

Arial D. Ballard - Owner/Provider

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The following below is a list of important information and policies. You can find a complete handbook online at ballardsden.com/handbook or may request a paper copy at any time.

# GENERAL INFORMATION

Greetings families! We look forward to becoming familiar with you and your children. Our program philosophy is to provide a safe and secure, but comfortable and fun-filled environment for your children with the intent to increase family values. We encourage all parents to be involved in the activities provided from the Ballard’s Den and to provide families with useful data about your children’s development. We look forward to working with you to meet the needs of each child. Our staff will work hard and together as a team for the sake of your children.

## INSURANCE

This provider will not secure any insurance, the caretaker of each child must sign a statement acknowledging that the provider or any other owner of the home does not carry liability insurance as described.

## HOURS OF OPERATION

6AM-11PM Monday-Saturday; closed Sundays

**Scheduled closings and Holiday closings**

* The daycare may be closed, up to two weeks (14 days) out of the year for vacation and parents will be given proper notice.
* The following are days and Holidays that we are closed:

|  |  |
| --- | --- |
| August 22nd-24th | Vacation – TBA |
| September 2nd | Labor Day- CLOSED |
| November 7th-9th | Vacation – TBA |
| November 28th | Thanksgiving – CLOSED |
| December 25th | Christmas Day – CLOSED |

WE ARE OPEN ALL NATIONAL HOLIDAYS THIS YEAR BESIDES LABOR DAY, THANKSGIVING AND CHRISTMAS DAY

Any holiday not listed that falls on a weekday, we are open. We’ll give proper notice if there are any changes.

**Basic Daily Schedule**

* + 6a-7:30a Arrival, handwashing, free play
  + 7:30a-8a Breakfast
  + 8a-8:30a Diaper Checks, toileting, handwashing
  + 8:30a-9:15a Circle Time
  + 9:15a-10a Morning Binders
  + 10a-10:30a Handwashing/Snack Time

10:30a-11:30a Outdoor Play/ Indoor Gross Motor, hands washed as we return

* + 11:30a-12p Free Play, handwashing, set up for lunch
  + 12p-12:45p Lunch, handwashing
  + 12:45p-1p Diaper Checks, toileting, handwashing
  + 1p-2:30p Nap Time, quiet time for children who do not nap and for children as they wake
  + 2:30p-2:45p Diaper Checks, toileting, handwashing
  + 2:45p-3p Snack Time/ handwashing
  + 3:30p-4:30p Outdoor Plan/ Indoor Gross Motor, hands are washed as we return
  + 4:30p-5p Diaper Checks, toileting, handwashing
  + 5p-6p Dinner
* 6p-7:30p Developmental Activities and experiences
* 7:30p-8p Snack
* 8p-8:30p Nighttime Routine
* 8:45p Bedtime
* 11p Departure

## STAFF-TO-CHILD RATIO

Care is provided for no more than 6 children at any one time. No more than 3 of these children will be under age 2.

## PARENT INVOLVEMENT

Parent involvement is important and helps make each child's experience in childcare a positive one. We will have opportunities for families to be a part of the ventures the children will experience, as well as events and outings we will attend.

We will be having summer and fall picnics, that will be listed on our calendar for parents to attend.

For Mother's Day, we will have a Mother's Day “MOM & ME Sunday Brunch”, the Sunday before Mother's Day each year. This will be paid for by the provider on her day off for all moms and children attending.

Father's Day we will have Donuts with Dads.

We will also have a gift exchange each year for Christmas, we ask that all parents participate. More details will be provided at a later date.

**Ways to get involved;**

Seasonal parties: All children will be involved in childcare parties at different times of the year. Parents sign up to provide treats, party favors and paper products will be available as well as options to attend parties.

Birthday parties: Birthday snacks are always a special treat. Parents are encouraged to provide a simple snack during snack time to celebrate a child's birthday.

**Other ways to get involved includes, but is not limited to:**

Ask your child to describe his or her day when they come home.

 What was something fun you did today?

 Who did you play with today?

Look over any papers sent home to be informed on what your child has worked on during the day.

## PARENT-PROVIDER MEETINGS

The Ballard’s Den and parents need an open door of communication in order to provide the best experience for each child. Therefore, meetings to discuss the progress of your child may be held. If you are concerned about any aspect of the childcare, please feel free to schedule an appointment with the provider.

## PAYMENT POLICY

At Ballard’s Den, we are committed to providing your child with a safe and caring learning environment. Paying tuition on time helps us keep the business operating smoothly. Tuition is any fees agreed to pay on a weekly basis for childcare (private pay and publicly funded childcare). All tuition payments are due **every Friday morning** prior to care. Tuition reminders are sent via text message no later than Wednesdays and payment is due by Friday morning.

Payment obligation is based on the hours agreed to use childcare, not on actual attendance. Your payment reserves your child’s space in our program. There is no change in fees due to your child’s absences. If your child attends one day and is absent the next due to an illness or another occurrence, the fee remains the same. If I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible for making payment as agreed. In the case of your vacation or absence, please postdate your payment for the upcoming date due and make payment before you leave.

**Fees are as follows for private pay families:**

Annual Registration fee per family …..................................................................$25.00

Infants aged 6 weeks – 18 months ............................................................$183.72/week

$130.00/week PT (3 days)

$8.00/hourly

Toddler 19 – 36 months..............................................................................$179.10/week

$125.28/week PT (3 days)

$7.80/hourly

Preschool ages 4 – 5...................................................................................$167.42/week

$123.72/week PT (3 days)

$8.03/hourly

School Age.................................................................................................$146.00/week

$106.53/week PT (3 days)

$7.73/hourly

Summer School Age...................................................................................$157.05/week

$120.00/week PT (3 days)

$8.50/hourly

We have developed the following payment policy below for both private pay families and families enrolled in PFCC to ensure a smooth and transparent payment process. Please take a moment to read and understand the terms outlined below.

* Payment schedule:
  + Tuition fees are due Friday morning each week.
  + The payment schedule will be provided upon enrollment.
* Payment methods:
  + Payments can be made with cash, debit or credit card. We accept Visa, Master Card, and Discover.
  + We do not accept checks or money orders as a form of payment.
* Fee structure:
  + Tuition fees cover regular daycare hours and activities.
  + The caretaker agrees to pay the provider additional fees as outlined by the provider which exceed those eligible for payment.
  + Such fees may include:
    - * Activities (field trips and special events)- To be determined based off cost per trip and communicated separately.
      * The provider shall provide the caretaker with a written receipt for all payments made.
  + Billing information can be available upon request. Statements cover the following weeks of childcare.
  + All tuition and fees are non-refundable.
* Discounts and incentives:
  + The Ballard’s Den does not offer any discounts or incentives.
* Late payments and penalties:
  + Tuition is due by Friday morning before the week of care begins.
  + A late fee of $10 will be charged for any payments received after the due date.
  + If payment not received on the Monday of the week an additional $5 per day will be charged per day. Your child(ren) will not be able to return until both payment and late fees are paid in full.
  + There will be a $10 fee assessed per child for no call/no show. This is considered not giving at least 1-hour same day notification that your child(ren) will not be attending.
  + Late Pickup: $5 up to the hour, $10/hr. late Per Child
  + $5/child/day for any transportation provided other than scheduled routine and field trips
  + Late fees for late pickups, any transportation other than scheduled trips and no/call no show will be applied to your next billing cycle.
* Non-payment and termination:
  + In the event of persistent late payments, Ballard’s Den reserves the right to suspend or terminate your child's enrollment.
  + A 10-day notice will be provided before termination due to non-payment for private pay families.
  + For Publicly Funded Child Care families, the provider shall notify the CDJFS when the co-payment is delinquent more than two weeks from the date established in the written co-payment agreement. The family will then receive a 7-day notice before termination due to non-payment.
* Privacy and security:
  + All payment information provided will be treated with confidentiality and in compliance with data protection laws.
* Communication:
  + If you are unable to pay for any reason, please let the provider be aware to discuss payment arrangements.
  + For payment-related inquiries or concerns, please contact us.
* Parental agreement:
  + By enrolling your child in The Ballard’s Den, you acknowledge that you have read, understood, and agree to comply with the payment policy.

We believe clear communication is vital for maintaining a strong relationship with families. If you have any questions or require further clarification, reach out to us.

## ONSITE BREASTFEEDING AND PUMPING MOTHERS

The Ballard’s Den supports onsite breastfeeding or pumping mothers. In recognition of the health advantages and benefits for young children and breastfeeding mothers, we will provide you and your child(ren) with a Supportive Environment which will include a clean, designated area (other than a bathroom) for families to breastfeed and/or express milk.

## COMPLAINTS AND/OR CONCERNS

The provider shall provide a safe and healthy environment when children are present. Any individual whose behavior or health may endanger the health, safety or well-being of children shall not reside in or be present in the type B home.

If the Ballard’s Den or caretaker determines that a conference is needed, the provider shall schedule a conference at a time mutually acceptable to discuss the child's progress and needs.

# POLICIES AND PROCEDURES

## ENROLLMENT

The Ballard’s Den is a Type B home, and the provider operates under rules in Chapter 5101:2-13 of the Ohio Administrative Code. They are not employees of the County Department of Job and Family Services (CDJFS) or the Ohio Department of Job and Family Services (ODJFS). Many of the requirements in this handbook depend on your cooperation, including paying tuitions and fees l, as well as the submission of your child’s records (child medical statement signed by a licensed doctor or physician, health information, and emergency transportation authorization) in a timely manner. Also, you must provide written permission for your child to attend all field trips and routine trips.

**Enrollment Process**

\*Children's Records are confidential and shall only be disclosed to the CDJFS, the provider and to persons to whom the caretaker provides written authorization. The following forms are needed signed and returned prior to enrollment:

* The JFS 01234 "Child Enrollment and Health Information"
* A medical statement indicating that your child has been examined by a health care professional must be signed and submitted within 30 days of the child's first day of care.

o Your child must be examined at least once every 13 months and the medical statement completed, until your child enters the grade of kindergarten or above.

Each year, the caretaker of each child must review the information on the enrollment form and sign the form again verifying the information is accurate.

* Liability Insurance Statement
* Payment Policy Agreement with Payment Policy
* JFS 01225 “Routine Trip Permission for Childcare”
* JFS 01218 “Basic Infant Information” (Infants only)
* JFS 01235 “Sleep Position Waiver” (Infants only)
* JFS 01236 “Medical/ Physical Care Plan” (if needed)
* JFS 01217 “Request for Administration of Medication for Childcare” (if needed)

Anytime there is a change to this information, it should be communicated to the provider immediately to assure that current information is always on file for every child.

Per policy, the first day the child must bring with them a change of clothes inside of a plastic bag.

Per policy, no toys from home should be brought and blankets will be provided during any sleep time by provider.

**CHILDREN WITH IMMUNIZATIONS**

No care will be provided for any child without immunizations.

## ATTENDANCE POLICY

Attendance records shall be maintained by the provider. The records shall indicate the hours of childcare service provided for each child.

If you need care on a non-school day advance notice must be given and it is subject to availability.

Please also note, care is not available for children who are missing school due to disciplinary action.

|  |  |
| --- | --- |
| Communication via calling or texting must be made if you are running late with your children. If | |
| you are more than 30 mins late, care is not guaranteed. |  |

*Required Hours:*

* There is a limited number of full-time and part-time positions available. If your children are not meeting authorized hours, we may not be able to continue to provide care for them.
* Full-time care is 25-60 hours per week and part time care is 7-24.9 hours per week.

**Arrival and Departure.**

The procedure for the safe arrival and departure of children is:

Caregivers must sign in during drop off each day or I will not be able to accept your child.

* The parent/caretaker MUST be responsible for picking up their child or provide written consent of whom the child is to be released to.
* An adult 18 years and older must bring the child inside of the daycare, as well as come inside to pick them up.
* Any adult picking up a child must have a photo ID that is current and valid.

**Absent Day Policy**

* There is no change in fees due to your child’s absences. If your child is absent due to an illness or another occurrence, the fee remains the same.
* Three (3) warnings will be given regarding proper notice of the child not attending for the day. At least a 1 hour minimum of notice should be given if the child will not be attending that day. Anything beyond that will subject the child to disenrollment.
* If your child(ren) is absent from daycare for 2 weeks or more I am not able to hold their spot for continued care unless we have communicated about their absence.
* Payment obligation is based on the hours agreed to use childcare, not on actual attendance. If an absence occurs, fees remain the same.

**Releasing child to people other than the parent.**

* The provider's policy regarding releasing a child to anyone other than the caretaker (including custody agreements) is: Written note sent with child, or a call. Please have the person bring their driver's license or state ID to release the child/children.

**Releasing a child according to a custody agreement.**

* In the situation of custody disputes/agreements, legal documentation must be provided.

**Follow up when a child scheduled to arrive from another program or activity does not arrive.**

* The Ballard’s Den needs written permission from parents about each child’s whereabout that will arrive from another program or activity. That includes the location of the program or activity, start/end times, and contact information in the event of an emergency.
* We will contact a parent or guardian in the event a child does not arrive from another program or activity.

## SUPERVISION AND SAFETY OF CHILDREN

* At Ballard’s Den we are responsible for the safety of all the children while childcare is being provided. No child will ever be left unsupervised, and all childcare staff will ensure all children in care are within sight or hearing at all times.
* When children are outside, the provider will remain outdoors when infants, toddlers and preschoolers at all times.
* Our program will allow school aged children to play outdoors by themselves. The rules are as follows:

o School age children may be permitted in the outdoor space within the provider as long as the children remain within sight and hearing of the provider if both of the following occur:

▪ Children are not engaged in high risk activities and the provider is always able to intervene if needed.

* We will always have immediate access to a working telephone on the premises which is available and capable of making and receiving incoming and outcoming calls.
* At our facility no child will be exposed to inappropriate language or media.
* The provider or childcare staff shall release a child only to the caretaker or to a person who has been previously approved by the caretaker.
* With written permission school age children may leave the Ballard’s Den for specific activities including;
* Walking to and from the Ballard’s Den or school
* Walking home or to another destination

## CHILD GUIDANCE

* At Ballard’s Den, we are responsible for guidance and management. Children will learn rules as they are broken. They shall be consistent and explained to the child as the scenario takes place or when the incident can be safely addressed.
* Our goal is to create our classroom rooms with the children, discussing the reasons behind the rules and reinforcing them consistently. If we involve the children in the rulemaking, it'll ensure their ownership and understanding
* Specific behavior management techniques which will be used at the Ballard’s Den are:
  + Modeling desired behavior o Setting Clear limits o Redirecting the child to appropriate behavior o Showing the child positive alternatives
  + Showing the child what they can do to decrease the chance of undesired behavior reoccurring.
  + Encouraging children to control their own behavior, cooperate with others and solve problems by talking.

I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices by themselves and they just may need a couple of minutes to calm down and think about their choices.

* The time out will last no more than one minute per year of age
* Time out will never be used on children less than 18 months of age
* Upon the child’s return to the activity, I privately review with the child the reason for the time out and expected behavior.

Another effective strategy is to use problem-solving techniques to address conflict and challenging behaviors. Instead of resorting to “time-out”, staff can encourage children to identify the problem, come up possible solutions, and choose the best course of action. This approach teaches children to take responsibility for their actions and teaches them problem-solving skills.

## SUSPENSION AND EXPULSION

* The provider will communicate and consult with the parent regarding the child’s behavior or implementing a behavior management plan, which will be in writing and signed by the parent.
* Failure for your child to meet the specific behavior techniques will result in suspension or expulsion.
* If a child is expelled from the FCC home for behavior issues, the Ballard’s Den must report it in OCLQS (Ohio Child Licensing and Quality Systems).
* We at Ballard’s Den work with children and parents to resolve behavioral issues. However, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.

## AMERICANS WITH DISABILITY ACT COMPLIANCE

The Americans with Disabilities Act (ADA) ensures that children with disabilities have access to childcare. Childcare providers must comply with ADA regulations and provide reasonable accommodation for children with disabilities. I will ensure that my program and staff are trained to support children with disabilities and comply with ADA requirements.

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

As my program administers medication, I administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.

Prior to caring for a child with a disability, I will be properly trained regarding any necessary procedures.

## ADMINISTRATION OF MEDICATIONS AND TOPICAL PRODUCTS

The Ballard’s Den procedures for administering medication and topical products is as follows:

* For medication to be administered, a JFS 1217, “Request for Administration of Medication for Child Care,” must be unless the medication is required by a JFS 1236, “Child Medical/Physical Care Plan for Child Care” which is on file.
* Medications are stored in an area inaccessible to children.
* Any medication for your child must be handed directly to me upon arrival.
* Medications may not be brought in a child’s backpack.
* Prescription medications must be in their original container and administered in accordance with instructions on the label.
* Over-the-counter medications also must be administered in accordance with the instructions on the label.
* If parents request any different dosages or uses, a physician must provide written instructions on the JFS 1217, “Request for Administration of Medication for Child Care.”
* Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to me upon arrival at the program.

Policies on medical foods (food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for specific dietary management of a disease or condition):

* If your child requires the administration of medical foods, you must provide a completed JFS 1236, “Child Medical/Physical Care Plan for Child Care.”
* All medical food must be provided by the parent and must be in the original container with the child’s name on it and must be handed to me immediately upon arrival.
* I follow the directions on the medical food container to ensure safe storage.

Policies on modified diets:

* If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changes the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your physician regarding this. A JFS 1236, “Child Medical/Physical Care Plan for Child Care” must be completed.
* If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. You must provide any food requirements that are not part of my program's menu.

Policies on whether school age children are permitted to carry their own emergency medication and topical products:

* School age children are permitted to carry emergency medication such as an EpiPen or inhaler if they have a JFS 1236, “Child Medical/Physical Care Plan for Child Care” on file.
* School age children are permitted to carry and administer topical products with written parental permission.

I shall not administer any medication, medical foods, topical medication, or lotions until the child has received the first dosage or application at least once prior to provider administering.

 Emergency medications are the only exemption.

I will not administer any medications beyond the date indicated by a licensed physician.

Administration of medication, including when school age does their own will be documented

* Excludes topicals and lotions.

**Administering medication to children with disabilities.**

The Ballard’s Den provider, childcare staff and employees agrees that in the performance of services, there shall be no discrimination, retaliation or intimidation against any client, child, employee, contractor, or any person acting on behalf of a contractor due to race, color, sex, religion, national origin, handicap, age, or ancestry. The provider will comply with all appropriate federal and state laws regarding discrimination and the right to any method of appeal shall be made available to all persons.

* Caring for a child with specific health conditions and or disabilities:

o Prior to the first day of enrollment, caretakers are to complete and sign for JFS

01236 Medical/Physical Care Plan for Childcare for;

* + Any child that has a condition or a diagnosis that requires monitoring of the child’s symptoms which requires staff to act.
  + Ongoing administration of medications
  + Avoiding foods, environmental conditions, or activities
  + Administering procedures which requires staff to be trained on o Per policy, we will hold to limitations regarding administering anal medications, diabetic injections, or any other type of medication that would call for a CNP, RN, LPN, or any other health care professional to administer.

## OUTDOOR PLAY

The Ballard’s Den will offer outdoor play each day in suitable weather (25-90 degrees) for all toddlers, preschoolers and school-age children who are present more than four daylight hours.

This home will limit outdoor play only in case of the following weather conditions:

* We will not go outside to play if the temperature is under 25 degrees, or over 90.

Other conditions which would limit our time outside or not allow us to go outside are:

 Extreme weather conditions that have warning.

* If we do not go outside for outdoor play, we will have indoor gross motor activities such as dancing and exercising.
* Parents are encouraged to bring coats, hats, gloves, and boots for outdoor play.
* Supervision plan for outdoor play:
  + Staff should be aware of how many children are in their care and where all the children are, always.
  + Staff should consider other supervision challenges which the outdoor environment presents.
  + Staff should position themselves so that at least 2 areas of the playground can be viewed and are easily accessible.
  + Staff should move about the playground, depending on where the children are at any given point in time, while continuing to interact with the children.
  + Staff should consider individual children’s needs, including high risk behavior. o If there are areas that cannot be supervised by sight, they should be blocked off and inaccessible.
* Our regular outdoor play area will be located in the backyard of the home.
* We will also take scheduled trips every other week to an offsite play area. We have two sites that our program will go to; Early Childhood Resource Center located at 1718 Cleveland Ave NW 44703 and Dogwood Park located at 241 7th St NE N. Canton 44720. Permission is required.

## FOOD AND DIETARY POLICY

At Ballard’s Den we will provide and serve varied, nutritious, and appropriately timed meals and snacks for all children in care.

A monthly menu will be provided to each family at pickup that shows which meals and snacks will be served, including which meals contain a milk serving.

*Information regarding meeting 1/3 of the child’s recommended daily dietary allowance:*

My program provides the following meals and snacks which provide at least 1/3 of the recommended dietary allowance for each child:

* Breakfast
* Morning Snack
* Lunch
* Afternoon Snack
* Dinner
* Evening Snack

All meals and snacks served are selected from the four basic food groups listed below and provide at least 1/3 of the recommended dietary allowance for each child:

* Meat or meat alternative
* Breads and grains
* Fruits and vegetables (juices may be used if they are 100% and undiluted and two vegetables may be used to meet an entire fruit requirement)

Policies regarding formula, breast milk, meals, and snacks:

* Unflavored fluid milk is served. Children 12 months up to 24 months are served whole milk and children 24 months and older are served 1% fat free or skim milk. A weekly menu (or monthly if that’s what your program chooses to use) is provided to each family at pickup time that shows what meals and snacks will be served, including which meals contain a milk serving.
* Parents are required to provide prepared bottles for all children who are formula and breast-fed. All bottles must be labeled with the child’s name and the date the bottle was prepared. In addition, bottles containing breast milk must also be labeled with the date pumped.
* Parents are required to provide bottles and formula. I prepare bottles onsite. Any unused formula/breast milk is discarded or sent home.
* Meals and snacks are served only during meal or snack time. If your child arrives after the end of any mealtime, please be sure that they have eaten prior to coming to my program.

Policies for supplemental food:

* If you choose to provide your child’s food, I provide supplemental food to give your child when all required food groups are not included in your child’s meals for the day.
* No child will go more than 4 hours without at least a snack or meal unless they are sleeping.

## MANAGEMENT OF ILLNESS

Upon the child's arrival each day, the provider shall observe each child for signs of communicable illness.

Parents will be notified when their child has been exposed to a communicable illness by phone call, text, message, email, or other preferred method of contact.

Management of illness, including isolation precautions:

* If your child is sick or does not feel well enough to participate in program activities, please keep them at home.
* Children who become ill while in care are isolated within sight or hearing of the provider.
* Cribs/playpens/cots/mats and any linens used are washed and disinfected before being used again.
* Parents are notified by a sign posted at the front door if children have been exposed to a communicable illness.
* My program follows all required Covid-19 pandemic rules and guidelines from the CDC and the Ohio Department of Health.

Symptoms for discharge

* A child is considered to be sick when demonstrating any of the following symptoms:
  + Temperature of at least 101 degrees F (100 degrees F if taken axillary) when in combination with any other sign or symptom of illness
  + Diarrhea (more than 3 abnormally, unexpected, or unexplained loose stools within a 24-hour period)
  + Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
  + Difficult or rapid breathing
  + Yellowish skin or eyes
  + Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain
  + Untreated infected skin patches, unusual spots, or rashes
  + Unusually dark urine and/or grey or white stool
  + Stiff neck with an elevated temperature
  + Evidence of untreated lice, scabies, or other parasitic infestation
  + Sore throat or difficulty swallowing
  + Vomiting more than one time or when accompanied by any other sign or symptom of illness
  + A child is discharged if they exhibit any Covid-19 symptoms Conditions for return of child after illness:
* Children are readmitted to the program after at least 24 hours of being free of fever and no other symptoms without aid of medication. If they are not symptom free, a doctor’s note is required stating that the child is not contagious.

Notification to parent of ill child:

* Parents are notified by phone and text if their child exhibits any of these signs of illness and must pick up their child within one hour.

Whether or not you will care for sick children:

* Care is not provided for children who are sick. Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or care for them at home when they are sick.

## EMERGENCY PROCEDURES AND ACCIDENTS

My program follows my written procedures if an emergency occurs while a child is in my care. My program conducts monthly fire drills, tornado drills (March-September), and quarterly emergency/lockdown drills.

In the event of a fire or tornado, we follow the written instructions posted, which describe emergency evacuation routes and the procedures to be followed to ensure children have arrived at the designated spot.

If we need to evacuate due to fire or weather conditions, or loss of power, heat, or water, our emergency destination is the Fire station 2502 Cleveland Ave NW, Canton OH, 44709. If the immediate area must be evacuated, we evacuate to Stark Library – North Branch 189 25th ST NW Canton OH, 44709. A sign will be posted on the front door entrance indicating that we have been evacuated and the location where you may pick up your child. Parents are contacted as soon as possible and requested to pick up their child. If a parent cannot be reached, I will contact the emergency contacts listed on your child’s enrollment form.

In the unlikely event of an environmental threat or a threat of violence, I will secure the children in the safest location possible, contact the authorities, and follow their directions. I will contact all parents as soon as the situation allows.

In the case of a minor accident or injury, basic first aid will be administered.

If the injury/illness is serious, any first aid possible will be administered, and parents are contacted immediately to assist in deciding an appropriate course of action.

When any injury or illness is life-threatening, EMS is contacted, parents are notified, and the child’s health records are sent with the EMS. I do not transport children in my vehicle in case of an emergency.

When any of the following occur, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child.

In the case of a serious incident/injury, I will report it to ODJFS in OCQLS, by the next business day and complete the required serious incident report.

## TRANSPORTATION POLICY

Transportation for field trips, routine trips, and walking trips, if applicable:

* My program takes routine trips, such as walks around the neighborhood, walking trips for school pickup to and from Worley Elementary School, and we may take periodic field trips to our two offsite parks locations; Early Childhood Resource Center located at 1718 Cleveland Ave NW Canton, 44703 and Dogwood Park at 241 7th ST NE N. Canton 44720.
* Routine trips are taken by walking. Permission slips must be completed for each child.
* Field trips are taken by a contracted agency.
* Before a child may participate in a field trip, a written permission form signed by the parent is required.
* Before we leave my home, I take a count of the children and upon arrival of our destination, I take another count to ensure that all children have arrived safely. This process is repeated upon leaving the destination and returning to my home.
* Each child will be provided with a name tag with my program name, address, and phone number.

Transportation for emergencies, including whether my program provides childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment:

* My program is unable to accept any children whose parents do not permit transportation to an emergency treatment facility.

## WATER ACTIVITIES/SWIMMING

* Children are provided with water play opportunities at my program.
* These include sprinklers and small wading pools with a wall that is less than 18 inches high.
* Parents are asked to sign written permission prior to children engaging in water play.
* Parents must send bathing suits and towels for their children on water play days. At no time is a child left unsupervised.
* My program does not offer any off-site swim outings.

## INFANT CARE AND DIAPER PROCEDURES

Infant Care:

* Infants are not allowed to sleep in bassinets, swings, car seats, or other equipment.
* Infants sleep according to the child’s individual needs.

Infant Feeding:

* Infant feeding occurs according to the child’s individual needs.
* Food intake and times for each infant are recorded on individual bottle and food intake charts.

Diaper Procedures (all ages):

* Parents must provide all diapers and wipes as necessary.
* Diapers are checked every two hours and are changed immediately when wet or soiled.

Diaper changes are recorded on each infant’s daily record. Information about infant daily activities:

* A written record for infants is provided to parents daily that include:
  + The infants sleeping patterns include when and for how long an infant sleep.
  + When, what and how much each infant eats.
  + Diaper change information including times and results of diaper changes.
  + Information about each infant’s other daily activities.

## SLEEPING, NAPPING, OR RESTING

Individual infant nap schedules are followed throughout the day.

* Infants up to 12 months will sleep in a crib or pack n play.
* Infants 12-18 months old may sleep on a cot, pad, or mat with written parental permission; otherwise, they will sleep in an assigned crib/pack n play.

Infants who sleep in a crib/pack n play must be placed on their backs to sleep unless the child’s physician completes the JFS01235, “Sleep Position Waiver for Child Care.” Children 18 months and older will sleep on a cot, mat, or pad.

Children who do not fall asleep are permitted to play quiet activities.

The program will provide blankets for each child.

Blankets will be washed weekly or as needed if they were to get soiled.

Evacuation routes will not be blocked to allow for a safe exit in the event of an emergency.

## EVENING AND OVERNIGHT CARE

My evening childcare program has additional policies for children attending after 7pm and before 6am.

For security reasons, access to the program is limited to only parents/guardians after 7pm and before 6am.

Children under age 5 always sleep on the same floor of the home as the provider.

I remain awake until all the children fall asleep.

The children sleep only in areas approved for sleeping.

Each child brushes their teeth prior to sleeping. (Toothbrushes and toothpaste will be provided by provider)

## HOURS OF OPERATION POLICY

Except for scheduled holidays, my program remains open unless there is a weather or other emergency that results in lack of power, heat, and/or running water at the program.

In the case of closure, families will receive a phone call or text message as soon as I know the program is closed.

My program will remain open during times the schools are delayed or closed. Parents will need to contact me by phone to see if there is any availability for their child that day and this will be on a first come, first served basis.

## THE PROVIDER, EMERGENCY/SUBSTITUTE/CHILDCARE STAFF, MEMBER AND EMPLOYEE

Each year I take a one-week vacation. (if applicable) I provide a four-week notice of the dates of my vacation. You need to make alternative arrangements for the care of your child during that time frame.

When I am unexpectedly sick and cannot provide care, I contact parents immediately via text and phone call to let you know you need to make alternative arrangements for the care of your child.

While I make every attempt not to close unexpectedly, it is important that families plan and have a backup care plan in place if I’m closed unexpectedly.

## DISENROLLMENT

\*Situations that may require disenrollment of a child, if applicable.

* The Parent/caretaker must provide all medical/health info within the first 30 days of enrollment, on the 31st day your child is subject to disenrollment.
* In the event of persistent late payments, The Ballard’s Den reserves the right to suspend or terminate your child's enrollment.
* A 10-day notice will be provided before termination due to non-payment for private pay families.
* Publicly Funded Childcare families, the provider shall notify the CDJFS when the copayment is delinquent more than two weeks from the date established in the written copayment agreement. The family will then receive a 7-day notice before termination due to non-payment.
* Three (3) warnings will be given regarding timely pickup of the child at the end of the day. Anything beyond that will subject the child to disenrollment of services.
* Three (3) warnings will be given regarding proper notice of the child not attending for the day. At least a 1 hour minimum of notice should be given if the child will not be attending that day. Anything beyond that will subject the child to disenrollment.
* If your child(ren) is absent from daycare for 2 weeks or more I am not able to hold their spot for continued care unless we have communicated about their absence.
* We at Ballard’s Den work with children and parents to resolve behavioral issues. However, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.

If you decide to disenroll your child or children from my program, a one-week, written notice is required .

## CONFLICT RESOLUTION

Please contact me if you have any problems with my program.

My program works with parents and attempts to resolve any problems or concerns you may have,

You can contact the Licensing Specialists at Stark County Job and Family Services: Raquel Borsellino 330-451-8131 and Leah Casenhiser 330-451-8515 with any concerns that you may have.

The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing law or administrative rules. A toll-free number is listed on my programs license.

A copy of the rules will be readily available. There is also a link where you can obtain the licensing rules for Family Child Care:

ODJFS eManuals > Family Assistance - Child Care > Family Child Care Manual > Family Child Care Rules (ohio.gov)

## ASSESSMENTS

My program does not perform any formal assessments currently.

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| ACTION: Final | ENACTED | DATE: 10/14/2021 8:08 AM |

Appendix D to Rule 5101:2-13-07 Appendix

5101:2-13-07

**Family Child Care Parent Information**

The provider 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 provider’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 home.

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

The provider's hours of availability are posted in a noticeable place in the home for review.

The licensing record, including licensing inspection reports, complaint investigation reports and evaluation forms from the building and fire departments (Type A Homes only), is available for review upon written request from the county agency. 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 family child care provider to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American 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: Write or Call:

HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights

233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor

Chicago, IL 60601 Columbus, OH 43215-3414

(312) 886-2359 (voice) (614) 644-2703 (voice)

(312) 353-5693 (TDD) 1-866-277-6353 (toll free)

(312) 886-1807 (fax) (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.

*APPENDIX p(190235) pa(336382) d: (781128) ra(591464)* print date: 10/14/2021 11:41 A