

# Welcome to Jump City Childcare Center

## Parent Handbook

Revised: 02/2017

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference during the time your child is enrolled in the Jump City Childcare.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to review this information.

The staff at Jump City Childcare would be glad to address any of your questions or concerns. Once again, welcome!

## Enrollment

Enrollment at Jump City is open to children from six weeks to age school age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment for their child in Jump City Childcare by completing the Enrollment Application and paying the registration Fee. The application Fee is non-refundable and charged. This fee will hold your child spot for 30 days. If child is not enrolled by the end of the 30 days, an additional enrollment fee will be necessary. The enrollment fee is an annual fee, that is billed each year on your enrollment date. If a child is withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time. Registration fee is subject to change at the Owners, Director, and Administrator discretion.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt, registration fee. Immunization records and health assessment must be received prior to enrollment or no later than the first 30 days from the child's start date to continue care. This medical must be updated every 13 months.

Jump City Childcare reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Jump City Childcare is contingent upon the parent's, emergency contact persons', medical form and child's adherence to the policies and procedures of Jump City Childcare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Jump City Childcare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child being dis-enrolled from the program and forfeiture of any deposit.

**Withdrawals:** Parents wishing to withdraw their child may do so at any time. A two-week notice in writing along with tuition for those two weeks is **REQUIRED**.

## Hours of operation

Jump City Childcare traditional operating hours are as follow: Monday - Friday 7:00am to 6:00pm (Effective March 6, 2017)

**Extended Care:** The center can open at 6:30am and close at 6:30pm when needed. An additional service fee of \$15 for the first child and \$5 for any additional children. This fee will be assessed weekly and a two-business day notification will be needed.

If you cannot arrive on schedule, please arrange to have your child picked up by another adult who has been authorized on your enrollment agreement. If a late pickup is unavoidable and you're unable to reach your designated emergency contact, please call to notify the Administrator immediately.

**Late Pick up Fee:** A \$15.00 fee will be charged for the first 10 mins you are late. Additional minutes after the first ten will be charged at \$1.00 per minute.

If your child is not picked up after the normal closing time and you have not contacted the school:

1. Staff will attempt to contact you or the person(s) authorized to pick up your child.
2. If we can't reach you or another authorized person with 30 minutes after closing, the school Director or person in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted.

**In the event of a late pickup, please note that staff or management can never transport your child under any circumstances.**

## School Closings

**Full tuition is expected during the following dates**

\*dates changes based on calendar year

\*See calendar attached

Martin Luther King Jr Day

Good Friday (Early Dismissal) @ 12pm April 14!

May 5<sup>th</sup> In-Service Day

Friday May 26 (Early Dismissal) @12pm

Memorial Day May 29

Monday July 3<sup>rd</sup>, 2017

Independence Day

Friday September 1<sup>st</sup> (Early Dismissal) @12pm

Labor Day

Thanksgiving

Day After Thanksgiving

Friday December 22<sup>nd</sup> 2017 (Early Dismissal) @ 12pm

Christmas Day

Day After Christmas (Tuesday December 26<sup>th</sup>, 2017)

Friday December 29, 2017 (Early Dismissal) @12pm

New Year's Day

\*The school hours and holiday schedule are set and posted annually, but may change at any time. Please check with your Administrator for any additional questions.

### **Staff/Child Ratios and Maximum Group Size**

Jump City Childcare will not exceed the following state required ratios:

- 1:5 or 2:12 Infants (0-12 months)**
- 1:6 or 2:12 Infants (12 months-18 months)**
- 1:7 Toddlers (18 months-30 months)**
- 1:8 Toddlers (30 months to 36 months)**
- 1:12 Preschoolers (3 years- 4 years)**
- 1:14 Preschoolers (4 years until eligible for kindergarten)**
- 1:18 School agers (eligible for school)**

The maximum group sizes are as follows:

- 12 Infants (6 weeks- 12 months)
- 14 Toddlers (18months-30 months)
- 16 Toddlers (2 1/2-3yrols)
- 24 Preschool (3 year olds)
- 28 Preschool ( 4-5 year olds)
- 36 School-age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

### Preschoolers School

6:30a – 8:30a	Arrival and Free Choice
8:30 – 8:45	Potty Break; Wash up
8:45 – 9:00	AM Snack
9:00 – 9:15	Circle time, weather, stories, and songs
9:15 - 10:15	Learning stations: Sensory Motor, Science, Construction
10:15-10:45	Outside Play/Gross Motor
10:45-11:00	Potty Break; Wash up
11:00-11:30	Learning stations: Art, Music, Dramatic Play
11:30-11:55	Math, Manipulative, Story time
11:55a – 12:30p	Wash Up/Lunch Time
12:30-12:45	Potty Break, Clean up
12:45-2:30	Story time/Rest Time
2:30-3:00	Quiet activities, Potty Break, Wash Up
3:00-3:15	Snack
3:45-4:15	Planned activities-Art, Science, Music, etc.
4:15-6:30p	Free Choice/ Departure
*Schedules are subject to change	

### Infant Schedule

6:30a – 8:30a	Individual Activities- Exploration of materials
8:30 – 9:15	Snack (Individual feeding schedules are followed throughout the day.)
9:15 – 9:30	Clean up & Diaper Checks (Individual nap schedules are followed throughout the day.)
9:30 - 10:00	Tummy Time

10:00-10:45	Outside Play/Gross Motor
10:45-11:00	Lunch Preparation & Diaper checks
11:00-11:30	Lunch
11:30-11:45	Clean Up & Diaper Checks
11:45a – 2:00p	(Individual feeding schedules are followed throughout the day.)
2:00-2:30	Snack
2:30-2:45	Clean up & Diaper Checks
2:45-3:15	Small Group -Exploration of materials
3:15-4:00	Outside Play/Indoor Gross Motor Activities
4:00-4:15	Diaper Checks
4:15 - 6:30p	Individual Activities / Departure
*Schedules are subject to change	

### **Toddler Schedule**

6:30a – 8:30a	Arrival/Free Choice
8:30 – 8:45	Diaper Checks/Toileting Older Children /Wash Up
8:45 – 9:15	Self-initiated AM snack; Learning Centers open
9:15 - 10:00	Group Activities: circle time, self-selected/teacher facilitated activities
10:00-10:20	Diaper Checks/Toileting Older Children
10:20-10:55	Outdoor Play
10:55-11:30	Wash Up/Lunch
11:30a-12:00p	Clean Up & Diaper Checks/Song
12:00p – 2:30	Story time/Rest Time (Individual activities as children wake up, Diaper checks/Toileting Older)
2:30-3:00	Children Individual/Group Activities, Learning centers open
3:00-3:20	Self initiated snack
3:20-4:20	Outdoor Play
4:20 – 4:30	Diaper Checks/Toileting
4:30-6:30p	Children Individual/Group Activities & Departure
*Schedules are subject to change	

## **Tuition/Fees and Payment Policies**

**Registration Fee:** An annual registration fee of \$100.00. Fee will be assessed each year on annual registration date.

1.) **Weekly** payments are due on and before Friday of the preceding week childcare is provided. Payments are considered late after the 3<sup>rd</sup> day.

2.) **Bi-Weekly** payments are due every other Friday. Payments are considered late after the 3<sup>rd</sup> day.

If payment is not received by end of business on Wednesday or time frame indicated above the week of care the account will be considered delinquent. In the event of illness or vacation full payment is expected.

**All checks are to be made payable to:** *Jump City Childcare Center.*

\*Jump City Childcare only accepts checks, money orders, online payments (ACH), and cashier checks.

**Late Payment Fee:** A \$15.00 fee will be charged per day until tuition is paid in full.

**Delinquent Accounts/Returned Checks:** A \$35.00 fee will be charged for any returned checks due to insufficient funds or any reason the bank may have returned the check. A fee of \$15.00 per day will be charged to the account if payment is not received by the designated day

## **Absence**

**Vacations Days:** Each child (*Full-time status only*) is granted five (5) vacation days. **These days must be used consecutively.** A two-week notification is required in written or email: [info@jumpcitychildcare.com](mailto:info@jumpcitychildcare.com) This process will repeat on the annual enrollment date.

Tuition is expected after vacation if your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, additional vacations, or any other reason.

\*We encourage that you schedule your vacation around the school closing dates for better use of service.

If your child will be absent on a day, please notify the school Administrator by 8 a.m. Email: [info@jumpcitychildcare.com](mailto:info@jumpcitychildcare.com).

**Severe Weather:** On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television news for closing information or check email and text. If Franklin County issues a level 1,2, 3 emergencies we are mandated by law to comply with all restrictions as they are applied. If center closes early, it's your responsibility to arrange for your child's pickup. On these occasions, regular payment is expected.

**Pin Code:** Upon enrollment, each family will receive a pin code to access entry to the front door. **It is important that this pin code should not be shared with anyone else.** Pin codes will be reset at random times.

**Arrival/Departure:** Parents are required to bring their children into the classroom and to sign the child in. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to contact their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out. No child will be permitted to be passed over the playground fence for pick up or drop off.

**Drop off policy:** To receive the maximum level of care, we encourage families to drop off between 7:00am-10:00am. If anyone drops off after 10:00am, a \$25 fine per child will be assessed. The only exception will be if the child has a doctor's appointment, which in case a doctor's note will be needed to waive the fee.

**Children Arriving to Jump City Childcare from Other Programs:** At times, it may be necessary for a child to arrive at Jump City Childcare from another program (Example: Child arrives after a part time Head Start program or a school ager arrives at the center after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at Jump City Childcare that day, and then contact the program from which they came. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

**School Delays/Cancellations:** Our program will operate a full day program for school agers when public school is closed for vacations, delays or cancellations. Additional fees will apply. Check with Administrator/ Director for more details.

**Change of Clothes:** An extra pair of clothes must remain onsite always. If a child does not have a change of clothes and will need one, a \$10.00 fee will be assessed. If clothes are not brought in after 3 days of notification a \$10.00 fee will be charged for the purchase of clothes for your child.

Lunch: If you choose to dine with Jump City the cost will be \$10 for toddlers and \$15 for preschoolers. If someone forgets lunch or doesn't pack enough food, a meal will be provided for \$5.00

**Immunizations and Physicals:** A complete health form must be filled out, signed by physician or certified nurse practitioner, and signed/dated by parent/guardian prior to enrollment, or 7 days after first day. Failure to provide paper work will lead to suspension until paperwork is turned in. Parents must notify the Administrator/Director immediately of any changes that may occur so that current information is always on file. The medical form must be updated every 13 months.

**Declined Immunizations:** Parents reserved the right to decline immunizations. A complete health form must be filled out and signed by a physician.

**Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child. Updates must be reported to the center director in writing.**

**Release of a Child:** Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, this plan will include the beginning and ending date of the transitioning period and include a transition schedule. The parent will sign the plan. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the Franklin County Children's Services agency (FCCS). The telephone number is 614-229-7000. The safety of the children is always our first concern.

**Emergency Transportation:** Jump City Childcare will not transport children in emergency situations. If a child requires transportation, the parent/ guardian, names listed on emergency form, or the emergency squad will be contacted. We ask you to keep this information current and supply names and phone numbers of your family doctor and preferred hospital.

**Diapers & Potty Training**

Parents supply all diapers and wipes. If a parent fails to provide diapers after being notified, the center will provide them for \$3.00 per diaper.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

When your child shows an interest, parents/guardian and child's teacher will discuss how to work together to encourage toilet training.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While potty training, parents are to provide extra underwear, pants, socks, shoes, and outer clothing.

### **Rest Time**

At our center, children will rest in the afternoons for one to two hours or longer, depending on his or her needs; schedules will be posted in classrooms. Children who don't sleep are encouraged to read a book, play with puzzle, or participate in other quiet rest-area activities.

Children can sleep on mats that are at least one inch thick.

\*All children must bring a blanket for rest time. If a child fails to bring a blanket for multiple days, on the second day a \$5.00/per day fee will be charged for the use of a blanket.

### **Personal Belongings**

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Your child may bring a blanket, a special soft toy, or stuffed animal for rest time. Experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n- tell day". Our staff will not be responsible for broken or lost treasures.

### **Feeding**

Bottles must be brought to the center each day already prepared, clearly labeled with the date, child's first and last name. Breast milk can only be warmed not thawed. Sleep sacks are needed for children under 12 months (No blankets). Children under the age of four (4) months cannot have no other food than formula or breast milk. Nursing parents may have access to use the library to nurse their child if needed. Staff will make every effort to keep track of these items but will not be held responsible if lost.

## **Bottle Labeling**

Breast Milk: X =Date Expressed & R = Date Received

Formula: F= Formal & Current Date.

## **Meals and Snacks**

Jump City Childcare provides a morning snack at 9:00am, lunch at 11:00am-12:00pm and an afternoon snack around 3:00pm.

For parents who choose to dine with Jump City, please see the cost below.

\$10- Ages 2 and under

\$15- Ages 2 and up

If parents wish to provide lunch for their child, we encourage the meal to consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6-year-old) protein (1 1/2 oz.), grain (1/2 slice bread or 1/4 c pasta, etc.), and two foods from the fruit/vegetable group (1/2 c.).

\*In the case that a lunch is needed for a child that packs, a \$5.00 fee will be charged for each time needed.

## **Accidents/Emergencies**

Jump City Childcare has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, **our emergency destination is Brick of Dreams located directed next door or Gold Fish Swim School located across the street.** If the immediate area must be evacuated a sign will be posted in front of Jump City Childcare indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event, there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 business days of the incident.

### **Management of Illnesses:**

Jump City Childcare provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home; pickup time is one hour after contact has been made. Please also plan and have a backup care plan in place if you are not able to take time off from work/school.

**A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:**

- Temperature of 100 degrees F - in combination with any other signs of illness
- If child is **NOT** able to participate in any of the daily activities
- Diarrhea (more than three abnormally loose BMs within a 24-hour period)
- Severe coughing (causing the child to become red- faced or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stool.

- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to Jump City Childcare after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

**Medications:** Jump City Childcare will administer medications to a child only after the parent completes a: request for medication form. All proper sections must be completed and the medication handed to the Lead teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access always to the inhaler. The child must keep the inhaler on his person always, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

**Food Supplements or Modified Diets:** If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

**Assessments:** Jump City does assessments of the kid's information will be provided to the State of Education for Step up to Quality.

**Compliance Reports:** Reports be can found in the administration office

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula-hoops, obstacle courses, dancing and exercising. Please send your children with the proper clothing so they will be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time.

## **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have limited access to areas of the building used for childcare during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun (three-hour notice is needed). Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make an appointment with a staff member when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Lead teacher
2. Administrator
3. Owner

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Our staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

## **CONFIDENTIALITY**

Within Jump City Childcare, confidential and sensitive information will only be shared with employees of Jump City Childcare who have a “need to know” to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Jump City Childcare.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter.

### **Photographs and Publicity**

Photographs and videos of the children in our program may be taken from time to time and may appear in newspapers, magazines, brochures or publicity materials. Your permission for photographs of your child, to be used without compensation, is part of this agreement. If you would **NOT** like to have your child pictures taken please speak with Administrator or Director.

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 childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, 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 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.