

Parent Handbook



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*Train up a child in the way he should go;
and when he is old, he will not depart from it.*

“Proverbs 22:6”

*Welcome to **your** center. We are a Christian based center grounded and rooted in GOD’S word. If you don’t want your child to know Jesus this is not the place to bring them. Please review the information in this booklet. It is designed to answer any questions you have concerning our policies and procedures. Hopefully, it will inspire further questions from you, if so please feel free to ask.*

In GOD'S Hands
Center Philosophy of Learning

Children become successful lifelong learners when their individual needs are met in a loving structured environment that instills Christian values early in life

Our
MISSION STATEMENT

Educating Children, Serving Families, Affecting communities

In GOD'S Hands Christian youth center understands that we are receiving your child during the most important time of their life. We are dedicated to providing them with an atmosphere that is filled with LOVE.

The curriculum will awaken your child's ability to learn, and build a strong educational base to last through out life. Our center is committed to continuing education for parents and staff.

This program requires active participation from the family to ensure that the positive values instilled, Continue throughout your child's day. These values lay a solid foundation on which to set the strong educational base. Because we know," that all things work together for good, when we place ourselves, In GOD'S Hands."

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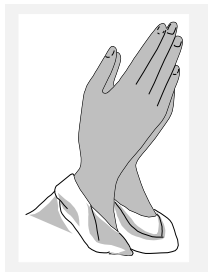
In GOD'S Hands Curriculum for Infants

Staff / child ratios for Infants are 1-5, or 2-12 in the same room

- [Max group size Infants- 1-12](#)

Remember: Infants Eat Nap and Sleep On Demand

- ☺ Arrival & Drop Off (**Children are not accepted after 9:00am. Infant hours are 7:30-4:30**)
- ☺ Hand washing / Breakfast time
- ☺ Circle Time (group) - Sing songs, Finger plays, Prayer
- ☺ Belly time
- ☺ Diapering / hand washing (See diapering statement on Child enrollment form)
- ☺ Belly Time
- ☺ Lunch Time
- ☺ Story time
- ☺ Restroom / hand washing / Nap time
- ☺ Arts & crafts,
- ☺ Hand washing / Snack
- ☺ Dismissal time



In GOD'S Hands

Curriculum for Preschool and Toddlers

Staff / child ratios for Preschool children ages 3yrs are 1-12, ages 4-5yrs 1:14

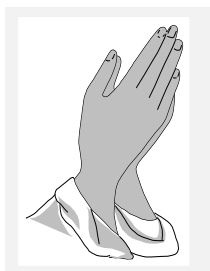
Staff / child ratios for Toddlers 18mo-30mo are 1-7

Max group size 18mo-30mo 2-14, 3yrs 2-24, 4&5yrs 2-28

Our goal is to provide spiritual, cognitive, and physical enrichment to your child's day. To instill continuity and consistency, the following activities will be included in the daily schedule.

Hours of operation: 7:30 a.m. - 5:30 p.m. *(Hours could vary and will be set based upon parent needs).*

- ☺ Arrival & Drop Off **(Children are not accepted after 9:00am)**
- ☺ Hand washing / Breakfast time
- ☺ Circle Time (group) - Sing songs, discuss concerns, introduce and reinforce rules
- ☺ Lesson presentation of new materials, or new work
- ☺ Restroom / hand washing / Free choice
- ☺ Gross motor Play
- ☺ Lunch Time
- ☺ Story time
- ☺ Restroom / hand washing / Nap time **(Children will nap or rest on cots from 1:00 - 3:00pm)**
- ☺ Arts & crafts, free choice
- ☺ Teacher discretion / Hand washing / Snack
- ☺ Dismissal time / Free Choice



School age Curriculum

(Staff child ratios for school age children are 1-18)

Max group size 2-36

Before School

- ☺ Arrival: 7-30am - 8:30am
- ☺ Hand washing / Breakfast
- ☺ Lesson presentation of materials to reinforce and enhance at the current school level.
- ☺ Prayer
- ☺ Departure to school

☺ **After school**

- ☺ Arrival: 2:00pm – 5:30pm
- ☺ Snack
- ☺ Homework and lesson presentation
- ☺ Free time



School age children may run errands inside the building or use the restroom alone or in a group of six only under the following conditions.

- The children are within hearing distance of a staff member.
- The child care staff member checks on the children until they return to the group
- The restroom is for the exclusive use of the center
- The child does not open the door or leave the building

One group of no more than six school children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member as long as a childcare member:

- Can see or hear the children at all times: and
- Checks on the children periodically

Failure to obey these rules will be discussed with the parent and the privileges will be revoked at the discretion of the director.

School age children may not leave the center alone for any reason while in our care.

The school age program is available for days when all public schools are closed for records days. In addition care is provided for inclement weather unless otherwise ordered closed by the state or city officials. These benefits are available at the discretion of the center director and may be affected by staff/child ratios.

School closing procedures:

The procedure for bringing your child to the center when the schools are closed for records days or breaks is as follows:

- *Attendance for Records days and school breaks must be scheduled in advance.*
- *Payment is required on Friday the week before the scheduled closing. Vouchers must have hours approved in advanced.*
- *Children will not be admitted unless days have been scheduled and paid in advanced.*
(See tuition section for rates and fees)

The procedure for bringing your child to the center when the schools are closed for inclement weather is as follows:

Hours of operation are will vary. (Children will not be admitted after 9:00 am unless there is an delay notification.)

- *Contact the center at 7:30 am to verify that the center is opened and notify the staff that your child will be attending that day.*
- *Additional fees must accompany the child. (See tuition section)*
- *Late fees will be added after 5:30 PM*

Please notify us by phone, text or email when your child will be absent.

Students enrolled in both before and after care programs receive first preference. The School age program will follow the above curriculum for weather days and other instances of school closings.



Transitioning of children;

The center policy for transitioning children to the next older age group will be given for review and discussed with the parent as determined by center staff. Parents may also request the transition of their child, decisions concerning the transition will be made at the discretion of the Director based upon developmentally appropriate practices, center policy and space availability. The procedure for transitioning of children is as following:

New child transitioning into program:

When children enroll into our programs they will be introduced to their teachers, and fellow students. Each child will be assigned a cubby, or space for their belongings. We will orient the child to the classroom that they will attend including the restroom facilities for that area. Parents should explain the center/classroom rules and conduct expectations, and work with younger children to understand the classroom rules.

Transitioning within the program:

When children are transitioning within the program parents will be notified in advance of transitioning. A schedule will be provided detailing the date and times that transitioning will begin. The child will also be given information in terms of what to expect and how they will benefit from the transitioning.

Transitioning out of the program:

When children are transitioning out of our programs, at the discretion of the director, children will be given information needed to aid in a smooth transitioning experience. Proper notice from parents/guardian(s) will be necessary to ensure a positive transition.

For children leaving our preschool entering into kindergarten it is important that the child receive a parent conference one month prior to transitioning. Proper preparation will enable the child to enter into kindergarten with a positive attitude, ready to learn. The child will receive encouragement and many other tools to make the transition a success. Preschool children must be transitioned in order to attend graduation ceremonies.

Parent Responsibilities:

Parents are expected to participate in your child's experience here at the center. We will work as a team with the parents and child. It is important to us that you can enter your day in peace knowing that we are working with you for the best interest of you and your child. Parent teacher conferences will be held semiannually. However, those meetings are in place to keep us mindful and to monitor, if you will, our progress with expected goals.

Parent involvement is expected on an on going basis.

There are many opportunities for parents to participate at the center. Please see your child's teacher for more specific information.

Remember all required forms must be completed prior to your child's first day.

An extra change of clothing should remain at the center at all times. Please remember that your child will be involved in activities that can cause soiling of their clothing. Every attempt will be made to keep them clean. However, spots and spills are inevitable. Therefore be mindful to dress your child appropriately, nothing dressy or too restrictive. Children in the non-toilet-trained class must be dressed in clothing that promotes ease in going to the potty i.e.. sweats or elastic waistlines. Parents must supply thick training underwear, or diapers. **Pull-ups will not be accepted.** Parents remember this is a Christian center. Children's dress must be decent and in order. No pants hanging down or short tight fitting outfits are allowed. **Book bags blankets and supplies should be plain.**

No book bags for Preschool children please. Thank you.

Supplies:

Please bring a small nap blanket, pillow, and box of tissues to the center on your child's first day.

Dress Code

Please, please, please dress your child in PLAY CLOTHES. Our program is extremely hands-on and your child's clothing will show this! Smocks will be strongly encouraged but children usually find a way around this. If you must go some place directly after school, please bring a change of clothes.

Clothing should be comfortable and suitable for safety when running and playing. We recommend all children wear tennis shoes to school. **Flip Flops, open toe and any shoes that are not secured to the foot will not be accepted.** Shorts under girl's dresses are recommended. In GODS Hands can not be responsible for damaged, lost or missing clothing items. Children can swallow, lose or be physically injured when wearing jewelry.

Rules specifically for boys

- Extremes in hair color (green, blue, purple, pink, etc.) are not allowed
- No visible body piercing, earrings, tongue piercing or tattoos
- Belts must be worn at all times--plain brown or black (required belts may not apply to children whom are learning their toileting skills.
- Clothing must be sized appropriate to the student. No tight/loose or overly baggy clothing is allowed.

Rules specifically for Girls

- Ear rings for preschool girls are prohibited.
- Earrings for older school aged girls must not be distracting, extra long and dangling etc.
- No visible body piercing and tattoos.
- Shirts and blouses must be at sufficient length. Tight and revealing clothing is prohibited
- No Make up and purses are prohibited

Any student who violates the dress code will be subject to disciplinary action. Repeat offenses may result in a one day suspension. Violations to the uniform policy will be handled at the discretion of the Director.

According to State Child Care licensing Law, Smoking is Prohibited anywhere on the premises of our center

DROP OFF AND PICK UP: Children will not be admitted after 9:00am

Young children do not have a concept of time. Their day is based on the schedule and routines established by their parents or caregivers. Because changes in their schedules are very disruptive to their day we do not accept children after 9:00 am. Arrangements must be made in advance if your child needs to be brought in after 9:00am. In those cases please prepare your child for the differences in their scheduled. (i.e. Today when you get to the center you won't eat breakfast you will be...)

Infant Program

Transitions:

Infants transitioning into the program will be enrolled following a parental tour of the center and upon completion of all required forms. Parents will receive the parent handbook including all additional consent forms. Teachers will review the student file and infant information forms. Teachers will greet and assist parents. Please be reminded that everyone entering into the infant area must wear protective shoe covers. Parents please refrain from making contact with other infants in the room.

Infant Drop off

Parents will sign in at the Infant / Toddler desk. and take their child to the infant room. The teacher will receive your child and food for the day. Infant parents only may enter into the infant room. Shoes must be covered at all times.

Infant meals

Infant bottles must be labeled with name and date at all times. Bottles must contain formula only (no cereal). A minimum of four (4) bottles must be received daily. Bottles may not be kept overnight. Infant menus are posted outside of the kitchen. See infant meal pattern for further information.

Infant Pick Up

Parents when picking your child up from the center, please remember to check for bottles. All prepared formula must be taken home daily. In addition check for soiled clothing and blankets.

All children will be supervised at all times and must be signed in and out of the center by a **Parents or authorized representatives**

In God's Hands staff may not be authorized to drop off or pick up children other than their own.

The sign in sheet will be located at the desk in your child's classroom. Anyone dropping off or picking up your child must be listed on the authorized release form. The person picking up your child must be listed on your child's enrollment sheet and show proof of ID before the child will be released. IGH staff will not be responsible for contacting parents to get approval for pickup.

All issues of custody or guardianship must be communicated to the center staff. *All information will be confidential. By law non-residential parents must receive full access to the center where their child is enrolled. In GOD'S Hands will work cooperatively with both parents.*

We believe that parents are responsible. We respect your time and we believe that you will respect ours. Issues regarding late pick up will be dealt with on an individual basis. **If necessary abuses will result in late fees (\$2.00 per minute)**, however we believe that won't be necessary.

Some children experience anxiety when leaving their parents. Parents too experience anxiety when leaving their children. We suggest that you bring your child to the center several times before their first day there without you. Remember that children can discern how you feel about a person or place. If you are positive and comfortable generally they will be to.

Cubbies:

Each child will be assigned a cubbie or bin in which to store their belongings. All notices and communications will be kept here also. Please check daily to review your child's work, and receive information. Cubbies will be cleaned weekly. All unclaimed materials will be disposed. Children's nap blankets and pillowcases will be sent home on Fridays for cleaning.

Parent/Employee/participation:

When parents need assistance at the center please request a parent teacher conference for issues concerning your child. For all other needs please request a conference with the center director. The director is available during the following hours. Monday –Friday
1:00 –2:00pm and 5:30 – 6:00 pm by appointment only. The hours may vary and will be posted at the front desk when changes are made. ***Please do not try to address these issues during the times that staff or the center director is working with children. Thank you***

Opportunities for parent participation include:

- Classroom preparation
- Group reading
- Field trip chaperones
- Harvest party helpers (Oct 31st)
- Fund raising
- grant writing
- Christmas and resurrection program assistance
- Computer technical assistance



Medical Policies: *(Signed acceptance of policy must be received before admittance)*

All medical forms must be received completed in full before your child can be admitted to the center. **Medication will be administered by the child's teacher, by physician order only. *School age children may not administer medications.***

In GOD'S Hands will only administer asthmatic inhalers and epi-pens for anaphylactic allergies. We ensure that ADA requirements are followed when administering medications, and care procedures to children with disabilities. All medications must be turned in and received in the original bottle. The child's name, medication name, dosage, expiration date, and any possible side effects must be clearly printed before medications can be administered. The reason for the medication must also be stated. All requested information is necessary to protect the child, staff and center. It is your right to refuse to provide this information. However, without this information we will not administer medication. A separate form must be completed for each medication administered.

****Medical Foods ie., any food or modified diets prescribed by a doctor will be given per doctors instructions. Please be aware, our menus are governed by federal food program standards.**

Children with the following symptoms will not be admitted into the center. If the listed symptoms arise while the child is at the center, we will call you right away to pick up your child. Your child will be kept comfortable on a cot and monitored, away from other children until the parent or designated adult arrives.

- *Temperature above one hundred degrees Fahrenheit in combination of any other signs of illness*
- *Diarrhea*
- *Severe coughing*
- *Difficult or rapid breathing*
- *Yellowish skin or eyes*
- *Redness of eyes, discharge, matted eyelashes, burning, itching*
- *Untreated infected skin patches or unusual spots or rashes*
- *Unusually dark urine and/or gray or white stool*
- *Stiff neck with elevated temperature*
- *Evidence of untreated lice, scabies, or other parasitic infestations*
- *Sore throat or difficulty in swallowing*
- *Vomiting more than one time or when accompanied by any other sign or symptoms*

Children will be readmitted to the center following a communicable disease only, by signed and stamped Physician order, in the time frame suggested by the Ohio Department of Health. *The Center Director may override the order if questions arise and will decide on an individual basis to readmit the child.* If your child has been exposed to a communicable disease, you will be notified in person or writing. Failure to follow physician's orders may delay the time period that your child is away from the center.

A communicable disease chart is posted for your reference and a first aid kit is kept at the center at all times. We will care for the child that is experiencing minor cold symptoms, or doesn't feel well enough to participate in activities but does not exhibit any of the above symptoms.

All Information is strictly confidential. Any discussion of confidential information by center employee's can result in job termination. It is vitally important that our parents know they can share information that is private but necessary for the safety of their child and others at the center.

All staff members will be trained to recognize signs and symptoms of illness. They will receive training in CPR, child abuse, recognition and prevention of communicable diseases and first aid. Standard precautions will be utilized when in contact with any bodily fluids. Staff members who have symptoms of a communicable disease are instructed to remain at home.

For minor injuries: parents will be notified. Instructions should be communicated as to the method of care that the child will receive.

Emergency Transportation Policy:

For all severe and or life threatening situations 911 will be called first, then the child's physician will be notified, and the parent will be called.

All emergency medical situations will be handled in the following method.

- ❖ **Activate EMS (Emergency Medical System) 911**
- ❖ **Contact the child's designated physician**
- ❖ **Contact Parent**
- ❖ **The Emergency Medical Team will decide where the child is taken based on the medical situation. Please note that in most cases the child will be taken to Children's Hospital Medical Center. For further information see Center and State medical release form.**

Many times care is delayed while the center staff tries to reach the parent first. In most emergent situations this delay in care is detrimental to the child. Therefore, the order listed above will be maintained to ensure that the child receives care ASAP during severe and especially during life threatening situations.

***** Agreement to the medical policy of IN GOD'S Hands must be received in writing before the child can be admitted into this center.***

Safety Policy:

The staff member in charge of a child or group of children shall be responsible for their safety. Strict compliance to the following center safety rules will ensure optimum safety for your child. These rules are intended for parents and center staff.

- No child will ever be left alone or unsupervised.
- Children must be escorted into the center by a parent or other authorized adult. A center staff member will greet each child and document attendance upon arrival and departure. Daily attendance records will be maintained and head counts will be utilized to account for children through out the day.
- Parents will notify center staff in the evening before departure from center. Remember, No child will be released to anyone other than the parent unless notification is given to the Center Director.

- A fire emergency and weather emergency alert plan will be posted in each classroom. It will explain the action to be taken and designate the responsible staff member.
- Fire evacuation plans will be posted in each classroom. They will mark both primary and secondary routes.
- Fire drills will be conducted monthly. Documentation of these drills will be available at the center at all times.
- Telephones are located in each classroom and the kitchen.

Incident forms will be completed and provided to parents for the following reasons:

- Illnesses which require first aid treatment
- Accidents which requires first aid treatment
- Injuries which require first aid treatment
- Bump or blow to the head
- Emergency transportation
- Unusual or unexpected event which jeopardizes the safety of the children or staff

Parent's signature is required and all forms will be kept on file at the center.

- The use of aerosol spays is prohibited while students are in attendance at the center.
- All staff members are required to immediately notify the Center Director and the Department of Children's Services of suspected child abuse or neglect.
- A signed copy of the centers emergency transportation plan must be received before the child can be enrolled In GOD'S Hands.

Procedures for emergencies and accidents (defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.) are as follows:

- When there is a threat to the safety of the children due to loss of power, heat or water, parents will be notified and the center will close as determined by the center director.
- When there is a threat to the safety of the children due to an environmental situation or natural disasters resulting in the necessity to evacuate the building; the center staff will escort the children out of the building. Our designated spot to convene will be in the tot-lot park adjacent to the center.
- When there is a threat to the safety of the children, due to threats of violence within the building; the center staff has been instructed in the procedure to summons or activate the system installed for immediate notification of the police department.
- When there is a threat to the safety of the children, due to threats of violence outside of the center the center staff will follow the instructions of public safety personnel.

We have an open door policy for Parents you are welcomed at all times

Swimming policy:

Swimming activities are for school age children only. Those activities are held at CRC or Lake Waynoka, a private gated community in Brown County. Lake Waynoka, is equipped with a first aid facility and is staffed with three Red Cross Certified lifeguards. The pools are age appropriate, and maintained in a safe manner. IGH staff will accompany the children according to required child/staff ratios, and parents are available to chaperone as needed. Each child must have a signed permission slip including a state approved written parent statement of their child's swimming abilities.

Plan for supervision of children swimming:

- Center staff will review water safety with children prior to attending swimming outings.
- In addition to certified lifeguards a center staff member will be present in the water with the children and will rotating from pool to pool
- Center staff will monitor the children and be present outside the door while children are changing or using the facilities.

Outdoors Play policy:

The center will provide out door play for each day in suitable weather for toddlers, preschool, and school age children in attendance for four or more consecutive daylight hours. For temperatures between 25 – 90 degrees or other extreme weather, children will be provided opportunity for large muscle play indoors. Parents are required to dress children in clothing that is suitable for the weather. Teachers will notify parents when their child's attire is not acceptable for the activities planned for the day. Provisions for *infant* outside play are available according to their stage of development.

Discipline Policy:

Philosophy:

Train up a child in the way that he should go; and when he is old, he will not depart from it. "Proverbs 22:6" Children should be taught to honor authority obey and follow instructions. Rebellion stubbornness and disobedience should be discouraged.

Parents "Provoke not your children to wrath." Ephesians 6:4" Two things are necessary for the proper teaching of children: a right attitude and a right foundation. An atmosphere reeking with destructive criticism, condemnation, unrealistic expectations, sarcasm, intimidation, and fear will "provoke a child to wrath." In such an atmosphere, no sound teaching can take place.

The positive alternative would be an atmosphere rich in encouragement, tenderness, patience, listening, affection, and love. In such an atmosphere parents and teachers can build into the lives of their children a precious foundation the knowledge of GOD.

In GOD'S Hands will work cooperatively with the parents to provide such an atmosphere.



Parents will be consulted and informed of discipline issues involving their child. Parents will be expected to solve those issues in a positive nurturing manner, and collaborate with the center staff their method of discipline.

While in our care center staff will utilize methods such as,

- Parent/teacher action plans
- Positive verbal reinforcement
- Appropriate and familiar discipline practices from home
- Redirection
- Consequences for behavior (Child loses privilege after attempts such as time out have failed).
- Behavior modification action plan (parent and teacher develop a plan)
- Parent teacher conference with parent education

The specifications of rule 22 of chapter 5101:2-12 for child care centers and school age centers applies to all employees of the center.

Transportation Policy:

Center bus will be utilized to provide transportation to and from area schools and field trips. Signed permission slips are required for transportation. We are not responsible for transportation not provided by or contracted with our center. Children are expected to remain seated with their seatbelts on at all times and follow the instructions of the person driving. Failure to do so will result in loss of transportation privileges. IGH staff members trained in CPR, First Aid, and communicable diseases will transport the children. Staff will utilize head counts and attendance records to account for children at all times during transportation and at designation. When scheduling conflicts arise it is the parent's responsibility to make arrangements with the School and IGH to facilitate pick up.

Written notification from the parent (**responsible for enrolling their child**) must be given when parents plan to pick up their child or designate another person to pick up their child. Notification must be given prior to the pick up of the child. When notification is not received the child will be delivered to the center as scheduled. When children (**who use another form of transportation**) are absent without notification parents will be contacted to determine the whereabouts of the child. **Repeated episodes of failure to notify can result in loss of transportation** All vehicles used for transportation will be equipped with first aid kits and copies of the children's emergency transportation forms. Written parent/guardian permission is required for all trips.





Physical Activity and Nutrition policy

Physical activity and nutrition is of vital importance for all children. Our childcare center will provide infants a safe setting that facilitates physical activity and does not restrict movement for prolonged period of time, promotes the development of movement skills, and allows infants to perform small and large muscle activities. Infants participate in belly time are given many activities to promote the advancement of their physical development.

At a minimum, Toddlers and Pre-school children will engage in a 60 minutes) of **unstructured** physical activity per day while at the childcare facility, including indoor and outdoor time. Unstructured physical activity is child-initiated physical activity that occurs as the child explores his or her environment. [30 minutes of unstructured physical activity for half-day programs]

Full day School-aged children will engage in a minimum of 60 minutes, of **structured** physical activity while at the childcare facility. The childcare center will provide active time for school age children during the school year to help them meet the national recommendation of 60 minutes of physical activity per day.

Except for scheduled rest times, naptimes, or meal times, children will rarely be seated for periods lasting longer than 30 minutes.

Physical activity will positively be promoted at the childcare center through actual space and equipment provided to the children. Staff will encourage children to be active and often join children in active play.

Active play will not be withheld from children as a punishment.

The center will support parent's effort to provide physical activity opportunities for their children. Support may include; physical activity education opportunities offered to parents, sending home physical activity information such as flyers, handouts and pamphlets, posting physical activity ideas, games and tips on the center's website.



Nutrition

Nutritionally healthy habits are an important aspect of a good foundation. When children are raised from birth, with healthy eating models, they form healthy eating habits. Our staff will model these habits to our children and teach them good nutritional values. Our lesson plans and daily examples will provide a road map for healthy living. We will also provide resourceful information such as WIC to families to ensure that all children have access to nutritional foods. We have partnered with We Thrive to make certain that these goals are updated and continued. Fresh fruits and vegetables, whole grains, low fat, and low sugar items are used for our menus daily.

We will have Prayer before all meals

Meals:

All children will receive two meals and one snack daily. Infants eat at will.

Breakfast:

- ♦ Breakfast will be served daily between 7:30 and 8:30. Children who arrive after 8:15am must be given breakfast by their parents. Please call if your child will not be eating breakfast. This will help to keep the cost down by saving on food waste.

Lunch:

- ♦ Lunch will be served between 12:00pm and 12:45pm.

All meals and snacks will be served according to the guidelines required by the Ohio Department of Job and Family Services. Which states, "Child day care facilities must serve meals which constitute at least one third of each child's recommended daily dietary allowances" This includes foods from all four basic food groups, which reflect the developmental stage of the child." Guidelines are available upon request.

Menus will be provided on a weekly basis.

Our menus are made in accordance to the state nutritional guidelines. However it is important to us that the children In GOD'S Hands receive a food selection that is appealing to their taste. Please remember to provide the information that tells us your child's likes and dislikes. This will enable us to create menus that appeal to your child's taste.

Our menus are prepared for the first three weeks of operation. The next menus will be created with the information supplied by you and your child.

Again, please remember, when enrolling your child be certain to supply the information requested to determine what your child likes to eat. Therefore, efforts can be made to ensure that the menu is satisfactory to your child.

This is important because we will be teaching them not to waste their food. In addition, the cost to feed your child is included in our tuition and cannot be deducted from the fee.

Infant meals

Infant bottles must be labeled with name and date at all times. Bottles must contain formula only (no cereal). A minimum of four (4) bottles must be received daily. Bottles may not be kept overnight. Infant menus are posted outside of the kitchen. See infant meal pattern for further information

****Medical Foods ie., any food or modified diets prescribed by a doctor will be given per doctors instructions. Please be aware, our menus are governed by federal food program standards.**

We have an open door policy for Parents you are welcomed at all times

License:

In GOD'S Hands is licensed by the Ohio department of Human Services ("ODHS"). Our license is posted at the desk area. The laws and rules governing child day care centers are available upon request. Our licensing record, including complaints, if any is available upon request from ODHS.

The number and age group of children that the center is licensed for are also posted. The minimum ratios of teachers for children ages three - five year olds are 1:12. For school age children the ratio is 1:18. [Max group size 18mo-30mo 2-14, 3yrs 2-24, 4&5yrs 2-28, Max group size 2-36](#)

Tuition

Program	Method of pay	Per Week
Infant Program	Pp & ODJFS	
Toddler Program	PP & ODJFS	
Pre-School Program	PP & ODJFS	
School-age Before care	PP& ODJFS	
School-age After care	PP & ODJFS	
SA Before &After care	PP only	
Summer Enrichment	PP & ODJFS	
Multi Child Discount	PP Only	5%

PP - Private Pay ODJFS - Hamilton County Vouchers

Tuition for the first week is due upon enrollment into the center. There after, tuition is paid in advance on a weekly basis. Tuition is due on Fridays for the following week. Enrollment and weekly tuition is non-refundable. Vouchers and parent fees are due on Monday.

Enrollment

Enrollment requires the completion of the health enrollment form in its entirety, and the completion of the child's medical statement with shot records. Records must be renewed annually. Your child can not be accepted if the form is not updated within thirty days from the expiration date.

Our center hours are staggered to accommodate the varying needs of our families. Your hours are set upon enrollment. *Late fees begin at the time your child is scheduled to be picked up. Notice must be given should your drop off and pick up times need to change. These changes will be accommodated at the director's discretion.*

Registration: There is a 50.00 registration fee for each child enrolling into our center. This non-refundable fee is due with the registration forms. *Your tuition or voucher reserves a space for your child.* Upon receipt of the Voucher or registration fee and the first week tuition your child is enrolled at our center and their space is secure. Centers are paid based upon enrollment, not attendance.

After twelve months of enrollment, a one week vacation credit is available for vacation. This credit can be used once in a twelve month period. *In order to pay the staff and other responsibilities, we cannot provide credit for additional vacations, illness or other absences including those days that the center is closed for the holidays.* Please notify the center director, in writing with the dates of your vacation two weeks in advance. Only two vacations at one time can be scheduled. No exceptions please.

We realize that situations and circumstances change. Please notify the center in advance when you plan to leave the center

Holidays:

The center will observe the following holidays, Veteran's Day, Thanksgiving and the day after, Christmas and Christmas Eve., New Years Day, Memorial Day, Fourth of July, Labor Day, Martin Luther King Day.

Additional Fees and Charges:

1. Without exception a 35.00 late fee will be charged for each late tuition payment. It is the parent's responsibility to pay tuition fees timely and not incur a balance. An administrative fee of \$20.00 will be charged whenever a fee schedule must be completed to show your balance due. When parents leave abruptly without notice they must pay all outstanding fees before their child may enroll again into the center.

Payment method:

1. Money orders are preferred.

2. Checks are accepted. However, all fees associated with returned checks are the responsibility of the parent. This includes fees for both institutions. One episode of a returned check terminates the ability to pay by check. A **\$40.00 RETURN CHECK FEE WILL BE CHARGED AT Director's discretion.**

3. Vouchers are accepted; according to the following guidelines.

✓ **Vouchers and Voucher parent fees must be received on Monday of the current voucher period. All parent fees are due biweekly on Mondays. A schedule is provided at the POS terminal**

- ✓ We do not provide part time preschool or toddler programs. Your child must attend for a minimum of 25 hours per week in order for the voucher to cover the full cost of your child's fee. You are responsible for the remainder of the fee when ever you child does not reach the minimum of 25 hours. No exceptions
- ✓ Absent days will cover your fees when available. (You receive 10 absent days every six months).
- ✓ Hours are accrued on a daily bases, not on the total hours earned per week.
- ✓ When hours are not met the balance for that week is due on the following Monday.
- ✓ Pre certification must be completed before admission into the center.
- ✓ Documentation of recertification must be provided in advance. Parents are responsible for fees that the voucher does not cover regardless of the reason.
- ✓ The center receives payment for a limited amount of absent days (10 days in a six (6) month period). The parent is required to pay the full cost of care for all absences in excess of the allotted amount. Payment is required in advance, and is due on Friday's for the following week once absent days are used.
- ✓ Field trip fees and or registration fees are *not* included in the daily rate.
- ✓ Drop off & pick up times must be set prior to enrollment. Notice needed to change.
- ✓ Unpaid fees will be submitted to the Department of Job & family services immediately. This will result in the suspension of your assistance until the balance is paid in full. All payments towards outstanding balances will be attributed towards the Late fees, absence in access fees, late pick up fee portion of the balance first.

Please notify us by phone, text or email when your child will be absent.

4. Swipe card policy

Parents are responsible for swiping their child in and out of the center daily. In GOD'S hands staff may not swipe children in or out under any circumstance, for any reason. Parents found asking or allowing staff to possess card will be dis-enrolled from our center. Staff will be terminated.

Parents may not leave cards in cubbies and will not be accepted when they arrive without their cards.

Parents are able to correct swiping errors when either Ms. Dee or Ms. Kathy is notified right away. Back swiping is not allowed without notification from center staff. When children are not swiped in correctly resulting in the need for back swiping a form will be completed and a fee of \$10.00 will be charged. This fee must be paid before your child can be accepted. Authorized pick up persons must have your card or fees will apply without exception.

5. Cash payments:

Parents, please remember when payments are made by cash the center records are the only way of documenting your payments. Any discrepancies about payments will be determined based on the records kept by the center. Payment by money order is the preferred method to ensure that both parent and center have records of payment **All requests for payment verification will require a fee of \$25.00. This fee is due upon request.**

Payment receipts and income tax statements

Payment receipts will be given on a quarterly basis. Income tax statements will be given upon written request. Parents currently enrolled with no balance due will receive tax statements first.

Center's policy for disenrollment of a child:

Our goal at In GOD'S Hands is to teach children, encourage and support families, build relationships with parents while we support and develop a positive community. We believe that although differences can occur they will only be settled through respectful communication. We will utilize every positive means available to settle disputes. However, parents who refuse to follow the policies in this handbook or undermine the center in any way will be disenrolled from our center at the discretion of the center director. Our services and enrollment is on an at will basis. All items left at the center over a period of two weeks of being absent will be donated to children in need.

Center Policy for developmental screening and assessment

In GOD'S Hands uses ongoing formal and informal assessments and developmental screenings to identify children's developmental strengths, instructional needs, interventional needs and progress over time. Within sixty (60) days of enrollment infant, toddler and preschool children will have developmental screenings and initial assessments. Informal assessment is ongoing. Our center has selected Ages & Stages as the tool for developmental screening and Teaching Strategies Gold as our formal assessment tool. These tools are approved by the state licensing boards and highly regarded in the field of Early Education.

The screening and assessment results will be shared with parents during their child's parent conference or transitioning meetings and any time upon request by scheduling a meeting with their administrator. Parent participation will be required. The administrator hours of availability are posted at the front desk for your convenience.

Center Policy for release of information

In order to transfer children's records, written permission must be obtained from the parents or guardian by completing the authorization for release of information form. Parents may request the necessary forms from your child's teacher and submit to the administrator by placing in the internal mailboxes located in the classrooms. Incomplete and unsigned forms will not be processed. Upon written request, records will be processed and may be picked up by parents or guardians. Please allow two weeks for processing. All outstanding balances must be paid in full to transfer documents.

Please remember this is a Christ based center.



In GOD'S Hands
Christian Youth Center
3808 Zinsle Avenue
Cincinnati, Ohio 45213

Parent Agreement: Center Medical Policy

Date: _____

**I _____ am the parent and or legal guardian of
_____. I have been given a copy of the Center
medical policy. I understand and agree to the center policy for medical
emergencies and have submitted all necessary information. I understand
that my child cannot be enrolled without this signed permission.**

Signed _____

In GOD'S Hands Holiday schedule

We recognize the following holidays

New Year's Day	Praise the LORD 
Memorial Day	
Fourth of July	
Labor Day	
Thanksgiving & The Day After	
Christmas Eve & Christmas Day	
Martin Luther King Day	

In GOD'S Hand's recognizes the holidays listed above. Please be reminded that tuition is based upon enrollment.