

Karen's Kids Campus



Parent Handbook

Karen's Kids Campus

“Your child’s home away from home”

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Join us on Facebook: Karen's Kids Campus

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Goals and Philosophies

Welcome to Karen's Kids Campus! Karen's Kids Campus provides a reliable and creative child care center in a fun, educational, safe and stimulating environment. We are committed to the growth of each child by providing qualified, enthusiastic teachers, and by providing a nurturing environment where children can use their imaginations to explore.

Program Information

Hours and Days of Operation: Monday through Friday 6:30 am to 6:00pm

Holidays/Professional days: Karen's Kids Campus will be closed for the following holidays: President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas and New Year's Eve & New Year's Day. Additionally, the center will be closed the last week of December for WINTER BREAK. Please note that tuition fees are formulated taking these holiday closings, possible Covid or other health precautionary closures, or other unforeseen closures into consideration and regular tuition is still expected. Winter break is the only exception—where no tuition is due that week. There are four "Professional/In-service Days" where the center will close at 5pm.

Professional days

We have many new obligations on mandated trainings as an ODJFS licensed childcare facility. We have 4 trainings days throughout the year where we will close at 5pm. All kids must be picked up on or by that time or the late fees and guidelines will apply.

Inclement Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal times; however, for the safety of your child and our staff, Karen's Kids Campus will be closed anytime there is a potential of a Level 3 Emergency for Morrow County. We reserve the right to close early due to inclement weather. Important notification will be on our Face book. On these rare occasions, regular weekly payment is still expected. Weather closures will be posted on our Facebook site (Facebook: Karen's Kids Campus) so please be sure to join and check it regularly.

Age requirement: Karen's Kids Campus cares for children 6 weeks through school age (age 13 years or eighth grade).

Enrollment Information: Registration, registration payment, Pick up list and Enrollment & Health forms must be completed before the child's first day and updated each year. Any changes throughout the year to this information must be communicated to the Director immediately so that current information is always on file. Please note that all children MUST have a signed permission for emergency transport (no exception).

Medical Statement: A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of the child’s start date. This medical statement must be updated every 13 months. (we encourage all children to be up-to-date with immunization–otherwise a religious exception must be signed). We encourage any family who has an unvaccinated child, to keep an eye on the Parent Board (as illnesses are posted). A child MUST have the medical on file within the required 30 days from the start date or your child will be denied service until there is one on file and updated annually (regular tuition still due).

Admissions: A child is considered to be enrolled in the center only after the registration fee has been paid, the Director confirms the availability of space and the required paperwork is received, reviewed and approved by the Director. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child!

Withdrawals: Parents wishing to withdrawal their child(ren) may do so at any time. A two week notice, in writing, is required. (*two weeks tuition payments are still required whether your child attends or not from the dated, written notice of withdrawal). **To RE-ENROLL:** your child within the same year is an additional registration fee.

Tuition / Fees and Payment Policies

Infant/ Mobile

Toddlers

5 days	\$212.00		5 days	\$210.00
	No less than 5 days infant/mobile spots available as of (6-1-20)		No less than 5 day spots available as of (6-1-20)	
DropIn	\$60.00		Drop In	\$60.00

Preschool (weekly fees are for daycare only) See PRESCHOOL only pricing for monthly fees (9am-12pm)

5 days	\$210.00	
3 days	\$190.00	
2 days	\$180.00	

School Age Rates/hybrid, before & after, extended day

Weekly:	Three days a week at KKC +am/pm bus two days N/A at this time
Weekly	Three days a week at KKC with no am/pm bus N/a at this time
Extended care/ full day	Additional \$48.00 per child
Before/after	\$98.00 (both)/\$78.00 (either am/pm)

Before and After School: Highland school bus pick up and drop off is available for children registered with our center (based on availability). Weekly rates are \$98 for **both** before & after school care and \$7800 for before or after school care ONLY. EXTENDED care: Additional \$48.00 is owed for a full day when schools are canceled or closed throughout the school year- per child (if your child is already part of our weekly rate). Example: extended day means school canceled or a school closure.

School Age Summer Rates five days a week at KKC

5 days	\$187.00
Drop In	\$60.00 (when available)
	*less than 24 hr
	cancellation will result
	in the daily fee

Drop Off: Based on availability

Discount: 5% weekly discount for siblings (for a full time, meaning five days a week, private pay family).

Registration: There is a yearly non-refundable registration fee of \$40.00 per child or \$75 for a family to get your child enrolled and on our wait list. A child is not considered enrolled until the registration fee is received and you have received confirmation from the Director. Yearly enrollment will take place every January. Yearly, tax end statement totals will be given for your child upon request. PFCC must turn in a registration form to be on our wait list (see Title 20)

Payment: Payments for services are due prior to receiving child care for your child- no exception. Cash, check or credit card accepted. Ask us about auto pay which can be automatically taken out weekly, biweekly or monthly. Our tax ID number and/or a year-end childcare tax statement are available upon request. Any overcharge can be credited back to your credit card or will be credited on your account.

Returned Check Fee: A \$40 fee will be charged for any returned checks.

Cut off time for ARRIVAL at KKC: all children (infant-preschool) must be in the door by 10:15am (we will no longer take children arriving after the 10:15am cut off due to it interrupting the daily schedule). A few exceptions may be made due to appointments but must be arranged with the Director prior to that day.

Late payment fee: A fee of \$5.00 per day will be charged if payment is not paid on the first day of the week of your child's service. After 3 days of non-payment (payment arrangements MUST be made with the Director) your child's enrollment may be terminated and charges will accrue.

Late pick-up fee: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. A late fee of \$15.00 per 15 minutes per child will be charged after 6:00pm. (Ex. 2 minutes =\$15.00)

School Delays/Cancellations: Our program will operate a full day program for school age children when school is closed for vacations, delays or cancellations. Children MUST have paid the annual registration fee and have proper paperwork on file in order to come to the center. Additional charges apply for any EXTENDED DAY/Drop IN.

Absence Day, Vacation, Covid or other such virus Policy: at this time, Karen's Kids Campus does not provide a refund or credit for any excused sick days, being out due to Covid-19 exposure or other such viruses, or vacation days. Full tuition is still expected when a child is part of our weekly schedule (only exception is for a "drop in" service where you call to reserve a child's spot on any given day. Any cancellation that is less than 24 hour notice will still be charged the set time/amount for service pre-arranged)

Annual fee changes: Karen's Kids Campus reserves the right to change program fees annually.

Any outstanding fees not paid by December 31 of the current year will be charged an extra 15% and can accrue each year thereafter until paid in full.

Supervision Policy

Supervision of Infants/Mobile Infants/Toddlers/Preschoolers: At no time will a child be left unattended with the exception of a school age child (see below) where there are exceptions are times when a child can be unsupervised such as walking to his/her locker. Staff will supervise children at all times, including naptime. However, staff ratios can vary during naptime.

Supervision of School age: A school age child can run errands inside the building, go to his/her locker, use the restroom, or engage in shorts term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision.

Children Arriving to the Center from School or Other Programs/Attendance: At times it may be necessary for a child to arrive at the center from school or another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center anytime their child is not going to be attending as scheduled.

Our Staff

The Director is responsible for the supervision of the center. The staff consists of qualified persons who have been carefully selected. Each member of the staff is competent with a special ability to work with young children and a desire to provide love and understanding for the children. All staff will be pre-screened with a thorough background check, including a criminal record check (no staff member will ever be left alone with a child until his/her background check has cleared). Staff members are also trained in CPR, First Aid, communicable disease and child abuse recognition and prevention (at all times one or more staff members in combination are on-site to cover the above trainings).

Staff / Child Ratios and Maximum Group Size

1:5 or 2:12 Infants (0-12 months)

1:6 or 2:12 Mobile Infants (12 months – 18 months)

1:7 or 2:14 Toddlers (18 months – 36 months)

1:12 or 2: 24 Preschoolers (3-4 years)

1:14 or 2: 28 Preschoolers (4 years of age and up until eligible for kindergarten)

1:18 or 2:36 School age (eligible for school)

***The number of children in one group that can be cared for at any time defines maximum group size. Limitation does not include naptime, lunchtime, outdoor play or special activities.

Additional staff will always be available in the building to assist with emergencies if they would arise.

Arrival and Departure

Parents are required to sign their child in thru our electronic system and let a staff member know if you are unable to sign your child(ren) in. Any special messages, medications, special pickup notes, etc. are to be given to the teacher, front staff member or the Director. Children may not be dropped off at the entrance of the building or be sent inside alone without a staff member being present. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out.

Release of a child

A child will be released to either parent or emergency contact person listed on the PICK UP Form. Parents may add additional people to this list by filling out an alternative pickup form. Staff will check ID of anyone they do not recognize. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Law enforcement will be notified if necessary.

Parental Access and Involvement

Parents are encouraged to participate whenever possible in the activities at the center. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times!

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found. We can provide an opportunity for you to sit down with your child's teacher upon request (it may have to be scheduled to meet proper staff/child ratios as required by ODJFS).

1. Child's teacher
2. Director

Employees with concerns are asked to follow the same chain of command, starting with the Director.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your child and we want our relationship to be a good one!

Safety

The entrance has a locked entryway for safety. No firearms or other hazardous materials are permitted on the property. Additionally, Karen's Kids Campus is a smoke free facility.

Custody Agreements

If there are custody issues involving your child, you must provide Karen's Kids Campus with court papers indicating who has permission to pick up the child. The center may not deny a biological or custodial parent access to their child without proper documentation on file.

Transitioning

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, the center's staff will develop a transition plan (which may vary from child to child). This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

Daily Schedule

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

Infant Schedule

6:30-8:30 Individual activities-Exploration of materials.
8:30-9:15 Parent provided snack (Individual feeding schedules are followed throughout the day)
9:15-9:30 Clean up snack, diaper checks (Individual nap schedules are followed throughout the day)
9:30-10:00 Small group time
10:00-10:30 Outside play/ indoor gross motor activities
10:30-10:45 Free play
10:45-11:00 Set up for lunch, diaper checks
11:00-11:30 Lunch (parent provided)
11:30-11:45 Clean up from lunch, diaper checks
11:45-1:45 Individual activities for those awake
1:45-2:00 Diaper checks
2:00-2:30 Music exploration
2:30-3:00 Snack (parent provided)
3:00-3:30 Outside play or (KID ZONE). Pack bags to go home
3:30-4:00 Small group time-exploration of materials
4:00-4:15 Diaper checks
4:15-5:00 Indoor gross motor activities
5:00-6:00 Free play/clean up room

Mobile Infant (Tiny Tots)

6:30-7:45 Individual activities-Exploration of materials(KID ZONE-while numbers permit)
7:45-8:15 Diaper checks/changes upon arrival, write on back of papers and get organized for the day
8:15-8:45 Parent provided breakfast (Individual feeding schedules are followed throughout the day)
8:45-9:00 Diapers checks/changes
9:00-9:30 Kid Zone or outdoor play (Individual nap schedules are followed throughout the day)
9:30-9:45 Wash up for snack
10:00-10:30 SNACK TIME (center provided), clean up
10:30-11:00 Diaper checks/changes, FREE PLAY, then story or music activity together before lunch
11:30-12:00 LUNCH (parent provided lunch-ready to serve lunch)
12:00-12:30 Clean up from lunch, diaper changes, go down for a NAP (quiet time)
12:30-2:00 Nap/QUIET TIME (quiet activity or those awake will go to the KID ZONE to play)
2:00-3:00 Diapers checked/changed, Read and other small group quiet activity
1:45-2:00 Diaper checks
2:30-3:00 SNACK TIME (center provided), clean up
3:00-3:30 Outside play or (KID ZONE). Pack bags to go home
3:30-4:00 Bubbles, stories, small group activity (roll back and forth)
4:00-4:15 Diaper checks
4:15-6:00 Free play/clean up room (check diaper before infant leaves)

****SPECIAL ACTIVITIES****

Monday: Music and Dance

Tuesday: Tower Time (such as blocks, legoes...)

Wednesday: Arts and Crafts

Thursday: Muscle Mania (KID ZONE)

Friday: Splash Day or Science experiment exploration



Toddler Schedule

6:30-8:15 Supervised free choice time
8:15-8:30 Diaper Checks/Toileting older children
8:30-9:00 Parent provided breakfast snack
9:00-9:30 Learning centers open, teacher assisted stations
9:30-10:00 Outdoor play/indoor gross motor activities (Kid Zone)
10:00-10:20 Wash up/Snack (center provided)
10:20-10:45 Arts and crafts or SPECIAL activity of the week
10:45-11:10 Group Activities: circle time, self-selected/ teacher facilitated activities
11:10-11:30 Diaper checks/toileting older children, songs, story time
11:30-12:00 Wash up, LUNCH TIME (parent provided lunch-ready to serve lunch)
12:30-2:00 Clean up after lunch, nap time begins
1:30-2:30 Individual activities as children wake up, diaper checks/toileting older children
2:30-3:00 Outdoor play or indoor gross motor free play
3:00-3:30 Snack (center provided)
3:30-4:30 Group activities (story, songs, finger plays)
4:30-4:45 Diaper checks/toileting older children
4:45-6:00 Free choice until departure

Preschool Schedule

6:30-8:00 Supervised free choice time upon arrival
8:00-8:30 Bathroom, wash up, Breakfast (parent provided)
8:30-9:00 Small group activity
9:00-9:30 Circle Time with whole group (story, calendar, counting, alphabet practice)
9:30-10:00- Seat work (teacher facilitated)
10:00-10:30 Wash up/Snack (snack provided by Prek Parents--sign up is once a month/ otherwise center provided)
10:30-11:00 Bathroom, Outdoor play or indoor gross motor (Kid Zone)

Preschool Schedule -continued-

11:00-11:30 SPECIAL ACTIVITY with weekly theme- art, music, dramatic play
11:30-12:00 Centers/Learning Stations. Small group activity and clean up time
12:00-12:30 Bathroom, wash up, LUNCH TIME (parent provided-ready to serve lunch)
12:30-1:00 Potty break, clean up after lunch
1:00-3:00 Quiet time
3:00-3:30 Story, Snack (center provided), Potty breaks
3:30-4:00 Outdoor play or Kid zone
4:00-4:30 Centers
4:30-6:00 Free Choice/pick up classroom/Kid zone until departure

****Preschool Assessments will be conducted twice a year and results will be shared upon request of a parent****

We do not report assessments results to ODJFS at this time.

****SPECIAL ACTIVITY of the week****

Monday: Music and Dance

Tuesday: Science/Exploration (Prek1: Show and Tell)

Wednesday: Arts and Crafts

Thursday: Teacher's Choice

Friday: Learning Centers (Prek2: Show & Tell)

School Age Schedule – Before and After School Care

6:30-8:00 Supervised free choice time
8:00-8:15 Parent provided breakfast snack/board bus
2:45-4:00 Arrival
4:00-4:15 Snack
4:15-4:45 Outdoor play
4:45-6:00 Homework time / free choice until departure

School Age Schedule –regular summer schedule

Guidance Policy

Our staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to re-gain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom (approx. 1 minute per age). Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. If a situation arises where a child is consistently endangering himself or herself, peers or staff, it may become necessary to dis-enroll the child immediately at the discretion of the DIRECTOR. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Director would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Dismissal Policy

Karen's Kid Campus reserves the right to dis-enroll any child at any time when we believe that disenrollment is in the best interest of the child and/or the program. Our first priority is to provide quality care and early education for all children enrolled in our program, but on rare occasions there may be a need to remove a child from enrollment. Some of the reasons for involuntary dismissal might include:

- Failure to adapt -Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into the program, the child may be dis-enrolled so that his or her parents can find alternate care for their child.
- Aggressive/disruptive behavior -If a child is aggressive or hurtful to others or if a child's behavior is disruptive to the good order of the classroom Karen's Kids Campus will make every attempt to teach the child to respect others and to behave appropriately. If these behaviors continue, the child may be dis-enrolled at the discretion of the center.
- Failure to pay tuition –Karen's Kids Campus reserves the right to immediately remove any child from enrollment whose tuition is not paid per facility policies. After 3 days of non-payment, a child's enrollment will be terminated.
- Our center has a "No nit policy." (Re-occurrence will be cause for dismissal and proof of treatment might be required)
- The presence of bed bugs. Our center has a bed bug free policy. (any presence could lead to immediate dismissal)
- Abusive/disruptive behavior by parents -Karen's Kids Campus reserves the right to dis-enroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center.
- Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that Karen's Kids Campus is unable to meet a parent's expectations Karen's Kids Campus reserves the right to dis-enroll the child in order to allow the parents to find an environment that better meets their needs and expectations.
- Any social media slandering including Facebook of a staff member and/or our center will result in immediate dismissal!

Accidents and Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, quarterly lock downs drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Medical Center. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child (Parents will then be contacted as soon as possible to come pick up their child). If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

Emergency Medical Care

In case of accidental injury, we will make every attempt to contact a parent or guardian. In the event that we cannot reach a responsible party, your child's doctor may be called. There is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC.

If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records (a parent/guardian MUST grant permission for his/her child to be transported in the handbook-no exceptions). Until arrival of a parent or trained medical personnel, the director or designated director will make all decisions concerning your child. Staff may not transport children in their vehicles. Only parents or EMS will transport. Parent will be responsible for any and all medical expenses that may be incurred.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 business days of the incident.

Management of Illness

Karen's Kids Campus provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program to quickly assess their general health.

We ask that you not bring a sick child to the center (a child must be fever free, without medication, for a full 24 hours without the presence of any other symptoms). Or they will be sent home. You must pick your child up within one hour of being notified of illness. We regret any inconvenience these policies may cause but it helps us keep all of the children and staff healthier (regular payments are still required).

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - *in combination with any other signs of illness*
- Diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Management of Illness -continued-

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

Parents will be notified on the parent board at the entrance if children have been exposed to a communicable illness.

Children will be re-admitted to the center after at least 24 hours of being free of fever and other symptoms (must be medication free for 24 hours too). If a child is not symptom free, a doctor's note will be required stating that the child is not contagious.

Medication

Karen's Kids Campus will administer some medications to a child only after the parent completes a Request for Medication form (We do not have a nurse on staff so we will not give any injections such as insulin shots). All proper sections must be completed and the medication handed to an OFFICE STAFF each day. Medications will be stored in a designated area inaccessible to children. Please speak with the Director for more details regarding medicine storage and dispensing. We are compliant with **Americans with Disabilities Act (ADA)**. Children with disabilities are assessed on an individual basis to determine if the program is the right fit for his/her individual needs at KKC.

Medications may NOT be stored in a child's cubbies, diaper bag, or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition.

Only school age children will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler in his/her possession at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label.

Over the counter medications must also be administered in accordance to label instructions and also require a doctor's signature on our forms. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.



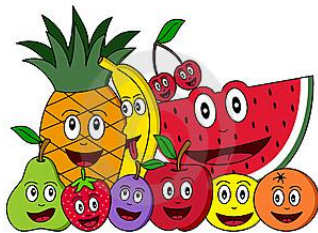
Please note, a child must receive a dose of medication before arriving at Karen's Kids Campus (unless the medication is used for emergencies) due to possibly allergic reactions or side effects.

Communication

Please check the parent information board in the lobby for daily updates.

Meals and Snacks

A morning snack around 8am (parent provided), snack at 10:00(center provided for mobile infants and older), lunch between 11:30-noon (parent provided and must be “ready to serve”) and an afternoon snack around 3:00pm (center provided for mobile infants and older). Each of the snacks will contain at least two nutritional foods. The lunches will meet all child care licensing requirements. Parents are required to provide a nutritional lunch for their child. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old), protein (1 ½ oz), grain (½ slice bread or 1/4 c pasta, etc.), and two foods from the fruit/vegetable group (½ c.). Fluid milk is also required. All food items must be stored in a lunch box/bag clearly marked with your child’s name. The lunches will be stored in the classroom, please be sure to include ice packs in your child’s lunch if food needs to be kept cold. If a lunch does not meet the nutritional requirements, the center is mandated to provide the supplemental food(s) at a charge of \$1.00 per item. Nutritional requirements will also be posted in the lobby. (If a parent consistently does not provide a nutritional meal to meet the state standards, a child’s enrollment may be in jeopardy).



Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Director for more details regarding this.

Infants

Parents of bottle-fed children will be responsible for providing all prepared and pre-mixed bottles. All bottles or Sippy cups must be labeled by the parent or guardian with child’s first and last name along with the date brought in each day. Karen’s Kids Campus will provide a refrigerator for bottle and Sippy cup storage. No infant will be accepted without formula or breast milk – no exceptions.



Onsite space for mothers to breastfeed and/or pump

If a KKC mother needs to breastfeed and/or pump breast milk, we have several options available at our center. Please ask the staff personnel for assistance.

Other Important Information

License

Karen's Kids Camps is a state licensed Childcare Center in Ohio. A copy of the State required information is enclosed. Please take time to read this information. (Page 16)

TITLE 20 (Publically Funded Childcare) Full Time Policy

If your application is complete and approved through ODJFS for Title 20, you may register your child at our center. The yearly registration fee is covered through Jobs and Family Services. Karen's Kids Campus Title 20 Policy is for FULL time hours weekly for your child's spot to be held each week (the only exception is school age kids during the school year when part time hours are the only doable option). We do not take kids on Title 20 on a part time weekly basis at this time. If the required FULL TIME hours are not met for any reason, your child will be given a notice that your child's spot will be terminated immediately. Karen's Kid Campus is NOT responsible for keeping track of any child's weekly hours to meet the full time requirements set forth at this center. Every parent or guardian is responsible in using the Title20 TAP machine to sign in and sign out his/her child. Failure to check in/out your child could result in missed hours which could mean you will lose the reserved spot at KKC immediately. We reserve the right to say "No service for failure to follow TAP state requirements!"

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

"No nit policy"

Our center has a no nit policy. A child/ren can be dismissed immediately because of lice or nits being present. Before returning to our center the following procedures should be followed:

1. The child should be treated with recommended shampoo and home should be treated as directed (call your local health department or pediatrician for recommendations if you have further questions).
2. The primary child needs to be accompanied to daycare by an adult and cleared through our main lobby before he/she may return to their classroom. Secondary children (also present in the same home) must also be cleared through the main lobby before returning to their classroom as well.

Bed bug free environment

Our center has a bed bug free policy. A child(ren) can be dismissed immediately from our center because of the presence of bed bugs.

Connect With Other Families

Parent/guardian names and contact information are available upon request. Families will have the option to opt in/out when completing child's enrollment packet.

Outdoor Play

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm, very cold or there is a safety concern. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. All children need to wear closed toe shoes for outdoor play (no sandals for outdoor play time will be permitted)

Field Trips: our school age kids sometimes go on field trips in the summer. All kids must sign a behavior agreement and all permission slips forms to be able to go on these trips. If a child has some misconduct, they may miss out on a field trip as they are additional fun for the kids (parent will be notified).

Water/Swimming Play-kids will be offered to participate in water play during the summer months at KKC. Kids need swim suits, towels and water shoes each week. All kids will need to sign a permission slip to play in water. School age will take trips in the summer to a swimming pool. All proper (ODJFS) forms must be filled out to take part.

Diapering

Our center policy is to check diapers every 2 to 3 hours or changed immediately if wet or soiled. (exception for exceeding the policy is if a parent request to not wake a sleeping infant/child to check/change a diaper). Then, the child will be checked/changed upon waking. Parents must provide an adequate supply of diapers, wipes and formula (if needed). Diaper/wipe combo will be provided at a cost of \$1.00 per diaper for emergency situations. After 3 consecutive days without diapering supplies, enrollment could be terminated. (**No infant will be accepted without formula or breast milk, or diapers).

Sleep

A crib will be provided for each child under the age of 18 months. Staff will make every attempt to follow the nap times provided by the parents (on the infant care sheet). At no time will children be permitted to sleep in car seats or swings. Infants will be placed in cribs on their backs only. Toddlers and Preschoolers will be provided with a cot and resting place for naps / quiet time.

A school age child is expelled from school

If a child is expelled from school can I bring my child to daycare? #1 It is up to the Director, as to the severity of the reasoning for expulsion from school and if it jeopardizes the safety of the other child in the center whether a particular child can attend #2 would require an extra staff member to be available to come in a full day #3 parent would be responsible for the additional expenses beyond a regular day charge to bring in one staff member for one child (state assisted families would have to pay completely out of pocket because the state will not pay for a child who is expelled from school).

Personal Belongings

Karen's Kids Campus will provide a designated place for your child's belongings. The center is not responsible for lost or stolen items. Please make sure ALL ITEMS are properly labeled with your child's name and/or initials!
No electronics are permitted.

Face coverings: students ages 3 and up are encouraged to wear a mask if they are not feeling well.

Americans with Disabilities Act (ADA).

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for his/her individual needs at KKC.

Covid-19 /and other public health concerns Policy

- Karen's Kids Campus cannot be held liable for a child who gets Covid-19 or other such potential viruses.
- Karen's Kids Campus has "best practices" in place to help keep the spread of all viruses such as Covid-19 down.
- Karen's Kid Campus will still require regular weekly tuition fees even if the center has to temporarily close due to the virus or other public health concerns such as no power, water etc. We will follow the lead of the Morrow County Health Department. Additionally, kids that are sent home because they have come in contact with a positive person will also still need to pay regular weekly tuition fees just as you would for other communicable diseases and illnesses to hold your child's reserved spot.

Transportation

Transportation for field trips is provided by a public transportation company (currently Highland School bus). Kids use this transportation for field trips during the summer months. If a parent or guardian does not sign a transportation form than it will need to be determined if Karen's Kids Campus has proper staff/child ration for the school age child to stay in the building. Otherwise, other arrangements may need to be made at the parent's expense. (permission slips must be signed for different field trips).

Substitute child care staff

There are times when a substitute or child care staff member may be used to cover a sickness, vacation or other times off. These substitute child care staff members are still trained and have underwent a background check.

Disaster Plans

We have Disaster Plans in place for various situations. Please ask if you need any more details about our disaster plan.

- Weather emergencies and natural disasters
 - Thunderstorms and tornadoes: will follow the same drill (the kids have practiced and know where the “tornado safe spots” are away from as many windows and away from exterior walls or doors
 - During flash flooding, major snowfall, blizzards, ice storms, or earthquakes: we will make every attempt to be proactive and make all attempts to have children picked up before any weather emergencies (such as closing before Morrow county reaches a level 3 snow emergency). If for any reason, it happened quickly, we have extra food, snacks, and baby formula etc for emergencies beyond our control.

- Evacuation: if we need to evacuate children for any reason, there will be a paper at the main entrance door letting parents know where to come to pick up their child.

- Ways to get in contact with us:
 - Facebook (join Karen’s Kids Campus)
 - Email: karenskids-campus@yahoo.com
 - Phone number: 419-253-7400

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

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

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

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

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex on national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.