

Addendum: Kid Works, Ohio

Fairfield	Forest Park	Hamilton	Mount Healthy
5950 Boymel Drive Fairfield, OH 45014 (513)874-5546 Info.fairfield@kidworksclc.com	11700 Peliston Court Cincinnati, OH 45240 (513)742-8104 Info.forestpark@kidworksclc.com	1710 S. Erie Highway Hamilton, OH 45011 (513)737-2467 Info.hamilton@kidworksclc.com	10920 Hamilton Avenue Cincinnati, OH 45231 (513)742-0213 Info.mthealthy@kidworksclc.com

1. Days and Hours of Operation

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

The center is closed on the following holidays:

- New Year's Day
- President's Day (Professional Development)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Professional Development)
- Thanksgiving Day and the day after
- Christmas Day

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. Additionally, we will close at 3:00pm on Christmas Eve and New Year's Eve. No refunds will be given for holidays.

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 News Channels 9 and 12. 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.

Children under the age of three are not permitted to wear beads/barrettes in their hair, earrings, necklaces, bracelets, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wears the aforementioned items to the center, staff will immediately remove and store these items in the office until pick up time.

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.

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

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

Infants:

- Pacifier (as needed) - no clips permitted
- Diapers and wipes
- Diaper cream (as needed with written consent)
- 2-3 complete changes of clothes
- Bottles prepared for the day

Toddlers:

- Blanket and small pillow
- Diapers and wipes
- Diaper cream (as needed with written consent)
- 2 complete changes of clothes
- Pull ups or six pairs of training pants (when potty training)

Preschool:

- Blanket and small pillow
- 2 complete changes of clothes

4. Meals and Nutrition

Kid Works provides well-balanced meals to help your child develop healthy eating habits by exposing them to a variety of foods. We serve breakfast between 7:30-9:00am. If you will arrive after 9:00am, please provide your child with breakfast prior to your arrival. Please do not bring your child in with breakfast from home. If this occurs, you will be asked to remain with your child

in the foyer until they have finished eating.

In addition to breakfast, we provide each child with a well-balanced lunch and a nutritious afternoon snack. All meals and snacks are prepared according to State Licensing Regulations and the Child and Adult Care Food Program requirements.

Menus are posted in our lobby for your reference. Any substitutions will be noted by the chef directly on the menu. Meals are prepared on site and served in the classrooms. Mealtimes are an integral part of our curriculum. Children are encouraged to serve themselves “family-style” to develop proper portion sizes and eating habits. Educators will sit with the children during mealtimes to discuss nutrition and other topics, while also modeling manners and appropriate meal conversations.

Food may not be brought from home or fast-food restaurants at any time. An exception will be made for children with food allergies or unique medical/religious nutritional needs. All state of OH licensing food standards must be adhered to and food must come prepared and ready to serve. 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. Please meet with your Center Director to ensure all documentation is completed as required.

Infants:

The center will provide infants with Iron Fortified Similac Formula, baby cereal, jarred baby food, and age-appropriate snacks at no cost to you. ODJFS requires families to bring 5 sanitized bottles filled with water in them every day. Please ensure that the bottles are each labelled with your child's first and last name along with the date. Bottles also require a lid.

If a different formula or stored breast milk is preferred, please prepare bottles prior to arriving at the center. 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 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.

Kid Works is committed to providing a breastfeeding friendly environment for our enrolled children and staff. Breastfeeding mothers will be provided with a private, sanitary place to breastfeed their babies or express milk. Mothers are also welcome to breastfeed in front of others if they wish. Expressed breast milk may be stored in the center refrigerator in clearly labelled and dated containers. Please speak to the office if you wish to breastfeed your infant or pump at the school so we can make the appropriate accommodation for you.

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 Kid Works 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

When a medication, food supplement, or modified diet is administered by a staff member, it must be approved by the Director and follow these guidelines (including for children with disabilities):

Prescription Medications

Medication prescribed by a licensed physician will be administered according to prescription label and based on written instructions on ODJFS form. All medication must be in its original container with the prescription label attached. The label must contain the child's full name, a current date (within the last 12 months), the exact dosage to be given, and the means of administration.

Non-prescription Medications

Over the counter medications like fever-reducing medications, cough and cold medications, etc. may be administered with approved ODJFS form signed by a licensed physician. Medications may not be given to mask any communicable disease symptom. Medication must be in its original container with the original label attached. The label must specify the appropriate dosage based on the child's age and weight. The full name of the child must be printed on the container. Kid Works will administer the medication for no more than three consecutive days at a time.

Topical Medications

Non-prescription topical medications such as sunscreen and diaper cream may be applied with a "Permission to Administer Form" signed by the parent. This form will be valid for no more than 12 months and staff will follow the manufacturer's guidelines regarding application. When treating a rash, the center may not administer diaper cream for more than 14 days. For application beyond 14 days, a doctor's note will be required.

All medications must be checked in directly with the office staff/Center Director. Do not bring medications to classroom staff. All medications are secured in the Director's office or the kitchen refrigerator. Medications may not be stored in a child's cubby or backpack. No child may carry

or administer their own medication. All medication will be administered with adult supervision. For children with disabilities, our procedures ensure ADA requirements are followed.

7. Incident and Injury Reports

Any incident or injury that requires first aid will be documented with an Incident Report. These reports are completed by the attending teacher and will explain what happened to the child as well as the type of treatment provided. Parents will receive a copy of the form and a copy will be retained on file at the center.

In the case of a minor accident/injury, staff will administer basic first aid and provide TLC to the child. There is always at least one staff member present that has received training in first aid, CPR, and communicable disease. 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.

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. Notifications would be made to families after we have established the safety of all children. Your child's safety is our top priority!

The school will perform monthly fire drills and periodic weather/tornado drills. The administrator will conduct the drills and maintain a record of them per state requirement. In the event of a general emergency, whether a natural disaster or any threat to the safety of the children, due to an environmental situation, parents will be contacted immediately. Kid Works follows guidelines set forth for specific situations and we will not hesitate to contact local police/fire departments as necessary.

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 Kid Works, 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 a photo ID at the time of pick up. No one under the age of 18 may pick up a child.

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.

Be certain to properly restrain your child as mandated by the State of Ohio while transporting them to and from the Center. Our staff is required by law to report any violations. Please notify anyone else who may pick up your child that a proper safety restraint system must be utilized in their vehicle.

11. Curriculum

Our curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder, 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 of the children, organized according to the topics of building connections, creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship.

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 for each classroom is flexible enough to provide adaptability, when necessary, yet structured enough to provide predictability for the children. The age group descriptions and classroom schedules below show families a typical day at Kid Works for each age group.

Infants

Our infant caregivers are experienced and familiar with the key developmental milestones and methods that encourage social, language, and intellectual curiosity. We understand that infants develop at their own pace and grow at their own rate. Each day, our infants play, create, explore, listen, sign, read, and exercise.

Infants have individual feeding, diapering, and sleeping times, based on their home schedules.

6:30-9:00 Breakfast and Free Play
 9:00-11:00 Morning nap, songs, games, outdoor walks, play
 11:00-12:00 Lunch
 12:00-3:00 Nap and play
 3:00-3:30 Snack
 3:30-6:00 Free play, outdoor walks

Diapers are changed at least every two hours in compliance with state regulations.

Toddlers

Toddlers learn in the context of relationships with adults and thrive with those that are responsive to their needs. All of our toddler educators are familiar with the key milestones and methods that encourage social, language, and intellectual curiosity. Our toddlers are introduced to Circle Time for singing, reading, storytelling, and more! We offer opportunity for creative projects, sensory play, and plenty of time for moving their bodies.

6:30-9:00am Arrivals, Breakfast, Free Play
 9:00-9:10am Circle Time
 9:10-11:15am Small Group activities and outdoor play
 11:15-12:00 Lunch
 12:00-2:00pm Naptime
 2:00-4:30pm Centers, outdoor play, music, snack, arts and crafts
 4:30-6:00pm Free play, gross motor activities, departures

Diapers are changed at least every two hours in compliance with state regulations.

Preschool and Pre-K

Our children grow and thrive through hands-on experiences with a wide variety of materials that develop knowledge in all areas. Our classrooms are arranged into interest centers in which students can develop a wealth of language, cognitive, physical, social and emotional skills.

6:30-9:00am Arrivals, Breakfast, Centers
 9:00-9:15am Circle Time
 9:15-11:45am Preschool Curriculum activities
 11:45-12:45pm Lunch, storytelling, music
 12:45-2:15pm Naptime
 2:15-2:30pm Snack
 2:30-4:15pm Centers, outdoor play, music, art
 4:15-6:00pm Free play, gross motor activities, departures

School Age

School-age children need a place to go after school to release, relax, refuel and reflect on their day. We offer homework help, safe outdoor play and plenty of time to relax and unwind.

Before school care is relaxed and encouraging to set students up for a positive day.

Transportation to local school districts is provided.

Before School: 6:30-8:00am

Breakfast, enrichment centers, and departure for school

After School: 3:00-6:00pm

Combination of activities and quiet areas, homework time, indoor and outdoor activities, and snack time.

School holidays and summer break include a schedule with field trips, special activities, etc.

13. Ratios and Group Sizes

Age Group	Teacher Child Ratio	Maximum Group Size
Infants (6 weeks-12 months)	1:5 or 2:12	12
Infants (12-18 months)	1:6	12
Toddlers (18-30months)	1:7	14
Toddlers (30-36 months)	1:8	16
Three-year-olds (36-48 months)	1:12	24
Four-year-olds (48-60 months)	1:14	28
School Age (under 11 years old)	1:18	36

14. Supervision of Children

Children will be under adult supervision at all times while at our center. There may be an occasion, however, when school age children will be allowed to run errands within the center or go to the restroom. These children will be within earshot but may be temporarily out of sight.

15. Parent Participation and Communication

Open communication with all of our families is a top priority! We will communicate in several different ways with you. Our BP Connect app will send messages each day with updates about your child's day and their learning progress. It will keep you up to date on how they slept and ate as well as how much fun they're having! Your child's teacher will send photos, lesson plans, and daily updates through the app. It will update you on menus, center news, and upcoming events as well. We host school-wide community events several times a year. All families are welcome and encouraged to attend.

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. You can attend field trips, come for career day, attend a party, or simply stop by to visit or read a book to your child's class. Our door is always open!

We offer formal parent teacher conferences quarterly, but 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.

Kid Works will host one family engagement event per year to encourage families to engage in activities at the center or in the community. We will also host one family education event per year and encourage families to participate.

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. We also have Parent Communication Forms in the lobby to be filled out if that is more convenient.

16. Classroom Transitions

At Kid Works, we look at all areas of development when it comes to graduating to the next class. A Transition Form will be filled out by the teacher and reviewed with the Center Director and family for approval. A transition schedule will be set so the child transitioning can visit their new classroom several times prior to the official move up date. The transition can take one week or up to a month depending on the child's adjustment. Classroom transitions are not always made based on chronological age but instead take into account the developmental readiness of each child.

17. Formal Screenings and Assessments

Assessments are an integral part of gathering 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.

Our program uses the Ages and Stages Developmental Questionnaire as a screening tool for developmental delays. Each child is screened within 30-60 days of entrance into our program, when the child transitions to a new classroom and/or annually based on the most current screening. Once the screening is completed, results will be reviewed with families. 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. If necessary, assessment results are released to outside professionals only with parent consent. All efforts will be made to cooperate with referring agencies. Teachers will provide observations, input, and open their classrooms to support professionals. The administration will offer

continued follow-up and support to ensure that referrals are followed in the best interest of the child. Currently, we do not report assessment data to ODJFS pursuant to code 5101:2-17-02.

Assessment results and parent input are used to develop purposeful learning experiences, adapt teaching styles to support individual needs, plan program-wide improvements, and support community initiatives.

18. Transportation and Field Trips

Kid Works uses mini buses with a trained driver for transportation. The use of staff vehicles and parent vehicles is prohibited unless transporting for a field trip with proper permission forms signed.

Transportation is provided for our students to and from designated local schools. Written permission from the parents must be on file at the center for all children prior to being transported.

If your school aged child is to be dropped off or picked up by either public transportation or the Kid Works bus, you must notify the administrator of your child will be absent. In the event your child is scheduled to be at the center after school and does not arrive, the administrator will be notified immediately, and the administrator will notify the parent.

Every bus driver is certified in First Aid, CPR, and communicable disease and will attend all other required training as provided by Kid Works. Bus drivers also have a clean driving record which is verified frequently by our insurance company. The following items are provided and/or allowed on board each bus:

- First aid kit
- A copy of each child's Emergency Transportation Authorization Form
- Insurance card and registration
- Annual vehicle inspection report
- Weekly attendance
- Cell phone for emergencies only

Field trips are a great way to teach children outside of the center environment and help to create wonderful memories for our students. We adhere to the following guidelines for all field trips:

- All children attending a field trip will use safety restraints when transported on KW buses.
- All ratios will be maintained.
- Emergency forms are required for each child and will be taken along on all outings. Each child will wear identification with the center address and phone number listed.
- A staff member trained in First Aid, CPR and Communicable Disease will accompany all of the children.
- Head count and attendance is taken at arrival and departure of each trip as well as every 15 minutes during the trip.

- A signed permission slip will be needed prior to each trip in order for your child to attend; this includes routine trips to and from school.
- Walking field trips also require signed permission slips from the parents

Our center bus fee is \$6 a week per family for before and/or after school for school year from September to May.

19. 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)

20. CACFP Non-Discrimination Statement

In accordance with federal civil rights law and USDA civil rights, regulations, and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender 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 (ex: braille, large print, audio, ASL, etc.), should contact the responsible state or local agency that administers the program or USDA's TARGET center at (202)720-2600 or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling (866)632-9992 or by writing a letter addressed to the 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:

- Mail to US Department of Agriculture, Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington DC 20250-9410 or:
- Fax to (833)256-1665 or:
- Email to program.intake@usda.gov

This institution is an equal opportunity provider.