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Welcome!

We are excited that you have chosen Early Beginnings as the center to provide care for your child(ren). As parents, we are aware that you are entrusting us with your most valued treasure. We want you to know that we take our responsibility very seriously to provide a loving and nurturing environment where your child can learn and grow. The first five years of life are the most important in the growth and development of your child. We will work to assure that the time your child spends in our care is a positive investment in his or her future. We will strive to build a relationship with you that embraces trust and respect. Our staff is dedicated to the idea that in order for us to be successful, we must meet the needs of the family along with the needs of the child. Our directors, teachers, and ourselves, are always available to answer any questions or listen to your concerns.

Drew and Jackie Shock, Owners

History

Early Beginnings (owned by Anna's Child Care and Learning Center, Inc.) was established in 1958 and purchased by the Shocks in 1975. Currently, there are five centers located in Vandalia, West Carrollton, Troy, Centerville and Huber Heights. We are a Christian based non-denominational company. We embrace the cultural, ethnic and religious backgrounds of the children who attend our center. We recognize many of the traditional holidays that are a part of our American history and embrace the diversity of the families we serve.

Mission

The mission of Early Beginnings is to provide a nurturing and safe environment to our families. This is achieved through a core of professional staff who recognize that quality programs are the key to a successful early childhood experience.

Philosophy

We recognize that each child has their own pattern of growth and development. We respect each child's individuality and promote their growth and development through age-appropriate experiences where they can be challenged not only intellectually, but socially, emotionally and physically. We believe that quality child care supports and respects parents and their children. We understand that at this early age, learning takes place through active interaction with environment, friends and adults. All of this is accomplished through play. Play gives the children the opportunity to know their work and interact with others. It also allows them to feel more secure about themselves which will enable them to succeed later on in life. Our staff accepts the responsibility of providing a high- quality learning environment. As a result, children can acquire knowledge through appropriate curriculum and suitable use of materials and equipment. It is our philosophy that a chief ingredient in young children's learning is the preparation of the environment in which they spend a large percentage of time. Our learning environment contains the following elements to meet the needs of young children: child-size equipment, sensory materials, fine motor

materials, gross motor materials, language arts materials, social studies, pre-mathematics and materials for creative expression.

General Information - Center Locations:

Early Beginnings 622 Pool Ave. Vandalia, OH 937-898-9614 erlbg01@aol.com Established 1975	Early Beginnings 1820 S. Alex Rd. W. Carrollton, OH 937-847-9614 erlbg02@aol.com Established 1988	Early Beginnings 1021 S. Dorset Rd. Troy, OH 937-335-9614 erlbg03@aol.com Established 1991
Early Beginnings 5600 Clio Rd. Centerville, OH 937-436-9614 erlbg04@aol.com Established 1996	Early Beginnings 5833 Shull Rd. Huber Hgts, OH 937-235-9614 erlbg05@aol.com Established 2004	Main Office 4949 S. County Rd. 25A Tipp City, OH 937-667-1903 erlbg@aol.com

All Early Beginnings centers are licensed to operate legally by the Ohio Department of Job and Family Services Child Care Section. In the foyer of the center, you will find the license posted with the number of children for who we are licensed to care for in each age group. The regulatory book and two previous inspections are available in a notebook in the foyer. The toll-free phone number to the Child Care Section is located on the center's license which is also posted in the foyer. The licensing record including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

Hours of Operation

All centers are open from 6:00 a.m. to 6:00 p.m. Monday through Friday. The Director's hours of availability and staff/child ratios are posted in the center. The centers are closed in observance of the following holidays:

New Year's Day	Labor Day
Columbus Day (staff training)	Memorial Day
Thanksgiving Day	4 th of July
Christmas Eve (close at 1:00 p.m.)	Christmas Day

If the holiday falls on a Saturday, the centers will be closed the preceding Friday. If the holiday falls on a Sunday, the centers will be closed on the following Monday. **There is no discount on your tuition when the center is closed.** When extreme weather conditions exist, the center may close but this is a rare occurrence. If the center does close, a One Call Now will be issued along with local television announcements. There will be no tuition discount due to emergency situations.

2018-2019 Tuition Rates

	Full Time	Part Time/Day
Infants:	\$220.00	\$54.00
Mobile Infants:	\$215.00	\$53.00
Young Toddlers:	\$205.00	\$52.00
Older Toddlers:	\$200.00	\$51.00
Preschool:	\$190.00	\$49.00
Kindergarten:	\$170.00	\$43.00
*School Age		
Before & After:	\$120.00	\$31.00
Before OR After:	\$ 88.00	\$23.00

*an additional daily fee will be applied if your child attends the center all day due to school closings, holidays, snow days, etc.

Policies and Practices

Enrollment Procedure

When enrolling your child, you must submit:

- Parent Financial Agreement
- Parent Daily Operations Agreement
- Non-refundable Registration Fee
- Authorized Pick Up Form
- Child Enrollment Health/History Form
- Child's Medical Statement (Doctor Signature Required). If your child is not immunized, we will need one of the following:
1.) A statement from a physician that an immunization against the disease is medically contraindicated for the child 2.) A statement from a physician that an immunization against the disease is not medically appropriate for the child's age or 3.) A statement from the child's parent that he/she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

All of the above forms must be submitted before the first day of enrollment. If you decide to disenroll at anytime, you will be required to pay the Registration Fee each time you re-enroll.

Billing

Tuition payments are due by 6:00 p.m. Tuesday of the current week. Payment is considered late after Tuesday and your account will be assessed a late fee. We offer the benefit of an automatic weekly debit of your tuition using your bank account or credit/debit card. You will receive a form to sign up for EZ-Pay in your enrollment packet. If a check is returned, you will be charged a NSF fee which will be added to your account.

After a second NSF, only cash or money orders will be accepted as payment. Any child picked up after 6:00 p.m. will be charged a fee of \$1.00 per minute, per child. If a child is not picked up by 6:15 p.m. by a parent, guardian or an authorized person, we will try alternate phone numbers from the authorized pick up list. If we are unable to contact the child's parent or guardian or someone from that list, we will contact the local police department after one hour. All billing and account questions should be directed to the main office at 937-667-1903 or email at erlbg@aol.com.

Supervision and State Required Ratios

- 1 teacher per 5 children in the Infant room 6 wks - 12 mos.
- 1 teacher per 6 children in the Infant room 13 mos. - 18 mos.
- 1 teacher per 7 children for Young Tods. 19 mos. - 29 mos.
- 1 teacher per 8 children for Older Tods. 30 mos. - 3 yrs.
- 1 teacher per 12 children for Young Preschool
- 1 teacher per 14 children for Preschool
- 1 teacher per 14 children for Jr. Kindergarten
- 1 teacher per 18 children for School Age

According to Rule 5101:2-12-18 OCA, all child care staff members will be actively observing and guiding any child or group of children in their care. The maximum group size at one time will not exceed twice the maximum number of children per staff member physically present to meet ratio requirements. If there is a combination of ages within a group, the group size will not exceed twice the maximum number of the children of the youngest age. Maximum group size ratios shall not be interpreted to apply during nap time, lunch time, outdoor play periods, special occasions, or field trips.

The maximum group size for infants less than twelve months old when the number of children exceeds five, will be no more than twelve infants for two staff members. During the very early morning and very late afternoon, a total of 12 children any age can be combined as long as staff/child ratios for the youngest child is met. During other times, separate space for groups that include children less than 2 $\frac{1}{2}$ years of age are maintained. During that first hour, the children will be separated into several groups as the numbers increase and teachers arrive.

Napping

Every child in attendance, with the exception of children in the first grade and older, will have an afternoon rest period/nap as required by the state child care licensing. Children who do not nap will be offered a quiet activity.

Daily Schedule

6:00 a.m. - 10:00 a.m. - Arrival. Greet families and children. Hand washing, breakfast and quiet activity. Group meeting/work time.
10:15 a.m. - 11:15 a.m. - Outdoor/indoor choices, weather permitting.
11:15 a.m. - 2:20 p.m. - Toilet/diapering, wash hands, clean up, get ready for lunch. Nap/quiet time.
2:30 p.m. - 3:15 p.m. - Toilet/diapering, hand washing, snack, quiet activity/review morning work.
3:15 p.m. - 4:15 p.m. - Outdoor/indoor choices, weather permitting.
4:15 p.m. - 5:30 p.m. - Teacher initiated activity. Lead discussion about the day/help children reflect on the day.
5:30 p.m. - 6:00 p.m. - Closing and departure. Greet parents and share with them about their child's day.

Disenrollment Procedure

We ask that a one week written notice be given when disenrolling your child. Should the director of the center feel that your child cannot adjust to the center's program, the center will at their discretion disenroll your child. Also recognizing that a mutually cooperative and supportive relationship between the parents and the staff is necessary to provide optimum care, Early Beginnings reserves the right to immediately disenroll a child if they determine that the relationship has been breached.

Transportation to/from Public Schools, Field Trips, and Emergency Transportation

We realize that work schedules do not often coincide with your child's school day. Depending on the location of the center, transportation is provided to local school systems by means of either the center's bus or the local school system. Please ask your director for a list of schools we serve. The center's bus will be used for field trips for children age 4 and 40 pounds and over. A first aid kit will be carried at all times along with health records on all children being transported. A staff member trained in first aid, CPR and communicable disease will be accompanying the children whenever they are being transported. At no time are children left unattended in a vehicle. In the case of an emergency, 911 will be called and the child will be transported by ambulance to a hospital. A staff member will accompany the child and remain with them until a parent or guardian arrives.

Studio Quality Portraits

For your convenience, we provide professional photography services from the convenience of our center.

Time for these portraits will be posted in advance. There is no obligation to purchase any portraits at any time.

Meals and Snacks

Any child in attendance for 4 to 8 consecutive hours will be served 1 meal and 1 snack. For children in attendance more than 8 consecutive hours, 1 meal/2 snacks or 2 meals and 1 snack will be served. Our centers offer an early morning light breakfast, a hot nutritious lunch, and an afternoon snack. During snack and lunch time, we often say thanks for our food and friends through different child-oriented songs and verses. All of our meals are prepared at the center and follow all Ohio Department of Job and Family Services nutritional requirements, one-third of the child's recommended daily dietary allowances. The meal shall include, at a minimum, one food from the meat/meat equivalent group, the bread/bread alternative group, the milk group, and two foods from the fruit/vegetable group. The sizes of individual food servings may be varied according to the developmental needs of the individual child being served, but additional amounts of food are prepared and offered if a child is still hungry. The children are served 1% milk at all centers with the exception of children between the ages of 12-24 months who are served Vitamin D milk. A child can receive non-cow milk with written permission from the parent. If your child has any allergy/digestive problems, please note these in written form on the center's child enrollment and health/history form. A medical/physical form and a medication form also must be

completed and signed by your child's doctor. This form will be kept on file at the center. If your child has food allergies or food preferences due to religious reasons, please see your director for more information. Children are not to bring food to the center unless it is for a special occasion. Children also should not be walking around the classroom with a bottle, sippy cup or food at any time. Each center complies with local health department regulations and has a current food service license posted in the kitchen area and are inspected quarterly.

Aerosol Sprays

The use of any spray aerosols are not permitted when children are in attendance at Early Beginnings.

Special Instructions for Infants

Infants enrolled in the center are required to have bottles prepared by the parent and brought to the center daily. Each bottle (no glass bottles) must be labeled with your child's name, date prepared, and accompanied by written instructions. Infant food must be provided by the parent and shall be served in conformity with written instructions from the parent. All infant food must be labeled with the child's name, date of preparation and immediately refrigerated, except for unopened commercially prepared infant food. If breast milk is provided by the parent, it shall be stored in 2 to 4 ounce bottles, labeled with the child's name, date of receipt, and immediately refrigerated. Breast milk shall not be stored for more than twenty-four hours. Infants are placed on their back to sleep unless a Sleep Position Waiver form is signed and on file. Diaper checks will be done every 2 hours, they will be changed immediately if they are wet or soiled.

Moms may breast feed in the infant room, using a blanket to cover. If you need to pump breast milk, please see your director for a specified location in the center. When napping, no blankets are allowed in the crib if your child is under 12 months of age. Only a one-piece sleeper or wearable blanket will be permitted. Only children not able to roll over are permitted to be swaddled.

Safety/Security

All of our buildings are secured facilities. Only our staff and our families can gain access to our buildings. Early Beginnings was the first center in the Dayton area to provide such a secure setting for children and their families. No child is left alone and all children will be supervised at all times. Prevention is the best way to promote safety. Staff members have immediate access to posted emergency phone numbers and a working telephone.

Outstanding Indoor and Outdoor Environments

Children are learning every minute of the day. They learn from the way we organize the classroom, from the daily schedule, from activities and from their outdoor play. Our classrooms are set up for learning. Children have many opportunities to make choices, come up with ideas, experiment, and take responsibility for their work. All children in attendance for four or more consecutive hours are provided outdoor play each day in suitable weather. Every Early Beginnings centers have large, safe, and age-appropriate outdoor play areas. Play areas are provided for both preschoolers and school age children as well as a separate play area for our infants and toddlers. All areas are fenced and equipped with attractive, inviting play stations.

Children can play outdoors in most types of weather. Extreme heat and temperature over 95 degrees, rain, snow or sleet may prevent outdoor play. Life threatening weather such as lightning and wind chill will prevent outdoor play. Most days however, despite temperature, children can play outdoors for some length of time. Weather will be only a factor in determining the duration of outdoor play. When outdoor play is limited due to weather or safety issues, large muscle play will be available to the children. A popular misconception is that cold weather causes children to become ill or catch a cold. However, just the opposite is true. Having some time outside, even in colder weather, is good for children because it provides them an opportunity to breathe fresh air as opposed to warm, recycled air. All children in attendance must be well enough to participate in outdoor activities.

Summer Program for School Age Children

We are happy to be able to offer an extremely active school age summer program. Each week during the summer, our school age children are involved in trips to their local swimming pool, skating rink, library and parks. Other field trips may include the Neil Armstrong Museum, the Air Force Museum, Dayton & Cincinnati Museum of Natural History, COSI, Cincinnati or Columbus Zoo, Ohio Caverns, Young's Dairy Farm, Aullwood and Carriage Hill Farms, the Dayton Art Institute and Rollandia Magic Castle.

Transportation and Field Trip Safety

All center buses have a roster of all children being transported. A count is taken before departing, during drop off times and upon returning to the center. In addition, a count is continuously taken while at the destination.

Children are required to purchase and wear an Early Beginnings t-shirt that identifies the group they are with which includes the center's name, address and phone number. During swimming activities, children are required to wear a silicone wristband (center will provide) which has the center's name, address and phone number. Children are expected to follow the same bus rules as during the school year to maintain an atmosphere conducive for safe driving. Any child who displays improper or unsafe behavior on the bus while on a field trip, will lose the privilege of going on the next field trip. Written permission from the parent or guardian of a child shall be obtained before the child shall be permitted to participate in any field trip. The written permission form shall be signed and dated and will include the following: (1) child's name, (2) destination, (3) departure time & return time, (4) signature of parent or guardian, (5) date the permission slip was signed. When a child is participating in a swimming activity, written permission from the parent or guardian of the child shall be obtained before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth. The written permission shall be signed and dated and shall include the following: (1) child's name, (2) a statement indicating whether the child is a swimmer or non-swimmer, (3) that the parent or guardian grants permission for the child to participate in water activities.

Child care staff members shall always accompany and supervise children during swimming activities. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or an equivalent

water safety program. The center will provide enough child care staff members to meet the child/staff ratios at all times during swimming and water play according to Rule 5101:2-12-24 OAC.

Dropping Off/Picking Up

We recognize that drop off times and pick up times can be very hectic. We have established practices for these busy times to assure the safety and well-being of your child and hope to make for a smooth transition from your care to ours and vice versa. Although our guidelines are stringent, we have found that adhering to them allows your child to grow and learn in a safe environment. **Upon arrival, your child must be accompanied into the building.** Please take your child to their assigned classroom and make the staff member aware of your child's presence. **You are responsible for your child until your child is signed in on the sheets provided.** The sign in sheets are located in your child's classroom. When picking up your child, the same procedure must be followed. Enter the building, go to your child's classroom, alert your child's teacher that you are leaving with your child and sign your child out. **At this point, you are now responsible for your child.** Parents may be asked to show identification if the attending staff member is unfamiliar with the parent. If someone other than the parent is to pick up the child, the center must be notified in person, in writing, or by phone. These individuals must present a photo ID.

Reporting Absences

If your child is going to be absent, please notify the center. If your child is ill, you should disclose the nature of the illness, particularly if it is contagious. Please put all planned

water safety program. The center will provide enough child care staff members to meet the child/staff ratios at all times during swimming and water play according to Rule 5101:2-12-24 OAC.

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Reporting Absences

If your child is going to be absent, please notify the center. If your child is ill, you should disclose the nature of the illness, particularly if it is contagious. Please put all planned

absences including vacation, doctor's appointments, etc., in writing. **If your child is enrolled in the after school program and will not be returning to the center after school, please notify the director in advance so there is no mis-communication regarding transportation.** If your child does not arrive at their scheduled time, we will notify the parent or guardian immediately.

Drills

Fire drills are conducted monthly and fire exit procedures are posted throughout the facility. Tornado drills are conducted during tornado season which is March through September. Emergency evacuation procedures are practiced monthly on all Early Beginnings vehicles.

General Emergency Plans

Cordless telephones are located throughout the center. When local schools dismiss students early or close for the day due to weather, teacher in-service days, etc., we will have extra staff available. In some situations, the director will assist in the classroom until a substitute staff member arrives.

In extreme weather, listen to WHIO radio for center closings. In case of a General Emergency (defined as any threat to the safety of the children due to environmental situations or threats of violence, natural disasters, loss of power, heat or water) employees will remain calm.

In the event of severe weather, the children will be evacuated to the closest safe rooms as designated on the emergency evacuation plan. In the event of a fire, staff and children will follow the evacuation route that is posted in each

room to evacuate the building safely and quickly. Everyone will meet on the playground/parking lot in line by classroom so everyone can be accounted for. If there are threats to safety due to environmental situations or threats of violence, a One Call Now will be sent to the parents/guardians. If the building is unsafe, everyone will be walked to a safe secure location specially designated on each center's medical, dental and emergency plan posted in each classroom. In the event that the center is placed under a "lock down" by a police agency, all children will remain in the center in the central designated rooms on the general emergency plan. Children will not be released to a parent/guardian until the police have resolved the situation. Parents will be notified by a One Call Now notification on all of these occasions. An emergency kit containing first aid supplies, children's health records, and enrollment records will accompany the group. If there is loss of power, heat or water for more than 4 hours, parents will be notified.

Extra Clothing

It is required that an extra set of clothing be left at the center. If clothing is not available when needed, the parent/guardian will be called to bring clothing to the center. All personal items should be labeled with your child's name. The center provides a varied learning environment. It is advisable to dress your child in clothes that are suitable for indoor and outdoor play. Be sure to include mittens, hats, and snow clothing when the weather dictates the need. For your child's safety we ask that they do not wear sandals. For rest time, a crib-sized blanket and/or small pillow may be left at the center. **If your child requires diapers or Pull Ups, please make sure they are supplied at all times.**

Health Issues

Our policies regarding medical discharge of a child are based on the legal and regulatory constraints dictated to us by The Ohio Department of Job and Family Services. We understand that having to leave work early, arrange for alternative care, or staying home with your child when they are ill is an inconvenience. The regulations are intended to protect the health and well-being of the child who is ill and not exposing children who are contagious to other children. Keeping this in mind, the center will immediately notify the parent of the child's condition when a child has signs of illness. The child will be isolated within sight and hearing of an adult at all times. They will be cared for in the director's office or an area of their classroom away from other children. They will be made comfortable on a cot until the parent arrives. After use, the cot will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and disinfected with an appropriate germicide.

Parents are required to pick up their child within 1 hour of being notified. Any child that experiences the following symptoms will be sent home:

- *Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- *Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- *Severe coughing (making a whooping sound, or causes the child to become red or have a blue face).
- *Difficult or rapid breathing.
- *A fever of 100 F taken by the axillary method when in combination with any other sign of illness.

- *Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- *Yellowish skin or eyes.
- *Untreated infected skin, unusual spots or rashes.
- *Lice or other parasite infection.
- *Unusually dark urine and/or gray or white stool.
- *Stiff neck with an elevated temperature.
- *Sore throat or difficulty in swallowing.

Any child discharged from the center for medical reasons may re-enter after the child has been on an antibiotic for at least 24 hours if indicated, symptoms are no longer present, and the child has had a normal temperature **without fever-reducing medication** for 8 consecutive hours. The center reserves the right to request a doctor's note. When a child has been diagnosed with a communicable disease, a notice will be posted in the classroom and the parent will be notified in person, by phone, or in writing. There is a communicable disease chart posted in the center if there are any questions or concerns about the illness. The staff are trained in the signs and symptoms of such illness and the procedures to follow concerning disinfection.

Medical/Dental Emergency Procedure

Medical

In the event of a life-threatening injury or illness, such as seizures, broken bones, stopped breathing and severe bleeding, the following procedure will be followed:

- *One staff member administers First Aid.
- *Second staff member remains with the classroom.

*A staff member contacts the rescue squad and parents or guardian. This person will accompany the child to the hospital with the transport team and remain with the child until the parent arrives. **A blue Child Enrollment Form has a section to sign for consent to transport by ambulance, but keep in mind the child will be transported with or without consent.**

For a non-threatening injury, the following procedure will be followed:

- *One staff member administers First Aid.
- *Second staff member remains with the classroom.
- *The child will then go to the director's office and will remain with the director until the parent arrives. If the director's office is unavailable, an area in the classroom will be made for the child to rest comfortably and under close supervision.

Dental

A dental emergency plan is posted in each room. Each staff member is trained on the proper emergency procedures. If an incident of this nature occurs, parents/guardians will be contacted immediately.

Incident/Injury Report

An incident/injury report is completed when one of the following happens: illness which requires first aid treatment, an accident which requires first aid treatment, a bump or blow to the head, emergency transporting, an unusual or unexpected event which jeopardizes the safety of the children or staff.

All information is noted on the report which requires the signature of the teacher, director and parent/guardian. A signed copy is given to the parent or guardian and the original is placed in the child's file.

Medication

In the event that your child needs medication, a designated staff member of Early Beginnings will administer the medication. The administration of medication falls into the following two categories: **Prescription and Nonprescription Medication**. Early Beginnings will ensure that the instructions in box two of the JFS 01217 Request for Administration of Medication form are completed and signed by a licensed physician, a licensed dentist, an advanced practice nurse or certified physician's assistant. All instructions on this form must be followed and all information must be completed accurately and thoroughly. The first dosage of the medication must be given by the parent.

Prescription Medication:

Prescription medication must be labeled with the child's full name, a current date, the exact dosage to be given and the means of administration. The prescription label must be attached to the original container.

Nonprescription Medication:

Only nonprescription fever/pain-reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center, with written instructions from a licensed physician, if the following guidelines are met:

*Parent/guardian completes the Administration of Medication form (JFS 01217). These instructions do not exceed manufacturer's recommended dosages.

*Medication is in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight.

*The full name of the child who is to receive the medication, is printed on the container.

*Medication can be administered for no more than three consecutive days within a 14-day period, unless under written instructions from a physician.

Nonprescription topical products or lotions may be applied if the following guidelines are met:

*Parent/guardian completes the Administration of Medication Form (JFS 01217). The form shall be valid for no longer than 12 months.

*The manufacturer's guidelines regarding application are followed.

*When used for skin irritations such as diaper rash, the topical product shall be applied for no longer than 14 consecutive days at any one period of use.

*Products made for the relief of teething pain will be administered when the Administration of Medication Form (JFS 01217) is completed by the parent/guardian. These products are considered to be medication and the reason for administration must clearly state "for teething pain."

Medication can be administered for no more than 3 consecutive days within a 14-day period, unless under written instructions from a physician.

Prescription and nonprescription medication is not to be in the center unless it is being used that specific day. This means that each and every day, the parents are responsible for taking the medication home and returning it the next day if necessary. Topical products and medications requiring a Medical/Physical care plan such as epipens or inhalers can stay at the center at all times.

School Age Children and Personal Inhalers

Personal inhalers can be kept in the designated areas where medications for administration are securely stored.

A Medical/Physical Care Plan (JFS 01236) will be completed along with an Administration of Medication Form (JFS 01217). If a child presents symptoms listed on the Medical/Physical Care Plan, a child care staff member will get the child's inhaler immediately. Please do not allow your child to bring Chapstick, lip products, or cough drops to the center.

Modified diet issues such as no dairy products are considered a change of diet and requires a medication form signed by a physician. This form will remain in effect for the period of time indicated by the doctor, dentist, or advanced practitioner nurse, or for 12 months, whichever comes first. In addition, a Medical/Physical Form must be completed and be in the child's file. This form does not require a physician's signature.

Child Abuse

According to Section 2151.421 of the Ohio Revised Code, our staff is responsible to the parents and to the children to report all incidents of suspected child abuse and neglect to the proper agencies. We abide by the law for the safety of the children.

Developmental Issues

Child Guidance and Management

A child care staff member will be assigned to supervise each child or a group of children and they will be responsible for their guidance and management. At Early Beginnings, we recognize that many types of inappropriate behaviors frequently displayed by young children is a reflection of their developmental stage. While these behaviors (which include temper tantrums, refusing to follow rules), may be frustrating, they do present an opportunity to guide children toward a socially accepted interaction. We understand assisting young children in learning to function in a predetermined set of boundaries is one of the many important things we do. The teachers will help the child to accept the limits and guidelines of the classroom and model appropriate behavior. If a child presents a challenging behavior, he/she will be directed away from the situation to a more positive one. If this does not work, the child may be removed from the group for a brief period of time so they can calm down and rejoin the group in a positive manner. These specifications apply to all of our staff.

Biting

Often times, children who have limited vocabulary or are non-verbal, experience the developmental stage of biting. While this behavior is discouraged, it should be understood that the child who is biting is frustrated by a response around them. The following will occur if a child is bitten:

*The child who received the bite will be comforted and the bite area will be cleaned. An incident/injury report will be completed by the teacher, signed by the director and the parent. A copy of the report will be given to the parent and the original placed in the child's file at the center.

*The biting child will be directed to appropriate activities.

*The child will be closely supervised. For frequent biters, a journal will be kept to see if there is a pattern for when the biting is occurring. The director may schedule a conference with the parents to discuss ways to redirect inappropriate behavior.

*The teacher will assess the classroom environment and determine if a change could help minimize the child's frustration.

*The identity of the biting child will remain confidential.

Most children stop biting after their communication skills increase. For those children that continue to bite, it may become necessary to disenroll them from the center.

Toilet Training

We understand that this is a very important step in your child's development. When you feel your child is ready to take this step, we will support the challenge and work together to make this experience a positive time in your child's life. We ask that you communicate frequently with your child's teacher during this time. Consistency and patience are important between the teachers and the training method you are using at home. Please keep us informed as to your concerns and efforts in this area.

Parent Information

Communication

Daily activity sheets are sent home with all children except school age. These sheets share with you your child's day, including what they had to eat, how they napped and for the toddlers and infants, their toileting for the day. Also, special notes may be included. Please check your child's communication folder each day for special notes and information. We also utilize One Call Now where we can reach you by phone or text with information regarding the center, illnesses, field trips, etc. Please make sure you are on the One Call Now list so you won't miss important information. Early Beginnings encourages you to share information with your child's teacher and director. However, understand the teacher needs to make the classroom a priority so it may become necessary to schedule a time for a phone conversation. If either a parent or an employee at any time need to discuss issues at a level higher than the director of the center, please contact the main office phone, 937-667-1903 or email erlbg@aol.com. We will try to resolve the issue within a 24 hour time frame. You can also mail us at:

Early Beginnings
4949 S. County Rd. 25A
Tipp City, OH 45371

Custody Issues

If you are a separated or divorced parent, we must have a signed, legal copy of your custody agreement on file. We need a written letter as to when the non-custodial parent may regularly pick up your child. During custody disputes, we

remain neutral and our focus is the safety and well-being of your child. If the non-custodial parent attempts to pick up your child at a non-designated time, we will strongly encourage them to leave. If the parent refuses to leave and becomes aggressive, we will release the child to that parent. In that event, we will immediately call the custodial parent and the police. If a separation/divorce is in process and papers are not finalized, either parent can pick up the child. We have no legal grounds to interfere at that point. In addition, we ask that if the non-custodial parent is unable to pick up the child on their designated day and is sending someone else, a written permission note must be sent by said parent and the custodial parent must also be notified ahead of pick up time. We would expect both parties, custodial and non-custodial, to conduct themselves in an appropriate, adult manner at all times while on the center premises. If unable to do so, the disenrollment of the child may be necessary.

Vacation Policy

Families enrolled will be given 2 discounted weeks per school year (August-July) at which time your child will need to be absent the entire week. They will renew each August and you cannot carry them over. You will need to pay $\frac{1}{2}$ of your tuition costs for that week. If your account is in the arrears, a discount cannot be applied until the balance is paid in full.

Conflict of Interest Policy

No employee of Early Beginnings is to enter into any agreement in which they provide child care or babysitting services directly to customers of Early Beginnings.

Parent Conferences and Assessments

The Creative Curriculum Assessment Tool is used in each classroom for the Infants through Preschool ages. Every family is to complete an Ages & Stages Questionnaire for the children enrolled in our program. This questionnaire is important because it helps not only the parent, but the staff to ensure that each child is on track according to their age and stage of development. Results of the questionnaire will be provided to the family and if a referral is needed, a list of resources will be provided at that time.

Open Door Policy

Parents are always welcome. You are encouraged to visit unannounced at any time. Upon arrival, we ask that you let the director know that you are in the building. Throughout the year there are many opportunities for parent involvement. For example, "Week of the Young Child," Open House's and Mother and Father's Day celebrations are just to name a few.

Health Screening Information

Developmental observations and screenings of children are very important components of health care supervision.

Observing children is a continuous process that is used to ensure optimal health outcomes.

It is critical for early identification of health problems to ensure your child gets the help they need as soon as possible. Some important health screenings that are recommended for children include the following: vision, dental health, height and weight, hearing and blood lead and hemoglobin levels.

The following information are resources you can refer to that can provide health care screenings:

Alex Central Health Center
5 S. Alex Road
Miamisburg, OH 45342
Ph: 937-247-0304
www.communityhealthdayton.org/AlexCentralHealthCenter

Corwin Nixon Health Center
2351 Stanley Avenue
Dayton, OH 45404-1201
Ph: 937-228-0990
www.communityhealthdayton.org/CorwinNixonHealthCenter

Drew Health Center
1323 West Third Street
Dayton, OH 45402-6714
Ph: 937-461-4336
www.communityhealthdayton.org/DrewHealthCenter

East Dayton Health Center
2132 East Third Street
Dayton, OH 45403
Ph: 937-528-6850
www.communityhealthdayton.org/EastDaytonHealthCenter

Southview Health Center (Pediatrics Only)
25 Thorpe Avenue
Dayton, OH 45420-1823
Ph: 937-258-6330
www.communityhealthdayton.org/SouthviewHealthCenter

Victor Cassano Health Center
165 South Edwin C. Moses Blvd.
Dayton, OH 45402-8472
Ph: 937-558-0180
www.communityhealthdayton.org/VictorCassanoHealthCenter

Center for Women's Health
One Wyoming Street
Wyoming Level
Dayton, OH 45409
Ph: 937-208-2007

Family Health Center
2261 Philadelphia Drive
Dayton, OH 45406
Ph: 937-734-4141

Medical Surgical Health Center
Location 1:
725 S. Ludlow Street
Dayton, OH 45402
Ph: 937-208-2004

Location 2:
30 Apple Street - Ground Floor
Dayton, OH 45409
Ph: 208-2004

Samaritan Homeless Clinic
921 S. Edwin C. Moses Blvd
Dayton, OH 45417
Ph: 937-461-1376

What Are Children?

Children are the most important people in our center.

Children are not an interruption of our work, they are the purpose for it.

Children are a necessary part of our business, they are not outsiders.

Children are not cold statistics - they are flesh and blood human beings with feelings and emotions like yours and mine.

Children are people who bring us their needs - it is our privilege to fulfill them.

Children are deserving of our most courteous and attentive treatment.

Children are full partners in our efforts to cultivate wisdom through knowledge.

Children are the life and blood of our future.