

FAYETTE COUNTY EARLY LEARNING CENTER

Head Start Parent Handbook



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Site Locations / Contact Information



Washington Court House Center

1400 US RT 22 NW

Washington Court House, Ohio 43160

Phone: 740-335-7138

Fax: 740-335-0051

Jeffersonville Center

41 Colonial Drive

Jeffersonville, Ohio 43128

Phone: 740-426-0051

Fax: 740-426-6067



Cherry Hill Center

720 W. Oakland Ave.

Washington Court House, Ohio
43160

Phone: 740-335-3370



Mailing address-1400 US RT 22 N.W., W.C.H.,43160

Director email: ajoseph@cacfayettecounty.org

Fayette County Early Learning Center Parent Handbook

Dear Parent's and Guardians,

Welcome to Fayette County Early Learning Center a Gold Award Up to Quality Rated facility. This handbook contains information regarding our program. It is very important that you read this handbook and keep it accessible as long as your child is enrolled in the program. Throughout this handbook you will find Head Start specific policies and procedures. Fayette County Early Learning Center is partnered with Washington Courthouse City Schools to provide public preschool services to children. For Cherry Hill specific policies and procedures please see the Washington Court House City Schools Preschool Handbook.

Mission/Vision

The mission of the Fayette County Early Learning Center is to EMPOWER the children and families of Fayette County through **Education, Motivation, Provision of Oppportunity, Wellness, Encouragement and Respect.**

License

At the end of the handbook, you will find an attachment regarding licensing and other valuable information.

Enrollment/Admissions

In order to be eligible for services through Fayette County Early Learning Center, parents/guardians must complete the enrollment application, provide necessary documentation, and complete an orientation prior to enrollment. In order to be age eligible for head start, a child must be at least 3 years of age and can be up to 5 years of age and provide documentation stating date of birth. In addition, children enrolled must also meet income requirements or other eligible categories (Homeless, Foster, SSI, TANF/OWF, or SNAP) and provide supporting documentation . Additional verifications such as medical card, immunization records, social security cards, and custody documentation may be required if applicable. The majority of enrollment consists of families that fall below poverty guideline, however, an additional 10% of funded enrollment may be comprised of over income families, if needed. The program also serves 10% of the funded enrollment as children with disabilities.

Once a child is accepted into the program additional orientation paperwork must be completed and other basic enrollment and health information is collected. Any change to this information must be communicated to the office immediately so that current information is always on file.

Custody Agreements:

If there are custody issues involving your child, you **must** provide the center with the appropriate court documentation. All accommodations within reason, and as possible, will be made in regard to releasing children according to their custody agreement.

Withdrawals/Disenrollment:

Parents/Guardians wishing to withdraw their child(ren) may do so at any time. **A one week notice, in writing, is appreciated.** Once withdrawn, parents/guardians may re-enroll at any time but must re-complete the application and enrollment process. Fayette County Early Learning Center does not suspend/expel children from the Head Start program.

Fees/Payment Schedule

Fayette County Early Learning Center does not have any fees for any child enrolled in the Head Start program.

Physical/Dental Requirements

If your child is in the Head Start program, they are required to have a physical exam **(including lead and hemoglobin)** and dental exam yearly. Physical exams should be on file before the first day of school or **within 30 days of admission**. A dental exam/cleaning is also due **within 45 days of admission**. Any needed medical or dental follow-up is recommended.

Center Hours and Days of Operation:

The center will be in operation Monday through Friday 8:00am to 4:30pm. Head Start classes will typically be in session Monday through Thursday from 8:15am to 3:15pm with occasional classes on Fridays as needed (announced at the start of the program year). The center will close to observe the following holidays: Labor Day, Veteran's Day, Thanksgiving and the following Friday, Christmas break (includes Christmas Eve, Christmas, and New Year's Day), Martin Luther King Day, President's Day, Memorial Day, Juneteenth and Fourth of July. ***The Cherry Hill center closes for a spring break which will be announced at the start of the program year*** Other days may be scheduled for professional development and will be announced at the start of the program year.

Inclement Weather:

On rare occasions, it may be necessary to delay classes or cancel due to poor weather conditions. Closings will be on the Fayette County Early Learning Center Facebook. Closings, delays or self-transport days will also be communicated through the FCELC One-Call text notification and phone call system. Please notify the center of any phone number changes as they occur.

In the event that the center is on a 2hr delay full day will start 2hrs later than the normal start time. In the event of a 2hr early release, full day will be dismissed at 1:15pm, 2hrs earlier than the normal end time.



Staff/Child Ratios and Maximum Group Size:

Fayette County Early Learning center will not exceed the following Step Up To Quality required ratios of 1:10 per classroom.

Maximum group size will not exceed 20 children per classroom. We will adhere to the ODJFS regulations of 35 sq.ft. per child when indoors and 60 sq ft. of useable space when outside. Maximum group size is defined by the number of children in one group that may be cared for at any given time. Limitations do not include outdoor play or special activities.



Supervision Policy:

Our main concern is to ensure your child's health and safety. Staff persons are knowledgeable of the safety needs of children and anticipate possible hazards. All staff are trained to take appropriate precautionary and preventive measures. At no time will a child be left unattended per ODJFS 5101: 2-12-19. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of staff.

Guidance Policy:

The staff will use positive guidance to help children learn self control and appropriate social behavior. We believe that no child should be exposed to physical, verbal or emotional punishment. Positive reinforcement and positive redirection will be used. Children will help create a list of classroom rules and decide what the consequences will be for not following the rules. Children are given many opportunities to practice these rules and to develop self control. Children may be asked to go to a different activity or asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. If a child demonstrates behavior that requires frequent "extra attention" from a staff member, Fayette County Early Learning Center may choose to develop and implement a behavior management plan. This plan will be developed with the parents and staff and will be consistent with the requirements of 5101: 2-12-19. If determined by staff and family a modified schedule may be utilized to best support the child and staff.

Fayette County Early Learning center uses PAX (a school-based preventive intervention used to teach self regulation, self-management and self-control in children) at the Washington Courthouse and Jeffersonville centers. The Cherry Hill center uses PBIS (Positive Behavioral Interventions and Supports, a schoolwide system approach aimed to establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students) and follows ODE rules and regulations. Cherry Hill complies with Rule 3301-37-10 regarding behavior management/discipline.

Transportation of Children:

- ◇ Your child must be at his/her designated bus stop **before the bus arrives** (give drivers 10 minutes leeway before and after pickup/drop off time). The bus cannot wait for the child to get ready. They cannot come back to get the child once they have stopped! The Bus Monitor **is not** permitted to leave the bus and come to the door to get the child.
- ◇ In accordance to state law, bus drivers are not allowed to blow their horn to let you know when they arrive. Please be watching for the bus. At your designated place of safety.
- ◇ You must be at the bus stop when the bus arrives to drop your child off. If you are not there, you will have to come to the Washington Court House Center to pick-up your child within 30 minutes of being notified.
- ◇ **An adult MUST walk the child to and from the bus.** Please hold on to your child's hand while walking them to or waiting at the bus stop, as it is not safe to let them run around. **Remember, we are teaching your child bus safety.**
- ◇ **Candy, gum, or any other food** is not permitted on the bus.
- ◇ Toys (including guns/knives), ChapStick, lip-gloss, hand sanitizer, etc. are not permitted on the bus or in the classroom.
- ◇ Fayette County Early Learning Center provides clear book bags. Please place book bags on your child's back when putting your child on the bus.
- ◇ Only one **pick-up and drop-off address** is permitted. If pick-up or drop-off changes temporarily; you will need to make arrangements for alternative transportation. Any request for a **permanent change of pick-up or drop-off will require a 48 hour notice.** This change can only be made by the legal parent/guardian and must be done in person.
- ◇ Transportation is offered throughout Fayette County. Depending on where the address is will determine which site/session your child will be assigned.
- ◇ Children arriving/departing by bus will be escorted to and from their designated classroom by the staff, bus driver, and bus assistant.
- ◇ Staff will not release any child to anyone who appears to be under the influence of drugs or alcohol. An emergency contact will be called to transport the child home and the proper law enforcement authority will be notified.
- ◇ No child will be released to anyone other than the parent/guardian or person's listed on the child's emergency release form. Changes made to your emergency contacts must be done so in person and require 24 hour notice. The staff will ask for a photo ID. **All persons must be 13 years or older with a photo ID to get a child off the bus** or pick the child up from the center.



Arrival/Departure:

Any child that is self transported by a parent/family member must follow the pick up and drop off procedures for their designated center as listed below. During the drop off time, staff must be made aware of each child's presence before the parent/guardian departs. All children must be in a car/booster seat when entering/leaving the parking lot.

WCH Drop off: Parents/Guardians will enter the drop off line along the side of the head start building. Children will be signed in with a staff member starting at 8:15AM and should pull up to the back fence for a staff member to take your child to their designated classroom. Staff will accept children at the back gate until 8:30 AM. Any child brought in after that time should be brought into the building and signed in at the front desk.

WCH Pick Up: Parent's/Guardians will enter the pick up line along the side of the head start building. Children will be signed out with a staff member starting at 3:00 PM and should pull up to the back fence for staff to bring the child out to the parent/guardian. Staff will bring children out using the back gate until 3:15 PM. Any parent/guardian arriving after that time should enter the building and sign their child out at the front office.

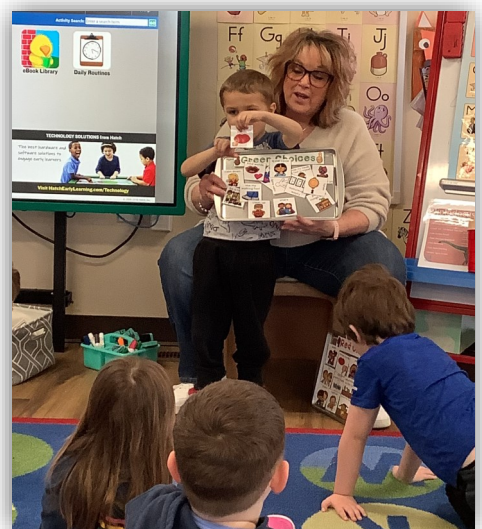
Jeffersonville Drop Off: Children brought into the center should sign their child in at the front office starting at 8:15AM with a staff member. Staff will then take the child to their designated classroom.

Jeffersonville Pick Up: Parent's/Guardians should enter the building and sign their child out with a staff member at the front office starting at 3:00 PM. A staff member will then bring the child out to the parent/guardian from their designated room. All children must be picked up by 3:15 PM.

Cherry Hill Drop Off: Parents/Guardians MUST park in the designated parking lot and walk their child to the main entrance. Doors will open at 8:15 AM, and children may not be dropped off before this time. Upon arrival, parents must sign their child in at the front desk. A Head Start staff member will then escort the child to their classroom.

Cherry Hill Pick Up: Dismissal begins at 3:00 PM. Parents/Guardians MUST park in the lot and enter through the main entrance, where they will wait in the lobby. Please have a valid photo ID ready for verification. A Head Start staff member will confirm your authorization, have you sign your child out, and then bring your child to you.

Only persons listed on the child's emergency release/contact form will be permitted to sign out the child. **Child MUST be picked up on time. Children's Services may be called for any child not picked up within 30 minutes.** Identification will be confirmed with picture ID.



Emergency Transportation of Children:

The center will not transport children in emergency situations. If a child requires transportation, the parent or emergency squad will be contacted. A parent must grant permission on the ODJFS Child Enrollment and Health Information For Child Care form or the child will not be permitted to attend center based services offered through Fayette County Early Learning Center.



Children Arriving to the Center from Other Programs:

At times, it may be necessary for a child to arrive at the center from another program (Fayette Progressive, Rock-A-Bye ELC, etc.). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day. If the parent confirms that the child should be in attendance, we will then contact the program that they were to arrive from and determine why the child is not in attendance. **For this reason, it is extremely important for parents to notify the Washington Court House center when their child will not be attending. All absence calls should be made to the Washington Court House center at 740-335-7138 regardless of which site your child attends.**

Field Trips:

When taking field trips, a count will be taken of all the children before departure, upon arrival at the destination, throughout the activity, before departure from the destination and upon arrival back at the center. During the course of the field trip, each staff member will have specific children who they are responsible for supervising. The center will obtain written permission from the parent/legal guardian before allowing any child to participate in field trips.

Naps and Resting:

Fayette County Early Learning Center provides an afternoon naptime/quiet time for all children attending full day sessions

Outdoor Play:

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside, if necessary. Children will not be taken outside when the temperatures are below 25 degrees or rise above 90 degrees. Wind chill and heat index will be observed. We will adjust outdoor play due to rain, lightening, threatening weather, ozone warnings, humidity, pollen count, ice, etc. When weather prohibits outdoor play, a time for indoor gross motor activities will be offered. Please send your child with appropriate clothing. The Fayette County Early Learning Center provides children the opportunity to engage in water activities such as sensory tables. There are no swimming pools at the Fayette County Early Learning Center.

All children participate in outdoor play unless a note is received from their physician.



Sample Center Daily Schedule

Children come to school Monday through Thursday. Below is a sample schedule of a full day session. Each classroom may have activities scheduled at different times; however, arrival, departure, and meal times remain the same for each classroom. Times may vary slightly for the Cherry Hill center. It is important your child arrives on time so he/she is able to participate in all activities.

Sample Session

8:15-8:20	Children arrive, roll call, meal count, restroom
8:20-8:30	Story time
8:30-8:50	Breakfast and clean-up
8:50-9:10	Dance
9:10-9:30	Circle Time
9:30-10:00	Small Group
10:00-11:00	Free play in centers
11:00-12:00	Outside/gross motor
12:00-12:15	Prepare for lunch/cool down
12:15-12:45	Lunch
12:45-1:00	Bathroom/prepare for nap
1:00-2:00	Nap
2:00-2:15	Nap clean-up/toothbrushing
2:15-2:35	Snack and clean-up
2:35-3:00	Prepare for home/review the day's activities
3:00-3:15	Load buses



Head Start Attendance Policies:

If your child is absent for any reason, we ask that you contact the Washington Court House center at (740) 335-7138, with the reason for absence and anticipated return date. This applies to ALL absences, including children attending the Jeffersonville/Cherry Hill sites. Absences will be on file at the center.

The Fayette County Early Learning Center is required to contact a parent/guardian if the center was not given prior notification of the child's absence and the child has not arrived at the center within an hour of the child's scheduled start time. If center staff is unable to reach a parent/guardian, then individuals listed on the emergency contact form will be contacted. If no one is reached from a child's emergency contact form and the child is absent for two consecutive days with no contact, center staff are **required to visit the child's primary address**. We apologize for any inconvenience this may cause but it is necessary that we make every effort to ensure a child's safety. This procedure will only occur if the center is not notified of a child's absence.

In accordance with the Federal Performance Standards, we are mandated to maintain a minimum daily attendance of 90%. If your child has excessive unexcused absences, it may be necessary to drop your child from the program, thus allowing another child, who is on the current waiting list to attend. You may choose to reapply at any time.

The center does evaluate excused vs unexcused absences. Dr. Notes/excuses must be provided in order to excuse absences due to illness or appointment. Special circumstances and medical conditions will be given individual consideration.

Head Start Lice/Nit Attendance Policy:

In the event a child misses due to head lice/nits:

- If a child is sent home for having head lice/nits, the parent/guardian will be provided with materials on head lice/nits removal. They are expected to return the child to the WCH center within 4 days for a head check before he or she can return to school. If a child is cleared within 4 days or less, no further action is required.
- If a child is not cleared within 4 days, the parent/guardian will be provided additional supports by family services staff at the Fayette County Early Learning Center. The parent/guardian will be encouraged to make an "Attendance Support Plan" with their Early Head Start Home Visitor or Family Partner to address how they can help. The parent/guardian is encouraged to bring in the child to be rechecked at least every 4 days until cleared.
- After prolonged chronic absences, the child may be dropped from the program. The parent/guardian can reenroll a child for current program year when updated income is obtained and a spot becomes available. However the line/nit policy still applies.

Meals and Snacks:

Fayette County Early Learning Center provides a morning snack at 8:30 a.m., lunches are served at 12:15 p.m. and afternoon snack at 2:30 p.m. These are approximate times which may vary slightly by site and classroom. The meals and snacks will adhere to all daycare licensing and USDA/CACFP requirements and meet one-third of the child's recommended daily dietary allowance. Children arriving late, or after meals are served, may receive a light snack. Children are encouraged to try a variety of foods; however, food is not used as a reward or punishment.

Children are not permitted to bring their own food into the center. Parents/guardians are responsible to make sure that the center is made aware of any allergies/medical needs upon enrollment. Any dietary needs will be addressed before enrollment and accommodations will be made.

Food/Gifts:

To insure the safety of all children. Activities preparing foods may be conducted under the supervision of the classroom teacher. If parents would like to send in something for "special" days they may do so if the food item is store bought, in its original container unopened and have received prior approval. Other appropriate non food item suggestions include age appropriate, pencils, markers, stickers, crayons etc.

Due to food allergies and special needs, all food items must receive prior approval!



Management of Illnesses:

Fayette County Early Learning Center provides children with a clean and healthy environment. We observe all children as they enter the program to quickly assess their general health. We ask that you do not send or bring a sick child to the center.

In accordance with ODJFS, a child with any of the following symptoms will be immediately isolated and discharged to the parent or an emergency contact person:

- Temperature of at least 101 degrees Fahrenheit (100 degrees if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpected or unexplained loose stools within a 24 hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

CHILD MUST BE "SYMPTOM FREE" WITHOUT SYMPTOM REDUCING MEDICATION FOR 24 HOURS BEFORE RETURNING .

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If a child does not feel well and is unable to participate in center activities, the parent/emergency contact will be called to pick up the child. **Child must be picked up within 30 minutes of parent/emergency contact being notified. Children's Services may be called for any child not picked up within 30 minutes.** Any time a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

If the child is required to have a physician's note in order to return, a staff member will inform the parent.

Parents of other children in the center who have had a possible exposure to a communicable illness will be notified by a Health Alert notice.

Immunizations:

All children must be current with the AAP/CDC immunization schedule. In the event that a parent/guardian does not want their child to receive any/all immunizations, a signed immunization exception/waiver must be on file for such children. The program will honor an immunization exception/waiver; however, in the event of a state/community outbreak, those children unimmunized for the disease outbreak will be exempt from attendance until the outbreak is resolved or the child obtains the necessary immunization. The program will adhere to all recommendations of Fayette County Public Health District.

Medications:

The center will administer medications to a child only after the parent and physician have completed a Request for the Administration of Medication Form. The form must be completed in its entirety. Medications will be stored in a designated area away from children. Medications must NOT be sent in a child's book bag.

Prescription and over the counter medications must be stored in their original container and administered in accordance to the instructions on the label. A Request for Administration of Medication form is also required for any over the counter medication. Over the counter medications will not be administered for more than 3 days without written instructions from a physician.

The center will comply with the Americans with Disabilities Act (ADA), and will follow the medical care plan as specified for each child, including those with a disability, in administering medications and other care procedures as specified within their individual care plan.

Food Supplements or Modified Diets:

If your child requires a food supplement or modified diet, you must secure written documentation from your physician, a "USDA Diet Modification, Request for Administration of Medication and Medical/Physical Care Plan " must be written by the program nurse and the parent. (A child requiring a modified diet will not attend until all necessary documentation is received and on file.)



Parent Participation:

Parents are encouraged to participate in all activities at the center including being involved in the Parent Group, Governing Board, Policy Council and other various committees throughout the year. Parents are welcome to participate in class parties, monthly parent meetings, skating parties, family engagement events (during school hours and evening events) and various activities throughout the year.

Fayette County Early Learning Center has an Open Door Policy. If a parent/guardian volunteers one time in the center and plans to volunteer further (in the classroom or directly with children) they must obtain a background check and follow the volunteer policy. Parents/legal guardians are welcome in the center at any time. However, due to licensing regulations, only the enrolled child is permitted in the classroom or on field trips. Parent participation may be limited during a community health concern.

Contact with staff can be made by appointment, home visits, or parent/teacher conferences.

The agency supports families who require onsite breastfeeding or pumping during business hours or during on site events/activities. In the event a mother would wish the breastfeed or pump, they will be offered a quiet secluded area upon request.

Parent/Community Volunteers:

Fayette County Early Learning Center recognizes the benefits of and encourages parents, guardians, community members, etc. to volunteer in our preschool program.

Anyone volunteering must bring a photo ID at the time of visit. Volunteers will not be permitted to bring handbags, purses or coats beyond security doors. There will be a designated area for coats.

Parents are **NOT** permitted to take or post pictures of children other than their own on social media or other websites.

Parent/Volunteer Requirements:

The Ohio Department of Jobs and Family Services, Child Care Licensing

Regulations require a parent who volunteers to:

- sign a Non-conviction Statement
- obtain a local background check from both the WCH Police Department and the Fayette County Sheriff's Office
- obtain a FBI/BCI fingerprint check, which includes a child abuse/neglect and a sexual predator check
- **obtain an ODJFS physical and TB test**
- attend parent/volunteer orientation/training



How does a parent complete the requirements?

1. Parent will notify a Fayette County Early Learning Center (FCELC) coordinator that they would like to volunteer.
2. FCELC coordinator will give the parent the Non-conviction Statement to sign indicating **he/she has never been convicted of the Prohibited Offenses listed on the form.**
3. FCELC coordinator will complete a request to obtain the BCI and FBI. Once approval is received the parent/guardian will be contacted. This process may take as long as 3 weeks.
4. The parent/guardian will set-up an Ohio Child Care Resource and Referral Association (OCCRA) account under occrra.org.
6. Once the center has received the BCI and FBI report of, ***“no criminal history record on file”***, and the returned local background checks from the WCH Police Department and the FCSO the coordinator will notify the parent that the requirements have been met and he/she is able to volunteer again. The length of time for BCI and FBI results to come back can take 3-6 weeks.

At this time, Fayette County Early Learning Center will incur the cost of \$60.00 for the BCI and FBI. In return, we ask that you, the parent/guardian, **make a commitment to volunteer on a regular basis.**

Parent Concerns:

Any concerns or questions you may have, please feel free to contact your child’s Family Partner, Home Visitor, Bus Driver, Teacher or Administrative Staff. Our program always strives for open communication between staff, volunteers, parents and the community. However, if a complaint or disagreement arises, we will do our best to resolve problems by using the following procedure:

1. **Contact the person with whom you have a complaint** to try and resolve the issue.
2. If not resolved, complete a Parent/Community Complaint form and go to the area supervisor.
3. If not resolved, go to the Head Start Director.
4. If not resolved, go to the CAC Executive Director.
5. If not resolved, go to the Policy Council President.
6. If not resolved, go to the Ohio Dept. Of Jobs and Family Services.
7. If not resolved, go to the Administration for Children, Youth and Families.

Please remember, to bring your concerns up as they occur, often they can be addressed and corrected before they escalate.



Emergency Procedures

General Emergency:

- A. In case of loss of power, heat or water, children will be dismissed. Announcement of school closings will be posted on Facebook and sent out in One Call phone calls and text messages.
- B. All parents are notified at orientation, by newsletter and during parent meetings to **remember to notify the center for phone number changes for the One Call system.**

Emergency Evacuation:

- A. **Jeffersonville Center:** In the event of emergency evacuations, children will be taken to an off site location. For neighborhood evacuations, children will be taken to the Jeffersonville Green Apartments Laundry Room or the Jeffersonville City Pool parking lot. For out of neighborhood evacuation, children will be taken to the local fire department. Both locations are within walking distance. Buses will be used, if available.
- B. **Washington C.H. Center:** In the event of emergency evacuations, children will be taken to an off site location. For neighborhood evacuations, children will be taken to the OSU extension office or Southern State Campus. Both locations are within walking distance. For out of neighborhood evacuation, children will be taken Crossroads Christian Church. Buses will be used, if available.

First Aid Information:

- A. All staff have a current certification in First Aid/CPR, and updated training in recognizing Communicable Diseases and Child Abuse/Neglect.
- B. In the event that First Aid is necessary, a trained staff member will implement appropriate care.
- C. A trained staff member will determine if medical personnel or transportation is needed. They will take appropriate action.

Incident Reports:

- A. An incident report will be completed when a child has an injury or incident.
- B. If a child arrives at school with an injury, a child observation report will be completed to verify the incident did not occur at school.
- C. The form will be completed by a staff member, and signed by the administrator or their designee.
- D. The adult receiving the child after school will receive and sign the incident form. The adult will receive the original, the center will have 2 copies.

Emergency Procedures- Cont'd

Incident Reports Cont.:

- E. The completed form shall be given on the day of the incident injury to the parent, guardian or person picking up the child from the center/bus.
- F. One copy will be placed in the child's file, the parent will receive the original and the last copy will be given to the administrator.
- G. If the parents have any questions, please contact the Administrator.

Threats of Violence/ Lockdown:

- A. In case of threats of violence, hand held radio will alert staff to "lock down" their areas.
- B. Administrator/designee will follow the appropriate emergency procedures.
- C. Emergency Lockdown drills will be held monthly.

Environmental Emergency:

- A. Everyone will go to their assigned areas (classroom/office, etc.)
- B. Doors and windows will be closed and locked.
- C. All ventilation systems will be turned off.

Tornado Emergencies:

- A. An air horn will be sounded when there is a tornado warning.
(secondary alert is a single blast of a whistle.)
- B. All staff, visitors, parents and children will follow posted evacuation maps.
- C. Sit facing the wall with head down and covered.
- D. Tornado drills will be held monthly, in season at varying times.

Fire Emergencies:

- A. A building fire alarm will sound. (Secondary alert is a bell.)
- B. All staff, visitors, parents and children will follow evacuation maps posted in every room citing primary and secondary routes.
- C. Fire drills will be held monthly at varying times.



Ohio Department of Job and Family Services
Center Parent Information
Required By Ohio Administrative Code

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

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

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

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

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

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

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

Write of Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614)995-9961

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

The center may release child level screening and assessment data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.

Fayette County Early Learning Center's Washington Court House and Jeffersonville Centers are licensed by ODJFS. In partnership with Washington Courthouse City Schools, the Cherry Hill center is licensed through ODE and follows the policies and procedures of ODE. Please see Washington Court House City School's Preschool Handbook for Cherry Hill specific guidelines.

USDA Center Parent information

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of , color, national origin, sex (including identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Fayette County Early Learning Center



Programs operated by
Community Action
Commission of Fayette County