



# Parent Handbook

2023



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## INTRODUCTION

The care for and education of your child is extremely important. Only you can decide which type of childcare or school suits you and your child best – the considerations include everything from convenience and hours of operation to much more difficult decisions such as education approach. The school that you select will be their world for a great part of the day. As such, it should reflect your philosophy and support your parenting. The selection of a facility deserves a great deal of consideration.

BrightPath believes providing an exciting and extensive education to your children is critical in developing lifelong learners. Children thrive in an environment where they explore, touch and play. They become confident and secure. We believe in fostering the natural curiosity and excitement that children have for learning. Your child needs opportunities to plan, explore, and grow in a creative, happy, and healthy way. Your child should finish each day feeling positive, good about themselves, and having learned about the world around them and their role in it.

We are happy to assist you in making this important choice. We encourage you to visit the school and ask questions. You may also want to contact other parents for their input. Once enrolled, a roster of parents whose children attend our center is available, on request (Ohio schools only).

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The entire staff of BrightPath looks forward to working with you to create the best experience possible for your child.

## PREFACE

### Ohio Schools

BrightPath Montessori Day Care Concept is licensed by the State of Ohio to provide care for your children. The office that administers the licensing procedure is the Ohio Department of Job and Family Services (ODJFS); you will find our license posted in the administrator's office. We have worked very hard to meet and adhere to all the laws governing day care, including rigorous building and fire safety inspections. We meet (and in many cases exceed) all of them and the certifications are available for your review. Requests for compliance for building, fire and health are available for review from the Ohio Department of Job and Family Services. We encourage you to review these matters; we have copies of many of the codes available.

In the unlikely event that you find a condition which you suspect may not meet specifications, the Ohio Department of Job and Family Services toll free number is available, as of July 1 1987, for persons to use to report a suspected violation by the center of Chapter 5104 of the Revised Code or Chapter 5101:2-12 of the Administrative Code.

### Kentucky Schools

BrightPath Montessori Day Care Concept is licensed by the State of Kentucky to provide care for your children. The office that administers the licensing procedure is the Office of the Inspector General Division of Regulated Child Care; you will find our license posted in the administrator's office. We have worked very hard to meet and adhere to all the laws governing day care, including rigorous building and fire safety inspections. We meet (and in many cases exceed) all of them and the certification are available for you review. Requests for compliance for building, fire, and health are available for review from the Office of the Inspector General Division of Regulated Child Care. We encourage you to review these matters; we have copies of many of the codes available.

In the unlikely event that you find a condition which you suspect may not meet specifications, the Office of the Inspector General of Regulated Child Care number is (859) 246-2301.

## LEGAL NOTICE

The governing board of BrightPath – A Montessori Pre-School / Day Care Concept and Kindergarten, located at 5433 Madison Rd. Cincinnati, Ohio 45227 has adopted the following racially nondiscriminatory policies:

- BrightPath – A Montessori Pre-School/Day Care/Kindergarten Concept recruits and admits students of any race, color, gender, religion, sex, or ethnic/national origin, or disability in violation of the ADA act of 1990, 104 Stat. 32,42 U.S.C 12101 et seq. to all its rights, privileges, programs, and activities. This will include Administering medication to children with disabilities and administering care procedures to children with disabilities.
- In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to the court or administrative agency ordered, or public school district-initiated desegregation.
- BrightPath – A Montessori Pre-School/Day Care/Kindergarten Concept will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel. (9409/768256)

## PHILOSOPHY / GOALS

It is our goal to provide your children with a happy, healthy, and stimulating environment in which to learn about themselves, the world around them, and their place in it. We stress activities which foster their curiosity and allow them the greatest latitude to explore, investigate, and experience their environment. At the same time, we will, in a caring and professional way, show them the appropriate limits on behavior as well as demonstrate positive activities that encourage them to develop a sense of respect for others. In this way, they will find that their relationships are fun, positive, and a source of support.

Our daily schedule provides a flexible yet predictable routine that offers the requisite structure that children need in order to place themselves temporarily. Active and quiet periods are smoothly linked. A variety of stimulating activities and experiences generate participation and allow the development of individual skills and self-confidence.

The center is based largely on concepts of early childhood education developed by Dr. Maria Montessori in the early 1900's. Her unique approach has been proven in its effectiveness and ability to stimulate, and its appeal is worldwide. The center can recommend a number of background texts that we encourage you to review in order for you to better understand the Montessori methodology.

Together with the Montessori focus in our methods, we offer a unique exposure to interesting and stimulating facts, concepts, and cultural experiences that will orient your child to the world they live in as well as the cultural forces that have shaped their own country. We strongly feel that the world our children grow up in will be even "smaller" than ours; an understanding of and freedom from the fear of other cultures and traditions will be crucial to their success.

## EVALUATION METHODOLOGY

For locations which offer kindergarten, the Kaufman Survey of Early Academic and Language Skills (K-SEALS) assessment will be used as a tool when conducting formal assessments on enrolled children. Students in our kindergarten program will be assessed four (4) times per year.

For preschoolers, toddlers, and infants, we will use appropriate age-level book in the Active Learning Series (infant, ones, twos, etc.) as a tool when conducting formal assessments. Students in our preschool and younger will be assessed two (2) times per year.

We will not report child level data to ODJFS pursuant to 5101:2-17-02

## TYPICAL SCHEDULE

The typical preschool/kindergarten schedule involves a balanced program of music, art, science, geography, language arts, and math activities in addition to creative play, use of manipulatives, and large muscle development activity. These activities are planned to occupy the entire period that the center is in operation (from 6:30 a.m. until 6:00 p.m. Monday through Friday) and are arranged to optimize the child's ability to concentrate and take advantage of high energy levels at certain times of the day. [See back of handbook for infant, toddler, and school age typical schedule.]

BrightPath provides outdoor play in suitable weather for toddlers, preschoolers, and school-agers. Per state requirements (Ohio), suitable weather is at a minimum 25°F to a maximum of 90°F. During the winter/summer months outdoor time may be limited due to weather conditions. This decision is at the director's discretion.

We allow each child a balance of group activity to develop social skills as well as time to explore independently. Napping, eating, and bathroom times are likewise planned to ensure the best possible use of time without denying each child's needs for some individuality in these regards. Common to all centers is the afternoon quiet time to allow children to re-charge. This time is typically between 1:00 p.m. and 3:00 p.m. Children are expected to rest quietly on their cots. We ask that you provide a sheet (Kentucky Requirement), small blanket, and a pillow, all labeled for use during this time. All nap items will be sent home weekly for laundering, or more frequently if required.

The programs selected are designed to provide age-appropriate materials, equipment, and activities to each child. The range of offerings will ensure that everyone will find an appealing and stimulating activity. The monthly themes will be smoothly integrated with activities to ensure relevant learning and no disruption in your child's world.

Any water activities, will be planned during summer months: June – August. Children will take part in water tables, squirt toys, water balloons, splash pads, and sprinklers. Pools, Slip 'N Slides, and any other water activity involving depth greater than 2 feet are not permitted.

A sample of the weekly program for your child's group is available in the administrator's office and will be given to you along with this handbook.

Throughout the year, your child may encounter living specimens that correspond with different units taught. For example: insect/bug unit, reptile/amphibian unit, animal life cycle unit, animal habitat unit, botany unit, etc. Your child may encounter frogs, ladybugs, caterpillar/butterflies, worms and plants.

Please note: If your child touches a specimen, our hand washing procedure will immediately follow. BrightPath administration will post activities involving a live specimen prior to exposure.

## ENROLLMENT

Prior to enrolling your child, we highly recommend taking a tour of BrightPath. It is a unique environment which is best understood when it can be seen in action. You may take a tour at any time during business hours; however, we encourage you to visit at least once during the morning hours. This provides the best opportunity for you to see the extraordinary learning environment which is created and fostered at

BrightPath. During the visit, we are able to answer any questions that you may have or you may email the director at your location (see page 1).

Upon your decision to enroll your child, we will review required paperwork, starting date, days of attendance, tuition and fees with you. **We do require a \$125 registration to enroll your child.** The registration fee is non-refundable.

Once you have registered, you will receive all the necessary enrollment and health information forms needed for admission. These forms must be completed and returned to the office prior to your child's first day of school. Special note: For any child to enroll, BrightPath requires parent(s) to grant permission for the center to secure emergency transportation in the event which requires emergency treatment. This can be found on page 3 of the pink form in the packet (screenshot below).

<b>Emergency Transportation Authorization</b>				
<b>Give <u>Permission</u> to Transport</b>		<b>OR</b> <b>Do not sign both</b>	<b><u>Do Not Give Permission</u> to Transport</b>	
Program or Home Name			Program or Home Name	
<b>has permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.			<b>does not have permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:	
Parent's Signature	Date		Parent's Signature	Date

Paperwork not kept current is subject to disenrollment. Policies not followed can result in disenrollment as well. We will care for those children that are without immunizations. In Ohio, we will need documentations from parent/legal guardian AND physician (noted on the well-check). Per the Office of Inspector General of Regulated Childcare, Kentucky only has medical or religious exemptions to immunization. Required forms must be presented at time of enrollment.

BrightPath does not discriminate on the basis of race, color, religion, or ethnic origin.

## SUPERVISION REQUIREMENTS

We are proud that our staff exceeds the Ohio State requirements; because of this, we are better prepared to offer your child a truly unique and very high-quality care program. Our internal training ensures all staff members are current in certification, prepared, and motivated to give your child the best possible environment. You are encouraged to visit at any time. Parents or guardians are permitted unlimited access to the center during operating hours to observe their child or to evaluate the care they are receiving. We ask only that you notify us upon arrival.

The number of children in each class is maintained as low as possible in order to provide the greatest individual attention to each. In any case, the ratios will comply completely with guidelines set forth in ODJFS 1286 as follows:

### Ohio Schools

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Young Infants</b> (less than 12months)	1:5 or 2:12 in same room	12
<b>Older Infants</b> (12 to 18 months)	1:6	12
<b>Younger Toddlers</b> (18 to 30 months)	1:7	14
<b>Older Toddlers</b> (2.5 – 3 years)	1:8	16
<b>Young Preschoolers</b> (3-4 years)	1:12	24
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
<b>Young Schoolagers</b> (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
<b>Older Schoolagers</b> (at least 11 years and less than 15 years)	1:20	40

### Kentucky Schools

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>6 Weeks – 11 Months</b>	1:5	10
<b>12 Months – 23 Months</b>	1:6	12
<b>24 Months – 35 Months</b>	1:10	20
<b>3 Years</b>	1:12	24
<b>4 – 5 Years</b>	1:14	28
<b>5 – 7 Years</b>	1:15	30
<b>7 years and Older</b>	1:25	30



## DROP-OFF / PICK-UP PROCEDURES

The transfer of supervision of your child from you to us and vice versa is an important event – it marks the beginning or end of the day and provides an opportunity for parents and staff to communicate information. Above all, it is very important for your child to understand that their personal security is adequately addressed. For this reason, we take great care in our drop-off and pick-up procedure.

Parents will be met when signing in their child. This documentation provides a positive record and a written opportunity to communicate clearly any pertinent information, such as changes in eating or sleeping habits, small concerns, or family matters of importance to your child. Events such as grandparents visiting, vacation plans, or a new car are big events in your child's life – they can easily occupy much of your child's thinking all day long, and greatly affect their ability to participate in center activities.

**The latest you can drop off your child at one of our centers is 9:30 a.m.** This ensures that the child is benefiting from our full curriculum and participating in the same routine as his/her classmates.

You may receive feedback describing the day's activities, your child's participation, and any unusual behavior, events, or other concerns. In this way we can best support your parenting goals. This information is relayed through notes or by speaking with the Administrator/assistant and/or the teachers/aides.

First day drop-off can be a particularly difficult time, but with planning can be done very smoothly and positively. Many parents like to schedule a visit to the school with their child to familiarize you both with the center prior to your child's first day. Our staff members are very experienced in minimizing the adverse impact of the initial parting.

Pick-up is authorized only to parents and guardians specified at the time of admission. In the event that another person will be picking up your child, we will require written authorization and positive photo identification. This is an absolute necessary procedure designed to maximize safety and security.

BrightPath closes promptly at 6:00 p.m. If you are late picking up your child, please notify the office immediately. Any late pick-ups, after normal hours, will be charged a late fee of \$1.00 for every minute, beginning at 6:01 p.m. This late fee is given directly to the staff member(s) who have remained with your child. Just as parents have commitments, so do our staff. We appreciate your consideration in this regard.

The center will abide by court ordered custody arrangements. A certified court document will be kept on file regarding custody agreements.

A Visitor's Log will be kept at the front desk for safety reasons. Visitors are not required to sign in and out of the log for routine pick-up and drop-off, but will need to sign in for extended stays in the building.

## ABSENCE POLICY / SCHOOL CLOSING

Absences of children who are scheduled to arrive at the center will be documented in the roll book, whether the child should be dropped off by a parent or from another program/school (for example, a school aged child). Please notify us if your child will not be attending school as soon as possible. Staffing is developed around a very tight schedule and state ratios require particular attention. Please contact the office if your enrollment requirements change so that we can discuss options.

Safety of the children and of our staff is of the utmost importance. If BrightPath would have to close early, close for the day or be delayed, parents will be notified through email or phone. Please make every effort to ensure that your child is picked up as early as possible in the case of an early closing.

BrightPath is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. In addition, we will be closed at 12:30pm on New Year's Eve. Regular weekly tuition is due for the weeks that include these holidays. When Independence Day, Christmas Day or New Year's Day fall on Saturday, we will observe the holiday on the Friday prior and the school will be closed. When these holidays fall on a Sunday, we will observe the holiday (and close the school) on the following Monday. Closing early for New Year's Eve will only occur when these holidays fall on Monday – Friday.

## PARENT PARTICIPATION POLICY / SCHOOL ROSTER

The progress that the children can make is directly related to the level of parental involvement. BrightPath views the parent – teacher – administrator relationship as a critical team. We encourage parents to attend Meet and Greet nights, Parent / Teacher conferences, etc. as often as they are offered. The center will publicize the Calendar of Events and Bi-Monthly Units/Curriculum guide on the parent bulletin board. Copies are available for parents to take home. Additionally, the director of the center will send out weekly emails to inform parents of upcoming events. Field Trips (School Age only), class guests, special activity days, storytellers, or career/profession information speakers are some of the activities we try to incorporate into our curriculum in order to enhance your child's preschool experience. We feel that this is an excellent opportunity for parents to gain a solid understanding of the program as well as participate directly in their child's development.

We encourage suggestions, requests for assistance or concerns be brought to the administrator's attention without delay. In person is best, and parents may refer to the posted schedule of the administrator. This provides them with the administrator's hours and dates of availability (located near the front desk). The office is staffed from 8:00 a.m. to 6:00 p.m. should immediate assistance be required and the administrator is not available, the on duty office personnel are available to assist. (Staff are assigned phone duties from 6:30 a.m. to 8:00 a.m., however there may not be a staff member assigned to the office at this time of day).

Short conferences can occur at the parent's convenience. For lengthy discussions (more than a few minutes), it is recommended that arrangements be made in advance to allow the parent – teacher – administrator team to focus properly.

Once a year, the center will hold an annual open house for parents to gain a better understanding of our program. In addition, Kindergarten and Pre-Kindergarten student conferences are held annually to discuss your child's behavior, progress, and development. Children's records will include documentation of all conferences. In all cases, conferences will be available to any parent on request.

We ask that you consider whether you allow your name and phone number to be given out to parent's of your child's classmates or to prospective parents who wish to enroll their child. It can be a great help, as you may well be aware. We do require that your permission be given in writing and cannot include your information without this written policy (Ohio Schools only).

## OUTDOOR PLAY

What child doesn't love going outside? We believe that just as much learning occurs outside as indoors. We want to get the children outside as often as possible. Please help us by sending your child with appropriate clothing for the weather. **Dress your child for the weather!** Naturally, the weather may prevent us from staying outside for a long period of time, however, the various weather conditions will be utilized as a learning opportunity. In the event that temperatures fall below 25 degrees Fahrenheit for our toddlers and 0 degrees for our preschoolers, children will have an opportunity to stretch and get exercise through the use of our indoor Gross Motor Room if the temperature falls below our requirements. Each class is scheduled to use this classroom daily. Our playground and outdoor activities are simply an extension of the classroom providing additional social opportunities and team-building skills for your child.

## INCUSION POLICY

The Childrens House admits children of any race, religion, color, ethnic origin, sex or disability (ADA of 1990) and differing abilities to all the rights, privileges, programs and activities. In addition, we will not discriminate on the basis of race, color, or ethnic origin in administration of our educational policies, scholarships/loans, fee waivers, educational programs and extracurricular activities. In addition, the school is not intended to be an alternative to court--ordered, administrative-agency ordered, or public school district-initiated desegregation. Children with disabilities will be assessed on an individual basis to determine if the program is right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and administering care procedures in accordance with Americans Disabilities Act (ADA).

We celebrate diversity and value each families' unique values, beliefs, and experiences within our schools. We gather information from families upon their enrollment via a Family Cultural Questionnaire, asking for their values, rituals, and cultures so that we may incorporate each individual child's background into our class environments and class curriculum. Thus, allowing us to blend our unique worlds together in forming an inclusive classroom community.

## SAFETY POLICY

It is our first and foremost goal to provide a safe and secure environment for your children. Their learning is dependent on their security needs having been met. Our safety plan is updated yearly.

Safety begins with each child signed in on a daily basis. This ensures control of the child and allows any unique instructions or desires to be transmitted to the staff. Safety does not end when the last child leaves the center

for the day – the staff reviews, checks and immediately corrects any situation that may impact the safety of your child (from loose toys to improperly stacked books). The following safety policies are in effect throughout the center:

- 1.) Each child will be signed in to the center, with time, special instructions, or comments noted by the parent or guardian. The sign in will also serve as check-out, requiring turnover for the child's safety.
- 2.) Every child will be under close supervision at all times.
- 3.) Each teacher will retain an updated roster and emergency information for children under their care. The roster will allow a complete and accurate accounting of all children. Emergency information includes parent names, address, and contact numbers. Additional copies of roster and medical/emergency treatment, as well as permission to administer first aid and transportation forms are maintained in student files in the office and in the emergency/field trip box. The emergency/field trip box is taken with staff members when students leave the school grounds.
- 4.) In case of general emergency (defined as: any threat to the safety of the children due to environmental situations or threats of violence, natural disasters, loss of power, heat or water,), staff will request immediate assistance from a second staff member; alert an administrator and call 911; neutralize any hazards; organize children and transfer them to an alternative staff member; and evacuate the area. When children are safe, staff will notify parents and follow additional instructions from emergency personnel. Staff will remain and care for the children until parents arrive.
- 5.) In the case of evacuation due to threats of violence, natural disasters, severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, earthquakes or other, we will evacuate the children to our predetermined "safety location". Please see the below grid for each location's safety location:

Location	Safety Location
<b>Bridgetown</b>	Hattings Supermarket at 6148 Bridgetown Road, 45248
<b>Delhi</b>	Fifth Third Bank at 5262 Delhi Ave. Cincinnati, OH 45238
<b>Hebron</b>	US Bank at 2121 N. Bend Rd, Hebron, KY 41048
<b>Madisonville</b>	Medpace at 5365 Medpace Way, Cincinnati, OH 45227
<b>Montgomery</b>	Millennium Business Systems at 11085 Montgomery Rd, Cincinnati, OH 45259
<b>Union</b>	CVS Pharmacy at 8559 US-42, Florence, KY 41042

- 6.) Once everyone is safe and settled, phone calls will be made to parents to arrange for the pick-up of their child. In the case that there is no phone or internet service available, we would use local television and radio announcements. A notice will be posted on the front door as to our location.
  - a. Fire evacuation plans are posted in every room. Every staff member will be familiar with both primary and secondary escape routes. Staff will evacuate children out of the building to the parking lot of BrightPath. Emergency personnel will be notified through 911 as soon as children are safe. **Fire drills will be conducted monthly and a record of each drill will be kept by the administrator.**
  - b. Weather emergency plans are posted in each room and severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes notices are communicated as received. Staff will follow plans to shelter children in the on-site safe areas unless evacuation of the building is necessary. In this case, staff will evacuate children out of the building to the parking lot. All staff are trained in tornado emergency procedures and can identify the tornado safety area.

- c. In the case of an active shooter, hostage situation, bomb threat or act of terrorism, staff will evacuate children out of the building to the respective “safety location”. If evacuation is not possible, staff will hide with children out of the attacker’s view in the best protected area available. Entrances to a hiding area will be locked and blockaded if at all possible. Staff members will attempt to keep children calm and quiet. Emergency personnel will be notified through 911 if possible. If the staff member cannot speak safely, the phone line will remain open to allow dispatch to listen. If a chance for evacuation arises, staff will evacuate immediately.
  - d. Parents will be notified by phone in the case of an emergency, as soon as all children are safe. Cell phones will be used if needed. Parents will be given information regarding the emergency and will be asked to advise us as to who will pick up their child. Staff members will stay with children until they are picked up by the designated person.
  - e. In the case of a bioterrorism attack, hazardous materials spill or gas leak, the Director will determine the need to activate the School Emergency Operations Plan and designate a School Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander. The staff will call 911 and notify local law enforcement and maintenance staff to shut off mechanical ventilating systems if appropriate. They will move students away from immediate vicinity of danger. The staff will then determine what procedures should be activated such as evacuation or shelter in place.
  - f. Currently, general cleaning supplies, are all used and stored on school grounds as follows: (main office, high shelves in Art room, locked storage area by Diner). The school’s maintenance team, custodian or designated staff inspects stored chemicals twice a month. The school siren acts as a warning system to notify staff/faculty and students of a hazardous condition. Decontamination equipment and personal protective equipment are not required for the general cleaning supplies that are on school grounds.
- 7.) In case of loss of heat, we would call parents to arrange pick up for their child as well as making a call to Duke Energy/electrician/HVAC to fix the problem. In case of loss of power, we have access to cellular phones to call parents to arrange pick up for their child, as well as making a call to the appropriate service technician or local utility.
- 8.) Every staff member will be trained in emergency first-aid and CPR procedures by a licensed physician, registered nurse, or certified Red Cross trainer within 90 days. The center administrator will maintain a record of all trainings.
- a. In the event of a serious incident, injury, or illness (defined as: any situation occurring while a child is in care at the center, which requires emergency medical treatment or transportation for emergency treatment.), the child will be cared for in the front office, 911 will be called if needed and parent/guardian will be notified of the incident.
  - b. In the case of an outbreak, epidemic or other infections disease, Hamilton County & Northern Kentucky Health Departments are responsible for making us aware and the protocol to follow. We will follow our Communicable Disease plan as well as any information that the Health Departments provides to us for the parents.
- 9.) No aerosol sprays will be used in the center, this includes spray sunblock

- 10.) No lead-based paints will be used, and no caustic or toxic substances (to include solvents, polish and cleaning fluids) will be left unattended or unlocked.
- 11.) No pointed objects are in use where children are unsupervised.
- 12.) Hot water temperature will be monitored
- 13.) Accidents will be reported immediately on an approved form and parents will be informed immediately. Serious accidents will be investigated with a report filed by the center administrator on the day of the incident. This report will be signed by the parents, returned and retained by the center. Copies can be made for parents on request.
- 14.) Any staff member suspecting abuse or neglect, or noting signs thereof, will notify the center administration. The staff member will also notify Children's Services. Local Ohio telephone: 241-KIDS. This notification is required under section 2151:421 of the Ohio Revised Code. Local Kentucky telephone: (859) 371-1234 Boone County Dispatch. This is required under Kentucky CHFS regulations.
- 15.) Telephones are available in the front administrative offices.
- 16.) All accidents or incidents will be thoroughly investigated and reported. These include but are not limited to: incidents involving the administration of first-aid or emergency medical transportation. In the event that a report is required, the report will include: the name and address of the center, the name and birth-date of the child, the date and time of the incident, the name(s) of the staff members responsible for the child at the time of the incident, the circumstances surrounding the incident, the name of any witnesses, the actions taken by the center, and the signature of the person making the report along with the date of preparation. A copy of the report will be given to the parent up request. The original report will be filed and retained for a period of at least one year.
- 17.) Children who are involved and participate in activities in the building, which are organized by outside groups (such as Webby Dance, etc.) will be required to have written permission from parent/legal guardian.
- 18.) Parents of school-age children who do not return to BrightPath after school must notify us in advance via a written note and/or a telephone call otherwise we will make every attempt to locate the absent child through school and/or parental contact.

## SCREENING/ASSESSMENT

Each child has a comprehensive portfolio with formal and informal assessments. The portfolio builds as the child develops over time. Portfolios are shared at each Fall and Spring conferences; however, parents are welcome to view and discuss the portfolio and any related assessments at any time.

### **Purpose, Administration, and Communication**

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 and never in a "drill" manner. Children are observed and screened by their familiar classroom teachers, who have had explicit training on each assessment or screening tool. Lead teachers are formally trained in the assessment and documentation process through Ohio Approved Trainings. Assessments are not only in the hands of teachers. Parents are asked to complete a baseline developmental assessment upon enrollment and remain involved through scheduled goal-setting meetings and by frequently sharing observations from home. Teachers' assessment information is shared with parents through informal daily communications, as well as

formal parent-teacher conferences. Conferences are scheduled in November and May, with an interim report in February.

Combining the school and home observations build a more complete understanding of the whole child. While meeting with you during conferences, together, we review your child's plan for learning and work together to further individualize your child's education plan.

### Uses

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. We assess your child formally and informally through observations, checklists, and rating scales on an ongoing basis. 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. Individualized learning plans are also written based on these findings and family goals/interests. Should any developmental delays or concerns come to light through our screenings and observations, we are then able to recommend

professionals who may provide further screening, diagnostic assessments, and support to both the child and teachers. The ASQ-3 and DECA give research-based developmental results that track developmental progress. Combining these tools with the Child Assessment Portfolio's observed skills and accomplishments, gives checks and balances, ensuring the effectiveness of the assessment process of the whole child.

If necessary, assessment results are released to outside professionals only with parental 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 follow up with families to ensure that referrals are followed in the best interest of the child. At this time, we do not report our assessment reports to ODJFS pursuant to code 5101:2-17-02.

## FOOD SAFETY

Teachers utilize proper handwashing procedures before preparing food and feeding children. Gloves must also be worn when handling food or beverages. Foods must be checked for expiration dates, freshness, and proper temperature before serving. All fruits and vegetables must be washed prior to eating. Food or beverages must never be microwaved with plastic or Styrofoam.

Ohio Department of Job and Family Services (ODJFS) Food Preparation Requirements must be met at all times.

## BOTTLE FEEDING/ MILK & JUICE

All formula and breast milk bottles must come from home each day and are sent home each day to be cleaned and sanitized at home. All bottles must come in labeled with the child's name, and date. If breast milk, it needs to also include the date the milk was expressed. Formula, breastmilk, or milk are the only fluids to be in bottles. No additional ingredients may be in any bottle (supplements, cereals, solid foods, thickeners, etc), unless written directions have been given by a doctor. Whole milk is served to children between 12 and 24 months. Children older than 24 months are served reduced-fat milk. Water will not be served in bottles and will not be served to children under a year of age without a doctor's note with a written special care plan on file.

Juice and sweetened drinks are not served to children.

All bottles will be stored in the classroom refrigerator for one day only. Bottles are warmed only in a commercial bottle warmer. Bottles are never warmed in a microwave. Bottles are mixed gently, not shaken (unless specified by the family), to preserve the integrity of nutritional properties.

Bottles, once warmed, are kept for one hour only. In case of emergency, one ready-to-drink bottle of formula is to be kept under each child's crib or a frozen bag of breastmilk is to be kept in the upright deep freezer in the kitchen.

#### **Handling of Formula**

The formula must be mixed at home according to the manufacturer's instructions.

#### **Handling of Breastmilk**

Breast milk bottles must be filled at home and brought to school with lids or nipples already attached.

Mothers are welcome to nurse or pump in the classroom, using the provided seating areas for feeding.

Feeding times are coordinated as much as possible with nursing visits, but in case the baby is overly hungry, or the nursing mother is delayed, we do require breastmilk bottles to be supplied daily. Extra breast milk kept in the deep freezer must be brought in individual serving bags and labeled with name and date expressed. This supply can be kept for a maximum of 3 months.

## **SOLID FOODS**

Infants younger than four months are not served solid foods unless the child's physician has recommended it and the family approves it. Written approval from a physician is required. When infants begin to eat solid foods, an individual food list is kept for each child to ensure that only foods that their physician and parents have approved are served. Teachers can provide this list when needed. Parents initial foods on the list as they are introduced at home and only those marked foods will be served, according to the parent's requested meal schedule (i.e. fruit in the morning, vegetable in the afternoon). The food items to be served must follow the USDA nutrition guidelines and ODJFS Food Preparation Requirements.

## **TABLE FOODS**

Older babies and older children are provided with a full menu of prepared foods that meets the USDA nutrition guidelines. Menus are posted in the lobby and classrooms and are available to parents on our website, as well as in the office. All foods must meet Ohio Department of Job and Family Services {ODJFS} Food Preparation Guidelines. Children under four are not served hot dogs, whole grapes, popcorn, raw peas, hard pretzels of any shape, spoonful's of soy-nut butter, chunks of raw carrots, or meat larger than can be swallowed whole. We are a nut-free facility. The food items to be served must follow the USDA nutrition guidelines and ODJFS Food Preparation Requirements.

## **REST**

Toddlers through Preschool rest time will be between the hours of 12:30 pm to 2:30 pm. PreK children may choose not to rest and will be participating in educational activities during this time. A labeled cot is provided by The Childrens House. We ask that you bring in a blanket labeled with your child's name for naptime. Blankets are sent home each Friday to be laundered. Cots are disinfected a minimum of once each week.

Toddlers/Two: 2 hour rest time

Preschool 1 and Preschool 2: Hour to an hour and a half



PreK: one-hour rest time if needed or no rest time (Please discuss this with your child's teachers)

If your child is not sleeping, they are not required to remain on their cot.

Our Infant and baby programs are flexible and attuned to each baby's schedule. At The Childrens House, we provide each child with her own crib. When a baby wakes from a nap, your baby's caregiver will immediately take her out of her crib and gently return her to the socialization of the play area.

## MEDICAL AND DENTAL EMERGENCY PLAN

The following are posted throughout the center: medical and dental emergency plans, the locations of the first-aid materials, appropriate telephone numbers, locations of the children's medical records, and other factors required by law. A copy of that plan is available and will be provided upon request.

The most important factor is that the staff of BrightPath has written permission from you for emergency medical transportation (JFS form 01234 – Ohio School Only). This form is filed in the front office; each staff member knows the exact location of these forms in case of emergency. The form is also used on any outing. Should you decline to authorize the emergency transportation of your child, we will suggest alternate care centers. It is our contention that all children be afforded the most expeditious care available in an emergency.

- 1.) First-Aid Kit location: Front Office and either (i) Diner- on top of the refrigerator or (ii) or gym/PE.
- 2.) Emergency telephone numbers:

	Ohio	Kentucky
<b>Emergency squad</b>	911	911
<b>Police</b>	911 / 513-777-2231	911 / 859-371-1234
<b>Fire / Life Squad Dispatch</b>	911 / 513-860-5544	911/ 859-677-7000
<b>Poison Control</b>	513-558-5111	800-222-1222
<b>Children's Hospital</b>	513-636-4200	513-636-4200
<b>Children's Protective Services</b>	513-241-5437(KIDS)	859-246-2301 or 800-809-7076

- 3.) Children's medical records are located in the front administrative office in the child's personal file.
- 4.) Emergency instructions (general):
  - a. Request immediate assistance from a second staff member.
  - b. Administer first-aid if required. Evaluate necessity to call 911. The second staff member will call 911 if required.
  - c. Neutralize any hazards that may remain.
  - d. Organize all other children and transfer them to the care OF AN ALTERNATIVE TEACHER OR STAFF MEMBER.
  - e. Ensure all children are calm and under supervision.
  - f. Alert administrator: notify parents and record pertinent information.
  - g. Administrator will obtain the injured child's personal file, instruct staff members to escort the child if required. The staff member will remain with the child until the parent(s) arrive.
- 5.) Management of Illness:

- a. Notify administrator; remove ill child to sick room; report circumstances.
  - b. Ensure facilities and equipment are cleaned and treated with disinfectant.
  - c. Parent will be notified to pick up their child according to the Communicable Disease Policy (reference page 14)
  - d. Return Policy will be followed (reference page 15)
- 6.) The Ohio department of Health Dental First-Aid Chart is located in the front administrator's office for review (Ohio School Only).
- 7.) Dental emergency procedures: Follow outline as directed on ODH chart located in the front administrator's office for review. Location of child restraint system: provided by ambulance service (Ohio Schools Only).

## COMMUNICABLE DISEASE POLICY

Upon check-in, parents are asked about any specifics related to the health, disposition, or attitude of their children as these factors may relate to their behavior or their ability to interact with other children. Teachers are trained how to recognize the common signs of communicable disease and to observe each child as they enter the group to begin the day's activities.

In the event that a child is suspected of having a communicable disease, they are separated from the other children and the parents are notified to arrange pick up and can return following the return policy found on page 15.

\*In the event that a student or staff test positive for COVID-19 and exposes the entire class to COVID-19 then the class of the positive case will be in quarantine for ten days. If we are told to close down the room and quarantine tuition will be discounted to fifty percent for one week if you choose to do the full ten-day quarantine. If you choose to do the shortened quarantine period; which is getting your child tested after 5 days of quarantine and if your child is negative may return after 7 full days of quarantine then no discount will be given.

The following constitute cause for immediate action to be taken:

- 1.) Diarrhea
- 2.) Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- 3.) Difficult or rapid breathing
- 4.) Yellow skin or eyes
- 5.) Conjunctivitis (Pink Eye) – redness of the eye or eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- 6.) Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any sign of illness
- 7.) Untreated infected skin patches, unusual spots, or rashes
- 8.) Unusually dark urine and/or grey or white stool
- 9.) Stiff neck

- 10.) Sore throat or difficulty swallowing
- 11.) Vomiting
- 12.) Evidence of lice (nit, egg, or live bug), scabies, or other parasitic infestation

Ohio centers will follow the Ohio Department of Health “Communicable Disease Chart” which is located in the diner, for appropriate management of suspected illnesses. Kentucky centers will follow The Northern Kentucky Health Department Prevention, Control & Management of Infections Disease Book, which is located in the front administrator’s office. An annotation of the circumstances will be made to ensure all available medical evidence can be brought to bear when the parents follow-up with a physician.

A child isolated due to suspected communicable disease shall be:

- 1.) Cared for in the front administrator’s office and under supervision at all times. Close observation is necessary to assist in determining the nature of the malady and to ensure appropriate action is taken should the condition worsen.
- 2.) Provided with a cot. All linens and blankets used by the ill child will be sent home and disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, will be cleaned with soap and water and disinfected.
- 3.) Discharged to a parent or guardian as soon as possible within 1 hour of notification.

All staff members will be trained in recognizing the signs and symptoms of communicable diseases, as well as proper hand washing and disinfecting procedures. No staff member with a communicable disease will remain on duty; the administrator will replace that staff member with another from the list of qualified substitutes.

Parents will be notified as soon as a child identified as having suspicious symptoms as noted above. **Should the child be discharged, readmission can occur upon presentation of a physician’s report or a complete cessation of symptoms for 24 hours or more and free of fever for at least 24 hours without medication. Children must be picked up within one hour of receiving a call and/or message from BrightPath.**

Specifically, children sent home for the following conditions may return to school when:

- 1.) Diarrhea – may return when symptoms cease.
- 2.) Severe coughing – may return when symptoms cease.
- 3.) Conjunctivitis – 24 hours of antibiotic treatment, or a doctor’s note specifying the condition is not contagious
- 4.) Fever – 24 hours free of fever without treatment of a fever reducing medication
- 5.) Rash / Skin infection – 24 hours of antibiotic treatment or a doctor’s note specifying the condition is not contagious.
- 6.) Lice – Child must be nit-free, egg-free and live bug free in order to attend school. Your child will be checked upon arrival and may be sent home if any of the above are found.

In case of mildly ill children, the center will comfort the child and pay special attention in order to note any change. Mildly ill children will be permitted to stay at the center provided that the parents are notified and concur, and provided that the demands on the staff are not such that an adverse impact on our ability to provide proper supervision for other children does not occur.

Any outbreak of a communicable disease will be posted on our front door for a period of one (1) week. For students that are without immunizations, we will follow the same procedure (as outlined above) if any outbreak or diagnosis of any of the illnesses occur in the program.

## POLICY FOR THE ADMINISTRATION OF MEDICATION

BrightPath will not administer any medication unless:

- 1.) Written instructions from a physician are available.
- 2.) Written concurrence and instruction from parents are available, signed and dated daily. (Ohio – Form ODJFS 1217; Kentucky – Center Form)
- 3.) A parent provides a written note from a physician regarding a child’s modified diet, and then accommodations will be made by the center in regard to that child.

Medication will not be administered for any period longer than prescribed or for twelve (12) months. 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. Any medication prescribed to be given on an as-needed basis must be accompanied by written instructions from parents (Ohio schools only). For Kentucky schools, there must be specific times.

Non-prescription, fever-reducing medication that do not contain aspirin or non-prescription cough or cold medications that do not contain codeine may be administered by the center without written instructions from a physician if administered in accordance with the following:

- 1.) There shall be written instructions from the parent/guardian on a form provided. The form shall include the name of the medication, name of the child, the birth date of the child, and the date of the parent’s instruction and signature.
- 2.) The medication is in its original container with its original label attached.
- 3.) The label must specify the appropriate dosage based on the child’s age or weight.
- 4.) The written instructions of the parent, notwithstanding dosages administered by the center, shall not exceed the recommended dosage by the manufacturer.
- 5.) The medication is to be administered by the center for no longer than three (3) days at any one time.

Non-prescription topical ointments, creams, or lotions may be administered by the center without written instruction from a licensed physician if administered in accordance with the following guidelines:

- 1.) There shall be written instructions from the parent or guardian on a form provided. The form shall include the name of the ointment, cream or lotion, the name of the child, the birth-date of the child, the date of the parent or guardian’s instruction and signature, and the date.
- 2.) Written instructions can only be valid for twelve (12) months.
- 3.) Authorization for administration of ointment, cream, or lotion may be canceled by written request of the parent or guardian at any time.
- 4.) When used for skin irritations or manifestations of skin irritation, the ointment, cream or lotion shall be administered by the center for no longer than fourteen consecutive days at any one time.
- 5.) School-age children needing inhaler or medication for emergency will follow Administration of Medication. Rule 5101:2-12-25 (Ohio Schools). The procedure is as follows: The parent/guardian will fill out the medication form allowing the staff to administer medication if needed. The inhaler prescribed to the schooler will be held in the administrator’s office and be administered by staff only.

Medication, fluoride supplements, and food supplements shall 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.

The staff member administering the medication or other material as described above will complete documentation required (JFS 01217) (Ohio schools only) at the time of administration.

All written instructions, from parents, physicians, or dentists will be maintained in the center's files for a minimum of one (1) year.

## DISCIPLINE & EXPULSION POLICY

One of our goals at BrightPath is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring, respectful and positive approach will be taken regarding behavior management and discipline. Teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. They will work to use intrinsic motivators as much as possible, rather than extrinsic (such as candy, stickers and prizes). Our goal is to help the children develop self-control and responsibility for their actions, without expecting rewards for doing so.

The child is a complex and wonderful person, subject to the same needs, desires, and fears as adults. However, with limited experience, and with an even more limited vocabulary, the communication of these needs, desires, or fears is difficult. It is one of the challenges to the staff to understand your child's requirements through their behavioral clues. Often, these are easy: tired children become cranky and unable to focus. Worried, insecure children may lash out at classmates. Sometimes though, the clues are very subtle.

Our discipline policy is built around the idea that misbehavior often arises from a poorly communicated need. It is therefore incumbent on the staff to be particularly sensitive to those communications. Our methods to correct lack of communication revolve around the maintenance and enhancement of the child's self-image, self-confidence, and communication ability. We will never criticize the child. However, misbehavior is not ignored, particularly if a safety issue is related. These acts, such as hitting, throwing objects, or other aggressive behavior, must be addressed. Our staff uses a system of developmentally appropriate expectations and interventions when addressing these challenges. Such as:

- 1.) Modeling: Staff will model and reinforce appropriate, safe, respectful behavior.
- 2.) Positive reinforcement:
  - a. A smile, wink, nod or thumbs up
  - b. A high five, pat on the back or shoulder
  - c. A sincere verbal praise or recognition ("I like the way...", "Thank you for ...", "I am proud of the way..." etc.)
  - d. Assisting the teacher with a special job
  - e. A special note to the student or parents about a positive behavior
- 3.) Redirection: Staff will replace an unsafe or negative activity with a safe, positive one.
- 4.) Natural and Logical Consequences: Staff will give a logical consequence for the misbehavior.

- 5.) Time Out/Separation from the group: In some cases, when other behavior techniques do not work, a child may need to be removed (one minute away for each year of age) from the event and/or cause of their behavior. This defuses the situation and allows time for reflection. This may occur in the classroom, or in more serious cases, in the office. An adult will be present at all times with the child. The child is permitted to rejoin the group when ready.
- 6.) Problem Solving: Staff will help children solve their problems with misbehavior by discussing the problem with them and more positive ways to solve their problems.

Disrupting behavior distracts from the full benefit of our program and will result in consequences. The following behaviors are considered disruptive:

- 1.) Requires constant/inordinate amount of attention from the staff.
- 2.) Inflicts physical or emotional harm on other children, adults and/or self.
- 3.) Disrespects people or materials.
- 4.) Consistently disobeys the rules of the classroom.
- 5.) Verbally threatens other students and/or staff.
- 6.) Consistently uses verbal or physical activity that diverts attention away from the group of children.

Disruptive behavior will be addressed in a Daily Observation form. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This form will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The Daily Observation form will be placed in the child's file to be signed and a copy will go home, if requested.

If a child has a difficulty managing his/her behavior on a recurring basis, parents will be asked to discuss the situation with the Administrator. A daily chart to help monitor behavior may be used as a way to convey information to parents.

If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from BrightPath altogether. Incidents involving intentional physical harm (e.g. biting more than two times for ages 3 and up) will result in immediate dismissal from our program and then that will be reported to ODJFS.

Children cannot become self-disciplined unless adults teach them right from wrong. At BrightPath, children will be taught the expectations for correct behavior and encouraged to meet those expectations. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

Under no circumstances will any child be subjected to cruel or harsh punishments such as punching, pinching, or shaking. No physical restraints will be used at any time, and no child will ever be confined. Failure to eat, failure to sleep, or toileting accidents are not considered behavior/discipline problems and therefore no disciplinary action will be imposed. These factors will be noted, however, for the benefit of the parents. No child will ever be humiliated, subjected to harsh language, threats or derogatory remarks about themselves or their family. No discipline techniques will ever humiliate, shame or frightened a child.

If a child is in a situation endangering themselves or another child, the child will be physically removed from the situation, if necessary, in order to prevent further trauma. Behavior disruptive enough to require that the

child be removed from the regular classroom setting and brought to the director or administrator shall warrant an immediate parent consultation with a warning being given to the parents. The second such offense shall mean immediate dismissal of the child. These offenses may include:

- 1.) Hitting a teacher
- 2.) Cursing, offensive, or obscene language
- 3.) Throwing chairs or other objects
- 4.) Endangering self, other children, or teachers with misbehavior
- 5.) Any unchecked aggression

Parents will be informed daily of their child's development behaviorally, and in particular if there are emergent problems. Effective communication is the key.

This center reserves the right to immediately dismiss any student that displays unmanageable behavior in order to protect the other children and staff members. If a child is asked to leave the center that will be reported to Ohio Department of Job and Family Services.

All staff members are aware of the center's policy and support it thoroughly. Violation of the center discipline policy constitutes grounds for dismissal.

## BITING POLICY

Infants and Toddlers will bite each other. When it happens, the staff will work with the child who bit to encourage them to use words, but some are just too small for that.

If biting becomes a recurring issue with a child, the staff will discuss the matter with the parents. We will work with children to help them overcome this tendency, but out of respect for the other children in the room we may ask for a child to be picked up by a parent for the day if it becomes a habit. Also, we reserve the right to ask a family to find another childcare solution if progress has not been made after repeated efforts.

## MEALS AND SNACKS

Snacks will be served over any four-hour period between meals and will consists of foods from at least two (two) of the following groups: meat, grain, dairy, and fruit, and vegetable. Snack lists are posted in the front hall. Breakfast should be served to your child prior to arriving at school. No breakfast foods are to be brought in. For children with food allergies, families will provide lunch and snacks. These snacks need to be brought in a large container labeled with the child's name. Special seating arrangements will be provided for those children with any food allergies.

When packing your child's lunch, you must follow the same rules and regulations set forth by the state guidelines below. The center will provide milk daily with lunch.

We understand that a child may forgo their lunch occasionally; therefore, we will call or provide something for them to eat. If this occurs, you will be charged a fee for the replacement meal. If the school has to provide a



food group an additional fee will also be charged. Consistently not packing the proper food groups can lead up to removal from the program.

#### Rule 5101:2-12-22 Nutritional Requirements for Ohio & Kentucky

- Meals shall meet 1/3 RDA specified by USDA
- Fluid Milk
- Meat/Meat alternative
- Fruit
- Vegetable
- Bread/Grain

\*For those mothers who breastfeed or need to pump for their children, a Nursing Room is available.

## SWIMMING POLICY

During the summer child has the opportunity to participate in water play, never having access to more than 2 feet of water.

## CLOTHING / PERSONAL BELONGINGS

Children are active and we encourage them to be active both in the classroom and outside. Therefore, it is helpful to dress your child in comfortable, durable and washable clothes. Children often get dirty as they paint, eat and play outside! Your child should be able to easily manage their own clothing (button pants, zip sweatshirts, etc.) We will certainly help children with these tasks if they are difficult, but we are striving for independence for the child.

Children also spend time outside on the playground for structured and unstructured play time. Therefore, gym shoes are usually the best choice for school to keep them safe while running, jumping and skipping. We highly discourage children wearing flip flops to school. No necklaces or scarves worn as accessories please as they are deemed as a strangulation risk. Be sure that your child is dressed for the weather. A warm coat, hat and mittens are necessary during the colder months. These items should be labeled with your child's name so that we can be sure that a misplaced mitten makes it back to its owner.

It is advisable that an extra set of clothing (labeled with your child's name) be left at school in case of a spill or accident. This extra set of clothing should be concurrent with the current season.

Rest times often require additional items brought from home. To keep your child comfortable at nap time, you may choose to send in a small pillow and blanket. Kentucky schools require a sheet. If your child needs a small soft toy to sleep with, you may send that to school as well. As items can be misplaced, we highly recommend that you keep those dearly treasured stuffed animals and blankets at home! Please label all items brought from home.

Please do not send toys to school. We have many different activities for children to work with in the classrooms, so toys are not necessary. These often pose problems with other children, so it is best to leave them at home. Any toy brought into the classroom will be stored in a safe place until your child goes home.

We make every attempt to return items that have been lost. However, we cannot be responsible for every item brought home, especially those that are not labeled. If you are missing an item, please check the lost and found box, located outside of the office. When this box becomes full, we will put up a notice for parents to look through it. After one (1) week, we will donate any unclaimed items to charity.

## INFANT SUPPLY LIST

Parents with infants enrolled at BrightPath must provide the following:

- Sheets – must be pack and play sheets (per State Regulations)
- Swaddle Cloths – must fasten shut: Velcro, snap, or zip closure (per State Regulations). No blankets
- Pacifiers (if needed) with nothing attached (per State Regulations)
- Prepared bottles and extra formula (for emergency use only)
- Baby food and cereal when age appropriate
- Diapers
  - It is the program’s policy to check diapers every two (2) hours.
- Wipes
- Diaper ointment (with form filled out)
- Extra clothes
- Diaper bag – large enough to store empty bottles and clothes that need to be sent home

Please remember:

- Please label all items with child’s first and last name
- All creams and sunscreens to be applied require a completed medical authorization form and must be kept in their original containers with your child’s full name on it.
- All prescriptions must be in the original containers with patient’s name, dosage, and prescribed time to be given.

## TODDLER SUPPLY LIST

Parents with toddlers enrolled at BrightPath must provide the following:

- Diapers
  - It is the program’s policy to check diapers every two (2) hours.
- Wipes
- Diaper ointment (with form filled out)
- Extra clothes
- Lunch Box and Cup

Please remember:

- Please label all items with child’s first and last name
- All creams and sunscreens to be applied require a completed medical authorization form and must be kept in their original containers with your child’s full name on it.
- All prescriptions must be in the original containers with patient’s name, dosage, and prescribed time to be given.

## FEES

Upon registration at BrightPath, a registration fee of \$125.00 is due. This fee is non-refundable. Tuition will be billed monthly. Statements will come out on the 25<sup>th</sup> of each month and will be drafted on the 28<sup>th</sup> of each month. There will be a \$40.00 fee for all returned ach payments, regardless of the situation, and a late fee of 5% if monthly tuition payments are not received by 5<sup>th</sup> of each month. In addition to monthly fees, an annual fee of \$125 will be due every September from each family.

Special activities are an integral part of our program. Charges for these extracurricular activities, will be billed on an activity basis.

Because we incur and pay expenditures based on our registration and the prospective attendance of those students, there will be no refund of tuition or fees. Withdrawal requires a two-week written notice to be submitted to the director prior to the request. The two-week notice allows our staff to minimize the emotional impact on your child as well as others in the group. Once a child has withdrawn there will be a sixty day wait to re-register.

Due to the requirements to staff a center for a full-time program, tuition is based on a twelve-month yearly payment program. As a courtesy to parents, this yearly amount may be paid in monthly installments. Kindergarten tuition is based on the academic school year and tuition may likewise be paid in monthly installments commencing the first week of the school year through the last day of school (tuition is payable monthly regardless of holiday breaks, sick days, or snow days).

Tuition and fees are non-refundable for withdrawal, snow days, holidays, or sick days. Tuition is due regardless of vacation, illness, or quarantines.

## CLASS CHANGES / WITHDRAWAL

As children grow, they need new challenges. When your child is ready, he/she will move to the next age group. We do not transition children into a new class without notifying the parent(s). When transitioning a child to another group, a written agreement will be made.

BrightPath requires a withdrawal notice of at least two (2) weeks prior to the first day that your child will not attend the center. If notice is not received, the family will be charged for the two weeks regardless of the child's attendance.

## BRIGHTPATH KINDERGARTEN PROGRAM

BrightPath offers a full day kindergarten program. It is the culmination of a three-year cycle in a Montessori environment, and it is where all the pieces come together. Students in our kindergarten program experience an exciting year of growth and are well prepared for what lies ahead of them, both academically and socially. Detailed information regarding this program is given out to parents who are interested in enrolling in kindergarten. In addition to the policies included in this handbook, there are some special requirements and notes regarding students enrolled in our kindergarten program.

In addition to the paperwork required for preschool, kindergarten students must have on file an updated/current medical form, dental form, and copy of birth certificate. Kentucky locations also require a vision form.

BrightPath follows the kindergarten age eligibility requirements given by its local school district. There are no exceptions made to the age requirement.

A school calendar is made available to parents prior to the beginning of school. This outlines days off due to the holidays, teacher in-service days, and breaks. It also provides information regarding days for parent teacher conferences and first and last days of attendance. The calendar is created in accordance to requirements set forth by the State Department of Education.

Kindergarten begins promptly at 8:15 a.m. Dismissal is at 2:30 p.m. If your child arrives after 8:15 a.m., a tardy slip from the office is required.

In regard to attendance, no more than twenty (20) unexcused absences or tardiness may occur during the school year. All absences and tardiness are unexcused unless they have documentation (written parent note, physician's note, or other) on file for the following reasons:

- 1.) Illness/injury. If more than 3 days are missed, a physician's note is required.
- 2.) Family illness. If more than 3 days are missed, a physician's note is required.
- 3.) Quarantine of the home. A health official's note is required.
- 4.) Death of a relative. If more than 3 days are missed, Ohio EdChoice students need permission from the Chief Officer.
- 5.) Physician or Dentist appointment. A physician's or dentist's note is recommended.
- 6.) Religious holidays. Parent note needs to explain holiday and list the dates.
- 7.) Emergency. If more than 3 days are missed, Ohio EdChoice students need permission from the Chief Officer.

Vacation time, traffic, car problems, failure of ride to appear or oversleeping is considered to be an unexcused tardy or absence. Excessive absences and tardiness may be reported to the appropriate authorities.

The student-teacher ratio for kindergarten is 25:1 (Ohio/ODE) and 15:1 (Kentucky), lower depending on local fire or state regulations. In most cases, a teacher's aid is assigned to the kindergarten class in addition to the teacher.

Students enrolled in our kindergarten program are required to wear the school uniform. This uniform consists of the red or white polo shirts. Students may choose to wear the uniform sweater or sweatshirts. Khaki bottoms (pants, shorts and skirts) are worn with the uniforms. All shirts are purchased from BrightPath prior to the beginning of school and must have BrightPath logo.

In addition to the policy set forth in the handbook regarding whole school closings, the kindergarten program also follows the local school districts. If the local school district, where BrightPath is located, is closed for the day due to inclement weather, then there will be no kindergarten. However, BrightPath will NOT close due to cold weather. Should kindergarten be canceled for more than the allotted number of days/hours required in the academic year, there will be make-up days added prior to the end of the school year.

The kindergarten program does not follow local school district for delays, as children are usually in attendance due to parent transportation instead of bus transportation. Safety is of utmost importance to us and parents need to make their own judgements regarding driving conditions in their neighborhoods and local roads.

Parent-teacher conferences are typically held in November. The exact dates can be found on the school calendar. In addition, we encourage conferences through the year, if deemed necessary by the parent or teacher. Report cards are sent home four times per year.

Your child's records are forwarded to the next school upon receipt of request form. You are encouraged to register your child for first grade at the school of your choice early. This allows time to forward requested documents to the new school prior to the beginning of the school year.

## CENTER PARENT INFORMATION

Our respective state license is posted in the front office. The licensing rules governing childcare are available for review at the center. We seek to exceed requirements across the board. We are proud of our complete compliance with health, building, and fire codes. Evaluation forms from those departments that have inspected us are available upon request.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code and KRS 620.030 of the Kentucky Cabinet, 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 and child/staff ratios are posted in a noticeable place in the center for review.

### OHIO LICENSE

Our Child Care License is granted by the State of Ohio's Department of Job and Family Services. The local address of this office is:

Ohio Department of Job and Family Services  
Bureau of Child Care and Development  
6680 Poe Avenue  
Suite 450  
Vandalia, Ohio 45414

If you have any questions and/or concerns you can reach the child care help desk at (877) 302-2347.

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>

### KENTUCKY LICENSE

Our Child Care License is granted by the State of Kentucky's Office of the Inspector General Division of Regulated Child Care. The address of this office is:

Office of the Inspector General of Regulated Child Care  
275 East Main Street 6E-B  
Frankfort, Kentucky 40621

The local licensing specialist in Frankfort can be reached at (502) 564-7962.

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx>.

ACTION: Final

ENACTED  
Appendix

DATE: 12/06/2016 8:34 AM

Appendix C to rule 5101:2-12-07 5101:2-12-07

### Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

It is unlawful for the center 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. 12101 et seq.

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>

## INFANT, TODDLER & SCHOOL AGE TYPICAL SCHEDULE

### Before School School Age Schedule

6:30 Morning activities, free choice  
8:00 Board bus for school

### After School School Age Schedule

3:00 Afternoon snack  
3:30 Afternoon activities, homework, small group and individual activities  
4:00 Recess  
5:45 Preparation for closing

### All-Day School Age Schedule

6:30 Morning activities, free choice  
8:00 Morning snack  
8:30 Whole group activities  
9:30 Recess  
10:00 Late morning crafts & activities, small group and individual activities  
12:30 Lunch  
1:00 Recess  
1:30 Quiet time, individual activities  
3:00 Afternoon snack  
3:30 Afternoon activities, small group and individual activities  
4:00 Recess  
5:45 Preparation for closing

8:00 Morning snack  
8:30 Language  
9:00 Morning nap, as needed  
9:30 Recess/gross motor time  
10:00 Art  
10:30 Music  
11:00 Lunch  
11:30 Story time  
12:00 Nap  
2:00 Afternoon snack  
2:30 Recess/gross motor time  
3:00 Storytime  
4:00 Afternoon activities, free choice  
5:00 Recess  
5:45 Preparation for Closing

### Sample Toddler Schedule

6:30 Morning activities, free choice  
8:00 Morning snack  
8:30 Language Arts & Math  
9:30 Recess/gross motor time  
10:00 Art  
10:30 Music  
11:00 Lunch  
11:30 Geography & Science  
1:00 Nap  
3:00 Afternoon snack  
3:30 Recess  
4:00 Storytime  
4:30 Afternoon activities, free choice  
5:00 Recess  
5:45 Preparation for closing

### Sample Infant Schedule

6:30 Morning activities, free choice

## EMERGENCY CLOSING

In the event of a Level 3 Weather Emergency, The Childrens House will be closed. Any closings or delays will be posted on Channel 12.

## OTHER MISC.

This 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 childcare are available for review at the center. The administrator and each employee or the center are 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 contracting 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 [or 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 Ohio department of job and family services. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. For more 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>.