



**AN EARLY LEARNING CENTER FOR ACTIVE KIDS
Ages 6 weeks to Kindergarten**

Parent Handbook • Procedures

7900 E. Kemper Rd.
Cincinnati, OH 45249
Ph: 513-629-KIDS (5437)
Fax: 513-489-9761
www.thecampuskf.com
info@thecampuskf.com
Hours of Operation: 6:30 a.m. - 6:30 p.m., Monday - Friday

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Our Mission

For 40 years, *Kids First Sports Center* has had one simple mission—to help kids grow into Happy, Healthy, Responsible Adults. This goal grounds every program under the *Kids First* roof. In the name of this goal, if there is one quality we seek to instill in each *Campus* student, it is *wisdom*—the ability to think independently and make wise decisions from an early age.

Teaching Philosophy

The Campus' teaching philosophy is grounded by two principles: 'curiosity' and 'relevance.' Curiosity is that wonderful quality children are born with and something we are reminded of every time we watch a youngster. Relevance is the *purpose* behind the lesson. When learning has relevance, children are able to relate the lessons to their life. Only with relevance can knowledge blossom into wisdom and only with wisdom can one find genuine happiness.

There is no better age to form positive learning attitudes than the early childhood years. In a *Campus* classroom you will always find FUN! We immerse the learning environment in fun so your child subconsciously associates learning with fun (learning = fun = "worthy of my best effort"). The opposite (learning = anxiety = "I simply won't try") is a sure recipe for failure.

This is why we strongly believe that positive learning attitudes acquired in the early years will have *far more* bearing on a person's success in life than will their college education.

Campus Teachers

The Campus employs only the most nurturing, patient, and highly trained teachers. All Lead Teachers have at least a four year degree in education and undergo regular professional development. Our staff is attentive to the needs of both the whole group and individual child and is especially in tune with the well being, happiness and overall feelings of children. All individuals employed by *The Campus* (Lead Teachers, Assistant Teachers, Directors, Front Desk staff, etc.) must have a background check performed prior to hire.

Ratios

All children at *The Campus* will be supervised at all times according to both state mandated and *Campus* target ratios. Ratios for *The Campus*, the state of Ohio and the Maximum Group Size permitted within each age group are as follows:

Age Group	<i>The Campus</i> Target Ratio (at capacity)	State Required Ratio	Maximum Group Size
Infants	1:4	1:5	10
Toddlers	1:7	1:7	14
Early Preschool	1:8	1:8	16
Preschool	1:9 mornings 1:12 afternoon/after care	1:12	18
PreK	1:9 mornings 1:14 afternoon/after care	1:14	18
Kindergarten	1:12 mornings 1:14 afternoon/after care	1:18	18

Curriculum

The Campus uses an emergent curriculum that is based on the Common Core standards for early childhood learning and the Ohio Early Learning Standards. However, *The Campus* aims far and above those standards. Traditional academics focus on literacy, math, arts, the natural and social sciences and sometimes physical

education. At *The Campus*, we make physical education a priority and we also strive to teach the children *how to think*, specifically, independent thinking, problem solving and decision-making.

Our teaching approach allows *Campus Kids* to have a say in their path toward their well-rounded education. Our teachers serve as mentors while the children are led by their curiosity towards material they deem relevant and exciting. From there, our teachers will help demonstrate the relevance to other subjects, always guiding the children to assure that necessary subject matter gets covered in due time.

In the early childhood years, it is not the order of learning nor the pace that matters—what matters is that the child enjoys the process and learns to persevere. This is the path to *Happy, Healthy, Responsible Kids*.

Physical Education

The Campus Curriculum will not only integrate throughout the academic areas, but also into the physical education realm. We believe that children are naturally very physical beings, thus making physical learning developmentally appropriate for the early childhood student. *Campus* students will engage in physical education multiple times each day using various means. First, a structured Tumble Bees (preschool gymnastics) class will be taught to all students at least once per week by a trained Tumble Bees teacher. Second, all Preschool, PreK and Kindergarten students will have a structured Physical Education class each day. Third, all students will engage in supervised outdoor free play on *The Campus* playground and/or indoor free play within Kids First.

Parent/Staff Relations

We are grateful that you place an unwavering trust in *The Campus* to nurture, care-for and educate your child. Thus, we will always provide you, the parents, with appropriate communication regarding your child. It is of the utmost importance to us that we are both on the same page when it comes to your child and we strive to keep our *Campus* families in tune with all of the happenings of our early learning center. Please do not ever hesitate to speak your child's teachers, our front desk staff, or the Director if you have any questions, comments, or concerns. We do ask that you are considerate of our staff's number one job of caring for our children, however, and be mindful of the time you spend speaking with them during the school day. Prolonged conversations are often times needed (and encouraged!) and in order to accommodate your needs and the needs of our staff and students, we ask that you schedule a time that is convenient for both parties. Should any parent or staff member need assistance please contact the Director via phone or email and he/she will help to resolve the issue or answer any questions.

Campus Tadpole Reports

Tadpole reports are sent via email each day upon your child's departure from *The Campus*. Tadpoles tracks all diaper changes, potty training, naps and meals so that you have a glimpse into your child's day at *The Campus*. In addition, Tadpoles also provides daily information regarding the curricular/physical activities your child participates in on a given day.

Bulletin Board

The Campus utilizes our main *Campus Bulletin* (located just inside the secure door) to post important information and messages regarding your child and his or her classroom. This is the means we use to post food menus, current event calendar, news about upcoming events and any other pertinent center information. Please get in the habit of looking over these bulletin boards on a regular basis.

E-mail

E-mail is our preferred form of communication at *The Campus* as often times we are in the classroom and unavailable via phone. We also utilize e-mail as a means to let parents know of any events coming up, changes in schedules, weather emergencies, illnesses, etc. Please ensure that we always have an up-to-date e-mail on file.

Parent-Teacher Conferences

These meetings are an open forum for *Campus* parents to sit down with their child's teacher and discuss his/her progress as well as any questions or concerns. Please, however, do not wait until your Parent Conference to address any ongoing concerns - we embrace an open communication policy and encourage that parents address any questions or concerns as they arise. If there is an age-group transition taking place, this is also a time for discussion of how to make your child's transition as smooth and stress-free as possible.

Visiting and Volunteering

At *The Campus* we encourage parent volunteers and visitors. *The Campus* will have many opportunities for parents to come in and enjoy their child's early learning experience, but please do not hesitate to come have lunch with your child or drop off their favorite snack for a special occasion. We do ask that you are mindful of your child's learning time and limit distractions when you make special visits. Additionally, if your child struggles to reenter daily routine after a visit we may ask that you limit visits.

Schedule Changes

The Campus staffs our classrooms to operate first and foremost, safely, but also efficiently. In addition, many factors such as food supplies, educational supplies and physical education classes rely on consistent and precise numbers to run smoothly. Because of this we ask that students maintain a consistent schedule from week to week, month to month. If a schedule change is needed please fill out a Request for Schedule Change Form located in the front office or on our website. Schedule changes must be requested *two weeks* in advance.

Behavior Guidance and Biting Policy

The staff at *The Campus at Kids First* strives to provide each child with guidance that helps the child acquire a positive self-concept and self-control. Discipline and behavior guidance used will be constructive, positive and suited to the age of the child. *The Campus'* behavior guidance philosophy is as follows:

- 1) Children should be presented with positive models of acceptable behavior.
- 2) Behavior guidance standards need to be developed based upon the developmental needs of the children.
- 3) Redirection and constructive solutions should always be the first means of behavior guidance. Emphasis on the positive is essential in guiding young children.
- 4) Children should be taught how to use acceptable alternatives to problem behavior in an effort to reduce conflict.
- 5) Consequences for unacceptable behavior will always be handled with the following in mind:
 - Respect and safety for the child or children
 - Restore order without loss of child's self-esteem
 - Redirect the child to another area within the room
 - Natural and logical consequences
 - Verbal children are encouraged to verbalize their feelings
- 6) We will never:
 - Subject a child to corporal punishment.
 - Subject a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child, and using language that threatens, humiliates, or frightens the child.
 - Punish a child for toileting habits.

- Withhold food, clothing or medical care as punishment.

Procedure for Unacceptable Behavior– Children OVER 2.5 Years Old:

Unacceptable Behavior Includes: Physical behavior (minor hitting, kicking, pushing), repeatedly not listening, disrupting the flow of class.

1. A verbal reminder will be given and appropriate behavior will be modeled/explained.
2. If behavior continues after the verbal reminder child will 'Take a Break' from the activity in a quiet spot.
3. If, after the child's 'break', the unacceptable behavior is still demonstrated the child will be separated from the group (see Separation from the Group below for further explanation)
4. If a child is repeatedly separated from the group a parent meeting is scheduled to discuss the behavior.
5. If, after three parent meetings, the unacceptable behavior is still demonstrated the child may be excused from the program.

Procedure for Aggressive Unacceptable Behavior– Children OVER 2.5 Years Old:

Aggressive Unacceptable Behavior Includes: Aggressive physical behavior that jeopardizes the safety of students and/or teachers.

1. Child will be immediately removed from the situation and taken to a quiet spot to calm down.
2. Once calm, child will discuss his/her unacceptable behavior with teacher(s) and administrator(s).
3. Parent may be called to come and pick the child up for the day. Child may return the next school day.
4. Parent meeting will be scheduled to go over an Action Plan for unacceptable behavior in the future.

Procedure for Unacceptable Behavior– Children UNDER 2.5 Years Old:

1. Short and simple language is used to let child know the behavior is unacceptable; i.e.: *'Biting is not allowed, it hurts'; 'No kick'*
2. Appropriate behavior is explained and modeled; i.e.: *'Try a gentle touch, like this'; 'Watch me do a soft touch with our friend. Can you show me a soft touch?'*
3. Child is immediately redirected to another area of the room.
4. If behavior continues, child is directed to a 'Take a Break' spot in the classroom where he/she can calm down with quiet activities.
5. If behavior persists, a parent meeting is scheduled. At this meeting we will work to develop a plan to halt the behavior.
6. If the unacceptable behavior continues then it may be necessary for the child to take an enrollment break in order to maintain a safe and secure environment.

Note: Redirection, or simply diverting the child's attention away from the cause of the unacceptable behavior, is always the first method used for children of this age. The one exception is in instances in which other children's safety is jeopardized. Redirection, when used properly, works very well to curb unwanted behavior and give child something else in which to focus their attention.

Biting Procedure in Children UNDER 2.5 Years

Biting is not unexpected in toddler groups and can be very emotionally charged. There are many reasons toddlers may bite. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they can't express with words yet. We have seen children bite when they are frustrated, we have seen them bite in the excitement of a happy moment. No one can predict which children will bite, but we are ready to help toddlers who do bite to learn other behavior. We are also ready to give treatment, sympathy, and advice to children who are bitten. To prevent biting, we do the following:

First, we try to program the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

Second, if a bite does occur, we help the child who was bitten. We reassure him or her and care for the bite. We follow medical advice and clean the bite with soap and water and then apply a cold pack. If it is likely the bite may get dirty, we will cover it to keep it clean. If your child is bitten, we will complete an incident report and have it for you to sign upon pickup. A copy of this report is always available to you should you want to keep it. We also respond to the child who did the biting. Our teachers will show strong disapproval of the biting using concise and strict language. The specific response may vary by circumstance, but our message is that biting is not allowed and biting hurts. We also help the child who bit learn different, more appropriate behavior, and we let his/her parents know there's a problem so we can work together to solve it. The name of the children involved in a biting incident will always be kept confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

Third, the teachers and administration analyze the cause of ongoing biting. We develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents so they know specifically how we are addressing this problem. You can guarantee that we will work hard to remedy any biting situation. However, in certain circumstances **there may be a need for a child to take an enrollment break** in order for our program to maintain a safe and secure classroom. As a program we must look out for both the child that is biting and the other children in the classroom.

Lastly, we ask parents to keep us informed if their child is biting at home. Children who bite in our program likely will not bite at home. But if your child is biting in both places, it is important for all of us to maintain consistency. Communication is of the utmost importance when dealing with this matter.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program.

Developmental Milestones of Children

All children meet developmental milestones at varying times and ages. There is, however, a window/range in which it is considered typical for a child to meet milestones. At *The Campus* we conduct regular assessments, both formal and informal, to ensure all children are meeting milestones at appropriate times. While we recognize that there are many factors that determine why a child may or may not meet a milestone within a specified range, it is our responsibility to ensure each child under our care and tutelage is on track for a successful childhood and beyond.

You can guarantee that *The Campus* will always notify you if we feel your child is not meeting milestones within a typical time frame. This does not necessarily mean your child has developmental delay, it simply means we want to ensure proper interventions are taken to give each child what he/she needs. We will always keep you informed of concerns and ask that you do the same. We may recommend interventions/observations or a conversation with your pediatrician to gain professional opinions. In our experience, there is one best time for a child to receive interventions for developmental concerns and that time is as soon as it is recognized. Interventions and services provided for suspected developmental delays will only provide positive effects, even in typically developing children.

Safety and Security

The security of your children is of the utmost important to us. That is why *The Campus* has taken extended measures to ensure that our children are in a safe, secure and loving environment throughout their day.

Controlled Access

Only authorized persons will be able to access the secure part of our early learning center. Parents (and individuals you authorize) will receive a personalized access card which grants access into *The Campus* during operational hours. In order to grant access to others that will regularly pick up your child(ren), you must fill out a Personalized Access Card Permission form. Personalized access cards will only be given out to persons that regularly (at least once per week) pick a child up from *The Campus*. Two personalized access cards will be given to each family at no charge, any additional cards you wish to purchase for authorized individuals are available for a nominal charge.

Check In and Out Procedure

Upon drop-off each morning, your child will be checked in to our Tadpoles system via a device in the classroom. Once in the classroom, please ensure that your child's teacher is aware of his/her arrival and departure each day so they may check your child in/out via Tadpoles.

Child Release Information

Children attending our early learning center will only be released to authorized persons. These individuals include those who have been granted a Personalized Access Card and those on the child's authorized pick up list. Unrecognized individuals on your child's authorized pick up list will be required to show proper identification before your child is released to them. If an unauthorized individual attempts to pick up your child, *The Campus* will notify you by phone using the phone number(s) on file. **No child will be released to an unauthorized individual until a *Campus* staff member speaks to that child's parent.**

Written Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Dress Code

Campus children in our Preschool, PreK and Kindergarten programs are required to wear uniform shirts. Uniforms consist of a polo style shirt and comfortable bottoms. The polo shirt needs to be purchased through *The Campus*. Comfortable bottoms are provided by the parents and should be non-restrictive, as we do a lot of physical movement. Appropriate under garments, such as long sleeve t-shirts and turtlenecks may accompany uniforms.

Children in our infant and toddler rooms should be dressed in clothing that is appropriate for play and suitable for the weather. Please refrain from dressing your child in clothing that is stiff or uncomfortable, or that limits their activity in any way.

Hair should be out of your child's face so that they are able to perform physical activities without hazard. Dress shoes that may scuff the floor, thong sandals and other shoes that your child cannot take on and off easily are discouraged. Please do not allow your child to wear jewelry that is a choking hazard or a distraction.

***The Campus* Bag**

Children enrolled at *The Campus* will receive a *Campus* bag at the time of enrollment. This bag should accompany them to and from school each day.

Change of Clothing

Please make sure that your child has a weather appropriate change of clothing (two changes of clothing if in our infant or toddler program) in their *Campus* bag at all times. This includes undergarments. In the event of an accident, the soiled clothes will be returned in the child's *Campus* bag in a plastic bag.

End of Week Laundering

On Friday (or your child's last day for the week), we ask that you take home your child's blanket and any other personal items (teddy bear, special stuffed animal, etc.) and launder them. Please remember to put these items back in your child's *Campus* bag each Sunday evening to ensure a safe return.

Classes at Kids First

Any *Campus* student will also receive 20% off any tuition-based program at *Kids First*. Non tuition-based programs (birthday parties, camps, etc.) are not included. This discount cannot be combined with the Kids First sibling discount. Exception: *Hubbard Family Swim School*. If enrolling your child in a class at Kids First in which *The Campus* needs to transport the child to and/or from the class, please consult Campus administration prior to enrollment.

Adjustment and Transitioning

We understand that transitioning from a classroom where a child has grown comfortable with their peers and teacher can be a scary thing for some children. To make this change easier we use a transitioning and adjustment period to move children from one classroom to another. Transition times are as follows:

Infant to Toddler: Between 16 and 18 months depending on availability and the child's development

Toddler to Early Preschool: After the child turns 30 months (subject to availability)

Early Preschool to Preschool: End of the School Year (MUST be fully potty trained)

Preschool to PreK: End of the School Year

PreK to Kindergarten: End of the School Year

Generally, we try to let the new school year in August be a natural transition time with Early Preschool, Preschool and PreK; however, sometimes there is a need to transition children at a different time of the year. Transitions from infant to toddler and toddler to early preschool generally take place over a two week time period in which the child will gradually spend more time in their new classroom and less time in their old classroom. Prior to the transition period, parents will receive paperwork notifying of the transition and transition schedule. If desired, a meeting may be set up between the parents and the child's new teacher.

Meals and Child Nutrition

The Campus will provide students attending our full day program breakfast, lunch, and an afternoon snack each day. For half day students, lunch will be provided. In keeping with our strong emphasis on the overall fitness habit, we strive to maintain a balanced, nutritious meal schedule to accommodate the needs of our growing children, while giving children tasty food that they will enjoy. Meals/snacks are served at the following times:

Breakfast: 7:30 - 8:00 a.m.

Lunch: 11:00 a.m. - 12:00 p.m.

Snack: 3:00 - 3:20 p.m.

Please indicate any food allergies or special diets your child may have on the Enrollment Application and Agreement. Should severe food allergies exist please speak to the center Director so that proper arrangements can be made. If an epi-pen or other medical treatment should accompany a severe allergy a Request to Administer Medication and Health Care Plan form must be filled out at the front desk.

Illness

The overall health and safety of your child is of the utmost importance to *The Campus*. If your child shows any symptoms of ill health you will be notified right away. The following symptoms require that your child be picked up from *The Campus* within one hour of initial notification:

- 1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer and a degree shall be added. The thermometer shall be sanitized after each use.
- (2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- (4) Difficult or rapid breathing.
- (5) Yellowish skin or eyes.
- (6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- (7) Untreated infected skin patches, unusual spots or rashes.

- (8) Unusually dark urine and/or gray or white stool.
- (9) Stiff neck with an elevated temperature.
- (10) Evidence of untreated lice, scabies, or other parasitic infestations.
- (11) Sore throat or difficulty in swallowing.
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

While your child waits for your arrival they will be in a calm, quiet spot away from other children and under constant adult supervision. Should parents be unavailable by telephone, we will call the designated person(s) on the Enrollment Application and Agreement.

In addition, should your child possess any of the above symptoms please keep them recovering at home until they are **symptom free for 24 hours** or have a doctors note stating they are no longer contagious. Verification from the doctor may be necessary.

When a child has been exposed to, or diagnosed with, a communicable disease please notify *The Campus* immediately. In order to promote and maintain a safe and healthy environment for all children and staff we will notify parents when a communicable disease has been reported within *The Campus* via email. That child's confidentiality will always be maintained.

Head Lice Policy

It is the responsibility of all parents to check their child's hair regularly for head lice and to provide adequate treatment if head lice is found. If your child has head lice you need to inform *The Campus* immediately. The quicker all parents are aware of a lice outbreak the sooner they can check their children and we can stop the outbreak before it spreads.

A child must be nit-free and lice-free for 24 hours before returning to school. An infected child can return to *The Campus* 24 hours after treatment has been performed and you have confirmed that all lice are dead and the nits (eggs) have been removed.

If a child has been found to have head lice, he/she will be checked upon arrival to school for one week to ensure all live lice have been properly eradicated.

If a child is found to have head lice during his/her school day, parents will be called immediately to pick-up the child from school. That child may not return to school until he/she has been nit and lice free for 24 hours.

Medication Administration

The Campus will be happy to administer emergency medication to your child provided you have filled out a **Request for Administration of Medication** form. ***The Campus cannot administer any medication without this form properly filled out.*** Emergency medication includes: inhalers, epi-pens, benadryl for allergic reactions or any other medication that should be administered in emergency situations. No other medication will be administered with the exception of topical creams for preventative purposes only (i.e.: diaper cream or sunscreen).

Emergency Medication Administration Guidelines (all medication must be accompanied by a "Request for Administration of Medication" form):

- Prescription Medication: Prescription Label must be attached to the original container and must contain the child's full name, a current date, physician's name, and exact dosage instructions.
- Over the Counter Medication: Written instructions must be provided by parents on the "Request for Administration of Medication" form and may not exceed manufacturers' recommended dosages. The medication must be in the original container with a label that specifies appropriate dosages based on age/weight and the child's name must be printed on the container. No over the counter medication will be given for more than three consecutive days unless there are written instructions from a physician. The exact name of the product must be listed on the Request for Administration of Medication form (i.e.: you cannot write 'Benadryl' if the product is a generic brand, you must write the exact name that appears on the label).

- Non-Prescription Topical Lotions/Products: A “Request for Administration of Medication” form must be filled out and returned to *The Campus* (must be filled out every 12 months). The topical cream must be in the original container with manufacturer’s instructions for application. The exact name of the product must be listed on the Request for Administration of Medication form (i.e.: you cannot write ‘diaper cream’ you must write ‘Desitin’).

All medication should be given directly to your child’s teacher to be stored in a spot out of children’s reach.

If your child has a severe allergy, asthma or any other condition that requires a specific health care plan in the event of an emergency you must complete a **Health Care Plan** form at the front desk.

Medical and General Emergency Procedures

At *The Campus* the safety and comfort of our children is our primary concern. If for any reason a medical emergency should occur during your child’s day at *The Campus*, our staff will:

- Contact our local EMS team and comply fully with the medical professional on staff.
- Administer First Aid when necessary.
- Transport your child to an emergency medical facility via ambulance or emergency medical vehicle as directed by medical professional.
- Continue to supervise all children throughout the medical emergency.

In the event of a serious incident, injury or illness, *The Campus* will fill out an Incident/Injury Report form. Forms will be filled out by the staff member that was with the child at the time of the incident and will be given to the parent/guardian on the same day. The above medical emergency precautions will be taken should the child require emergency aid or transportation. The staff member responsible for the care of the child at the time of the incident, as well as the Director, will follow up with the parents/guardians within 24 hours of the incident.

General Emergency Procedures

Fire

In the event of a fire, all children will follow the route posted in their classroom. Children will be escorted out the back door of *The Campus* to the far end of the side parking lot. Fire drills will occur monthly to ensure a safe and smooth process.

Tornado

In the event of a tornado, all children will follow the plan posted in their classroom. To prepare children for the proper procedures during a tornado, tornado drills will be conducted monthly during the months in which a tornado is most likely to occur in our area.

Power Outage

Should we need to evacuate due to an extended loss of power or another emergency condition that makes *The Campus* unsafe to inhabit, our local emergency destination is the cheerleading gym within Kids First Sports Center. Should we need to evacuate the entire Kids First building, our emergency destination will be McDaniel Park, located behind Kids First Sports Center at 11797 Old Solzman Road. In the event of inclement weather we will evacuate to the building directly West of Kids First at 7870 E Kemper Rd. A sign will be posted on the front door indicating that we have evacuated *The Campus* and a location where you can pick up your child. Parents will also be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact one of the emergency contacts listed on your child’s enrollment form.

Incident and Injury Reports

An incident/injury report will be filled out when a child has an illness or injury that requires first aid, any trauma to the head, when emergency transportation is required, or when a child’s safety is jeopardized. The employee responsible for the child at the time that the incident occurred will be responsible for completing the incident report and then submitting it to the director. A copy of the report will be given to the parents, or authorized person picking up the child that day. A *Campus* employee will follow up with you to check on your child if an incident/injury report has been filed.

Inclement Weather Procedure

In the event of inclement weather, *The Campus* will post closures or delays at www.theCampusKF.com– weather updates are located in bottom right corner. When possible, an email and text message will also be sent out to Campus families notifying of the closure.

All weather decisions are based primarily on first-hand driving of local roads and secondarily on weather forecasts. Decisions are made independently of any area School Districts and independently from Kids First Sports Center. Weather decisions will not be broadcasted on any area TV or radio stations.

Our primary responsibility is for our students and staff. All weather decisions are made as early as possible to allow for planning and to the best of our judgement; we apologize in advance for any inconvenience delays and/or closures cause your family.

Routine Activity Trips

All *Campus* children will routinely make use of the state-of-the-art *Kids First Sports Center*. All routine trips within *Kids First* are on site (under the same roof) and require a short walk in which the staff to child ratio will be maintained. *Campus* parents must fill out a “Routine Field Trip” permission form upon registration in order to grant their child permission to participate in our daily excursions throughout *Kids First*.

While walking to routine trips within *Kids First* all children will be counted prior to leaving their classroom, once at the routine trip destination and at various times throughout the trip. The same process will be repeated upon leaving the routine trip destination and upon arrival into the classroom.

Outdoor Play

All *Campus* children will receive outdoor play daily as weather conditions permit. Your child may go outside to play if the temperature is above 32 degrees fahrenheit so please be sure to dress them weather appropriate. In the event of frigid temperatures, severe wind, rain, snow or excessive heat children will have the opportunity to participate in gross motor activity at a designated spot within *Kids First Sports Center*.

Rest Time

All *Campus* children will receive rest time each day. Toddler thru PreK students will be provided with a clean, comfortable cot on which they will be encouraged to nap. Children may bring a blanket and a comfort item from home to help them sleep during rest time. Should a child not fall asleep after a reasonable amount of time they will be permitted to engage in a quiet activity such as reading or coloring on their cot. Our infants will nap in a crib on a schedule that is tailored to meet their individual needs.

Special Celebrations

Should parents wish to bring in treats for their child’s birthday celebration please ensure that they are **nut free**. In addition, please accompany all treats with an ingredient list. Please refrain from bringing in any items containing small parts that could be a choking hazard, including small toys, hard candy, and balloons. Teachers may acknowledge birthday students with a song, game, or artifact to help celebrate their special day and children will be allowed to choose a small toy from our Campus Birthday Box.

Several times per year *The Campus* will have various celebrations to commemorate special holidays or events. We encourage parent participation in these events and will give ample notice of dates and times to ensure that parents can make arrangements to attend.

Required Enrollment and Health Forms

Upon registration at *The Campus* we require that parents fill out/provide us with the following:

- Child Enrollment and Health Information Form (required by the State of Ohio)
- Enrollment Application and Agreement
- Medical Statement containing your child’s current immunization schedule

- Routine Trip Permission form
- Any legal documentation necessary (custodial agreements, etc.)

A current immunization schedule is required within thirty days of your child's start date. This documentation provides a history of your child's vaccinations against various diseases. An updated immunization schedule will need to be provided on each anniversary date of your child's registration. Your child cannot be permitted to attend class at *The Campus* if an immunization schedule is not on file within thirty days of your start date.

Enrollment/Disenrollment of a Child

A thirty day written notice is required in order to disenroll a child from *The Campus* (via e-mail or handwritten notification). Written notifications should be submitted to the Director. Failure to provide written notification will result in your account being charged a late notification fee that is equal to the number of days the notice was tardy. Upon disenrollment you will be asked to fill out a withdraw form rating your experience at *The Campus*.

Enrollment at *The Campus* is at the discretion of the center and is based upon the best interest of the child, the welfare of those immediately surrounding the child and *The Campus* as a whole. Decisions to enroll and disenroll a child will not be based upon discriminatory measures. *The Campus* reserves the right to dismiss any student for any reason at the sole discretion of the center.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place 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 law and rules governing child care 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, 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <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. 12101 et seq.