We are Difference Makers

2024-2025 PRESCHOOL INFANT TODDLER PARENT HANDBOOK
Welcome. This handbook contains information regarding MVCDC Early Childhood programs. It is very important that you read this handbook and keep it handy as long as your child is enrolled. This handbook will answer any of questions you have about MVCDC and our programs.

Executive Staff
Berta Velilla  Chief Executive Officer  ext. 4202
Don Hoendorf  Chief Financial Officer  4204
Steve Kandel  Chief Operating Officer  4201
Scott Siegfried  Chief Innovation Officer  4211

The names of MVCDC Directors and Board Officers are available on the MVCDC website.

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### Holiday/Closing Schedule

#### 2024 2025 Agency Calendar

<table>
<thead>
<tr>
<th>July 2024</th>
<th>July 2025</th>
<th>January 2025</th>
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#### October 2024

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#### December 2024

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<td>29 30</td>
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Closing Key
- In Service Training closed for Children
- Spring Break rolling weeks
- First and Last Day for Staff
- MVCDC Day closed for children

### Offices and sites are closed on these scheduled dates.

### Notices will be distributed and posted.

### Fees will not be prorated during the weeks in which holidays fall.

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The names of MVCDC Directors and Board Officers are available on the MVCDC website.

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The Holiday/Closing Schedule provides a comprehensive list of scheduled dates for offices and sites closures, inclusive of the MVCDC website.

The Holiday/Closing Schedule is a critical reference for ensuring the smooth operations of the agency during the specified holidays and closing periods.
### Center Listing for the 2024-2025 School year as of July 3, 2024

<table>
<thead>
<tr>
<th>Montgomery County Centers</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Star Rating</th>
<th>CLASSROOMS</th>
<th>EHS</th>
<th>FULL DAY</th>
<th>PART DAY</th>
<th>Six Hour</th>
<th>TIP</th>
</tr>
</thead>
</table>
| Aullwood                  | 9101 Frederick Pike  
Dayton OH 45414-1241   | (937) 576-0904  
(937) 665-0432       |     | ***** | 1          |   |      |          |         |      |     |
| Bear                      | 545 School Street  
Miamisburg OH 45342   | (937) 866-4691   |     |     | 1          |   |      |          |         |      |     |
| Dixie                     | 5421 N. Dixie Dr.  
Dayton, OH 45414-3946 | (937) 274-6869   | fax (937) 274-6823 | ***** | 3          | x  | x      |          |         |      |     |
| Findlay                   | 50 South Findlay Street  
Dayton, OH 45403-2023 | (937) 260-4740   | fax (937) 260-4724 | ***  | 3          | x  | x      |          |         |      |     |
| Goodwill                  | 735 E Main Street  
Trotwood, OH 45426 | (937) 528-7700   |     |     | 4          | x  | x      | x        | x        |      |     |
| Hope Center               | 1816 Harvard Blvd  
Dayton OH 45406 | (937) 739-4823   |     |     | 1          |   |      |          |         | x   | x   |
| Kings Highway             | 3805 Kings Highway  
Dayton, OH 45406-3577 | (937) 256-9808   | fax (937) 274-4806 | ****** | 10         | x  | x      |          |         |      |     |
| Mad River                 | 801 Old Harshman Rd  
Dayton, OH 45431 | (937) 259-6622   |     |     | 1          |   |      |          |         |     | x   |
| MET                       | 2900 Shiloh Springs Rd  
Trotwood, OH 45426-2139 | (937) 837-2148   | fax (937) 837-9877 | ****** | 16         | x  | x      | x        | x        | x   | x   |
| Miami View                | 830 W. Fifth Street  
Dayton OH 45402-8318 | (937) 228-1644   | Fax (937) 226-5665 | ****** | 6          | x  | x      |          |         |     |     |
| Miamisburg                | 4400 Medlar Rd  
Miamisburg OH 45342-4335 | (937) 865-5257   | fax (937) 837-9877 | ****** | 4          |   |      |          |         |     | x   |
| Our Lady of Rosary        | 40 Notre Dame Avenue  
Dayton OH 45404 | (937) 262-7871   |     |     | 2          |   |      |          |         |     | x   |
| Twin Towers/Home Base     | 517 Noel Ct.  
Dayton, OH 45410-1865 | (937) 258-2470   | Fax (937) 258-9563 | ****** | 3          |   |      |          |         |     | x   |

- **Step Up to Quality Three Star Rating**
- **Step Up to Quality Four Star Rating**
- **Step Up to Quality Five Star Rating**
- **Early Head Start (EHS)**
- **Part Day (PD)**
- **Full Day (FD)**
- **Therapeutic Intervention Classroom (TIP)**
- **Montgomery Administration Office (Main Office)**
  215 Horace St.  
  Dayton, OH 45402-8318  
  (937) 226-5646  
  fax (937) 226-5646
- **Clark Administration Office Home Base**
  1111 Sunset Ave  
  Springfield, OH 45505-4213  
  (937) 322-1043  
  fax (937) 322-1509
- **Madison Administration Office Home Base**
  50 S. Main St.  
  London, OH 43140  
  (740) 852-1722/3680  
  fax (740) 852-0269

**Note:** The table above lists all available centers along with their respective star ratings, class types, and additional details.
# Center Listing for the 2024-2025 School year as of July 3, 2024

- **★★★** = Step Up to Quality Three Star Rating
- **★★★★** = Step Up to Quality Five Star Rating
- **★★★★★** = Step Up to Quality Four Star Rating
- **TIP** = Therapeutic Intervention Classroom
- **EHS** = Early Head Start
- **PD** = Part Day
- **FD** = Full Day

## Montgomery Administration Office (Main Office)
215 Horace St.
Dayton, OH 45402-8318
(937) 226-5664
fax (937) 226-5646

## Clark Administration Office Home Base
1111 Sunset Ave
Springfield, OH 45505-4213
(937) 322-1043
fax (937) 322-1509

## Madison Administration Office Home Base
50 S. Main St.
London, OH 43140
(740) 852-1722/3680
fax (740) 852-0269

<table>
<thead>
<tr>
<th>Madison County Centers</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Star Rating</th>
<th>CLASSROOMS</th>
<th>EHS</th>
<th>FULL DAY</th>
<th>PART DAY</th>
<th>Six Hour</th>
<th>TIP</th>
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<tbody>
<tr>
<td>Home Base</td>
<td>50 S. Main St. London, OH 43140</td>
<td>(740) 852-1722</td>
<td>fax (740) 852-0269</td>
<td></td>
<td></td>
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<tr>
<td>London</td>
<td>510 Elm St. London, OH 43140-9254</td>
<td>(740) 852-5412</td>
<td>fax (740) 852-0154</td>
<td>★★★★★</td>
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<tr>
<td>Madison-Plains</td>
<td>47 Linson Rd London, OH 43140-9751</td>
<td>(740) 490-0629</td>
<td>fax (740) 490-0656</td>
<td>★★★★★</td>
<td>1</td>
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<th>Clark County Centers</th>
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<th>CLASSROOMS</th>
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<th>FULL DAY</th>
<th>PART DAY</th>
<th>Six Hour</th>
<th>TIP</th>
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<tr>
<td>Clark</td>
<td>1500 W. Jefferson St Springfield, OH 45506-1224</td>
<td>(937) 525-0081</td>
<td>(937) 525-0196</td>
<td>★★★★★</td>
<td>3</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Clark EEC</td>
<td>1001 East John Street Springfield, OH 45505-4205</td>
<td>(937) 325-2214</td>
<td>(937) 325-2536</td>
<td>★★★</td>
<td>9</td>
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<td>x</td>
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<tr>
<td>Fulton</td>
<td>631 S Yellow Springs St Springfield, OH 45506</td>
<td>(937) 471-1670</td>
<td></td>
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<tr>
<td>Home Base</td>
<td>1111 Sunset Ave Springfield, OH 45505-4213</td>
<td>(937) 322-1043</td>
<td>(937) 322-1509</td>
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<tr>
<td>Medway</td>
<td>116 Middle Street Medway OH 45341-1133</td>
<td>(937) 845-4475</td>
<td>(937) 845-4463</td>
<td>★★★★★</td>
<td>3</td>
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<td>Springfield Children's Center</td>
<td>1450 S Yellow Springs St Springfield, OH 45506-2545</td>
<td>(937) 325-2559</td>
<td>(937) 328-7211</td>
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<td>St. Joseph</td>
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<td>(937) 322-7539</td>
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<td>Town &amp; Country</td>
<td>2430 Van Buren Ave Springfield, OH 45505-2555</td>
<td>(937) 325-8400</td>
<td>(937) 325-5330</td>
<td>★★★★★</td>
<td>4</td>
<td>x</td>
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</table>
My child attends _____________________________ Center.

This center operates ____________________________ from _______ to ________.

Address: ___________________________________________ Phone:_______________________

Teacher:_________________________________ Family Support Specialist: ______________________________

My child needs to be at the center by _______________ and picked up by_________________________.

The emergency preparedness plan is on site.

A. In case of a fire, your child will be taken to the designated meeting place located _____________________________.

B. In case of an emergency evacuation (bomb threat, gas leak or threat of violence); your child will be taken to the primary evacuation location located _____________________________.

C. If it is necessary to evacuate the primary evacuation location; your child will be taken to the secondary evacuation location located _____________________________.

At your center, it is YOUR responsibility to:

1. Notify the classroom staff each day your child will not be attending.

2. Call the classroom staff if something keeps you from bringing your child at his/her scheduled time.

3. Call the classroom staff if an emergency keeps you from picking up your child on time.

The ODJFS Child Care License is posted:___________________________________________________________

The license capacity (ages & number of children) that the center can serve is listed below. The following staff/child ratios are required to be maintained. The maximum group size will never exceed twice the staff/child ratio.

<table>
<thead>
<tr>
<th>Age of Child</th>
<th>Ratio</th>
<th>Maximum group sizes:</th>
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<tbody>
<tr>
<td>Infants Toddlers</td>
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<tr>
<td>Preschoolers</td>
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<tr>
<td>Preschoolers (4 yrs)</td>
<td>1:10</td>
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Notes: MVCDC meets Federal Head Start standards for staff/children ratios which exceeds the state staff/child ratios above.

Maximum group size is defined by the number of children in one group that maybe cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.
The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). The license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

All MVCDC staff are required as Early Childhood Professionals 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 service agency. If a staff member has reason (physical evidence, verbal report, behavioral evidence, etc.) to suspect that a child is being abused/neglected or exposed to domestic violence, a report will be made directly to the proper authorities (224-KIDS). A report will be kept in a confidential file at the Office. MVCDC staff will cooperate with child protective service agencies and will always maintain confidentiality. Our goal is to support every family as they work through stressful situations, and at the same time, assure the health and safety of the child.

Any parent, custodian or guardian (of a child enrolled in MVCDC's programs) shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Jobs and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin, or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1210 et seq.

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

All MVCDC centers will have on file enrollment and health records for every child within the online data management system (Child Plus). The center will ensure confidentiality of each child's enrollment record. Children's records shall be confidential but shall be available to ODJFS for review. The immunization records shall be subject to review by the Ohio Department of Health for disease outbreak control and for immunization level assessment purposes.

A parent/guardian can not be denied access to his/her child. 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. If a parent does not want the non-custodial parent to have contact with the enrolled child, copies of legal papers, such as a "restraining order/temporary order of protection", or non custodial agreement must be given to the Family Support Specialist. These documents will be placed in each child's Child Plus Account.

MVCDC may provide services to children whose parent/guardian refuse to grant consent for emergency transportation in the event of an non life threatening incident when there is a safety plan in place. In the event of a life threatening incident, if a parent has signed the "Do Not Give Permission to Transport" section on page 3 of the JFS 1234, a parent/guardian will be contacted.
The program, designed to meet the developmental needs of young children ages six weeks to five years, provides a range of individualized services in the areas of age appropriate education, early childhood development; medical, dental and mental health support; nutrition and parent/family engagement. Our overall goal is to increase the school readiness of young children.

The daily schedule is designed to provide each child with opportunities to create and explore the environment while developing problem-solving skills. Positive self-concepts are developed through a balance of child initiated and teacher-directed activities. Qualified staff serve as role models who provide nurturing care that recognizes and acknowledges each child's individual needs. Parents are welcome and encouraged to visit their child's center at any time.

### Philosophy

The program, designed to meet the developmental needs of young children ages six weeks to five years, provides a range of individualized services in the areas of age appropriate education, early childhood development; medical, dental and mental health support; nutrition and parent/family engagement. Our overall goal is to increase the school readiness of young children.

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### Admission

**HEAD START/EARLY HEAD START** - The U.S. Department of Health and Human Services awards funds directly to MVCDC to provide services to children in Clark, Madison and Montgomery Counties. MVCDC serves children ages 6 weeks to 5 years. 10% of the funded enrollment must be made available for children with documented disabilities.

**OTHER EARLY CHILDHOOD PROGRAMS** - operated by MVCDC are funded through the Department of Job and Family Services, Ohio Department of Education and the Dayton/Montgomery Preschool Promise Program. A child is considered to be enrolled after staff confirm availability of space, all required paperwork is received, reviewed and approved by MVCDC staff and the child has attended one day of service or had one home visit. This includes basic enrollment and health information. Any change to this information must be communicated to staff immediately so that current information is always on file. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months. Parents will receive a letter notifying them that their child has been accepted into the program.

**Eligibility requirements for a pregnant woman or child.** Pregnant women or children will be eligible if:

- The family's income is equal to or below the Federal poverty guidelines (or)
- The family is receiving TANF or SSI (or) SNAP
- The child is homeless, as defined by McKinney-Vento (or)
- The child is in foster care/kinship care

Families must provide required information including but not limited to: age verification of the child, documented verification of family's income, and child's shot records in order to determine eligibility for MVCDC EHS/HS program.
**Program Options**

**EARLY HEAD START** - Most of the MVCDC classrooms are mixed age grouping classes, enrolling children birth to 3 years of age. These children are assigned a primary caregiver and the class size never exceeds 8 children.

**INFANTS** - (6 wks - 18 months) Parent schedules are followed and the child's daily activities are documented for each parent. Stimulation activities are provided by the primary caregiver. Playtime, with developmentally appropriate toys, occur throughout each day. The room is designed and equipped for infants.

**TODDLERS** - (18 months - 3 yrs) Teachers trained in the care of toddlers stimulate children's language development and guide their blooming self reliant skills. The classroom is designed to meet individual needs of each child. The child-sized equipment allows these naturally inquisitive children to explore their environment.

**HEAD START** - Most of the MVCDC classrooms are mixed age grouping classes, enrolling children 3 to 5 years of age. The class size never exceeds 20 children.

**FULL DAY** - (Preschool) MVCDC offers full day services to parents who are working, in training, or attending school. Full day classrooms operate Monday through Friday, 7:30 a.m. - 5:30 p.m. All parents in need of full day services (centers offering more than 6 hours) must apply for child care benefits. See Fee Schedule for more information. Parents may also choose to enroll their child at any one of the MVCDC PARTNER child care centers or in one of the family child care options. These sites are usually open from 6 a.m. - 6 p.m.

**PART DAY** - (Preschool) Classrooms operate Monday through Thursday. There are two sessions offered on a daily basis, 8:00 - 11:30 a.m. or 1:00 - 4:30 p.m. Children are assigned to one session; there may be some variations of times.

**6 HOUR SCHOOL DAY** - (Preschool) Classrooms operate Monday through Friday, 9:00 - 3:00 p.m. There may be some variations of this schedule.

**HOME BASE** - (Infant/Toddler,Partner/Preschool) The parent is the child's primary teacher. A Home Visitor will assist the parent with the teaching process, demonstrate activities including how to use household materials as learning tools. Home visits will occur each week and will last approximately ninety minutes. The parent and child will participate in two group experiences monthly where children will have an opportunity to interact with other children. Home Base services are offered in Head Start and Early Head Start.

**PARTNERS** - (Infant/Toddler, Partner/Preschool) MVCDC partners with child care centers in Montgomery and Clark Counties to increase the level of Head Start services that can be provided for eligible families. Parents receiving child care benefits are eligible to enroll their child(ren) in a MVCDC PARTNER child care site. The Preschool Partner sites operate July through June and often are open on a different schedule. In addition, MVCDC also partners with home visiting programs in Montgomery, Clark and Madison Counties to provide EHS Home Base services to eligible families. These partners are open year round. Center listings are available at all MVCDC offices.
Parents and Visitors Code of Conduct

MVCDC is committed to ensuring the health and safety of children, parents, visitors, and staff in all our facilities.

In order to maintain an open, orderly, respectful, and secure environment it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct described below.

Parents are expected to:
• Behave in a respectful and orderly manner on MVCDC property or when attending a MVCDC function or visiting the center.
• Speak to others kindly and with respect.
• Respect and honor the rights of other parents, children, and staff to a safe and inclusive environment.
• Address concerns in an appropriate manner, with the appropriate people. Refer to the Parent Concern Form
• Recognize that the education and safety of children is a joint responsibility of the parents and the MVCDC community.
• Keep our classrooms, hallways and playgrounds focused on children, by turning cell phones to silent or off while at MVCDC Centers.
• Respect that MVCDC facilities are tobacco-free.

Conduct Prohibited on School Property

No person shall:
• Intentionally injure any other person or threaten to do so.
• Disrupt classes, school programs, or other school activities.
• Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, culture, or disability
• Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
• Possess or use weapons in or on school property or at a school function.
• Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.
• Use tobacco/vape products in any space utilized by MVCDC for its programs.

Please be mindful of all interactions while at MVCDC. It is our partnership that will ultimately help each child achieve. Failure to comply with these expectations may result in an individual &/or family asked to leave MVCDC premises. Law enforcement may be called if necessary. Significant cases or repeated violations may result in your child be offered a different option for instruction and/or care.
All MVCDC services are contingent on funding. All parents in need of full day services (centers offering care beyond 6 hours) must apply for child care benefits through their County ODFJS office. The County ODFJS will notify parents that they are authorized for child care, provide the number of child care hours, authorized beginning and ending dates and their co-payment amount. It is each parent’s responsibility to pay their co-payments established by the County ODJFS. A county co-payment agreement form will be signed by the parent/guardian.

### Fee Schedule and Payment Policy

All MVCDC services are contingent on funding. All parents in need of full day services (centers offering care beyond 6 hours) must apply for child care benefits through their County ODFJS office. The County ODFJS will notify parents that they are authorized for child care, provide the number of child care hours, authorized beginning and ending dates and their co-payment amount. It is each parent’s responsibility to pay their co-payments established by the County ODJFS. A county co-payment agreement form will be signed by the parent/guardian.

Payments must be paid in full each month and kept up to date. If denied by the county, the family may pay the private pay amount of $70 per week for HS children/$93 per week for EHS for any services beyond the six hours for either Head Start or Early Head Start. If the family chooses not to pay, the child will transition from the full-day child care portion of the program and be offered another option. Private pay co-payments also must be paid in full each month and kept up to date. Families waiting for authorization can choose to pay the private pay rate until they receive authorization for child care services. Payments are accepted via cash, money order, personal checks, online debit or credit card payments. All monthly co-pays can be submitted bi-weekly. Fees will be collected on a regular monthly basis.

Parents will be given a fee schedule at the time of enrollment. The Child and Family Supervisor or designee will collect payments. Fees will not be prorated during the weeks in which holidays fall or if the center closes due to inclement weather. Fees also will not be prorated in the event of an illness. Payments not made by the above mentioned timeframe may result in the child transitioning from the full-day child care portion of the program and placed in another program option. Parents having difficulty paying their full co-payment amount must complete a Child Care Payment Agreement. The terms of the payment agreement must be adhered to or full payment is due immediately. MVCDC may pursue further collection efforts for parents with delinquent accounts or parents that refuse to enter into a payment agreement. If the child withdraws or terminates services, all balances owed must be paid in full to MVCDC. MVCDC’S Tax ID number is available upon request.

### Insurance

MVCDC maintains accident insurance for children enrolled in our Early Childhood Programs. Children injured while engaging in MVCDC activities are covered under this insurance. If a child is injured and is in need of medical attention, the parent/guardian’s insurance will provide primary coverage and MVCDC’s child accident insurance will provide secondary coverage.

### Expense Reimbursement

If you attend Policy Council, Board of Trustee meetings, Ohio Head Start Association or other agency pre-approved conferences/workshops/seminars MVCDC will:

- reimburse your mileage costs at the agency rate
- pay babysitting costs (if parents need to hire a babysitter) at a predetermined rate
- pay airfare, hotel and conference registration costs
- provide an approved allowance for meals

### Payment Policy for Non Head Start Services

MVCDC may offer non Head Start preschool services at a private pay rate. This rate must be paid weekly in order for children to continue to receive services. These fees will apply each week a slot is held for the enrolled child and can not be paid on a daily basis.

### Fee Schedule and Payment Policy
The Ohio Department of Job and Family Services (ODJFS) recently developed a new child care time and attendance system, called the Child Care, Time, and Attendance, and Payment (TAP) System. All parents/guardians who receive child care benefits through ODJFS and/or are enrolled in full day services (centers offering care beyond 6 hours) are required to TAP in and out daily and approve transactions for childcare services. Failure to TAP and APPROVE, can result in your child care benefits being suspended or cancelled. Once authorized for child care/full day services (centers offering more than 6 hours), all parents will be required to create an account at their center. Tapping (used throughout the state) allows parents to report their child’s attendance in Ohio’s Electronic Child Care system, or Ohio ECC. All parents receiving child care services must TAP in and out daily to record the date and time of their child’s daily arrival and departure from the center. As a condition of a parent’s child care benefit, it is mandatory that each parent TAP daily and APPROVE their child’s attendance weekly.

Parents who designate another authorized individual to drop off or pick up their child may allow the authorized individual to TAP and record attendance on their behalf. However, parents will be responsible for ensuring TAP transactions are approved using the tablets on site. Parents/guardians that allow an unauthorized individual to TAP in and daily could result in the termination of child care benefits by ODJFS. Child care benefits may also be terminated should a parent refuse to TAP daily and approve their child’s attendance weekly. Parents that do not adhere to the above guidelines will be required to pay the private pay amount of $70 per week for HS children/$93 per week for EHS for any services beyond Head Start/Early Head Start hours or transition from the full-day child care portion of the program and enroll in a part-day program. Parents may call the Ohio ECC Caretake Helpline at 1-833-866-1708, option 9 to resolve issues with their TAP Pin Code. Parents should also call their caseworker at the County ODJFS office if they receive an error message stating their child is not eligible. The telephone number can be found at http://jfs.ohio.gov/county. More information about the TAP system is available at http://jfs.ohio.gov/cdc/childcare.stm.

Substance Abuse

All MVCDC centers and Child Care Partners have a drug free environment. We are concerned about the welfare of you and your child. MVCDC staff are required to notify authorities if a parent/guardian is/has been using drugs (alcohol, crack, cocaine, marijuana, etc.) OR if it is suspected that there is an impairment due to alcohol, crack, cocaine, marijuana, use and/or acting as though one is intoxicated.

If a staff member observes behavior which could indicate the use of drugs, the staff member will ask the parent/guardian or individual picking up the child if they need assistance taking the child home. Emergency contacts may be called to transport the child home. If a parent/guardian or the individual picking up the child declines assistance from MVCDC’s staff, staff will contact the local police department to report the incident. If the local police department has been contacted, the following administrative staff persons will also be notified: Chief Operating Officer and Chief Executive Officer.

Weapons Free Environment

It is illegal to carry a firearm, deadly weapon anywhere on MVCDC property. As such parents are prohibited from bringing firearms or deadly weapons on MVCDC property per the Ohio Revised Code 2923.122. Parents/Guardians should adhere to each individual center’s posted safety protocol. A parent or visitor who violates this policy may be removed from the property and reported to the local authorities.
Smoke Free Environment

MVCDC is committed to promoting the healthy development of children and families. MVCDC maintains a healthy, safe, and clean working environment. All buildings and MVCDC-owned or leased vehicles are smoke-free and tobacco-free. To this end, smoking is prohibited at all times in all space utilized by MVCDC for its programs. This includes classrooms, offices, kitchens, bathrooms, meeting rooms, hallways, outdoor play areas, the area near entrances used by children and their families, and vehicles used for transporting children. Employees working in client facilities will adhere to the client’s smoking policies. The term “smoking” includes the use of e-cigarettes and smokeless tobacco.

Further, staff members and parents are prohibited from smoking during field trips, while on home visits, and during group socialization activities. Smoking is limited to designated outdoor areas not covered above or in an employee’s own vehicle. Under no circumstances shall smoking occur in the presence of children.

Classroom or Center Closures including Inclement Weather (snow/ice)

While we make every attempt to stay open there may be circumstances that arise that require a classroom or center closure for the following: appropriate staffing or the ability to maintain the health and safety of children. Emergency closures shall be communicated via automated messaging services such as OneCallNow.

All MVCDC centers will CLOSE OR DELAY for inclement weather based on the school district the building resides in. (See list below).

MVCDC will send out a closing announcement via text message through MVCDC’s One Call Now system, in addition parents should follow the announcements on their local television and radio stations (WHIO, WDTN, WBNS, WSYX & WCMH). Parents who have opted out of receiving One Call messages should contact their center’s Child and Family Support Supervisor for assistance.

For 2-hour delays the following will apply:
* Part-day centers – there will be no AM session.
* Full-Day/6-hour centers- will open at 10 am.
* Sites located in a SCHOOL District Building will follow the building arrival times.

Other events such as parent meetings, scheduled at MVCDC centers that are closed for a snow day are cancelled.

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MVCDC participates in the Child Adult Care Food Program and follow those guidelines to prepare nutritious meals and snacks.

**FOOD SERVICE** - The main focus of MVCDC's nutrition program is to provide food which helps meet at least one-third of your child's daily nutritional needs. Children will receive breakfast and/or lunch and/or a snack (please see the daily schedules). Menus, which are approved by a licensed/registered dietician, are posted in each classroom and are distributed monthly to parents. **At enrollment, staff will discuss with parents the child's present food intake, frequency, intolerances and preferences. It is important that parents inform the center staff of any kind of food allergies or feeding problems that will call for special food preparation/diet.**

Once parents inform center staff about their child's food allergies, cultural or special dietary needs, the Family Support Specialist will contact your child's health care provider to confirm the allergy, cultural or special dietary need. A Medical Physical Care Plan will be completed on children with health conditions that require special diets and monitoring. The plan will be updated annually or sooner if needed and must be completed before the child enters the center. A Medical Physical Care Plan staffing must be held for children that require special diets or children that have food allergies. The staffing will include the parent, teachers, nutrition staff, transportation staff, health staff and any additional personnel.

Breakfast is served between the hours of 8:30 a.m. and 9:30 a.m. each day depending on the individual classroom schedule. Children arriving later will be offered breakfast upon arrival. Lunch is generally served between the hours of 11:00 a.m. and 1:00 p.m., although times may be subject to change at some centers due to transportation. The center provides all meals and snacks.

Only MVCDC approved vendors are permitted to provide food for the enrolled children. **Food from staff, parents or any non-approved food vendor will not be served.** This procedure is in effect due to the local Health Department, United States Department of Agriculture, and MVCDC's sanitation and safety practices.

**NUTRITION** - What your child eats is very important for his/her health. Your child will receive well-balanced meals and healthy snacks approved by a dietician. We support local farmers and vendors in our communities by purchasing fresh produce for our centers. At MVCDC your child will eat all meals in family style dining. Family style meals in early childhood is when children and teachers sit together at a table for a meal or snack. It helps children make healthy food choices by seeing positive attitudes from teachers and peers. Your child will have the opportunity to try new foods, decline foods they don't enjoy; understand how to use utensils; as well as setting and cleaning the table after the meal. Parents are encouraged to help plan monthly Head Start menus. These menus are sent home to all parents each month with recipes and other food tips on the back. You can also access nutritional resources for your child and family on our our social media accounts and MVCDC website.

All MVCDC buildings and classrooms are **PEANUT FREE.** Students in the building may have a severe allergy to peanuts/nuts which could potentially be life threatening. Please refrain from bringing any snacks or products containing peanuts or tree nuts into our building and/or classrooms.
**Personal Items**

Clothing changes (must be provided by the parent) may be warranted if the child’s clothes get wet or dirty during normal activities. Clothing changes for infants and toddlers are noted on the electronic daily sheet. Children should wear washable play clothes, which are suitable for the weather. Outdoor playtimes are planned year-round. “Sneakers” are the safest shoes for children to wear. Please print names on all coats, sweaters, hats, mittens, boots, etc. worn or brought in by your child. We try very hard to keep track of all the children's belongings, but it is very difficult to do that when items are not marked. **MVCDC will not reimburse parents for lost or soiled items.** We request that children do not bring any toys, makeup items, money, candy or gum to the Center.

**Feeding Information**

MVCDC will purchase formula for enrolled infants. The size and number of feedings for infants and toddlers will reflect the child’s individual nutritional and developmental needs. New foods will be introduced one at a time in consultation with parents. The primary caregiver assigned to the care of your infant or toddler is dedicated to making each experience in the center a positive one. Feeding times and mealtimes are no exceptions. In order for the primary caregiver to accomplish this goal, cooperation and support of each parent/guardian are essential. Parents are asked to do the following:

1. Feed your infant a bottle before coming to the center (this should be a complete feeding, not just an ounce or two to relieve the severe hunger pangs after a long night without nourishment).
2. Inform the teacher **when** the child last ate, **what** the child ate and **how** much.
3. Provide the primary caregiver with the child’s feeding schedule (for example bottle every three hours, bottle every four hours, including the number of ounces).
4. If your child is not on a feeding schedule, the primary caregiver will work with you to establish one. Regular schedules provide infants and toddlers with trust and security. The infant's and young toddler's most important developmental task is to develop trust, so a great deal of effort goes into establishing schedules.
5. Be sure to alert the primary caregiver if the child has had any digestive upsets, or if the child’s doctor has given any special instructions for feeding or placed the child on a special diet.

**Breast Feeding Policy**

All MVCDC parents choosing to breastfeed will contact center staff to identify a private and quiet place to breast feed or pump while in the early learning center. Appropriate storage for bottles of breast milk will be provided for mothers who work and choose to use breast milk. Bottles of breast milk must be labeled with the child’s name and the date the breastmilk was stored.

**Diapering Policy**

MVCDC will purchase diapers for enrolled infants and toddlers. Diapers will be checked at a minimum every two hours and changed immediately if soiled. For preschoolers in need, diapers will be provided to support the toilet learning process.

**Cell Phones**

MVCDC is committed to promoting a safe environment for children and families. **To this end, the use of cell phones are prohibited at all times in all space utilized by MVCDC for its programs.** This includes classrooms, offices, kitchens, bathrooms, meeting rooms, hallways, outdoor play areas, the area near entrances used by children and their families, and agency vehicles used for transporting children.
Video Viewing Policy

To further ensure the safety and security of our children, staff, and facilities, many of our centers are equipped with video surveillance cameras. Administrative staff are the only ones authorized to review the recordings.

- Video surveillance cameras are only located in public areas. Cameras will not be used in areas in centers where families and staff have a "reasonable expectation of privacy", i.e. private offices and restrooms.
- Video surveillance signs are posted at centers where such equipment has been installed.
- The equipment is used for the safety and security of our children, staff, and facilities.
- The cameras are constantly on and record 24/7. The system is set-up to save data, including audio for classroom cameras, for a week so early reporting of any incident in question is imperative.
- Footage is accessed by administrative staff when any property or personal concerns are reported and may be used as evidence during any internal or external investigation.

MVCDC management staff have the ability to review recorded video tapes as necessary. The content of video recordings is confidential.

Social Service Directory

Each Early Childhood center has a community resource manual on hand to assist parents with problems solving various social service issues. Please contact your Family Support Specialist or Home Visitor if a crisis arises or if you need assistance meeting your family’s goals. Case Management services include, and are not limited to, emergency assistance, crisis intervention and various other referral services provided in response to family needs. This represents an organized method of assisting families to assess their needs, and then providing those services that will build upon the individual strengths of families to meet their own needs.

Screenings

MVCDC conducts developmental screenings and ongoing assessments (Brigance and DECA) with support and consent from parents on all enrolled children to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive and emotional skills within 45 calendar days of a child’s entry into the program. The results of all screenings will be shared with parents/guardians. MVCDC will disclose child screening and assessment data information to other agencies or organizations also with parental consent.

Home Visits

Your child’s Teacher and the Family Support Specialist will be visiting you in your home throughout the year. Teachers are able to discuss your child’s development and progress while the Family Support Specialist will assist you with any goals or issues you may have. Home Visits also allow you, your child’s Teacher and the Family Support Specialist to: make the connections between your home and your child’s classroom; observe parent child interactions; develop trusting relationships; identify learning opportunities in your home; identify techniques that can be generalized to other family members and finally to focus individualized attention on family strengths, interests and goals. Home Visits will be scheduled around the parent’s schedule. MVCDC staff are sensitive to parent’s cultural preferences and are willing to conduct Home Visits in any alternate location.
Family Engagement

MVCDC recognizes that parents are their child's primary teacher and advocate. We also understand the importance of providing information and support to families so that, in turn, parents will be better prepared to take an active role in their child’s education and development.

Parents are encouraged to participate whenever possible in the activities at the center. Teaching staff encourage the involvement of parents in their child’s center activities by sharing the planning of classroom activities and suggesting activities to be carried out at home. Teachers are available to discuss your child’s progress or needs at anytime. However due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child. Parent/Teacher Conferences, held twice a year, are designed to share the child's progress in meeting educational goals, as well as emotional, social and physical goals.

Opportunities for parents to participate at the center include: reading stories, providing one on one attention, going on field trips or walks, assisting with small group activities, engaging in conversation and pretend play, helping with playground activities, assisting with routine health screenings or providing parent workshops. Parents are encouraged to participate in Parent Meetings held throughout the school year. These meetings offer parents an opportunity to share ideas/concerns, enhance parenting skills through trainings and participate in special activities. Parents of currently enrolled children also have an opportunity to serve on the Policy Council which meets monthly and is composed of parents and community representatives. This advisory group assists in the development of agency policies, program planning, monitoring of the Early Childhood programs, funding proposals/applications, etc. Parents may also attend MVCDC Board of Trustees meetings which are held monthly.

The Health Services Advisory Committee (HSAC) meets three times a school year. Interested parents are invited to participate on this committee. Other HSAC community members may include doctors, dentists, nurses, dieticians, mental health providers and staff.

When there are problems or concerns about the daily operation of the program, parents and employees can meet with the Regional Coordinator and/or complete a Parent Concern form and submit it to the management staff. Please feel free to bring concerns up when they occur.

Family Services
The role of the Family Support Specialist is to provide support services to EHS/HS families throughout the program year. The type of support we offer includes providing resources, assisting with creating and working towards family goals as well as supporting parents in preparation for kindergarten and school readiness skills for their child. You can expect ongoing communication from your FSS and he/she will schedule Home Visits throughout the year at convenient times that best fit your family needs. FSSs are committed to maintaining privacy and working closely with classroom teachers. The FSSs and teachers are NOT coming to inspect your home. They are strictly there to provide support. In collaboration and partnership with the FSS, parents complete a Family Engagement Contract and Family Assessment to gauge the needs of the family and the FSS will share beneficial resources based on the Family Assessment. FSSs also support families towards meeting their family’s goals and discuss the progress your family is making.

Family Engagement Communication
Communication is an integral part of building relationships between parents and staff. By working together, we can prepare children to be successful and ready for school. MVCDC offers parents many options to communicate with staff. Here are some ways parents and staff can communicate with one another:
• Conferences • Emails/Phone Calls/Texts • Family Events • Flyers & Newsletters • Home Visits • Parent Website • Parent Committee Meetings/Policy Council
**Curriculum**

MVCDC uses the HighScope research based curriculum in our classrooms, created in 1962, and is widely studied and practiced in early childhood programs around the world. The Home Base program uses the Parents as Teachers Curriculum. In our classrooms, in our home based models and in our partnership sites, you will see children working with many different materials in defined interest areas. Children are encouraged to plan their activities, carry them out and then talk about them. Teachers support children as they gain experience in social relationships, math, science, physical, and language related activities. As a parent, you will receive family reports during home visits and parent-teacher conferences. These reports will reveal the progress that your child is making and reflect the goals that have been developed.

**Transitioning**

MVCDC supports a smooth and effective transition of children and families to and from a variety of settings. Head Start Performance Standards and the ODE Early Learning Programs include transitioning for children with disabilities, assisting parents in preparation and advocacy of their children for various school settings, coordination and communication with a variety of school and educational agencies. Parents will be notified when their child is ready to move up to the next classroom or children transition from an infant to a toddler room, from toddler to preschool, or to another child care setting. All transitioning begins six months before the actual move. As part of the procedure, MVCDC staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. Parents will be involved in the development of their child's transition plan. Parents may also request to have their child transitioned prior to staff initiating the transition process. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

**Fieldtrips and Parent/Child Activities**

Teaching children how to successfully walk on the sidewalk, cross the street and ride public transportation is important. These are skills that children may not obtain experience in their day to day family activities. Many children, in the future, may ride public transportation to get to school or work.

Your child will have the opportunity to experience the following:

1. **Parent/Child Activity** - during this activity, parents must transport and accompany their child on a pre-planned activity off site. MVCDC staff will plan, set up, facilitate and participate in the activity to support each child's learning during the activity. MVCDC will pay the entrance fees for one parent and their enrolled child. Parents must sign up at least two weeks in advance in order for their child to participate.
2. **Walking Field Trip** - during this activity, staff will take your child for a walk no more than one mile of the center, 20 minutes or less one way.
3. **Public Transportation Field Trip** - during this activity, staff and children will take the city bus (RTA or SCAT) from the closet bus stop to arrive at the fieldtrip destination.

Parents must sign a permission slip for their child to participate on each field trip/activity. While on the outing, children will wear an identification tag with the agency name and phone number and the name of the classroom and phone number. The First Aid Kit, emergency transportation authorization forms and each child’s health record are also taken on each field trip. A staff member with First Aid certification, CPR, and Communicable Childhood Illnesses will be present on all field trips. Attendance is checked before leaving the center, periodically throughout the trip and after boarding the busette to return. Staff/Child ratios are maintained at all times while children are off site.

MVCDC policy does not permit taking the children swimming, to shopping malls or to amusement parks for a field trip activity. The agency will not transport children on fieldtrips or in emergency situations. If a child requires emergency transportation, the parent or emergency squad will be contacted.
Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play in our program will be scheduled based on the following criteria:

1. Outdoor play time is scheduled daily, weather permitting.
2. Center routines will include outdoor physical activities.
3. Teaching staff will actively observe the children and participate in their outdoor learning experiences.
4. Staff observe play areas for potential hazards and remove them before taking children outside to play.
5. Staff will continually observe the playground and equipment for potential hazards during outside play time.
6. Staff will work with children to establish a list of rules for outdoor play.
7. Staff will work with children to help the children learn the proper way to use playground equipment.
8. All children will go outside with the exception of children with medical restrictions identified in the medical physical care plan or doctor's statement. In these cases, provisions will be made for an adult to stay inside with the child.
9. Extra gloves and hats will be kept in each classroom to dress children appropriately for cold weather.
10. When weather is warm, sun hats will be available for infants and toddlers.
11. Where feasible, activities such as short walks will be planned for the days the playground area is too wet for safe playing. Parents must give written permission for routine walking field trips.
12. Outdoor activities for children will take place on days when the temperature, including the wind chill factor, is 25 degrees to ninety degrees Fahrenheit.
13. Children may go outside if there is a warm rain as long as there is no lightning or thunder.
14. Based on temperature and air quality, the best time for children to be outside is 10 am - 12 noon and 4-6 pm. This does not restrict children from going outside in the morning or afternoon.
15. Clothing (light weight cotton - warm weather, layers - cold weather) water, sunscreen, rest periods, and time of day are to be considered to help maintain a comfortable body temperature when children are outside.
16. If weather conditions prohibit staff from taking children outside, large motor activities will be offered inside.
Child Safety and Active Supervision Policy

Objective: All Head Start and EHS staff and consultants will ensure the safety and the active supervision of children during all parts of the day and while moving to and from the classroom.

**Supervision of Children:**

**Line of Sight and Sound:** Staff directly supervise infant, toddler and preschool children by line of sight and hearing at all times, even when the children are sleeping. Line of sight means that the teacher/caregiver can see the children without more than a turn or tilt of the head. (Caring For Our Children (CFOC) 3RD EDITION STANDARD 2.2.0.1)

**Counting Children:** Staff regularly counts children on a scheduled basis (every 10-15 minutes), at every transition and whenever the group is leaving one area and arriving at another to confirm the safe whereabouts of every child at all times.

**Visual Recognition:** At the beginning of each program year, supervisors and center staff will determine which verbal and visual technique will be implemented and used daily in each building to ensure all children are accounted for during all parts of the day. The system will be utilized as children move from the classroom either individually or in a small group. The options are:

- popsicle stick or clothes pin with child’s name and picture
- name with letter link/name and picture on a board
- 2 sets must be available, one for the classroom visual board and one to go with the Teacher (or authorized adult) and the child if they leave the classroom.

**Buddy System:** When transitioning as a group (large or small), staff will ensure that all children have a “buddy” (hand holding partner); the Buddy process will be posted as part of the classroom rules; Teachers will review the Buddy Process with the children each day during message board. **OPTIONAL**

**Zoning Areas:** Staff will carefully plan where they will position themselves in the environment to prevent children from harm; Staff will stay close to children who may need additional support. Zones will be noted on the lesson plan and the classroom and playground map.

**Scan – Count – Sweep:** adults supervising children must scan and count every 10-15 minutes. A sweep of the room must take place before the group of children leaves the environment for a transition (classroom, gym, playground, etc.) A sweep means: one teacher walks the environment looking for hiding or hidden children.

All Head Start and EHS staff, as well as, consultants will be informed of and trained on the Child Safety and Active Supervision processes for all MVCDC classrooms and buildings.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30</td>
<td><strong>Arrival and Choice Time:</strong> Health checks completed at each child’s arrival. Free play, books, fine motor, blocks, dramatic play, science and math available.</td>
</tr>
<tr>
<td>8:30-9:15</td>
<td><strong>Hand Washing/Breakfast/Tooth brushing:</strong> Children will wash their hands. Family Style breakfast, teachers and children will eat together and actively talk at the table. Children will begin to brush their teeth; after breakfast clean-up.</td>
</tr>
<tr>
<td>9:15-9:30</td>
<td><strong>Message Meeting/Message Board:</strong> Using the message board, adults and children gather together, greet one another, and share information about the upcoming day and events.</td>
</tr>
<tr>
<td>9:30-9:50</td>
<td><strong>Small Group:</strong> Teachers will initiate a planned activity based on children’s interest, developmental needs, or to introduce new educational ideas.</td>
</tr>
<tr>
<td>9:50-10:00</td>
<td><strong>Planning:</strong> Children plan and think through what, with whom, and how they will complete their activities at work time in interest areas and work stations setup based on children’s interest and developmental needs. They discuss this in a small group with their teacher.</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td><strong>Work Time:</strong> Children carry out their plans while working alone or with others. Teachers interact with children to support their activities.</td>
</tr>
<tr>
<td>11:00-11:10</td>
<td><strong>Clean up Time:</strong> Children and adults clean the classroom together; it is a time for problem solving and working together.</td>
</tr>
<tr>
<td>11:10-11:20</td>
<td><strong>Recall Time:</strong> As children finish cleaning up, the teachers meets them in small groups to share their work time activities and problem solve new ways to use materials.</td>
</tr>
<tr>
<td>11:20-11:35</td>
<td><strong>Large Group:</strong> All children and adults come together for information sharing and a sense of community. Teachers will provide a variety of music, instruments and movements for the children and adults to explore.</td>
</tr>
<tr>
<td>11:35-12:05</td>
<td><strong>Outside Time:</strong> Children and adults will engage in a variety of physical activities with adult supervision and participation.</td>
</tr>
<tr>
<td>12:05-12:20</td>
<td><strong>Read-Aloud:</strong> Teachers share an intentionally selected book in small groups.</td>
</tr>
<tr>
<td>12:20-1:00</td>
<td><strong>Hand Washing/Lunch/Restroom:</strong> Children will wash their hands. Family style lunch, teachers and children will eat together and actively talk at the table.</td>
</tr>
<tr>
<td>1:00-2:30</td>
<td><strong>Nap Time:</strong> Children will rest on their cots or have a quiet activity to complete on their cots.</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td><strong>Restroom/Hand Washing/Snack:</strong> Children will use the restroom and wash their hands. Teachers and children will eat snack together and actively talk at the table.</td>
</tr>
<tr>
<td>3:00-3:15</td>
<td><strong>Read-Aloud:</strong> Teachers share an intentionally selected book in small groups.</td>
</tr>
<tr>
<td>3:15-4:05</td>
<td><strong>Small Group:</strong> Teachers will initiate a planned activity based on children’s interest, developmental needs, or to introduce new educational ideas.</td>
</tr>
<tr>
<td>4:05-4:35</td>
<td><strong>Outside Time:</strong> Children and adults will engage in a variety of physical activities with adult supervision and participation.</td>
</tr>
<tr>
<td>4:35-5:30</td>
<td><strong>Restroom/Work-Time/Departure:</strong> Children will wash hands, engage in Work Stations and Work Time until they depart for the day.</td>
</tr>
</tbody>
</table>
## Sample Preschool Daily Routine: Part Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td><strong>Arrival and Choice Time:</strong> Health checks completed at each child’s arrival. Free play, books, fine motor, blocks, dramatic play, science and math available.</td>
<td>1:00</td>
<td><strong>Arrival and Choice Time:</strong> Health checks completed at each child’s arrival. Free play, books, fine motor, blocks, dramatic play, science and math available.</td>
</tr>
<tr>
<td>8:00-8:35</td>
<td><strong>Hand Washing/Breakfast/Tooth brushing:</strong> Children will wash their hands. Family Style breakfast, teachers and children will eat together and actively talk at the table. Children will begin to brush their teeth; after breakfast clean-up.</td>
<td>1:00-1:35</td>
<td><strong>Hand Washing/Lunch/Tooth brushing:</strong> Children will wash their hands. Family Style breakfast, teachers and children will eat together and actively talk at the table. Children will begin to brush their teeth; after lunch clean-up.</td>
</tr>
<tr>
<td>8:35-8:45</td>
<td><strong>Message Meeting/Message Board:</strong> Using the message board, adults and children gather together, greet one another, and share information about the upcoming day and events.</td>
<td>1:35-1:45</td>
<td><strong>Message Meeting/Message Board:</strong> Using the message board, adults and children gather together, greet one another, and share information about the upcoming day and events.</td>
</tr>
<tr>
<td>8:45-9:05</td>
<td><strong>Small Group:</strong> Teachers will initiate a planned activity based on children’s interest, developmental needs, or to introduce new educational ideas to the children.</td>
<td>1:45-2:05</td>
<td><strong>Small Group:</strong> Teachers will initiate a planned activity based on children’s interest, developmental needs, or to introduce new educational ideas to the children.</td>
</tr>
<tr>
<td>9:05-9:20</td>
<td><strong>Large Group:</strong> All children and adults come together for information sharing and a sense of community. Teachers will provide a variety of music, instruments and movements for the children and adults to explore.</td>
<td>2:05-2:15</td>
<td><strong>Planning:</strong> Children plan and think through what, with whom, and how they will complete their activities at work time in interest areas and work stations setup based on children’s interest and developmental needs. They discuss this in a small group with their teacher.</td>
</tr>
<tr>
<td>9:20-9:45</td>
<td><strong>Outside Time:</strong> Children and adults will engage in a variety of physical activities with adult supervision and participation.</td>
<td>2:15-3:05</td>
<td><strong>Work Time/Clean-Up:</strong> Children carry out their plans while working alone or with others. Teachers interact with children to support their activities.</td>
</tr>
<tr>
<td>9:45-9:55</td>
<td><strong>Planning:</strong> Children plan and think through what, with whom, and how they will complete their activities at work time in interest areas and work stations setup based on children’s interest and developmental needs. They discuss this in a small group with their teacher.</td>
<td>3:05-3:15</td>
<td><strong>Recall Time:</strong> As children finish cleaning up, the teachers meets them in small groups to share their work time activities and problem solve new ways to use materials.</td>
</tr>
<tr>
<td>9:55-10:40</td>
<td><strong>Work Time:</strong> Children carry out their plans while working alone or with others. Teachers interact with children to support their activities.</td>
<td>3:15-3:25</td>
<td><strong>Read-Aloud:</strong> Teachers share an intentionally selected book in small groups.</td>
</tr>
<tr>
<td>10:40-10:45</td>
<td><strong>Clean-Up:</strong> Children and adults work together to clean; problem solving.</td>
<td>3:25-3:40</td>
<td><strong>Large Group:</strong> All children and adults come together for information sharing and a sense of community. Teachers will provide a variety of music, instruments and movements for the children and adults to explore.</td>
</tr>
<tr>
<td>10:45-10:55</td>
<td><strong>Recall Time:</strong> As children finish cleaning up, the teachers meets them in small groups to share their work time activities and problem solve new ways to use materials.</td>
<td>3:40-4:05</td>
<td><strong>Outside Time:</strong> Children and adults will engage in a variety of physical activities with adult supervision and participation.</td>
</tr>
<tr>
<td>10:55-11:05</td>
<td><strong>Read-Aloud:</strong> Teachers share an intentionally selected book in small groups.</td>
<td>4:05-4:30</td>
<td><strong>Restroom/Hand Washing/ Snack:</strong> Children will use the restroom and wash their hands. Teachers and children will eat snack together and actively talk at the table.</td>
</tr>
<tr>
<td>11:05-11:30</td>
<td><strong>Hand Washing/Lunch/Restroom:</strong> Children will wash their hands. Family style lunch, teachers and children will eat together and actively talk at the table.</td>
<td>4:30</td>
<td><strong>Departure:</strong> Children will depart for their homes</td>
</tr>
<tr>
<td>11:30</td>
<td><strong>Departure:</strong> Children will depart for their homes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Sample Preschool Daily Routine: 6 Hour School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55-9:05</td>
<td><strong>Arrival and Choice Time:</strong> Health checks completed at each child’s arrival. Free play, books, fine motor, blocks, dramatic play, science and math available.</td>
</tr>
<tr>
<td>9:05-9:35</td>
<td><strong>Hand Washing/Breakfast:</strong> Children will wash their hands. Family Style breakfast, teachers and children will eat together and actively talk at the table.</td>
</tr>
<tr>
<td>9:35-9:45</td>
<td><strong>Message Meeting/Message Board:</strong> Using the message board, adults and children gather together, greet one another, and share information about the upcoming day and events.</td>
</tr>
<tr>
<td>9:45-10:00</td>
<td><strong>Large Group:</strong> All children and adults come together for information sharing and a sense of community. Teachers will provide a variety of music, instruments and movements for the children and adults to explore.</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td><strong>Outside Time:</strong> Children and adults will engage in a variety of physical activities with adult supervision and participation.</td>
</tr>
<tr>
<td>10:30-10:50</td>
<td><strong>Small Group:</strong> Teachers will initiate a planned activity based on children’s interest, developmental needs, or to introduce new educational ideas to the children.</td>
</tr>
<tr>
<td>10:50-11:00</td>
<td><strong>Planning:</strong> Children plan and think through what, with whom, and how they will complete their activities at work time in interest areas and work stations setup based on children’s interest and developmental needs. They discuss this in a small group with their teacher.</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td><strong>Work Time:</strong> Children carry out their plans while working alone or with others. Teachers interact with children to support their activities.</td>
</tr>
<tr>
<td>12:00-12:10</td>
<td><strong>Clean up Time:</strong> Children and adults work together to clean; problem solving.</td>
</tr>
<tr>
<td>12:10-12:20</td>
<td><strong>Recall Time:</strong> As children finish cleaning up, the teachers meets them in small groups to share their work time activities and problem solve new ways to use materials.</td>
</tr>
<tr>
<td>12:20-1:15</td>
<td><strong>Hand Washing/Lunch/Tooth brushing:</strong> Children will wash their hands. Family style lunch, teachers and children will eat together and actively talk at the table. Children will begin to brush their teeth after they have eaten and cleaned their place at their table.</td>
</tr>
<tr>
<td>1:15-2:00</td>
<td><strong>Rest Time:</strong> Children will rest on their cots or have a quiet activity to complete on their cots.</td>
</tr>
<tr>
<td>2:00-2:15</td>
<td><strong>Restroom/Hand Washing:</strong> Children will use the restroom and wash their hands.</td>
</tr>
<tr>
<td>2:15-2:30</td>
<td><strong>Read-Aloud:</strong> Teachers share an intentionally selected book in small groups.</td>
</tr>
<tr>
<td>2:30-2:45</td>
<td><strong>Snack:</strong> Teachers and children will eat snack together and actively talk at the table.</td>
</tr>
<tr>
<td>2:45-3:00</td>
<td><strong>Departure:</strong> Children will depart for their homes as parents arrive.</td>
</tr>
</tbody>
</table>

**Note:** The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. MVCDC’s goal is for children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Some classroom times/activities are adjusted due to facility schedules. Parents will be given a copy of the center’s actual daily routine.
Upon arrival at the center each day parents will share information with staff about their child’s prior evening and early morning routines. This will include feedings, sleeping times, time/results of diaper changes and other pertinent information.

### Sample EHS Daily Routine: Infant/Toddler

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m.</td>
<td>Children arrive–health checks, handwashing, attendance. Discovery time/individualized activities per parent goals &amp; child’s interests</td>
</tr>
<tr>
<td>8:15 - 8:30 a.m.</td>
<td>Cleaning/disinfecting of table, handwashing for breakfast</td>
</tr>
<tr>
<td>8:30 - 9:15 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:15 - 9:30 a.m.</td>
<td>Diapering/toilet learning/handwashing/toothbrushing for older infants</td>
</tr>
<tr>
<td>9:30 - 10:00 a.m.</td>
<td>Discovery time – individualized activities per parent goals and child’s interests</td>
</tr>
<tr>
<td>10:00 - 10:15 a.m.</td>
<td>Diapering/toilet learning/handwashing/toothbrushing</td>
</tr>
<tr>
<td>10:15 - 10:30 a.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>10:30 - 10:55 a.m.</td>
<td>Large muscle room activities</td>
</tr>
<tr>
<td>10:55 - 11:15 a.m.</td>
<td>Outside time</td>
</tr>
<tr>
<td>11:15 - 11:30 a.m.</td>
<td>Diapering/toilet learning/handwashing</td>
</tr>
<tr>
<td>11:30 - 12:15 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15 - 12:30 p.m.</td>
<td>Diapering/toilet learning/handwashing</td>
</tr>
<tr>
<td>12:30 - 12:45 p.m.</td>
<td>Transition to naptime – story, selected activities, fingerplays, relaxing music</td>
</tr>
<tr>
<td>12:45 - 1:45 p.m.</td>
<td>Naptime – individualized per child</td>
</tr>
<tr>
<td>1:45 - 2:45 p.m.</td>
<td>Discovery time with storytime experiences</td>
</tr>
<tr>
<td>2:45 - 3:00 p.m.</td>
<td>Diapering/toilet learning/handwashing</td>
</tr>
<tr>
<td>3:00 - 3:15 p.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>3:15 - 3:30 p.m.</td>
<td>Handwashing</td>
</tr>
<tr>
<td>3:30 - 4:15 p.m.</td>
<td>Outdoor time</td>
</tr>
<tr>
<td>4:15 - 4:30 p.m.</td>
<td>Transition to inside, diapering/toilet learning/handwashing</td>
</tr>
<tr>
<td>4:30 - 5:30 p.m.</td>
<td>Preparation for departure and discovery time</td>
</tr>
</tbody>
</table>

Discovery time will be free choice for all mobile infants. Non-mobile infants will be placed/moved to a variety of areas in the classroom. Teachers will prepare an environment that offers age appropriate materials to manipulate and explore, support for children’s choices, encouragement of children’s creativity and problem-solving, communication through a give and take manner and activities that encourage personal growth/social interactions with peers and adults. Health checks will continue as children arrive. The children’s’ daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. MVCDC’s goal is for children to view their school as a safe and comforting place, where they know what to expect and when to expect it.
Every MVCDC center or partnership site has "Parent and Community Concern Forms" that you may complete. We appreciate any input you might have concerning what you think we are doing well, what you would like to see continued. These forms are also to assist you in making recommendations and in resolving issues/concerns related to MVCDC programs/operations/staff. Please submit your form in a timely manner. The MVCDC management staff will investigate and consider your recommendations/concerns and will follow up with you. It is the expectation that parents/guardians address concerns first with direct service staff as listed in the procedure.

MVCDC staff are available to assist families and children. MVCDC offers parents opportunities and support for growth, so that they can identify their own strengths, needs and interests and identify their own solutions. Please introduce yourself to the center Family Support Specialist or Home Visitor. He/she will schedule meetings/trainings/home visits with you. You are encouraged to contact your Family Support Specialist or Home Visitor as you determine the need.

Communication

MVCDC staff are available to assist families and children. MVCDC offers parents opportunities and support for growth, so that they can identify their own strengths, needs and interests and identify their own solutions. Please introduce yourself to the center Family Support Specialist or Home Visitor. He/she will schedule meetings/trainings/home visits with you. You are encouraged to contact your Family Support Specialist or Home Visitor as you determine the need.

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Parent Concern Procedure

In order to better serve you and your child, the following procedure should be used to resolve any concerns or complaints regarding Miami Valley Child Development Centers, Inc.’s Early Childhood Programs:

- The parent should contact the center’s Family Support Specialist, Lead Teacher or the Home Visitor regarding the concern.
- The staff person initially contacted will encourage the parent to meet directly with the person with whom they have the concern.
- If unable to resolve the situation, the parent will meet with the immediate supervisor of the person with whom they have the concern.
- If the supervisor is unable to resolve the situation, the parent will contact the Regional Coordinator for assistance in resolving the matter.
- If the situation requires further resolution, the parent is to complete a Parent Concern Form and mail or email/submit it directly to the Chief Operating Officer at Miami Valley Child Development Centers, Inc.’s Dayton office.
- The Chief Operating Officer with the appropriate Director will facilitate attempts to resolve the matter within 10 working days (does not include weekends or holidays).
- If the issue remains unresolved, the parent will notify the Chief Executive Officer in writing. The Chief Executive Officer or Chief Operating Officer will notify the Policy Council Officers of the concern or complaint. The Policy Council Officers, the Chief Executive Officer, and/or the Chief Operating Officer will meet with the parent within 10 working days (does not include weekends or holidays) to attempt resolution.
- If the issue remains unresolved, the Chief Executive Officer will notify the Chair of the Board of Trustees within 5 working days (does not include weekends or holidays) who will work with the Chief Executive Officer to determine the final action.
- Once the final action is taken, the Chief Executive Officer will inform the parent in writing of the decision.
Parent Concern Form

This Feedback Form is to be mailed or faxed directly to:

Miami Valley Child Development Centers, Inc.
ATTN: Chief Operating Officer
215 Horace Street, Dayton, Ohio 45402-8318
Telephone: (937) 226-5664 ext. 4201    Fax: (937) 226-5646

Print Name _________________________________________________________________  Date ________________
Address __________________________________________________________________________________________
Telephone (____)___________________ Center/Classroom _______________________ County _____________

I am a ..... (please check one) □ Parent □ Guardian □ Other ____________________________
Please describe your concern or issue as thoroughly as possible (include names, dates, times, etc.)

List all individuals involved:

Name of Family Support Specialist/Home Visitor/Lead Teacher: ______________________________
Parent Signature: __________________________________________________________________________

If you do not receive any follow up within ten (10) working days (does not include weekends or holidays), please notify the Policy Council Chairperson.
Community Concern Form

This Feedback Form is to be mailed or faxed directly to:

Miami Valley Child Development Centers, Inc.
ATTN: Chief Operating Officer
215 Horace Street, Dayton, Ohio 45402-8318
Telephone: (937) 226-5664 ext. 4201 Fax: (937) 226-5646

Print Name __________________________ Date __________________________
Address _____________________________________________________________________________________________
Telephone (______)_____________________ Center/Classroom ______________________ County _____________
I am a . . (please check one) ☐ Community Member ☐ Other __________________________
Please describe your concern or issue as thoroughly as possible (include names, dates, times, etc.)
____________________________________________________________________________________________________________________________________________________
List all individuals involved: _________________________________________________________________
Name of Family Support Specialist/Home Visitor/Lead Teacher: _________________________________
Signature: ________________________________________________________________________________

If you do not receive any follow up within ten (10) working days (does not include weekends or holidays), please notify the Policy Council Chairperson.

Community Concern Procedure

In order to better serve the community in our three county area, Miami Valley Child Development Centers, Inc. has adopted the following procedure to resolve any concerns or complaints regarding our Early Childhood Programs:

• The person having the concern will make a good faith attempt to speak to the person closest to the issue about their concern. The community member should contact the Regional Coordinator for that area.
• If the parties are unable to resolve the concern within ten working days (does not include weekends or holidays), the community member will request and complete a Community Concern Form and mail it to the Chief Operating Officer at the Miami Valley Child Development Centers, Inc.’s Dayton office.
• The Chief Operating Officer will assign a staff member to facilitate attempts to resolve the matter within ten working days (does not include weekends or holidays). The Board of Trustees and the Policy Council will be apprised of pending concerns at their monthly meetings.
• If the issue remains unresolved, the community member will be directed to the Chief Executive Officer and all reports and information concerning the issue will be forwarded to the Chief Executive Officer. Within ten working days (does not include weekends or holidays), the Chief Executive Officer will make the decision to:
  a) resolve the issue
  b) take the issue to the agency’s Board of Trustees
• The Chief Executive Officer, in conjunction with the agency’s Board of Trustees, will make the final decision on the concern/complaint. The Chief Executive Officer will notify the community member of the resolution in writing.
MVCDC is responsible for protecting any personally identifiable information (PII) pertaining to your child. This includes any information that could specifically identify your child. This includes but is not limited to your child’s name, name of family members, street address, social security number or other information that is linked or linkable to your child.

As a parent, guardian or an individual legally responsible for your child and acting as parent, you have the right to:

1. Inspect and review your child’s records.
2. If you request to inspect your child’s records, MVCDC must make the records available within 5 working days of the request.
3. Parents will only be able to inspect information that pertains to their child.
4. Program staff will be available to support the parent in reviewing the information in their child’s record.
5. MVCDC will ensure that a child’s records will not be destroyed based on a request to inspect or review the record.
6. Parents also have the right to ask MVCDC to amend information in their child’s records that the parent believes is inaccurate, misleading or violates the child’s privacy.
7. MVCDC will consider the parent’s request and if the request is denied, MVCDC will notify the parent in writing within 10 working days about the decision and inform the parent of their right to a hearing.
8. If the parent requests a hearing to challenge information in the child’s record, MVCDC will schedule a hearing within 30 days of the request. The parent will be notified in advance about the hearing. The person conducting the hearing will not have any direct interest in its outcome.
9. MVCDC will ensure the hearing affords the parent a full and fair opportunity to present evidence relevant to the issues concerning the child’s record.
10. If MVCDC determines from evidence presented at the hearing that the information in the child’s record is inaccurate, misleading or violates the child’s privacy, MVCDC will either amend or remove the information and notify the parent in writing.
11. If MVCDC determines from evidence presented at the hearing that information in the child’s record is accurate, does not mislead or otherwise does not violate the child’s privacy, MVCDC will inform the parent of the right to place a statement in their child’s file that either comments on the contested information and/or states why the parent disagrees with the program’s decision.
12. MVCDC will ensure that all information pertaining to the parent’s request to amend and its outcome and the request for the hearing and its outcome will be recorded and kept with the child’s record, including all information offered by the parent.
13. MVCDC will make available to parents, free of charge, an initial copy of their child’s records disclosed to other agencies, organization or institutions with parental consent.
14. The parent’s rights to an initial copy of their child’s record does not pertain to disclosure for a court that ordered the subpoena, its contents or information furnished in response to the order.
15. Parents have the right to inspect written agreements or memorandums of understanding established by MVCDC and other agencies, organizations or institutions.
Policies and Procedures

**ABSENTEEISM/TARDINESS** - To ensure that your child gets a “Head Start” in life, s/he must attend the program regularly and for the complete session. It is necessary that you contact the center when your child will be absent or tardy. Absences and tardiness unreported by the parent or caretaker will be monitored by the Family Support Specialist or other agency staff through a phone call or home visit. If a child is absent due to a communicable disease or a medical problem causing an absence of more than three days, a release statement from a doctor may be required for re-admittance to the classroom. MVCDC must ensure that all enrolled children attend a minimum of 90% of their scheduled days.

Staff will document the daily arrival and departure of every child on the center’s attendance roster. All children will be supervised at all times.

**ARRIVAL** - In order to ensure the safety of children, parents (or a person authorized by the parent) must always bring their child into the classroom, sign their child in and have him/her received by the Teacher. A Quick Health check will be completed for each child in the presence of the parent or other authorized person.

**DEPARTURE** - For your child’s safety, center staff will **ONLY** release your child from the center to persons that you have listed on the Child Enrollment and Health Information form. If an emergency arises and another person needs to pick up your child from the center, parents must provide a written, signed note giving that person permission to pick up your child to the Teacher or the Child and Family Supervisor.

Staff will check ID’s of anyone they do not recognize. Please let your designee know this ahead of time so they are aware an ID is required. **The designated person must show proper identification for your child to be released to him/her. A designated person must be 16 years of age or older except when the parent or guardian has provided written permission and that permission is on file in the center. This permission shall be signed and dated by the parent or guardian and the Center Administrator.**

**WITHDRAWAL** - **Two consecutive weeks of unexcused or undocumented absences may require that the child be placed on the reconsider list** with the understanding that the child may be evaluated for re-enrollment when s/he is able to return to school. **Children may be withdrawn under the following conditions:**

1. A child who does not have a physical examination completed after 30 days of entrance or the annual physical expires.
2. The child’s attendance is very poor.
3. The parent/guardian requests withdrawal.
4. When it has been determined that another community program will better meet the individual needs of the children and families.
5. The child’s family fails to comply with any agency policies and procedures.
6. The child moves out of the MVCDC service area.
7. The child enrolls in kindergarten.

*Every effort will be made to keep each child enrolled in the MVCDC program.* The Family Support Specialist is available to help families resolve problems affecting the child’s attendance.
CHILD MISSING FROM THE CENTER - If a child is noticed missing from the center, staff will comply with the following plan of action. A running log of all actions taken, including times, will be prepared and submitted to the appropriate manager.

1. A search of the immediate classroom area, the playground and the immediate area surrounding the building will be made. (This should be done by a staff member who is familiar with the child).
2. The Police will be called using the non-emergency number to report the incident and the steps being taken to locate the child. The Executive Staff will also be notified.
3. The parents or other legal responsible party will be notified of the incident and steps taken.
4. When the child is found, steps 2 & 3 will be repeated.

CHILDREN ARRIVING TO THE CENTER FROM OTHER PRESCHOOL PROGRAMS - At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, MVCDC will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. MVCDC will then consult with 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.

CHILD LEFT AT THE CENTER  

If a child is not picked up at the end of the class session:

1. The Teacher immediately begins to attempt to notify Emergency Contacts. If an Emergency Contact picks up the child, the Teacher will inform the Family Support Specialist of the incident; the Family Support Specialist will discuss the incident with the parent within two working days of the occurrence.

2. (a). The following applies after A.M. and P.M. sessions and before 5:00 p.m. If the Emergency Contact cannot be reached within 15 minutes, or should they refuse to pick up the child, the Teacher/Family Support Specialist will notify, in the order listed, either the Child and Family Supervisor, Regional Coordinator, or the Regional Director (collect calls may be made if necessary).

   (b). After 5:30 p.m. - The Teacher/Family Support Specialist will be responsible for the child for 15 minutes following the close of the session, or until one of the following are notified: Child & Family Supervisor, Regional Coordinator, Directors, Chief Operating Officer, or the Chief Executive Officer.

   Administrative staff will authorize contacting the local Police Department to report an abandoned child and request that the child be picked up from the center.
UNAUTHORIZED/SUSPICIOUS REMOVAL OF A CHILD
Should an unauthorized person attempt to remove a child from the center, staff will verbally attempt to stop the individual. The same verbal attempt shall be made should a suspicious incident occur, such as: person fails to identify themselves, unscheduled removal during a session, known custody disputes within a child's family.

The child's parent/guardian and a supervisor will immediately be contacted and informed of the removal attempt. Consultation with the Regional Coordinator, the Regional Director or Chief Operating Officer will determine if the police should be notified. If appropriate, where an unauthorized/suspicious person appears hostile, the police will be called, while the person is in the center.

The safety of children and staff will not be placed in jeopardy. If, after the verbal attempt is made and the person proceeds to physically remove the child, MVCDC staff will not attempt to physically prevent the child's removal. Staff must practice proactive intervention to protect children by carefully screening individuals desiring to enter the centers.

CHILD GUIDANCE and MANAGEMENT (DISCIPLINE POLICY)
It is the philosophy of this agency that positive and developmentally appropriate guidance and discipline practices are used. Our goal is to assist each child in developing healthy self esteem and self control in order to become successful members of the group. Such practices include redirection, separation from a problem situation, talking with the child about the situation, and praise for appropriate behavior. This discipline policy applies to all staff and parents while they are at the center.

MVCDC does not suspend or expel children. In the instance that a child’s behavior becomes disruptive and or unacceptable, steps will be taken to improve the classroom climate for the purpose of improving early childhood and social outcomes to increase the learning of all enrolled children by implementing positive behavior interventions. MVCDC staff may consult with a Mental Health Consultant to identify and recommend best practices to address pervasive behavioral concerns. All parents or guardians that fail to comply with the recommended referral for services or positive behavior interventions for their child(ren) may be subject to their child(ren) being placed on a variated or abbreviated schedule or referred to services elsewhere with the understanding that the child may be evaluated for re-enrollment when s/he/they no longer exhibit unacceptable behavior in order to protect the health and safety of all enrolled students.
1. Staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. (The specifications of Rule 5101:2-12-19 apply to all employees of the center.)

2. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent; shall be explained to the child and shall take place at the time of the incident as soon as the issue can be safely addressed.

3. Use developmentally appropriate techniques suitable to the children's age and relevant to the circumstances; such as but not limited to:
   a. Setting clear limits
   b. Redirecting the child to an appropriate activity
   c. Showing children positive alternatives
   d. Modeling the desired behavior
   e. Reinforcing appropriate behavior
   f. Encourage children to control their own behavior, cooperating with others and solving problems by talking things out.

4. Use appropriate separation from the situation only as necessary; the separation will last no longer than one minute for each year of age of the child and will not be used with infants. When the child is to return to the activity, staff must review the reason for the separation and discuss with the child what behavior is expected.

5. Intervene when needed, as quickly as possible to ensure the safety of all children.

6. Communicate and consult with parents or guardians prior to implementing any specific behavior management plan; this plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.

When children's behavior is unacceptable, all consultants, volunteers, employees & child care staff members will not:

1. Abuse, endanger or neglect children;
2. Utilize cruel, harsh, unusual or extreme measures;
3. Utilize any form of corporal punishment;
4. Delegate children to manage or discipline other children;
5. Use physical restraints on a child; bind or tie a child to restrict movement or tape a child's mouth;
6. Restrain a child by any other means other than holding children for a short period of time, such as in a protective hug, so that the children can regain control;
   a. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face down position.
   b. Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in an enclosed area;
8. Confine children to equipment such as cribs or high chairs;
9. Humiliate, threaten or frighten children;
10. Subject children to profane language or verbal abuse;
11. Make derogatory or sarcastic remarks about children or their families;
12. Punish children for failure to eat or sleep or for toileting accidents;
13. Withhold any food (including snacks and treats), rest, or toilet use;
14. Punish an entire group of children due to the unacceptable behavior of one or a few;
15. Isolate and restrict children from all activities for an extended period of time.
SAFETY POLICY - Each MVCDC staff member is in charge of a child or group of children and shall be responsible for their safety.

1. Teaching staff will greet each child when they arrive at the center.

2. Children will be within sight and hearing of staff members at all times. All children will be supervised at all times.

3. There will be a working telephone available for staff at all times. The telephone is located: ____________________________

4. All staff will review safety and discipline policies annually.

5. Aerosol sprays will not be used when children are present.

6. A fire drill will be held at varying times each month. Tornado drills will be conducted throughout the school year.

7. An emergency plan will be posted and reviewed with the staff annually. Should your child's center need to be evacuated in case of an emergency, center staff will notify you of the evacuation location.

8. A fire emergency, weather alert plan and an evacuation diagram are posted in each classroom. These explain the actions to be taken and staff responsibilities in case of a fire emergency and/or weather alert. When any event necessitates the emergency transportation of a child, an Injury Report shall be completed.

9. In case of an environmental emergency such as a fire, your child will be taken to the "designated meeting place" identified on pg 4.

10. In case of an emergency evacuation such as a bomb threat, gas leak or threat of violence, your child will be taken first to the primary evacuation location identified on pg 4. If it is necessary to evacuate the primary evacuation location, your child will be taken to the secondary location identified on pg 4.

11. When injuries occur, an Incident Report will be completed and the parent will be given a copy.

12. Child Health and Enrollment Information forms of children having allergies, handicapping conditions or health conditions requiring special procedures or precautions will be taken on all outings.
Policies and Procedures continued

13. Whenever children are on community walks, the following precautions will be taken: *(signed permission slips will be on file prior to the community walk).*
   a. A first aid kit will be taken.
   b. A person trained in first aid, CPR, and the management of a communicable disease will accompany the children.
   c. Each child shall have identification attached containing the center’s name, address and a telephone number to contact in the event the child becomes lost. The Child Health and Enrollment Information form for each child will be available.

14. Sex Offender/Child Predator - Parents, guardians, caregivers, and volunteers who have been convicted of sexual crimes or crimes related to the abuse of children are prohibited from volunteering in the classroom or in any activities that directly involve the children (ex. Field Trips).

   Any parent, guardian, caregiver or volunteer who is identified as a convicted sex offender or convicted of child abuse should immediately notify the Regional Director. Collect calls from parents will be accepted. All public records including the local Sheriff’s Department and the Ohio Attorney General are open for public inspection.

**Pedestrian Safety** - It is believed that pedestrian accidents involving children can be reduced by teaching safe walking behaviors, making adults more aware of the need for supervising young children near traffic and making parents/guardians aware of the need for demonstrating safe pedestrian habits.

**Children should be taught the following steps when crossing a street:**
1. Stop at the curb
2. Check parked cars for movement
3. Stop at the edge of parked cars
4. Check the road for moving vehicles
5. Check the road again
6. Check for oncoming vehicles while walking across the street

**Children should be taught the following traffic signal messages and their meaning:**
1. Wait until you see the WALK signal and then follow the basic rules for crossing.
2. A flashing DON’T WALK signal indicates you should not cross the street; if you are in the middle of the street and the DON’T WALK signal starts flashing, you will have time to continue crossing.
3. If you see a steady DON’T WALK signal don’t begin to cross the street.
4. The WALK signal and the green light indicate that it is your turn to cross the street but it does not mean it is always safe to cross; you should look both ways and then if it is safe you can cross.
5. Make eye contact with drivers to make sure they see you.

**Steps parents can take to reduce the chances of their child being involved in a pedestrian accident:**
1. Stay beside your child at all times when your child is outside near a street.
2. Position yourself between your child and the street to prevent your child from entering the street.
3. Hold your child’s hand when walking next to or entering a street.
4. If you can not be with your child outside, leave your child with a responsible person.
5. Provide a safe play area for your child away from the streets.
EMERGENCY MEDICAL/DENTAL PLAN

I. Emergency Instructions  In the event a child is injured or becomes ill while attending the center, the following steps will be taken (contingent on the severity of the accident):

a. Apply immediate first aid principles.
b. Remove the child from the immediate environment and isolate them from other children.
c. Call the EMS if the child appears to be in distress or immediate danger.
d. Notify parents as to the status of the situation and their need to respond immediately. If the parent(s) cannot be contacted, the center will notify the closest emergency contact.
e. Notify the Administrative Office management staff as soon as possible.
f. If a child has a head/mouth injury, refer to the First Aid chart for specific guidance.
g. Other children who are not involved in the emergency will be removed from the environment and supervised by other staff.
h. When an incident/injury occurs at the center, an Incident Report form will be completed by the staff person observing the accident on the day of the incident/injury; the staff person and the parent will sign the form and a copy will be given to the parent. A MVCDC staff member will complete an incident/injury report in the following situations:

   i. The child has an illness, accident or injury which requires first aid treatment.
   ii. The child receives a bump or blow to the head.
   iii. The child has to be transported by Emergency transportation.
   iv. An unusual or unexpected event which jeopardizes the safety of the children or staff.

II. Procedures - The emergency plan shall be posted in each center classroom. In all centers there shall be a telephone accessible to the staff. Immediately adjacent to each telephone shall be conspicuously posted telephone numbers including fire department, police, emergency squad, hospital, poison centers, and child protective agency.
Health Policies

A healthy child is a happy child. Children learn and perform better when they are healthy and feel good. It is your responsibility to keep your child healthy and to protect him/her from illness. A child needs nutritious meals, good hygiene, rest and exercise to stay healthy. To help protect your child from illness, your child needs regular checkups and immunizations and you need to recognize signs of illness and special needs.

HEALTH REQUIREMENTS - This information is reviewed by MVCDC staff and recorded to start a health record on your child. All children attending MVCDC centers or enrolled in the homebase program are required to have the following:

1. A physical exam  
2. A dental exam  
3. At least one series of immunizations

PHYSICAL EXAM - A yearly physical exam is required for all enrolled children and must be updated every 13 months. A physical signed by a Physician or Certified Nurse Practitioner is required to be submitted within 30 days of admission.

The physical exam, performed by your child's physician or clinic, is a complete evaluation of your child's physical condition and an assessment of your child's developmental skills. The primary goal of requiring a thorough physical examination is to detect any problems as early as possible so that treatment can begin immediately. Early identification and treatment can frequently correct problems and stop them from getting worse. If a problem is discovered or there is a suspicious finding on the physical examination, you will be asked to take your child for follow-up treatment or testing. MVCDC staff will assist you in any way they can.

DENTAL EXAM - A dental examination is performed by a dentist. The dentist will examine your child's mouth, clean his/her teeth and provide any dental treatment needed. If it is determined that the child needs follow-up care, you will be asked to schedule follow-up appointments for your child.

MEDICAL PHYSICAL CARE PLAN - If your child has a medical condition for which s/he is receiving treatment from a physician or needs special care, you will be asked to complete a Medical Physical Care Plan. A Medical Physical Care Plan will be also be completed on children with health conditions that require special medical procedures, monitoring or administration of medication. A plan will also be completed on children whose physical exam lists any medical conditions. The plan will be updated annually or sooner if needed and must be completed before the child enters the center.

Parents must document any special care and/or treatment their child needs while attending the center on this form. The Family Support Specialist may contact your child’s health care provider to obtain additional medical information if necessary. A Medical Physical Care Plan staffing must be held for children that require special procedures, monitoring and/or administration of medication, over the counter medications, food allergies, any child diagnosed with asthma or any potentially life threatening condition prior to entry. The staffing will include the parent, teachers, nutrition staff, health staff and any additional personnel.
MEASUREMENTS OF HEIGHT AND WEIGHT - are taken twice during the program year. If there are concerns regarding your child’s growth and development, you will be notified. In some cases, a referral to Women, Infants, and Children (WIC) is made and diet counseling is available. Referrals to WIC are reviewed by MVCDC’s registered dietician.

SCREENINGS for PRESCHOOLERS - Health screenings should be completed by a physician. In instances when this does not happen, some screenings (speech, hearing, vision, anemia and lead) can be performed by trained MVCDC staff if necessary, with parental/guardian permission. These screenings are used to determine if your child needs further testing or follow-up by his/her physician or another medical professional. All results will be reviewed the parent/guardian.

SCREENINGS for INFANTS/TODDLERS - Developmental and Speech Screenings, Vision and Hearing Observations, completed for all children, are performed by classroom staff, with your permission and shared with you. These screenings are used to determine if your child needs further testing or follow-up by his/her physician or another medical professional. Screening tools will be administered on a regular basis, as well as, measurement of height and weight.

SPEECH SCREENING - is a short, simple assessment of several important areas of speech, language, and hearing skills. The screening is used to determine if the child’s speech and language is appropriate for his/her age. If it is determined that your child needs further testing, this will be discussed with you; with your permission, your child will be evaluated by a speech pathologist.

HEARING SCREENING - is an assessment done with a machine, called an audiometer, to determine whether your child is hearing sounds that a child his/her age should be able to hear. It is important to determine if your child is hearing adequately. Inadequate hearing may result in delayed language development. If your child's hearing screening indicates that there is a problem, you will be notified.

VISION SCREENING - consists of a few short assessments to identify children with signs of eye defects, eye diseases or other visual problems. Visual problems that are identified early can be treated, and thus, decrease the chance of impairments that could lead to blindness or interfere with development. If there is a problem with your child’s visual screening, you will be notified. Infant and Toddler vision checks are completed as needed.

ANEMIA SCREENING - is a test (administered by a Nurse) consisting of a finger stick to draw three drops of blood to determine if the red blood cells are carrying enough oxygen throughout the body. The screening test used to detect anemia is the Hematocrit/Hemoglobin.
LEAD SCREEN - Lead is a poisonous substance. Lead can cause problems that make it hard for your child to learn and can create health problems. It can be found in many homes in paint, dust, tap water, glazed pottery and in dirt outside your home. A child may eat lead or breathe it in. To protect your child from blood lead poisoning, here are some things you can do:

1. Keep your child from eating paint chips, dust, or dirt.
2. Have your child wash his/her hands after playing outside and before meals and bedtime.
3. Wash your child’s toys often.
4. If you work around lead, avoid bringing lead dust home.
5. Run the water until it’s as cold as it can get before you use it in the morning.
6. Give your child a diet rich in calcium and iron. Some good sources are milk, green leafy vegetables, bread and meat.
7. Have your home checked for lead before you remodel.
8. Avoid using cracked, homemade or imported porcelain glazed pottery as dinnerware.

Ohio law now mandates testing every child at risk for lead poisoning. Your child should be tested by your health care provider as a part of the Healthcheck exam. If your child has never had a lead test, make an appointment with your child's health care provider to have a blood test done.

HEALTH INFORMATION DISTRIBUTION - A Health Information Distribution is given to parents, custodians, or guardians if a child has been exposed to a communicable disease. The Health Information Distribution provides families with information, such as symptoms to look for and when to call a physician.

TRAINING - All MVCDC staff will be trained by licensed instructors for detecting signs and symptoms of illness and for practicing proper handwashing and disinfection procedures.

SUDDEN INFANT DEATH SYNDROME (SIDS) - One of the best ways to lower the risk of SIDS is to place babies on their backs to sleep. According to America Academy of Pediatrics back sleeping is the preferred sleep position. Staff will place all infants on their backs to sleep unless a physician signs the JFS "Sleep Position Waiver" stating the infant has a medical condition or concern that requires the infant to sleep in another position. Parents should talk with center staff if their infant has any conditions or there are any concerns regarding back sleeping. Infants will never be left asleep in swings, car seats, high chairs or other equipment not certified for infant sleep.

COMMUNICABLE DISEASE - A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used for other types of child care.
2. Within sight and hearing of an adult at all times. No child shall ever be left alone/unsupervised.
3. Made comfortable and provided with a cot.
4. Observed carefully for deteriorating condition.
5. Discharged to parent/guardian or person designated by the parent.

CHART - The Center shall follow the Ohio Department of Health’s "Child Day Care Communicable Disease Chart" for appropriate management of suspected illness.

The chart is posted _____________________________________________________________.

Health Policies continued

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STAFF ILLNESS - A staff person who has contracted a communicable illness will be advised to stay at home until a doctor signs a statement verifying that the employee is able to return to work with young children.

IMMUNIZATIONS - Immunizations protect your child from diseases. The MVCDC staff will check your child’s immunization status. If your child has not completed all of the required immunizations as listed below, staff will work with you to ensure that your child does receive all of his/her immunizations.

Ohio’s Immunization Law (Statute 3313.671) permits parents to waive their child (ren) being immunized due to a medical, religious or personal reason. In the course of an outbreak of any of the diseases listed (DPT, Hepatitis A, Hepatitis B, HIB, Influenza (if avail), MMR, Polio Pneumococcal, TB Test, Rotavirus, Varicella) children who are not immunized will be subject to exclusion from the center for the duration of the outbreak.

Your child needs vaccines as they grow!
2024 Recommended Immunizations for Birth Through 6 Years Old

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<th>VACCINE OR PREVENTIVE ANTIBODY</th>
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<th>2 MONTHS</th>
<th>4 MONTHS</th>
<th>6 MONTHS</th>
<th>7 MONTHS</th>
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<th>15 MONTHS</th>
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<th>19 MONTHS</th>
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<th>2–3 YEARS</th>
<th>4–6 YEARS</th>
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<td>Chickenpox</td>
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<td>Hepatitis A</td>
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Talk to your child’s health care provider for more guidance if:
1. Your child has any medical condition that puts them at higher risk for infection.
2. Your child is traveling outside the United States.
3. Your child misses a vaccine recommended for their age.

For more information, visit www.cdc.gov/vaccines/recs/acip
**A child will be immediately isolated and discharged to his/her parent or guardian or 911 will be called with the following symptoms:**

a. Temperature of 100 degrees when in combination with any other symptoms of illness. Temperatures shall be taken by the armpit method with a digital thermometer which shall be sanitized after each use.
b. Diarrhea - 3 or more abnormally loose stools within a 24 hour period.
c. Severe coughing (causing the child to make a whooping sound or vomit)
d. Difficult or rapid breathing.
e. Yellowish skin or eyes.
f. Redness of the eye or eyelid with thick and/or purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
g. Untreated skin patches with fever and drainage.
h. Unusually dark urine or grey/white stools.
i. Stiff neck with an elevated temperature.
j. Evidence of untreated lice, scabies or other parasitic infestation.
k. Vomiting more than once or when accompanied by any other sign of illness.
l. Sore throat or difficulty swallowing.

After a sick child uses a cot, the cot shall be disinfected with an appropriate germicide; or if soiled with blood, feces, vomit or other bodily fluids, the cot will be cleaned with soap and water and disinfected with an appropriate germicide.

**SYMPTOMS OF COMMON CHILDHOOD ILLNESSES** - Children may get sick in spite of the best efforts to keep them healthy. Below are a list of signs of common childhood illnesses. If any of these conditions are unusual for your child, severe or last more than a few days, or if you have any questions, contact your child's physician or clinic.

- Irritability, Fatigue
- Convulsions
- Runny Nose
- Sneezing
- Poor Appetite
- Wheezing
- Severe Coughing
- Ear Ache
- Vomiting
- Diarrhea
- Constipation
- Headache
- Temperature of 100°F
- Stiff Neck
- Shaking
- Sore Throat
- Pain in Stomach

**HEALTH EXCLUSIONS** - In the event that your child exhibits any of the symptoms of illness, listed above (A-L), s/he will be isolated and possibly excluded from center activities. If your child is excluded, you will be contacted to pick your child up from the center and given an Exclusion Notice. This notice will list the symptoms your child has, as well as what you are expected to do. Because some of these symptoms are associated with childhood illness that can be spread to other children, your child will not be able to return to the center until treated at home or by a physician or after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. Home Base children will be excluded from social activities. Home visits may be re-scheduled. A mildly ill child will be observed within the child's group. If your child becomes unconscious or if any other life threatening conditions occur, 911 will be called prior to the staff contacting you.
**ADMINISTRATION OF MEDICATION** - Medications, food supplements, modified diets and/or fluoride supplements are administered to children **ONLY** under the following conditions:

1. Prescription medications, oral and injectable, will be given when it is necessary for life survival or intermittent treatment of a chronic health problem and the parent can not adjust the dosage time(s) around school hours.

2. Completion of the *Request for Administration of Prescription Medication* form by the parent/guardian, or physician.

3. Medication must be in its original container with its original label.

4. Prescription medication is administered for six months from the date of the prescription and in accordance to label instructions.

5. Changes in medication dosages and times made by physicians require the completion of a new *Request for the Administration of Prescription Medication* form reflecting these changes.

6. Medication will be administered to children with disabilities in compliance with the American with Disabilities Act (ADA) provided that MVCDC has received written authorization from the child's parents or guardians. The child's parents or guardians are responsible for providing all appropriate equipment, and training all staff responsible for the child's care. Reasonable care will be used in following the doctors' and parents' or guardians' written instructions in administering the medication. In the instance that a child requires a complicated medical procedure to be performed by a licensed medical professional, and MVCDC does not employ such an individual within the center, MVCDC will not be able to provide the necessary medical services as stipulated under the ADA.

**MVCDC staff will not administer over the counter medications** (ex. cough medicine, aspirin, acetaminophen) unless prescribed by a physician with dosage amount and times specified. The Administration of Medication policy is posted in every classroom and outlines the procedure followed when a child needs to receive medication while in the Early Childhood Center.

**REST AND EXERCISE** - All children need rest to ensure that they remain healthy. Those children attending full day and 6 hour school day centers will have a rest and/or nap period daily. Any child who does not fall asleep shall have an opportunity to engage in quiet activities. If your child wakes up easily in the morning, s/he is probably getting enough sleep.

Exercise is important to help build muscles, improve coordination, control weight and provides an outlet for your child's energy. Within MVCDC Early Childhood Centers, there are daily schedules (adhered to as much as possible) which include activities that promote your child’s health and well-being. Children benefit from these schedules because they feel secure in their environment and in their ability to perform. They know what to expect and what is expected of them. Daily schedules include time for children to play outside, when weather permits, with appropriate play activities indoors on those days when the weather is bad.
UNIVERSAL PRECAUTIONS - It is MVCDC's policy that universal precautions are practiced in all centers to prevent the spread of disease. Universal precautions mean that all MVCDC staff will use a barrier (gloves) between themselves and body fluids to protect themselves and others from germs that could cause diseases.

HYGIENE - Keeping clean helps fight germs that cause diseases. Personal hygiene means keeping your child's body clean. Handwashing before meals, after playing and after using the toilet are stressed in the centers and Home Base. Frequently bathe your child's body and shampoo his/her hair clean. Toothbrushing helps to protect your child's teeth from tooth decay. Education staff assist every child with this activity within the centers.

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Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities should contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaintfilingcust at any USDA office or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter addressed to USDA by:

(1) mail: U.S. Department of Agriculture,  
Office of the Assistant Secretary for Civil Rights,  
1400 Independence Avenue, SW,  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usa.gov.

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