

# Destiny Childcare & Development Center



*"Where Our Purpose Is Your Destiny"*

## Parent Handbook of Policies and Procedures

Revised 05/2016

PARENT HANDBOOK FOR DESTINY CHILDCARE & DEVELOPMENT CENTER

## TABLE OF CONTENTS

	<u>Policy No.</u>
Mission Statement	1
Welcome	2
Program Philosophy	3
Licensing Information	4
Governmental Licensing Information	4.1
Accreditation Information	4.2
Enrollment	5
Fee	6
Payment Schedule	6.1
Late Payments	6.2
Vacation	6.3
Curriculum	7
Confidentiality	7.1
Class Assignments	7.2
Staff to Child Ratios	7.3
Drop-Off Policy & Daily Schedules	7.4
Nap/Rest Time	7.5
Educational/Personal Care Supplies Needed	7.6
Birthday and Holiday Celebrations	7.7
Parent/Teacher Conferences/Communication	7.8
Graduation	7.9
Mandated Reporting of Suspected Child Abuse and Neglect	8
Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or other children	9.3
Smoking	9.4
Not abiding by Safety Policy	9.5
Confrontational Interactions with Employees, other parents And Associates of Destiney Childcare & Development Center	9.6
Violating the Confidentiality Policy	9.7
Parents Right to Immediate Access	10

Dismissal	11	
Withdraw	12	
Court Orders Affecting Enrolled Children	13	
Arrival Procedures	14	
Notification of Absence		14.1
Agency's Right to Refuse		14.2
Pick Up Procedures	15	
Late Pick Up		15.1
Persons appearing to be impaired by Drugs and/or Alcohol		15.2
Emergency/Alternate Pick-up Forms		15.3
Transportation	16	
School Calendar	17	
Emergency and Inclement Weather Closing Information	18	
Discipline	19	
Dress Code	20	
Children		20.1
Parents		20.2
Field Trips	21	
Parent Participation/Volunteering	22	
Health and Safety	23	
Pre-Enrollment Requirements		23.1
Children with Severe Allergies		23.2
Communicable Disease		23.3
Biting		23.4
Dispensing of Medication		23.5
Fire/Emergency Drills		23.6
Alternate Safe Location		23.7
Incident/Accident Reports		23.8
Foods Policy		23.9
Peanut-Free Policy		23.10
Firearms and Weapons Policy		23.11
Staff Employment by Client's	24	
Center Parent Information	25	

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Welcome to **Destiny Childcare and Development Center**. This handbook contains vital information regarding the programs and services offered by Destiny Childcare and Development Center. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the child care center. It will answer many of the questions you have about Destiny Childcare and Development Center.

**Mission:**

The mission of **Destiny Childcare and Development Center** is to provide effective early childhood services for infants, toddlers, and pre-school children in a safe and caring environment that promotes the healthy development of the children in our care.

**Vision:**

**Destiny Childcare and Development Center** pledges to offer developmentally appropriate programs that support active learning and promote children’s progress in all developmental areas by using forward-thinking, comprehensive, research-based and research-proven curriculum resources.

Our staff understands and is dedicated to honoring the creativity of children and making learning exciting and relevant for every child.

**Destiny Childcare and Development Center** is committed to build strong brain architecture for children and provide responsive relationship with parents.

Policy: Welcome

Policy No.   2  

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*Welcome to **Destiny Childcare and Development Center (DCDC)**. We are delighted you have chosen Destiny Childcare and Development Center to fulfill your childcare needs. Caring for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child-mind, body, and spirit.*

*Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to your child’s teacher or the Program Administrator. We want the best for you and your child.*

Policy: Program Philosophy

Policy No.   3  

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We believe that the care of your child is the single most important consideration when you work outside the home. You should feel at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at **Destiny Childcare & Development Center** can positively influence your child’s future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

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- 4.1 **Destiny Childcare & Development Center** is licensed through Ohio Jobs and Family Services and is a partner with 4C’s for Children.
- 4.2 **Destiny Childcare & Development Center** will be a participant in the Step Up to Quality Stars Program.

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Enrollment at **Destiny Childcare & Development Center** is open to children from six weeks to age twelve. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, or disability.

Parents can apply for enrollment of their child in **Destiny Childcare & Development Center** by completing the Enrollment Application.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and Parent Handbook. Immunization records and health assessment must be received within the first 14 days from the child’s start date in order to continue care. Failure to turn in this paperwork will result in dismissal of the child.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

**Destiny Childcare & Development Center** reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at **Destiny Childcare & Development Center** is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Destiny Childcare & Development Center as outlined in this handbook including, but not limited to, timely payment of all fees.

Parents are required to notify **Destiny Childcare & Development Center** immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program.

Policy: Fees

Policy No. 6

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Destiny Childcare & Development Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, money order, or credit card may be use to pay fees. **Destiny Childcare & Development Center** accepts Master Card, Visa, Discover and American Express. Receipts will be given for fee payments made by cash or credit card. All cash payments must be handed directly to Executive Administrator or Office Manager.

Fee payments do not include fees for field trips, but it does include enrichment programs such as sign language, dance, and gross motor depending on location and age group of your child. Please ask your Program Administrator for what your program includes.

## **6.1**

All fee payments are due bi-weekly based on the invoice that you will receive from the Office Manager or Finance Administrator. There is no credit given for scheduled DCDC holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of fees are grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at **Destiny Childcare & Development Center**; however, if you anticipate difficulty with paying on time, please discuss the matter with the Executive Administrator immediately. If alternative arrangements for payment are approved you will be notified by the Finance Administrator or Office Manager.

## **6.2**

**Destiny Childcare & Development Center does** accept child care subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at **Destiny Childcare & Development Center**. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of fees. In the event they become ineligible to receive child care subsidies, the parent must sign a new fee agreement, agreeing to pay the new fee based on DCDC rates for Private Pay parents.

## **6.3**

Parents or guardians are required to inform the teacher, and the Program Administrator in advance, when your child will be out of the center, because of a scheduled vacation. You will be required to pay a holding fee of for the length of time that your child will be absent from the center. The amount will be based on the total number of days of your child's absence. The reason for the holding fee is to reserve your child's spot at the center.



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**Curriculum**

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum. The classroom teachers prepare lesson plans, which are handed in to the Program Administrator for review and input. We use Creative Curriculum for classroom activity ideas.

**Observations**

We value your child’s experiences. When your child starts at **Destiny Childcare & Development Center** observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

**7.1 CONFIDENTIALITY**

Within **Destiny Childcare & Development Center**, confidential and sensitive information will only be shared with employees of Destiny Childcare & Development Center who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as **Destiny Childcare & Development Center** strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Destiny Childcare & Development Center.

Outside of Destiny Childcare & Development Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of

Destiny Childcare & Development Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on DCDC property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing DCDC property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Destiny Childcare & Development Center are strictly prohibited from discussing anything about another child with you.

## **7.2 CLASS ASSIGNMENTS**

Children are assigned to classrooms typically by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage parents to be active participants in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition.

## **7.3 STAFF TO CHILD RATIOS**

### **Staff/Child Ratios and Maximum Group Size**

Destiny Childcare and Development Center will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months-18 months)
1:7	Toddlers (18 months-30 months)
1:8	Toddlers (30 months to 36 months)
1:12	Preschoolers (3 years-4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	School-agers (eligible for school)

### **The maximum group sizes are as follows:**

12	Infants
14	Toddlers 18 months- 30 months.
16	2 1/2 - 3 years old
24	3 years old
28	4-5 years old
36	School-age children

Maximum group size refers to the number of children that may be cared for at any time. Group size does not include nap time, lunchtime, outdoor play or special activities.

## **7.4 Drop-Off Policy & Daily Schedules**

### **Drop-Off Policy**

Breakfast is served until 7:00 A.M. to 9:00 A.M. All children must be dropped off at the center by 9:00 A.M. unless accompanied by a note from a doctor, dentist or other service provider.

If you are unable to arrive at the center by 9:00 a.m., please call the center and speak to the Office Manager or Program Administrator to inform us that your child will be arriving late.

If you will be arriving five minutes late there will be an automatic late fee charge of \$5.00. A \$1.00 per minute will be charged until you drop off your child. Example - If your child is dropped off at 9:01 a.m. - 9:05 a.m., the charge will be \$5.00. If your child is dropped off at 9:15 a.m., the charge will be \$15.00. No child will be accepted after 10:00 a.m. If you drop off your child at 10:00 a.m., the late fee charge will be \$60.00.

All late fee charges must be paid the next morning when you drop off your child at the center. Only one charge per family with multiple children.

If your child has a doctor, dentist or other service provider appointment, and you want to bring your child(ren) to the center after the appointment, they must arrive at the center before 12:00 p.m. Please inform the teacher and Program Administrator of the appointment the day before.

## Daily Schedule

### Infant Schedule

8:00 a.m. to 10:00 a.m.	(Detailed schedules are in the office and classroom.) Feeding, play time, diaper changing & nap time
10:00 a.m. to 11:00 a.m.	Belly time, motor development
11:00 a.m. to 12:15 p.m.	Diaper changing & nap time
12:15 p.m. to 1:00 p.m.	Feeding
1:00 p.m. to 2:00 p.m.	Creative Curriculum
2:00 p.m. to 3:15 p.m.	Diaper changing & nap time
3:15 p.m. to 4:00 p.m.	Feeding
4:00 p.m. to 5:00 p.m.	Creative Curriculum
5:00 p.m. to 6:00 p.m.	Diaper changing & nap time

### Toddler Schedule

7:00 a.m. to 9:00 a.m.	(Detailed schedules are in the office and classroom.) Arrival, breakfast, reading
9:00 a.m. to 9:30 a.m.	Diaper changing/hand washing, table toys, dancing
9:30 a.m. to 10:00 a.m.	Creative Curriculum
10:00 a.m. to 10:30 a.m.	Large motor/muscle room or outdoor play
10:30 a.m. to 10:45 a.m.	Diaper changing, hand washing
10:45 a.m. to 11:30 a.m.	Creative Curriculum, hand washing
11:30 a.m. to 12:00 p.m.	Lunch
12:00 p.m. to 2:30 p.m.	Nap
2:30 p.m. to 3:00 p.m.	Diaper changing/hand washing
3:00 p.m. to 3:30 p.m.	Snack
3:30 p.m. to 4:45 p.m.	Creative Curriculum
4:45 p.m. to 5:00 p.m.	Diaper changing/hand washing
5:00 p.m. to 5:30 p.m.	Large motor muscle room or outdoor play

### Preschool Schedule

7:00 a.m. to 9:00 a.m.	(Detailed schedules are in the office and classroom.) Breakfast & clean up
9:40 a.m. to 11:00 a.m.	Creative Curriculum
11:00 a.m. to 11:30 a.m.	Outdoor Play or Large motor/muscle room
11:30 a.m. to 12:00 a.m.	Creative Curriculum, hand washing
12:00 a.m. to 12:30 p.m.	Lunch
12:30 p.m. to 1:00 p.m.	Clean-up and Bathroom time
1:00 p.m. to 3:00 p.m.	Nap time, hand washing
3:00 p.m. to 3:30 p.m.	Snack
3:30 p.m. to 4:30 p.m.	Outdoor Play or Large motor/muscle room
4:30 p.m. to 6:00 p.m.	Creative Curriculum.

## **7.5 NAP/REST TIME**

All children are encouraged to nap throughout the day. Nap time for the Toddlers 12:00 p.m. - 2:30 p.m. Nap time for the Pre-schoolers 12:30 p.m. - and 3:00 p.m.

## **7.6 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED**

All children need to bring two changes of clothes and a blanket. Parents or guardians of infants must also bring bottles that are already prepared and clearly labeled with the date (DCDC can not prepare bottles or formula for infants), diapers and wipes.

## **7.7 BIRTHDAY/HOLIDAY CELEBRATIONS**

We allow parents to bring in cupcakes or other special treats to school to celebrate a child's birthday. Please do not bring any thing with peanuts or peanut butter because of children allergies.

## **7.8 PARENT/TEACHER CONFERENCES/COMMUNICATION**

A getting to know you conference is offered at enrollment and 45 days after enrollment. Periodic parent/teacher conferences are scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child's progress or a specific problem.

## **7.9 GRADUATION**

We have a graduation ceremony every year at the end of May or beginning of June for the Pre-K children entering Kindergarten.

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of **Destiny Childcare & Development Center** are considered mandated reporters, under this law. The employees of Destiny Childcare & Development Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Destiny Childcare & Development Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of **Destiny Childcare & Development Center** cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.” Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

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**Destiny Childcare & Development Center** requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of **Destiny Childcare & Development Center** is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of **Destiny Childcare & Development Center**, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on DCDC property thereafter. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing DCDC property.

9.1 **SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on DCDC property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS, & ADULTS ASSOCIATED WITH DESTINY CHILDCARE & DEVELOPMENT CENTER:**

Threats of any kind will not be tolerated. In today’s society, **Destiny Childcare & Development Center** cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, DCDC will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.



### **9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT DESTINY CHILDCARE & DEVELOPMENT CENTER:**

While **Destiny Childcare & Development Center** does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress.

Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Program Administrator.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Program Administrator's attention. At that point, the teacher and/or Program Administrator will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Program Administrator are strictly prohibited from discussing anything about another child with you. All children enrolled at DCDC have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **9.4 SMOKING:**

For the health of all **Destiny Childcare & Development Center** employees, children and associates, smoking is prohibited anywhere on DCDC property. Parents are prohibited from smoking in the building, of **Destiny Childcare & Development Center**. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 **VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of **Destiny Childcare & Development Center**. Please be particularly mindful of [**Destiny Childcare & Development Center**] entrance procedures. **\*We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center.\*** Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Program Administrator.

#### 9.6 **CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF CREATIVE CARE CHILD CARE CENTERS:**

While it is understood that parents will not always agree with the employees of **Destiny Childcare & Development Center** or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 9.7 **VIOLATIONS OF THE CONFIDENTIALITY POLICY:**

**Destiny Childcare & Development Center** takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with **Destiny Childcare & Development Center**. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at **Destiny Childcare & Development Center**, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) **Destiny Childcare & Development Center** must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with **Destiny Childcare & Development Center**, both parents shall be afforded equal access to their child as stipulated by law. **Destiny Childcare & Development Center** cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, **Destiny Childcare & Development Center** suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. **Destiny Childcare & Development Center** staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Program Administrator, and are allowed in the child care facility only at the discretion of the Program Administrator. An employee of **Destiny Childcare & Development Center** will accompany visitors at all times, throughout the center. **Destiny Childcare & Development Center** will dismiss any child whose parent is prohibited from entering upon DCDC property. Due to the parents' right to immediate access policy, as well as state and federal regulations, **Destiny Childcare & Development Center** cannot have a child at DCDC when the child's parent is prohibited access. **Destiny Childcare & Development Center** will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

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**Destiny Childcare & Development Center** reserves the right to dismiss any child at any time, with or without cause.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the DCDC's legal counsel for collection.

The Program Administrator or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave DCDC property in a calm and respectful manner, immediately. [**Destiny Childcare & Development Center**] will request assistance from local police should any parent become disruptive and/or uncooperative while they collect their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Executive Administrator if they wish to return to DCDC property following a dismissal. Appointments are made at the discretion of the Executive Administrator and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with DCDC by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by **Destiny Childcare & Development Center**.

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Two weeks written notice is required when withdrawing a child for any reason. For any past due fee balance, arrangements must be made with the the Executive Administrator to pay the balance in full.

The parents and child, following their last day of enrollment, are not permitted to re-enter DCDC property without prior permission of the Executive Administrator. A withdrawn child and his/her parents are required to call and request an appointment with the Executive Administrator if they wish to return to agency property following the last day of enrollment at [**Destiny Childcare & Development Center**]. Appointments are made at the discretion of the Executive Administrator and are not a right of the withdrawn child or parent.

Parents who wish to change their child’s days or times of enrollment at [**Destiny Childcare & Development Center**], must submit a request to do so two weeks in advance of the proposed change.

The Executive Administrator will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Executive Administrator receives the schedule change will be used to toll the two weeks notice required for withdraw.

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) **Destiny Childcare & Development Center** must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Destiny Childcare & Development Center administration, both parents shall be afforded equal access to their child as stipulated by law.** **Destiny Childcare & Development Center** cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, **Destiny Childcare & Development Center** suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, **Destiny Childcare & Development Center** is obligated to follow the order for the entire period it is in affect. Employees of **Destiny Childcare & Development Center** cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/ or a Restraining Order to be violated. **Destiny Childcare & Development Center** will report any violations of these orders to the court.

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Upon arrival at **Destiny Childcare & Development Center**, children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. The parents or the adult dropping the child off must sign the child into our care on the sign-in sheet located in your child’s classroom.

Parents with swipe cards must swipe the child(ren) in each morning before taking the child(ren) to the classroom. If you or the person dropping off the child(ren) at the center, do not have your swipe card, the child(ren) will not be accepted into the center. Once your child(ren) are swiped in, you must sign the child(ren) into our care on the sign-in sheet located in the child(ren)’s classroom.

Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

**Destiny Childcare & Development Center** discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. **Destiny Childcare & Development Center** believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of **Destiny Childcare & Development Center** are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Program Administrator of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Program Administrator. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

#### 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you verbally notify the Program Administrator not only of the absence, but also of the nature of the illness. Do not leave a voice mail, text or email message. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Program Administrator, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. **Destiny Childcare & Development Center** will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from center.

Parents who know in advance that a child will be late or absent on a scheduled day, you are required to inform the Program Administrator the day before. If the Program Administrator is unavailable the day before, call the center and inform the Program Administrator or Office Manager verbally by 8:30 a.m. Do not leave a message, text, or email.



## 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

**Destiny Childcare & Development Center** reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to be too sick to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at **Destiny Childcare & Development Center** if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records
6. Parents' failure to complete and return required documentation in a timely fashion. Parents WILL NOT be reimbursed fees for days when their child is refused admission to the program.
7. Parents' failure to pay fees in a timely manner

Policy: Pick Up Procedures

Policy No. 15

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**PURPOSE:** To maintain the integrity of the program and to respect the hours of operation of the program, the following policy has been put into place.

**POLICY:** The Destiny Childcare & Development Center closes at 6:00 pm. All children are expected to be picked up by a parent or authorized guardian by 6:00 pm. If a parent/guardian arrives after 6:00 pm., families will be charged a designated late fee. There will be no exceptions or warnings. If a parent/guardian is late for whatever reason (flat tire, heavy traffic, weather conditions etc.) a late charge will be issued. A "no exceptions" policy makes it easier to apply the late policy to everyone consistently and fairly. All late fees must be paid in the morning on the next business day when the child(ren) are dropped off at the center.

### **15.1 LATE PICK-UP PROCEDURE:**

If you know you are running late, please contact the DCDC Office Manager or DCDC Program Administrator and let them know the anticipated time of pick-up. (Text Messages and Voicemail are unacceptable, you must speak with the Office Manager or Program Administrator) It is helpful for teachers to know in advance so they can help your child adjust to the late departure. It also helps the administration plan for staff coverage during the minutes the child is remaining in the program. If there is more than one child remaining past 6:00 pm we may combine the remaining children to one group. If a child is moved to a different area of the daycare center a note will be posted on the outside of the child's classroom door indicating the location of pick-up. The child's belongings will be with the child at the pick-up point.

- If a parent has not contacted the Office Manager by 6:05 p.m., the Program Administrator will follow the contact protocol below:
  1. First the parent/legal guardian will be called.
  2. If the parent/legal guardian cannot be reached, we will call from the child's authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or the authorized emergency contacts until 7:00 pm.
  3. If by 7:00 pm, we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will call Child Protective Services and/or the local police department.
- All late fees are to be paid upon arrival of child on next business day. Failure to do so will prevent your child from attending the center on the following business day.
- If you are having consistent difficulties in picking up your child by 6:00 pm please talk to the Program Administrator or the Office Manager to help you find resources or assist to find solutions for prompt departure.
- Consistent late pick-ups without significant communication may lead to dismissal from the program.

LATE PICK-UP POLICY FEE AND PROCEDURE:

1. First 5 minutes: Automatic flat \$5.00 late fee is charged (6:01 p.m. - 6:05 p.m.)
2. After 5 minutes: A \$1.00 per minute late fee is charged
3. Example #1: If a child is picked up two minutes late it is a flat \$5.00 late fee.
4. Example #2: If a parent/guardian arrives at 6:12 p.m., the charge is \$5.00 for the first 5 minutes, and \$1.00 for each additional minute after 6:05 pm. Total late fee charge would be \$12.00 (Only one charge per family of multiple children).

**15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of **Destiny Childcare & Development Center** will contact local police and/or the other custodial parent should a parent appear to the staff of **Destiny Childcare & Development Center** to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the DCDC from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Destiny Childcare & Development Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and/or Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of **Destiny Childcare & Development Center** to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of **Destiny Childcare & Development Center** will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

POLICY: TRANSPORTATION POLICY

NO. 16

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**Destiny Childcare & Development Center** offers transportation to most of the elementary and middle school children in the surrounding areas near your child’s center. Check with your Program Administrator to see if your child’s elementary or middle school is one we service.

**Destiny Childcare & Development Center** also provide transportation for field trip's for all pre-k and school age trips. Children under pre-k and school age will be transported on field trips in vehicles, in individual car seats, and each child will be securely fastened in by a seat belt.

POLICY: CENTER CALENDAR POLICY

No. 17

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Days Destiny Childcare & Development Center will be closed for business on the following holidays.

Closing Schedule

New Year's Day	January 1st
Martin Luther King Jr. Day	The third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving	The third Thursday in November
Thanksgiving Day After	The third Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th
New Year's Eve	December 31st

POLICY: EMERGENCY CLOSING & INCLEMENT WEATHER INFO No. 18

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a text or a voice blast to inform them the reason for the closing.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

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Discipline

At **Destiny Childcare & Development Center**, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child’s ability to become self –disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. Destiny Childcare & Development Center prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of **Destiny Childcare & Development Center** Program Administrator.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

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**20.1 CLOTHING**

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It isn't necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

All children are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. **Destiny Childcare & Development Center** is not responsible for lost or damaged items of clothing.

**20.2 JEWELRY**

Children are not permitted to wear jewelry of any kind, except the stud earrings. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, **Destiny Childcare & Development Center** will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

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**Destiny Childcare & Development Center** frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

**Destiny Childcare & Development Center** provides all required supervision for all field trips. Due to availability of space on the bus, a parent, guardian or staff member can assist with the transportation of the children. The center will record the children that are in each vehicle, the name of driver of the vehicle and the cell phone number.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.



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Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

**Destiny Childcare & Development Center** reserves the right to make Volunteer assignments. **Destiny Childcare & Development Center** does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

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**23.1 PRE-ENROLLMENT REQUIREMENTS**

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at **Destiny Childcare & Development Center**. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Program Administrator for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Program Administrator to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend **Destiny Childcare & Development Center**. The Physical Examination Form, indicating the child’s fitness to attend **Destiny Childcare & Development Center**, must be completed by a licensed healthcare professional and returned to the Program Administrator within the first 14 days of enrollment.

**23.2 CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered.

This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

This form can be obtained by request from the Program Administrator. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases **Destiny Childcare & Development Center** from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided **Destiny Childcare & Development Center** exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **23.3 COMMUNICABLE DISEASES**

**Destiny Childcare & Development Center** follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual will be on file with the Program Administrator and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached.

If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program.

**Destiny Childcare & Development Center** reserves the right to refuse to allow a child to return, if the Program Administrator or designee believes the child to be too ill to participate in the program. Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program for a minimum of 24 hours or until they are fever free.

A fever is defined as a temperature reading on a thermometer of at least 100.(+) degrees Fahrenheit or more as taken under the arm. Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Program Administrator. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has communicable disease, we ask that you share the diagnosis with the Program Administrator, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. **Destiny Childcare & Development Center** will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from center.

## **23.4 BITING**

**Destiny Childcare & Development Center** recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of **Destiny Childcare & Development Center** cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 23.5 DISPENSING MEDICATION

**Destiny Childcare & Development Center** will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and a completed care plan to administer medication on file. **Destiny Childcare & Development Center** will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete the forms to administer medication with a completed care plan. The care plan must give detailed instructions for each day that the medication is to be dispensed. Medication Forms can be obtained from and must be discussed with the Program Administrator. Medication Forms, and doctor's notes will be kept in the child's file in the Office Manager's office. The medication will be stored in the classroom where the children can't reach it. If it requires refrigeration, it will be stored in the refrigerator,

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## 23.6 FIRE/EMERGENCY DRILLS

**Destiny Childcare & Development Center** conducts monthly fire & emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may

feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Program Administrator or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Executive Administrator or designee has accounted for all staff and children, and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

### **23.7 ALTERNATE SAFE LOCATION**

Should the administration of **Destiny Childcare & Development Center** or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the center lobby. Our alternate location is the CAA building across the street. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## **23.8 INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Parents or persons designated to act in lieu of parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

## **23.9 FOODS**

**Destiny Childcare & Development Center** participate in the Federal Food Program and provide all necessary food and beverages throughout the day. Outside food is prohibited without director permission due to the Food Program guidelines.

### **All age groups:**

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

**Destiny Childcare & Development Center** never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.



## **Infant classrooms:**

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Due to state regulations parents are required to provide full bottles of milk for each child. Destiny Childcare & Development Center is not allowed to prepare formula for any child. All bottles must be clearly marked with the child's full name and date. You must provide bottles for the entire day. Each day the teacher will check the bottles to see if they are clearly marked and the date written on them. If you do not bring all of the bottles for the day, your child will not be permitted to stay.

## **Younger Toddlers through School-age:**

**Destiny Childcare & Development Center** offers children breakfast from 7:00 am to 9:00 am, lunch from 11:30 am to 1:00 pm and afternoon snack from 3:00 p.m. - 4:30 pm. All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

## **23.10 PEANUT FREE CENTER**

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, **Destiny Childcare & Development Center** prohibits peanuts and/or foods containing peanut products on **Destiny Childcare & Development Center** property, and/or at **Destiny Childcare & Development Center** sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

**23.11 FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on DCDC property for any reason. Violation of this policy will result in immediate dismissal from the program.

POLICY: STAFF EMPLOYMENT BY CLIENT’S POLICY

**POLICY NO.: 24**

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The staff of **Destiny Childcare & Development Center** is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ **Destiny Childcare & Development Center** staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of **Destiny Childcare & Development Center** will have their employment with **Destiny Childcare & Development Center** terminated.

Employment refers to any relationship outside of the DCDC’s services which involves an employee of **Destiny Childcare & Development Center** to interact with a current or former client’s of **Destiny Childcare & Development Center**. Such relationships include but are not limited to, baby-sitting, house-sitting, mother’s helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

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Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE**

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

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

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

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

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

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

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

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

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

