
0 -12 months	1:5, max 2:12
12 months to 18 months	1:6, max 2:12
18 months to 30 months	1:7, max 2:14
30 months to 36 months	1:8, max 2:16
3 to 4 Years	1:12, max 2:24

4 Years to Kindergarten Age 1:14, max 2:28  
 Kindergarten to Age 11 1:18, max 2:36

The Fox’s Den purposely designed the center to have lower teacher to staff ratios, especially in our infant classroom because we believe the children will receive better care and thrive in this type of environment. There will be times when ages are blended, in fact, we want that as much as possible – to mirror a benefit of an in home daycare and reflect the way families were designed. When ages are blended, the ratio will reflect that of the youngest children in the group.

**Transitioning Between Classrooms**

As children grow, it will be time for them to transition between classrooms. Because we daily blend our children together, that should help with these transitions. As they approach the age where they will switch rooms, the parent and Administrator will discuss the child’s development and decide on a timeline for the transition and complete and sign a Transition Agreement. This decision is not based on age alone, and we will work together to move the child to the new classroom as smoothly as possible.

**Daily Schedules**

The Fox’s Den ChildCare has a schedule and curriculum that is followed daily for all ages, except infants. We pride ourselves in being able to work with your infants schedule, as we have learned all babies are different, and we are able to meet that standard of care with our small ratio in that room. Our schedule serves as a general guide to give you an idea of what a typical day will look like, however we know that children are unpredictable, so times may not be exact and activities may be changed to accommodate.

Toddlers

7am - 8:30am	Arrival/Play/Breakfast (if brought)
8:30am - 9am	Circle Time
9am - 9:30am	Music/Dance Time
9:30am - 10am	Free Play
10am - 10:30am	Snack Time
10:30 - 11:30am	Outdoor/Gross Motor Activity
11:30am - 12:30am	Lunch/Clean Up
12:30pm - 3pm	Afternoon Rest Time
3pm - 3:30pm	Snack Time
3:30pm - 4:30pm	Art/Sensory/Special Activity
4:30pm - 5pm	Story / Reading Time
5pm - 6pm	Play, Prepare for Pick Up



Preschool

7am - 8:30am	Arrival/Breakfast/Morning Routine (put belongings away, say bye to family, do table activity)
8:30am - 9am	Circle Time/Story Time
9am - 9:30am	Music/Dance Time
9:30am - 10:15am	Outdoor Play / Gross Motor Activity
10:15am - 10:45am	Snack Time
10:45am - 11:30am	Centers (blocks, discovery, library, pretend)
11:30am - 12:30pm	Lunch
12:30pm - 2:30pm	Afternoon Rest Time
2:30pm - 3:30pm	Art/Sensory/Special Activity that pertains to the weekly theme.
3:30pm - 4pm	Snack Time
4pm - 5pm	Outdoor Play / Gross Motor Activity
5pm - 6pm	Play, Prepare for Pick Up

School – Age

7am - 8:30am	Arrival/Breakfast/Morning Routine (put belongings away, say bye to family, do table activity)
8:30am - 9am	Reading
9am – 10:00 am	Outdoor Play / Gross Motor Activities
10:00 - 10:15am	Hand Washing and Obtain Snacks
10:15am - 10:45am	Snack Time
10:45am - 11:30am	Free Play and Clean Up
11:30am - 12:30pm	Lunch
12:30pm - 2:30pm	Quiet Time (movie, tablets)
2:30pm - 3:30pm	Art/Sensory/Special Activity that pertains to the weekly theme.
3:30pm - 4pm	Snack Time
4pm - 5pm	Outdoor Play / Gross Motor Activity
5pm - 6pm	Play, Prepare for Pick Up

**Confidentiality**

At The Fox's Den confidentiality is valued and maintained. Discussion of students, teachers, classroom situations, and/or family issues outside of the child care setting is not allowed. Please note that any evaluations, conference notes, etc. for your child are kept in their file. Teachers may discuss children or situations with the administrator or amongst each other for guidance or advice. Your child's and families privacy will be respected and maintained at all times.

### **Guidance Policy**

We strive to promote self-control while treating each other with respect and love at The Fox's Den. By treating each child this way, we make it clear that it is our expectation for them to do the same. We believe the baseline for all disciplinary action should be positive reinforcement and positive redirection first, and then consequences if those methods are not successful. We seek to prevent problematic situations by:

- Establishing clear, consistent, and simple limits
- Focus on the behavior rather than the child
- Reminders to clarify and reinforce limits
- Model problem solving skills
- Redirection

Staff will not impose discipline for failure to eat, sleep or toileting accidents. This disciplinary policy applies to all staff, and all staff have signed and acknowledged our policy. **CORPORAL PUNISHMENT WILL NOT BE TOLERATED EVER. PARENTS AND GUARDIANS ARE NOT PERMITTED TO UTILIZE CORPORAL PUNISHMENT ON THE FOX'S DEN CHILDCARE PROPERTY.**

### **Problem Resolution**

Any issues or concerns you may have can be addressed as follows: notify the center administrator/owner first, and then issues will be discussed with teaching staff if needed. Please keep in mind that profanity of any kind will not be tolerated. Any persons using profanity or communicating in an aggressive or violent manner will be asked to leave the premises. Persons may be subjected to their family being immediately dis-enrolled from the daycare without notice

### **Suspension and Expulsion**

The Fox's Den ChildCare reserves the right to withdraw children for any reason at any time, some examples may include:

- weekly tuition not received
- failure to comply with center policies
- inability to function within the center
- behavioral concerns that repeatedly impact the safety of peers

Repeated behavioral issues are discussed with parents and every attempt will be made to work together to correct the behavior. If a situation arises where a child is consistently endangering

themselves, peers, or staff, it may become necessary to disenroll the child. The Fox's Den Childcare has a behavioral plan process that would typically be enacted prior to a suspension and expulsion. The only exception would be gross misconduct, immediate and severe threats to the safety of others, or other unprecedented actions. When a child needs to be placed on a behavior plan, a meeting will be requested with parents to discuss concerns, and complete and sign the plan. Once the plan is in place, it will outline the frequency and types of behaviors that would lead to a one week suspension. If after a suspension, the behaviors do not improve, then expulsion would be the last and final step. The safety of every child is always our primary concern. The administrator would be in communication with the parents prior to this step, as it is a last resort and all attempts will be made to prevent it.

### **Final Notice**

A 2 week notice is required at the time of termination. By signing a contract agreement, you agree to give a 2 week notice before terminating care or paying the 2 week fee to terminate immediately. We would appreciate as much notice as possible, so if you give more than 2 weeks, your child's spot is guaranteed until your date of termination.

### Center Parent Information ...Appendix C to Rule 5101:2-12-07

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37<sup>th</sup> Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

**The following page outlines the terms of your specific contract. By signing the following page, you agree to abide by the Policies & Procedures outlined here as well as the terms of the contract.**