



# CAO CREATIVE CUBS ACADEMY

*Where Little Minds Roar with Creativity*

## PARENT/STAFF HANDBOOK

Welcome to the CAO Creative Cubs Academy where we work together as a team to provide a nurturing, safe, and educational environment for your child. We follow and comply with all private and publicly funded childcare regulations. In this handbook, you will find information about many of the policies and procedures we have in place.

Please sign the back two pages, including the media release, and return them to the Administrator. Keep the rest of the book for your reference.

### PHILOSOPHY

We are committed to providing high-quality care and encouraging children to explore their natural interests through self-directed activities, hands-on learning, and collaborative play.

### MISSION

Our mission is to strengthen the community by providing an environment where children are safe, nurtured and stimulated allowing their families to participate in the workforce and live the lives they envision.

### VISION

We strive to be a premier community provider by valuing all children as individuals and being a trusted partner and positive inspiration in the lives of children and their families.

Administrator: Maranda Swords

### EMERGENCY NUMBERS

SSU Facilities	740-354-3458
SSU Security	740-351-3243
CAO Maintenance	740-354-7541
Columbia Gas	800-344-4077

Portsmouth Police Dept	740-353-4101
Portsmouth Health Dept	740-353-5153
Portsmouth Water Dept	740-354-7515
AEP Ohio	800-672-2231

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CAO Creative Cubs Academy serves children from the age of 6 weeks through School Age. During the traditional school year, the Academy will serve infants through children up to 5 years of age who have not begun Kindergarten. During the summer months, the Academy will serve School Age children as classroom space permits.

## SCHEDULE

The CAO Creative Cubs Academy will operate from 7:30am to 6:00pm, Monday through Friday except on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

If a scheduled holiday occurs on a Saturday, we will close on the Friday previous. Should the day fall on Sunday, we will close on the following Monday. The Academy will close early on Christmas Eve and New Year's Eve at 3:30 pm EST. The Academy will also be closed two days per year for professional development training for our staff. The two dates will be announced at least four months in advance.

We will also close under Level 3 weather emergencies and in the event the center is without power or other utilities. Notification of unexpected closures or delays will be communicated through the Brightwheel app as well as local media.

Full Tuition is charged regardless of program closures or delays. Non-payment of tuition is cause for termination of services.

### STAFF-TO-CHILD RATIOS

Ages	Ratio
Infant – 12 months	1:5
12 months-18 months	1:6
18 months – 30 months	1:7
30 months – less than 3 years	1:8
Preschool 3 years – less than 4 years	1:12
Preschool 4 years – not enrolled in Kindergarten	1:14
School Age – Kindergarten through 12 <sup>th</sup> Grade	1:18

Ratios may be doubled for children 18 months or older during naptime if all children are on their cots and naptime does not exceed 2 hours in a 24-hour period.

## BASIC DAILY SCHEDULE

7:30am – 8:00am Arrival, Handwashing, Toileting, Free Play	10:00am-11:00am Toileting, Free Play Outdoor/Indoor Play	12:30pm-2:00pm Quiet Time
8:00am - 8:45am Breakfast	11:00am-11:30am Handwashing, Prep for Lunch	2:00-2:30 Snack
8:45am -9:00am Clean up, Handwashing	12:00pm – 12:30pm Lunch	2:30-3:00 Toileting
9:00am-10:00am Curriculum Time/Activities		3:00pm-5:30pm Outdoor Play/Indoor Play GoodByes

During the week we may have special guest teachers for activities like music, yoga, sports and dance. Throughout the year we will have visitors like puppeteers, musicians, jugglers, animals, etc.

## ENROLLMENT

Prospective parents/guardians are encouraged to schedule a time to visit the center where they and their child may meet with the administrative and teaching staff. An enrollment packet including the required forms will be provided during the visit. If a parent/guardian forgoes scheduling a visit, an enrollment packet may be picked up at the center during operating hours.

Our classroom teachers will introduce your little one to everyone on the first day and will welcome your family into CAO Creative Cubs Academy!

**Note:** *The Academy will decline admission of children if a parent/guardian does not permit emergency transport in the instance of serious injury or illness.*

Before the first day of enrollment, you must:

- Pay all appropriate fees.
- Complete all forms in the enrollment packet.
- All children must undergo a physical exam, and a medical statement must be provided to the Academy using the appropriate form no later than 30 days after enrollment and yearly thereafter.
- At the appropriate age, all students must have Center for Disease Control and Prevention routine immunizations.

### ENROLLMENT PACKET

- CAO Creative Cubs Admissions Agreement
- JFS 01234 Child Enrollment & Health Information (updated annually)
- JFS 01236 Medical/Physical Care Plan for Childcare, if applicable
- Ohio Child & Adult Care Food Program Enrollment Form (updated annually)
- Ohio Child & Adult Care Food Program Income Eligibility Form (updated annually)
- Copy of Driver's License
- JFS 01511 Family Information
- JFS 01218 Basic Infant Information Sheet (infants)

CAO Creative Cubs Academy adheres to the requirements of OAC 5180:2-12 regarding Child Record Requirements, Emergency and Health-Related Plans and Medical Administration, Food Supplements and

Medical Foods. If your child has a health condition or disability, we will make every effort to meet your child's needs. The Academy Administrator will meet with you and your child's teacher to discuss the condition. A Health Care Plan will be developed to train and inform our staff members of any procedures, warning signs and emergency actions that should be taken. If emergency medication is required for your child, the Academy must have the medication on site at all times. The Academy will refuse care without your child's emergency medication. This includes but is not limited to asthma, allergies, seizure, and developmental disorders.

Any change to the enrollment information must be communicated to the Administrator immediately to ensure current information is always on file. This is for the safety of your child. All information regarding your family is kept confidential within Academy staff.

### IMMUNIZATIONS

While CAO Creative Cubs Academy requires medical statement, the immunization requirement is waived with a statement of one of the following:

- A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
- A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
- A statement from the child's parent/guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Children's records shall be confidential but shall be available to the Ohio Department of Job and Family Services for the purpose of administering Chapter 5104 of the Revised Code and Chapter 5180:2-12 of the Administrative Code. The immunization records shall be subject to review by the Ohio Department of Health (ODH) for disease outbreak control and for immunization level assessment purposes.

## ARRIVAL AND DEPARTURE

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For the safety of each child, the Academy requires a parent/guardian to accompany their child into the building and release them to the care of the attending teacher, thus transferring custody to the Academy. The teacher must be made aware of your child's presence and track their arrival in the daily record. This will help to provide a smooth transition and will give you the opportunity for a brief exchange with the teacher and for the teacher to acknowledge the child. Please remember to refrain from using your cell phone during this exchange. All Children need to arrive by 9:00am due to our curriculum. If your child is not at the center by 9:00am they will be counted as absent if you do not have a doctors appointment or any other types of appointments.

Parents receiving publicly funded childcare assistance must record attendance in the JFS Childcare Time, Attendance, and Payment (TAP) system.

Our responsibility begins when you place your child in the care of the teacher. The Academy discourages parents/guardians from leaving without saying goodbye to their child. This is frightening for young children. Please allow for a few extra minutes to transition your child into activities. The children's safety is our priority!

### **CUSTODY AGREEMENTS**

CAO Creative Cubs Academy shall be provided a certified copy of any court order applicable to a child enrolled at the Academy, including but not limited to parenting, custody, or protection orders. A parent of a child enrolled at the Academy who is not the child's custodial parent/guardian will be given the same rights as the custodial parent/guardian unless there is court documentation limiting access and conditions of the non-custodial parent on file at the Academy.

If custody or court papers are on file at the Academy, they will be strictly followed unless the custodial parent/guardian requests a more liberal variation of the court order in writing. If there are court papers in the child's file that deny/ limit the non-custodial parent's rights to visitation, we CANNOT release the child. Staff will call the custodial parent/guardian and report the circumstances. If the parent insists or is threatening to the staff, 911 will be called.

Like the arrival procedure, no child is permitted to walk out of the building without a parent/guardian being present. This means all parents/guardians must pick up their child directly from the teacher so the teacher may acknowledge them leaving and track their departure in the daily record. It is the responsibility of the parent/guardian to notify and alert the Administrator and/or staff that the child is departing. Once the parent/guardian has picked the child up from their classroom, they are no longer in the care of CAO Creative Cubs Academy.

If someone other than the child's custodial parents or guardians picks up the child from the center, this must be documented on the child's release form. If an emergency arises, the parent/guardian must provide a written, signed note giving the person permission to pick up their child. The Administrator will call the parent or guardian via number provided in Academy records. This is to verify the authorization is from the parent/guardian. Staff will check the IDs of anyone they do not recognize. The children's safety is our priority!

Staff will document the arrival and departure of each child on a daily attendance form.

Arrangements should be made 24 hours in advance for early arrivals or late pickups. We request parents/guardians phone ahead if arriving later than their usual time.

No one under the age of 18 is permitted to drop off or pick up a child.

Staff members will not release children to anyone, including parents/guardians who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

When dropping off or picking up children at the Academy you cannot leave your car running or leave children unattended in the car. Do not prop open the doors of the building. Please notify us of any person that you observe acting in a suspicious manner or loitering.

Please note that parking is not allowed in any area not designated for parking or fire lanes. All vehicles must park in designated parking spaces and handicapped spaces are reserved for vehicles with properly displayed handicapped license plates or placards. Children are never to be in the parking lot unattended.

## **ABSENCES**

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Please notify the Academy Director if your child will be absent from the Academy as soon as practicable. If a child is absent for 5 consecutive business days and we do not hear from you, the child will be withdrawn from the program.

Vacations that last for one week (5 consecutive days in the same week) may be paid at half tuition. Half tuition for missed weeks must be paid in advance or the late fee will apply. Vacation fees that are not paid in advance may result in withdrawal. Re-enrollment will depend upon available space and will require the payment of an additional registration fee. Families will receive a maximum of 2 weeks of half tuition vacation-time annually.

Parents receiving subsidized childcare must adhere to county and state policies regarding absent days. Failure to comply with county and state policies will result in additional fees and/or withdrawal from the Academy.

Full tuition is charged regardless of program closures or absences unless you are on an approved vacation. Non-payment of tuition is cause for termination of services.

## **WITHDRAWAL**

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Families are required to give at least a four-week written notice of withdrawal. We request that you provide us with the reason for withdrawal, for example: moving, changing jobs, etc. Families will be billed for childcare service during the four-week notice period and are responsible for full payment of the account. If the four-week notice is not given, the family agrees to pay the four-week tuition fee prior to withdrawal.

In the event your child is absent for reasons of his/her health, the tuition is due and payable for such days the child does not attend the Academy.

It is always hard to say goodbye as our teachers and administrators form a strong bond with each child and family within the Academy. However, if you do make the difficult decision to withdraw from the Academy, we want to make the transition as comfortable as possible for your family. Our classroom teachers will prepare the children in the class for a final farewell and will help collect artwork and personal belongings. As a final goodbye and thank you, we will send a little something special home with your family.

Families can access records and request copies at any time.

### **GUESTS & VOLUNTEERS**

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The Academy welcome volunteers and guests, but at no time shall they be left alone with children being cared for at the center, be used to meet staff-child ratios, have regularly scheduled hours or duties, or be compensated for their time.

## PARENT INVOLVEMENT & COMMUNICATION

The Academy uses Brightwheel software and the Creative Curriculum. The Brightwheel app will keep you connected with your child while he/she is at the center. Academy staff will use the software to track various things including attendance, meals, and diaper changes which you will be able to see in the app. We will also use the Brightwheel app to communicate special activities and opportunities where parents/guardians will be permitted to volunteer throughout the year with holiday-themed parties. The system will also be used for billing, payment, and other important communications.

Brightwheel comes with a curriculum that the Academy will supplement with the Creative curriculum. The Creative Curriculum is a specific type of curriculum that incorporates elements of experiential learning within a broader framework designed to support children's holistic development and foster a love of learning. Teachers will also use Brightwheel's classroom management tool for lesson planning, assessments, milestones, and events.

We will conduct formal assessments every three months and report the results to parents/guardians and the Ohio Department of Job and Family Services. However, teachers will also communicate frequently with parents/guardians on the progress their child is making during arrival and departure and will schedule conferences two times per year. Teachers will be assessed every six months.

If a teacher believes that a child is demonstrating a pattern of challenging behavior, the following steps will be taken:

- A meeting of the family and staff will be scheduled. The goal of the meeting will be to share information and develop a plan. Appropriate follow-up meetings will be scheduled to discuss progress.
- Academy staff and the family will communicate regularly.
- Academy staff will implement specific guidance strategies as defined in the plan, document observations of the child, and implement appropriate evaluation methods to determine if the plan is successful.

If at any time a child's behavior places the child, other children, or adults at consistent or extraordinary risk of harm, it may be necessary to ask the family to withdraw the child. If you have issues or concerns we need to address, you may share them during drop-off or pick-up or request to have a meeting or phone call to discuss them.

Through planned experiences and careful structure of the classroom environment we will give your child a successful start toward their school career.

### ADDRESSING CONCERNS

Sometimes a family has a concern about a classroom incident or a program policy or procedure which requires assistance from program staff. Because we believe that we much work in partnership to provide the highest quality childcare for your family, it is important that we work together to quickly bring concerns to a satisfactory resolution. If at any time you suspect any type of suspicious/ inappropriate behavior or have other concerns, please follow these action steps:

- If the concern is about a classroom incident, discuss your concern first with the teacher. Families are always welcome to schedule a time to meet with teachers privately.
- If the concern remains or if the concern is about a program policy or procedure, you may discuss your concern with the Administrator.
- If the concern remains, it should be discussed with the Academy Executive Director.

Most concerns can be resolved with a concrete plan of action and continued communication.

The Ohio Department of Job and Family Services may also be contacted to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on our license which is posted in the center.

The licensing rules governing childcare are available for review online at [www.emanuals.jfs.ohio.gov/childcare](http://www.emanuals.jfs.ohio.gov/childcare).



# SUPERVISION

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Children will always be supervised within sight and hearing of a staff member, both inside and outside, regardless of age. The policies governing the arrival and departure of children ensure that a childcare staff member is aware of each child’s presence when in our care.

The Academy has installed cameras for the safety of the children as well as staff. The Administrator and members of the Academy team can view all cameras throughout the building. Not all areas are visible as it is difficult to have camera coverage for every area. We cannot guarantee there will be footage of every minute due to equipment glitches which may cause periodic lapses in recording. Due to privacy concerns of all children in our care, parents/guardians are not permitted to view footage.

**CHILD ABUSE**

All staff members are mandated reporters of child abuse. If our staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children’s services agency.

Please make us aware of any unusual accidents or injuries that occur at home. If the staff are not sure they have enough information to report, they are to always err on the safety of the child. Children services screen all reports to determine if there is enough information to investigate. Parents/Guardians are not required to be notified by Academy staff if a call to Child Protective Services has been made.

The children’s safety is always our priority!

Any parent/guardian of a child enrolled in the Academy will be permitted access to the center during hours of operation for the purpose of contacting their child, evaluating the care provided by the Academy, or evaluating the premises. The parent/guardian shall contact the Administrator and request to be escorted to the classroom and/or throughout the facility.

The administrator's hours of availability to meet with parents/guardians and child/staff ratios are posted in a noticeable place in the center for review.

The Academy is inspected regularly by licensing, fire, and health department personnel. Our staff members also conduct internal safety inspections. 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, disability, 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 childcare 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>.

# STAFF

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We believe that children deserve to have staff members who are capable and caring and whose values enable them to be excellent role models. We are proud of our staff at CAO Creative Cubs Academy. You will find our staff to be incredibly positive and committed to motivating children to become self-reliant, self-confident, respectful of others, and lifelong learners.

The staff members at the Academy are provided with a variety of training programs to assist their professional development. Anytime a staff member has a general problem, they are to immediately address the issue with the Administrator. These programs are designed to enhance the abilities of each staff member to care for and educate each child.

## TUITION AND FEES

Tuition is charged weekly, in advance, and payments are due on Mondays of the current week. Payment may be made weekly, bi-weekly, or monthly, but always in advance of services. You can pay by check or money order at the center or use a credit card through the Brightwheel app. Parent/guardian work schedules are due no later than the Friday before the week of services needed.

AGE	PART-TIME (7-24.9 hrs/wk)	FULL-TIME (25-60 hrs/wk)
<b>Infants</b> Birth - under 18mos	\$155	\$225
<b>Toddlers</b> 18mos - under 3yrs	\$140	\$210
<b>Preschool</b> 3 - 5yrs not in Kindergarten	\$130	\$200

A late payment fee of \$25.00/day will be added to all accounts not paid. Unpaid balances delinquent for five days will result in disenrollment.

All payments will be applied first to late fees and past due tuition before being applied to current tuition. Full tuition is charged regardless of program closures or absences. Non-payment of tuition is cause for termination of services.

If action is necessary to collect past due amounts on your account, in addition to any past due amounts you shall also be responsible for any and all costs incurred related to such collection, including but not limited to, filing fees, court costs and attorney fees.

We accept publicly funded childcare assistance through the Ohio Department of Job and Family Services. If you do not know if you qualify for assistance or if you need help applying, we can help you.

Tuition fees will typically be reviewed annually in December. Any changes to charges will be communicated to parents/guardians in writing.

### REGISTRATION FEE

A \$30 non-refundable family registration fee is charged when a family enrolls in the program. When a family withdraws from the program and re-enrolls, there will be a \$250 deposit fee which will be applied toward tuition.

**NOTE:** The registration fee will be waived for families if transferring enrollment from the Shawnee State University CLC to the CAO Creative Cubs Academy. The transfer must be complete, with all enrollment requirements being finalized by August 31, 2025, in order for the waiver to apply.

Emergency drop-in is available for \$45 a day, twice a month, if space allows. Registration, enrollment forms, and fees apply.

Registration is completed online through Brightwheel, and an enrollment packet can be picked up at the Academy.

### LATE PICK-UP FEES

Picking up children after the scheduled pickup time will result in a late pickup fee as follows:

- 15 minutes, \$10
- Over 15 minutes, \$10 + \$3 per minute

Time will be assessed according to the Academy's attendance records. This fee must be paid prior to the next drop off day.

After 30 minutes of no contact, local authorities will be contacted.

### SUPPLY/RESOURCE FEES

Parents are asked to supply diapers and pull-ups. The teachers will make every effort to keep you informed when more supplies are needed; however, if your child runs out, we will assess a charge of \$1 per item used to your account. If formula runs out, the fee is \$4 per 8-ounce bottle.

From time to time, there may be a supply fee pertaining to fall activities, graduation fees, special events, etc. We will notify you in advance prior to assessing these fees to your account.

### REFUNDS

No refunds are given for services rendered or absences. Reimbursements will be issued for overpayment of services. Any parent/guardian who withdraws a child and has prepaid tuition may receive reimbursement with proper written notice to the center.

### DAMAGES

In cases of malicious behavior by a child, parents/guardians are responsible for repair/replacement when there is damage to toys, equipment or the facility.

**There will be a \$30 returned check fee.**

**All payments made using a credit card will be assessed a 3% processing fee.**

## WHAT TO BRING

Dress your child in washable, sturdy play clothes for school. We recommend sending children in tennis shoes. Tennis shoes protect toes and feet when on the playground. To prevent injuries, your child must arrive at the Academy in a well-fitting shoe with a closed toe and with a back strap. We will do our best to protect your children's clothing during meals and crafts, however, children play hard, and their clothing can become soiled on any given day.

An extra set of clothing (well-labelled) including underwear, socks, pants, shirt, and shoes must be left at the Academy in case of accidents. Children may need extra clothing after a milk spill, paint, or water spill. We will not borrow clothing from another child. If your child needs to have their clothing changed and you have not provided us with an extra change of clothes you will be called to provide extra clothing.

Families with infants and toddlers supply diapers as well as necessary extras during potty training times. Families should check with classroom staff for additional details. The Academy prohibits the use of cloth diapers at our center.

### OUTDOOR PLAY

Children over 1 year of age will be given a minimum of two 45-minute sessions of outdoor play (one in the morning and one in the afternoon). Active play will be suitable to the developmental levels and abilities of each child to promote physical, social emotional, cognitive, and language development. Every child that is well enough to attend the Academy must be well enough to engage in all activities, including outdoor play.

Children will go outside to play in all kinds of weather, so be sure to dress them appropriately such as including hats, coats, and mittens. If a child is not dressed safely for the weather, the child will be kept inside with staff unless the Academy happens to have clothing such as a coat and mittens the child may wear.

Only temperatures below 25 degrees, above 90 degrees and other extreme conditions such as humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice will keep us inside. During warm weather months, children may participate in water play activities such as sprinklers. The program does not use swimming or wading pools for water play.

When outdoor play is cancelled, children will participate in activities inside such as music and movement and other gross motor skill activities.

Children are often comforted by items from home. For toddler and preschool naptime, we encourage small, travel-size pillows and cot-sized blanket (we do not have storage for larger items). Infant rooms furnish all crib linens. As the program prohibits blankets in cribs for infants under 12 months for safety

reasons, families are asked to bring sleeping clothes, sleeping sacks, or swaddles. Toddlers and preschoolers may also bring a small love to sleep with, but infants may not have these items placed in their cribs.

### LOST ITEMS

The Academy is not responsible for any lost damaged or stolen items. While great care is taken to keep personal items organized and cared for, we cannot be held responsible for damaged, lost, or stolen articles.

Please report any lost articles immediately and we will endeavor to provide reasonable assistance to search for and recover the item. It is much easier to return lost items if they are labeled with your child's name.

### WHAT NOT TO BRING

CAO Creative Cubs Academy provides educational materials and toys to be shared by all children as part of the learning experience. The Academy has an ample supply of material. With this in mind, we request that you not allow your child to bring or wear any toys, money, jewelry, small beads, etc. from home unless requested by the teacher. Items from home generally do not survive the wear and tear of a large group of children and can get lost, stolen, or damaged. Sharin rules are also difficult to enforce with such items, so problems arise.

## CHILD GUIDANCE

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The principles of our child guidance policies and procedures are designed to teach each child to understand rules of safety and help them take ownership of their own behavior. Our approach focuses on and rewards positive behavior. CAO Creative Cubs Academy follow state licensing rules and child guidance is restricted as follows:

- There will be no cruel, harsh, or unusual punishments such as punching, pinching, shaking, biting, or hitting.
- No disciplinary/guidance technique will be delegated to another child
- No physical restraints will be used to confine a child.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- No child will be humiliated or subject to profane language, threats, derogatory remarks, or other verbal abuse about them or their family.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Technique of discipline will not humiliate, shame, or frighten a child.
- Discipline will not include withholding food, rest, or toilet use.
- The Academy has a NO SPANKING policy. This applies to all employees and parents/guardians while they are at the center.

The Academy chooses to use positive words to describe appropriate behavior rather than negative words to describe negative behavior, whenever possible. For example, “Let’s be quiet, please” rather than “No talking,” or “Let’s take care of our toys” rather than “Stop throwing your toys.” Positive reinforcement is the most effective method of preventing misbehavior

Our motivation is to make certain we provide a safe and loving environment where all children can achieve success to their fullest. Never should a child feel apprehensive about attending the Academy for fear of another child’s behavior, be it hitting, kicking, or bullying. It is our goal to communicate with all parents/guardians how aggressive and/or anti-social behavior will be handled. Aggressive behavior is defined as intentional hitting, biting, or kicking another child or staff person. Anti-social behavior is threatening, use of inappropriate language, inappropriate sexual behavior/comments or malicious teasing of another child or staff person.

We use a positive approach to addressing inappropriate behavior by encouraging the child’s good behavior and/or redirecting his or her activity. The following techniques should be utilized:

- **Verbal Intervention** - Academy staff will model appropriate ways to handle a situation and give the child tools to utilize in the future. For example, a staff member will encourage the child to verbalize his or her frustration to another child instead of reacting physically.
- **Redirection/Choices** – Academy staff will offer the child choices, suggest a different toy or activity to a child who is engaged in undesirable behavior. The idea of giving the child choices is to empower them to engage in a more calming situation.
- **Teachable moments** – In a moment of frustration Academy staff will work with the child to teach how to better handle a situation. For example, if a child throws a block, first the staff member will relate the action to classroom safety, next walk the child over to get the block. and then model appropriate block play.
- **Praise for Appropriate Behavior** - This technique should be used all the time. Academy staff will be giving the child attention for appropriate behavior and reinforcement for positive actions.
- **Calming Strategies** – Academy staff will assist the child in utilizing calming techniques. Examples would be using the safe place or practicing breathing techniques. A safe place could be a designated area in the classroom with calming toys, pillows, staff laps, etc.

If the problem still exists, the child is then removed from the situation and placed in a ‘time out’ (one minute per year of age, no more than five minutes). ‘Time out’ shall be defined as an area away from the group activity but visible to the teacher and the children. The teacher will positively encourage him or her to return to the group or activity after the time out is complete.

If the child demonstrates behavior that requires frequent ‘extra attention’ from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents/guardians and would be consistent with the requirements of State Licensing Rule 5180:2-12. A behavioral report will be written by the teacher and/or administrator and signed by the parent/guardian to be placed in the child’s file for tracking purposes if unmanageable behavior continues.

If the child receives three written behavioral reports within a four-week period, the child may be suspended from the Academy for one week. Fees will still be paid for this week to retain the child’s space in the program.

#### **REST TIME**

All children need a balance of quiet and active experiences throughout the day. If your child does not nap or does not fall asleep after an appropriate amount of time, they will be provided with quiet activities. Every child 12 months and older will be provided with a small blanket that will be stored at the Academy and washed by the Academy weekly. Children will be provided with a cot, and infants will be provided with a crib. Once your child is 12 months, you will be asked to sign a permission form to begin the transition from a crib to a cot.

## **CLASSROOM ASSIGNMENTS**

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Classroom assignments and curriculum are based upon each child’s age and developmental level. When your child is ready to move to an older class assignment, the staff and/or Academy Administrator will consult with you prior to the transition. Your child’s age, social development, emotional development, and self-care skills will be evaluated prior to the transition.

Some children are ready to move straight into a new classroom while others need to be eased in gradually. Children requiring transition time from one classroom to the next shall have a pre- established period of time to gradually become acclimated to their new classroom. This time shall be communicated verbally and in written form with the parent’s/guardian’s input. This will be done through a written transitioning form that will include the dates and times. This agreement is between the parent/guardian and the staff and will be on file in the office and available in the classroom.

## **TOILETING**

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It is important that the Academy has a record of your child’s toilet habits. If your child is not yet potty trained, the parent/guardian is responsible for providing disposable diapers and/or pullups for children aged 6 weeks to 36 months. It is especially important for parents/guardians and staff members to be in frequent communication with each other about the child’s progress. When you feel your child is ready to be potty trained, let the staff know so a plan can be developed. During this process you will be required to bring multiple outfits, underwear, socks, and an extra set of shoes each day. If the Academy is not provided with the extra clothing, we will not be able to facilitate the training process.

## **BITING**

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In larger group settings like childcare, biting happens frequently. Studies estimate as many as half of children in childcare centers will be bitten with toddlers being most common. Bites usually occur to the arms or face and rarely require medical attention as they typically do not break the skin barrier. By the time a child is 3 years old, the frequency of biting dramatically declines.

Biting is a behavior that we at CAO Creative Cubs Academy take very seriously. Most bites occur in the Toddler and Older Infant Classrooms. It is not unheard of for a preschooler to bite in some situations.

Children bite because:

- It feels good on maturing teeth and gums.
- Biting brings an immediate response from the victim. Children explore through their senses (taste).
- Toddlers and Older Infants are in an oral fixation stage of development. Children see biting as a means to get what they want.
- Before language skills are perfected children communicate physically.

The Academy takes a proactive approach to biting. We are constantly improving our classrooms and training staff to create a comfortable, stress-free learning environment.

Academy staff members:

- Engage in play with children rather than watching from afar. Recognize signs of frustration and intervene when tempers flare.
- Encourage children to communicate feelings verbally and with gentle touches. Ask administration to help observe and make recommendations.
- Plan activities that stimulate language and the explanation of feelings. Give alternative outlets for biting behaviors.
- Focus on children who are going through a biting stage.
- Once a child bites, CAO Creative Cubs Academy staff members respond immediately by:
- Consoling the victim. This gives the victim the desired attention that the biter may be seeking. Wash the affected area with soap and water and apply ice.
- Watch the bite closely for the next few hours.
- Examine the situation in which the bite occurred in an effort to identify the cause. Document and inform parents/guardians of the victim and the biter.

If a pattern can be identified, we will discuss a plan to limit the instigating event for the child. When biting occurs, written documentation is sent home with the offending child's parents/guardians. An incident report is provided to the injured child's parents. Under no circumstances will names be given to either family.

In the event a child continues to bite without showing signs of progress, the Administrator may suspend him or her until the problem is under control. With good communication, most families will successfully pay through the biting phase.

## SUSPENSION & EXPULSION

CAO Creative Cubs Academy operates with the belief open communication between the center and parents/guardians is imperative for addressing and overcoming behavioral issues. We use many resources

### **DISENROLLMENT REASONS**

- Non-payment of tuition or fees
- Custody struggles that interfere with the program
- Failure to comply with Academy policies
- Excessive absenteeism

to assist and aid parents/guardians in need and feedback from the parent/guardian is the key to resolving behavioral situations. If a situation arises where a child is consistently endangering themselves, peers, or staff, it may become necessary to suspend or expel the child. Every attempt will be made to work together with the parents/guardians, child, and any other referral agencies necessary to assist in correcting the behavior. However, the safety of children is always our primary concern. The Administrator would be in communication with the parents/guardians prior to this occurrence.

The Academy reserves the right to deviate from this process depending on the severity or nature of the aggression and/or antisocial behavior. No tuition, deposit or registration fees will be refunded for a suspended or expelled child. We will use these progressive procedures:

- **Daily Reports** – a parent/teacher communication format that does not count as a written behavior report.
- **Written Behavior Report** – this report is filled out and submitted to the Administrator. The Administrator will provide a copy of the report to the parent/guardian, and a copy will be placed in the child's file. Each report counts as one of three which would result in a 3-to-5-day suspension from the Academy. Fees will still be paid for the suspension period in order to maintain the child's space in the Academy
  - Parent-teacher conference will be conducted.
  - The Administrator may suggest outside resources to help the child's behavior.

If the inappropriate behavior persists after the child is sent home on suspension, we will request that the parents/guardians withdraw the child from the Academy.

The Academy reserves the right to expel any family who fails to comply with Academy policies and interferes with daily operations. We also reserve the right to expel any child whose behavior poses a direct threat and/or creates a harmful environment to themselves, other children, employees, or equipment. Safety for the child, other children, and staff is our primary concern. Expulsion will not occur until a conference has been conducted and all viable options have been explored on a cooperative basis. All expulsions will be reported to the Ohio Child Licensing and Quality System.

## MEDICAL CARE

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All staff will be certified in medication administration. In the event staff will need to administer medication or a special diet, they will do so following the Medication Administration policy outlined in this handbook.

### AMERICANS WITH DISABILITIES ACT

CAO Creative Cubs Academy aims to be an inclusive childcare provider for all children. Children with disabilities will be assessed on an individual basis in coordination with the parent/guardian to ensure we are the right fit for the child's needs.

Parents/Guardians of children with disabilities will also be required to come on site to meet with staff and show them how to best and properly administer medication to their child. If the child is 3 years old or older, the Academy suggests parents/guardians sign up for services through the county board of developmental disabilities which may include a one-on-one Direct Support Professional (DSP) who could assist with the child's care.

## MEDICAL / PHYSICAL CARE PLAN

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If your child has or is diagnosed with a condition which requires a health care plan, you must complete a JFS 01236 Medical/Physical Care Plan for Childcare. These are used for children whose condition or diagnosis require the following:

- Monitoring the child for symptoms requires the staff to act.
- Ongoing administration of medication or medical foods. Medical food means food that is formulated to be consumed under the supervision of a physician, PA, APRN, or CNP and which is intended for the specific dietary management of a disease or condition.
- Administering procedures which require staff to be trained in those procedures.
- Avoiding specific food(s), environmental conditions, or activities.
- A school-age child to carry and administer their own emergency medication

Prior to caring for a child with disabilities, staff will be trained on the child's specific care needs outlined in the child's documented medical/physical care plan. Parents/Guardians will communicate with staff about their child's diagnosis, expectations, and methods for caring for their child.

## MEDICATION ADMINISTRATION

CAO Creative Cubs Academy follows Ohio Department of Job and Family services licensing regulations regarding the administration of medications. The only exception to these rules is that the Academy does not allow School Age children to keep any medication in their personal belongings. DO NOT send medication, lotions or creams in diaper bags, purses and/or back packs. All medications including creams and lotions must be delivered to the office. Do not leave medications in the classroom with your child's teacher.

All medications, lotions and creams must have a completed JFS 01217 Request for Administration of Medication for Childcare form for each medication (prescription and non-prescription). This form must provide instructions for administration completed and signed by a licensed physician, licensed dentist, advanced practice registered nurse, or certified

physician's assistant. The

Administrator will help you complete the necessary paperwork and deliver the medication to the classroom if needed. No medication may be in the Academy without this completed form. Whenever possible we will ask that medications be given at home. The Academy will not deliver the first dose of medication in order to ensure no intolerances of the medication.

Written parental permission is not required for lip balm use or hand sanitizer for children older than 24 months. A JFS 01217 is required for prescription topical products and lotions such as sunscreen and diaper rash ointment while written permission is required for non-prescription topical products.

To keep all children safe and reduce the risk of potential harm, we will only administer the following medications to your child while in attendance at the Academy, when needed.

- **Topical Medications:** The Academy will administer the following topical medications according to manufacturer instructions: diaper rash cream and sunscreen. Diaper cream and other topical products will be used as treatment for one week only. We will not apply creams for more than one week at a time without proper documentation from a medical provider. We do not apply bug spray. Children can wear bug repellent bands provided the proper documentation is on file, all manufacture guidelines are followed, and the child comes to the Academy wearing the band.

### GENERAL ANESTHESIA POLICY

Children are not permitted to attend CAO Creative Cubs Academy until 24 hours after general anesthesia has been administered.

### MEDICAL FOODS & MODIFIED DIETS

All dietary needs and concerns will be addressed and followed.

You must provide a completed Child Medical/Physical Care Plan (JFS 01236) if your child requires the administration of food supplements (medical foods) and/or modified diet which eliminates one or more of the four food groups required to meet the 1/3 recommended dietary allowance.

Food allergies will be addressed by notifying other parents/guardians there is an allergy present in the center and request they do not send foods containing the allergens. Steps will be taken to ensure the child and the child's food does not come in contact with the allergen. If the child requires an EpiPen, please provide it and refer to the requirements for prescription medications.

If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. Any food requirements that are not part of the Academy's menu must be provided by the family.



- **Time Sensitive Medications:** The Academy will administer time sensitive behavior modification medication only as directed by a physician. Medications must be prescribed or have written physician permission (Box 2 of Request to Administer Medication Form). The Academy will administer as needed during the hours of operation as directed by a physician. Medication will not be administered without permission from a physician.
- **Emergency Medications:** The Academy will administer emergency medication such as but not limited to inhalers, Diastat, Benadryl, Epi-Pen, etc. Medication will not be administered without permission from a physician. Medications must be prescribed or have written physician permission (Box 2 of Request to Administer Medication Form). All emergency medications must be onsite and adhere to the physician's treatment plan.
- **School Age Children and Inhalers:** The Academy has a policy that school-age children must turn their inhalers into the office upon arrival. There must be appropriate paperwork completed by parents/guardians and physicians. The children are not permitted to keep the inhalers in their possession while in our facility.

Storage of Medications - All medication is to be delivered to the Administrator's office upon arrival at the Academy. Medications, fluoride supplements, and food supplements shall be kept in a safe location where children cannot reach them. Medication requiring refrigeration shall be refrigerated immediately upon arrival at the Academy and shall be stored so as not to contaminate food. Medications will be removed from the Academy when they are no longer needed or if the label indicates that the medication is expired.

## MEALS

Mealtimes at CAO Creative Cubs Academy are an important part of the day for all children. The Academy will provide children with breakfast, a morning snack, lunch, and an afternoon snack following United States Department of Agriculture (USDA) nutritional guidelines meeting the 1/3 recommended dietary allowance. We request no outside food or drinks be sent with children with the exception of baby formula and breast milk unless there are dietary needs the Academy cannot meet.

The Academy participates in the USDA's Child and Adult Care Food Program which assists childcare sponsors in serving nutritious meals by providing funds to supplement food costs. Families are required to complete forms annually to ensure the program receive reimbursement from the USDA.

Whenever appropriate, children dine together as a community and staff sit with children during all snacks and meals. Staff will never use food as a punishment.

### MEALS AND SNACK SCHEDULE

The meal and snack schedule for the Academy is:

**8am to 8:45am**

Breakfast (three foods from the USDA food groups)

**12pm to 12:30pm**

Lunch (four foods from the USDA food groups)

**2:00pm to 2:30pm**

Afternoon Snack (two foods from the USDA food groups)

## CHILDCARE NUTRITION

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CAO Creative Cubs Academy follows the childcare nutrition guidelines recommended by the USDA Child and Adult Care Food Program and the childcare guidelines under section 5180:2-12-22. As such, we provide:

### Fruits and Vegetables

- We serve fruit at least 2 times a day.
- We offer vegetables other than white potatoes at least 2 times a day.

### Grains

- We serve whole grain foods at least 2 times a day.

### Beverages

- We limit juice intake to once per day in a serving size specified for the child's age group.
- When served, the juice is 100% fruit juice. We do not serve sugar sweetened beverages.
- We serve only skim or 1% milk to children aged 2 years and older.
- We serve whole milk to children 12 months to 23 months (about 2 years).

### Fats and Sugars

- High fat meats, such as bologna, bacon, etc. are served no more than once per week.
- We limit sweet food items.

## MENUS

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Our weekly menus are carefully planned to follow childcare nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size, and texture. All our childcare menus include foods that are culturally diverse and seasonally appropriate. We also introduce new and different foods and include children's favorite recipes in our menu planning.

Menus are posted in each classroom and are also available in the office. Menus rotate weekly to provide the children with a balance of variety and familiarity.

During enrollment, we will collect information on the child's food preferences including any allergies. The program respects religious and dietary restrictions and will make substitutions when possible. If the program cannot provide a substitution, it is the responsibility of the family to do so. Corrections, deletions, and substitutions to be provided by the Academy will be indicated on a monthly menu and turned in to your child's teaching staff.

While CAO Creative Cubs Academy follows all required protocols, the Academy shall not be held responsible and the parents/guardians shall indemnify, save and hold the Academy harmless for any consequences that occur if your child comes into contact with any allergen or substances that could affect your child

## INFANT FOOD

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It is the responsibility of the parent/guardian to provide enough formula and/or breast milk for their child's stay. Formula is provided by the Academy when a child has not been sent with any or runs out. A fee will be assessed based on how much is used/needed. Formula will be prepared on-site by staff according to the manufacturer's instructions. Any deviations required for a child must be provided in writing by a physician. Formula may also be prepared at home, labeled with the child's name, date of preparation and date received by the Academy.

Breast milk may also be sent with children and must be labeled with the infant's full name, the date and time the milk was expressed, and the date received by the Academy.

Baby cereals, food, and juice will be provided by the Academy and prepared and served in a manner appropriate to the developmental needs of each child. The Academy shall introduce new foods only after consultation with the parent/guardian.

## ACCOMMODATION FOR BREAST-FEEDING MOTHERS

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Breast-feeding mothers are more than welcome to feed their child on site. If privacy is requested, space will be provided for you to feed your child in a designated unused office. The same accommodation will be made for mothers who are exclusively pumping mothers will be required to bring their own pump and any needed supplies.

## CELEBRATIONS

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There will be opportunities for celebrations in the Academy including for holidays and a monthly birthday celebration in each classroom. Parent/Guardians are permitted to sign up to provide specific foods and beverages for celebration but are asked not to send treats or goody bags not included on the signup sheet. Instead, we encourage parents/guardians to send the birthday child's favorite book to share with the class.

## NUTRITION EDUCATION

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Staff will include nutritional education as part of the classroom curriculum at least once per week and are expected to act as role models for healthy eating in front of children. Staff will participate in annual training on nutrition to ensure they understand the key role nutrition plays in the well-being of children.

## INFANT CARE

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Parents/Guardians are asked to supply diapers and pull-ups for their child. Academy staff will make every effort to keep you informed when more supplies are needed. However, if your child runs out of any of these items, we will assess a charge of \$1 per item used to your account until you replenish your supply. Please make sure your child has adequate supplies so this policy will not have to be enforced.

The parent/guardian is responsible for providing formula and/or breast milk. If not enough is sent or is forgotten, the Academy will provide formula, and you will be assessed a fee (\$4 per 8 ounces) based on how much is used/needed.

### INFANT DAILY ACTIVITIES

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A written record is kept daily for each infant. The following information will be tracked in Brightwheel where parents/guardians will have live access to what care is being provided to their children:

**Sleeping:** When and how long the infant sleeps

**Feeding:** When and how much the infant eats

**Diapering:** When the infant's diaper is checked and when it is changed

**Other activities:** Documentation of other activities

Infants will be allowed to sit safely and comfortably, crawl, toddle, walk and play according to the infant's stage of development. Each infant will be removed from the crib, swing, infant seat, exercise seat, or other equipment throughout the day for individual attention. Academy staff will provide each non- crawling infant with the opportunity for daily tummy time.

Infants will be placed on their backs to sleep.

## **DIAPER CHANGES**

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CAO Creative Cubs Academy staff will promptly attend to children with soiled diapers and/or clothing, changing the soiled items in a safe, hygienic manner. Families shall provide disposable diapers for the Academy as we will not use cloth diapers. At a minimum, diapers will be checked every two hours and immediately changed when wet or soiled. Non-latex gloves will be provided for staff to use for diaper changing. Soiled diapers will be stored in a covered trash can, not easily accessible to children. Trash will be removed daily.

Diaper changes will be tracked on the daily written record as well as in Brightwheel.

## **INFANT FEEDING**

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Infants will be fed according to the child's individual nutritional needs as relayed by the parent/guardian. Each infant shall be removed from his or her crib for all feedings. Infants shall be held or fed sitting up for bottled feedings. At no time shall a bottle be propped for an infant. A daily written record will be maintained for every feeding as well as in Brightwheel.

## **SCHOOL AGE CHILDREN**

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Staff members conduct a child count at arrival and departure time for all children. Parents/Guardians are to notify the Academy of their child's schedule and any change. It is mandatory for School Age parents/guardians to notify the Academy if their child/children will not be in attendance for the day. Failure to abide by this policy could mean disenrollment of your child. In the event that a child has not arrived off the school bus, van or other outside program other than the child's home at the expected time, the Academy will take the following actions:

- Contact school or outside program
- Contact parents/guardians

School age children must be fully potty trained; they are permitted to use the restroom alone or run errands inside the building in groups of no more than six children within the sight or hearing of an adult.

In the event of a delay or cancellation of school, the Academy is staffed accordingly to provide for enrolled school-age children.

## **SCHOOL-AGE SUMMER CAMP**

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Each summer camp child will be given the opportunity to take part in an educational and recreational program. Parents/guardians will be given a schedule for all summer activities. There will be an additional charge for the summer camp. Summer Camp fees are non-refundable. Please check with the Academy Administrator for details.

## **CHILD ILLNESS**

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CAO Creative Cubs Academy adheres to the requirements of OAC 5180:2-16 regarding Emergency and Health-Related Plans and OAC 5180:2-25 regarding Medical Administration, Food Supplements and Medical Foods. The Academy provides a clean and healthy environment for all children in attendance and to do so we ask if your child is sick, please keep him or her home until he/she has been treated or symptoms have gone away. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We ask that you not bring sick children to the Academy. They will be sent home! Please plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

Upon arrival at the Academy, our staff members (as required by ODJFS) observe each child for signs or symptoms of illness. If a sign or symptom is identified, the parent/guardian will be advised prior to leaving the facility. Any child or staff member with any signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

When caring for sick children, the Academy shall:

- Isolate the sick child away from other children, but within sight and hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib and make him/her comfortable.
- Notify the child's parent(s)/guardian(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5180:2-12-13 of the Ohio Administrative Code.
- Sanitize the thermometer after each use.

The Academy shall follow the Ohio Department of Health "Child Care Communicable Disease Chart" found in the office for appropriate management of suspected illnesses. Isolation of a child from the group means removing the child from the room, but not out of sight or sound of a staff member. This will be in the Administrator's office, or the staff break room with direct supervision.

Children will be readmitted to the Academy after at least 24 hours of being free of fever and other symptoms without the assistance of medications or in accordance with exclusion periods outlined on the Communicable Disease Chart (JFS 08087). If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Children with an illness that requires antibiotics may return after they have been on the antibiotic at least 24 hours and are no longer contagious. If the child needs to take the antibiotic or other medication(s) while at the Academy, please refer to the Medication Administration policy in the handbook to ensure the required forms which may need a signature from the physician are completed and submitted.

#### **SYMPTOMS FOR DISCHARGE**

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness; ex: lethargic, tired, crying, not acting normal, etc.
- Diarrhea - 3 or more loose stools (stools with increased water content and/or decreased form) in 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;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark urine and/or gray or white stool; Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestations (the Academy has a nit free policy)
- Sore throat or difficulty in swallowing;
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Parents/Guardians will be notified if their child is ill and needs to be picked up via a phone call and/or Brightwheel. If there is no response, staff will contact the emergency contact listed on the child's forms. Sick children need to be picked up from the Academy within an hour of the notification.

Any child enrolled and attending the Academy with signs or symptoms of an illness listed on the Communicable Disease chart shall be immediately isolated and discharged to his or her parent or guardian. If the communicable disease is required to be reported to the local health department, the Academy will also report the communicable disease to the Ohio Department of Job and Family Service by the end of the next business day.

If a child is exposed to a communicable disease while at the Academy, staff will send a letter home the same day staff discovers the exposure. All staff members and children will be taught proper hand washing methods.

## STAFF ILLNESS

The Academy shall release staff members who have a communicable disease or who are unable to perform their duties due to an illness. Those individuals will follow the exclusion periods listed on the Communicable Disease Chart (JFS 08087). The Academy is structured so other staff, including the Administrator, will fill in when there are absences to ensure the facility maintains the required staff-to-child ratios.

## LICE & BEDBUGS

If CAO Creative Cubs Academy staff discover the presence of lice or bedbugs on a child or the child's possessions, the child will be isolated away from other children until a parent/guardian can pick him or her up.

### COMMUNICABLE DISEASE LIST

The following diseases are listed on the Communicable Disease Chart. The full chart is posted in the Academy and outlines incubation and symptoms; method of transmission, required actions, and additional information.

Chicken Pox  
Common Cold  
COVID-19  
Croup  
Diarrheal Diseases  
Fifth Disease  
Flu  
Hand, Food, and Mouth  
Hepatitis A  
Herpes Simplex Virus  
Impetigo  
Lice  
Measles  
Meningitis (bacterial and viral)  
Molluscum Contagiosum  
Mononucleosis  
MRSA  
Mumps  
Pink-Eye  
Pinworms  
RSV  
Ringworm  
Scabies  
Scarlet Fever/Strep Throat  
Thrush  
Tuberculosis  
Whooping Cough

In instances of lice, the child may return to the Academy after one treatment with an over the counter or prescription lice-killing product. Other treatment methods can be used (such as heat treatment), but the child cannot return to the Academy if there are any live, crawling lice seen on the scalp.

When there are bedbugs present, the child will be permitted to return to the center after the parent/guardian provides evidence that the home has been properly treated for bedbugs. This evidence can be in the form of a letter from the Health Department or a pest control business.

## SERIOUS INJURY & ILLNESS

In the case of a minor injury or illness, basic first aid is administered, and parents/guardians are contacted to assist in deciding on an appropriate course of action.

If any injury or illness is life threatening:

- First aid will be administered.
- EMS (9-1-1) will be contacted,
- Parent or emergency contacts will be notified
- The physician/dentist listed on JFS 1234 Emergency Medical and Transportation Authorization Form will be called for instructions.
- A staff member will accompany the child to the physician's office, clinic, or hospital of the child's parent/guardian choosing with all available health records.

Staff may not transport children in their vehicles. Only parents/guardians or EMS will transport.

Permission for emergency transport by EMS is required for enrollment at CAO Creative Cubs Academy.

# INCIDENT REPORTING

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.
- If 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 24 hours after the incident occurs. The Academy shall also contact licensing personnel from the appropriate Ohio Department of Job and Family Services office within 24 hours when there is a ‘general emergency’ or ‘serious injury or illness.’

The report will be provided to licensing staff within three days of the incident.

It is imperative that in case of an emergency we can contact at least one parent, guardian, or relative. Please make sure we have updated and current contact information on file.

## CPR & FIRST AID

All staff are trained in CPR, certified in First Aid, Communicable Disease, and Child Abuse.

## DEADLY WEAPONS

The Ohio Revised Code states that no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into CAO Creative Cubs Academy, unless otherwise authorized by law.

# EMERGENCY PLAN

CAO Creative Cubs Academy has a detailed written disaster plan it will follow if an emergency occurs. The plan is reviewed and updated as necessary annually. The Academy will conduct monthly fire drills, tornado drills (March-September), and quarterly emergency /lockdown drills.

In the event of a fire or tornado we will follow the written plan posted in the Academy which describes the emergency evacuation routes and designated safe space for sheltering in place. If we need to evacuate, our emergency destination is a building at Shawnee State University. If we need to move to a different location, we will communicate that to parents/guardians by phone and/or the Brightwheel app.

In the unlikely event of an environmental threat or threat of violence, the Academy will be locked down and the children secured in the safest location possible in accordance with our disaster plan. Law enforcement will be contacted ASAP to respond, and we will follow their directions. As soon as it is safe to do so, we will contact parents/guardians by phone and/or the Brightwheel app.

In the case of an emergency or evacuation, administration and designated teachers will use their personal cell phones to contact parents/guardians and update them on the situation and safety of their child. In situations where we cannot return to the center, parents/guardians will be asked to pick up their child. Communication will also be sent through the Brightwheel app.

# POLICY CHANGES

The Parent/Staff Handbook has been written for parents/guardians and staff to promote an understanding of the current programs, policies, and procedures of CAO Creative Cubs Academy. Due to the continuously changing childcare operational environment there may be times when the Academy has to change policies, procedures, or programs, with little or no notice. The Academy reserves the right to modify or change the policies, procedures, or programs at any time. This handbook shall not be construed as a contract between CAO Creative Cubs Academy and any of its customers, children, or staff members.

## NON-COMPETE & CONFIDENTIALITY

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CAO Creative Cubs Academy families agree that staff members will not: Directly or through another company, from date of employment, through one (1) calendar year from the date of staff members termination date, provide childcare consulting, care, or services to any Academy children. All conversations relating to enrolled or disenrolled children, families, or Academy staff is considered confidential and may not be discussed in person, via social media, email or any other method.

## USDA NON-DISCRIMINATION STATEMENT

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.







# CAO CREATIVE CUBS ACADEMY

*Where Little Minds Roar with Creativity*

## **Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice**

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Parent(s) or legal guardian(s) assumes all risk of injury or harm to the child while the child is at the center. The parent or legal guardian agrees to fully release, indemnify, defend, and forever discharge CAO Creative Cubs Academy, it's owners, staff, employees, and agents from all liability, claims, demands, damages, costs, expenses, actions, and causes of action in respect of death, injury, loss, or damage to the child, or by the child, howsoever caused, arising out of or to arise by reason of or during the child's participation in the program.

\_\_\_\_\_  
Initials

## **Records Confidentiality and Release**

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CAO Creative Cubs Academy will keep children's records confidential except when required to make them available to the Ohio Department of Job and Family Services for the purpose of administering Chapter 5104 of the Ohio Revised Code and chapter 5180:2-12 of the Administrative Code. Immunization records will also be subject to review by the Ohio Department of Health for disease outbreak control and immunization level assessment purposes.

\_\_\_\_\_  
Initials

## **Childcare Center Parent/Staff Handbook Acknowledgement**

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I have received the CAO Creative Cubs Academy Parent/Staff Handbook, have read it, and agree to follow the policies and procedures, complete and provide all required forms, provide updated contact and emergency information when applicable, and pay tuition and fees in a timely manner.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Children Attending Center:

☐ CHECK THIS BOX IF YOU ARE A CENTER STAFF MEMBER



# CAO CREATIVE CUBS ACADEMY

*Where Little Minds Roar with Creativity*

## Media Consent and Release Form

I, \_\_\_\_\_, being the legal parent or guardian of \_\_\_\_\_, a minor child or person unable to consent on his or her own behalf (featured individual), hereby grant CAO Creative Cubs Academy the right and permission to use the following collectively referred to a “tangible and intangible items” for any lawful, non-commercial purpose, and in any and all media without payment or any other consideration:

- Pictures
- Video recordings
- Audio recordings
- Negatives and prints
- Any recordings that may be made of my or the featured individual’s voice or likeness
- Any written works or stories supplied by me or the featured individual or written about me or the featured individual

In addition, I waive any right to inspect or approve the finished product where my/my child’s likeness appears.

Photos, videos, audio, and stories may be used in a variety of places including brochures and other CAO Creative Cubs Academy marketing, official CAO Creative Cubs Academy social media, CAO Creative Cubs Academy newsletters, press releases, and in media interviews.

I hereby acknowledge that CAO Creative Cubs Academy may grant the same permissions as set forth in this Consent and Release Form to CAO Creative Cubs Academy under the same terms and conditions.

This Consent and Release Form shall remain in effect for a period of 1 year unless revoked. I understand I may revoke this consent at any time by submitting a written request to the Academy Administrator. I understand if I revoke this consent, my revocation will not have any effect on actions already taken by CAO Creative Cubs Academy in reliance on my consent.

By signing below, I certify I have read and understand this Consent and Release Form, I have been given the opportunity to have my questions answered, and I have been informed that CAO Creative Cubs Academy must give me a copy of this document once it is signed.

☐ Yes, I give consent to the above

☐ No, I do not consent to the above

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name