

# **CHILDCARE HANDBOOK 2024**

## **POLICIES AND PROCEDURES**

Provider name: Armour Care Littles LLC

Address: 110 N. Ohio Ave.

Email: Armourcare2022@gmail.com

Sidney, OH 45365

Russell Cell: (937)507-5133

Hours of operation: Monday thru Friday 5:00 am to 5:00pm

Administrator hours of availability: Monday - Friday 9:00 am to 3:00 pm

Scheduled closings: Memorial day, 4th of July, Labor day, Thanksgiving, Christmas eve, Christmas day, New years eve and New years day.

Program philosophy—Teaching fundamentals through living experiences

### **Daily Schedule**

Lesson Plan	5:00am - 5:30am	Lunch	11:30am - 12:00pm
Quiet Time	5:30am - 8:00am	Nap Time	12:00pm - 2:00pm
Breakfast	8:00am - 8:30am	Snack	2:00pm - 2:15pm
Play Time	8:30am - 9:00am	Curriculum	2:15pm - 3:30pm
Curriculum	9:00am - 9:45am	Play Time	3:30pm - 4:00pm
Snack	9:45am - 10:00am	Curriculum	4:00pm - 4:30pm
Play Time	10:00am - 10:30am	Pick Up / Free Play	4:30pm - 5:00pm
Story Time	10:30am - 11:00am		
Arts & Crafts	11:00am - 11:30am		

***\*\*This schedule is only a guideline of what to expect for your child throughout the day. Infants are on a variable schedule depending on sleeping and eating schedules per child.\*\****

***\*\*Schedule subject to change\*\****

### **Staff/Child Ratio, Age grouping and maximum size**

Age of Children	Staff/child ratio	Maximum group size
Infants 0-12 month	1:5 or 2:12 in same room	12

## **Indoor/Outdoor Policy**

There will be no outdoor activities at this facility

Any indoor playtime will be monitored by appropriate child to adult ratio.

Indoor play will be regulated to in the buildings "common room" (19ft x 19ft) allowing for maximum of 10 children at one time per Child Care Center rules 5101:2-12-11 Appendix A (A)(1)

## **Hours of operation policies**

In the event of school delay/closure, weather emergency, etc.....we will run our normal schedule, provided we can reach the facility ourselves. If we are forced to close due to any circumstance we will notify all families affected.

## **Formal Screenings and assessments**

We will be using Ages & Stages Questionnaires to evaluate children progress related to other children in the same age groups so that we may better serve each child's needs. We feel it is a good way to improve communication from caretaker and staff to prepare the children's future. WE Do NOT report these for data.

## **Family involvement opportunities**

Opportunities to have a meeting with the administration and staff if you have any questions or concerns regarding your child/ren will always be available , as well as an open door policy on parent involvement in center activities. Best availability is Monday thru Friday 1:00pm - 5:00pm.

## **Transportation.**

Written permission must be received from the caretaker prior to leaving the premises. Child Enrollment and Health forms will be taken for each child, as well as a complete first aid kit, working cell phone and health record information for any child who may have special care. Children will NEVER be left unsupervised and smoking will not occur in any vehicle with children present. In the event of an emergency parents or caretakers will be notified as soon as possible. Plans for supervision on field trips will be done in a buddy format in groups per adult, also the children will have name tags with providers contact info.

Routine walking trips will also need JFS form 01225. **This provider may refuse child care service to any family that refuses consent for transportation to the source of emergency treatment.**

## **Vehicles used for transport**

Shelby Transit if field trip is arranged

## **General Policies**

### **Toys from home are not permitted -PLEASE DO NOT BRING THEM!**

Our program will utilize screenings, progress monitoring tools, and formal assessment tools to ensure that the child's learning needs are met. Our program will share this information with the families. We will report required information regarding screening tools and assessments to ODJFS.

There is NO registration fee for publicly funded families, payments will be due by the end of the scheduled week. There will a \$25 registration fee for private pay families as well as payments must be made the week prior to childcare services. Amount will be dictated by amount of hours planned for service.

Care will be charged at hourly rates determined by state rates for every hour over 60/week

There is an onsite location for mothers to breast feed or pump milk designated to our infant room.

Child may not be dropped off between 10:00am and 2:00pm without prior approval. Non approval will result in child being denied access into the center.

## **Enrollment requires that every parent fills out.....**

1. Child enrollment and health information for childcare form JFS 01234
2. Routine trip form JFS 01225
3. Child medical form to be filled out by child's doctor JFS 01305
4. General Application
5. Brightwheel Application
6. Photo Release Form

**Medical form is due within 30 days of beginning care. It is required for all children unless they are school aged.**

## **Permission Required in writing....**

1. Field Trip - JFS 01226
2. Use of diaper rash cream - Diaper Cream Release Form

**Food and dietary policy**

Parents/Caregivers will need to pack their child's lunch for the day, for as the center does not provide lunch. If you forget to pack their lunch or your child forgets to bring their lunch, we will figure out a way to feed your child the recommended daily dietary allowance. If packing your child's lunch daily is a financial struggle or becomes a financial struggle you may contact Robin or Russell about other options that maybe available.

Provider will follow all written information on JFS 01217 for all use of any medication, food supplement and modified diets. Parents will need to supply all food for modified diets. All children will be given the recommended 1/3 daily dietary allowance. Center has a partially furnished kitchen regulated by local health department which will be used to store and prep formula, breast milk, snacks and food.

**Breast milk/Formula policy**

Infants will be served appropriate to their development stage. Provider will discuss new foods with parents or caretakers before introducing them as well as scheduled feeding times as needed. Any prepared foods, formula or breast milk must be labeled with the infants name and date of preparation. Mothers can feel free to breastfeed or pump milk anywhere in the facility, we will have an area in our infants room specifically for it.

## **Attendance policy**

1. Check in/out is required upon arrival and release of children
2. Children may only be released to individuals on your enrollment forms - anyone trying to pick up child not on the list may be subject to having the authorities called.
3. There is an absent day policy in effect to cover the provider in case of a life event. Please try to call if you are not going to make your scheduled day.
4. The caretaker is required to provide a list of person(s) eligible to pick up children upon registration. Caretaker is allowed to change list at any time. Center will NOT release child to anyone not on the pre-approved list. We will release children according to custody agreements.
5. When a child does not arrive for their scheduled time or another program there will be a follow-up to check on the child's well being.

## **Supervision and Safety of Children**

1. The center is responsible for the child's safety during all hours of care. No child shall be left unsupervised. Children will be within audio and visual distance from staff at all times.
2. In the event your child does not arrive at their scheduled time the provider will attempt to contact caretaker immediately or emergency contact if unsuccessful until contact is established.
3. Parents and caretakers are required to walk their child in for sign in and sign out. There is a sign in sheet that must be filled out every day they are here. If you receive public funding you will also need to sign in on the TAP system. Failure to comply with this may result in termination of childcare service.
4. Children disciplinary actions - Time out will be implemented as a 1 minute per year of child's age followed by a conversation with the child making sure they understand what they did and what they can do to correct and avoid a repeat incident as well as expected behavior. Provider will not enforce timeout for any child 18 months or younger.
5. Suspension/expulsion policy will be a three strike policy. The severity of the child's or parents action will determine the resulting action. If the action is too egregious the childcare could be ended immediately.
6. Supervision of school age children will be separated into age groups with proper ratio per childcare staff member. School age groups are also to be in separate portion of the center.

## **Key Fob Entry:**

To keep the facility secured we have a secured locked door system which requires a key fob to enter. We will provide a fob to every family to access entry to the facility. You will only have access during hours of operation.

Extra key fobs can be purchased for \$20.00 each.

Lost Key Fob replacements will cost \$20.00 each to replace.

### **Center Parent Information**

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

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

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

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

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

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

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

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

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

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

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

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

## ILLNESS MANAGEMENT

**IF your child needs medical treatment take them to the doctor, NOT HERE!**

We will watch a child that has had medical attention but must be past contagious stage if applicable (24 hours after first medication). Ill children will be isolated from the rest of the program. Any of the following symptoms may result in calling parent or caregiver to come get their child.

### Symptoms:

- ◆ Temperature of 100 degrees or higher
- ◆ Diarrhea (3 or more loose stools in 24 hour period)
- ◆ Difficulty or rapid breathing
- ◆ Severe coughing causing child to turn red or blue in the face or to make whooping sound
- ◆ Yellowish skin or eyes
- ◆ Purulent (pus) eye discharge, eye pain or eyelid redness or fever
- ◆ Untreated infected skin patches, unusual spots or rashes
- ◆ Unusual dark urine and/grey or white stool
- ◆ Stiff neck with elevated temperature
- ◆ Evidence of untreated lice, scabies or other parasitic infestations ([see lice management at bottom of page](#))
- ◆ Sore throat or difficulty swallowing
- ◆ Vomiting more than once when accompanied by any other symptoms

We will notify all affected families through Brightwheel if their children have been exposed to any communicable disease at the time of discharge.

In the event of an emergency we will make continuous attempts to contact families until successful. We will take necessary steps to ensure the safety of the child until they are reunited with their family. For serious injury or illness 9-1-1 will be called and administer first aid. Then we will contact families.

## Lice Management

If your child has been determined to have head lice, your child may not return to Armour Care Learning Center LLC until you obtain a letter from the Health Department stating they are LICE FREE. New policy effective 6/11/24

## Waived Immunizations Policy

If you waive immunization(s) then you are still eligible for care at the center at this time. You will need to sign and date section C of the Child Medical Statement. This is subject to change at any time depending on state and city requirements that would happen to surface.

**Nap time/Quiet time.**

Every day between the hours of 12:00pm - 2:00pm is our designated QUIET TIME. Children will not be forced to sleep but will be required to remain in the quiet zone. Children will be allowed to sleep when they get restless and need a nap anytime throughout the day. All children will have a designated crib to sleep in. All evacuation routes shall remain open at all times.

**Infant/Toddler Care.**

We will require a spare set of clothes, shoes if possible in case of any reason they may need them. Diapers will be checked at a maximum of every 2 hours and changed immediately when wet or soiled. Diaper rash cream or ointments require a "Diaper Cream Release form" to be completed by a parent or caretaker. Infants will sleep in cribs on their back unless they have a "Sleep Position Waiver" JFS form 01235 signed by a physician. There will be a daily record kept for each infant under care including food intake, sleep pattern, time and results of diaper changes and daily activities. All infants will be held and monitored while feeding to properly be able to chart their progress.

**Fees.****All Fees due on Friday or the end of scheduled week****State Market Rates**

Full Time - 25-60 hours/wk

Part Time 7-24.9 hours /wk

Hourly - Less than 7 hours/wk OR more than 60 hours/wk

Rates will be \$1.00/minute every minute later than 6:00pm closing. (subject to increase for repeat offenders)  
All of which must be paid before further service will continue. Fees may be waived if proper communication is used.

Absent days per rule, a child is eligible for a maximum of ten absent days during each six-month period of January thru June and July thru December of each state fiscal year and the provider is compensated for these absences by ODJFS for those receiving publicly funded child care. Provider will charge an extra \$25.00 per day per child that exceed the 10 days of a six month period.

**Rates weekly/hourly**

	Full Time	Part Time	Hourly
Infants	\$210.00	\$137.29	\$10.00

**Disenrollment/Withdrawal Policy.**

If payment is received regularly late, or if child has severe behavioral issues the child may be subject to discharge from the program. The caretaker or provider shall give a written notice 10 days prior to termination of contract of child care service. Severity of an infraction could lead to immediate dismissal (Violence, bullying, swearing etc.....).