

LICENSE: **Mother's Helper I** :2140 E. 5th Ave Columbus, Ohio 43219; (614) 253-2000,
 Mother's Helper II : 712 Spring Street Columbus, Ohio 43203; (614) 252-2000

All are licensed by the Ohio Department of Job and Family Services. The licenses are posted in the front lobby at each Mother Helper's locations at the front office. The law and rules are available at each Center. The Center's licensing records are available upon request from the Department. The Department of Job and Family Services' telephone number is 1-866-635-3748 or 466-7765 for any person to use to report a suspected violation by the Center. The license's number in each category is located at each Center and found on their license.

ADMISSION POLICY:

A child is considered to be enrolled in the center only after the registration fee has been received, the Director confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse or practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The Center observes the following staff / child ratio and small group sizes maintained for each age group:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months-18 months)
1:7	Toddlers (18 months-30months)
1:8	Toddlers (30 months-36 months)
12.	Preschoolers (3 years-4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	School avers (eligible for school)

Rations for toddlers and preschoolers may be doubled for 1 ½ hours at nap time as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12.	Infants
14	Toddlers 18 months-30 months
16.	2 ½ -3 year olds
24.	3 year olds
28.	4-5 year olds
36.	School age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play or special activities.

Until the Center reaches full capacity, family grouping of children will occur in the morning and evening.

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DAILY SCHEDULE: A copy of our daily schedule for each age category is attached to the back of this booklet. In addition, a daily schedule is also posted in each classroom.

HOURS OF OPERATION: Mother's Helper I located at 2140 East 5th Avenue, 253-2000 is open at 6:00 a.m. to 6:00 p.m. Monday through Friday. Mother's Helper II located at 712 East Spring, 252-2000 is open at 7:00 a.m. until 10:30 p.m. Monday through Friday.

PARENT PICK-UP: At the time of registration, parents are asked to indicate who will be responsible for picking up their child. If at anytime it is to be any person other than a parent or guardian, please notify the Center by phone and / or in writing. Photo identification is **REQUIRED** for non-parents. Any and all visitors are to stop in the office and make their presence known to administration.

HOLIDAYS: Each Center will be closed in observance of the following holidays:

New Year's Eve (at 1:00 p.m.)	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King's Day of Observance	The day after Thanksgiving Day
Memorial Day	Christmas Eve (1:00 p.m.)
July 4 th	Christmas Day

***SATURDAY CLOSING** – Check with Center

SNOW DAYS: Mother's Helper, Inc. will close only on days when:

- a. A general emergency is declared by the Governor of the State of Ohio or by the Board of County Commissioners, Franklin County, Ohio.
- b.) There is a Level "2" or higher weather emergency is announced by the city of Columbus.

Please listen to local radio and television broadcasts (Channel 6 and 8 at 5:00 a.m.) for announcements.

CLOTHING: An extra set of clothing should be left at the Center for emergencies. All clothing should be permanently marked with the child's name. Please remember that children play outside year-round; therefore, please make sure your child is dressed warmly during cold weather. Clothing will be stored in a shoebox provided by the parent and kept in the child's cubby. Mother's Helper is not to be responsible for lost items. If parents need to leave clothing that is an heirloom or expensive they need to mark the items and leave them in the office. Appropriate shoes should be worn at all times. Examples of inappropriate shoes, flip flops, house shoes, high heels, etc.

ADDITIONAL POLICIES

All fees are subject to change, along with registration fees and policies per licensing rules (ODJFS). Clearly define overtime, late charges and evening shift purposes and functions. Stay in contact with the center administration on the changes.

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INFANT CARE

Infants need an environment where they will develop their language, social and motor skills. We will provide a learning environment where our infants will be encouraged to grow physically as well as emotionally.

TODDLER CARE

The toddlers will be provided with activities and be given the opportunity to practice their independent motor skills.

PRE-SCHOOL CARE

The Pre-School program will provide the opportunity to apply their growth and fine motor, social and language skills. They will be provided a developmentally appropriate curriculum that will encourage a positive self worth.

SCHOOL AGED CARE

The school age department will be for a child (ren) enrolled that is/are eligible to be in a grade of kindergarten or above. School age childcare services may be for before or after school and on some days be an all day service.

GUIDANCE POLICY

Mother's Helper Childcare's Staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept with the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not

impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all Staff and Parents/Guardian while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or Staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the Parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Director would be in communication with the Parents/Guardian prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the Staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Corporal punishment or abusive behavior of any kind toward a child is not allowed by Staff, Parents/Guardian, or anyone else on Mother’s Helper’s property.

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REDIRECTION – TO HELP CHILDREN BEHAVE

1. Children will be made aware of rules in the classroom before starting their day.
2. Rules will be reasonable and clear.
3. Being a good role model for the children (acting in ways that you want the children to act)
...
 - a. You may not hurt yourself
 - b. You may not hurt others
 - c. You may not destroy property (furniture, toys, etc.)

When a child misbehaves the teacher will use Positive Reinforcement and Positive Direction **not** punishment.

Discipline can teach self-control.

Discipline focuses on why rules are made. This will help make children more responsible for their behavior and shows them appropriate ways to behave and consequences of misbehaving. We will try a variety of approaches to see which one the children feel most comfortable with, and which ones work best with your children.

Redirection

Look at why the child is breaking the rules. Think of other ways he / she can work out his / her feelings and interests. Redirection works with many age groups, especially with smaller children.

Time Out

Is not effective for infants and toddlers and is to be used sparingly with preschool as well as school aged children. When children misbehave, they are asked to leave the group or the activity until they are calm enough to return. It is important that the children understand why they must take a “time out”. Time out will not be used as punishment. It is a technique that helps children change

their behavior because they are in a stressful situation. The time will be short and the child will be talked too. To improve self-control, have the child determine how long the time out should be.

Length of Time Out

Length of time out should only be age appropriate; such as:

Three (3) years = three (3) minutes or less

Four (4) years = four (4) minutes or less

Five (5) years = five (5) minutes or less

Reinforcement

Decide what behavior you want to encourage. When children choose their behavior, you need to show them you appreciate it by smiling, thanking them or praising them. Noticing them and remarking about their positive behavior will help them to repeat the behavior in the future. This reinforcing of their behavior helps build their self-confidence and concept.

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Problem-Solving

When children break rules and a problem arises, ask the children to help think of solutions. The children are involved in the problem-solving process. When children help solve the problem, they build decision-making skills. They better understand the effects of their behavior.

Natural Consequences

When children break some rules, they are immediately affected. For example, an infant or toddler tries to pull a toy off a shelf; the toy falls off and hits the toddler. The toddler realizes that the shelf is too high for him. The child has already been disciplined by the event and does not need additional disciplining.

School age Children Redirection Policy

1. *Be a role model- Acting ways that you want the child (ren) to act*
2. *Setting reasonable & clear rules*
3. *Dealing with broken rules in a reasonable manner*

School age children at no time shall display any of the following behavior (s)

- Foul language
- Hitting (hurting others/themselves, teachers)
- Destroying furniture
- Screaming tantrums
- Lack of respect for rules or authority
- Pinching, kicking or biting

The consequences for disregard or breaking of these rules are as follows:

1. Phone call to the parent
2. Conference with the parent
3. Parent will be given a notice of dismissal after 5 write ups of disciplinary infractions

All employees will follow these policies

DISMISSAL POLICY

DISMISSAL FROM CENTER: The Center recognizes that all children are not ready emotionally and developmentally for group care before the age of five (5) years. If during the child's enrollment his / her disruptive behavior has not improved in spite of intervention, it could result in dismissal from the program.

WRITTEN WARNING: All children displaying behavior misconduct ages 2 – 12 will be written up. Three (3) write ups will be grounds for dismissal. After the second write up we will request a conference and three (3) things will be discussed. At our Centers we have a discipline policy that we follow in working with children. If your child is displaying one of the following:

- (1) Behavior; such as,
 - (a) Foul language (cursing)
 - b. Hitting and / or hurting classmates or themselves
 - c. Destroying furniture
 - d. Screaming tantrums
 - e. Lack of respect for adults
 - f. Pinching, kicking or biting
 - g. Hitting teachers

- (2) Methods to get behavior under control, the following will need to be done by the Centers:
 - (a) Telephone call to the parent
 - b. Conference with the parent
 - c. Parent will be given a notice to remove child from the Center

- (3) Behavior to be assessed by a Specialist through Head Start or through a private agency at the parents' expense.

If behavior does not change then this could be grounds for dismissal or two day suspension..

At Mother's Helper, we work with all children. We will not tolerate children who disrespect our teachers. All our teachers show respect and we do expect it back from the children and parents. If parents have a problem with our teachers please talk to our Director on duty.

NAP TIME: A rest period will be observed daily for two hours in the afternoon. No child will be forced to sleep, but each child will be asked to rest quietly while others are sleeping. The Center will provide each child with a cot. **EACH PARENT MUST PROVIDE HIS / HER CHILD WITH A BLANKET.**

NUTRITION: All our Centers provide breakfast, lunch, a.m. snack, and p.m. snack. At our Spring St. and Cleveland Ave. locations supper and a p.m. snack is also provided. Mother's Helper has food catered in by a catering company. Each child gets the four (4) basic food groups at each meal. No child is to come to school with food from home unless the child is on a special diet and/or a doctor statement or religious belief deems it necessary. Parents need to provide in writing what that special diet consists of. We ask parents to cooperate and respect Mother's Helper's policy.

Our Center is a part of the Ohio Department of Education Office of Child Nutrition Services. Our Center provides breakfast, lunch, a.m. snack, and p.m. snack. A catering company provides our Center's lunches. Each child enrolled needs to complete the Ohio Child and Adult Care Food Program – Child Care Component Income Eligibility Application. List all the names in the household. Children that attend our Center need to be listed with their age and birth date, parents' signatures, date and social security numbers. In addition, we need the case number or food number and also the household income. Four basic food groups are the component used for each meal provided for each child attending our day care. No child can come to our Center with food unless we have a doctor's statement saying the child needs a special diet. Parents could also bring food for a special occasion; such as, a birthday or going away as long as there is enough for the whole Center. If the child comes to school with food for breakfast or lunch the food item will be wrapped and saved to take home at the end of the day. Please respect our policy in providing a nutritional meal for each child. All children need to eat our Center's food for nutritional purposes.

The Ohio Department of Education Office of Child Nutrition Service Phone Number: (877)-644-6338

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HEALTHY NUTRITION

At Mother's Helper Childcare, we recognize the importance of a healthy diet for your child's physical health and well being. Staff members allow children to decide how much to eat. We encourage, but never force, children to eat certain foods or certain amounts of food.

In an effort to provide your child with a wide variety of nutritious foods we strive to plan menus that:

- Include a different vegetable every day of the week.
- Include a different whole fruit every day of the week.
- Include a whole grain food every day of the week.
- Includes foods that are pre-fried, frozen and reheated in the oven such as French fries, French toast sticks, tater tots, chicken nuggets, fish sticks, etc.

- Offer only lower fat, non-flavored milk (2%, 1% or skim) to all children ages 3 and up. Only exception, for children 12 months to 3, offer whole milk. All children will be offered 100% juice and water.

Menus will be posted on the Parent Bulletin Board for review.

Model Nutrition Policies:

1. Our menus include a different vegetable, whole fruit and at least one whole grain food every day of the week.
2. We serve fried foods no more than twice a week.
Includes foods that are pre-fried, frozen and reheated in the oven such as French fries, French toast sticks, tater tots, chicken nuggets, fish sticks, etc.
3. We offer only lower fat milk (2%, 1% or skim) to all children ages 3 and up. Only exception, for children 12 months to 3, offer whole milk.
4. We only offer 100% fruit juice and limit portions to no more than 4-6 oz. per day.

Model Healthy Eating Habits Policies – Food and Behavior:

1. Staff members never use food to reward good behavior. Do not give children candy, cookies and pop because they have had a good day.
2. Food is not used as an incentive or punishment. We do not reward or punish children for what they choose to eat.

Model Healthy Eating Habits Policies – Modeling Healthy Behaviors:

1. Staff members consume the same food and drinks as the children, Staff members do not consume other foods and drinks in front of the children.

Model Nutrition Policies – Nutrition Messages and Nutrition Education and Food Marketing:

1. Age-appropriate nutrition education and nutrition promotion activities are integrated into classroom instruction; included in culturally relevant, participatory activities, such as taste testing, farm visits and school gardens.

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Staff Members Will Use Positive Words

1. Staff members will use positive words to describe the meals and snacks that children receive. Staff will avoid the use of words such as gross, nasty, disgusting, etc. when talking about the

food at the center. Staff will encourage the children to try two bites of the food while using positive words to describe the food.

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OUTDOORS PLAY POLICY

Children are expected to go outside during all seasons. In every case, the laws and regulations of the City, County, and State in which the child care facility is located must be carefully followed even if they differ from recommendations of written policies. The policies of Mother's Helper are as follows – all children go outside during the winter unless the temperature is 30 degrees or below, or above 90 degrees spring, summer, fall and winter – please put warm clothing on your child. Other variables may eliminate outdoor play. Warm clothing means; hat, gloves, sweater and a coat. All children need to come to school ready for daily routine of classroom.

Please note: Any child that can't go outside should remain home until the child is healthy. No child can stay inside when their classroom is outside. Children need to go outdoors at least 10 minutes or more to be healthy throughout the day at the Center.

Physical Activity and Outdoor Play Policy:

Mother's Helper Childcare recognizes the importance of daily activity for the physical health and wellbeing of children. It is recommended that preschoolers should accumulate 60 minutes of structured activity daily AND engage in at least 60 minutes and up to several hours of active play each day. Preschool age children should not be sedentary for more than 60 minutes at a time except when sleeping

Mother's Helper Childcare ensures that all children accumulate at least 30 minutes of structured, teacher-led physical activity throughout the day. Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks between lessons or

activities as appropriate. Center Staff will not use physical activity or withhold opportunities for physical activity as punishment.

Model Physical Activity Policies:

1. Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks between lessons or activities as appropriate.
2. Center staff will not use physical activity or withhold opportunities for physical activity as punishment.
3. Television, video, and computer time are limited to one time per week or less and not more than 30 minutes each time.
4. All children will accumulate at least 30 minutes of structured, teacher-led physical activity throughout the day.
5. All children will accumulate at least 60 minutes of active free play throughout the day.
6. Staff members join in active play when possible.

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HEALTH POLICY

CHILDREN'S MEDICAL STATEMENTS AND RECORDS:

1. Children's Medical: Each child attending the Center (except those children who are attending a grade of kindergarten or above) shall secure and have on file verification of a medical.
 - a. The medical statement shall verify a date of exam within the past twelve months and be on file within thirty days of the child's date of admission and every thirteen months thereafter until the children are attending a grade of kindergarten or above.
 - b. The medical statement shall contain the following information:
 - (1). The child's name and birth date.
 - (2). The date of examination.
 - (3). The signature, business address and telephone number of the licensed physician or certified nurse practitioner who examined the child.
 - (4). The statement that the child, according to age, had immunizations required by the Ohio Department of Health.

(5). The statement that the child has been examined and is in suitable condition for participation in group care.

c. Special Medical Conditions/Allergies

The Parent/Guardian will make the Director, at time of enrollment, aware of any special medical condition or allergies (in writing) about the child. i.e., allergic to latex rubber gloves, peanut butter, etc. The written request for special treatment will be filed in the child's folder.

The Director and Staff will take appropriate action to address the child's special medical condition/allergies.

MANAGEMENT OF ILLNESS/COMMUNICABLE DISEASE:

1. A child care staff member with currently valid training in the prevention, recognition, and management of communicable diseases according to rule 5101:2-12-27 of the administrative code shall observe each child daily upon the arrival at the Center.
2. The Center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
3. Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his / her parent or guardian or person designated by the parent or guardian:
 - a. Temperature of at least 100 degrees Fahrenheit when in combination with any other signs or symptoms of illness;
 - b. Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
 - c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - d. Difficult or rapid breathing;
 - e. Yellowish skin or eyes;
 - f. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
 - g. Untreated infected skin patch(es), unusual spots or rashes;
 - h. Unusually dark urine and / or gray or white stool;
 - i. Evidence of lice, scabies, or other parasitic infestations;
 - j. Sore throat or difficulty in swallowing;
 - k. Vomiting more than one time or when accompanied by any other signs or symptoms of illness.
 - l. Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.

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m. Stiff neck with an elevated temperature.

Communicable disease: A sign on the front door will notify the Parent if the child has possibly been exposed to a communicable disease. Also a note will be placed in the children's cubbies.

29. Isolation precaution: a child isolated due to suspected communicable disease shall be:

- n. Within sight and hearing of an adult at all times;
- o. Care for in another room or portion of a room away from other children;
- p. Provided with a cot and made comfortable, after use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicidal agent.

30. Preventative practices: the Centers shall implement the following practices for the management of communicable disease on a daily basis:

- q. The Centers shall provide training for all staff in signs and symptoms of illness and in hand washing and disinfection procedures;
- r. The Centers shall release employees who have a communicable disease or who are unable to perform their duties due to illness;
- s. The Centers shall notify parents, within the next day of Center's Operation, when their child has been exposed to a communicable disease.
- t. Centers shall follow the Ohio Department of Health "Communicable Disease Chart" for appropriate management of suspected illnesses. The Chart shall be posted in a location readily available to the Center's Staff and parents.

Please note: Any child that can't go outside should remain home until the child is healthy. No child can stay inside when their classroom is outside. Children need to go outdoors at least 10 minutes or more to be healthy throughout the day at the Center.

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RE-ADMITTANCE: A child will not be re-admitted to the Center until he / she is symptom free for a period of 24 hours or until a physician's written permission verifies that he / she is no longer contagious.

Children, who are not feeling well, but not exhibiting any of the above symptoms, are considered "mildly ill" and will be cared for and observed for further signs of illness.

Please notify the Center by 7:00 a.m. if your child is ill. Notification is very important for the teacher and the kitchen helper in preparing snacks for the day.



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POLICY

ADMINISTRATION OF MEDICATION, FOOD SUPPLEMENTS, MODIFIED DIETS, OR FLUORIDE SUPPLEMENTS

Medication

Mother's Helper Childcare **Will Not Administer** Medications to children effective 8/1/11 except for medical emergencies that require immediate use of "Epi-Pen".

Administration of "Epi-Pen" will be in compliance with 5101:2-12-31.

For Children with Asthma and/or Breathing Problems the Emergency Squad will be summoned. The Parents/Guardians will be called immediately.

Parents/Guardians **Are Responsible For Administering All Other Medicines** which includes tracking dosage, frequency, and storage of medicines, etc.

Food Supplements, Modified Diets and Fluoride Supplements

Parents/Guardians will be responsible for administration of Food Supplements, Modified Diets and Fluoride Supplements.

Key Medication Guidelines

Parents/Guardians must have **Current Contact Information** on file at the Center the Child attends..

Parents/Guardians **Must Contact** the Center's Director and complete the appropriate ODJFS Childcare Forms for all medical administrations.

Additional Information

See ODJFS 5101:2-12-51 and ODJFS 5101:2-12-52 in Handbook. (All segments **Are Not Applicable** to Mother's Helper Childcare Medication Policy.)

**ADMINISTRATION OF MEDICATIONS, FOOD SUPPLEMENTS, MODIFIED DIETS, OR
FLUORIDE SUPPLEMENTS – 5101:2-12-51**

- A. The child day-care Center shall set its own policy regarding rather the Center administers medications, food supplements, modified diets, or fluoride supplements.
1. “Medication” is defined as any substance or preparation containing active chemical ingredients for the purpose of prevention or treatment of a wound, injury, infection, infirmity, or disease.
 2. “Modified Diet” is defined as any diet eliminating the use of any one or more of the four good groups or altering the amount of food required to be served to meet one-third of the recommended daily dietary allowance as required by the rule 5101:2-12-61 of the Administrative Code.
 3. “Food Supplement” means a vitamin, mineral, or combination of one or more vitamins, minerals, and / or energy-producing nutrients (carbohydrates, protein, or fat) used in addition to meals or snacks.
 4. “Fluoride Supplement” is defined as any fluoride preparation prescribed to be taken internally for the purpose of preventing dental cavities.
- B. When a medication, food supplement, modified diet, or fluoride supplement is administered in the Center, it shall be administered in accordance with the requirements of paragraph “ C” of this rule.
- C. Except as prescribed in paragraphs “ E “ to “ G “ of this rule, prior to the administration of a medication, food supplement, modified diet, or fluoride supplement, the Center shall:
1. Secure the written instructions of a licensed physician or licensed dentist for the administration of the medication, food supplement, modified diet, or fluoride supplement; and
 2. Secure the written, signed, and dated instructions of the parent or guardian on the form provided by the Director for the administration of the medication, food supplement, modified diet, or fluoride supplement.
- D. The Center shall secure written instructions signed by the licensed physician or licensed dentist in one of the three following ways:
1. Written instructions signed by the licensed physician or licensed dentist on the form provided by the Director of each medication, food supplement, modified diet, or fluoride supplement to be administered.

- a. A medication or food supplement shall not be administered for any period of time beyond the date indicated by the physician or dentist, or six months, whichever comes first. A modified diet or fluoride supplement shall not be administered of any period of time beyond the date indicated by the physician or dentist.

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- b. Written instruction forms shall be signed by the physician or dentist and refiled with the Center of administration of each medication, or food supplement which continues to be administered longer than six consecutive months, or for each modified diet or fluoride supplement which continues to be administered beyond the date indicated by the physician or dentist on the form provided by the Director.
2. A prescription label which contains for each medication or food supplement, at a minimum, the child's name, a current date (within the last six months), and exact dosage to be given, the specific number of doses to be given daily, and the routine administration.
 - a. The prescription label shall be attached to the original container for each medication or food supplement.
 - b. Prescription labels which do not contain a specific number of doses to be given per day but instead contains the instructions "to be given as needed" shall be accompanied by written instructions from the parent or guardian if it is to be administered by the Center.
 3. A prescription label for the fluoride supplement, which contains the names of all children to whom the fluoride supplement will be administered. A current date, and an exact dosage to be given which is the same for all children, the specific number of doses to be given daily and the method of a administration.
 4. Emergency medication/inhaler

Emergency medication or inhaler must be given to the Director or Assistant Director at the Center when the child enters the building. The Parent will provide instructions and written permission for medication and inhaler usage.

If the School agents must carry the medication or the inhaler with them, the Parent understands (written permission) for these items must be present with the child at all times.

Also, only School age children may carry their inhaler on their person and the inhaler may not be stored in backpack or cubbies.

- E. Nonprescription fever-reducing medications that do not contain aspirin, or nonprescription cough or cold medications that do not contain codeine may be administered by the Center without written instructions from a licensed physician if administered in accordance with the following:
1. There shall be written instructions from the parent or guardian on the form provided by the Director. The form shall include the name of the medication, name of the child, birthday of the child, date, and the parent's or guardian's instructions and signature;
 2. The medication shall be in its original container with its original label attached;
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 3. The label shall specify appropriate dosages based on the child's weight or age;
 4. The written instruction of the parent or guardian notwithstanding, dosages administered by the Center shall not exceed the manufacturers recommended dosage;
 5. The medication is to be administered by the Center for no longer than three days at any one time.
- F. Nonprescription topical ointments, creams, or lotions may be administered by the Center without written instructions from a licensed physician if administered in accordance with the following:
1. There shall be written instructions from the parent or guardian on the form provided by the Director. The form shall include the name of the ointment, cream, or lotion, name of the child, birthday of the child, date, and the parent's or guardian's instructions and signature;
 2. Written instructions shall be valid for no longer than three months;
 3. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time;
 4. When used for skin irritations or manifestations of skin irritations, the ointment, cream, or lotion shall be administered by the Center for no longer than fourteen consecutive days at any one time.
- G. Medication, fluoride supplements, and food supplements shall be kept in a safe location where children cannot reach it. A medication requiring refrigeration shall be refrigerated

immediately upon arrival at the Center and shall be stored so as not to contaminate foodstuffs.

- H. The child-care staff member responsible for administering medication, food supplements or fluoride supplements shall verify administering the medication, food supplements or fluoride supplements by completing the form provided by the Director each time a medication, (inhaler, injection, or nebulizer) food supplement or fluoride supplement is administered.
- I. Written instructions of the physicians or dentist, written instructions of the parent or guardian, and the form completed by the child-care staff member shall be kept on file at the Center for a period of one year following administration of a medication, food supplement, modified diet, or fluoride supplement, and shall be available for review by the Director, upon request.

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CARE OF CHILDREN WITH HANDICAPPING CONDITIONS OR HEALTH CONDITIONS – 5101:2-12-52

- A. Any child day-care Center providing for the special needs of a child who is handicapped or who requires treatment for health conditions while the child is receiving child day care in the Center shall do so in accordance with a written medical / physical care plan for the care of the child.
 - 1. “A child who is handicapped” is a child who has been identified as not functioning according to age-appropriate expectations in the areas of affective, cognitive, communicative, perceptual-motor, physical, or social development to such an extent that the child may require special help, program adjustments, and / or related services, on a regular basis, in order to function in an adaptive manner, or a child who is receiving child day-care services pursuant to section 5107.27 of the Revised Code.
 - 2. The written plan from the care of the child:
 - a. May be written by and shall be approved by the parent and a child-care staff member primarily responsible for the care of the child, and shall be signed and dated by the parent, the child-care staff member, and the Administrator of the Center.
 - b. Shall include written instructions for any procedures necessary for the health of the child such as, but not limited to, suctioning for tracheotomies,

catheterizations, caring for children who are subject to seizures, securing urine samples for tests for diabetes, or putting on orthotic or prosthetic devices.

- c. Shall list any additional services, such as, but not limited to, educational or therapeutic services, which the child is receiving from other service providers and the providers of the services.
 - d. May contain written permission from the parent for the Center to contact providers of additional services.
 - e. Shall be modified and revised as often as is deemed necessary to meet changing needs and shall be reviewed and approved by the parent and a child-care staff member after each revision, and at least once annually in accordance with paragraph “A”, “2”, “a” of this rule. Their review may be completed in conjunction with the periodic conferences held pursuant to rule 5102-2-12-55 of the Administrative Code.
 - f. Shall be on file at the Center for review by the Director, upon request.
- B. Only persons trained by the parent or by a licensed or certified medical professional to attend to health conditions requiring special procedures such as, but not limited to, suctioning for tracheotomies, catheterizations, securing urine samples, putting on orthotic or prosthetic devices, or caring for children who are subject to seizures, shall be permitted to perform such procedures. There shall be a trained person on site at all times whenever a child who is handicapped or who requires treatment for health conditions is present.
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- C. There shall be on file at the Center a statement which identifies the child, the nature of the required special procedure, and the person or persons who will be attending the child and performing the special procedure. The statement:
- 1. Shall be signed and dated by the parent and shall serve to confer parental permission for the named person or persons to perform the singular special procedures described therein;
 - 2. Shall be signed and dated by the parent or by the licensed or certified professional who trained the named person or persons to attend to health conditions requiring special procedures;
 - 3. Shall be signed and dated by the person or persons named therein and shall serve to confirm that the person or persons accept(s) responsibility for performing the required special procedure, as needed;

4. Shall be signed and dated by the Administrator of the Center.
- D. A child who is handicapped or who requires treatment for health conditions while receiving child day care in the Center may receive care in a group with children of the child's developmental age.

SICK POLICY

Mother's Helper has a written policy. If our Center calls you because your child is exhibiting any communicable disease your child cannot return unless you have a doctor's statement verifying that he / she is no longer contagious. Each Director at our Centers will assess each situation and child before contacting parents.

FEVER – temperature of 100 degrees or more also need a written statement from a doctor. Children need to stay out for twenty-four (24) hours before returning to Center or until the child is no longer contagious.

RINGWORM – need verification that the child has medication for treatment of the disease and a doctor's statement he / she is no longer contagious. If medication is prescribed, it must be administered and in the child's system twenty-four (24) hours before readmittance.

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NOTE: Staff members are trained in the recognition of communicable diseases by a licensed physician, registered nurse, or by the Red Cross. They are also trained to recognize child abuse by a licensed social worker.



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FEES, RATES, LATE PAYMENT AND PICK-UP POLICY

REGISTRATION FEE:

\$50.00 one time payment for child(ren).

RATES:

See Childcare Placement Contract.

BAD CHECKS:

Bad checks are accessed a \$25.00 processing fee.

LATE PAYMENT:

All fees are due in advance and payment should occur no later than drop-off time at the beginning of each week. If payment is after the 2nd day, a \$8.00 late fee is charged per day unless arrangements are made to make payments. If late payment continues to be a problem, it could result in termination of your childcare services from the Center.

A “LATE FEE” will be charged for every fifteen (15) minutes you are late picking up your child, starting at 6:01 p.m or the designated pick-up time for your child. These fees are as follows:

Late charge will be \$2.00 per minute late: 6:01 – 6:15 = \$30.00

Late charge needs to be paid before your child can return to the next day the Center is open unless arrangements are made to make payment.

All fees that are incurred need to be paid before your child can return to the Childcare the next day or payment arrangements must have been made. If the child is picked up late more than five (5) times it could result in your child being dismissed.

INCOME TAX:

Federal I.D. will be given upon request.

Child care payment information requests require a (5) five day notice to allow us to process.

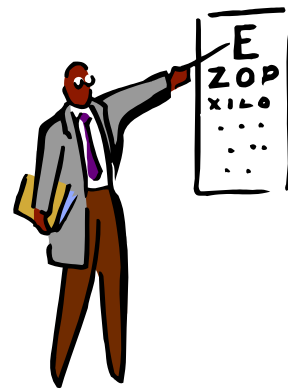


SAFETY POLICY

- ➡ No child is to be left alone or unsupervised.
- ➡ Parents must accompany their child into the Center and sign in. The Director or Teacher must be aware that your child is present. Parents must come into the Center to pick-up their child. Never leave with your child without informing the teacher in charge. Parents needing to talk to staff will need to call and set up an appointment with the Director.
- ➡ The telephone is located in the office and kitchen; all staff has immediate access.
- ➡ Fire drills are conducted on a monthly basis. Tornado drills are conducted during tornado season. Fire emergency and weather alert plans are posted on the wall near each exit.
- ➡ In case of fire, children will leave the building with the teacher at the nearest exit and the person in charge of the Center is responsible for notifying the proper authority. In case of tornado, teachers will instruct children to go to the safest area of the building.
- ➡ Prior to field trips, signed permission slips must be on file. On all field trips a first-aid box will be taken and at least one person trained in first-aid will be available. Each child will be wearing a nametag with our Center's name, address and phone number on it. An Emergency Transportation Authorization form and health records of children having allergies, handicapping conditions or health conditions requiring special procedures or precautions will be taken.
- ➡ If an accident or injury occurs, first aid will be administered to the child immediately. The completed Emergency Transportation Authorization form signed by the parent / guardian will be followed and an incident report will be completed by the Staff member who was supervising the child. A copy of this report will be given to the parent / guardian and faxed to ODJFS Licensing.
- ➡ The Center's Staff is required by Ohio Law to report to Franklin County Children Services real or suspected child abuse and / or neglect.
- ➡ No Staff member shall use spray aerosols while children are present in the building.
- ➡ **Incident Report – the Teacher will complete and give it to the Director when incidents occur. If child is taken to the hospital, a copy of the report will be given to parent/guardian, Director, Owners and fax the incident report to ODJFS Licensing.**

MOTHER'S HELPER PROVIDES SERVICES THAT HELP THE WORKING PARENT

1. Title XX Program
2. Bushido Karate
3. Extended Child Care Hours
4. Music Time
5. Physical Education





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TITLE XX PROGRAM

Mother's Helper is in contract with the Franklin County Department of Job and Family Services for the provision of child day care. The paperwork for eligible applicants for publicly funded child care services will be initiated by the Provider for those parents who walk into the child care Center. For those parents walking into the Department for Child Care Services, the Department's Case Managers will initiate the eligibility determination process. Mother's Helper has packets for you to contract with this Department. After applying the process takes four (4) to six (6) weeks while the application is being processed the parent may need to pay until the day care Center has proper paperwork confirming approval. Mother's Helper will do a Title XX contract outlining the amount to pay when payment is due. Once a year a redetermination will, at the Department's discretion, be sent back to the referring Center to complete the appropriate paperwork. Once a year you may need to obtain verification of all sources of the family's income and of the days and hours when the child(ren)s parent(s) are involved in employment or going to school. The Center must require original documents for verification purposes, and these documents must be unaltered.

KARATE

Mother's Helper provides Bushido Karate classes for children ages three (3) to five (5) years.

MUSIC TIME

Circle time type music that helps children use music through play to enhance behavior or problems in interacting with classmates and can learn creative ways to use interment to make music.

EXTENDED HOURS

Mother's Helper offers Early/Extended childcare hours. Early/Extended hours are classified as scheduled childcare service before 7:00 AM and after 6:00 PM. Also Saturday is classified as Extended hours.

Mother's Helper I, located at 2140 E. 5th Ave (614-252-2000) hours are 6:00 AM to 6:00 PM
Saturday hours are 7:00 AM to 4:00 PM. (Parents need a SR 310 and letter from their Center Director to qualify.)

Mother's Helper II, located at 712 Spring St. (614-252-2000) hours are: 7:00 AM to 10:30 PM

Mother's Helper III, Will reopen at a later date.

Children served range in age from six weeks to twelve years of age. Children are grouped according to their age and are provided with an educational curriculum, homework assistance, arts and crafts, and occasional field trips to enhance their development. An evening meal and snacks are provided to the children in the Center between 6:00 and 9:00 PM. The entry door is locked at 6:45 PM. Any entry occurs through a buzzer system. Security cameras are installed throughout the building and monitored.

EVENING CHILDCARE

Our evening childcare program has some additional policies. These apply only to the children who attend after 7:00 PM. For security reasons, access to the center is limited to only parents/guardians and staff after 7:00 PM. No other persons will be permitted in the building. Please do not let anyone in who is not an authorized person. The Evening Program at 712 Spring St. is currently from 6:00 PM – 10:30 PM. At 1380 Cleveland Ave our Evening Program is from 6:00 PM – 10:30 PM.

To assure that children are appropriately and safely cared for:

All Staff will remain awake, alert and children will always be supervised, even when sleeping. There shall be adequate lighting so that Staff can see children at all times. Parking areas and walkways will be lighted for safety and security.

If you see anything that you have concerns about, please share this with the Director so that it may be addressed appropriately.

Our evening schedule will be adjusted as needed for the children. We will devise a schedule for the children. Please review with the Director if you have concerns.

PARENT(S) INTERESTS

Parents are welcome to visit the Center and observe their child's class at any time.

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 hours of operation. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. 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. Also the Teacher may be new to the Center or that group of children.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

- Director – the Director will review your concerns with the Teacher.
- A meeting will be scheduled with you, the Teacher, and Director to address your concerns.
- If you don't feel your concerns were addressed appropriately, you can contact the Owners.

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. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

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5101:2-12-53 PARENTAL ACCESS: The custodial parent, custodian, or guardian of a child enrolled in a child day-care Center shall be permitted unlimited access to the Center during its hours of operation for the purposes of contacting the child, evaluating the care provided by the Center, evaluating the premises of the Center, or for other purposes approved by the Director. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the Administrator or his / her designee of his / her presence.

Parents may request conferences with their child's teacher and / or the Director at anytime. These conferences; however, will be by appointment **only** to avoid taking teachers from their classes unexpectedly.

PROGRESS REPORTS: Parent / Teacher Conferences will be completed once a year for each child in the infant and toddler departments and twice a year for head start children in the preschool department.

FIELD TRIPS: We encourage parents to go and be a part of the activity your child(ren) is experiencing. Children love these trips and Mother's Helper knows you will too. So come along and have fun.

PARENT'S ROSTER: Rosters of the names and telephone numbers of the parents/guardians of all children attending the Center are available upon request. The roster will not include any person who requests his / her name or telephone number not be listed.

EMERGENCIES / ACCIDENTS: In case of an emergency or accident, children will be transported by Emergency Medical Squad to the designated medical or dental care facility listed on the Emergency Authorization form. This will occur only after parent / guardian is unable to be contacted or after contacting parent / guardian is unable to transport.

INSPECTION REPORTS / COMPLAINT INVESTIGATION REPORTS: posted on the wall for review either adjacent to or within close proximity to the office.

MOTHER'S HELPER, INC. DOES NOT DISCRIMINATE IN THE ENROLLMENT OF CHILDREN UPON THE BASIS OF RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN.



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INFANT DAILY SCHEDULE

7:00 – 8:00	Greet each child and parent Routines (Breakfast, Diapering or Potty Training)
8:00 – 9:30	Self-Directed activities in play area; such as: Move to music and play instruments Roll a ball Finger song Show Flash Cards: colors, numbers, animals
9:30 – 10:00	Circle Time
10:00 – 10:30	Wash hands Snack Story time
10:30 – 10:45	Outside play
10:45 – 11:00	Change diapers / Wash hands

11:00 – 11:30	Lunch
11:30 – 11:45	Clean up Diaper check
11:45 – 2:45	Quiet time
2:45 – 3:00	Diaper check Wash hands
3:00 – 3:30	PM Snack
3:30 – 5:30	Housekeeping area
5:30 – 6:00	Diaper check Clean up

INFANT EVENING SCHEDULE

- 5:30 – 6:00 Diaper check, wash hands
Morning children quiet activities. Get ready for home
- 5:30 – 6:30 Night children - diaper check, wash hands/story time
- 6:30 – 7:30 Supper
- 7:30 – 8:30 Quiet play/TV
- 8:30 – 9:00 Diaper check, wash up, Infants are put in their cribs to sleep (16 months and younger). If Parents **do not** want their Children to sleep, they will provide written notice.

9:00 – 12:00

Soft music/quiet time/wait for Parents arrival for children that are sleep. Non-sleeping children will be separated.

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TODDLER DAILY SCHEDULE

7:00 – 8:00	Greet each child and parent Routines (Breakfast, Diapering or Potty Training)
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8:00 – 9:30	Self-Directed activities in play area; such as: Move to music and play instruments Roll a ball Finger song Show Flash Cards: colors, numbers, animals
9:30 – 10:00	Circle Time
10:00 – 10:30	Wash hands Snack Story time
10:30 – 10:45	Outside play
10:45 – 11:00	Change diapers / Wash hands
11:00 – 11:30	Lunch
11:30 – 11:45	Clean up Diaper check
11:45 – 2:45	Quiet time
2:45 – 3:00	Diaper check Wash hands
3:00 – 3:30	PM Snack

3:30 – 5:30	Housekeeping area
5:30 – 6:00	Diaper check Clean up

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TODDLER EVENING SCHEDULE

- 5:30 – 6:00 Night children - restroom, wash hands
- 6:00 – 7:00 Supper
- 7:00 – 8:30 Quiet play, TV 2/videos, story time
- 8:30 – 9:00 Restroom, brush teeth, wash up, bedtime preparation, Child placed on cot. If Parents **do not** want their Children to sleep, they will provide written notice.
- 9:00 – 10:00 Child will be sleep/resting on cot. With Parents' permission, Child will be in separate group for quiet time.
- 10:00 – 12:00 Quiet time/soft music/wait for Parents arrival for children that are sleep. Non-sleeping children will be separated.

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PRESCHOOLERS' DAILY SCHEDULE

7:00 – 8:45	Arrival / Sign In Free play / Breakfast
8:45 – 9:00	Clean up / Wash hands
9:00 – 9:45	Flash Cards / Circle time
9:45 – 10:15	Story time Wash hands / A.M. snack
10:15 – 10:45	Outside play
10:45 – 11:45	Curriculum of the day
11:45 – 12:00	Clean up Bathroom / Clean hands
12:00 – 12:30	Lunch
12:30 – 12:45	Clean up Bathroom / Wash hands
12:45 – 2:45	Quiet time / nap time
2:45 – 3:00	Restroom Break / Wash hands

3:00 – 3:30	P.M. Snack Flash cards: colors, numbers
3:30 – 5:30	Free play Housekeeping / Outside playing
5:30 – 6:00	Clean up Get ready for home

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PRESCHOOL AND SCHOOLAGER EVENING SCHEDULE

5:30 – 6:30	Restroom, wash hands
6:30 – 7:30	Supper
7:30 – 8:30	Homework/quiet play/story time
8:30 – 9:00	Restroom, wash hands, brush teeth, preparation for bed, Child placed on cot to sleep. If Parents do not want their children to sleep, they will provide written notice.
9:00 – 12:00	Quiet time, soft music, Parents arrival for children that are sleep. Non-sleeping children will be separate

**SCHOOL-AGERS' DAILY SCHEDULE
(WHEN IN SCHOOL)**

7:00 – 9:00	Arrival / Sign In Breakfast / Get ready for school bus or van
3:00 – 3:15	Restroom Wash hands
3:15 – 3:45	Snack
3:45 – 4:15	Homework
4:15 – 5:45	Free play
5:45 – 6:00	Clean up Get ready for home

6:00 – 9:00 PM Follow Preschooler schedule.

9:00 – 12:00 Midnight Schoolagers will be sleeping/resting on their cots w/soft music until Parents arrive.

When Schoolagers are not in school they will follow a Preschool Schedule.



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Helper Childcare Only

CACFP

NONDISCRIMINATION STATEMENT / POSTERS

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals / snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education, or public distribution.

FULL STATEMENT:

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call

If the material is too small to permit the full statement to be included (such as flyers or brochures) the material will at a minimum include the statement, in print size no smaller than the text.

CONDENSED STATEMENT:

“This institution is an equal opportunity provider.”

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“AND JUSTICE FOR ALL” POSTER OR DECAL:

Sponsors are to prominently display in a public place the “And Justice For All” USDA poster or decal at each site and at the agency office if at a different location. If posters and / or decals are needed in other languages appropriate to the local population, please contact the state agency.

BUILDING FOR THE FUTURE POSTER:

All CACFP sponsors are to prominently display the “Building For The Future” poster at each site. It is suggested to display it next to the “And Justice For All” poster. The poster is printed double-sided, with one side in English and one side in Spanish. Each Center may choose which language to display. This poster was designed to inform parents that their child attends a Center that is on the CACFP. It notifies parents and visitors that the facility receives Federal funding for nutrition assistance and provides a hotline number to register concerns about the program.

Source: CACFP Policy Memorandum # 8 – 00
USDA Child Nutrition Programs Letter 6/6/00

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TO: Parent / Guardian

Mother’s Helper has three (3) locations:

Mother’s Helper I – 2140 E. 5th Avenue, 253-2000 – Director: Livia McDougald
Mother’s Helper II – 712 E. Spring Street, 252-2000 – Director: Shanessa Hutchins
Mother’s Helper III –, 424-2000 – Director:

Locations are on the bus line also close to freeways that can get you to and from home and work.

If one of the Centers above is closer than the one your are at – please contact Center Directors; our Centers stay full, so you may need to get on the Center waiting list.

Goals and Philosophies

To educate and give each child a warm and friendly place to come to each day – children to be eager to come and hate to go home, learning never stops. Learning also continues at home our intent is to get each child ready for kindergarten.

Other Policies

Please review contract pertaining to fees, registration, late pick up, disenrollment, our discipline policy, and all other Policies in this Handbook. When it is necessary to take a child out of our Center you need to give our Center a two weeks notice.

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POLICY UPDATES

Arrival/Departure: Parents are required to bring their children into the classroom and to sign the child in on the Sign-in-Register. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. The Parent must make the Teacher aware of their child’s presence before the Parent departs. At the time of pick-up Parents are asked to make contact with their child’s Teacher to ensure that the Teacher is aware the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Teachers will supervise children at all times, including nap time. 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 teacher.

Supervision of Schoolage Children: Schoolage children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

1. Children are within hearing distance of their Teacher
2. The Teacher checks on the children regularly until they return
3. The restroom is for the exclusive use of the center. One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Children Arriving to the Center from Other Programs: Parents must notify the center if their child is not going to attend. 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 have arrived from. We will then consult with the parent to determine further action.

School Delays/Cancellations: Our program will operate a full day program for schoolagers when school is closed for vacations, delays or cancellations.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there is custody issues involved with your child, you must provide the center with **Court Papers** indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

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Transitioning: You will be notified when your child is ready to move up to the next class. As part of the procedure, the center Director/Assistant Director will review the transition of your child with you. This review will include the beginning and ending date of the transitioning period and include a transition schedule. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next class.

Child Abuse Reporting: All Staff/Teachers are mandated reporters of child abuse. If Staff/Teacher has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Fieldtrips/Transportation of Children

The center **WILL NOT** transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will be providing transportation on routine trips for schoolage children going to/from school. This transportation will be done in the vans owned by the center and a staff member with First Aid/Communicable Disease and CPR trainings will be present in the van.

Fieldtrips: We will be taking periodic fieldtrips, which will also be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of fieldtrips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or fieldtrip, the center will obtain written permission from the parent or guardian. Routine trips to school require a routine permission form.

Accidents/Emergencies/Serious Incidents

The center has devised several procedures to following the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct scheduled fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Martin Luther King Center for 712 Spring St. Center, the lobby of the COTA Building for 1380 Cleveland Ave. Center, and the Shepard Library for the 2140 E. 5th Ave. Center. Note: Transportation will be required (depending on age of children) for the 712 Spring St. and 2140 E. 5th Ave. Centers. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

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In the event of a serious incident or threat of violence, children will be secured in the safest location in the building or outside. The proper authorities will be notified and their instructions followed. Attendance will be taken by a name to face count. Parents will be notified as soon as possible and an incident report will be completed.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic First Aid and TLC. If the injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff **MAY NOT** transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury. The report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency”, “serious incident, injury or illness” or “bumps/blows to the head, etc.” The report will be provided to licensing staff within 3 days of the incident.

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POLICY

This Administrative Code, All Policies, All Licensing Requirements and All Instructions apply to All Staff, All Employees, All Parents/Guardians who has a relationship with Mother’s Helper Childcare Centers. Each will sign a receipt of review of the Handbook(s). The Receipt is filed in each Child/Parent and Staff folder. This Receipt is available for review at anytime.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATOR CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility 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.

This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

JFS 01268 (6/2005)

Proprietary - For Mother's Helper Childcare Only

Dear Parents,

At Mother's Helper Childcare Center we regard transitions as a very important part of the child's development. We believe that the introduction into a new school and /or classroom is of high importance to each member of our organization. The development of each child resides within them and is nurtured by all environments starting with home and place of learning: in this case Mother's Helper Childcare. We are committed to making parents aware of and partners in their child's transition process and we therefore make transition information a part of our enrollment packet. As a part of that commitment we are hereby laying out our transition process.

Transitioning into the Mother's Helper Family

- An introduction to our staff and your child's educator and teacher(s)
- Your child(ren)'s daily schedule
- Listing of parent roster
- Family Information Form is handed to parents at time of enrollment

Transition within Mother's Helper & into a our program(*)

- The family will meet and greet the new teacher(s)
- The family will tour the classroom, rest area, review policies and playground
- While on the tour, the student may join in on the daily activity/circle time

- The student spends 2 (two) hours of learning time within new class
- The student eats lunch and rests with the class
- The student joins in with the teacher lead "Welcome song"
- Each child has their own cubby with their name on it

**Within these methods we will assist the child with any separation angst they may feel during this process. If there are any methods that you may utilize that fit within our guidelines and regulations to further help your child(ren) please make sure to list them on the Family Information Chart*

Transition from Mother's Helper to the next educational experience

- A quick view of the lesson plan(s) that we implemented with the child(ren)
- A class picture of the graduates
- Portfolio of your student's accomplishments, achieved milestones and early school work

Salutations to kindergarten from Mother's Helper

- A book bag with all necessary materials for the first year of school (See director)
- Portfolio of your student's accomplishments, achieved milestones and early school work
- Back to school cookout before beginning school for K-5
- The students will have a say in weekly activities geared toward their interest for their progression.
- Teachers discuss transitions with children using books
- Teachers discuss transitions with children by asking to share their feeling about going to school and use the discussion as a learning opportunity

Director

Family Involvement and Support Systems

Here at Mother's Helper we offer extended childcare until 10:30 PM Monday through Friday for parents that have proof of the need for extended childcare or privately pay for the services. We will also transport the child with the correct safety apparatus provided by the parent to our center at 7:12 E. Spring St. Columbus, OH 43203, if the child is not already enrolled at that location.

Parents are also welcome to join in our classrooms that their child/children are in. They can bring in age appropriate music books and activities that are authorized by administration that meet early childhood education standards.

We also provide a class picture for when each child graduates from our program and if the parent would like and all the r we also provide a class picture for when each child graduates from our program and if the parent authorizes, the director will make concessions for frequent photographic opportunities with and our child care setting only.

We encourage our parents to donate and utilize the clothes that their children no longer wear that are in good condition. Mother's Helper will thoroughly clean any items that are reusable so that it other parents can utilize them for your children if needed.

All coupons and deals are available one the front counter by the office or please see the administrator.

Upon enrolling in Mother's Helper this information is presented to you or annually in September, both verbally and written in the parent handbook, which you will be given to take home. Please initial these items and sign this form to acknowledge receipt of this information.

- _____ Tour of the center
- _____ Center philosophy, curriculum, holidays, commitment to anti-bias policies _____ Enrollment and admission requirements
- _____ Fees, billing and payment agreements (see Parent Handbook for fees and times) _____ Leave of absence policy
- _____ Typical activity schedule including hours of operation
- _____ Menus, substitutions, USDA guidelines, allergies
- _____ Open door policy, pick up people other than parents
- _____ Sign in and out requirements, full signature
- _____ Child abuse law requirements. We are mandated reporters
- _____ Behavior management (child and adult) discipline policy
- _____ Nondiscrimination statements
- _____ Transportation and field trip
- _____ Practices concerning ill child, health policies
- _____ Medication management
- _____ Medical emergencies
- _____ Parent communication policies office/classroom
- _____ Diapering; toilet training
- _____ Adult conduct policy
- _____ Disaster plan- posted in each classroom
- _____ Pesticide policy-lice. MSDS approved

_____ Social Media Policy

If you have questions or concerns please contact _____, Center Director.

Family signature

Date

Parents, after reading the handbook please sign and return this page to the administrator. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Mother's Helper Childcare Center and have had the policies reviewed with me. I agree to follow all policies outlined within.

Print Name Parent/Guardian

Signature of Parent/Guardian

Date

Print Name Parent/Guardian

Signature of Parent/Guardian

Date

Proprietary - For Mother's Helper Childcare Only