

PARENT HANDBOOK

Noah's Ark Child Care Academy
567 E 200th Street
Euclid, Ohio 44119

Hours 6:00am-6:45pm M-F



We welcome you to Noah’s Ark Child Care Academy, where we are committed to Helping Little Minds Grow! The purpose of this handbook is to provide you with important information relating to our daily operations and Center policies. It is our mission to ensure the highest quality of care for all children enrolled in our program.

Our goal is to establish good communication and provide you and your children with the best care outside of your own home. While this document is lengthy, we ask you to please take the time to read it. There is a place on the registration form for your signature to confirm that you have read and understand the Parent Handbook and our policies. If you have any questions concerning the content of the handbook please feel free to speak to our Administrator.

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OUR PHILOSOPHY

Most everyone will agree that the early years of life are the most precious for both parents and young children. As more of us enter the workforce, we find ourselves in a quandary: What to do with the children? At Noah's Ark Child Care Academy, we will provide you and your children with the best care outside of your own home. Our goal is to make those first years of life fun, secure, and appropriately challenging in a warm environment.

The center employs an administrator, assistant administrator as well as a staff of teachers that are trained and comply with the teacher/child ratio set forth by the day care licensing policies of the Ohio Department of Job & Family Services and the city of Euclid. To assist in delivering and maintaining our quality, our staff are professionals committed to developing the child and to the concept of day care. They will have the best interest of the children as their top priority backed by many years of experience in the early childhood education or a related field and/or certification of training from the Department of Human Services.

LICENSING STATEMENT

The Academy is licensed to operate legally for the care of infants, toddlers, preschoolers, and school agers. The license issued by the Ohio Department of Job & Family Services is posted at the front entrance of the center. A copy of the laws and rules governing childcare are available upon request from the Ohio Department of Job & Family Services. Their toll free number is printed on the license located in the front of the facility on the parent information bulletin board. A copy of the laws and rules governing childcare is also available at the facility upon request. The licensing record is posted in the center and a copy is available upon request from the Ohio Department of Job and Family Services. More information about licensing is attached to this document

NONDISCRIMINATORY POLICY

The Academy recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative ordered, or public school district initiated desegregation. The Academy is an equal opportunity employer and will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non---certified personnel.

ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee is paid or a placement letter from the appropriate county agency has been received, the administrator confirms the availability of space and the required paperwork has been received. This paperwork includes the basic enrollment, medical, and the Child Enrollment and Health form mandated by the Ohio Department of Job and Family Service (form 01234). 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. The Academy will not enroll a child if a parent refuses consent for emergency medical personnel to transport a child to the source of emergency treatment. A medical form signed by a physician or certified nurse practitioner is required upon enrollment. This form must be updated every 13 months.

HOURS AND DAYS OF OPERATION AND HOLIDAYS

The center will be open Monday through Friday 6:00am-6:45pm. A late fee of \$30 for the first hour and

\$5 for every ten minutes thereafter, per child, will be charged if a child is not picked up by closing time. We will close in observance of the following holidays:

Good Friday + Memorial Day + Independence Day & the Day After + Labor Day + Thanksgiving & the day after + Christmas Eve + Christmas Day & the day after + New Years Day

In the event that one of these holidays falls in the middle of the week, the center director reserves the right to add additional closing dates if there is not a sufficient need for child care among the center's clientele.

A full week's tuition is charged during the week of the holidays listed above. Tuition will be charged for absences due to illness. If the child's illness extends beyond one week, there will be no charge for the additional days if a doctor's note is submitted upon return to the center. To receive credit, the doctor's note needs to state the child was unable to attend.

STAFF /CHILD RATIOS AND MAXIMUM GROUP SIZE

Noah's Ark Child Care Academy will not exceed the following state required ratios:

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

We desire to provide a higher level of quality care and our ratios may lower as we seek to participate in various quality initiatives. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours during rest time as long as 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
16	2 ½ - 3 year olds
24	3 year olds
28	4-5 year olds
31	School-age Children

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

DAILY SCHEDULES

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view the school as a safe and comforting place, where they know what to expect and when to expect it.

Typical Daily Schedule for Infants

6:00am – 8:30am	Individual activities
8:30am – 9:00am	Diaper changing (throughout the day every 2 hours or more often as needed)
9:00am – 9:30am	Snack (individual feeding schedules are followed throughout the day)
9:30am – 10:00am	Small group time (reading, music, floor exercise)
10:00am – 10:30am	Outside play/walks (weather permitting, indoor gross motor activities)
10:30am – 11:00am	Diaper changing
11:00am – 11:45am	Lunch
11:45am – 2:30pm	Naptime or individual activities for those awake
2:30pm – 3:00pm	Diaper Changing
3:00pm – 3:30pm	Snack
3:30pm – 4:15pm	Small group time
4:15pm – 5:00pm	Outside play/indoor gross motor
5:00pm – 6:45pm	Diaper changing, individual play, departure

Typical Daily Schedule for Toddlers

6:00am – 8:30am	Arrival, snack, supervised free choice activities and toileting
8:30am – 9:00am	Diaper checks for non-potty trained toddlers
9:00am – 9:30am	Breakfast
9:30am – 10:00am	Clean---up, self assisted center play/free choice
10:30am – 11:00am	Group activities including circle time
11:00am – 11:30am	Outdoor play (weather permitting), gross motor play, story time, songs
11:30am – 12:30pm	Toileting, diaper checks, hand---washing, lunch
12:30pm – 2:30pm	Naptime
2:30pm – 3:00pm	Wake up, diaper changing, toileting
3:00pm – 3:30pm	Snack
3:30pm – 4:15pm	Individual/Group Activities including Art
4:15pm – 5:00pm	Outdoor play (weather permitting)
5:00pm – 6:45pm	Diaper changing, toileting, free play, and departure

Typical Daily Schedule for Preschoolers

6:00am – 9:30am	Breakfast, free choice activities, and toileting (Rest if needed for Early Arrivals)
9:30am – 10:00am	Circle Time
10:00am – 11:45am	Playing/learning programs including Literacy, Math, Social Skills, Science, & Art
11:45am – 12:00pm	Toileting and hand---washing
12:00pm – 12:45pm	Lunch
12:45pm – 1:00pm	Clean---up, tooth---brushing and naptime preparation
1:00pm – 3:00pm	Nap time, relaxation time
3:05pm – 3:30pm	Snack and toileting
3:35pm – 4:35pm	Afternoon, Short learning program
4:35pm – 6:45pm	Free---choice activities and departure

Typical Daily Schedule for School---Agers

6:00am – 8:30am	Arrival, breakfast, free choice activities
8:30am – 9:00am	Free Play, board games, computer games, breakfast for later arrivals
9:00am – 11:45am	Journaling or learning programs (Social Studies, Social, and Cognitive Skills)
11:45am – 12:00pm	Toileting and hand---washing
12:00pm – 12:45pm	Lunch

12:45pm – 1:00pm	Clean up
1:00pm – 3:00pm	Relaxation time, quiet time, reading, movies
3:05pm – 3:30pm	Snack and toileting
3:35pm – 4:35pm	Homework or teacher directed activities including art or remedial work
4:35pm – 6:45pm	Free---choice activities and departure

SAMPLE SECOND SHIFT SCHEDULE

4:30pm – 6:30pm	Child will have in/outdoor activities: Language arts, games, movies, art and crafts, computer, drama moments, cooking experiences, etc. For School Age children this time is dedicated to completing homework or enrichment activities.
6:45pm – 7:30pm	Dinner
7:30pm – 8:00pm	Free Play, toileting, cleanup
8:00pm – 12 midnight	Nap Time/departure

TUITION/FEE AND PAYMENT POLICIES

Upon enrollment of your child, The Academy requires a non-refundable annual registration fee. After the necessary forms are completed and a date to begin has been established, the child may attend. The registration fee is \$60. Tuition fees are due on Monday of each week. In the event the center is closed on a Monday, your child's tuition payment will be due the next day of operation. Please see the back of the attached fee schedule for more information.

All county co-pays are due on the first Monday of each week. Any parent, who is receiving a county voucher, and desires to remove their child from the center must clear their account balance and inform the center 2 weeks prior to leaving. Anyone not giving the proper notice or who does not clear their balance will be reported to their caseworker. In this situation, the county terminates all services until the account balance is cleared up. Furthermore, if any client of the county fails to maintain their authorization, the full amount of tuition become the responsibility of the parent or guardian. Authorization letters are needed at enrollment and any change in schedule including changes in work or school hours.

If payment is delinquent or co-payments are not paid the case will be sent to collections and access denied. Noah's Ark Child Care Academy reserves the right to use any and all means to collect unpaid debts including debt collection services who may add unpaid balances to credit reporting agencies including TransUnion, Experian, and Equifax. The center **does not** take checks. Cash, money orders, and credit/debit card payments are accepted. If a check is taken on a single situation basis, please be advised that the return check fee is \$45.

The center must be notified of **vacation** dates at least two weeks in advance. Each child is granted 5 free vacation days after 12 months of attendance. If the child is on vacation more than 5 days, the normal rate will be charged after the first week. Full tuition is due for any period including **holidays**.

Our school age summer program features a wide range of activities. Each year the children engage in summer education activities as well as field trips. A separate charge for the summer program is assessed. The cost of the program is established each year. The assessment helps to defray the cost of field trips, t-shirts and materials.

WITHDRAWAL

Although we want to do everything in our power to keep your child in our care, sometimes it is not possible. In the event a child is permanently withdrawn from the center by the parent or guardian, the parent/guardian will **give the center two weeks notice**. In the event of an emergency situation and the child can no longer attend the center, it is the duty of the parent/guardian to give notice to the Administrator as soon as possible. Two weeks tuition will be charged if proper notice is not given.

TERMINATION

On rare occasions the Administrator may determine that a child should be terminated. The parents will be given two weeks advance notice unless it is an emergency situation in which case, no notice will be given. Grounds for termination include uncooperative parents, parents who do not abide by the policies including the schedules of the classroom, rude/abusive parents who disrespect staff, children who are unable to adapt to a social environment or chronic absenteeism. The Academy reserves the right to terminate any child at any time.

ARRIVAL, DEPARTURE AND RELEASE POLICY

We **MUST** be able to reach a responsible adult who is available to pick up your child at anytime. This person(s) must live in the Cleveland area within 45 miles of the Center. If a non-acute emergency occurs, we will contact you immediately and your child will need to be picked up within an hour. Emergency contact and pick up information must be updated annually. If your personal data changes beforehand, please notify the office.

A child will not be released to anyone but the parent/guardian unless authorization is given to the director. All persons picking up your child must know the computer code to enter the building and must be named on the emergency contact/pick-up list. If not, the person will not be allowed to pick up your child. The Academy will request identification and make a copy of the ID, from any person picking up the child that is not recognized. Please let people know about this ahead of time so they will bring a picture ID and they are not offended. The 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. The local police will be notified if necessary.

According to Ohio Department of Job and Family Services Child Care Licensing Regulations “any custodial parent or guardian of a child enrolled at The Academy shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren) or evaluating the care of the premises. A parent of a child enrolled at the center who is not the child’s residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence”.

Ohio Department of Job and Family Services Child Care Licensing Regulations require each child to be signed in and out by whoever brings him/her to school and picks him/her up. **You must use the computer keypad to check in and out every day AND YOU MUST SWIPE YOUR CHILD IN OR OUT EACH DAY, IF YOU HAVE A SWIPE CARD. For those parents with an ODJFS swipe card, you must have your swipe card every day. If you miss a day of swiping you must back swipe immediately. You may see the center director for assistance. Any parent who repeatedly forget, misplaces or loses their swipe card and repeatedly does not swipe will be dismissed from the center and services terminated.**

In emergency situations and during practice fire and weather drills, the attendance is used to check every child. It is imperative that you follow this requirement. You will be assigned a confidential code at the time of enrollment. Please only share this number with those that you are trusting with the care of your child. When you drop your child off make sure that you make personal contact with someone on staff. Please do not just drop off or pick up and go to ensure that we are aware that the child has been picked up or is left in our care. We want to make the transition to and from school a positive one for both you and your child. It is very important to your child that you are on time dropping him/her off in the morning.

Children may not be dropped off at the entrance of the building and sent inside alone. 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. At the end of each day, please check your child's cubby for special projects, flyers or other important information.

As we are an early childhood education program, and not just a child care center, our staff create very in-depth lesson plans for each day. It is unfortunate when children miss out on exciting activities. It can also be frightening to your child if you are late picking him/her up. If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher who will explain your tardiness and reassure your child that you will be arriving shortly.

SCHOOL CLOSINGS

The Center will be closed in the event of extreme weather or emergency situations such as loss of water or heat. Information can be found via local television stations and their internet sites. We will also send email messages and post information on our website. It is the parent's responsibility to find alternative childcare in the event of non-scheduled emergency closings. Because the Center must continue to pay its staff, no tuition credit will be given for emergency closings. In the event of inclement weather, please check the local news for school closings. The Academy will appear on the channels 3, 5, 8, 43, and 19 I-Alert school closings. In case of an emergency, diligent effort will be made to contact each parent or those on the emergency contact list.

SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures. At the beginning of each day, each child is quickly assessed by the teachers for bumps, bruises, scratches, burns or any other physical attribute out of the ordinary. The staff member will fill out an observation form and the center director will call you if the staff member did not ask you about the issue prior to your departure. At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in the administrator's office or in a section of the classroom that is not in use but within the sight and hearing of a staff member.

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

SAFETY RELATED TOPICS

GENERAL

- No child will be left alone unsupervised.
- Medical, dental, fire and weather emergency plans are posted in each classroom.
- Telephones are available on each floor and provide direct access to the office via an intercom system.
- Monthly fire drills are scheduled and executed.
- Staff members who are trained in First Aid, Communicable Disease and CPR are available at all times.
- No aerosol sprays are used in the presence of children.
- All building doors are locked from the outside. All interior doors require security key access.

WATER PLAY

- State required staff/ child ratios will be maintained at all times.
- Children will be supervised at all times.
- Sunscreen will be used as authorized by parent.

OUTDOOR SAFETY

- State required staff/ child ratios will be maintained at all times.
- Children will be supervised at all times.
- Children will only be released to appropriate persons

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

Transition: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will provide attached transition plan (see next page) to parents. This plan will include the beginning and ending date of the transition period and include the transition schedule. The plan will be signed by the parent. 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 room.

ASSESSMENT

To set the stage for each child's individual achievements, trained teachers observe and assess a child's developmental accomplishments. The Academy asks parents to complete the Ages and Stages Questionnaire. The parent-completed **Ages & Stages Questionnaires, Third Edition (ASQ-3™)** is the most accurate, family-friendly way to screen children for developmental delays between one month and 5½ years. The Academy also performs a formal assessment three times a year to chart child progress. Results are discussed with parents during conferences twice a year, in the fall and in the spring. Please see your child's teacher or the center director for more information.

Child abuse reporting: All staff members are mandated reporters of child abuse by law. If any staff members suspect 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.

Ohio Department of Job and Family Services
TRANSITION LETTER FOR CHILD CARE

Dear _____	Date _____
<p>We're pleased to share with you that it's time for _____ to transition to the _____ room. The current rate of tuition in this room is \$ _____. Because we know that you may have questions about the new room, we are offering you the opportunity to schedule a conference with your child's new teacher. Please call _____ and arrange a time that you could meet. Please bring a list of questions that you may have.</p> <p>It is extremely important that your child has ample time to adjust to the new room, new classmates and teachers, therefore, we have arranged for your child to visit his/her new classroom periodically throughout the next few weeks beginning on _____.</p> <p>Your child will visit on <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> Sat <input type="checkbox"/> Sun <i>(check all that apply)</i></p> <p>during these times _____.</p> <p>Your child will permanently join the room on _____.</p> <p>Please keep in mind that this is a tentative schedule and may include more or less time depending on how the child is coping with the transition.</p> <p>Your signature below indicates that you grant us permission to allow your child to participate in our transitioning process. We appreciate your cooperation and look forward to your child's new beginning!</p> <p>Sincerely,</p>	
Administrator _____	
Parent Signature _____	Date _____

FIELD TRIPS - TRANSPORTATION OF CHILDREN

Preschool and school age children will take periodic field trips, facilitated by trained staff members. Permission slips must be signed prior to all field trips by the parent.

Each child will wear a nametag or wear a T-shirt with the center's name, address and phone number during field trips. First Aid supplies will be carried on field trips. Health records, permission slips and emergency transportation forms will travel with a staff member during field trips. Before departing the center, a count will be taken of all the children and 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 field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian. The center will be providing transportation on routing trips for school age children going/to from school. This transportation will be done on the buses owned by the center. A staff member with first aid /communicable disease and CPR trainings will be present in the bus. **The center will not transport children in emergency situations. If a child requires transportation, the parent and the emergency squad will be contacted.**

SWIMMING INFORMATION

Swimming activities will be provided at the center in wading pools or the local city sprinkler park during the summer. At the center, the children may play in the sprinkler or small wading pools. Parents will be asked to sign a written permission slip prior to children engaging in water play with standing water. Please remember to send bathing suits, towels, and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

DISCIPLINE POLICY

The staff at the academy recognizes that positive discipline is constructive and encourages the healthy development of a child's self-esteem. 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 discipline goal is to help the child gain self-control through learning appropriate behaviors. We will set clear, consistent and developmentally appropriate limits. We will state rules and directions for guidance in a positive manner.

When dealing with conflict, we always try to keep the child's developmental characteristics in mind. Preschoolers are still quite self-centered. They are also struggling for independence and control. We acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits we set and expectations we have for our children respect the ages and abilities of the children.

If a discipline problem does surface, the staff member will explain, discuss and try to help the child understand exactly what kind of behavior is acceptable. Positive reinforcement (commenting on children aware 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. However, there are occasions where our best efforts are not successful

in resolving an issue. When this occurs, we will contact parents and ask for help. Usually, parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent---teacher conference will be necessary. Any discussions with staff will be strictly confidential. If a child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan with the help of professional resources. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2---12---22 OAC. **If it is determined that our program cannot accommodate the special needs of a child, he/she will be asked to withdraw from the academy.**

Staff members at Noah’s Ark Child Care Academy do not use and will not allow others to use verbal humiliation, corporal or physical punishment while the children are in their care. We will not discipline a child for failure to eat, sleep or for toilet accidents. Center rules will be posted in every room and parents will be informed of any quiet times or behavior difficulties. If the parent has any concerns regarding discipline techniques, we encourage you to discuss them with the center director.

MEALS AND SNACKS

The Academy provides breakfast, lunch, dinner and at least one daily snack. Menus will be posted on the front bulletin board, in every room and on the website. Noah’s Ark Child Care Academy reserves the right to change the menu as needed. Breakfast is served upon the child’s arrival, but no later than 9:00 am. All meals comply with USDA Guidelines.

Formula must be premixed and stored in bottles. Bottles of formula/breast milk will be kept in a refrigerator. Each bottle must have each child’s name on it. Bottles will not be heated in the microwave oven. Infants will be served food in conformity with written instructions from the parent/guardian or physician in charge of the child.

If your child has any allergies, please discuss this with the administrator and the child’s caregivers. If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

The Academy Parent provides food including jar baby food, rice cereal and oatmeal cereal for infants. The Academy follows the United States Department of Agriculture guidelines for healthy meals. The Academy does not serve pork, peanut or strawberry products. If a child had other food allergies, the center will make an effort to substitute food for the allergen. Unless the parent provides written instructions by a physician, physician’s assistant or certified nurse practitioner (CNP), The Academy will serve:

1. Formula or breast milk for children under twelve months of age.
2. Whole homogenized vitamin D fortified cow's milk for children twelve months of age through twenty-four months of age.
3. One per cent or skim milk that is vitamin A and D fortified for children older than twenty-four months of age.
4. Breast milk at parent request to a child over twelve months of age without written instructions from a physician, physician's assistant or CNP.
5. May serve non-cow milk substitutions to a child over twelve months of age, with written parental consent.

If a parent requires a private place to pump breast milk or breast feed, The Academy avails the use of an unused classroom or office space.

ACCIDENTS/EMERGENCIES

Noah's Ark Child Care Academy has devised several procedures to follow in 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 monthly 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: TBD. A sign will be posted in the 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. In the unlikely even there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

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 would be more serious, first aid would be given and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any 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 own 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 if any of the following occur; the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child had to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 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" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

EMERGENCY PROCEDURES

The Center has devised several procedures to follow in the event that an emergency would occur while a child is in the Center's care. Please familiarize yourself with the following procedures. **Please be advised, we will not enroll your child if you refuse emergency transport.**

PARENT ROSTER

A parent roster is developed as required by state law and is available for your child's classroom by request only from the Center office. If you do not wish to have your name on the list, you may sign the waiver on the Enrollment Form.

CLOTHING

Suitable clothing is essential for your child to feel completely free and happy while at preschool. Children should be dressed in comfortable play clothes that they can remove themselves at bathroom time. We recommend light comfortable clothes, closed shoes they can run and jump in and clothes they can get messy in. As explained, we use the High/Scope Curriculum. As such, the children choose the activities they want to do. If children must worry about dirty clothes, it will interfere with full participation in many of the creative activities we set up such as: finger---painting, shaving cream exploration, hill climbing, tree climbing, easel painting, woodworking, etc.

SEPARATION

Beginning school is a significant occasion and can be a source of positive growth for everyone involved -- children, parents and teachers. It is a common fallacy that a young child who "does not mind" when her parent leaves her or when she leaves them has coped well with separation. The child who really copes well allows herself to miss the absent one, to feel sad, lonely and angry and to express her feelings appropriately.

Establishing trust with the teachers as a base enables children to become comfortable with the separation from their parents. The younger the child, the more intense their feeling of fear. Some researchers conclude that until the children are around three years old, they cannot retain a stable inner mental image of their absent parents. This is why we encourage parents of infants to supply a picture of themselves that is placed in the crib. Attachment is at the root of separation feelings. The early bonding phenomenon is different from the stable, deep and abiding attachment between parents and children that is usually formed during the first year of life.

As children grow into preschoolers of three and four, separation reactions take a different form from those they had at age two. For one thing, most children have completed the phase of their "psychological" birth. They have emerged from infancy and toddler hood with a clear sense of themselves as individuals, attached to, but distinctly separate, from their parents. They are described as having attained a state of "constancy" which is the inner conviction of being me (separate, differentiated from others) and nobody else.

Another reason that three and four---year---olds may handle separation differently from two---year---olds and toddlers is that they are able to consistently mentally represent their absent parents. Being able to separate, becoming a "real school person" at three and four is most gratifying and pleasurable for many young children. Separation for these children is an adventure and a challenge. However, the ability to tolerate the stress of separation and the ability to adjust to strange new situations vary greatly from child to child.

Self---confidence arises from separations that are well achieved. Children who are supported by their teachers and parents as they separate from home have the opportunity to move into new realms of learning and growth. Coping with stress and gaining mastery over feelings are important requisites for maturing. Assuming that children will "get over it" or "grow out of it" (uncomfortable feelings) does not provide them with the opportunity to work through their feelings. In an environment of understanding and support, children become competent and self-confident. They learn not only how to leave, but how to venture out --- how to try new things. They are on their way to becoming confident, happy preschoolers, able to function successfully with their parents.

Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with. Parents should never sneak out. Just as it's important to let your child know that you are leaving, it is important to let them know that you'll be back. Bringing a favorite toy or blanket to school each day, or something belonging to their parents, brings a bit of home to school and serves as a link. A picture of the family taped into a child's new lunch box brings a reminder of home and serves as a bridge from home to school.

Our belief is that separation reactions in growing children are valid and to be expected. Our separation policy is flexible and individualized. Parents and teachers work as partners. Again, our view is that separation is a process, not a rigid step---by---step procedure. Knowing that each child will have a different time---table of adjustment depending on their age, previous experience with separation and individual reaction change, and our separation policy will provide the opportunity for our children to become confident, competent and self---assured. A good beginning, as well as continuing adjustment to our preschool requires a sharing in the understanding of our children and open communication between parents and our preschool staff. The staff can learn from parents, just as our parents can learn from the staff.

HEALTH RELATED POLICIES

Keeping children and staff healthy is a primary goal of the Center. Staff are trained in First Aid, Communicable Disease and CPR and are prepared to deal with non-emergencies. In the event of an emergency, the Euclid Police Department, 9-1-1, will be called for ambulance service. When emergency care is needed for a child, the parents or the emergency contact person will be contacted as soon as possible. A staff member will accompany the child to the site of emergency care and will remain with the child until a parent and/or their designee assumes responsibility for the child's care. Parents are responsible for payment of all emergency transportation.

ANNUAL PHYSICAL EXAMINATIONS & IMMUNIZATIONS

When a child is registered at a state-licensed agency such as ours, the parent must obtain a current health appraisal from their child's doctor within 30 days of admission to the Center. A complete listing of all immunizations must be listed on this form. It is the parent's responsibility to update the health forms annually. **IN ORDER TO REMAIN IN COMPLIANCE WITH THE STATE LAW, ALL CHILDREN MUST HAVE A CURRENT MEDICAL RECORD.**

COMMUNICABLE DISEASE POLICY

The Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you keep ill children at home. A staff member will observe all children upon entering their classroom. Sick children will be sent home! Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school. When your child is absent due to illness, please notify the center. The Academy will notify the parent of a child's condition when a child has been observed with any of the signs and symptoms listed on the following chart.

In order to minimize transmission of illness, the following policies have been developed by the state as a way to protect the health of all children enrolled. Although unfortunate, a child may become ill at the Center. We

encourage parents to develop alternate sick care arrangements as a back-up plan. If your child becomes ill and shows symptoms of fever, vomiting, listlessness, excess coughing, etc., you will be contacted to pick up your child within the hour. A communicable disease chart designed by the Department of Health is posted in the hallway. These guidelines allow minimal interpretation by staff. If your child exhibits any of the specific symptoms listed in these guidelines, we are required by law to contact you immediately and request that you make arrangements to pick up your child within the hour.

The following precautions shall be taken for children suspected of having a communicable disease.

1. The Center shall immediately notify the parent of the child's condition when a child has been observed with signs and symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated in the Center office and discharged to his parent or guardian:

- Diarrhea (abnormally loose stool), two or more times.
- Severe coughing, causing the child to become red or blue in the face or a whooping sound.
- Vomiting
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis (Pink Eye).
- Temperature of 100 degrees F. taken by the auxiliary or ear method, along with a combination of the other symptoms listed.
- Untreated infected skin patch(s).
- Unusually dark urine and/or white-gray stool.
- Stiff neck.

Any child sent home from the Center with any of the above symptoms may not return until:

- The child has been seen by a physician and has been diagnosed and treated as required by Ohio law; or
- The child is symptom free for 24 hours; or
- The child has been seen by a physician, who has determined that the child's illness is not contagious and has verified this in writing for the Center's records; and
- The child is able to fully participate in regularly scheduled activities, such as defined in this handbook.

If there is an outbreak of illness or communicable disease in a classroom, i.e. Pink Eye, Strep Throat, Chicken Pox, an EXPOSURE NOTICE will be posted on the door of the specific room. If two or more outbreaks are reported, EXPOSURE NOTICES will be posted on the door of each entry level.

A child experiencing minor cold symptoms will be allowed to stay in the Center provided he is not exhibiting any of the above symptoms. The moderately ill child will be monitored for worsening conditions throughout the day.

ISOLATE AND SEND HOME IMMEDIATELY	OBSERVE and ISOLATE
1. Diarrhea (more than three in a 24 hour period)	1. Mild Cold symptoms
2. Severe coughing (causing redness in the face or making a	2. Not feeling well
3. Difficult or rapid breathing	enough to participate
4. Yellow skin or eyes	

5. Redness of the eye, discharge, matted eyelashes, burning or	
6. 100°F temperature with other symptoms	
7. Dark urine/gray or white stool	
8. Stiff neck	
9. Vomiting (more than once)	
10. Lice, scabies or other parasites	
11. Untreated skin patches, unusual spots or rashes	
12. Sore throat or difficulty swallowing	

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and all linens used will be washed and disinfected.

ADMINISTRATION OF MEDICATION

The center will administer medication to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child's cubbie or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers.

Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubbie or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription and over-the-counter medication (with the exception of topical ointments and lotions) shall be administered by a person trained in medication administration. These medications are to be stored in the Center office. **Our strong preference is to have medications administered at home and not at the Center.** If it is necessary for the Center to administer medication we prefer that this be done at noon. The following criteria must also be met per state licensing, 5101:2-12-31:

1. Prescription Medication, Food Supplements and Modified Diets: The Center shall secure and follow written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist that are detailed on a medical form. The Center shall also secure written instructions from the parent or guardian on the form.

2. A prescription label also serves as written instructions for medications and food supplements as long as the following are met:

- a. The label contains the child's full name, a current date (within the last 12 months), the exact dosage to be given and the means of administration;
- b. The prescription label is attached to the original container.

3. Non-Prescription Medication: Only fever reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the Center without written instructions from a licensed physician, if the following are met:

- a. The Center secures and follows written instructions from the parent or guardian on the prescribed form provided by the Center. These instructions do not exceed manufacturer's dosages.
- b. Medication is in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight.
- c. The full name of the child, who is to receive medication, is printed on the container.
- d. The Center administers the medication for no more than three consecutive days at one time.
- e. When directions indicate "Ask your doctor" for your child's age or weight, a physician's authorization is required.

4. Non-Prescription Topical Products or Lotions: The Center may apply non-prescription topical products or lotions of the following are met:

- a. The Center shall secure written instructions from the parent or guardian on the prescribed form provided by the Center. The form shall be valid for no longer than twelve months.
- b. The Center shall follow manufacturer's guidelines regarding application.
- c. When used for skin irritations, such as diaper rash, the topical product shall be applied by the Center for no longer than fourteen consecutive days.

Prescription medications must be in their original container and the administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

The Academy will not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" for the child are exempt from this requirement.

HEALTH PLANS

Children who have special needs including chronic illnesses such as asthma must fill out a Child Medical/Physical Care Plan in accordance with ODJFS rule 5101:2-12-38 and 5101:2-13-38. A copy will be kept in the child's file.

CELEBRATIONS

Holidays will be multicultural celebrations at The Academy. Birthdays will also be celebrated at the center. We encourage parents to share in some or all of the celebrations and traditions with us. Parents are welcome to provide treats for the class. Please talk to the teacher a few days in advance so that he/she may plan accordingly.

INFANT CARE

The Academy gladly accepts infant beginning at age 6 weeks. Our goal is to provide a secure, loving and stimulating environment. The following are guidelines for infant care however we encourage parents to openly communicate any concerns or requests. The center will provide a crib for each infant. Parents are encouraged to provide blankets from home for the cribs. Blankets will be sent home for laundering at least once a week. The center will launder crib sheets weekly or more often if soiling occurs.

No infant will be placed in his/her crib with a bottle for feeding and at no time will a bottle be propped for an infant. You must provide diapers for your child and pull-ups and several pairs of underwear are required for potty training. Wipes will be provided for by the center. We must have at all times a minimum of TEN diapers or pull---ups for each infant and toddler. Please check daily to see if more are required. The utmost diligence will be taken to ensure that infants have a stable environment. Therefore, the center will strive to provide the same caregivers on a daily basis. Each infant will be encouraged to safely and comfortably sit, crawl, toddle or walk and play in the infant area away from the sleeping quarters on a daily basis.

POTTY TRAINING

It is the Center's goal to ensure that each toddler successfully masters this developmental milestone. Teachers work with the parents and individualize this process to suit the child's needs. There are certain developmental signs that may help you determine whether or not your child is ready to begin the potty training process.

- The child should be able to communicate his needs and follow a one-two direction.
- The child should be able to pull up and pull down his clothing.
- The child openly expresses his interest in the potty.
- Age is a variant factor; however it is the Center's policy to introduce potty training at the age of 24 months as children begin to sense urination. When you are ready to begin this process, please speak with your child's teachers in order to ensure consistency between home and school.

All non-toilet trained children must have TWO complete change of clothing. If child has an accident and soils his/her clothing, the clothing will be removed, placed in a plastic bag and sent home for laundering. Any unused portions of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served a second time.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. The center will provide outdoor play each day in suitable weather for all children including infants. The center director reserves the right to decide the appropriateness of the weather for infants.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise about 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the wintertime.

PARENT PARTICIPATION

Noah's Ark Child Care Academy encourages parents/guardian to visit us at anytime. Please join us for special events and share your talents and skills with us as well. Parent conferences will be scheduled twice a year. Unscheduled meetings are also encouraged and can usually be arranged upon request. We will publish a quarterly newsletter. We will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from the list. The roster is available upon request.

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 childcare during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join in the daily fun. Teachers are available to discuss a child's progress or needs at anytime but we encourage parents to set an appointment for lengthy conversations. Teachers want to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that they contact the child's teacher first. If parents are not satisfied with answers from the teachers then please contact the administrator at any time. Please feel free to bring concerns up when they occur. Often they can be address when they are little problems, before they grow into bigger problems. Our staff fully realizes that you trust us with your precious little ones and we want our relationship to be a good one.

Parents are an essential part of our center. It is our policy to encourage parents to inform us when they are pleased with the care of their child as well as when they are displeased. All parental concerns need to be discussed with the center Administrator who will involve the staff as needed. The center staff encourages frequent parent communication. If at any time a parent would like to have a conference with a teacher or the center director, you may contact the person and set up an appointment.

TOYS

Toys, dolls, jewelry etc., should be left home unless they are brought for sharing time or specifically asked for by their teacher. Infants are allowed to have a favorite item for naptime. Please encourage your child to leave the center toys at the center so all children can enjoy them and to keep to the cost of care from rising due to continuous replenishment.

CURRICULUM

Noah's Ark Child Care Academy uses The Creative Curriculum for every classroom. It is scientifically researched and designed. There are developmentally appropriate activities for each age group. The general goal of this curriculum is to afford each child in---depth learning experiences through project based activities. This design offers extended learning opportunities. General broad goals of our lesson planning are as follows:

Skills--- Emotional Stability and Mental Health

Help Social children experience emotional stability and mental health by aiding them in:

1. Remaining in touch with the full range of feelings, positive and negative, within self and being able to recognize and acknowledge their presence and express them in positive ways.
2. Building a positive self---concept; valuing themselves and others as unique individuals.
3. Developing a sense of identity by learning about themselves in relation to members of their families and the families of others, to members of their cultural background and the cultural background of others.
4. Developing confidence in others: children, parents, teachers and other adults.
5. Persisting in efforts and experiencing success; accepting and adjusting to opposition and lack of success.

We will provide children with a nonsexist curriculum by widening the horizons of both boys and girls so that they are not constrained and limited in their ideas about what activities are appropriate for children and adults of either sex.

We will help children become socially well adjusted by aiding them in:

1. Beginning to achieve empathy and insight into the feelings and concerns of other children and members of the staff.
2. Developing the ability to play with other children by accepting leadership from others on occasion and by contributing their own ideas when desirable.
3. Assuming responsibility for self and for the group; learning how to cooperate.
4. Accepting responsibility for caring for self, possessions, and the property of others.

Creative Self

Help children express their creative self by aiding them in:

1. Expressing their own ideas and feelings through the use of self---expressive materials
2. Learning to produce alternative solutions to problems when necessary.
3. Exploring, creating and enjoying various forms of art, music, dance and drama.

Social Studies--- Multicultural Emphasis

We will provide the children with a multicultural curriculum by aiding them in:

1. Valuing diversity; understanding and accepting the lifestyles of others
2. Fostering positive attitudes in children about their own and other's racial and cultural backgrounds and appreciate the uniqueness of other cultures.
3. Learning to recognize the similarities among all people, regardless of their culture.
4. Children will be exposed to key concepts in economics, history and geography.
5. Economics: understanding the relationship of the consumer to the producer, division of labor and the meaning of scarcity and plenty.
6. History: exposure to various historical events
7. Geography: locating places on the map, understanding that we live on earth and understanding earth as a planet in space.

Cognitive Skills---Mathematical Preparation

Help children experience intellectual growth by aiding them in:

1. Developing positive attitudes toward learning.
2. Developing intellectual ability by performing a variety of tasks
3. Grouping and classifying items
4. Arranging items in logical order and telling what comes next
5. Formulating common associations
6. Identifying and matching identical objects
7. Identifying and labeling objects that are different
8. Grasping principles of cause and effect
9. Transferring learning to facilitate the solving of problems
10. Understanding informal measurements and graphs
11. Participating in informal counting and mathematical operations activities

Science---Physical Science

Sharpening sensory awareness:

1. Learning about the environment through exploring, listening, observing, tasting, touching and smelling.
2. Experimenting with materials, tools and equipment
3. Making discoveries and solving problems
4. Exploring concepts in physics such as sound, heat, electricity and the source of each
5. Concepts in chemistry: Study of different qualities and properties of materials.
6. Understanding meteorology concepts: weather conditions and the study of the seasons.
7. Understanding astronomy concepts: sun, moon, stars and the regularity of changes that take place as time passes.

Biological Science

1. Naming and describing living things
2. How humans use living things and their products
3. Understanding the Interdependence of Life; why and how living things act as they do.
4. Planting and growing.

Language Development---Focusing on Reading preparation and language arts.

Helping children increase skills in language development by aiding them in:

1. Expressing themselves verbally: communicating with others, increasing speaking, listening, reading skills, and vocabulary; developing auditory discrimination.
2. Listening to and appreciating rhymes, stories, poetry and music.
3. Pre-reading skills--- developing an interest in reading, understanding the relationship of speech to print, recognizing letter names, developing a sight word vocabulary, developing a left to right and top to bottom orientation.
4. Understanding instructional terms.

Physical Well---Being

Help each child acquire physical Well---Being by aiding them in:

1. Establishing desirable health habits
2. Developing muscular control and coordination
3. Developing wholesome attitudes towards the body and bodily function
4. Practicing safety procedures, including poison, fire, and traffic safety as well as safety practices during work and play
5. Experiencing a balanced program of activity, relaxation and rest
6. Accepting and understanding disabilities in both themselves and others
7. Gaining skills in both large and fine---motor control

TUITION AND FEE SCHEDULE

Full Time* Full time rates are based on a child attending the facility at least 25 hours per week. Tuition is due every Monday.

Part Time* The only part-time slots available are for school age children. The following is the tuition schedule at Noah's Ark Child Care Academy:

	Weekly	Per Diem
Infants 6 weeks – 18 months	\$180.00	\$36.00
Toddlers 18 months--- 3 years old	\$165.00	\$33.00
Preschool 3---5 years old	\$150.00	\$30.00
School Age 5yrs (in school) – 11yrs old	\$75.00	\$13.00
School Age summer rates*	\$150.00	\$30.00
School Age less than 5 hours	\$110.00	\$22.00

Per Diem rates are in effect for those families, who are clients of the county, who use up all of their allotted excused absences (10 per six months). Any absences outside of the 10 days are charged at a Per Diem rate and are the responsibility of the parent to pay. School age summer program has an additional one time only activity fee.

TRANSPORTATION

Transportation is an additional \$20 per child per week for pick up and drop off services.

WELCOME TO TRANSPORTATION!!

We are pleased that you have chosen us to provide before or after school care for your child. Ultimately, we are also honored that you have chosen to put your child in the trust of our transportation department.

1. Transportation fees (**\$20 week**) are due on Monday of every week. Our system is designed to charge your account every week. This gives you the option to pay weekly, bi-weekly, or monthly. Payments are due in advance and may not default.
2. It is important that you notify us of any changes in the drop off or pick up of your child. Please do not send any messages to us through your child. Please, always call and speak to the administrator at the center (216) 240-0278.
3. Be sure to provide us with a copy of any school closings in which your child will be attending the center instead of school, this includes early pick up days.
4. Don't hesitate to call the center with any questions or concerns that apply to transportation. Before you get overwhelmed or frustrated...let's talk it out!

TRANSPORTATION POLICIES & PROCEDURES:

The Academy is proud to offer a private transportation service for local surrounding schools. At the beginning of every school year we evaluate and compare the need for our services with the location of the schools and the drop off and pick up times. We attempt to create a bus route that will ensure the safe and *timely* pick up and drop off of our students. This method allows us the possibility to add new schools and routes as the need arises. Once our routes are established we will only add schools if we are able to fit them in the schedule.

Once you enroll in transportation...

- 1) Before transportation can begin for your child we require the following:
 - a. The child and possible driver(s) meet or the parent may leave a picture.
 - b. The child to see the buses in order to recognize them.
 - c. Transportation fee(s) paid.
 - d. Rules and Regulations signed by parent and child.
 - e. Permission slip signed by parent.

- 2) You are committed to our transportation program for the entire school year. You have **one** opportunity to discontinue your transportation services. Once you have terminated your transportation you may not return until the following school year.

Printed Parent's Name	Parent's Signature	DATE

RULES & REGULATIONS (FOR PARENTS)

Transportation fees are charged every Monday. The fees are weekly rates and are only adjusted for the following reasons:

- a. Child's first week (this is a trial and error week)
- b. School is closed for 3 or more days
- c. Winter and spring vacation

Transportation fees will not be waived for any of the following reasons (including but not limited to...)

- a. The family is only using services one way.
- b. School is closed for 2 days or less.
- c. Child is suspended from school or our transportation.
- d. We are closed for a holiday noted in the parent handbook.

1. It is the parent's responsibility to contact the center if your child is not attending school or for whatever reason does not need to be picked up.
2. It is the parent's responsibility to notify the school that the child will be transported by R.H.A. and may not stay after school. All detentions or other activities will have to be scheduled with the parent for a later date.
3. If we do not receive notification from the parent that the child should stay we **WILL NOT** leave the child.
4. It is your responsibility to keep your contact numbers accurate.
5. When terminating services you **MUST** notify us in writing.

RULES & REGULATIONS (FOR CHILDREN):

- 1) Children will go directly to the bus after they have been dismissed.
- 2) Children will sit and IMMEDIATELY put on their seat belt.
- 3) Children will not move from one seat to another.
- 4) Children may NOT stand until the bus has come to a complete stop and the driver verbally allows them to unload the bus.
- 5) Children may NOT eat on the bus.

- 6) Children may NOT use profanity.
- 7) Children must keep hands and feet to themselves.
- 8) Children may not throw anything outside the bus windows or doors.
- 9) Children are responsible to clean the area surrounding them before leaving the bus.
- 10) Children MUST use indoor voices. Screaming and fighting will not be tolerated.

The Academy pledges that:

- 1) The driver will be an employee or childcare staff member.
- 2) A cell phone or comparable form of communication will be available.
- 3) No cell phones will be used while the bus is in motion.
- 4) At no time will children be left unattended in a bus.
- 5) The driver will check attendance boarding and exiting.
- 6) The driver will pick up and drop off at curbside or the area designated by the school the child attends.
- 7) Children will not be on the bus when the bus is being refueled unless absolutely necessary.
- 8) A person trained in first aid, communicable disease, and CPR will be present.
- 9) The Academy will have the buses inspected by an ASE certified mechanic annually.
- 10) The Academy will have the buses serviced twice a year and as needed.
- 11) The buses will be inspected daily.
- 12) Children will be checked for seatbelts.
- 13) All procedural requirements set by Job and Family Service rule #5101:2---18 will be followed.

Noah's Ark Child Care Academy Rep.	SIGNATURE	DATE

I, _____, have read and reviewed the above policies. I have also reviewed them with my child, _____, and I am confident he/she understands the rules and will comply. We are aware that children will be suspended from transportation as a consequence of continuously breaking the rules. I also understand that I am still responsible for the weekly fee and after three suspensions my child will be terminated from transportation services.

I give permission for my child to be transported to:

Name of School	M	T	W	TH	F	PARENT SIGNATURE	DATE

PARENT CONTRACT

We have read and understand the policies and procedures outlined in the parent information packet and the policies have been reviewed with me.____Initial

We will abide by the rules set by Noah’s Ark Child Care Academy in order to ensure the safety and well--- being of all the other participants and their families.____Initial

We understand the process followed should disciplinary measures be necessary.____Initial

We authorize our child to participate in supervised walking field trips with Noah’s Ark Child Care Academy. Walking (or stroller field trips) field trips may include but are not limited to trips around the Center.____Initial

We understand the late policy and agree to pick-up our child on a timely basis unless arrangements have been made with the center director.____Initial

We understand the tuition, co---pay and fee scale and agree to pay for any unexcused absences at the per diem rate.____Initial

Parent’s or Guardian’s Signature

Parent’s or Guardian’s Signature

Date

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE 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 child care 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, to report their suspicions of child abuse or child neglect to the local public children's 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://ifs.ohio.gov/cdc/childcare.stm>.

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.