

Addendum: BrightPath, Ohio and Kentucky

Maineville	Mason	Montgomery	Bridgetown	Delhi
120 Grandin Road Maineville, OH 45039	4036 Windemere Way Mason, OH 45040	11161 Montgomery Rd Cincinnati, OH 45249	6155 Bridgetown Rd Cincinnati, OH 45248	416 Anderson Ferry Rd Cincinnati, OH 45238
Madisonville	Union			
5427 Madison Road Cincinnati, OH 45227	8551 US Highway 42 Florence, KY 41042			

1. Days and Hours of Operation

BrightPath centers are open 6:30am-6:00 pm Monday to Friday. Late fees will apply for pick-ups after 6:30 p.m.

The center is closed on the following holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

Additionally, we will close at 12:30 on New Year's Eve. When Independence Day, Christmas Day or New Year's Day fall on a Saturday, we will observe the holiday on the Friday prior. When these holidays fall on a Sunday, we will observe the holiday on the following Monday.

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect and notification will be posted on local news networks. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the

children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.

All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. BrightPath is not responsible for lost or stolen personal items.

In addition to appropriate outerwear and extra clothing, please provide the following for your child on a daily basis -

Infants:

- Sleep sack that fastens shut; blankets are not permitted
- Pack n Play sized sheet
- Pacifier (as needed) - no clips permitted
- Diapers and wipes
- Diaper cream (as needed with written consent)
- Sunscreen (as needed with written consent) and sun hat
- Bottles prepared for the day
- Sippy cup (when your child is ready)
- Infant food and cereal (as needed)

Toddlers:

- Blanket
- Pack n Play sized sheet for cot
- Diapers and wipes
- Diaper cream (as needed with written consent)
- Sunscreen (as needed with written consent) and sun hat
- Water bottle or sippy cup
- Lunch box

Preschool:

- Blanket
- Small comfort items like a stuffed animal

- Water bottle
- Sunscreen (as needed with written consent)
- Lunchbox

4. Meals and Nutrition

BrightPath will serve snacks over any four-hour period between meals. Snack lists are posted in the front hall. Snacks will consist of foods from at least two of the following food groups:

- Meat/meal equivalent
- Bread/bread equivalent
- Milk
- Fruit/vegetable

For children with food allergies, families will provide snacks. Please bring the snacks in their original packaging labeled with your child's name. Special seating arrangements will be provided to ensure safety.

Breakfast should be provided to your child prior to arriving to the center. No breakfast foods are to be brought into the center.

Lunch will be provided by the family and must include 1/3 of the child's USDA daily nutritional requirements. This means, at minimum, one protein, one grain, and two fruit/vegetable options. The center will provide milk with lunch.

We understand that a child may forget their lunch on occasion. Should this occur, we will call the family and/or provide a substitute for them to eat. You will be charged a fee for the replacement meal. If the center has to provide a required food group, an additional fee will be charged as well. Consistently not packing the proper food groups in accordance with OH and KY nutritional requirements may lead to removal from the program.

If a child requires a modified diet, it is the family's responsibility to provide a written note from a physician documenting the required modification. At that time, the center will make the appropriate accommodations.

Parents of infants will supply either breast milk or formula of their choice each day as well as other foods that have been previously tried at home. All bottles and food must be labeled with your child's first and last name and the date. For breastmilk, bottles must also include the date the milk was expressed. No additional ingredients may be added to bottles (medication, cereals, thickeners, etc.) Bottles are stored in the classroom refrigerator for one day only. Bottles are warmed in a warm water bath and are never microwaved. Once warmed, bottles are kept for one hour only. 2

Whole milk will be provided to children 12-24 months; reduced fat milk will be served to children older than 24 months. Water will not be served in infant bottles and will not be served to children under 12 months of age without a written special care plan on file along with a doctor's note. Please keep an extra supply of infant food/formula in your basket for baby's growing appetite.

Please speak to the office if you wish to breastfeed your infant or pump at the school. A Nursing Room will be made available to you in addition to space in a refrigerator or freezer for expressed milk.

5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of BrightPath to make the safety and well-being of our children a top priority.

Our Center is a **nut-free facility**. We will not serve any food containing peanuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders.

We ask all families to exercise caution when preparing and sending home food with their child for lunch or snack. All outside food must be nut free.

If your child has a food or ingredient allergy, please contact your Center Director. Allergy information will be posted in each eating area and classroom to help prevent accidental ingestion of harmful foods.

6. Medications

The Center may administer medication to a child only after written instructions from a physician are received. Written agreement and instruction from the parents must be signed and dated daily on Form ODJFS 1217 (Ohio) or the Center Medication Form (Kentucky).

Medication will be kept in a safe location where children will not have access. Any medication requiring refrigeration will be placed in the staff refrigerator immediately and stored apart from other materials.

All prescription medication must be in its original container and administered in accordance with the individualized instructions on the label. The medication will be properly labeled and include the child's name, date, dosage, frequency, and means of administration. The label must be affixed to the medication. Parents must provide medication dispensing tools such as medicine cups or dosing spoons. They must be labeled with the child's first and last name in permanent marker. Any medication prescribed to be given on an "as needed" basis must be accompanied by written instructions from the parent (Ohio schools only). There must be specific times noted for Kentucky schools. Medication will not be administered for any period longer than prescribed or for 12 months.

Over the counter medications may be administered with parent consent and written instructions. Medication must be received in its original container and must be administered in accordance with label instructions. The medication will not be administered for more than three days at any one time without instructions from a physician.

School aged children needing an inhaler or other Emergency Medication will follow Administration of Medication rule 5101:2-12-25 (Ohio). The procedure is as follows:

- Parent/guardian will fill out the Medication Form allowing the staff to administer medication if needed.
- The inhaler prescribed to the child will be held in the Director's office and be administered by BrightPath staff only.

Medications are only given by the director or a designated staff member that the center has assigned. Whenever medication is administered, a medication form will be completed and signed by the administrator. (JFS01217 - Ohio only)

7. Incident and Injury Reports

Should your child be involved in an incident/accident during the day and/or if emergency transportation of a child occurs as prescribed in Rule 5101:2-17-36, the Center will complete an Incident Report. The Report will be presented to you on the day of the incident and a copy of report will be retained on file at the Center for at least one year.

All staff members will be trained in emergency first aid and CPR procedures within 90 days. In the case of a minor accident/injury, staff will administer basic first aid and provide TLC to the child. If an injury is more serious, the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury is life threatening, EMS will be contacted; parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

Our policy is to call 911 if we, as the staff and administrators, feel that your child needs emergency medical care. We do not give the option not to transport your child. The state enrollment form box for this option is not applicable for use at our Center. It is critical that the staff of BrightPath have written permission from you for emergency medical transportation (JFS 01234 - Ohio only). This form is included in the enrollment packet and is required prior to any child attending the center. The forms are kept in the office in the event of an emergency and are used on any outing. Should you decline to authorize the emergency transportation of your child, we will suggest alternate care centers.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

8. Emergency Preparedness

The safety of the children in our care is the first and foremost priority of each staff member. We have devised emergency plans and procedures for various situations in the event an emergency occurs while a child is in our care. These plans are available and will be provided upon request.

The fire emergency and weather alert plans are posted in each classroom. These plans show

evacuation routes and will be reviewed with each staff member upon hiring. These procedures would be followed in the event of an actual emergency and children would be picked up from their designated safety spot.

The school will perform fire and tornado drills, by class, each month. The administrator will conduct the drill and maintain a record of it.

9. Enrollment

A child is considered to be enrolled in the school only after the registration fee has been received, the Director confirms the availability of the space and the required paperwork is received and reviewed. The required paperwork includes financial agreement (in the Billing Portal), basic enrollment documents, emergency transportation authorization, and the health information document.

10. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at BrightPath, as provided by law. In cases where the child is the subject of a court order such as Custody Order, Restraining Order, or Order of Protection, the Center must be furnished with a certified copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

Staff members will release children only to individuals that the parent has authorized in writing. Staff members will check the photo ID of anyone they do not recognize. Please inform all individuals that may pick up your child that they will be required to present photo ID at the time of pick up.

Staff members will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. If the person attempting to pick up a child appears to be under the influence, emergency contacts will be called to transport the child home and police will be notified if necessary.

11. Curriculum

The BrightPath Curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry

leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship. Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

12. Sample Classroom Schedules

The daily schedule is flexible enough to provide adaptability, when necessary, yet structured enough to provide predictability for the children. The schedules below show families a typical day at BrightPath for each age group.

Infant and Toddler Schedule

6:30-8:00 Arrivals, parent/teacher communication, supervised free choice play, etc.

8:00-8:30 Snack and diaper changing

8:30-9:30 Language Activities; morning nap for infants as needed

9:30-10:00 Outdoor play or gross motor activities

10:00-11:00 Art and music activities

11:00-11:30 Lunch

11:30-12:00 Story time, science activities

12:00-2:00 Naptime

2:00-2:30 Afternoon Snack

2:30-3:00 Recess/gross motor activities

3:00-4:30 Individual and group activities; story time, learning centers open

4:30-5:30 Free choice play

5:30-6:00 Preparation for departures and closing

*In compliance with state regulations, it is our policy to change diapers at least every two hours.

Preschool Schedule

6:30-8:00 Arrivals, parent/teacher communication, supervised free choice play

8:00-8:30 Morning Snack

8:30-9:30 Language activities, music

9:30-10:00 Circle Time (calendar, weather, and skill review)

10:00-11:00 Small group Curricular activities (teacher facilitated) Story time, creative arts, sensory, puzzles, music and movement, poetry, singing, dancing

11:00-11:30 Outdoor play/gross motor activities

11:30-12:00 Lunch

12:00-12:45 Clean up, quiet activities

12:45-2:00 Quiet cot activities

2:00-3:00 Individual activities as children wake up; snack, table toys, reading stories, etc.

3:00-3:15 Snack

3:15-4:00 Outdoor play/gross motor activities

4:00-4:30 Structured activities with teacher

4:30-6:00 Individual and group activities (self and teacher facilitated); learning centers open, housekeeping, books, art, science, music, blocks, etc.

Before/After School Schedule

6:30-8:00 Morning activities, free choice

8:00 Board bus for school

3:00-3:30 Arrival from school and snack

3:30-4:00 Homework, small group activities

4:00-5:30 Recess, gross motor activities

5:30-6:00 Individual and group activities, departures

13. Ratios and Group Sizes

Ohio:

Age Group	Teacher Child Ratio	Maximum Group Size
Infants (0-12 months)	1:5 or 2:12	12
Toddlers (12-20 months)	1:6	12
Toddlers (20-30 months)	1:7	14
Toddlers (30-36 months)	1:8	16
Three-year-olds	1:12	24
Four-year-olds	1:14	28
School Age (under 11 years old)	1:18	36
School Age (11-15 years old)	1:20	40

Kentucky:

Age Group	Teacher Child Ratio	Maximum Group Size
Infants (0-12 months)	1:5	10
Toddlers (12-24 months)	1:6	12
Toddlers (24-36 months)	1:10	20
Three-year-olds	1:12	24
Four-year-olds	1:14	28
School Age (5-7 year olds)	1:15	30
School Age (7+ years old)	1:25	30

14. Supervision of Children

No child shall ever be left alone. Staff will supervise all children by sight and sound at all times, including naptime. If a child becomes ill, they may be isolated to a section of the classroom not in use, but still within sight and sound of a staff member.

15. Parent Participation and Communication

Parents are encouraged to participate whenever possible in the activities of the school. Parents have unlimited access to all areas of the building used for childcare for their child during hours of operation. Parents also may wish to attend class parties and special luncheons and events or to simply stop in to join in the daily fun. The center will publicize a calendar of events on Family Information Boards.

Teachers are available to discuss a child's progress or needs at any time. Parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child at these times and that's not possible when they are responsible for supervising the classroom.

Our school is a partnership between the parents, teachers, and staff working towards the common goal of developing your children. If you have any concerns or questions at any time, please bring them up to the appropriate staff member when they occur. The sooner a parent's concern is voiced, the faster it will get resolved. For policy concerns, see the Center Director. For educational concerns, please address accordingly with your child's teacher.

16. Classroom Transitions

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, staff members will develop a transition plan, including the beginning and end date along with the transition schedule. The plan must be approved by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and if space is available in the requested classroom.

17. Formal Screenings and Assessments

Each child has a comprehensive portfolio with formal and informal assessments. The portfolio builds authentically as the child develops over time. Portfolios are shared during Parent Teacher Conferences but may be viewed by parents at any time upon request.

Assessments are used to gather information on your child's development and learning. All assessments are conducted in the natural classroom environment during regular learning experiences. Children are observed by their familiar classroom teachers who have been explicitly trained on each assessment and/or screening tool. Parents are asked to complete a developmental assessment upon enrollment and will remain involved through scheduled goal-setting meetings and by frequently sharing their observations from home. Teacher assessment data is shared with families through informal daily communications and more formal conferences. Combining the school and home observations provide a more complete understanding of the whole child so we can best individualize the educational plan for each child.

A variety of assessment tools such as observations, checklists, and rating scales are used on an ongoing basis. The combination of assessments document milestones as children develop over time, give snapshots of each child's abilities per year, and help discover children's interests along the way. The results of the assessments couples with parent and child input are used to develop

purposeful learning experiences, adapt teaching styles to support individual needs, plan program-wide improvements, and support community initiatives.

Should any developmental delays or concerns arise, we are then able to recommend outside resources who may provide further screening and assessments to support both the child and the educators. At this time, we do not report assessment data to ODJFS pursuant to code 5101:2-17-02.

18. Field Trips and Transportation

Our School Aged children take periodic field trips, both walking and on the bus. Before any child participates in a field trip, written permission must be provided by the parent. A safety plan for transportation and the trip will be developed by the administrator and reviewed with all staff who are participating. A minimum of one BrightPath staff member will be on the bus in addition to the driver. All employees who attend field trips must have all the required training classes needed to accompany children on a bus, including First Aid and CPR. A bus inspection is performed prior to each trip. Before departing the center, a count will be taken of all children, and they will be marked on an attendance verification sheet. Upon arrival at the destination, another count will be taken to ensure that all of the children have safely arrived. This process will be repeated upon leaving the destination and arriving back to the center. During the trip, each staff member will have specific children they are responsible for supervising.

19. Swimming and Water Play Activities

Children will be provided with water play opportunities during summer months. These can include both sprinklers and splash pads and will never be at a greater depth than 2 feet of water. Please remember to send a bathing suit, towel, and sunscreen for your child.

20. Mandatory Licensing Statement

The following information is required by Ohio Administrative Code.

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted on the lobby bulletin board 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 laws and rules governing childcare 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 (ORC), 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.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center. The licensing inspection reports and complaint investigation reports for the current licensing period are also posted in a conspicuous place in the facility for review.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

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. <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. 1210 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.

BrightPath complies with the Americans with Disabilities Act (ADA) including procedures regarding enrollment and administration of medication for students with disabilities.

Any diets that must be modified from the USDA requirements will need to complete a modified diet form available in the office.

For additional information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm> (Ohio) or <https://chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx> (Kentucky)