



## DAILY OPERATIONS AGREEMENT FOR PARENTS

We strive to provide an environment for your children that is loving, nurturing and safe while giving them the opportunity to learn and grow. In order for us to do this along with operating on the principles that our business was founded on, we follow the guidelines which the State of Ohio Department of Human Services has outlined for child care centers. Please see your Parent Handbook for more details.

**Please Read the Following Agreement Carefully Before Signing**

### **PLEASE INITIAL NUMBERS 1-14**

- \_\_\_\_ 1. Parents are required to bring children into the center, sign them in by using the sign in/sign out sheets and see that they are under supervision before leaving the premises. Upon arrival, please help your child wash his/her hands before they go to their classroom. When picking up; parents are to re-enter the center, sign out their child and let the teacher know that they are leaving.
- \_\_\_\_ 2. Children will be encouraged to play outdoors on the playground daily, except during intense heat or inclement weather.
- \_\_\_\_ 3. Every child must have a complete change of clothes left in the center to be used for emergencies. All Clothing must be marked with the child's name. The center is not responsible for lost clothing.
- \_\_\_\_ 4. 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 state child care licensing.
- \_\_\_\_ 5. Parents are required to give their child the first dosage when medication is needed. There must be a signed and dated medication form on file and the prescription label must state specific information. Non-prescription medication will be administered if the following requirements have been met: medication is in the original container with the label attached, the label specifies appropriate dosages based on the child's age or weight, and the written instructions of the parent are less than or equal to the manufacturer's recommended dosage. We will only give one dosage per day at lunch time with the exception of breathing treatments.
- \_\_\_\_ 6. You will be notified immediately if your child has been observed with signs of illness. Any child suspected of a communicable disease will be isolated, but continued to be supervised by a staff member. We expect that when you are notified to pick up an ill child, you will be at the center within one hour of notification. This is to ensure the well-being of your child and the other children in the center. Our policies regarding medical discharge of a child are based on the legal and regulatory constraints dictated by The State of Ohio Department of Human Services.
- \_\_\_\_ 7. Our menus and nutritional serving information are recommended by the State of Ohio Food Program. The only exceptions to replace food items need to be for medical reasons and documented by a physician. No other food can be brought into the center at anytime
- \_\_\_\_ 8. If you change your address, phone number or work phone number, it is very important that you notify the director immediately in order to update your emergency information.
- \_\_\_\_ 9. A current medical form for your child must be on file no later than your child's first day of attendance and updated each year thereafter. Any child who attends a grade of Kindergarten and above in an elementary school is exempt from this requirement.
- \_\_\_\_ 10. Children under the age of three should not wear any type of jewelry in the center. Post earrings are accepted.
- \_\_\_\_ 11. If we do not hear from you by 6:00 p.m. and your child has not been picked up either by a parent or an authorized person by 7:00 p.m., it will be necessary for us to contact the local police department and children's services. Chronic lateness at closing time may be grounds for dis-enrollment.
- \_\_\_\_ 12. Only parents with a child in the infant room should enter this area. If you have other children in the center, they should be dropped off in their classroom first and should be picked up last. Any parent entering the infant room is required to remove their shoes before entering.
- \_\_\_\_ 13. Children are not permitted to bring cell phones into the center. Parents please do not be on your cell phone while you are in the center.
- \_\_\_\_ 14. This agreement is subject to change in whole or part at any time by Anna's Child Care, Inc., dba Early Beginnings.

#### **Child's Information:**

\_\_\_\_\_  
Child's First Name      Middle      Last      Nickname      Birth Date (mm/dd/yyyy)

\_\_\_\_\_  
Mother's/Guardian Signature

\_\_\_\_\_  
Father's/Guardian Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date