



## **FAMILY HANDBOOK ADDENDUM FOR THE STATE OF OHIO**

### **Addendum to Safe Arrival and Departure, Page 8**

If your child will be absent or if there is a change in your attendance schedule, please notify us as soon as possible. If your child is in our school-age program, please notify us of any absences in advance, allowing us to inform the bus driver waiting to provide transportation to your child from the elementary school. If we are not notified of a change in attendance or schedule, the Center Director or Assistant Director will attempt to notify parents and emergency contacts to ensure your child's safety.

### **Addendum to Physical Education and Outdoor Policy, Page 15**

If the weather becomes too hot (above 90 degrees F), too cold (25 degrees F), too rainy, or too snowy to go outside, or due to poor air quality, we will participate in indoor activities to promote movement and gross motor development providing the same amount of physical activity.

### **Addendum to Curriculum, Page 20**

Assessments and screenings are conducted within 60 days of entry into the classroom. Assessment results are not shared with ODJFS, pursuant to 5101:2-17-02 of the Administrative Code. All results are shared with parents. When results indicate possible developmental concerns, families are referred to the appropriate service provider to support early intervention. Developmental assessment/screening tools used are Ages and Stages Questionnaire (ASQ).

### **Addendum to *When to Keep Your Child at Home*, Page 25**

If a child comes to school with any of the identified symptoms above or develops these symptoms while present in our care, the child will be removed from the classroom and placed in the office to rest until a parent or emergency contact arrives.

### **Addendum to School Accidents/Incident including Emergency Transportation, Page 26**

Parents/guardians will be contacted immediately in the event of a serious accident and the staff will use Emergency Medical Services, as needed. If possible, a designated staff person will accompany the injured child to the hospital and will keep the family member informed of the child's condition and final medical destination.

### **Addendum to Nutrition and Meals, Page 29**

The Sunshine House supports mothers who breast feed their infant. A safe, comfortable, and private space will be provided for mothers who breast feed at the center.

### **Appendix C to Rule 5101:2-12-07**

#### **Center Parent Information**

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

The center uses the following ratios in the classrooms:

<b>Age of children</b>	<b>Staff/child ratio</b>
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14
School age - kindergarten to 11	1 to 18
School age - 11 years through 14 years	1 to 20

The center changes diapers every 2 hours, unless one is needed before the 2-hour mark.

The center is open Monday-Friday from 6:30 a.m. to 6:30 p.m. When there are school delays or school closures, the school-age classroom will be open to accommodate.

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

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

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

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

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

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

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 38<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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