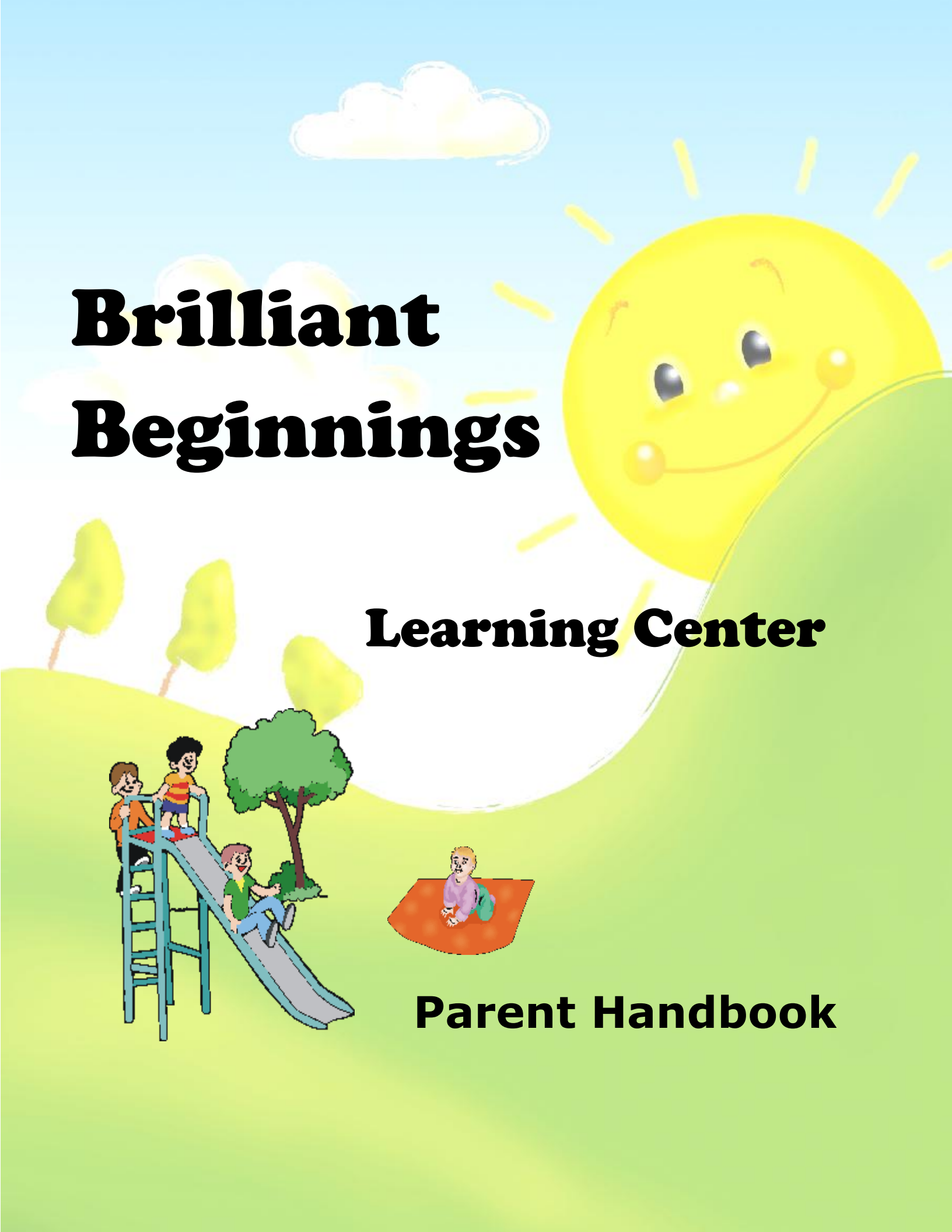




Brilliant Beginnings

Learning Center



Parent Handbook

Dear Parents,

Welcome to Brilliant Beginnings Learning Center. We are pleased you chose one of the programs at our early learning center for your child. You have been provided this parent handbook to read over and keep as a reference. Please keep it handy as your child ventures through our program. It would also be helpful for other caregivers (aunts, uncles, or grandparents) to read over the handbook if they are going to play an active part in your child's experience here.

The purpose of the Parent Handbook is to provide detailed information on guidelines that both parents and teachers are to follow. This ensures that everyone is working together to give the children continuity and the highest quality learning experience they can receive. There are many policies in place for the safety and happiness of your child. Many of these guidelines also coincide with the guidelines from the Ohio Department of Children and Youth (DCY). DCY licenses and regularly inspects Ohio child care centers for quality and safety.

Our hope is that your experience, along with your child's, is a very positive one. We hope that you, as parents, can have confidence that your child is well cared for. We invite parents to drop by anytime and become active in your child's program. It is a fact that parents are a child's first teacher, and we want to be partners with you as your child grows and develops. We look forward to traveling with you down this educational pathway.

Sincerely,

Jill Brewer
Business Administrator

Donna J Macleod
Child Care Administrator

Brilliant Beginnings Learning Center

**380 Marker Road
Versailles, OH 45380
Phone: 937 -526-3311**

E-mail: brilliantbeginningslc@yahoo.com

Website: www.brilliantbeginningslc.com

Philosophy

Brilliant Beginnings Learning Center's primary goal is that a child's basic needs are met first. Every child needs an environment conducive to learning. We aim to make the classroom welcoming, safe, and full of educational opportunities. Each child is unique and has his/her own set of interests. Therefore, we will strive to have developmentally appropriate activities for all age levels, caring well-trained staff, and continuity of care. Once again, parents are the first teacher of their child, and we support you in guiding your child as he or she grows.

Mission

Our mission is to care for your child as they were our own—to love, protect, educate, and challenge each child that walks through our door. We want to encompass the whole child emotionally, mentally, physically, intellectually, and spiritually.

Environment

Brilliant Beginnings is able to provide care for children ages 0 – 11. We have 12 rooms in our center. We have two infant rooms for our littlest ones (non-mobile and mobile). We have three toddler rooms, one for young toddlers 1-2 years, an older toddler room for 2-2 ½ year olds, and a transitioning toddler room where older 2 year olds and younger 3 year olds finish potty training and still get started with preschool curriculum. On our preschool wing we have 4 full-day classrooms for our preschoolers, which separates the preschoolers by age but, more importantly, developmental level. We also have a part-time preschool room, for those needing academics only part of the week. School Ageds utilize the large commons area for the beginning/end of the day during the school year, and during the summer camp/days off of school. Lastly we have a gross motor room (the gym) for use by all of the teachers and age groups.

The playground area is located at the back of the center. It is separated into two parts: one playground is for children under the age of three. The other playground is for the preschoolers and school ageds. The majority of the classrooms have direct access to the playgrounds, so that they can enter and exit easily. Each classroom will be filled with learning experiences and age-appropriate toys. Children will be encouraged to follow their curiosity and participate in many areas of play. Each classroom will have a math/science area, book area, dramatic play area, art area, block area, and manipulative play area. Children may view videos occasionally for enjoyment or a learning tool to assist in a lesson being taught. The administrator will need to be informed each time a video is going to be used.

Hours of Operation

Brilliant Beginnings Learning Center's operating hours are 5:30 a.m. to 6:00 p.m. Monday through Friday.

Office Hours

The Child Care Administrator's office hours are Mon, Tues, Thurs, and Friday from 8:00-5:00. The Business Administrator's hours are Mon, Wed, Thurs, and Friday from 8:00-5:00. Additional times may be available on request.

Delay and Cancellations

When there are delays or cancellations for school age children, there are delays and cancellations for the part time preschool classes. The school ages will follow a schedule. Additional fees will be charged for the days that school is canceled (see rates/fee schedule), but not for delays.

Center Closing Dates

We will be closed to observe the following Holidays:

New Years Eve	New Years Day	Good Friday*	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Eve	Christmas Day

*Closing at 1:00 p.m.

Weather Closings

Brilliant Beginnings will be closed any time a level three weather emergency is issued or if there is a severe Level two emergency (determined by administrators). If during the day a level two turns into a level three, we will close the center as soon as all the children are picked up. Parents will be informed of the center's closing, and we will ask for an estimated time of arrival. We ask that children are picked up within an hour of the call.

Any time there is a level three that downgrades into a level two, the center will re-open. The center will open when the administrator(s) can arrive along with staff members. Parents will be called to inform them of the opening.

Days Missed

There are no discounts or reimbursements for days missed for illness, absences, vacations, or the center closed for holidays or level three weather emergencies, unless otherwise noted. However, you may use your two weeks of coupons (see below).

Vacation and Sick Leave

Each child enrolled full-time at the center will receive two weeks of coupons (10 days) annually. These coupons may be used after one month of enrollment at the center. Coupons may be used per day or by week. Five coupons equal one week. Coupons may not roll over; any unused days by December 31st will be forfeited. Two new weeks will be credited to your account on January 2nd. Coupon(s) that are used on short notice (after payment has been made), a credit will be given for the next week's tuition. If three or more coupons are going to be used at one time, advance notice is appreciated. After all 10 coupons have been used, each day missed will be charged at regular rate. Those families on a part-time schedule will be given the equivalent of two weeks' worth of coupons, and those starting mid-year will be given a prorated amount of coupons.

Transportation Policy

On days when the weather is favorable, children will walk to school using the sidewalk connected to the school. This includes fogginess, misting, and sprinkling when the temperature is over 35 degrees (utilizing rain ponchos or umbrellas). Walking in winter will be determined by wind chill and ice/snow levels. We follow the guidelines that Versailles Schools uses to determine this. Children will be accompanied by a teacher to and from school. We have a designated drop off and pick up point for all of the students, outside door 1 at the main entrance.

Transportation for field trips will be accomplished with driving chaperones. In the event of inclement weather or an emergency, one of the administrator's vehicles will be used for transportation as long as it has been through an annual auto check and the driver has transportation training.

Annual Auto Check Policy

Any vehicles that will be utilized by Brilliant Beginnings Learning Center will be checked by a licensed auto mechanic annually and insured to transport children. All routine maintenance checks will be performed by the maintenance supervisor.

Family/Student Admission

All families must complete paperwork and are encouraged to tour the facility with their child/ren. This is also a time that any questions can be answered for parents. The children can get a sense of security by understanding where everything is at and see their classroom. To receive enrollment packet, the parent/guardian needs to fill out the registration form, pay registration fees and set a start date. Enrollment paperwork needs to be returned upon starting and medical immunization form are a requirement for the child's file.

On the Child Enrollment Form, you must indicate whether you will allow the center to secure emergency transportation if needed. The center will enroll children that request not to be transported in the event of a medical emergency. However, Parent/Guardians **MUST** have a detailed plan of what will need to be done when an injury occurs that we feel would require so.

Non- Discrimination policy

Brilliant Beginnings Learning Center does not discriminate against any child or family based on race, color, national origin, sex, religion or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program.

Child's File

A child's file must be completed prior to their first day at the center. It will need to be updated annually. Papers will be sent home to be filled out and returned. Items placed in the file are:

- Registration form
- Medical Immunization Form (including immunization records)
- Child enrollment form
- Routine Trips Permission Form
- Field Trip Permission Form—if applicable
- Photo Consent Form
- Family Information Sheet
- Basic Infant Information—if under 18 months
- Health care plan – if needed
- Custody agreement if needed
- Other forms if deemed necessary

If a family declines immunizations at the suggested schedule, Brilliant Beginnings Learning Center will allow the child to enroll with the knowledge that there may circumstances in which the child is not allowed to attend during a communicable disease outbreak.

Custody Agreements

Parents that have a custody agreement designated by the court must provide a copy for the child's file. The child will be released to the non-custodial parent or guardian on the terms and conditions outlined in the court appointed agreement. Any changes to the agreement must be given to the center, or we are required to follow what we have on file. Any attempts to leave out or change the custody agreement from the court document before giving it to the director will not be tolerated. It will also result in direct mailing of documents to us from the courts or termination of care.

Tuition and Payment

There is a 35 dollar non-refundable enrollment fee. Tuition is due the Friday afternoon before receiving childcare/preschool services for the following week. Payments can be made by cash, check, or money order, by direct withdraw from a bank account, or by credit card. Checks should be made out to Brilliant Beginnings Learning Center. Payments can be given directly to one of the administrators or in the designated box in the main hallway. Receipts will be placed in your family's mailbox, which are located in the main hallway intersection. Part Time Preschool programs will need to pay by the 1st of the month. See Brilliant Beginnings rate sheet or talk with the Business Administrator regarding tuition payment amounts.

Late Tuition Payments

Payments received at your child's arrival on Monday will have no charge. Payments received after Monday at noon and by drop off on Tuesday will have a \$5.00 dollar late fee. Payments after 12 pm on Tuesday will receive a \$10.00 charge. Payments made late (after Friday) more than 3 times in a year will automatically be charged 10 dollars and a contract for payments will need to be signed. If the contract is not followed, care will be terminated.

****Part Time Preschool programs will be charged 10 dollars if payments are not received by the 5th of the month.**

Returned Checks

A \$30.00 fee will be charged for any returned checks unpaid by the bank. If two checks are returned, personal checks will no longer be accepted as a form of payment from that family. Reinstatement of check payment is up to the discretion of the Business Administrator.

Termination Policy

Brilliant Beginnings Learning Center wants to do everything possible to make our services work for you. However, sometimes it doesn't work out and care will need to be terminated. Some items that may cause termination are consistent late payments, consistent misbehavior, disregard for staff, not following policies put in place and as stated in this handbook, and any unforeseen issues that can't be resolved with the child or parents/guardians.

Parents and guardians may also terminate their contract at any time. Parents and guardians are asked to give written notice to the business administrator or child care administrator, a minimum of two weeks before the effective date of termination. Parents and Guardians not giving a minimum of two weeks will be liable to pay termination charges in the amount of two weeks tuition (ex: infant 2 x 234= \$368).

Center Security

Brilliant Beginnings has a locked entry door with a buzzer system. The door remains locked at all times during business hours. A fingerprint reader is installed to assist parents/guardians with quick access. A maximum

of four (4) people's fingerprints may be stored for each family. Others will have to let an administrator or other staff member know you have arrived to be let in. If no one is in the office, the doorbell may be rung and you will be let in. There is a surveillance system with a remote entry release. The door will make a clicking sound if you are given remote entry. Visitors will be kept to a minimum and will only be allowed entry if they have a purpose to be in the facility.

Center Arrival and Departure

All children must be signed in and out in the classroom by the child's teacher, on the clipboard for the classroom. Parents are required to bring their children to their classrooms. No child can be dropped off outside of the building and sent in alone. Also, no child can be signed in at the entrance and sent to their classroom by themselves. Staff also needs to be aware of the child's arrival or departure. This is the time to give packed lunches, messages, medication, and forms to the teacher. Please let the teachers know what time pick up will be, who will be picking up the child and any unusual evening events so it can be marked on Procure. Parents and guardians NEED to call in the event of an absence.

Parents and guardians not picking up the child must let the office know ahead of time if possible. Pick up persons must be on the Pickup Authorization list. We will ask the first couple of times for a picture ID. It may take us a minute or two to verify the ID with the child's file. Please be patient with us! We have all children's safety as our first priority. If the pickup person doesn't have their ID, the child will not be released, even if it's obvious the child knows the person. Staff will not release children to anyone under 14 or who appears under the influence of drugs or alcohol.

It is important to put anyone on the list that may pick up your child. A note can be dropped off with the child care administrator or the business administrator at any time to add or drop a contact. They will then be added to the contact list. Calling in will not be allowed to add or drop a person from the contact list. At arrival and departure, groups may be combined at the ratio of the youngest child in attendance. Staff will communicate and combine when it is in the ratio limits.

Late Pick Up

A five-minute grace period will be given for unseen delay. One dollar a minute will start being charged on the sixth minute until pick up (ex: late ten minutes= \$5.00 late charge). Repeated late pickups will be discussed with the administrator. In the event of chronic problems, the grace period will be taken away and extra charges may be added at the discretion of the administration. If the problem cannot be resolved, termination of care may be necessary.

Arrival from and departure to school

Children going to school from the center or from school to the center will always be supervised. The following steps will be followed:

1. Staff will wait sufficient time and then roll call will be taken.
2. Staff will call administrator if child is scheduled to be in attendance and isn't.
3. Staff members will then walk children to or from school.

If a child is supposed to be with the center and isn't, the following will happen:

- Parents will be called to confirm child's whereabouts.
- We then will contact the program they were to arrive from
- If a child's whereabouts are still unknown, the director/administrator will determine next course of action with parents. If the child's whereabouts are known, parents will be informed. Therefore,

contacting the center for any changes in schedule is imperative to ensure the safety of your child and others.

Staff Training

Each staff member will be required to attend trainings. Trainings that will be required are First Aid, CPR, Communicable Disease, and Child Abuse Awareness. Each staff member will also be required to complete 6 hrs. of early childhood education professional developments each year. Other trainings may be added as per the discretion of the Child Care Administrator or Business Administrator.

Child abuse reporting

Each teacher is mandated by law to report any suspicion of child abuse or neglect to the local children's services agency. The staff will not investigate any situation due to safety concerns.

Supervision policy

Staff at a minimum, are to supervise children at all times and take care of their basic needs (ex: bathroom, eating, sharing, and using words). Staff is to keep the safety of the children in mind at all times and take preventive measures to avoid any possible hazards (remove broken toys, stop climbing, etc.) Staff member ratios are regulated by the state. Ratios for naptime may be doubled for one and a half hours during naptime as long as all children are resting on their cots and enough staff members are in the building to meet the regular required child to staff ratio if there is an emergency.

Staff and Student Ratios

Each class will

- Be supervised at all times!!!
- Follow state licensing by DCY.
- Have certified teachers according to DCY requirements.
- Have staff to child ratios that will be at or above state mandated levels.

State Mandated Staff to Child Ratios

Age Group	Teacher/Child Ratio	Maximum Group Size
6 wks to 12 mos.	1:5	2:12
12 to 18 months	1:6	2:12
18 to 30 months	1:7	2:14
30 to 36 months	1:8	2:16
3 year olds	1:12	2:24
4-5 year olds	1:14	2:28
School Age	1:18	2:36

- We will always strive to have a lower staff/child ratio than what is state mandated.
- Ratios for walking trips are 1:4 for infants, 1:6 for toddlers and preschoolers, and 1:10 for school age children.

Daily Schedules

Each classroom will have a daily schedule that will be followed. Below is a sample schedule. This gives both the teacher and the children consistency. Schedules also give children confidence and a sense of control because they will be able to predict what is going to happen next. Infants' individual schedules will supersede the schedules below.

Young Infant Room (Non-Mobile)

Individual schedules will supersede the schedule below.

5:30-6:45	Arrival and free play
6:45-7:15	Diaper checks
7:15-7:45	Individual enrichment activities
7:45-8:30	Feeding time (separate infant classes)
8:30-9:00	Diaper checks
9:00-9:45	Morning naptime/Quiet activities
9:45- 10:15	Diaper checks
10:15-10:45	Outside time (if able)
10:45-11:45	Feeding time
11:45-12:15	Diaper checks
12:15-2:00	Afternoon naptime/Quiet activities
1:45-2:15	Diaper checks
2:15-3:15	Feeding time
3:15-3:45	Outside time (if able)
3:45-4:15	Diaper checks (combine infant classes)
4:15-6:00	

Older Infant Room (Mobile)

Individual schedules will supersede the schedule below.

5:30-6:45	Arrival and free play
6:45-7:15	Diaper checks
7:15-7:45	Individual enrichment activities
7:45-8:30	Feeding time (separate infant classes)
8:30-9:00	Diaper checks
9:00-9:45	Morning naptime/Quiet activities
9:45- 10:15	Diaper checks
10:15-10:45	Outside time (if able)
10:45-11:45	Feeding time
11:45-12:15	Diaper checks
12:15-2:00	Afternoon naptime/Quiet activities
1:45-2:15	Diaper checks
2:15-3:15	Feeding time
3:15-3:45	Outside time (if able)
3:45-4:15	Diaper checks (combine infant classes)
4:15-6:00	Individual enrichment activities/Departure

Young Toddlers Room

5:30-7:00	Arrival/rest/diaper checks
7:00-8:00	Free play/Individual enrichment activities
8:00-8:30	Breakfast (separate from other toddlers)
8:30-9:00	Diaper checks/hand washing
9:00-9:20	Large Group (songs, colors and shapes, books)
9:20-9:45	Small group/art project
9:45-10:15	Diaper checks/hand washing
10:15-11:00	Outside/gross motor
11:00-11:30	Handwashing/Lunch
11:30-12:00	Diaper checks/hand washing
11:30-12:15	Free play/Individual enrichment activities
12:15-2:30	Nap time/Rest time
2:15-2:45	Diaper checks/hand washing
2:30-3:00	Afternoon Snack
3:00-4:00	Outside/gross motor (combine w/ O. Toddlers)
4:15-4:45	Diaper checks/hand washing
4:15-4:30	Story/book time
4:30-5:00	Free play/Individual enrichment activities
5:00-6:00	Individual enrichment activities/Departure

Older Toddlers Room

5:30-7:00	Arrival/rest/diaper checks
7:00-8:00	Free play/Individual enrichment activities
8:00-8:30	Breakfast (separate from other toddlers)
8:30-8:50	Diaper checks/Potty training/hand washing
9:50-9:00	Story/book time
9:00-9:25	Small group/Art Project
9:25-9:50	Large Group (songs, colors, shapes, calendar)
9:50-10:15	Diaper checks/Potty training/hand washing
10:15-11:00	Outside/gross motor
11:00-11:30	Handwashing/Lunch
11:30-12:00	Diaper checks/Potty training/hand washing
11:30-12:15	Free play/Individual enrichment activities
12:15-2:30	Nap time/Rest time
2:15-2:45	Diaper checks/Potty training/hand washing
2:30-3:00	Afternoon Snack
3:00-4:00	Outside/gross motor (combine w/ O. Toddlers)
4:15-4:45	Diaper checks/Potty training/hand washing
4:15-4:30	Story/book time
4:30-5:00	Free play/Individual enrichment activities
5:00-6:00	Individual enrichment activities/Departure

Transitioning Toddlers Room

5:30-7:00	Arrival/rest/potty training/free play
7:00-8:00	Free play/Individual enrichment activities
8:00-8:30	Breakfast (separate from other toddlers)
8:30-9:00	Potty training/hand washing/free play
9:00-9:30	Outside/gross motor
9:30-9:45	Story/book time
9:45-10:00	Potty training/hand washing/free play
10:00-10:20	Large Group (circle time, songs, learning)
10:15-10:45	Small group/Art Project/Sensory
10:45-11:00	Potty training/hand washing
11:00-11:30	Lunch/handwashing
11:30-12:00	Potty training/hand washing/free play
11:30-12:15	Free play/Individual enrichment activities
12:15-2:30	Nap time/Rest time
2:15-2:45	Potty training/hand washing/free play
2:30-3:00	Afternoon Snack
3:00-4:00	Outside/gross motor (combine w/ O. Toddlers)
4:15-4:45	Potty training/hand washing
4:15-4:30	Story/book time
4:30-5:00	Free play/Individual enrichment activities
5:00-6:00	Individual enrichment activities/Departure

Preschool Foundations

5:30-8:00	Arrival/free play
8:00-8:15	Clean up/bathroom/hand washing
8:15-8:45	Breakfast/hand washing
8:45-9:00	Bathroom/hand washing
9:00-9:30	Outside/gross motor
9:30-10:00	Circle time/Large group
10:00-10:30	Free play
10:30-11:00	Small group activities
11:00-11:15	Clean up/bathroom/hand washing
11:15-11:30	Reading time
11:30-12:00	Lunch/hand washing
12:00-12:30	Outside/gross motor
12:30-12:45	Bathroom/hand washing
12:45-2:45	Nap time/quiet activities
2:45 -3:15	Bathroom/hand washing
3:15-3:45	Snack/hand washing
3:45-4:30	Outside/gross motor
4:30-6:00	Free play/departure

Preschool Essentials

5:30-8:00	Arrival/free play
8:00-8:15	Clean up/bathroom/hand washing
8:15-8:45	Breakfast/hand washing
8:45-9:30	Outside/gross motor
9:30-9:45	Bathroom/hand washing
9:45-10:30	Circle time/Large group
10:30-11:00	Small group activities
11:00-11:15	Clean up/bathroom/hand washing
11:15-11:30	Reading time

11:30-12:00	Lunch/hand washing
12:00-12:30	Outside/gross motor
12:30-12:45	Clean up/Bathroom/hand washing
12:45-2:45	Nap time/quiet activities
2:45 -3:00	Bathroom/hand washing
3:00-3:30	Snack/hand washing
3:30-5:00	Outside/gross motor
5:00-6:00	Free play/departure

Pre-K/Kindergarten Readiness

5:30-7:15	Arrival/quiet activities
7:15-8:30	Free play/AM kindergarten breakfast
8:30-9:00	Hand washing/Breakfast
9:00-9:30	Outside/gross motor
9:30-10:00	Circle time/Large group
10:00-11:00	Activity centers/Small group

11:00-11:45	Hand washing/Lunch
11:45-12:15	Outside/gross motor
12:15-1:15	Activity centers/Small group
1:15-2:45	Nap or rest/quiet activities
2:45 -3:15	Bathroom/hand washing
3:15-3:45	Snack
3:45-4:30	Outside/gross motor
4:30-6:00	Individual activities/departure

School Age (Before & After School)

5:30-7:00	Arrival/quiet activities
7:00-7:10	Clean up/hand washing
7:10-7:30	Breakfast/hand washing
7:30-7:45	Prepare for school
7:45-8:00	Walk to School
3:00-3:15	Walk from School
3:15-3:45	Hand washing/Snack
3:45-4:30	Homework/quiet activities
4:30-5:00	Outside/gross motor
5:00-6:00	Individual activities/departure

School Age (Full day)

5:30-7:00	Arrival/quiet activities
7:00-8:00	Individual activities
8:00-8:45	Clean up/hand washing/breakfast
8:45-9:30	Circle time/Large group
9:30-10:00	Outside/gross motor
10:00-11:00	Academic activities
11:00-11:45	Clean up/bathroom/Lunch
11:45-12:15	Silent Reading
12:15-3:00	Field trip/PM activities
3:00-3:30	Bathroom/hand washing/Snack
3:30-5:00	Outside/gross motor
4:00-6:00	Individual activities/departure

Smart Start Class

8:00-8:15	Arrival/Bathroom
8:15-8:45	Circle time
9:00-9:30	Free choice
9:30-9:45	Journals/Writing
9:45-10:00	Large Group

10:00-10:15	Small group
10:15-10:30	Outside/Gross Motor
10:30-10:45	Handwashing/Snack
10:45-11:00	Prepare for dismissal/departure

PT Kind. Readiness Class (AM)

8:00-8:15	Arrival/Bathroom
8:15-8:40	Circle time
8:40-9:10	Free choice
9:10-9:25	Journals/Writing
9:25-9:45	Large Group
9:45-10:15	Small group
10:15-10:30	Outside/Gross Motor
10:30-10:45	Handwashing/Snack
10:45-11:00	Prepare for dismissal/departure

PT Kind. Readiness Class (PM)

11:45-12:00	Arrival/Bathroom
12:00-12:25	Circle time
12:25-12:55	Free choice
12:55-1:10	Journals/Writing
1:10-1:30	Large group
1:30-1:55	Small group
1:55-2:15	Outside/Gross Motor
2:15-2:30	Handwashing/Snack
2:30-2:45	Prepare for dismissal/departure

Curriculum

Each classroom will have weekly lesson plans they will follow. Each classroom will make their lesson plan based off the Creative Curriculum and the Ohio Early Learning and Developmental Standards. Each classroom will modify the curriculum to plan age appropriate and developmentally appropriate activities. The lesson plans will include a them and incorporate academic, social/emotional, and gross and fine motor activities. The curriculum and lesson plans are over seen by the Childcare Administrator. If at any time you would like to see them, please ask. Every child will have a profile in our Procure system and parents/guardians with e-mail access will receive a daily e-mail from Procure. This e-mail will give you details about the day and

any future things to come. Some items included will be meal information, academic lessons, classroom updates and potty training if applicable.

Assessments

All preschool children will undergo a formal assessment that is aligned with the Creative Curriculum as well as the Ohio Early Learning and Development Standards. This will be completed in the fall, winter, and in the spring, and will be shared with the parents in parent-teacher conferences that are held in February (all parents are requested to attend) and May (optional). Parents may request to see their child's assessment and evidence file at any time. Assessments are for parents and teachers' use only and are not sent on to any government entity. Infants and Toddlers will have an annual developmental screening completed and optional conferences can be held.

Special Needs and Disabilities

We will try and accommodate any child with a special need or disability. We will work with parents/guardians to figure out a plan for the child at the center. A Child medical/physical health plan will need to be filled out by a physician or care taker. Staff members will be trained accordingly. We reserve the right at the discretion of the administrator to stop care at any time, if we feel we cannot fulfill the care that is needed.

Pet Policy

Each classroom may have exposure to animals, including fish and other small animals. Pets may be able to visit. For approval a pet form will need to be filled out and signed by the classroom teacher and administrator. While filling out enrollment papers, it will be asked if your child has any allergies. If at any time after enrollment a child develops an allergy to an animal, let us know.

Daily Reports

Brilliant Beginnings utilizes Procure, an electronic communication method, to inform and email parents. Each day your child will have e-mail sent out with daily activities on it. Some things noted would be naps taken, meal information, special activities done, and any items that may need addressed or replenished at the center. (ex: diapers/ wipes) Non-potty trained children will also have their diaper or potty experiences noted each time.

Quiet/Rest time

All classrooms except non mobile infants will have a scheduled quiet time in the afternoon. Each child will be assigned a cot or mat to rest on. Everyone will be asked to respect the children who choose to sleep. Most children need some quiet time to regain energy for afternoon activities. Teachers will collaborate with parents to determine which children need to take a nap or just to rest. Two preschool classrooms will be kept active for those who are not napping to reinforce academic skills. Infants will nap in cribs and transferred to there if they fall asleep elsewhere. No blankets are allowed in a crib with a child under 12 months; blanket sleepers will be used instead. Children may sleep on cots at 12 months and older if a parent requests it in writing.

Swimming policy

The center may choose to take the children swimming. Only older preschool and school age classes will be permitted to go on swimming trips at another facility. Younger preschoolers and younger ages will have the opportunity to play in wading pools that will be in a gated area on Brilliant Beginning's property. Staff members will supervise the children at all times, and there will be life guards in attendance while the children are swimming at the Public Swimming Pool. Teachers will take head count every 10 minutes while in the water. The children will need a swimming permission form on file at the center to participate in these trips. Younger children will play with water tables or wading pools that will be in a gated area at the learning center. They will also be required to have a swimming permission form on file.

Outdoor play

Outside play time is very important to the health and well-being of children. Therefore, it is incorporated into the schedule daily as weather permits. Children will be supervised at all times by staff members. The staff will monitor weather conditions throughout the day. The children will play indoors when the temperatures or wind chill drops below 20 degrees Fahrenheit or goes above 90 degrees Fahrenheit. Rain, snow, or threatening weather may also prohibit the amount of time spent outside, as well as any safety risks, or health hazards, such as chemical spraying on nearby fields or ozone warnings. Please remember to send your child in the right clothing for the weather. Sunscreen is also advised for the children. A topical product permission form must be signed and the sunscreen labeled and given to the classroom teacher. Please note that aerosol sunscreen is not permitted in the classroom due to flammability.

Diaper Changing Policy

Parents are responsible for bringing diapers and wipes to be kept at the center. A large supply brought in with your child's name on them is preferred, but not required. We understand some parents may decide to use cloth diapers at home. Staff members will happily change these diapers as well, but must have a proper zippered holding bag intended for the soiled diapers/wipes. The soiled items need to be taken home at the end of the day, and need to be properly laundered before bringing back for use.

Every child will be checked and/or changed every two hours or as needed in between. A child needing diaper rash cream will need to have written permission on file, and a labeled cream needs to be given to the classroom teacher. The cream may only be used for 14 consecutive days at a time. After 14 days, a doctor's note will be required to continue daily use.

Toilet Training

Pull-ups are easiest when it's time to start potty training. Parents will be asked to inform the staff when they have decided to start the experience. The child will have more success if the child's potty routine can be consistent throughout environments. If staff members believe your child shows signs of toilet readiness, we will inform you. We then would like to create a toileting plan so that the child's experience is a positive one both at the center and at home.

Please dress your child with appropriate clothing during potty training. No bib overalls, suspenders, belts, snap crotch undershirts, or one-piece outfits. These hinder the child's independence to go by themselves. Potty training is a very exciting time. The process happens at different ages for everyone. Please remember it

takes time, and accidents will occur. At least two outfits are suggested to be left in your child's room. When an outfit goes home, please bring a new one in the next day.

Clothing

Each child should be dressed in play clothes that are durable, comfortable, appropriate for the season, and conducive to going potty. They should also be older clothes since most of the activities could be or are messy (ex: finger paint, digging in dirt, or even lunch messes).

Your child's safety in the classroom and on the playground is our first priority. Therefore, we ask that children come in shoes that are sturdy and that can be strapped or tied. Open back shoes are not permitted. (ex: Flip flops, crocks without back straps) Also, if your child can't run in the shoes it is best they aren't worn.

Children also need at least one complete change of clothes. A shirt, pants, underwear, and socks. Two pairs are preferred. Children that are potty training will need to have at least two complete pairs of clothes. An extra pair of shoes would be beneficial for your child since sometimes the shoes get soaked too. If your child is sent home with center clothes, they must be returned within a week, as we cannot help parents out without these important items.

Laundry Policy

Caretakers for toddlers and preschool rooms will be responsible for bringing home and cleaning blankets, pillow cases, etc. every Friday and returning them by Monday morning. All soiled items will be sent home daily in plastic bags. Parents may opt to have two sets of pillow cases, and blankets to swap them out at the end of the week. One set may be brought in during drop off and the other set will be sent home at the end of the day. The pillow itself can stay at the center as long as it has a pillow case on it and doesn't get soiled while the child is in attendance.

Nursing/Pumping Space

Employees and parents needing to feed your child may be done in several areas in our facility. Nursing may be done in any area the parent is comfortable, as long as the breast area is covered. Pumping may happen in the designated area in the teacher workspace.

Cleaning Solution & Cleaning chemicals

All chemicals will be stored out of reach or in a locked cabinet. Disinfectant sprays for toys, tables, and changing areas will be kept up high, away from children's reach. Toys and all surface areas will be sanitized with a quaternary ammonia solution that meets food safety regulations on a schedule that is mandated by DCY. Any leftover solution will be disposed of at the end of the day.

Items from Home

Children always want and love to bring items from home, however they can be distracting to the class. Classrooms may times designated by the teacher as share (show-n-tell) days. There may be other times during the month that items may be brought in related to what is being done in the classroom. Please remember toy weapons, money, electronics, gum and candy, cosmetics, and jewelry are not allowed to be brought to the center. We understand that there may be time that a child will not leave the house without a toy. It is best if it

can be left in the car and at last resort it can come in but will have to stay in the front office. The exception to this is a small soft comfort item used for napping.

Behavior Management

As they grow, children will sometimes lose control of their emotions. At such times children will be redirected. Redirection means the children will be guided to go to another individual activity and talked to about what happened. Talking will help the child understand their feelings and that of others. In some cases, the child may want to sit quietly alone for a while before talking. If the behavior continues teachers will evaluate the situation. They will look at the environment, the time of the day, or activity surrounding the behavior. Teachers will then determine the best way to deter the behavior. Parents will also be asked their thoughts on how to remedy the situation.

An effective tool for preschoolers is utilizing PBIS (Positive Behavioral Intervention and Supports). This researched based system focuses on bringing attention to positive behaviors through acknowledgement, praise and rewards while empowering the teachers with coping mechanisms to minimize negative behavior. We will always try to help each child to learn about their emotions and how to handle them in a way acceptable for a group environment. A positive classroom behavior charting system may be used to help encourage behavior goals. An example of this is a balloon chart a paper balloon is colored to indicate the child's morning behavior, etc. After a certain number of green balloons, the child will get to pick out a prize from the front office. This also allows the parent to reinforce desired behavior in the evening!

The children will never be punished or neglected in any way. Brilliant Beginnings has strict staff policies to be followed regarding discipline. Only redirection, age-appropriate time outs if redirection does not work, and administrator discussions with the child will be tolerated. If a child has a problematic behavior that cannot be resolved by the teacher in 5 minutes, an administrator or another staff may take the child to the office or another quiet place to calm themselves and "reset" their behavior. When a concerning behavior cannot be effectively assisted in the classroom, and needs 3 or more visits with an administrator or other staff, a behavioral modification plan will be made with the parent, teacher, and administrator. This plan will be followed for 2-6 weeks with the goal to reduce/eliminate the behavior(s) being addressed.

At any time, if a child's behavior becomes unsafe to the others in the classroom (peers and/or teacher), the child will be removed from the classroom and will need to be picked up for the day. Examples of behavior that are safety concerns are throwing items intentionally at another person, pushing over furniture and/shelves, and hitting/biting/kicking a teacher or child when of the cognitive ability to understand the harmful behavior. If a child continues to have unsafe behavior, and needs to be removed 3 times from the environment, that child will be disenrolled from the program. While we do not want to disengage with a child/family, we are entrusted with the care and education of the entire class which must be our highest priority.

Offensive language, behaviors and media

Offensive language and swear words will not be tolerated being said to anyone. This includes staff, children, and visitors. When a child uses foul language, they will be redirected to a quiet activity on their own to calm down. Then the teacher will go back and discuss with the child that those words may not be used. If the language persists, an administrator will call a meeting to talk to the parents about the behavior. The third time a child swears the child will be suspended for one day. If the child's swearing continues then discussion about possible termination of care will happen between the administrator and parents or guardians.

Children will be shielded from any use of prohibited language, suggestive/inappropriate behaviors, and media not appropriate for young children. Those using inappropriate language, behaviors and/or media will be promptly asked to stop and upon further occurrences, be asked to leave the center.

Biting policy

Children that bite are primarily children that are teething or get frustrated and can't verbalize what they want. Biting is serious and needs to be addressed. Therefore, we will have a procedure in place when this happens. We will do the following:

- 1) The bitten child will go with a teacher and the wound area will be inspected, first aid applied, including ice and bandage if needed.
- 2) The wound area, if broken open, will warrant a call to the parents to see if they want to make a doctor's appointment.
- 3) Another teacher will redirect the biter to a quiet activity by themselves, and then the teacher will talk to the child after the bitten child has been taken care of.

Once a child has bitten multiple times the administrator will have a discussion with the parents. We'll talk about what the teachers are seeing, suggestions they have, and concerns they have. Even though biting happens more in the older infants and toddler rooms, it can happen in all rooms. When biting happens, it does need to be addressed and a proactive measure taken. A plan of action is put into place to reduce the behavior. If this plan of action does not change behavior, it is up to the discretion of the administrator whether to create a new plan of action or to terminate the child from care.

Confidentiality

Confidentiality is very important to create a safe, nurturing environment for your child. Teachers are only allowed to share information about a child to his/her parents or guardians. If you have a minor issue regarding your child, please discuss it first with their teacher. Teachers are not allowed to discuss another child/ren with other parents, co-workers, supervisors, etc. They can help without releasing names if the concern with your child involves another person. If the concern is not resolved by the teacher, please discuss it with the administrator on duty. We will break confidentiality only if we have reason to believe that the child's welfare is at risk, as is mandated by law. However, it will only be with individuals who have legal right to intervene in the child's best interest.

Use of Social Media

Social media can be a good tool to relay communication and advertise to potential families. It can also easily be misused and needs to be regulated to provide reliable and accurate information. We realize that some families may choose to not have their children's photos shared in a public format such as social media. Therefore, all families will complete a photo consent form to indicate their preference. Never will a child's personal information be given out, and all social media platforms will be supervised by administrators. We ask that families refrain from putting other children's photos on social media out of respect for other families.

If an unauthorized photo or identifying information is found on social media, those responsible will be asked to immediately remove the post/photo/information.

Incident/Illness/Injury Report forms

Children may at times have mishaps that require attention and possibly first aid. You will be notified with an incident report. The teacher will inform you of what happened, where, and when. The report will also inform you of what action was taken. A parent/guardian and the staff member responsible at the time are asked to sign the report, and an administrator will need to sign the report if it was a serious incident. A copy will be put in the child's file, child's cubby, and stored for review by DCY. When a serious injury happens, the EMS will be called first then the parents. The child will be transported to the hospital stated in the child's file or at the discretion of the EMS. Parents that can't be reached will be tried again and then we will go down the contact list. Please keep this in mind when filling out other added contacts.

The center will enroll children that request not to be transported. However, Parent/ Guardians **MUST** have a detailed plan of what will need to be done when an injury occurs that we feel would require so.

Communication

Communication is essential as we work together to meet the needs of your child/ren. Teachers and parents need to keep an open line of communication. Questions or concerns need to be addressed to the teacher or the administrator on duty. Remember, however, that drop off and pick up are generally busy times and not the best times to discuss situations in depth with a teacher. You may need to call later in the day or make an appointment to meet with them. You can also utilize Procure to send messages to the teachers and/or administrators. Your concerns are important to us and you can rest assure that each situation will be resolved.

E-mail (brilliantbeginningslc@yahoo.com)

Brilliant Beginnings learning center has a central e-mail. This e-mail may be used as a form of communication. Some examples are asking general questions, requesting or confirm a conference, any minor changes or items the teacher may need to know about your child. Please put the teachers name and classroom it pertains to. E-mails are checked twice daily and will be responded to in a timely manner.

Parent/Teacher conferences

Families of preschoolers will have two parent teacher conference opportunities to go over your child's progress and discuss any questions you may have. Infants and toddler families have conferences scheduled as a family schedule allows and behavior necessitates. Parents and guardians are the first teachers and should be aware of their child's learning.

Parent/Guardian Participation

Parents and guardians are encouraged to participate whenever possible in special activities, field trips, and class projects. Parents are welcome in the center during all hours of operation. We also encourage mothers to come and breast/bottle feed if they so choose.

Birthdays

Birthdays are a great time to celebrate your wonderful child. If you wish to celebrate your child's birthday at the center, please let your child's teacher know your plans. He or she will let you know if there are any food allergies in the classroom. If your plans are to provide a snack, please let us know what it is. We then can decide what drink would be appropriate with it. Please keep in mind the age of the children when planning a snack, so it's not a choking hazard for the young ones. All snacks brought in must have all ingredients labeled. Please remember that we are a nut-free facility so that we can distribute the birthday treat.

A policy at Brilliant Beginnings is that if you're planning to celebrate your child's birthday away from the center, we cannot distribute invitations directly to children unless the entire class is invited. You may however, put invitations in family mailboxes in the hallway to avoid confrontation with children.

Photograph Consent

The parent or guardian will be given a consent form to sign to allow us to take your child's picture. A parent or guardian can also deny us consent to take pictures on the same form if they wish. Pictures will be used for classroom purposes, newspapers, web pages, brochures or any other purpose the center authorizes. We respect and understand the privacy and wishes of each family. If on field trips, please refrain from sharing pictures of other children without their parents' consent.

Each year, we will have a professional photographer come in and offer pictures. Parents will have the option to purchase their child's pictured if they so choose. There is no obligation to purchase or participate.

Field Trips/Routine Trips

Field trips expand a child's learning experience. Preschool and school age children will have the opportunity to go on field trips. During the outing, children will wear identification with the center's information on it. The identification will include the center's name, address, and phone number. Routine trips will occur. These trips may include but are not limited to parks, library, walks and businesses in town. A permission slip will need to be filled out and will be kept on file.

Many trips will be in walking distance from the center. A few may require transportation. The following steps will be followed before the field trip takes place.

- A signed and dated permission slip.
- A child restraint safety seat or booster (provided by parents on day of the trip).

When drivers are needed for field trips they will need to have the following: working seat belts, working vehicle, proof of insurance, and valid driver license.

Field trips require no extra fees, with the exception of swimming fees for the Versailles Swimming Pool.

Hand Washing and Gloves

Gloves are provided to all staff for diapers changes, cleaning, preparing food, and handling any bodily fluids. Hand washing must be done by staff on arrival at the center with soap and water. They also need to wash each time after a diaper change, assisting in toilet training, before and after food preparation, and before and after giving medication.

First Aid Kits

Two first aid kits are kept in the main offices for use in case of an emergency. Any supplies used will be replaced daily. First Aid kits will be taken on field trips and on all walking trips.

Emergency preparedness

Staff will be trained on how to handle tornado warnings, fire drills, or security threats. If you would like to know or have a copy of the procedure, please contact the business administrator. An evacuation procedure will also be placed in each room on the wall.

In cases that involve an emergency such as no water, no heat, no electricity, natural disasters, or threats of violence, parents will be contacted to pick up their children immediately. The center expects children picked up within 1 hour after being contacted.

When the children's safety is compromised by an unsafe building, the children will be taken to a close safe location. Parents will be informed of where we are at. Teachers will always have a first aid kit, classroom roster, and emergency forms, and emergency medication.

Emergency Medical Device/Emergency Medication Usage

In the event of a medical emergency, staff members may need to make life-saving decisions, such as the use of a defibrillator or epi-pen. While staff will try to maintain quick communication with parents, in the event of an emergency, staff will use these life-saving tools if it is deemed necessary until medical professionals arrive.

Fire and Tornado Drills

The center will have monthly fire drills at varying times and days. Documentation of the drills will be posted in the main hallway. Infants will be evacuated in cribs. Severe weather drills will be done during the months that tornados are a threat. Safety Drills for Trespassers will also be practiced quarterly, as mandated by the state. Documentation will also be posted.

Administration and Storage of Medications

Every child gets sick and needs medications at one time or another. The staff at Brilliant Beginnings will store and administer only medication that is prescribed by a medical professional (with the exception of diaper/topical creams). The medication administration form or medical care plan must be completed and signed and dated by this physician with detailed instructions for use. The medication needs to be brought to our facility in its original container and contain the prescription label. We cannot keep the medication if it is expired, and we will request a replacement. For medication to be administered, the following must be done.

- Parents or guardians have to sign an authorization form and include the name of medication, doses, dates, times, and must be signed by the parent or guardian for the center to administer the medication.
- Medication must be in original container.

- The container must be labeled with the child's name and date.
- The medicine must include directions on how to administer the medication.
- Prescription medication must also have the doctor's name who prescribed the medication.
- All medications must have an expiration date. We will not administer it after this date.

Medications must be handed to an administrator (or teacher, if administrator not available). The medication cannot be left in a cubby or book bag. All medications will be kept in a specified area in the classroom on a high shelf. Only teachers and administrators will have access to the medication. On field trips the teacher will carry the medication with the first aid kit. Teacher or administrators will wash hands before and after giving medications.

School age children carrying an inhaler will still need to have a medication form filled out. The child will need to keep the inhaler on themselves. If they cannot, a staff member will take control of the inhaler until they are picked up for the day.

If your schedule allows, you are welcome to come during the day and give a medication to your child.

Sunscreens, Lotions, and Diaper cream

The center will apply these products if the following is met.

- A topical product form is filled out and signed.
- Manufacturer guidelines regarding application will be followed.
- When used for skin irritations such as diaper rash, the topical product shall be applied by the center for no longer than 14 consecutive days at any one time period of use.

Head Lice

Lice are highly contagious and often spread through classrooms fast. Lice are hard to see but the nits look like dandruff. Nits are the eggs of the lice. We have decided to put the following in place to stop lice in their tracks.

1. The child will be sent home. The parents will need to treat the child with an over-the-counter lice kit, launder all headwear, bedding, stuffed animals and pillows, as well as vacuum all carpets and upholstered areas. The child may return the next day, but will be checked for signs of lice.
2. All other children in the same classroom will be checked for signs of lice and sent home to do likewise.
3. The areas where the child(ren) have been in will undergo a deep cleaning to make sure all areas where lice can live are properly cleaned and laundered.

Periodic checks of children for recurrence will occur to stop any spread. Repeated instances of head lice will need to be treated by a doctor or other professional before being allowed to return to the center. Failure to comply would result in termination.

Communicable Diseases Policy

One of the challenges facing child care centers is preventing illness. If your child is diagnosed with a communicable disease, please notify the center. It is important to let the other parents know that their child has been exposed to a communicable disease.

We require that your child be free of symptoms of illness, fever, diarrhea or vomiting for at least 24 hours. Please remember FEVER FREE means without use of medication for fever reduction. Please keep in mind that if we send your child home because of an illness that the child will not be admitted to the center the next day because of the 24 hour period. The center reserves the right to require a doctor's statement before the child return to the center.

The center will notify you when your child exhibits any of the following symptoms while in attendance. The child must be picked up from the center as soon as possible. The emergency contact list will be contacted when a parent/guardian is not available.

The child has one of the following.

- Fever, temperature of 100.1 or higher
- Vomiting twice or once and accompanied by another symptom
- Diarrhea (3 x in 24 hours)
- Severe cough, possible whooping sounds.
- Difficulty breathing
- Yellowish skin or eyes
- Severe sore throat
- Head Lice
- Infectious disorder such as ringworm, pinkeye, scabies, etc.
- Other communicable disease (refer to chart posted outside of gym in hallway)
- Any other condition deemed necessary by an administrator to keep everyone's well being a priority.

Communicable disease exclusion

A child who comes down with a communicable disease will be directed to the main offices with a staff member to rest until pick up. The child will be given a cot/mat to lie down on and rest. Sleeping items will be given to the child lie with and bring home. The items must be washed before coming back to the center. Staff with a communicable disease will be released to go home. Classrooms exposed with a communicable disease will have an e-mail send to parents/guardians of that room. A paper may also be sent home explaining what they were exposed to and symptoms of the illness.

Nutrition Policy: Meals and Snacks

- The center will provide nourishment three times daily. Morning snack (breakfast), lunch, and an afternoon snack will be distributed for children 12 months and older. Children younger than 12 months will be given baby foods and/or cut up table foods as directed by their infant care sheet.
- All meals and snacks are prepared based on the recommended dietary allowances listed below. Menus are posted are sent home monthly. They can also be downloaded from our website.
- Parents may choose to pack their child's lunch. However, note that we are a NUT FREE facility. Please do not send in peanut butter or other items with nuts in it—we have several children with severe allergies.

- Parents of infants must provide breastmilk or formula for their child. Breastmilk must be labeled with date expressed, name of child, and date of bottle preparation. Frozen breastmilk may be kept in freezer for no more than one month from date of expression.
- Parents must prepare formula at home and bring it in ready to serve. The bottles must be labeled with the date and time of preparation, and have the child's name on the bottle.
- Parents may bring in baby food if desired; homemade baby food will be accepted.
- Parents must provide food for children who are on modified diets. Parents must have a physician or dietitian to substantiate the need for a special diet in writing.
- Notes from physicians are needed to substantiate food allergies.
- Extra snacks, other foods and/or beverages are not permitted in the Center.
- Water is available any time a child gets thirsty. The classroom and playground are accessible to water. Water bottles may be brought each day and when going on routine trips or field trips, but must be labeled with the child's name.

Food Storage

All food that comes in the classroom will be stored in one of two ways. Room temperature items will be stored in a cabinet out of reach of the children. Packed lunches not needing refrigeration will be placed on the top of the refrigerator. Any food needing to stay cold will be in the refrigerator, as will packed lunches needing refrigeration. Any food needing frozen will be kept in the freezer.

Nutritional Requirements of Lunches

A child's growing body requires a healthy and balanced diet to help it grow and develop properly. A good diet also helps a child perform better mentally and physically. The eating patterns and food preferences a child is choosing now will form their lifelong habits. To ensure a child grows and performs have his/her best ability, DCY and Brilliant Beginnings require that children's lunches meet 1/3 of the recommended daily dietary allowances. Parents can see the chart below for further information and requirements. If children's packed lunches are lacking in any of the food groups, Brilliant Beginnings is required by the state to offer a supplement. One food item cannot cover for two food groups. Please remember to label all packed lunches and water bottles.

★LUNCH★	Ages 1-2 years	Ages 3-5 years	Ages 6-12 years
Grain	1/2 oz. or equivalent	1/2 oz. or equivalent	1 oz. or equivalent
Protein	1 oz. or equivalent	1 1/2 oz. or equivalent	2 oz. or equivalent
Vegetable	1/8 cup	1/4 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup
Dairy	4 oz. fluid/1 oz solid	6 oz. fluid/ 1 ½ oz. solid	8 oz. fluid/ 2 oz. solid

Although fluid milk will be served at every lunch (with the exception of field trips), parents are welcome to pack an alternative milk for their child. Be sure this milk is NOT nut-based. Some good alternatives have been soy milk and oat milk. Snacks will include two of the following groups:

★AM and PM SNACKS★	Ages 1-2 years	Ages 3-5 years	Ages 6-12 years
Grain	1/2 oz. or equivalent	1/2 oz. or equivalent	1 oz. or equivalent

Protein	1/2 oz. or equivalent	1/2 oz. or equivalent	1 oz. or equivalent
Vegetable	1/2 cup	1/2 cup	3/4 cup
Fruit	1/2 cup	1/2 cup	3/4 cup
Fluid Milk	4 oz.	4 oz.	8 oz.

From the State

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review. (main bulletin board in hallway).

A toll-free phone number is listed on the 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 online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are 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 is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

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 DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call: OCC/ACF/HHS Southwest Region 1301 Young Street, Suite 958 Dallas, TX 75202 214-767-3849 Write or Call: ODJFS Bureau of Civil Rights 30 E. Broad St., 30th 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 bcr-fax@jfs.ohio.gov (e-fax) Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcheck/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.