

# Parent Handbook

2017-2018



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Center Parent Information from State of Ohio

# Treehouse Preschool Program Information

Welcome to Treehouse Preschool! Thank you for allowing us to be involved in the growth and development of your child. This handbook contains information about our preschool program and it is important that you read it and keep it handy as a reference. Hopefully it will answer many of your questions. Before your child starts preschool, you will be asked to sign a form stating you have read this handbook in accordance with state licensing rule 5101:2-12-30(C).

## **1. Preschool Name, Address, Phone Number, Fax, Email and Website**

Treehouse Preschool	330-630-0704
First Congregational Church	330-633-7010
85 Heritage Dr. (PO Box 420)	treehousepreschool@sbcglobal.net
Tallmadge, OH 44278	<a href="http://www.treehousepreschool.com">www.treehousepreschool.com</a>

## **2. Philosophy**

Treehouse Preschool offers an age appropriate program for creative, emotional, social, cognitive and physical development of the preschool child. The program is planned so as to meet the needs and abilities of the individual child. Opportunities are provided to develop the child's visual, auditory, and large and small muscle motor skills and to improve communication skills by sharing experiences with formal and informal conversation/discussion. The daily activities help the child learn how to share ideas, thoughts, and materials as well as learn self-discipline and personal responsibilities. Treehouse Preschool seeks to stimulate creative and cognitive development through everyday exposure to a wide variety of art and play materials and curriculum.

## **3. Licensure**

Treehouse Preschool is licensed by the state of Ohio Department of Jobs and Family Services. The facility and teachers are inspected annually and the license renewed annually. Our license is current can be found, with the Licensing Rules for Child Care Centers, in the copy room. We are licensed to serve 60 preschool children and 10 school age children at each session. Prior to the start of school each year as required by our licensing, the Tallmadge Fire Marshal inspects our facility.

## **4. Teacher/Child Ratios**

The following are the state mandated minimum staff/child ratios: 1 to 12 with a maximum of 24 for 3 year olds, 1 to 14 with a maximum of 28 for 4-5 year olds and 1 to 18 for school-age children with a maximum of 36. Striving to provide a higher level of quality schooling, Treehouse will strive to maintain these ratios:

Three Year Old Classes –	1 to 7 with a maximum of 14 children per class
Four Year Old Classes –	1 to 7 with a maximum of 14 children per class
Five Year Old Classes –	1 to 8 with a maximum of 16 children per class
Enrichment Classes-	1 to 8 with a maximum of 16 children per class

If a teacher is absent then an approved substitute will be obtained. Each class will have teacher supervision at all times. No child will be left unattended. It is a mandate that all teachers must make a report to Children's Services if they have suspicions that a child is being abused or neglected. The welfare of the children is always of concern to us.

## **5. Operating Schedule**

Preschool 3 days/ week is T, W, Th and 4 days/ week is M, T, W Th

Morning Classes:	9:15 – 11:30 AM	9:15- 11:30 AM
Afternoon Classes:	12:30 – 2:45 PM	12:30- 2:45 PM

School begins mid-September and ends mid-May and will have about 90 days. The same **vacation** schedule as the Tallmadge City Schools is observed.

## **6. Daily Schedule**

Each class has a varied schedule but each day they will have following activities included.

Table toys- small manipulatives working on eye hand coordination and social skills

Opening song, attendance, calendar, weather chart, finger plays, instructions for that day's activity

Playtime working on social and emotional skills

Daily activity time relating to theme and objectives- also retention from opening instructions

Large motor time- outside or inside playground to use large muscles

Clean up toys and wash hands- working as a community

Eat snack

Closing- Read story/ activity CD review the day's event

## **7. Arrival and Departure**

Children are to be dropped off at their classroom doors and picked up at their classroom following school. A new state requirement is that the children are to wash their hands before entering the classroom. Please come a few minutes earlier to take time to have your child wash their hands in the restrooms. There is one in the atrium and one in the hallway.

If someone other than the parent or usual carpool is picking up the child, the parent must let the teacher know by phone call or written notice. If a child is picked up early, please notify the teachers beforehand and then the main office will buzz you in when you arrive to pick him/her up. In consideration of your child's needs, it is important for you to pick up your child on time. A second late pick up will earn you a warning of fee. If there is a 3<sup>rd</sup> time a \$15 fee will be assessed. The fee will increase in \$10 increments for continuous incidents. Custody agreements must be included in the child's file before the child may begin preschool. The custodial parent must provide Treehouse Preschool with a list of anyone permitted to pick up or participate in the child's preschool programming. Teachers will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. The emergency contact person will be called to transport the child home. If your child is sick or will be absent from school for any reason, please call 330-630-0704 and inform the teacher or leave a message on the answering machine. Please read the Church Conduct Policy and the Door Locking Policy for more information related to arrival and departure.

## **8. Snow or Other Preschool Cancellations**

Watch Channel 5 TV station or Treehouse Preschool facebook page for closure due to weather. If any other event should occur which causes the cancellation of preschool classes, an attempt will be made to notify the parents by group texting.

If we are removed from the building for any reason during a class day, we will be walking to Lion's Park (Garwood and Kent Dr). There is a shelter there that we use for emergencies. We will be contacting you by group text to unite with your child there if that is the case. If we are unable to reach you by phone, there will be notification on the building door to go to the emergency location.

## **9. Food and Party Information**

**SNACKS:** All snacks are provided by the parents at the beginning of the year. We will ask you to bring in a box or bag of snacks like pretzels, graham crackers, granola bars, popcorn, etc. that can be used sometime in the year for the entire class. Food allergies are always considered. We will be drinking water with our snack so there is no need to bring drinks.

**BIRTHDAY TREATS:** Birthdays are fun! We celebrate birthdays at preschool as close to the child's real birthday as possible. Children with summer birthdays will have a special day during the school year. The birthday child brings in a snack to share with the class. Some ideas would include: cookies, donuts, muffins, finger jell-o, popsicles, popcorn, ice cream and juice or milk as well as cups, napkins and plates. Please do NOT send cake, cupcakes, or treat bags. It is important that you check your child's

class bulletin board for classmates' food allergies and plan your snack accordingly. Parents may bring the snack and drink at the beginning of class and the teachers will serve it at snack time. The birthday child may donate a book to our school library in honor of their birthday. Please put their name and birthday on the inside of the front cover.

**PARTY DAYS:** We have at most four parties during the school year: Fall Celebration, Christmas, and Valentine's Day. Parents will sign up during "Meet the Teacher" day to help with the parties as well as Field Day. Parties begin at 10:15 AM for the morning classes and 1:30 PM for the afternoon classes. On party days, we dismiss at 11:00 AM and 2:15 PM. We have learned from experience that this time schedule is the most appropriate for our preschoolers. Parties consist of providing light refreshments and a small favor to take home. Several age appropriate games may be played. The children also enjoy doing a craft or hearing a story. Please check for classmates' food allergies and plan the refreshments accordingly. Parents responsible for the party provide the refreshments, cups, napkins, plates, table cover and a small favor. Parents set up and clean up the party and are responsible for handling the party. Teachers will be present in the classroom during parties to assist. **Siblings are not allowed to attend the party** as this is a special time for the preschoolers.

### **10. Outdoor/Indoor Play Policy**

Treehouse Preschool has two playgrounds onsite that are age appropriate and in compliance with state regulations. Inspections of these playgrounds are done at least 4 times annually. Weather permitting (not snow, ice, rain, lightning, temperatures or wind chill below 45 degrees, high ozone levels); all classes utilize the playground. Be sure to dress your child appropriately; jackets, non-skid soled shoes, and play clothes. The preschool also has an indoor muscle room that is used if weather is not conducive to outdoor play. Please note it is very difficult for children to run in boots, open backed sandals and clogs, or platform shoes. Classroom teachers will supervise children on the playground or in the gym at all times.

### **11. Field Trip Policy**

We take field trips from time to time especially in the spring and fall. Parents and children will meet at the field trip site at the designated time. Each parent/guardian must sign a Transportation Permission/Participation Field Trip Form. This form will verify which parents are driving and the children who will be riding with them. Parents will be responsible for making arrangements for their child if they are unable to drive or attend the field trip. **It is a state law that all children under four years of age and under forty pounds must be in a car seat and children age 4 to 8 and under 4' 9" must be in a booster seat.** You are required to provide a car seat for your child on each field trip if applicable. A child is not permitted to ride in the front seat of the car. At the field trip site each child will wear identification tags with their first name, preschool name, address and telephone number. The classroom teachers will attend all field trips and be responsible for having each child's identification tag, the Transportation Permission/Participation forms, a first aid kit. At least one of the teachers will be trained in first aid and CPR. **Siblings are not permitted on field trips**; this is a special time for the preschooler.

### **12. Registration, Tuition/Fees and Payment Policies**

A child is enrolled at Treehouse Preschool, providing there is space, after the preschool treasurer receives a \$50.00 (\$65 for our 4 days/ week program) nonrefundable registration fee, a copy of the child's birth certificate for new enrollees and the registration form. Tuition is \$1080.00 per year (\$1440 for 4 days/ week) and may be paid yearly, by semester or in nine monthly installments of \$120.00 (\$160 4 days/ week). Payments are due by the 1<sup>st</sup> of the month and a \$10.00 late fee will be charged if tuition is received after the 7<sup>th</sup> of the month. A \$15.00 charge will be assessed on NSF checks. Monthly payment envelopes will be provided. These may be brought to the preschool or mailed. If you (not at Treehouse Preschool's request) choose to change your child's class after July 1, a \$30 processing fee will be charged. You will be signing a Tuition Contract agreeing to these above stated conditions. The church's tax ID number is available upon request. **At times, Treehouse may**

**take a field trip that requires fees (\$4 to \$5), for example a Pumpkin Farm; if you choose not to attend, you will not be responsible for the fee. For Father's Night and Mother's Day events, a small fee is needed to cover the cost of the special surprise your child makes.** Treehouse Preschool usually has a fall and a spring fund raiser for the purpose of raising monies to go into our Capital Improvement Fund. In the past, this money has made possible a new indoor playground and renovation of the old playground; new wall to wall closets, lighting, and ceiling fans; the purchase of new toy and book shelves; a laminator and Ellison machine; table and playtime toys. Treehouse Preschool is totally funded by tuitions and is a nonprofit organization. The fund raisers are completely optional and the parents do not have to participate. **We require families to participate in one cleaning night. A \$25 cleaning fee will be accessed to your child's account. When you come to a cleaning night, we will void that amount.**

We have a right to refuse an student who does not have required immunizations as well as students whose parents will not sign the "right to transport in case of emergency" on the enrollment form.

### **13. Church Conduct Policy**

In consideration of church employees, church members, and our use of the church building we ask that:

- 1) All children stay with their parent, caregiver, or carpool parent **AT ALL TIMES**.  
Running in the hallways and parking lot is **not permitted** as this is dangerous for everyone who uses the church. All rooms except the preschool classrooms are off limits to the preschoolers.
- 2) All parents park in regular designated parking spaces. Special parking for the minister, organist, and handicapped are not to be used. Parking along the sidewalk is against the law. **Siblings must not be left unattended in your car** while dropping off or picking up your preschooler.
- 3) Children arrive at school no earlier than 9:10 AM (morning classes) or 12:25 PM (afternoon classes). Parents arrive to pick up their child no earlier than 11:25 AM (morning classes) or 2:40 PM (afternoon classes). Enter and exit through the main church doors and use the coat racks labeled for your classroom.
- 4) Parents, try to avoid crowding the hallways so that others using the church can move about easily. Treehouse Preschool is extremely fortunate to have this wonderful facility. All of us need to remember to treat the church building with the utmost respect.
- 5) Mothers who need a more private area to breast feed, we have a lounge area just as you enter the ladies restroom in the hallway or the heritage room which is by the main office. Changing tables are available in both restrooms and the nursery. Please take all soiled diapers with you.

### **14. Door Locking Policy**

The door locking policy is in effect for the safety of our preschoolers:

- 1) The door at the bottom of the stairs (lower level educational wing) and the kitchen door will always be locked.
- 2) The main doors will be the way to enter and exit for preschool. If you are dropping off or picking up your children, you do not have to sign in at the desk; however, if you are staying to help with a class project, please sign in at the front desk. This is for an accurate count of people in the building in case of an emergency and to keep our children safe.
- 3) The teachers will be responsible for the locking and unlocking of the doors and will have a key to expedite reentering the building from the playgrounds.
- 4) In case of an emergency, the church building can easily be exited at all times from any of the doors as each one is equipped with a breaker bar.
- 5) If for any reason it becomes unwise to lock the doors, then the practice will be discontinued.

### **15. Communication**

A close relationship between home and preschool is important to enable the sharing of information about the development of the child as well as the experiences the child is participating in. To help shape this relationship, we will incorporate the following:

- 1) A “Meet the Teacher” Day for the parents and child before the start of preschool.
- 2) A Family Open House early in the preschool year.
- 3) A monthly calendar given to the parents by the teacher outlining the month’s activities.
- 4) A monthly newsletter for the parents with general preschool information.
- 5) Email is a great tool too, please keep email (and phone numbers) current.
- 6) Other information will be posted on Class bulletin and dry erase boards in the hall by your child’s classroom.
- 7) A mid-term Parent/Teacher Conference.
- 8) Special celebrations and activities during the year to which parents will be invited.
- 9) We encourage parents with special interests, hobbies and occupations to come share this information with us. Occasionally we have projects that require parent help. Parents are always welcome in the classroom.
- 10) If problems arise, teachers will contact you soon thereafter by personally talking to you before or after class or by phone call. You will receive a list of your teacher’s phone numbers as well as the Treehouse Preschool Administrator and Board Members names and numbers. The administrator will have set times posted when you may speak to her. Please try the teacher and administrator first but if the issues aren’t resolved, you may contact Dr. John Schluep who is the church minister at 330-633-4931.

#### **16. Child Guidance and Management Policy**

The Treehouse Preschool teachers exercise a policy of positive discipline. A child exhibiting inappropriate behavior will be asked to leave the playgroup or activity in which he is participating. The teacher will encourage the child to engage in a quiet activity at the classroom table until the child regains control and can rejoin the group or activity and participate in a cooperative manner. The teacher will discuss the child’s behavior privately with him/ her in an effort to help the child understand how to interact more appropriately. Discipline will not be imposed for failure to eat or toileting accidents. Most of Treehouse Preschool classroom rules are for the safety of the children.

If a child’s behavior puts him/her or others at risk of fear or harm, the child will be removed from the group to allow him/her to regain control and the parents will be notified in person or by phone. The teacher with the parent’s help will work to develop a specific behavior management plan. At the teacher and/or administrator’s discretion, the child’s parents may be asked to come get the child immediately. After repeated incidents, the child may be withdrawn from preschool. The safety and welfare of the children is of utmost importance to us. If tuition has been paid in full or for a semester, the remaining tuition will be refunded.

Occasionally a preschooler’s immediate response to conflict is to bite. In the event that this occurs, the following steps will be taken:

- 1<sup>st</sup> time: The teacher will talk to the child about appropriate ways to handle conflict. Parents of each child involved will be notified.
- 2<sup>nd</sup> time: The teacher will remove the child from the playgroup, talk to him about the offending behavior and have him play at the table. Parents of each child involved will be notified.
- 3<sup>rd</sup> time: The parents of the offending child will be called and asked to come get their child immediately. The parents of the bitten child will be notified.
- 4<sup>th</sup> time: The offending child will be withdrawn from preschool for the remainder of the year. The parents of the bitten child will be notified.

All the teachers strive through positive reinforcement to help the children learn age appropriate group behavior, self-discipline and verbal skills to handle conflict. Occasionally a child may act out due to environmental, developmental or neurological situations that require the teacher and parent in conjunction with professional intervention to work together to build a behavior management plan. This plan as all others would be consistent

with the requirements of Licensing Rule 5101:2-12-22 OAC. This behavior management policy applies to all teachers and parents while they are at the preschool.

### **17. Management of Illness**

A teacher with currently valid training in the management of communicable disease will observe each child as he enters class daily for common signs of communicable disease. If a child is suspected of having a communicable disease, he will not be allowed to attend school. Treehouse Preschool shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness while at school. If your child has any of the following symptoms, we ask you to pick them up from school or **keep them home until they are 24 hours free of the symptoms:**

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Diarrhea (three or more abnormally loose stools within a 24 hour period);
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
4. Difficult or rapid breathing;
5. Yellowish skin or eyes;
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
7. Untreated infected skin patches, unusual spots or rashes;
8. Unusually dark urine and/or gray or white stool;
9. Stiff neck with an elevated temperature;
10. Evidence of untreated lice, scabies, or other parasitic infestations;
11. Sore throat or difficulty in swallowing;
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child isolated due to suspected communicable disease shall be cared for in a portion of the classroom away from other children and the parent/guardian called immediately. Parents will be notified by written notice or phone call within the next school day if their child has been exposed to a communicable disease.

No medications or medical procedures are to be administered unless instructions to administer such medications or procedures are written, signed and dated by a licensed physician and/or the parent/guardian and are prescribed for a specific child. The child's teachers must be instructed by the parent/guardian or certified professional on specific administration procedures to include; how to administer, when to administer, how often, and under what circumstances to immediately notify the parent after said administration. The teacher will sign the child's request for administration form each time the medication or procedure is administered.

School age children, as defined by the Ohio Department of Jobs and Family Services, will not be permitted to carry on their person or in their school bags any inhalers or medications. The classroom teachers will keep and at all times have said inhalers or medications available to the prescribed child.

The current version of the communicable disease chart is posted on the inside doorway in Room 209 and 208.

### **18. Medical, Dental and General Emergency Plans**

The medical and dental emergency plans of Treehouse Preschool are posted in each classroom by the door. They include the following:

1. The preschool's name, address and phone number
2. A cordless phone (school) is located in every classroom and a corded phone (church) is located by the door in Room 207 and in the hallway by the muscle room.
3. The current emergency telephone numbers:
  - Tallmadge EMS 911 or 330-633-2181
  - Fire Department 911 or 330-633-2181
  - Children's Hospital Medical Center 330-543-3000
  - Poison Control Center 1-800-222-1222
  - Police Department 911 or 330-633-2181



- Children's Services – 330-379-9094

4. Location of the following: Diagram of each location is in every classroom by door
  - First Aid Kit:
    - In marked closet in Room 209 (Four Year Olds)
    - In marked closet in Room 207 (Five Year Olds)
    - In marked closet in Room 210 (Three Year Olds)
    - In marked cupboard in Room 202 (MMP)
    - Behind the door in the muscle room
  - Fire Extinguishers: 12 in building, those closest to preschool rooms
    - End of hallway by Room 206
    - End of hallway by Room 200 and in kitchen
    - End of hallway by Room 210
    - In hallway by the muscle room
  - Fire Alarm System: 14 pull boxes in building, those closest to preschool rooms
    - Hallway connecting Room 207 with Room 209
    - In hallway by education wing doors
    - In hallway by office
    - In hallway by muscle room
    - End of gym by outside doors
  - Electrical Circuit Box: 5 circuit breaker panels, 1 main electric panel
    - Custodian's closet next to Room 208
    - Inside kitchen by hallway door
    - Main panel is located on lower level near boiler room
5. All teachers are trained in First Aid, CPR, Child Abuse Awareness and Communicable diseases.
6. Children's records which are located in file cabinet in each classroom must be on file **BEFORE THE CHILD STARTS PRESCHOOL** and include:
  - a. Physicians medical form – required to be submitted by the start of school, date of exam must be within the past 12 months and updated every **13 months**
  - b. Child Enrollment and Health Information form – if parent/guardian does not give permission for emergency transportation of the child and their alternative plan is not deemed adequate or acceptable, Treehouse Preschool will withdraw the child from school
  - c. Family Information
  - d. Tuition Contract
  - e. Child Medical/Physical Care Plan if applicable
  - f. Parent/Guardian Request for Administration of Medication form if applicable
  - g. Child Custody papers if applicable
7. In case of emergency:
  - a. Teacher make phone calls to contact parents in the classroom
  - b. Teacher assistant remains in room with the children
  - c. If needed, teacher or teacher assistant from other classroom helps
  - d. If evacuation is needed, Tallmadge Police and/or Fire Dept. know our safe location is Lion's Park, Garwood and Kent Dr.
  - e. Our evacuation location is at Tallmadge Lion's Park (Garwood and Kent Dr). The alternate location is Tallmadge Community Center on Community Dr. unless the police or fire department deems another location is better.
  - f. Phone service will be provided for us to contact the parents
8. In case of medical emergency we will:
  - a. Call 911 for Tallmadge EMS

- b. Call child's parents
  - c. Teacher assistant remains in room with the other children
  - d. Teacher will get copy of child's file from clipboard with pertinent information available to medical personnel
  - e. Teacher will accompany and stay with child if transported to the hospital until the parent or guardian assumes responsibility
  - f. Teachers will not transport children in their own vehicles in an emergency situation
9. An incident/injury report will be completed and given to the person when they pick up the child if any of the following occur: an illness, accident or injury which requires first aid treatment; a bump or blow to the head; or an unexpected event occurs which jeopardizes the safety of children or the teachers. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. If a bump or blow to the head happens, there will be a required form sent to ODJFS as well, within 24 hours.
  10. The dental first aid chart is located on the wall in each classroom and fresh 2% milk will be in the kitchen refrigerator for any adult tooth knocked out.
  11. A fire and weather alert evacuation plan is located in each classroom by the door. Fire drills are practiced monthly weather permitting and the dates and times are posted on a chart in the office. A tornado drill is practiced each spring in late March or early April and also sometimes in September with the date posted on the fire drill chart.

### **19. School Safety, Tornado and Fire Drills**

The State requires us to practice responses to the above situations. We run one fire drill monthly. The school safety drill is in case of an intruder or there is bomb threat while in school and we run 3 of these a year. We also run 2 tornado drills a year. All the drills are to keep you children safe and to teach them how to respond in all situations.

### **20. School Pictures**

School pictures will be taken the end of September or beginning of October. The pictures are reasonably priced and will be back in plenty of time for Christmas giving. You are under no obligation to purchase pictures. We ask that your child be present for pictures as Treehouse receives wallet size photos of each child that are used in class projects throughout the year. We also have a spring photo opportunity that is also optional. Only the individuals requesting photos will have their picture taken. We occasionally have spring photos taken, but they are optional as well.

### **21. Roster**

Each parent/guardian who signs the Parent Roster on the of the Child Enrollment and Health Information form will have their name, email and phone number included on a roster for their child's class. This roster will be provided to parents upon request.

### **22. Assessments**

We provide an assessment of your child's prekindergarten skill in January. The form we use is a developmental evaluation, ASQ. We have different levels to evaluate your child according to their age. Part of the assessment is a parent evaluation. We compare the two at the parent/ teacher conference at the end of January. For students going on to kindergarten in Summit County, we also fill out a TSS- a skills summary that will be shared with kindergarten teachers

### **23. Information required by Ohio Administrative Code**

The Ohio Administrative Code requires that Treehouse Preschool make available to parents the information contained in this handbook and the following page of information.

## Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This 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.

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

Any parent of a child enrolled in the center 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 job 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 Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 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>