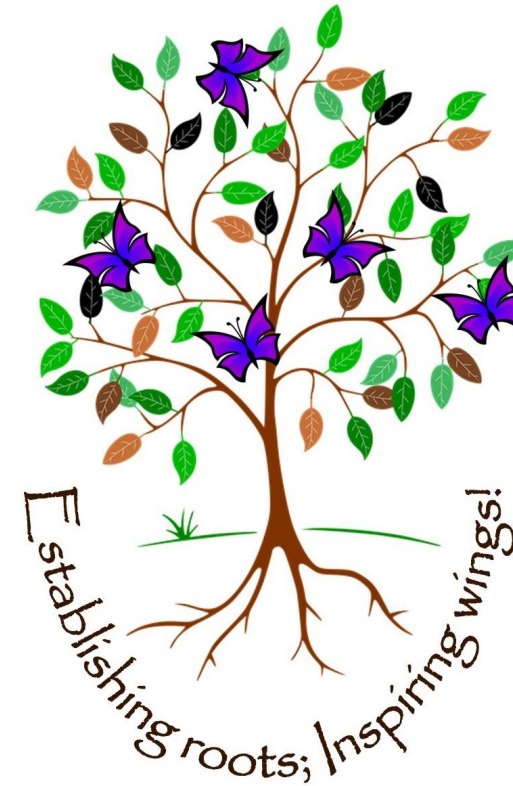


GREENE STREET DAYCARE AND PRESCHOOL

Greene Street Child Care Committee

Adele Penrod, Chairman	Sherry Heath, Secretary
Jeanne Ringer	Debbie Frazier
Michelle Taylor	Emily Shawler
Joyce Ellerman, elected Daycare Staff Rep	
Lindsay Lambert, Staff appointed	



Sponsored by

Greene Street United Methodist Church
415 West Greene Street
Piqua, Ohio 45356

937-773-5313
937-773-5397-FAX
Betsy@greenestreetumc.org
www.greenestreetumc.org

Licensed by the State of Ohio

A United Fund Agency

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>.

parents are urged to use caution if the weather is hazardous.

Frequently the Piqua City Schools are delayed and then canceled as the weather dictates. The Daycare will remain open even if the preschool is closed.

Preschool Calendar

The Preschool Program will be closed on the following days:

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Break (Christmas & New Year’s Day)
- Martin Luther King Day
- President’s Day (based on Piqua City School Calendar)
- Memorial Day

OAEYC Training Day (Parents will be notified if closing is necessary).

Staff

Betsy Scroggins, Daycare and Preschool Director

Jasmine Collins, Daycare and Preschool Assistant Director

Program Philosophy

Greene Street Daycare/Preschool strives to offer children a safe, warm, and loving environment. Children ages 6 weeks through 5th grade are cared for with unconditional love. Through quiet, active, and group play the children will learn and grow both spiritually and physically. Each staff member serves as a positive role model allowing the children to learn through problem-solving, and redirection. Greene Street strives to offer the children modern facilities and educational equipment that will stimulate, inspire, and mold today's children. Parents are an important part of the growth of the children and are welcome to visit the center.

History

The Daycare and Preschool ministry was established in 1980 as a non-profit community service outreach by the members of Greene Street United Methodist Church.

All proceeds are reinvested into the ministry in the form of additional resource materials and/or play equipment.

The church provides space, utilities and insurance for all ministries.

(revised booklet October 2025)

Licensing

The ministry is licensed by the Ohio Department of Human Services (1-866-277-6353). The licensing agreement allows the center to care for 198 children; of this 28 children may be under 2 1/2 years of age.

The license is posted in each room and the Director's office. Licensing rules are available at <http://jfs.ohio.gov/index.stm>. The latest inspection report is posted on the hall bulletin board. All other inspection reports are available for review upon request in the Director's office.

The administrator/s and all employees of the center are required to report their suspicions of child abuse or child neglect under Section 2151.421.

A registration fee of \$75 for the first child, \$37.50 for each additional child in the same family is due at the time of registration. This will secure a place for your child in class. This fee is non-refundable. Fees for the school year will be \$250 per month (for the 5 day program), \$180.00 per month (for the 3 day program) and \$120.00 per month (for the 2 day program). A security deposit is due equal to the monthly fee for your child's class on **JULY 1st**. The security deposit will be applied to your May payment if your child stays with us throughout the year. The security deposit is NON-refundable.

Your **SEPTEMBER** payment is due the first week in September. Payments are due the **FIRST DAY OF EACH MONTH**, payable to Greene Street Daycare or Preschool. After the 10th of each month a late fee of \$10.00 will be assessed to your account.

Please make your payments in the church office or mail to:

Greene Street United Methodist Church
415 West Greene Street
Piqua, OH 45356

Payment in full at the beginning of the school year will give you the registration fee free. **THERE WILL BE NO REFUNDS.**

Preschool Late Payment

Reasonable allowances will be given for late payments approved by the office at Greene Street. Reminders will be sent home with the children on the 5th of the month if payment has not been received. Children must be accompanied by payment or have permission from the office to be readmitted after this notice has been sent.

Preschool Weather Policy

If the Piqua City schools are closed (not delayed) due to weather, we will close our Preschool as well. If the Piqua City Schools are operating on delayed basis Preschool will be held at its regular time. However,

Daycare Policies

The Greene Street Daycare Center is open 6:00 a.m. to 6:00 p.m. Monday thru Friday. Children ages 6 weeks through 5- grade will be accepted. Please call the daycare office (937-773-5313) to make a reservation for drop-in child care of an enrolled child, with a 24 hour advance notice if at all possible to avoid overcrowding. The Center may refuse admittance if we have reached capacity.

Enrollment of your child is required. A \$75 registration fee must be paid before receiving the registration paperwork. You can find the registration paperwork in the daycare office and must be completed prior to your child attending. Additionally, a completed and doctor signed medical form, including shot records, must be on file within 30 days of initial registration. If you refuse to transport in a emergency your child will **not** be enrolled. A parent/guardian interview is required before attendance can begin.

Children are divided into five groups.

- Infants up to 18 months
- Toddlers up to 3 years
- 3 year olds and potty trained
- 4-6 year olds
- School age children.

It shall be unlawful for Greene Street Daycare/Preschool to discriminate in the enrollment of children in the center upon the basis of race, color, religion, sex or national origin.

ADA Expectations For Administering Medication

Greene Street Daycare/Preschool will administer medication to children with disabilities in accordance with the child's documented medical/physical health care plan.

ADA Administering Care Procedures

Prior to caring for a child with a disability, Greene Street Daycare/Preschool will ensure that the staff have been properly trained regarding any necessary procedures for the child.

If at any time a parent/guardian or employee needs assistance with problems or concerns, they may contact Betsy Scroggins, Director at option 2, option 3 or Jasmine Collins, Assistant Director at option 2, option 2. If the problem or concern is not resolved to the satisfaction of the parent or employee, they may contact the Pastor or the Childcare Committee. The pastor or childcare committee may be reached by contacting the Office Manager, Jennifer Sweetman at option 1, option 2. The office manager will make sure that you are connected to the person of your choice.

12:30-12:45 Greeting

12:45-1:30 Active play: blocks, library, dress-up, and play table work area.

1:30-1:45 Snack time: clean up and preparation for snack

1:45-2:00 Quiet time/Story time: Listening skills, rhyming words, first sounds, imagination, reading and or math readiness, and language

2:00-2:30 Large motor development

2:30-2:45 Music or science time: singing, games, special guest, special projects, films, etc.

2:45-3:00 Prepare to go home

Morning Pre-K and Afternoon Pre –K

8:45-9:00 Greeting

9:00-9:45 Large Muscle, restroom

9:45-10:00 Snack time: clean up and preparation for snack

10:00-10:15 Quiet time/Story time: Listening skills, rhyming words, first sounds, imagination, reading and or math readiness, and language

10:15-10:45 Active play: blocks, library, dress-up, and play table work area

10:45-11:00 Large group meeting to discuss daily activities and popcorn words. .

11:00-11:15 Prepare to go home

Preschool Field Trips

Field trips will be part of the regular school program. We will go on a number of neighborhood walks to study the seasonal changes and view nature.

Preschool Snacks and Parties

There will be a snack time each day provided by the school. Birthdays are a special occasion. A child may bring a treat from home for his/her class. Cupcakes or cookies are recommended. We will celebrate and sing for your child. If your child has a summer birthday you may arrange to have an un-birthday party. Children love to bring treats and this provides each child with the opportunity to have a special day and share with others.

Preschool Payments

Children arriving before class time and staying after class time will be placed in the Daycare service at Greene Street. You will be charged the regular hourly rate. Please be aware that the teachers may not be in the room if you arrive too early. A **Preschool in session** sign will be posted on the door when someone is there for the children. **If the sign is not posted, the children should not be sent to the door or classroom unattended. Please do not block the alley.**

If you arrive before the sign is posted please circle the block until you see the sign.

If you should arrive late for the start of class, please take your child to the front office window and a staff member will insure he/she arrives there safely.

Preschool Parking

All Preschool traffic enters the alley from Ash Street and leaves through Greene Street. Parking is limited only to the lined church parking spaces. All other parking areas in the alley are privately owned and are not to be used.

Preschool sample schedule

Morning Bible Classes

9:00-9:15 Greetings
9:15-10:00 Active play: blocks, library, dress-up, and play table work area
10:00-10:15 Snack time: clean up and preparation for snack
10:15-10:30 Quiet time/Story time: Listening skills, rhyming words, first sounds, imagination, reading and or math readiness, and language
10:30-11:00 Large motor development
11:00-11:15 Music or science time: singing, games, special guest, special projects, films, etc.
11:15-11:30 Prepare to go home

Afternoon Regular Preschool

Fees

Infants \$4.70 per hour
Toddlers \$4.50 per hour
3 year olds & potty trained \$4.50 per hour
Preschool (4 & 5 yr olds) \$4.30 per hour
School age \$4.30 per hour
Each additional child \$3.85 per hour (oldest child has the discount rate)

If you prepay, you will save 15 cents per hour, per child on your bill.

No Call, No Show Fee: If your child(ren) is going to be absent for reasons other than illness or an emergency, and there is no phone call to the office or message on Procure stating as such, you will be charged for the hours your child is scheduled to be at the center.

Late Fee: A late fee of \$25.00 per child will be assessed after 6:00 p.m. for the first 5 minutes. An additional \$5.00 will be added per child for every 5 minutes after the initial 5 minutes.

Registration Fees: A \$75 registration fee for the first child (youngest child is the first) and \$37.50 for each additional child in the family is due on March 1st each year. The Registration Fee will be prorated after March.

Tax Identification number: 31-0559894

(You may also find it on the bottom of your receipt)

Daycare Payments

Credit card, Debit card, and Checking Accounts can be set up for weekly, bi-weekly or monthly (preschool only) payments. Contact the office to sign up.

Payments are required on a weekly or bi-weekly schedule.

Accounts are updated daily from the sign-in and sign-out sheets. Payments can be made at the front window or by calling the Daycare Office to make a credit card payment over the phone. Checks need to be made payable to Greene Street Daycare. A fee of \$25.00 will be charged for all returned checks/funds. If we receive more than 3 returned items, you will be required to pre-pay at the window until credit is established. If the account falls behind more than \$250, Daycare/Preschool will be suspended until a payment arrangement is made or until the account is caught up. Greene Street Daycare will pursue collections using an attorney and/or a collection agency if payments are not paid as arranged.

Any daycare payment that is more than 15 days past due will be assessed a \$10.00 late fee. Anything over 20 days past due will also receive a 10% late fee weekly. If the account is not brought current within 25 days, child care will be suspended until the account is paid in full and automatic payments are set up.

Beginning January 1, 2024 ALL accounts will be required to establish automatic payments using Tuition Express. This includes any accounts that were previously grandfathered in. If you wish to pre-pay you may still do that with cash, check, or credit card.

Ohio Department of Job and Family Services Funding

It is your responsibility to check in your child(ren) on the tablet each day they attend Greene Street Daycare/Preschool. Any and all times given to you are your responsibility to submit (to the accurate minute) at the time of drop off/pickup. Parent/Guardian unwillingness to submit times on the KinderConnect app is sufficient grounds for the dependency status to be temporarily terminated, until all times are submitted or approved accurately.

Daycare Parking

Greene Street Daycare Center has several off street parking slots for use by parents/guardians bringing children to the center. Street parking is also encouraged. Parents/guardians are reminded that parking in the alley or blocking parking spaces is not permitted.

Arrival/Departure

Parents/guardians will walk their child(ren) to their classrooms making sure the teacher knows the child has entered the classroom. This will allow for a safe transition from the parent/guardian to the center. Parents/guardians should use the QR code for the Procure Parent app to sign their children in/out.

Withdrawals

If you plan to withdraw your child from the program, please notify the Teacher/Director in writing, two weeks in advance and share the reason for the withdrawal. If after two weeks you have not attended or contacted us, we will consider your child inactive.

Greene Street Daycare/Preschool reserves the right to withdraw children with behavioral concerns. In the case of a concern, a conference with the teachers, administrator, and parents/guardians will be scheduled and a behavioral plan will be created. If the behavioral plan does not work, the parents/guardians will be notified to find other care for their child. The Director has the right to remove any child immediately.

confirm that a responsible party has the child.

Arrangements have been made with Piqua City Schools to provide transportation from Piqua City Schools to Greene Street if your child is scheduled to ride Monday through Friday. If you choose to use Piqua City Schools to transport your child from school there will be no transportation fee, however a 15 minute daycare tuition fee will be applied. Please make sure you have signed the School age transportation form to allow Greene Street or Piqua City Schools to transport your child.

Summer Programs

Overview for children in the 4 & 5 and School age Programs

Summer programming begins on the Monday following the last day of Piqua City Schools. It runs until the Friday before Piqua City Schools begin. Classrooms are held in the same room as they currently reside in. The only difference is we are on the go. Taking advantage of the outside. We still continue to learn and grow while having lots of fun and experiencing new spaces.

Payments

Hourly rates are the same during the summer. Because of the field trips there are extra cost over the summer. A calendar is provided for each family which serves as the permission slip allowing your child to participate on the field trip/s. If there is a cost associated with the field trip you will need to cover the cost if your child is to participate on the field trip. Scheduling needs to be done before the day of the trip so all field trip payments must be made the week prior to the field trip. **No money will be taken the day of the trip.** Some field trips will not be refunded. Please refer to the calendar for those field trips.

Preschool Classes

Bible Preschool classes will include Biblical stories and teachings. Monday / Wednesday / Friday morning classes 9:00 a.m.–11:30 a.m. are for 4 and 5 year olds. Tuesday / Thursday mornings classes 9:00 a.m. - 11:30 a.m. are for 3 year olds.

Preschool classes on Monday / Wednesday / Friday or Monday / Wednesday afternoons 12:30 p.m. —3:00 p.m. are for 4 and 5 year olds.

Pre-K morning classes are Monday - Friday 8:45 a.m.- 11:15 a.m. Children must be 4 by August 1. Pre-K afternoon classes 12:15 p.m.- 2:45 p.m. Children must be 5 by August 1.

Preschool Arrival and Departure Times

alternative, two servings from the fruit/vegetable group, and one serving from the grain group). We highly advise parents/guardians to follow the State of Ohio's meal requirements. Please note that the child's name should be on the outside of the container and all non-disposable items labeled.

In the case of an *emergency* we will provide a lunch for \$5.00

The daycare service will provide a morning and afternoon nutritional snack.

School Age

The state requirements for staff to child ratio are eighteen children to one staff person for ages 5 thru 5th grade. The group size will be broken down into groups no larger than 36 per group. Each child will need a lunch with their name on the outside.

Days off School

8:30-10:00 Computer time/choice time
10:00-10:30 Restroom/snack
10:30-11:15 Story time/computer time
11:15-12:30 Lunch
12:30-1:30 Gym time
1:30-2:30 Free play
2:30-3:00 Clean-up/restroom
3:00-3:30 Story time

Before school schedule

6:00-7:30 Toddler room/Classroom
7:30-8:30 Free play

After school schedule

3:30-4:00 Snack time
4:00-6:00 Large muscle/homework

Transportation

We will provide transportation to and from school for a fee of \$3.00 per trip, per child. If your child is scheduled to be transported and you have a change in plans you are required to call Greene Street Daycare and let the office staff know. If you choose not to communicate your intentions you will be billed the \$3.00 transportation fee. If your child does not show up when they are scheduled to be here we will call the contacts in your child's file to

Illness

If a child is going to be absent from the Center due to illness, please call. You will not be charged for the time your child is not in the Center. By calling in, you are allowing us to continue this hourly and drop-in service.

Vacation

If you are going to take a vacation, please notify the Center in writing. This again helps us to continue the hourly and drop-in services.

Transitioning

Transitioning into the program will be done through the parent/guardian interview. When a child needs to move up to the next older group, you will be asked to fill out a transition form for a trial week. This will give your child an opportunity to adjust to the new group. When the teachers and parents/guardians feel that the adjustment is no longer needed, the child will move permanently.

Daycare Calendar

The Daycare Center will be closed on the following days:

Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas & New Year's Day - other Christmas break dates to be announced
Memorial Day
July 4th (or substitute holiday date)
OAEYC Training Day (Parents/Guardians will be notified if closing is necessary)

Parental Participation

It is our goal, as your children grow and change, to provide them with the highest quality educational programs and experiences which encourage their development in the areas of cognitive skills, social skills, motor-coordination, and self-confidence. We feel this is best accomplished through a close relationship between parents/guardians and staff members in all matters regarding our common concern - your children.

PLEASE FEEL FREE TO...

- Schedule a meeting with the teacher or director to discuss concerns.
- Talk with your child’s teacher during drop off/pickup.
- Call the center (773-5313) during your child’s quiet time to talk with the teacher . You may also leave a message for your child's teacher at the following options:

Betsy Scroggins (option 2, option 3)

Jasmine Collins (option 2, option 2)

Office Assistant (option 2, option 1)

Infants (option 2, option 5, option 1)

Toddlers (option 2, option 5, option 2)

3yrs (option 2, option 5, option 3)

4 & 5’s (option 2, option 5, option 4)

Schoolage (option 2, option 5, option 5)

Bible and Preschool (option 2, option 5, option 6)

Pre-K (option 2, option 5, option 7)

- All parents/guardians have access to the center during the hours of operation (Mon-Fri. 6:00 a.m. - 6:00 p.m.) for the purpose of contacting their child or evaluating the premises and/or program. The Center would appreciate parents/guardians waiting to visit until after the child has made a satisfactory adjustment to being in the classroom, possibly in 2 to 3 weeks. On the first day of school, it is better for both if you bid him/her a pleasant farewell and leave quickly.

REGULAR OPPORTUNITIES TO PARTICIPATE INCLUDE:....

- Field trips
- Class parties
- Holiday parties and programs
- Monthly parent letters

Daycare for Children Ages 3, 4, & 5

The state requirements, for staff to child ratio, (age 3 & potty trained) is twelve children to one staff person. The group size for three’s will not be larger than 24. The ratio for preschoolers ages 4 and 5 is fourteen children to one staff person. The group size for 4 & 5 will not be larger than 28. Each child should have a packed lunch with identification on the outside and all non-disposable items marked. Group size may be larger during special activities, snack and lunch times.

Preschool schedule

6:00-8:00 Arrive in the classrooms
9:00-9:15 Restroom break
9:15-10:00 Circle time/craft time
10:00-10:15 Snack time
10:15-11:00 Table time/Free play
11:00-11:15 Restroom/wash hands for lunch
11:15-11:45 Lunch
11:45-12:15 Restroom/clean -up
12:15-2:30 Nap time (required cot time)
2:30-3:00 Wake up/restroom
3:00-3:15 Snack time
3:15-6:00 Table toys, Free play and clean-up

Lunch

If a child is in the Center over the lunch period we ask that the parent furnish a sack lunch, and milk. All lunches are required to have an ice pack to keep it fresh. If your child is an infant, formula or breast milk alongside with other age appropriate foods will need to be provided by the parents.

The State of Ohio requires that the child’s lunch constitute one-third of the recommended daily dietary allowances and includes foods from the basic food groups (one serving of fluid milk, one serving of meat or meat

provided to give their child/ren for all meals for the time in the center, daily.

When Infants are placed in a crib no one under the age of 12 months can have a blanket. A one pouch or wearable blanket is permitted. Only children who are unable to roll over are permitted to be swaddled using only wearable swaddling blanket.

If you are a nursing mother or would like to pump we will provide you with a private space to nurse your baby. Check with the office for the location.

Infant schedule

Infant schedule is based around your child's needs within the room. The staff will use the feeding schedule every 2-3 hours unless specified differently. Diaper change is every 2 hours or as needed. Child naps are as needed, as many times as needed. Infants are encouraged to play and use their fine motor skills with sensory objects and sounds provided by the staff before and after naps and feedings.

*Young infants will follow their own schedule
If you forget: diapers they will be available for \$3.00
Milk vitamin D - bottle for \$1.00 cup for \$0.50*

Toddler schedule

6:00-8:20 Arrival and free play/ **8:00- story time**
8:20-8:40 Play dough, puzzles, blocks (table time)
8:40-9:00 Large muscle
9:00-9:40 Paint or color/ **9:20- sand or rice table**
9:40-10:00 Snack and diapering
10:00-10:20 Music time and finger plays
10:20-10:40 Circle time-(number, ABC, colors, shapes, weather, and calendar)
10:40-11:30 Free play/ **11:00- walk, gym, or outside playground**
11:30-12:00 Lunch and diapering
12:00-2:30 Nap (required cot time)
2:30-3:00 Snack and diapering
3:00-3:45 Gym, walk or outside playground
3:45-4:15 Read books or color
4:15-4:45 Table toys, Play dough or puzzles
4:45-6:00 Free play
Note: all toddlers are taken to the bathroom when necessary.

Assessments

Assessments are on going at Greene Street Daycare/Preschool through classroom curriculum and teacher assessments. The Ages and Stages Questionnaire, a developmental screening, is used for all students. Once a year, Goodwill Easter Seals provides a free screening to all students whose parents/guardians sign the permission slip. Screening and assessment results will be shared with the parent/guardian anytime the parent/guardian wishes to meet with the teacher/s. If at any time there are any concerns about your child's development, the teacher and or the Director will request a conference to discuss the next steps. A portfolio may be developed by the teacher and given to the parent/guardian at the conclusion of their time in the classroom. The results will be shared with ODJFS and the Public School when they are requested by either the parent/guardian or teacher of a public school.

Discipline Plan

Minor Discipline action plan:

If the child breaks any of these following guidelines, they will receive a disciplinary notice explaining what happened.

- The Child may not get in any one's faces for any reason.
- The child may not use any offensive language.
- Seat belts must stay fastened at all times.

After 5 disciplinary forms of a minor nature, a one day suspension will be required. The suspension will begin the next day of attendance following the 5th disciplinary form. The Minor Discipline Action Plan restarts on the first day of each month.

Serious discipline action plan

If the child breaks any of the following guidelines, they will be required to be picked up immediately and suspended for the remaining and following day.

- The child is not to throw anything when angry.
- The child may not touch another child to cause harm in any way.

- The child may not touch another child in an inappropriate way.

After 3 disciplinary forms of a serious nature the child will be given a 2 weeks notice to find other care.

Threat Policy

A threat is a concerning communication or behavior that suggests a person may intend to harm themselves or others. This threat can be verbal, written, or communicated electronically.

All threats will be taken seriously, including but not limited to:

- Threats or warnings about hurting or killing oneself or someone.
- Threats to run away.
- Threats to damage or destroy property.

Action will be taken when a teacher hears a child make a threat or another child reports that a threat has been made.

An assessment team will be appointed and consist of one or all of the teachers associated with the child, the administrative staff, one or more representatives of the Childcare Committee, the pastor of the church and outside representatives such as the resource officer, police, counselors when warranted.

Confidentiality will be enforced to protect all young children. Only the administrator or the administrator's assistant will address parents/guardians or any outside source seeking information about the incident.

Discipline Policy

Discipline is geared to the child's experience and is handled with kindness, understanding, fairness and forgiveness. Each situation will be handled in such a way that the child will be given the opportunity to explain his/herself. After the teacher has heard all sides of the story, the teacher will then decide if the child will be asked to play with someone/something else. If the behavior warrants, the child will be asked to sit in time-out. If the child is out of control, the child will be removed from the situation until the child feels they can return with self-control.

call the parents to pick up their child. No child will be left unattended.

Medical or Dental Emergency

In the event of a medical emergency, stay with the child and summon help. Perform a quick assessment to determine if the child needs medical attention or basic first aid. The staff member responsible for the child will fill out an incident report. The parent will be notified. If the child needs to be transported to the hospital, a child care staff member will ride with the child in the ambulance. In the event of a dental emergency, stay with the child and summon help. When able, consult the dental first aid chart. Follow instruction, notify the parent, and write an incident report.

Fundraisers

Throughout the year, we sponsor several fund-raising activities. In the fall, we hold a Trophy Nut Sale that has been very successful in previous years. We also have photographs taken in November. Throughout the year, you will receive order forms from Scholastic Book Clubs. We are able to earn credit from every book sold and can purchase books and materials for our center. All money earned is reinvested back into the program.

Napping

Nap time is from 12:30pm-2:30pm daily. Toddlers and the 3 year olds will be provided a cot to lay on, but if they do not sleep or wake up early, they will be given a quiet activity to do on their cot. The 4 and 5 year olds are not required to take a nap, but can nap per parent request.

Infant/Toddler

The state requirements for staff to child ratio is, five children to one staff person for infants ages 6 weeks to 18 months. The ratio for toddlers (18 months-3 years and potty trained) is seven children to one staff person. The group size for Infants will be no larger than 12 and the toddler room no larger than 16.

All diapers and supplies need to be furnished by the parents. Diaper wipes are a part of your supplies and you will be notified when the supply is running low. Diapers will be changed every two hours unless it is needed more often. We prefer you provide disposable diapers, labeled, for your infant. Two containers of wipes is required per month.

Parents are also responsible for bringing in formula, breast milk, or all other food

If an epi-pen or inhalers are required they will be kept with the teacher responsible for the child during the child's hours at the center. When off site they will be stored in the infant room. Parents will be notified by a notice posted on the door of each room about any communicable diseases around the school. A mildly ill child, (cold, cough, etc.) will be cared for in the classroom. The parents will be notified of the child's condition and the child will be monitored for a change in condition/s or symptoms that would result in the child's discharge. Tylenol type medicine will not be administered as a fever reducer if the child is attending the center.

General Liability

Legal Custodian(s) and/or Guardian(s), for themselves and their heirs, successors and assigns, waive, release, acquit and forever discharge Greene Street United Methodist Church and Greene Street Daycare and Preschool (the Childcare Provider") and its respective subsidiaries, affiliates, and any related entities or corporations and its past and present officers, directors, shareholders, agents, partners, employees, attorneys, heirs, successors and assigns (collectively the "Releases") from any and all claims, actions, complaints, grievances, and causes of action, direct or indirect of consequential (collectively, "Claims") of whatever nature, whether known or unknown, which exist or may exist on. Legal Custodian(s) and/or Guardian(s) or Child(ren)'s behalf against the Releases as of the date of the Release and which can be brought into any court, for but not limited to, the following events: (i) acts of God; (ii) flood, fire, earthquake, explosion, meteor strike, tornadoes, epidemics, pandemics, or quarantine, (iii) exposure to or contraction of illness, including but not limited to Coronavirus (COVID-19); (iv) war, invasion, hostilities, terrorist threats or acts, riot or other civil unrest, or cyber-attacks; (v) government order, law, actions or restrictions, whether valid or invalid; (vi) national or regional emergencies; (vii) shortage of materials, infrastructure or transportation; (viii) strikes, labor difficulties, slowdowns; or (ix) any other events or circumstances beyond the reasonable control of the Childcare Provider.

Outbreaks, Epidemics, and Other Infectious Diseases

In the event of a communicable disease outbreak, the health department and parents will be notified. We will follow all state, CDC, and federal guidelines. All out breaks will be reported to Miami County Health Department and we will follow their guidelines if quarantine is required. If a child is not immunized they will be ask to remain at home until the outbreak is over. Parents will be kept informed by email and Facebook page about closings and opening.

Minor Medical Procedures

In case of an illness or minor medical problem, the child will be isolated in the classroom or taken to the director's office and made comfortable. The director will

Ohio Department of Human Services requires the listing of actual methods of discipline, which apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and circumstances, and the child shall be within sight and hearing of a child care staff member in a safe, lighted, well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in the center's care.

Transportation

On routine trips and field trips, your child's safety will be insured by the following rules:

1. Staff child ratios will be met at all times.
2. The drivers will be employees of Greene Street or Piqua City School Buses.
3. The attendance sheet will remain with the teachers on all trips to assure that all

children are accounted for. Children will be counted while entering the vehicle and while exiting the vehicle.

4. **No child will be taken on a field trip without written permission.**

Swimming

1. During the summer programs at Greene Street, we will be using wading pools located at Greene Street. The four and five year olds may take trips to a splash pad and school age children may take trips to a pool where a licensed lifeguard will be on duty. **School age children only** may wade in some creeks.
2. The staff child ratio will be met for each group at all times.
3. No child will be permitted to swim or wade without written permission signed and dated by the parent or guardian.

Clothing

The children are to dress comfortably in play clothes. Fancy clothes should not be worn, as we work with paints, glue, markers, etc., and we like the children to feel free to join in these activities without concern about keeping clean. We do use paint shirts but in spite of this, accidents do happen. Shoes with non-slippery soles are best. Closed toe shoes are required on the playground.

Label all outside clothing with the child's name. This includes boots, sweaters, mittens, coats and hats. Please buy boots one size larger, to facilitate taking on and off. **Please label lunch boxes on the outside, tote bags, diaper bags, etc. for daycare.**

Safety

The Centers safety policies shall include the following:

1. No child shall ever be left alone or unsupervised.
2. Every child is to be walked into their classroom and signed-in/signed-out
3. When the children use the stairs, they will be required to use the handrail.

2. A child, with any of the following signs or symptoms of illness, shall be immediately isolated and discharged to their parent or guardian or person designated by the parent or guardian:
 - a. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes, Redness of the eye, obvious discharge, matted eyelashes, burning, itching
 - e. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
 - f. Untreated infected skin patch(es), unusual spots or rashes
 - g. Unusually dark urine and/or gray or white stool
 - h. Stiff neck with an elevated temperature
 - i. Evidence of untreated lice, scabies, or other parasitic infestations
 - j. Vomiting more than one time or when accompanied by any other sign or symptom of illness
3. Isolation precautions: A child isolated due to suspected communicable disease shall be:
 - a. Within sight and hearing of an adult at all times
 - b. Provided with a cot and made comfortable
4. The director/teacher will call the parent to pick up their child.
5. Re-admittance will be made to the center after **the child has been fever free for 24 hours, antibiotic/s have been given for 24 hours, or a physician's statement indicating that it is medically safe for the child to return.**
6. No medication, vitamins, or special diet will be administered unless our center's forms concerning such policies are signed by the parent or guardian.

- In the event of severe weather, including but not limited to blizzards, ice storms, or flash flooding, that would cause the center to close for the day, the parents/guardians would be notified via the Procure App, telephone, our Greene Street Facebook page and WHIO TV.
- If the center would close after opening, the parents/guardians would be called and time would be allotted for them to pick up their children.

Fire

In the event of a fire emergency, the staff and children will follow the evacuation chart in each room. The teacher will take the classroom binder and roll call sheet with them and the infant room teachers' will grab all the medicine located in the medicine cabinet. After exiting the building, everyone will meet in the yard across the street from the daycare ramp entrance/exit (Caldwell St.). The teachers will account for all the children using the roll call sheet and doing a name to face count. The teacher will report to the nearest administrator.

Weather

Greene Street Daycare will remain open in all weather situations to provide care for your child unless a level 3 snow emergency for Miami County is declared. The Center will then be closed. If the center closes, parents/guardians will be notified via the Procure App and it will also be posted on WHIO TV and our Greene Street Facebook page as well as our website, www.greenestreetumc.org. During a tornado warning, all children will be taken to the basement until the warning is lifted. If a fire occurs, the building will be evacuated and the parents/guardians will be contacted. The state requires outdoor play, every day when weather permits. Please send your child/ren in the proper clothing for the weather. The humidity and wind chill will be taken into account when using these temperatures. For winter, we will remain inside when temperatures are 32 degrees and lower. During the summer we will play outside until temperatures are over 100 degrees.

When a weather emergency is declared, the daycare office will alert the staff. When a tornado warning is issued for our area, children will be taken to the basement area. The teacher will bring the classroom binder and snacks, if necessary. If the children are away from the center during severe weather, they will attempt to return as soon as possible. If the severe weather advances, they will seek appropriate shelter and contact the center as soon as possible.

Communicable Disease

1. At least one person trained to recognize the common signs of communicable disease or other illness shall observe the children suspected of having a communicable disease.

4. There will always be access to a working telephone at all times.
5. We will hold monthly fire drills and tornado drills.
6. Fire Emergency and Weather Alert plans are posted in each room.
7. Each child will be required to wear daycare identification when they are on field trips with the Daycare or Preschool. Each child will be instructed on the safety rules for riding in the bus. A first aid kit will be kept in the bus.
8. A person trained in first aid, who meets the state requirements, shall be available with the children on site as well as off site.
9. A plan for water safety during the summer trips will be in place before the children will be permitted to swim.
10. An accident report will be filled out for all types of accidents.
11. Use of aerosol spray shall be prohibited when children are in attendance.
12. Parents should contact the center by phone when your child is going to be absent.
13. All childcare staff members shall immediately notify the Director when a childcare staff member suspects a child has been abused or neglected. Together they will notify the local public children services agency.
14. A child will only be released to the adults listed on their forms. In the case of a custody issue, both parents will be permitted to take the child unless we are provided with court documentation stating otherwise. A staff member may keep the child if they feel the child is in danger when being picked up due to the suspicion of alcohol consumption or drug abuse. We have the right to ask for photo identification.
15. The children are not permitted to run in the halls.

The Greene Street Daycare Center assigns all responsibility and liability to the parent before the child is taken to his/her room and once the parent has taken the child from his/her room.

Your cooperation in following these simple guidelines would be greatly appreciated.

Emergency Policies

In the case of an emergency, the Director, Assistant Director, or person named in

charge shall be notified immediately. The Director, Assistant Director, or person named in charge shall contact the parents/guardians. If emergency service is required, they will be contacted immediately. If the parents/guardian cannot be reached, the person/s, physician, and dentist listed on their registration form will be notified. If the child has to be transported by the emergency squad to the hospital, a childcare staff member that the child is familiar with, will accompany them and provide the hospital personnel with the child's medical records.

It is required that all children are to have signed permission to use emergency transport to be enrolled in the center.

If the child becomes ill while in the care of Greene Street, the parent/guardian will be notified to pick the child up. A staff member will provide care for the child away from the other children until the parent/guardian arrives.

Anytime there is an incident, minor injury, serious incident, injury or illness, you will receive an incident/injury report.

A first aid kit is kept in the Daycare office, 201, Wall Wesleyan Room, Infant room, ABC Room and each van/bus.

Disaster Plan and Evacuation Location

Each classroom has the children's emergency contact information kept in a binder. This binder, along with the attendance sheets, stays with the teacher wherever they go with the children. Evacuation charts that include emergency routes and the procedures to be followed to ensure children are in their designated safe location, will be posted in each classroom. Each teacher will be required to communicate their location as soon as safety allows to the parents/guardians. In the event of loss of communication, phone or internet service, the safety location will be posted on the door of the building and the Director or person in charge of evacuation, will use any outside resources available to communicate with the local emergency officials as quickly and efficiently as possible.

There are snacks and first aid supplies located in our shelter-in-place, (the Wall Wesleyan room). The medications will be brought by the infant room along with formula/breast milk and diapers.

Hazardous Materials

In the event that there is a hazardous materials incident including gas leaks or a bomb threat in or around the center, we will evacuate to a safe location, posted in

each classroom by foot. The parents/guardians will be notified by staff and can pick up from this location.

Lockdown Procedure

The staff is trained by the Piqua Police department to enforce RUN. HIDE. FIGHT. The staff will try their best to remove the children from the situation or hide, barricade the door and fight off the intruder. Fighting off the intruder is the last resort! The children's safety is our main priority. In the event that any lockdown has happened, the proper authorities and parents/guardians will be notified by phone. During the event of an outdoor threat, the staff will enforce RUN, HIDE, FIGHT or seek safety at our safe location. The parents/guardians will be notified by staff and can pick up from this location. Please be advised that lock down drills will take place quarterly.

Loss of Power, Water or Heat

If the center loses power, water, or heat the center will be in contact with the City of Piqua, Centerpoint, or the appropriate company to determine the length of time we will be without service(s). If the building is going to be without water for any significant amount of time, parents/guardians will be contacted immediately for pick up. If the building drops below 65 degrees or reaches higher than 85 degrees parents/guardians will be contacted to pick up.

Emergencies and Natural Disasters

For any infants and children with disabilities, a child care staff member will assist them in finding shelter. The church staff will help with the infants and children with disabilities. The Assistant Director will check the second floor, the Office Manager will check the main floor and the Director will check the basement.

- In the event of severe weather, including thunderstorms and tornadoes, the staff will be alerted to move the children to the Wall Wesleyan room located in the basement.
- If any severe weather happens during a field trip or routine trip, the staff and children will follow the appropriate plan for that business.
- The driver may need to pull over and seek appropriate shelter with the children. The bus driver will call the center to communicate their location. When the severe weather has subsided, the staff and children will return to the center.
- In the event of an earthquake, the staff will assist the children in taking shelter under sturdy furniture in the classroom and away from windows.