



Parent Handbook

<https://gracefamilydaycare.com/>

Grace Family Daycare & Preschool is a ministry of Delaware Grace Church
375 Hills Miller Road | Delaware, Ohio 43015
PH#: 740.363.7823 | Fax#: 740.363.5508
Revised July 2025

July 31, 2025

Dear Parents:

Attached is the Parent Handbook for Grace Family Daycare & Preschool. It is important that all parents/guardians read and understand the entire handbook.

Once all parents/guardians read the handbook, they will need to sign the Verification of Document Receipt and return it to the office along with the entire enrollment packet prior to your child's first day of attendance. It will be the custodial parent/guardian's responsibility to share the handbook with the non-custodial parent/guardian and have them sign the Verification of Document Receipt. Be sure to keep the handbook to be used as a reference throughout the year. Additional copies will be available upon request.

If after reading the handbook you need clarification or have any questions, please let us know and we will be happy to help you. Please contact the front desk.

Sincerely,

Lorraine Kristyak

Director

lorrainekristyak@delawaregrace.org

TABLE OF CONTENTS

Philosophy and Purpose	4
Hours of Operation	5
State Licensing Information	5
Enrollment Process	6
Child Visit	6
Child's Medical Statement	7
Registration Fee	7
Escrow Payment.....	7
Waitlist	7
Court Orders and Custody Papers	8
Court Appearances	8
Tuition Policy.....	8
Divorced/Separated Parents.....	9
Tuition Assistance	9
Late Pick Up Fee.....	9
Absent Day Policy.....	9
Termination of Childcare	10
Vacation Time	10
Holidays.....	11
Christmas Break/4 th of July Break.....	11
Leave of Absence	11
Emergency Closure	12
General Emergency.....	12
Breast-Feeding Room.....	12
Infant Care	12
Supervision Policy	13
Arrival/Departure.....	13
Supervision of Infants/Toddlers/Preschoolers	14
Supervision of School Age Children	14
Children Arriving to the Center from Other Programs	14
Child Behavior Policy.....	15
Biting Policy.....	18
Classroom Information	19
Staff	19
Sample Daily Schedule	19
Peanut Free Facility.....	19
School Delays/Cancellation.....	19
Assessment of Child Progress Reports.....	20
Transportation of Children	20
Field Trips	20
Swimming.....	20

Transition Policy	21
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TABLE OF CONTENTS – CONTINUED

Safety	21
Suspected Child Abuse	21
Accident/Injury	21
Guidance and Management	22
Management of Illness	23
.....	24
.....	25
Transportation of Sick/Injured Children	26
Medication	26
Prescriptions	26
Non-Prescriptions	26
Parent Involvement	26
Changes in Your Child’s Life	26
Progress Reports	27
Parental Participation	27
Parental Concerns	27
Activity Participation	27
Clothing	27
Nap Time	28
Toys	28
Meals and Snacks	28
Birthday Parties	28
Allergies	29
Outdoor Play	29
Playground Rules	29
Parent Information Required by Ohio Administrative Code	31
Tuition Schedule	33
Church Information	34
Verification of Document Receipt	37

PHILOSOPHY AND PURPOSE

Vision:

Our vision it to be a ministry to families in our community through a full-service daycare for children infant through school age.

Mission:

The mission of Grace Family Daycare & Preschool is to compliment the parents' role of nurturing their children by providing a full array of high-quality preschool and daycare services. We offer both part-time and full-time care in a Christian environment that is sensitive to the child's needs, learning style and family structure.

Goals:

The goals of Grace Family Daycare & Preschool are:

- We provide a safe, quality daycare/preschool environment with Christian role models, which will nurture the child's spiritual, emotional, mental, social, and physical development and prepare them for life-long learning.
- We provide a Christian curriculum that will stimulate the child with hands-on experiences emphasizing art, music, and literature.
- We provide support to the family unit with programs that will help them make biblical life decisions and learn together to "Know, Love and Follow Jesus".

Spiritually:

A consistent Christian environment, with positive Christian role models is crucial to every child's early spiritual and moral growth. We will strive to compliment the parent's role, by encouraging children to "Know, Love, and Follow Jesus". Loving Christian caregivers and a solid Bible curriculum will be used to teach truths about God's love, creation, and salvation through His Son, Jesus Christ.

Wonder Ink

We would like to introduce you to a chapel curriculum we have been using since January 2024. The curriculum is called Wonder Ink. Wonder Ink allows children to access fun, character building activities at home, therefore allowing parents to be directly involved in their child's learning journey. Parents can see the lessons their children are learning and reinforce those concepts by integrating them into their daily lives.

Parents can trust the information presented through Wonder Ink, knowing that it is Bible-based. Wonder Ink was compiled by David C. Cook Publishers in partnership with a team of dedicated ministry practitioners and experts.

David C. Cook is a nonprofit organization dedicated to publishing and distributing leadership, discipleship, and worship resources to help Christians all over the world grow in their faith and pass it on to the next generation.

Emotionally:

Each child is created by our loving God with a unique set of characteristics. We will provide a loving and nurturing environment in which to build the confidence that God loves and cares for them. We will help them identify and use their God given talents and abilities to cultivate a healthy self-esteem.

Mentally:

We will stimulate each child's interest in learning by providing an age appropriate, arts enriched curriculum that will prepare them for lifelong learning. The curriculum will utilize all the senses while children create, explore, experiment, and participate in learning activities.

Socially:

We will nurture a child's social skills by involving them in interaction with the family and children/adults in classroom and play environments. Kindness, courtesy, and cooperation will be encouraged with modeling by example, as Christ did.

Physically:

Good health is important to all areas of development. A variety of nutritious snacks and meals will be served, encouraging children to eat a balanced diet. By providing multiple environments for play in classrooms, recreational spaces, and outdoor play areas, children will have the opportunity to develop large and small muscles and eye-hand-foot coordination. Movement and music will be incorporated in daily playtime.

HOURS OF OPERATION

The daycare is open Monday through Friday, all year (see please see front desk for current Holiday schedule.) from 7:00am to 5:30pm.

STATE LICENSING INFORMATION

Grace Family Daycare & Preschool is licensed by the Ohio Department of Jobs and Family Services (ODJFS). We are licensed to serve a total of 200 children:

Infants & Toddlers: 100

Preschool/School Age: 100

The center will observe the following child-teacher ratios:

Infant I (6 weeks-6 months):	1:5 or 2:10
Infant II (6-12 months):	1:5 or 2:10
Pre-tots (12-18 months):	1:6 or 2:12
Toddler I (18-24 months):	1:7 or 2:14
Toddler II (24-30 months):	1:7 or 2:14
Toddler III (30-36 months):	1:8 or 2:16
Preschool 1 and 2 (3 and 4-year-old):	1:12 or 2:24
Preschool 3 and 4 (3 and 4-year-old):	1:12 or 2:24
Pre-K 1 and 2 (4 and 5-year-old):	1:14 or 2:28
School Age (Backpack Club):	1:18 or 2:36

The maximum group size will never exceed double the allowed ratio.

ENROLLMENT PROCESS

An appointment will be scheduled for parents to tour our facility at which time the director or office staff will discuss our program and answer any questions you may have. While parents might want to bring their child to this initial visit, you might find it helpful to schedule a separate visit. This will allow you to focus your attention on the tour.

Children can be enrolled at any time during the year provided there are openings. Grace Family Daycare and Preschool is a program that begins for children 6 weeks old and extends through age 5 for daycare and through grade 5 (max. age 12) for school age children. Once the decision has been made to enroll your child, a mutually agreed upon start date will be set. **All fees must be paid, and the completed enrollment forms must be turned into the office one week prior to your child's start date. There will be no exceptions to this policy.**

Child Visit:

Children are required to visit the school prior to being dropped off on the first day. GFD&P staff will meet with the family, including the child(ren) for a better understanding of fit and needs of the child prior to the child's first day. These visits need to be scheduled and are best done in the morning. You should bring your child into the classroom and help them get settled and then step out of the classroom to allow your child some time on their own. You want to try and make this visit as realistic as possible. Visits are to be kept to ½ to one hour at the maximum. We welcome drop in visits after the initial tour. However, we cannot guarantee that the director will be available as there may be other tours or activities scheduled.

After your tour, you will receive the following paperwork:

- Application for Enrollment
- Child Enrollment and Health Information Form
- Personal History Form
- Child's Medical Statement
- Child's Medical/Physical Care Plan (if needed)
- Walking Form
- Picture Release Form
- Basic Infant Information Form (infants only)
- Parent Handbook

This paperwork is mandated by ODJFS. Therefore, if any one piece is not complete or becomes outdated, your child will not be able to attend the program for which they are enrolled until we receive the missing paperwork.

Child's Medical Statement:

This is a state form from the Ohio Department of Jobs and Family Services. Initially, this form must be turned into our office with the entire enrollment packet prior to your child's first day of attendance. This form must be updated annually. Your child's doctor must sign this form for your child to continue to be enrolled in our program. The office will send you a reminder on the first of the month prior to the month your child's form is due to expire. This will allow you sufficient time to schedule an appointment. The following schedule of notices will be followed: Two weeks prior to the expiration date if we haven't received the new form, you will receive a message through ProCare. If we still have not received the new form, you will receive a ProCare message one week before it's due. The third notice will be a written notice 2 days before the new form is due. The last and final notice you will receive will be a written notice giving you 24 hours to turn in the form. **If you fail to turn in a new form before the old one expires, your child will be withdrawn and placed on the wait list. Because this is a state form, your cooperation is fully expected.**

Registration Fee: please see front desk for current fee schedule.

Escrow Payment: Daycare Enrollment Only

An escrow payment in the amount of one week's tuition is required at the time you enroll your child in our program. In the event you need to withdraw your child from Grace Family Daycare and Preschool, a written two-week notice in advance is required. Your escrow will be applied to the final week of attendance. If a child is withdrawn without a two-week notice, the escrow payment will be forfeited.

Waitlist:

If a space is not available when you need care, your child's name can be placed on our waiting list. When an opening becomes available, we will call the first family on the list. If a parent is not ready to enroll their child, the child's name will be moved to the bottom of the list and the next family in line will be called. Placing a child on the waiting list does not guarantee enrollment.

If a parent is offered a space and declines three times or at the parent's request, the child's name will be taken off the waiting list.

COURT ORDERS AND CUSTODY PAPERS

Grace Family Daycare recognizes that both parents have a legal right to be a part of their child's life. The daycare denies a parent access to the child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instructions will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the daycare.

COURT APPEARANCES

If a staff member is subpoenaed to court to testify in a domestic case, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. The school must provide a substitute during the staff member's absence.

TUITION POLICY

Grace Family Daycare & Preschool is a non-profit ministry of Delaware Grace Church. Your tuition is used to support our staff and the many supplies that are needed to run our facility. **Payment is due by Monday of each week. If it is not received by Tuesday it is late and a fee of \$50.00 per week will be charged to your account. Late fees will be added each week that tuition is late. If your tuition remains in arrears for more than two weeks, your child will be withdrawn and placed on our wait list.** To enroll your child again, all tuition and fees must be paid along with another \$75.00 registration fee. If your escrow payment was applied to any outstanding tuition, you will need to pay another escrow fee before we can reinstate your child. If your child's spot has been filled, you will be placed on a waiting list.

Tuition is due whether your child attends one day or five days. Family discounts are as follows: the child with the highest tuition will be charged at full rate; each child thereafter with lower tuition will receive a 10% discount. We have full or part-time enrollment. Part-time must be at least two days a week and the same schedule each week. Part-time enrollment cannot switch days. If you need an extra day of childcare and the classroom can accommodate your child, you will be charged the daily rate. **Extra days must be approved in advance by the director.** All tuition must be paid through the online portal My ProCare. Tuition costs remain the same regardless of daily absence due to your decision to keep your child home, illness, or holidays (except Christmas break when no tuition is due). If a holiday falls during a weekday, you will be charged your full week's tuition, the same as any other week.

Please refer to the Tuition Rate Page. Which is a separate document. (page 30)

Divorced/Separated Parents:

For all situations where the child's parents do not reside in the same household, the parent that enrolled the child shall be responsible for paying weekly tuition. It will not be our responsibility to determine which parent is responsible for payment on any given week or call to remind them that tuition is due.

Tuition Assistance:

We understand that there may be times when financial hardships eliminate participation in programs that may be beneficial to the entire family. As a ministry, tuition assistance funding may be available to families who would find themselves in this position. To be considered for tuition assistance you must be an actively enrolled family and complete a Tuition Assistance Form which must be requested from the Director. This form, once completed, will be submitted to the Grace Family Daycare & Preschool Board for consideration. You will receive a response letter within one month from the date the application was received. Only members of the board review submitted applications. **All information provided is kept strictly confidential.**

Late Pick Up Fee:

Parents need to pick up their children by the close of the program. Daycare and school age children need to be picked up by 5:30pm. In the event of a late pickup, parents will be charged \$20.00 per child for any part of the first five minutes they are late. After the initial five minutes, parents will be charged \$5.00 per minute, per child. Pick up time will be determined by the center's clock. If your child has a late pick up more than three times within a one-month period, you will receive written notice. Two written notices will result in your child not being able to return to the program in which they are enrolled. Legal authorities may be contacted for children left at the center one hour after closing time. We trust that you will respect our staff's time as you would your own. **Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.**

Absent Day Policy

Parents/Guardians must inform the center if their child is going to be absent from the program before the expected time of arrival. Please call at least 30 minutes in advance of your child not attending. Tuition is due regardless of absences.

TERMINATION OF CHILDCARE

Unfortunately, there are sometimes reasons we ask that a child be removed from our program either on a short term or permanent basis. We reserve the right to suspend or expel a child for the following reasons (but not limited to):

- Failure to pay/habitual lateness in payment.
- Routinely late picking up your child
- Failure to complete required forms including the child's immunization records.
- Lack of parental cooperation and compliance with handbook policies
- Physical or verbal abuse of any person or property by parent/guardian or child
- Continued disruptive behavior and/or uncontrollable tantrums/angry outbursts by the child.
- Our inability to meet the child's needs/failure of child to adjust to the center after a reasonable amount of time.
- Serious illness of child

Parents are required to give two weeks written notice when they decide to terminate childcare. The two weeks will be paid in full, regardless of whether the child is in attendance. We will give two weeks' notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the staff or other children in attendance.

VACATION TIME

Each family enrolled full-time (5 consecutive days M-F) will receive two-week vacation during the year (January through December) at half the rate of tuition after the child has been enrolled for six consecutive months. Children cannot be in attendance during requested vacation time. Vacation must be 5 continuous days only Monday through Friday.

Each child enrolled part-time (2-4 days) will receive one week during the year (January through December) at half rate of tuition after the child has been enrolled for six consecutive months. Children cannot be in attendance during requested vacation time.

Vacation request forms must be received by the office no less than two weeks prior to the vacation. Vacation time cannot be accumulated from year to year.

HOLIDAYS

Please see front desk for current Holiday schedule.

A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.

GFD&P will also close at noon annually on the following days:

- The Friday before Memorial Day
- The last day of summer programming in August
- The day before Christmas Break

These early closure days will be used for Staff training and Professional Development. Staff will have the opportunity to clean, organize and update their classrooms.

Tuition rates are not pro-rated for observed holidays. Full tuition is due.

Christmas Break:

Depending on what day Christmas Eve falls on, will determine when Grace Family Daycare & Preschool will be closed. To Clarify, the date may change from one calendar year to the next. We will reopen on January 2nd provided it is NOT a Saturday or Sunday. If Christmas Eve falls on Saturday or Sunday, the daycare will be closed the Friday before. If New Year's Day falls on Saturday or Sunday, the daycare will be closed the following Monday.

Parents will only be charged for the days the center is open. Parents will receive notification of their tuition amount for that time.

Leave of Absences:

If your child needs to leave the center for an extended period for any reason, please see the director to determine if you are eligible for tuition relief. This is determined on a case-by-case basis. We also have the option to "hold" your spot if you are going to be out for 3 weeks or longer. The hold fee is currently a two-day minimum rate per child and may be used for up to 12 weeks. For example, if the daily rate in your child's classroom is \$50.00 per day and our minimum enrollment is two days, you will be charged \$100.00 per week to hold your child's spot. Of course, you can choose to bring your child two days per week in lieu of taking the leave.

EMERGENCY CLOSURE POLICY

The decision to close GFD&P due to unforeseen circumstances is at the discretion of the Director. A level 2 Snow Emergency with continuing worsening conditions may warrant closure of the daycare for the day. GFD&P will always be closed if the city issues a Level 3 Snow Emergency. We will send a text/email to parents and notify local news channels (including Channels 4, 6, 10 & Fox) of our intention to close. The emergency school closing will state: GRACE FAMILY DAYCARE & PRESCHOOL.... CLOSED.

Tuition payments will not be credited or refunded for absences due to inclement weather, general emergencies, or other unforeseen circumstances (including, but not limited to, threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; or loss of power, heat, or water), illness, or other activity.

GENERAL EMERGENCY

All staff will bring children to central locations based on the type of emergency. For tornados, it will be the lower level. In an evacuation emergency, we will relocate to the pole barn. With any emergency, fire, lockdown, weather, or utility, administration will notify families and remain at the center until the last child is sent home or the authorities say it is safe. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. The Disaster plan is located on the family board in the lobby for your review.

BREAST FEEDING ROOM

We have provided a private breast-feeding room for our mothers to use. It is off the women's restroom located near the infant room. There is a rocking chair and a changing table in this room as well. If you work in the area and would like to breastfeed your child during the day, we encourage you to work out a schedule with the infant room teachers.

INFANT CARE

Infants in the care of GFD&P will have the ability to sit safely and comfortably, crawl, toddle, walk and play according to the infant's stage of development.

Non-crawling infants will be provided the opportunity for tummy time each day.

A written daily record will be maintained for each infant and provided to the infant's parent/guardian daily through our ProCare Parent Engagement App. The record will include the following information:

Food intake – The center shall include the type of food and/or formula/breast milk, the time of feedings and the amount of food/milk consumed. Parents must provide all formula and/or breast milk for their infant. All nipples on bottles must have covers. All bottles must be marked with the infant's name, and the date the bottle is brought into the center. If the bottle is breast milk, that bottle must have the date it was expressed and the date it was brought into the

daycare. GFD&P is required to keep an unopened can of formula or frozen breast milk (with baby's name and date expressed) on hand as extra.

Sleeping/Napping – Napping will occur according to the child's individual needs. Infants will sleep in an assigned crib and will be placed on their backs to sleep.

Diapering procedure – Diapers will be checked at least every 2 hours and changed immediately when wet or soiled. Parents will provide all diapers and wipes as necessary. If soiled diapers are to be sent home with a parent/guardian, the center shall store the diapers for no longer than one day in an individual plastic bag away from the child's belongings and out of the reach of children.

SUPERVISION POLICY

Arrival/Departure:

Children are to arrive clean and fed. We will try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop off. If your child arrives carrying a favorite blanket or toy, the parents are expected to take those items with them or leave them in the child's cubby. It is not the teacher's responsibility to keep track of blankets and toys that children bring with them. There have been times when a child has lost their favorite toy in the building. The daycare is also used throughout the week by the church so there is a chance the items won't be found.

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please make drop off time brief. The more you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as the parent is gone. Also, be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Do not allow your child to be out of your sight during pick up time. Parents need to be in control of your child and not allow them to run through the building. Once you have picked up your child, the daycare staff is no longer responsible for them.

- Daycare staff will not receive students before 7:00am **nor will we receive children after 9:00am** unless prior arrangements have been made, such as a doctor's appointment or a family emergency. When we have children arriving at all hours of the day, it's too disruptive for the teacher and the other students. When children arrive at naptime and aren't tired enough to sleep, they can't stay in the classroom and disrupt the children that are sleeping. We do not have the additional staff to provide one on one time with your child while others are sleeping. This policy does not apply to the Infant I & II rooms. **Please be sure to communicate this policy to other family members or friends who might be dropping your child off.**
- Parents are required to sign their children in upon arrival using the ProCare touch screen at the front desk before taking your child to their classroom. Under no circumstance is a child to be dropped off outside or in the building unattended. Make sure that a staff

member is aware that your child has arrived or is departing for the day. You will also need to check your child out at pick up time.

- Children will not be released to an individual who is not authorized and listed in ProCare. Authorized individuals must be **Eighteen** years of age. If an unauthorized individual will be picking up the child, a written notice signed and dated by the parents is required. The individual picking up the child must have photo identification. Under no circumstance will a child be allowed to leave with any unauthorized individual without written notification. Staff members reserve the right to ask for photo identification from any individual at any given time. 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. Police will be notified if necessary.

Supervision of Infants/Toddlers/Preschoolers:

No child will ever be left alone or unsupervised, including naptime. Children are within sight and hearing of a staff member at all times. Diapers will be checked every 2 hours.

Supervision of School Age Children:

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without the staff supervision if the following conditions are met:

- children are within hearing distance of a teacher.
- The teacher checks on the children regularly until they return.
- The restroom is for the exclusive use of the center.

One group of no more than six school age children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member, if the teacher can see or hear the children at all times and checks on the children periodically.

Children Arriving to the Center from Other Programs:

If your child is coming from school on a bus, please let us know if they will not be getting off the bus here at the center. If your child does not get off the bus and we have not heard from a parent, the following will take place.

- a phone call to the parent
- a phone call to the school
- a phone call to the bus garage

It is very important that parents contact Grace when their child is not going to be attending.

CHILD BEHAVIOR POLICY

Parent Guide: How We Handle Challenging Behavior and Communicate with You

Summary: What This Means for You

Raising and guiding young children is a team effort, and we're in it with you. This guide explains how we handle behavior that challenges safety or learning in the classroom, how we work to understand your child's needs, and how we communicate with you throughout. It's designed to help you feel informed, involved, and confident that your child is in caring, capable hands. If something comes up, we're not just here to correct behavior—we're here to partner with you in love and grace.

"Be on your guard; stand firm in the faith; be courageous; be strong. Do everything in love." - 1 Corinthians 16:13-14

Our Approach

We believe children grow best in a loving, structured, and Christ-centered environment. We use positive behavior strategies to support each child's emotional and social development. These include:

- Gentle redirection
- Clear choices and consistent expectations
- Natural consequences
- Encouraging words and calm tone

"Train up a child in the way he should go; even when he is old he will not depart from it." - Proverbs 22:6

We never use physical punishment. Our goal is to help children learn self-control and kindness.

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." - Ephesians 6:4

When Behavior Becomes a Concern

What Happens at School:

- Minor issues (e.g., talking out of turn, testing limits) are handled with reminders and redirection.
- If a child becomes aggressive (e.g., hits, kicks, bites), we intervene immediately to protect all children.
- For serious issues, we may call you to pick up your child early.
- If behavior becomes a pattern, we'll schedule a meeting to work together on a plan.

If a child bites three times in a day, or draws blood, we send them home immediately. – see biting policy.

These steps are not meant to punish—they're designed to keep everyone safe and help us understand what your child may be struggling to express.

"Let all that you do be done in love." - 1 Corinthians 16:14

Working Together

We believe open, honest communication is key. You'll hear from us:

- Daily (through updates or conversation at pickup)
- With written incident reports when needed
- Through scheduled meetings if a child needs more support

We want you to feel like you're never in the dark. Please don't hesitate to ask questions or share concerns. Also, if something has changed at home (e.g., sleep issues, family stress, travel), please let us know, it often helps us care better for your child during the day.

"Therefore encourage one another and build each other up, just as in fact you are doing." - 1 Thessalonians 5:11

Your Role as a Partner

- Support our guidelines at drop-off and pick-up times (e.g., helping your child transition calmly, backing up staff direction)
- Stay in touch with teachers and respond to communications in a timely way
- Help reinforce positive behavior at home with consistent messages and support

"Two are better than one, because they have a good return for their labor: If either of them falls down, one can help the other up." - Ecclesiastes 4:9-10

Food for Thought

This isn't just about behavior, it's about relationships. We care deeply about your child's wellbeing and about building a strong connection between school and home. Together, we can help your child feel safe, loved, and ready to learn each day. Thank you for trusting us with your little one!

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." - Matthew 19:14

Incident Response, Staff Training, and Parent Communication for Challenging Child Behavior

Summary: Why This Policy Matters

This policy outlines how Grace Family Daycare & Preschool addresses behavioral challenges in a way that aligns with our mission to provide a safe, Christ-centered learning environment. Our goal is to support children's development, protect staff and students, and foster collaboration with families. We recognize that behavior is often a form of communication, and we aim to guide, not punish, children through structured, compassionate practices.

This policy gives visibility into:

- How we respond to disruptive or aggressive behavior
- What training and protocols staff follow
- How we document and report incidents
- How parents are involved
- How leadership ensures consistency and accountability

This framework is essential for supporting staff, ensuring compliance with ODJFS regulations, and maintaining trust with families.

1. Discipline & Behavior Management Policy

- Behavior guidance is rooted in redirection, modeling, and age-appropriate consequences.
- Prohibited: corporal punishment, humiliation, or any form of physical or verbal abuse.

Escalation Steps:

- **Tier 1 (Low-Level):** Handled within classroom using redirective strategies (e.g., verbal reminders, movement breaks).
- **Tier 2 (Moderate):** Child is temporarily removed from group for a short, supported reset. Re-entry is guided by staff.
- **Tier 3 (High-Risk):** Immediate staff intervention and family contact if behavior includes aggression (e.g., biting, hitting).

Policy Thresholds: A child who bites three times in one day or draws blood is sent home immediately. If behavior persists after intervention and collaboration with parents, the child may be withdrawn from the program.

2. Staff Training Requirements

All staff must complete and maintain training in:

- **CPR, First Aid, SIDS, and Communicable Disease Prevention**
- **Behavior guidance per ODJFS Rule 5101:2-12-19**
- **Child development and age-appropriate care practices**
- **Mandatory reporting of abuse/neglect**

Annual reviews ensure alignment with current standards and reinforce a shared understanding of safe, developmentally appropriate practice.

3. Incident Documentation Protocol

- Significant incidents are documented on the same day.
- Reports include behavior details, staff response, and follow-up communication with families.
- Other children involved are never named.
- Reports are retained in accordance with ODJFS recordkeeping requirements.

This protects children, ensures transparency, and supports accountability.

4. Parent Communication Standards

- Daily feedback is encouraged via ProCare or direct pickup communication.
- Staff elevate persistent concerns to the Director.
- Families are invited into the process through scheduled meetings.
- Behavior Management Plans are developed collaboratively with parents for repeated or concerning patterns.

The goal is to strengthen home-school partnerships and align support strategies.

5. Leadership Oversight

The Director is responsible for:

- Reviewing all incident reports for trends or safety risks
- Coaching staff on supervision adjustments or intervention techniques
- Meeting with parents when needed
- Making final determinations on enrollment or safety-driven withdrawals

This role is critical for maintaining consistency, supporting staff, and managing complex cases.

This policy reflects our commitment to safe environments, biblical care, and proactive engagement with families and staff.

BITING POLICY

In even the best of programs, biting occurs among children. Typically, it is between infant or toddler groups, but it is possible for it to happen among preschoolers. This is a very stressful situation for children, as well as parents and teachers. It is, unfortunate, also unavoidable. There are no quick or easy solutions. Children bite for a wide variety of reasons. These can include frustration, anger, lack of verbal skills, hunger, over stimulation, under stimulation, etc. Repeated biting becomes a learned behavior, and it is hard to put a stop to it, because it does gain results for the child: attention, excitement, the toy they wanted, etc. We understand that it is a very difficult issue when a child bites, for both families. There are a variety of things we do to create an appropriate environment so that children feel safe and supported. Staff will work to get to know children in their care, as well as openly communicating with parents so that they learn the child's signs of hunger, frustration, weariness, etc. This helps especially with our younger groups that have fewer verbal skills. We have a better chance of anticipating what might set a child off, and step in before biting occurs. We arrange our classrooms so that they are organized and orderly. We stick to similar routines, so that children know what to expect. We utilize positive behavior system, which works to help children identify and express feelings in an appropriate way, as well as fostering positive social emotional growth. When a child bites, we take the child who bit by the hand and respond to the child who has been bitten. We point out the sad feelings of the child who is hurt. If the child who bit is able, we will have them help the child that they bit. (tell the child they are sorry, give them a hug, get them an ice pack, etc.) If another staff person is available, they will step in to help, working with one of the children. The child who was bitten will have an ice pack applied, generally for a minimum of 5 minutes, if possible. The child who bit will sit briefly near another teacher (a time to "take a break") for a period of 2-5 minutes depending upon the child's age. At the end of the break, the teacher will attempt to work with the child and briefly explain that biting hurts and give them other strategies to use (if that is appropriate for the child's age). The children will not be forced to play together or apologize. An incident report will be completed. We do not release the name of the child that bit. It is important to remember that biting is a stage some children go through. Most of the time it is difficult to guess why the child bit; we can only guess and try different solutions. When biting becomes a recurring problem, the director will meet with the teachers supervising the group of children where the biting is occurring. Together they will discuss what has been happening and discuss ideas on how to prevent it. This may include re-arranging the room, removing toys, etc. It may be necessary to change the schedule to respond to hunger or tiredness. The director will then meet with parents. This meeting may include the lead teacher in the group. The director will share the observations of staff, and the strategies that have been tried. However, if your child has bitten other children on several occasions and we have tried everything we can to prevent this from happening your child may be asked to leave the center to keep the other children safe. If a child bites three times in the same day, they will be sent home. If a child draws blood they will be sent home immediately.

CLASSROOM INFORMATION

Staff:

Grace Family Daycare & Preschool employs teachers with a passion and love for children, knowledge of child development, and an enthusiastic attitude toward educating our students. Staff undergo a criminal background check that is sent through the BCI and FBI data base. Upon being hired, employees may be required to submit to a drug test. Thereafter, random drug screenings may be performed. Professional development will continue throughout employment to ensure your child will receive the highest quality care and education. Included in our professional development training are Infant and Child CPR and First Aid, SIDS prevention, as well as age specific training in child development.

Sample Daily Schedule:

7:00-9:00	Arrival to classrooms
9:00-9:30	Circle Time/Outside/Gym Time
9:30-10:00	Art
10:00-10:30	Diaper Changes
10:30-10:45	Centers or Sensory
10:45-11:15	Lunch in Classroom
11:15-11:45	Read Books/Clean Up
11:45-12:00	Diaper Changes
12:00-2:00	Nap in Room
2:00-2:30	Wake Up & Diaper Changes
2:30-3:00	PM Snack in Cafeteria
3:00-4:00	Outside/Gym Time
4:00-4:30	Art or Sensory & Diaper Changes
4:30-5:30	Organized Play/Movie/Free Play

Daily schedules are posted in each classroom. Schedules may change on occasion to meet the needs of the children in that room.

Peanut Free Facility:

We currently have students with ***life threatening*** allergies to peanuts. **Therefore, we are a peanut free facility. This includes any foods that you would pack in your child's lunch or treats you would bring in to celebrate your child's birthday. If your child eats peanut butter in the morning before school, please be sure to have them wash their hands.**

School Delays/Cancellations:

Our program will operate a full day program for school aged children when school is closed for teacher workdays, Martin Luther King & President's Day, delays or inclement weather.

Assessment of Child Progress:

The daycare staff will complete developmental milestone assessments with all the children under the age of 3. Teachers will perform formal academic assessments on all children in Preschool and Pre-k. Assessments are usually done in the fall and spring. These assessments help to ensure that our teachers plan their curriculum goals and activities to support individualized learning. Teachers will observe, record and document children's development, participation and learning throughout the year. Assessments are ongoing, systematic, and gathered from natural play activities and realistic classroom settings that reflect your child's actual performance.

One critical part of an assessment is the role of the parent. Assessments are used to let the parents know if their child may need additional help in a certain area. Please take the time to read over your child's assessment. Communication between the parents and teacher is important. Call the office to set up a time to meet with your child's teacher to review their assessment. Drop off or pick-up time does not allow the teacher adequate time to address your concerns and it puts the classroom out of ratio. Student assessments are not reported to ODJFS according to 5101:2-17-02.

Transportation of Children:

Grace Family Daycare and Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. Grace will not provide transportation for school age children going to/from school. Delaware City Schools Bus Department will bus all school age children going to/from school. Routine walking trips within the perimeter of the daycare property will require a permission slip signed and dated by parents &/or guardians.

Field Trips:

Field trips only occur in our summer backpack club program. Parents will be required to fill out the needed permission slips for their child to participate in field trips. Each child will receive a T-shirt with the center's complete information on it. All the shirts will be the same color for identification purposes. Each child will be issued a wrist band with the center's full information on it when the field trip is to the public pool. The required number of staff will be on the trip for supervision. All staff are required to be trained in First Aid and CPR. On all field trips, there will be a first aid kit, the children's emergency transportation form and health record. We will transport the children on a certified bus with a licensed bus driver. If we need to change the way we transport the children, parents will be notified, and permission slips will be completed. On all field trips attendance will be taken several times.

Swimming:

School age children will use public pool facilities. A lifeguard will be present at all times and childcare staff will also be actively supervising the children. Parents are required to sign and date a permission form. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. Our younger children may participate in water play. During their water activities sprinklers and small wading pools (less than 18 inches deep) will be used. Parents are required to sign and date a permission slip. The required staff/child ratios of Ohio law shall be maintained during all swimming and water play activities.

Each child must have the following items:

- a swimsuit (one piece for girls)
- towel
- swim shoes or flip flops
- sunscreen (medication form must be completed)

Transition Policy:

Children are transitioned between classrooms in the daycare to ensure that individual developmental needs are met and **NOT** strictly according to chronological age. The classroom placement of children is determined by administration, based on several factors, one of which is parent input regarding their child's needs. Decisions are made on a case-by-case basis. Classroom placement may be made at other times of the year if the program staff and parents feel that the move is in the best interest of the child. If at any time you feel your child is not in the most appropriate classroom, please discuss your concerns with the director. However, we may not be able to accommodate a move simply because the parents wish to have their child moved to another room. Children who are transitioning to the next age group/classroom will receive notification of the promotion at least two weeks in advance. This notice will explain the process and parents will need to sign, agreeing with the transition period. This form must be returned to the office for your child to transition to the next class. With each transitioning child, parents will receive the schedule for the next age level, to help prepare their child for this move.

SAFETY

Suspected Child Abuse:

We are required by law to report all observations of suspected child abuse or neglect to the local authorities if we have reasonable cause to believe or suspect a child is suffering from child abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Grace Family Daycare & Preschool will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Accident/Injury:

When an accident or injury occurs, or when any incident that requires contacting poison control, or the emergency transportation of a child to a treatment center occurs, an incident report form will be completed by the staff member involved. The parent/person picking up the child will receive a copy of this form that day and a second copy will be kept on file at Grace Family Daycare and Preschool.

A person trained in first Aid/Communicable Diseases and CPR procedures will be on the premises during all open hours of Grace Family Daycare and Preschool. First aid supplies are

located on the first floor in the daycare office and in the preschool room in the lower level. If a child receives a major injury, we will call the parents immediately. If the parents or others on the emergency medical form cannot be reached, we will call the family doctor and emergency squad. A staff member will accompany this child to the hospital and remain with the child until the parents can assume responsibility for the child's care. If the parent/guardian follows up with a medical professional after daycare hours directly related to the incident report, please contact the director so the proper protocol is followed for ODJFS.

- The use of aerosols is prohibited when children are in attendance. This includes aerosol sunscreen.
- Fire drills are held monthly at varying times and a record of these drills is kept in the Director's office.
- Tornado drills are conducted monthly March – September.
- Safety drills (lock down) are conducted four times a year.
- Plans for evacuation (fire, weather, emergency) are posted in each room.
- There are landline telephones in all classrooms. A Medical/Dental Emergency Plan is located by the telephone throughout the center.

GUIDANCE AND MANAGEMENT

Our goal at Grace Family Daycare and Preschool is to instill a loving, caring attitude toward others and oneself. We encourage children to respect others, their feelings and property. Children are expected to follow the guidelines below for the safety and protection of themselves and others.

- Children may not choose activities that are harmful to themselves and others.
- Children must respect the personal space and property of others.
- Children must respect the equipment provided by the program.
- Children must stay within designated areas, both indoor and out.
- Children must remain with a staff member at all times.
- Children must walk when indoors.
- Children must use inside voices.
- Children are responsible for cleaning their space after eating and playing.

The following are **NEVER** permitted:

- ✱ Fighting (this includes play fighting and roughhousing)
- ✱ Spitting
- ✱ Use of improper language
- ✱ Mistreatment of staff (physical or verbal)

We have a positive approach to discipline with the use of choices, quiet centers, redirection, natural consequences, and positive reinforcement. If/when a child needs time alone it will be for a brief duration or until the child regains control and wants to join the group. A staff member will be present with the child during this time. *We will **never** use corporal punishment. If a child cannot regain control or is hurting others (children or staff) the parent will be called and asked to remove the child from Grace Family Daycare & Preschool for the remainder of the day.

If the child demonstrates behavior that requires frequent “extra attention” from a 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 5101:2-12-19 OAC. If a continual problem occurs, we reserve the right to immediately withdraw the child, at which time tuition will be due through that day and you will need to find other childcare arrangements for your child. When changes are occurring at home, please let us know. This usually affects your child and will give us insight into some behavioral issues your child might be dealing with.

** This applies to everyone on site. Parents are not to use any spanking on the center premises, since this might be misleading and appear that the staff uses spanking. As stated above, we will never use corporal punishment. All staff is required to follow licensing code 5101:2-12-19 with regards to guidance and management. A copy is available upon request.*

MANAGEMENT OF ILLNESS

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be taught to and followed by the children. The toys, tables and all surfaces in the classroom are sanitized once a week or more as necessary. The eating surfaces will be sanitized between each child’s uses.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members with whom they come in contact. When a child doesn’t feel well, they want care from their parents in the comfort of their own home. If other children become ill due to exposure to your sick child, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, **your cooperation on this issue is extremely important.**

A chart of communicable disease symptoms and information is posted in the daycare office. If your child has been exposed to a communicable disease at the center, a note will be sent via ProCare for your child’s classroom. If the entire center is affected, then a note will be sent to all classrooms through ProCare. A staff member trained in the prevention, recognition and management of communicable diseases is always on premises. Grace Family Daycare & Preschool reserves the right to discharge any child for any extended period of time, if it is determined that they have symptoms related to a communicable disease. If your child is only mildly ill but does not feel up to fully participating in daily activities, please keep him/her at home.

Grace Family Daycare & Preschool does enroll children that are not immunized for various reasons including religious and/or medical vaccination exemptions. To ensure the health and

safety of everyone, if an outbreak occurs and a child has not been vaccinated, they will be asked to stay home.

CHILDREN WILL NOT BE ADMITTED TO THE CENTER WITH THE FOLLOWING SYMPTOMS AND WILL BE SENT HOME SHOULD ANY OF THESE ILLNESSES OCCUR WHILE AT DAYCARE:

➤ **FEVER:**

A temperature of 101 Fahrenheit (100 degrees if taken axillary) degrees or higher. Parents are requested not to bring their child to daycare/preschool when a fever is present. Children must be fever free for 24 hours **without** the use of fever reducing medicines before they can return to daycare/preschool.

➤ **UPPER RESPIRATORY INFECTION(S) AND SEVERE COUGHING:**

- Children who have clear nose drainage or discharge may come to daycare/preschool. Children with any other drainage or discharge may not be brought to the daycare/preschool.
- Children with clear mucous coughs may come to the daycare. Coughs that have been diagnosed as infectious (i.e. acute bronchitis, pneumonia, etc.) or accompanied with fever (see above definition of fever) may not be brought to daycare/preschool.
- Severe coughing causing the child to become red in the face or to make a whooping sound.

➤ **DIARRHEA:**

No more than three abnormally loose stools within a 24-hour period. Frequent loose and/or watery bowel movements that are different from your child's "normal" bowel movement pattern. This can be defined in frequency and/or color.

➤ **VOMITING:**

Any child that has vomited two or more times in the last 24 hours may not be brought into the daycare/preschool. **Exception:** Infants who have "normal" regurgitation of feedings.

➤ **SKIN RASHES:**

If your child has a generalized rash, diagnosis should be evaluated and confirmed by a physician. Due to contagious nature of generalized body rashes, children with generalized body rashes may not be brought to the daycare/preschool. **Exception:** localized rashes such as prickly heat, eczema, diaper rash, etc.

- **REDNESS/DRAINAGE OF THE EYE:**
Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Any eye drainage will need to be evaluated by a physician. When any eye drainage is diagnosed as infectious, the child may not be brought to daycare/preschool until treatment with an antibiotic has been used for 24 hours. A physician's note is required to return.
- **YELLOWISH SKIN AND/OR YELLOW EYES**
- **STIFF NECK with elevated temperature**
- **SORE THROAT, DIFFICULTY SWALLOWING**
- **DARK URINE, GREY OR WHITE STOOL**
- **DIFFICULT OR RAPID BREATHING**
- **LICE, SCABIES OR OTHER PARASITES***
- **COLD LASTING MORE THAN 14 DAYS (except with physician's written consent).**

*A child must remain out of the center until, upon inspection from the daycare staff, the child is found to be completely free of lice and nits. **Regardless of medicated shampoo treatments, the child must be completely nit free.**

If a child comes down with any of these symptoms at the center, the parents will be called immediately and arrangements for having the child picked up must be made. **An unhealthy child must be picked up within one hour of the first attempted call.** If able, the child will lie down on a cot, isolated from the other children until the parent arrives. Your child will be required to be out 24 hours from the time of pick up and until symptom free without the use of fever reducing medicines to be readmitted. This follows Delaware County Health Department regulations. **A child will only be readmitted when the child shows no more sign of illness and the child is no longer contagious.** We have the same communicable diseases policy for our teachers. When they show any of these symptoms they will be replaced with a substitute until they can return to work.

Grace Family Daycare and Preschool has the right to request written physician clearance for any suspected contagious infections.

TRANSPORTATION OF SICK/INJURED CHILDREN

If you refuse to grant Grace Family Daycare & Preschool permission to have your child transported to the nearest medical facility in the event of an emergency (illness or injury), you are responsible for providing us with an alternate action plan. If the illness or injury is life threatening, we will immediately call 9-1-1 prior to notifying the parents.

MEDICATION

Any medication administered by Grace Family Daycare and Preschool will require a completed Medical Authorization Form. No medication can be administered without this form. **No exceptions.** All medications should be given directly to a front office staff member. All medications are stored out of reach of children. Medication may not be stored in a child's cubby or book bag. The parent must provide the appropriate utensil to administer the medication. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. 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 with them 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.

Prescriptions and Non-Prescription Medicine:

Prescription and over the counter medication will **not** be administered by Grace Family Daycare & Preschool. There will be no exceptions. If your child needs any medication while they are in our care, you will need to make arrangements to come to the center to administer the medicine.

Grace Family Daycare and Preschool will ensure compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities, and administering care procedures to children with disabilities.

PARENT INVOLVEMENT

Changes in Your Child's Life:

Your child's teachers should be notified about any unusual or upsetting experiences that may affect behavior, such as an illness or death in the family, a recent move, separation, or a parent out of town.

Grace Family Daycare and Preschool has an “open door” policy. Parents are always welcome to visit at any time during our hours of operation. All visitors must check in at the daycare office upon arrival in the building. Any custodial parent/guardian is permitted unlimited access, unless there is court documentation limiting access and conditions of the non-residential parent. Copy of court documents will need to be on file at the time of enrollment.

Progress Reports:

During the school year (September-May) each child age 3 and older will have two progress reports sent home. These reports will have the following child’s information: progress, social and physical needs and other important information. The parent or teacher can call a conference whenever a need arises.

Parent Participation:

Parents are encouraged to be involved in our program. If you have a special talent or occupation you would like to share with our daycare, please call and we will arrange for you to visit. We encourage you to be involved in special events and holidays. We will post information about ways you can help. Notices of special programs will be sent home with your child. Please check your child’s cubby daily.

Parental Concerns:

If a parent has any concerns, please speak to the teacher. If the problem is still not solved speak to the director. If an employee needs assistance in resolving problems relating to the childcare center, we ask that they speak with the director. If the issue is not resolved, we will set up a meeting with the teacher, director and if needed, parents.

Grace Family Daycare and Preschool staff enjoy interacting with parents. An open line of communication is very helpful in the development of each child. We encourage each parent to take time, when able, to communicate with the staff members. However, due to staff responsibilities and schedules, parents are asked to make an appointment with staff when it is necessary to engage in lengthy conversations. It is vital that the parents inform us of any special needs, concerns or habits of their child on a day to day basis. Children enrolled in the daycare program will receive a daily report to inform the parent of the day’s activities.

ACTIVITY PARTICIPATION

Clothing:

Children should be dressed in comfortable, weather appropriate, washable clothing. We do our best to keep the children reasonably clean, but it is possible that your child may be “messy” during the day’s events. Please do not send your child in clothing that you do not want to get messy. Each child is advised to have an extra change of clothes available, including underwear and socks. All clothing items should be labeled. Children should wear athletic shoes (such as tennis shoes, running shoes, etc.) each day due to playground safety.

Shorts need to be worn under dresses. No spaghetti strap tank tops, halter tops or crop tops.

Nap Time:

Children enrolled in the daycare program are **required** by ODJFS to have a rest period. Children are provided with their own individual cot. Your child does not have to sleep during this period but must rest quietly on their cot. Children who do not fall asleep are offered a quiet activity to do on their cot. Parents are encouraged to bring a blanket, a small pillow, and a small soft stuffed toy to make napping more comfortable for your child. All items must be labeled with your child's name. All nap items are required to be taken home at the end of each week to be laundered.

Toys:

Children should not bring other toys to the center except for announced show and tell days. When a child brings his/her own toys it can create conflict. Teachers/staff cannot be responsible for damage or breakage. Toys of aggression or destruction are not appropriate for the center (guns, knives, etc.).

MEALS AND SNACKS

Each day Grace Family Daycare and Preschool serves an on-site prepared hot lunch. Breakfast bars are available before 8:30am. It is encouraged for you to feed your child(ren) before arriving. We also serve an afternoon snack. The food we provide is prepared to meet the daily nutritional requirements of your child and provides 1/3 of the recommended daily dietary allowances as specified by the USDA. Children with special diets may be asked to provide certain food items. If you wish to eat lunch with your child, please let us know one day in advance.

You may choose to pack your child's lunch; the lunch must meet the state requirements. The packed lunch must have protein, grain, fruit, and vegetable. If your child's lunch does not meet the requirements, they will be served the school lunch to supplement the missing item(s). **Please do not send sugary foods or drinks in your child's lunch.** We will provide milk for your child.

If your child requires a food supplement or if an entire food group is to be eliminated from their diet, you must obtain a physician's written instructions. When special diets are required for cultural or religious reasons, the center shall obtain written, dated, and signed instructions from the child's parent/guardian. Medical foods that are specifically formulated for the dietary management of a disease will only be administered under the supervision and with written instruction of a physician.

Parents will be responsible for the daily supply of formula, jar baby food, diapers, and wipes. Please check for replenishing.

Birthday Parties:

Young children enjoy celebrating birthdays with their parents, teachers and classmates. The center encourages parents to spend part of these days with their child at the center. If you wish to include the entire class in the celebration of your child's birthday by contributing a cake or nutritious snack, please notify the teacher in advance. We ask that birthdays be celebrated simply and that for safety reasons you do not bring suckers, candy on a stick, balloons, or other potentially dangerous party favors. To protect the health and safety of all children, we ask that special goodies be prepackaged or commercially prepared. To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, we ask that you mail the invitations directly to their home. You can check with the front office for a list of addresses. Parents will be asked first if the front office can release their address before giving it to another parent.

Allergies:

There are specific state forms that need to be filled out if your child has severe allergies that require monitoring and intervention in case of an allergic reaction. **Due to the number of children, we have with peanut allergies, we are now peanut/peanut butter free.** Please keep this in mind when bringing in snacks and treats for your child's birthday.

OUTDOOR PLAY

Spending time outdoors is essential for healthy development. An opportunity for outdoor play is provided each day in suitable weather. During the winter months, children over 12 months of age will play outside provided the temperature with wind chill is not lower than 25° F. In the summer, children will remain indoors whenever there is an ozone alert day or a heat warning. Low temperatures, precipitation, wind, amount of sunshine, temperatures not exceeding 90° F with humidity will all be considered, and outdoor time may be shortened in response. Shade is available on all playgrounds and water is provided. Children will not go or stay outside when lightning is seen. Children will not go outside if there is precipitation. Parents should make sure that children are dressed for the weather.

Playground rules are very important for the safety of all children.

Please read over them with your child and help him/her become familiar with these rules.

Playground Rules:

- Children will never be left unattended on the playground.
- Children will not stand on swing seats. They must always be seated.
- Only one child on a swing at a time.
- Swings are not to be twisted.
- Always give a swing in use a lot of clearance before passing in front or behind it.
- No climbing the fence for any reason.
- No kicking or throwing any balls over the fence.
- Children are not allowed to run carrying sticks of any kind. Sticks will be not be used as weapons.
- No throwing of stones or snow.
- The mulch on the ground must stay there. It is not to be put in the pockets or thrown at others.
- Always use steps to go up the slide.
- Only one child down the slide at a time.
- Children must sit to go down the slide.
- Children are not allowed to play monster.
- No rough play (wrestling, etc.) is permitted.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Grace Family Daycare and Preschool
Tuition Schedule

**Please see front desk for current fee
schedule.**

Grace Family Daycare and Preschool is a ministry of Delaware Grace Church. Delaware Grace Church offers several ministry opportunities throughout the week to meet the needs of the entire family.

Sunday Service: 10:00-11:30am

Grace Kids: Sunday School: during service 10-11:30am

Delaware Grace Students: Large Group during service 10-11:30am

Delaware Grace Students: Small Groups: 6:30-8:30pm

Monday: Matt Kear Men's Group at 7pm in the Chapel

Grief Share 13-week cycle at 6:15-7:15pm in room S14

Tuesday: Women's Bible Study at 6:15-8pm

Wednesday: Weiser/Desjardins Men's Group 7pm

Pray for the Church: 2nd & 4th Wednesday at 6pm in S14

www.dgbc.org

VERIFICATION OF DOCUMENT RECEIPT

Parents:

After reading the handbook, please sign and return this page to the director. This is due before your child attends Grace Family Daycare and Preschool. Please let us know if you have any questions about any of the policies in this handbook.

I/we acknowledge that I have received a copy of the parent handbook for Grace Family Daycare and Preschool. I understand the written policies and procedures listed in the handbook. I agree to follow all policies outlined within.

Signature of Parent/Guardian Date

Please Print Name

Signature of Parent/Guardian Date

Please Print Name

I/we acknowledge that I/we have read and understand Grace Family Daycare & Preschool's Tuition Policy section of this handbook.

Signature of Parent/Guardian Date

Please Print Name

Signature of Parent/Guardian Date

Please Print Name