



Parent Handbook  
2018

Kids Campus Early Learning Center  
3130 State Line Road  
North Bend, Ohio 45052  
513-353-0209

## Vision/Mission Statement

Our vision at Kids Campus Early Learning Center is to be a well-known and trusted Preschool who provides high quality educational services to the children and families in our community.

Our mission at Kids Campus Early Learning Center is to provide a safe, healthy and nurturing child care center for children to learn and grow.

Our teachers are trained and educated in Early Childhood care and education and pride themselves on providing every opportunity possible for our students to become successful learners.

We strive to create a nurturing and developmentally appropriate environment which focuses on each child's individual needs from infancy to school age years.

# CACFP STATEMENT/POSTER

## **INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

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

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

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

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

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

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 et seq.

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

JFS 01237 (04/2003)

# KIDS CAMPUS EARLY LEARNING CENTER PHILOSOPHY

The needs of children and their parents are the concerns of Kids Campus Early Learning Center. By providing the best possible care to children, we are contributing to the happiness and security of the parents and to the community they live.

First and foremost, Kids Campus provides children with constant supervision in a safe environment. Our entire program is designed to enable children to have a positive self-concept and to know success at an early age.

Kids Campus is a “learning center” that assists children to realize success and fulfillment through programs of positive self-image. Children experience the joy of learning; they feel loved and accepted!

Kids Campus prides itself on offering an innovative, child centered curriculum that exposes children to essential concepts and ideas in engaging ways. From letters to numbers, literature to creative play, Kids Campus knows how students learn and facilitates that learning in everything they do. Using guidelines from the State, students learn through weekly themes with art, sensory, letter fun, math, science, fine and large motor activities. Each day Kids Campus is an adventure full of learning and fun.

## **HOURS**

Kids Campus is open Monday through Friday from 6 a.m. until 6:30 p.m. We provide both full-time and part-time services. Kids Campus also provides care for school-aged children during summer and school breaks. Transportation is provided by Kids Campus for students attending the Three Rivers School District and Bright Elementary. Transportation is provided through the individual school district for Miami town Elementary, Harrison Jr High and Lawrenceburg School District.

## **Weather Policy**

Severe weather conditions may cause the center to close for the day, delay opening, or close early. We will post closings on Channel 12 and Channel 9. Information will also be posted on our Facebook page (**Kids Campus Early Learning Center**) and sent out by email. Early releases will also result in a phone call to parents. It is important in these circumstances to be prompt in picking up your child so that children, staff and families have a safe travel home. Tuition is not adjusted due to weather closings/delays/early releases. Transportation is not provided by Kids Campus for Three Rivers or Bright Elementary due to severe/inclement weather (i.e. morning delays or early dismissals).

## **Class assignment**

Kids Campus enrolls children six weeks through twelve years of age. Each child is placed in a class based upon their age. Classroom sizes are based on the State of Ohio child/staff ratios guidelines.

## **Transitions**

When a child is ready to transition, the family will be given a transition form. The form will provide the dates of transitions, the times of transitions, and the names of the teachers. Once the child is transitioned, the family will receive a welcome packet for the new classroom. The welcome packet will explain what to expect from the new classroom, supplies needed, and the schedule.

## **Daily Schedule**

The daily schedule for each group is located on the parent board in each classroom. The daily schedule includes active play, quiet play, outdoor play, nap time, and meals. Weekly lesson plans can be found on the parent board in each classroom.

## Licensing

Kids Campus is licensed by the State of Ohio. The license is posted outside of the main office. The facility is licensed to care for 210 children.

## Required Staff/Child Ratio for Child Care Centers

The attached chart shows child/staff ratios which must be maintained in order to follow minimum licensing requirements.

Staff to Children	Max Group Size	Category	Ages of Children
1:5 or 2:12	12	Infants	0-12 Months
1:6 or 2:12	12	Infants	12-18 Months
1:7	14	Toddlers	18-30 Months
1:8	16	Toddlers	30-36 Months
1:12	24	Preschoolers	3-4 Years
1:14	28	Preschooler	4 years until age eligible for Kindergarten
1:18	36	School agers	Age eligible for Kindergarten to 11 years
1:20	40	School agers	11-12 years

A copy of the State's Rule and Regulations are posted for viewing. Our licensing record is available upon request. The current license for operation is located outside the main office. A copy of the laws governing the licensing of the center is available for review at any time. The licensing record for each center is also available in the center and with the Ohio Department of Jobs and Family Services.

## Enrollment

Enrollment will begin once all required forms are completed and returned to the center. It is best practice to complete all required forms prior to your child's first day. A medical statement must be signed by a physician within first week of enrollment (and updated annually).

## Tuition

Tuition is due on your child's first day of attendance each week. If tuition is not paid in full on your child's first day of the week, you are subject to a \$25.00 late fee or termination of services. Kids Campus will give a minimum of two (2) notices regarding unpaid tuition. If any parent refuses to acknowledge or respond to these notices, Kids Campus will not continue to provide services until the balance is resolved.

Kids Campus accepts cash, checks, or money orders. All payments must be placed in the tuition box (safe) outside the Director's office. Cash payments must be placed in a sealed envelope noting the name of the child, date of payment and amount paid on the outside of the envelope. Receipts for cash payments will be given within 48 hours of payment. Any additional receipts or account statements are available upon request. Kids Campus will not accept responsibility for unmarked payments or payments that are not properly deposited into the marked tuition box (safe).

There is a \$25.00 fee for each returned check. If a check returns to Kids Campus for NSF or on a closed account, a six (6) month period must pass before a check will again be considered as an acceptable form of payment.

Any parent who withdraws their child(ren) from the Center with a delinquent account is sent to Kids Campus' collection agency. No Exceptions.

No refunds are given for services rendered. **Refunds are not given for absence.** A reimbursement may only be issued for overpayment of services. Any parent who withdraws a child and has prepaid tuition may receive a reimbursement with a minimum one week written notice to the center.

A late dismissal charge is enforced for all children picked up after closing time (6:30pm). This fee will not be waived under any circumstance. The charge is \$1.00 per minute per child, for each minute after closing time.

The goal of Kids Campus is to provide the highest quality of care and education at an affordable cost to our parents. As the cost of living rises each year, unfortunately child care fees increase as well. Kids Campus' rates traditionally increase once a year in the Fall and notices of the event are given weeks in advance. Kids Campus recommends parents plan ahead and anticipate a 4%-7% rate increase each Fall, every year.

## **Holidays and Vacations**

The following holidays are observed by Kids Campus: **New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas. Kids Campus is closed on the above listed days but there are no discounts for the fees on these days.** If a holiday should fall during a weekend, Kids Campus will announce whether the Friday before or the Monday after will be honored in its place. If Christmas Eve or New Year's Eve falls on a weekday, Kids Campus will close at 3pm. If Halloween falls on a weekday, Kids Campus will close at 5pm.

Vacations from Kids Campus are available. Each family is entitled to two weeks of vacation per year of enrollment. This is applicable only after a child has been enrolled for at least six months. If the enrollment is less than six months, there is no vacation time allotted towards child care fees. Vacation days may only be taken in weekly increments and notice of the vacation week must be given to the office.

For any additional questions concerning Kids Campus' vacation policy, please feel free to speak with the Director.

## **Discharge**

**Kids Campus reserves the right to terminate child care services immediately in the event of behavioral issues that endanger the health or safety of our staff or other children in our care.**

In most instances, if a child demonstrates consistent aggressive behavior or discipline problems there will be documented observations done by the teachers and all of our procedures will be followed. When we feel we have exhausted all of our abilities to control the behavior we will require a conference to discuss the situation and /or behavior. If the behavior continues, a referral to seek outside profession help may be given. If the profession help is not sought, alternative child care arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed in a reasonable time frame, then alternative child care arrangements must be made.

**If at any time a child has become a threat to any other person (adult or minor) at the center, termination of care will be immediate.**

## **Withdrawal Policy**

Kids Campus requests a minimum of a one week notice in writing prior to withdrawing a child. This time will allow parents to collect the child's belongings, zero out account

balances, and receive tax filing information. This will also give the child the opportunity to say goodbye to his/her teacher and friends.

## **Professional Conduct**

Kids Campus will not tolerate offensive language from parents or staff members. It is policy that any inquiries and/or concerns shall be addressed to the director only. Any negative matters that need to be discussed, must directly involve the director. It is a violation of state law for a parent to physically or verbally discipline children in the center, or to reprimand or accuse other children of misconduct. If staff members suspect that a parent or guardian is picking up a child under the influence of drugs or alcohol, the police and the Department of Human Services will be contacted immediately.

**Kids Campus reserves the right, at any time, to discontinue child care services to any parent or child who jeopardizes the safety of the center.**

**Kids Campus reserves the right, at any time, to discontinue child care services to any parent or child who does not practice the policies of the center.**

## **Damage to Facilities or Equipment**

In the event a child maliciously damages equipment, toys or the facility, the parent may be asked to reimburse the facility for the replacement cost of item/s.

## **Parent Responsibilities**

Listed below are areas in which we require parent involvement in order to offer your child the best possible care at all times. This Parent Handbook is a necessary part of admission and clearly defines the center's responsibilities to the parents as well as the parent's responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Director to enforce this policies for the safety of the children and the staff of the center.

## **Supplies**

Parents are responsible for providing an appropriate amount of diapers and diaper wipes if their child is not potty trained. Teachers will put reminders on day sheets when stock is running low. If a child runs out of diapers while in attendance at the center, a parent will be called to bring a new supply in at that time.

## **Change of clothing**

Parents are responsible for supplying two extra set of clothing. Whenever a child is sent home with soiled clothing, parents must check the box and replace the clothing for the following day. If a change of clothing is necessary and unavailable, the parent will be contacted to immediately provide a replacement. In order to avoid this inconvenience we recommend parents constantly monitor child's cubby.

## **Appropriate Clothing**

Children participate in outdoor play twice a day, weather permitting. Since the children play outside, we recommend they dress appropriately for the anticipated weather. This includes sweater, coats, comfortable shoes and socks, (**sandals and flip flops are not permitted**), hats, gloves, and boots. Kids Campus will not reimburse for clothing that is damaged on the playground and recommends that parents dress children in appropriate play clothes, which may become wet or dirty. Please be certain there is a change of clothes at the facility at all times in order to accommodate children who may be wet or dirty after playing outside.

## **Maintain Current Files**

It is the responsibility of each parent to work with the center to maintain current and accurate emergency contact information, as well as update each child's medical file yearly. Failure to provide up-to-date medical forms as requested may lead to a suspension in services rendered.

## **Arrival and Departure**

For the safety of each child, it is required that each child is escorted to their classroom by the adult responsible for drop off. A family member under the age of 18 years **may not** bring children in or out of the building. This includes older siblings.

If your child participates in other programs where direct transportation or drop off to our center is involved, we require parents to notify us in the event of change in attendance. No child will be released to anyone other than the parent or guardian without written consent. Children will be released to an adult that is included on the Alternate Pickup Authorization form. Any person picking up a child will be required to show official identification to the office staff.

In the event your child is involved in a custody agreement, a court order must be provided to the center stating the appropriate days each parent will pick up the child. A

copy of the court order will be placed in your child's file. The court order will be implemented as stated, and no adjustments may be made at any time.

It is the parent's responsibility to clock their child in and out on the parent computer everyday. This computer will track attendance, accounting, and allows us to leave important messages for parents.

We begin our morning curriculum at 9:30 a.m. We request all children arrive to the center by 9:30 a.m. **Parents are required to call ahead of time to announce late arrivals.**

**Kids Campus reserves the right *not* to accept any child arriving after 9:30 a.m., without prior approval.**

It is the responsibility of the parent to pick their child(ren) up from the center before closing time (6:30pm). When a child is left at Kids Campus past normal operating hours, staff will wait until the parents arrive. A late dismissal charge is enforced for all children picked up after closing time (6:30pm). This fee will not be waived under any circumstance. The charge is \$1.00 per minute per child, for each minute after closing time. If a child is left at the center for over an hour after closing, we reserve the right to notify both the Police and Child Services.

## **Visitation**

You may visit your child at school at any time. Please be aware that while visiting your child at school, we ask that you do not pick up or tend to the needs of a student that is not your child. While visitations are encouraged and welcome, please remember that at times it can be hard for a child to understand why a loved one is stopping by but not taking them home for the day. Please take this into consideration if visits become hard on the child. Parents are always welcome to call school to check on their child.

## **Parent Participation**

The Director is available to assist parents and employees with problems related to the childcare center. If he/she is unable to assist you then you will be directed to the appropriate person/agency where you may be able to receive further assistance.

Kids Campus encourages parent participation in the center's programs as often as possible. Notices will occasionally be posted or sent home requesting the participation in specific activities such as field trips (for School Age only), parties or special events. For privacy reasons, Kids Campus does not provide a parent/child roster. Should you require contact information for fellow parents/guardians/students, please see the Director.

Kids Campus holds two Parent/Teacher conferences a year for the Panda and Lion classrooms. The dates and times of the conferences will be announced and posted by

those classrooms. Attendance is optional. If at any time throughout the year a parent/guardian would like a conference with their child's teacher (for any age/classroom), please let the teacher and/or Director know and a conference in school or over the phone can be scheduled.

## **Children's Needs**

Reporting important information about your child is the responsibility of the parent. Please communicate each child's needs to the Director. This includes but is not limited to, allergies, changes in behavior and illnesses.

## **Medical Insurance**

Kids Campus will not pay any medical expenses for any child, including but not limited to, accidents and/or illnesses children have at our center. It is the responsibility of the parent/guardian to provide health coverage. **Normal childhood related accidents may happen while at the childcare facility including but not limited to, falling, bumping into objects, tripping etc. Kids Campus shall not be responsible for medical expenses resulting from these types of incidents.** It is the policy of Kids Campus to screen classrooms for potential hazards as well as maintain a clean, safe environment. Even with all the safeguards in place, children can still have accidents. Parents are notified by the Director immediately following an accident and the Director will advise if a visit to the hospital is recommended.

## **Hospital Transportation Policy**

If Kids Campus is unable to reach a parent if their child has had an accident or is ill, Kids Campus may send the child to the hospital by ambulance. This includes but not limited to; temperatures over 101 degrees, any head injury, broken or sprained limbs, uncontrollable asthma, wheezing or difficulties breathing and other related symptoms.

If it is necessary to transport a child to a hospital by ambulance, one staff member from Kids Campus will ride along if the parent does not make it to the center in time. In the event the parent does not arrive to the center in time to ride with the ambulance, then the parent must arrive at the attending hospital no later than 15 minutes after the child and staff member arrive. Parents will be charged \$1.00 per minute after 15 minutes.

## **Illness and Communicable Diseases**

To prevent the spread of communicable diseases, Kids Campus requires that all adults and children wash and/or sanitize their hands upon entering the facility.

Please notify Kids Campus by 9:30 a.m. if your child will be absent. Under no circumstances will we accept a child who is ill.

Staff members are trained by a registered nurse or by the Red Cross to recognize the signs and symptoms of illness and communicable disease. All Kids Campus staff members are trained by their Directors in the proper methods of hand washing and disinfecting after diaper changes. We monitor children and their behavior for signs of illness throughout the day. You will be contacted immediately if your child becomes ill while under our care. Please be sure you have made provisions for your child to be picked up in the event such illness should occur. Parents will be contacted first. In the event the parent is not able to be reached the emergency contacts will be contacted. Because we are concerned with the health and safety of all the children, **it is extremely important for you to notify the center immediately of all contagious diseases your child contracts other than the common cold.** Kids Campus must abide by state and health department restrictions and policies on return-to-school guidelines. Kids Campus will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due to restrictions imposed upon us by the health department in the event a communicable disease has been identified.

Any child identified with the symptoms listed below will be isolated from the other children, within sight and hearing of a staff member. The child will wait on a cot in the Director's office until the parent or guardian arrives. All ill children must be picked up immediately. Return to care policies shall apply as directed below.

Temperature. Any child that has a temperature of 100.5 degrees fahrenheit or higher will be sent home. Fever must return to normal for 24 hours without the assistance of medication (ie. Tylenol/Advil) before returning to care. Any child that has a temperature of 100 degrees fahrenheit accompanied by any other sign or symptom of illness will be sent home. Fever must return to normal for 24 hours without the assistance of medication (ie. Tylenol/Advil) before returning to care. Kids Campus is not able to administer fever reducing medicine of any kind to children.

Diarrhea. (three or more abnormally loose stools within a twenty-four hour period). Your child may return to care after 24 hours without loose stools. In the event of a rotavirus diagnosis, please provide release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased and the child has two stools that have tested negative for the bacteria. A release from the physician or health department may be required.

Severe Coughing. Cough which causes the child to become red or blue in the face, causes vomiting, or to make a whooping sound as well as difficult or rapid breathing.

Your child may return to care when free of symptoms or with a physician's written approval.

Ringworm. A common skin infection which takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately. Your child may return to care 24 hours after treatment has begun and a release from your physician must be provided.

Pink Eye. Redness of the eye or eyelid, discharge from the eye, matted eyelashes, burning, itching or eye pain. A child will be sent home and the parent will be asked to have the child seen by their physician if any of the symptoms are present. Your child may return to care 24 hours after treatment has begun and a release from your physician is provided.

Untreated infected skin patches, unusual spots or rashes. Children will be sent home immediately if any rash is present while under our care. While it is understandable that a child may have an allergic reaction to soap, detergent, lotion, etc. we must take every precaution to ensure the health and safety of all children in our care. Your child may return to care when free of symptoms or with a physician's written approval.

Evidence of untreated lice, scabies, or other parasitic infestations. Your child may return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be "nit free" before returning to care. Upon return, the child must check in with staff each morning for 4-8 days for a recheck in order to prevent recurrence.

Sore throat or difficulty in swallowing. In the event of a strep throat diagnosis, your child must be fever free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care. A written release from your physician must be provided.

Vomiting. Vomiting more than one time or when accompanied by any other sign or symptom of illness. Your child may return to care after 24 hours without vomiting or other signs of illness.

Hand-foot-mouth disease. Hand-foot-mouth disease is a common childhood illness featuring mouth sores, sores on the hands, sores on the feet, fever, and a rash. Your child may return to care no sooner than 72 hours from diagnosis to ensure the contagious stage has passed.

Fifth's Disease. Especially common in kids between the ages of 5 and 15. Distinctive red rash on the face that makes the child appear to have a "slapped cheek". The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Your child may return with a physician's written approval.

If you have additional questions concerning symptoms of illness, a complete "Child Day Care Center Communicable Disease Chart" is available in the center.

Children will be readmitted to Kids Campus after all signs and/or symptoms of any communicable disease are not present for a period of twenty-four hours unless otherwise indicated by a physician's instructions.

## Medication/Modified Dietary Plans

When a medication, food supplement, or modified diet is administered; it must be approved by the Director and follow these guidelines:

1. Prescription medication must be in the original bottle with a prescription label intact. Parent and/or physician instructions must be filled out on a medication form that can be obtained from office staff.
2. Any pain relieving medications that do not contain aspirin, or cough/cold medications that do not contain codeine, may be given no longer than three days. These items must be in original container and accompanied by written instructions from the physician describing the dosage and times of administration. Written instructions from the physician may not exceed the manufacturer's recommended dosages.
3. Any non-prescription topical lotions, creams or ointments may be administered with written instructions from the parent. When used for skin irritations, the ointment, lotions, or creams shall be administered for no longer than fourteen consecutive days at any one time. Any expired lotions, creams, or ointments will be returned home and a new bottle should be supplied by the parent.
4. All medications must be hand delivered by the parent to the office.

If a parent leaves medication without first talking to office staff and fails to correctly fill out the forms, Kids Campus will not administer the medication.

All medications must be checked in with the Director. Do not leave any medication in diaper bags or cubbies. No child, regardless of age, will be permitted to carry medication with them.

Modified diets will be approved in writing by a licensed physician, renewable up to 12 months maximum. If an entire food group is eliminated, parents must submit written instructions from the physician on the Administration for Medication form. When special diets are required due to religious or cultural reason, parents shall provide written, dated and signed instructions for the center. Parents may provide for children's meals that are on a modified or special diet with the written instructions of a licensed physician.

- A breakfast should include, at a minimum, one serving of each: fluid milk, fruit or vegetable, bread or grains.
- A lunch should include, at a minimum, one serving of each: meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

- Afternoon snack should include at least one food from two of the four basic food groups. These include: meat/meat alternative, bread/grains, fruit/vegetable or milk.

## **Meals and Snacks**

Kids Campus serves breakfast (7:30-8:00), lunch (11-11:30), and an afternoon snack (2:30). Children must arrive to the center prior to 8:00 a.m. to be served breakfast. Weekly menus are posted in the kitchen and on the Parent's Board. Any substitutions will be noted as they occur by the cook directly on the menu.

Kids Campus does not permit parents to provide food for their children's lunch or snacks. Any diet eliminating the use of any one of the four food groups or dietary allowances are required by Child Care Licensing must be written, signed, and dated by the child's attending physician. The parent is responsible for any substitute items.

**Children are not permitted to take outside food into the classrooms.**

## **Hiring Center Staff**

Kids Campus does not endorse, nor is it responsible for teachers and other staff who provide outside services to Kids Campus parents such as babysitting. Kids Campus does not insure or train staff to work outside of the center. Any relationship formed outside of our center excludes Kids Campus from all liability.

## **Safety Policy**

All children will be supervised at all times.

There is immediate access to a telephone within the building at all times. A monthly fire drill is conducted and exit plans are posted in each area in the event of fire or emergency weather.

First Aid kits are located in Office 1, Office 2, the School age facility, and buses. Staff member trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition are always present in the building. The Director and each employee are required by state law to report any suspicion of abuse or neglect to the proper authorities.

## **General Emergency Plan**

General emergencies include any threats to the safety of children due to environmental situations or threat of violence; natural disasters such as fire, tornado, flood, etc.; and loss of power, heat or water. Any staff member who learns of a significant health or

safety hazard will immediately notify the Director so that appropriate action can be taken. All staff will follow the posted Emergency Procedures and wait at the designated safety site in the event emergency personnel are involved.

In the event of an emergency evacuation, Kids Campus will move to the following site(s):

**Willies Cafe - Hidden Valley Lake**  
**19325 Schmarr Drive**  
**Lawrenceburg, IN 47025**

Procedure and Practices:

- The Emergency Information for each child will be taken along during any emergency or emergency evacuation drill
- First Aid Kits and other emergency supplies will be taken along during any emergency or emergency evacuation drill
- There will be emergency supplies to care for children in the facility or the designated “safe place”
- In the event of a tornado warning, the director will alert the staff, and children will go to the assigned “safe place.” All will return to classrooms when an “all clear” has been given.
- Kids Campus monitors weather alerts for both Hamilton and Dearborn counties.
- In the event of a power failure, the director will contact the local power provider to request assistance. If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify families by phone to make other arrangements for the children’s care. If the power is off for more than two hours, parents will be contacted to make arrangements for the children’s care.
- In the event of closings necessary due to snow/storms, the director will notify the following media, Channel 9 and Channel 12, in a timely fashion. The details will be posted on the Kids Campus Facebook page, website, and sent by email. If the facility must close during operating hours because of a snow/storm, the director and staff will notify families or emergency contacts via local media outlets, email, Facebook, and website. If parents arrive late for pick up due to inclement weather, a late fee of \$10 for every half hour past closing time will be added to the account.
- In the event the facility is quarantined, we will continue to provide care, food, and supplies for the children as long as necessary.

## **Child Abuse and Neglect Policy**

If a Kids Campus staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the state of Ohio are mandated reporters. Similarly, no physical punishment of a child will be tolerated on our premises. Should a staff member observe a parent physically punishing a child on the property, the appropriate authorities will be contacted.

## **Incident Reporting**

Any time a child has accident or receives an injury that requires First Aid, the staff member in charge will fill out a report, in duplicate, explaining the nature of the accident and any resulting injuries. This form is completed on the day of the incident. A copy of the form is given to the parent and the original is place on file in the office.

## **Serious Injury or Illness**

The following procedures will be followed in the event of an accident, injury, or illness:

1. The parent/guardian will be called immediately, and 911 when necessary
2. If the parent/guardian is unavailable, the emergency contact listed on the Emergency Medical form will be notified
3. The physician or dentist listed on the Emergency Medical form will be called for instructions if necessary
4. The child and the child's health record will be taken by ambulance to the physician's office, clinic, or hospital.
5. A copy of the incident report completed by the staff will be issued to the parent/guardian. The original report will be kept on file at the center.

## **Biting**

Biting is a typical and often common problem amongst toddler aged children in a childcare setting. Kids Campus provides training to our staff in how to prevent and reduce biting incidents in the classroom. When biting occurs, written documentation is sent home with the offending child's parents. An incident report is provided to the injured child. Under no circumstance will names be given to either family. All biting will be dealt on a child by child basis. All children develop differently and no two situations are the same. In the event a child continues to bite without showing any signs of progress, the director may suspend or terminate services for said child from Kids Campus.

## Guidance and Management

Measures used will be developmentally appropriate, consistent and will be explained to the child at the time of the incident or as soon as it can be safely addressed. Our philosophy for discipline is to create a positive atmosphere that emphasizes self-esteem, self-control and self-actualization. Our approach rewards positive behavior. Positive directions are used to tell children what they *are* to do rather than focusing on what *not* to do.

Staff members may use age appropriate techniques such as:

- Setting clear limits
- Redirecting to another activity
- Offering positive alternatives
- Modeling desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others and solve problems with words and talking things out

Staff will intervene as necessary, as quickly as possible, to ensure the safety of all children.

Staff members are required to document excessive inappropriate behavior and make the director aware of the behaviors. If the inappropriate behavior continues, a meeting with the child's parents will be scheduled so that a plan can be set in place to eliminate the behavior issues. If the behavior is out of control and/or a continual problem with an individual child, it is the right of Kids Campus to discontinue care.

## Cameras

Kids Campus is equipped with a camera surveillance system. The Director has a monitor in the office where she can view all classrooms throughout the building. The cameras are in place for the safety of the children as well as staff. Due to privacy concerns of all children in our care, parents are not allowed to view footage.

## Transportation

Transportation is provided by Kids Campus for children attending Bright Elementary and Three Rivers Elementary. Written permission from the parent is on file at the center for all children who are transported. **Transportation will not be provided during delays and/or early releases due to weather.** If your child's school starts late or releases early due to weather, you must find alternate means of transportation. If inappropriate

behavior becomes a safety concern to the other children or staff members on the van/bus, Kids Campus reserves the right to discontinue transportation services.

I have fully read and understand the Kids Campus Parent Handbook. I understand and acknowledge my acceptance of the policies stated within this Handbook. I have been offered an opportunity to ask questions. I will direct any further questions or concerns to the Director.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract. Kids Campus retains the right to change these policies as it deems advisable.

Child's Name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_