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Parent Handbook

The following is an outline of the Policies and Procedures of Brooksedge Day Care Center (“the Center”). The following Parent Handbook has been developed in accordance with ODJFS Licensing rules, as well as other governing agencies. The Center reserves the right to change any of its policies at any time, and from time to time, at the Center’s sole discretion. Families will receive a copy of the Parent Handbook upon enrollment and updates are available upon request.

Welcome

Welcome to Brooksedge Day Care and thank you for choosing our center. Brooksedge Day Care Center was established in 1994. We provide quality, loving care for children ages 6 weeks through fifth grade. We respect parents as the most important aspect of a child’s life and are pleased to support you in the growth and development of your child.

Mission Statement

At Brooksedge Day Care Center we recognize the importance of each child’s individual needs and personality. We strive to cater to each child’s individual learning styles. Children are encouraged to learn and explore at their own pace in areas that interest them. We emphasize the concepts of sharing and working as part of a group, as well as focusing on learning and exploring individually. We believe that the most important part of growing up is building a positive self image and we structure our program around that belief.

Administration

Amy LeClair, Owner and Co- Director

Amy has been a member of the Brooksedge staff since March 2004. Amy worked in the young toddler room for a year and a half before joining the office staff as Assistant Director. After a year and a half as the Assistant, she was promoted to Director. In November 2007 Amy purchased the center from the previous owner. She has a Bachelor of Arts degree from The Ohio State University.

Jessica Jividen, Co-Director

Jessica has been a member of the Brooksedge staff since August 2009. Jessica began as a teacher in our Preschool room. Jessica has her teaching certificate and began her teaching career as a middle school mathematics teacher. She became a Co-Director in October 2012. Jessica has a Bachelor of Science degree in Human Ecology from The Ohio State University and a Bachelor’s Plus degree from Ashland University.

Markie Moyer, Assistant Director

Markie has been a member of the Brooksedge staff since September 2013. Markie began working in the Preschool room. Markie graduated from The Ohio State University in 2013 with her Bachelor of Arts in Early Childhood Education. Markie was promoted to Assistant Director in February 2015.

Hours of Operation

Brookside Day Care Center is open Monday through Friday from 6:30 a.m. to 6:30 p.m. We will be closed to observe the following seven holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Due to fixed costs averaged over the calendar year and staff paid holidays, there will be no reduction in tuition for these holidays. The holiday schedule is subject to change.

Registration

Enrollment is open to all children between the ages of 6 weeks through 5th grade. All registration forms must be completed and fees must be paid by the child's first day of attendance. Any change to the registration and contact information must be communicated to the office so that current information is always on file. This is for the safety of your child. A medical form must be signed by a physician or registered nurse practitioner and returned to the office within 30 days of admission. This medical must be updated every 12 months and must always be on the state-required form which is available in the office.

Licensing

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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

Staff Qualifications

All staff members must have a high school diploma and must be at least 18 years of age. They must provide at least three verifiable references, a medical statement, and a copy of a driver's license or state ID and social security card. Additionally, we conduct criminal background checks, both Ohio and FBI, on every employee. Each teacher is required to complete at least fifteen hours of training per year for a total of forty-five hours within three years. The four required courses are First Aid, CPR, Recognition and Prevention of Child Abuse and Recognition and Management of Communicable Disease. We have a staff member on duty at all times who is trained in all four of the required courses.

Staff:Child Ratios

The following are state required teacher:child ratios:

Infants 0-12 months	1:5 or 2:12
Toddlers 12-18 months	1:6
Toddlers 18-30 months	1:7
Toddlers 30-36 months	1:8
Preschool 3-4 years	1:12
Pre-Kindergarten 4-5 years	1:14
School Age	1:18

Because we strive to provide a higher level of quality care, we will attempt to maintain the following ratios at our center***:

Room	Age	Our Ratio	Maximum Class Size
1	0-6 months	1:4	2:8
2	6-12 months	1:5	2:8
3	12-20 months	1:6	2:12
4	20-30 months	1:7	2:14
8	30-36 months	1:8	2:14
9	3-4 years	1:12	2:20
7	4-5 years	1:14	2:26
6	Kindergarten/1 st grade	1:18	2:28
5	2 nd grade-5 th grade	1:18	2:33

*Ratios for toddler and preschool rooms may be doubled for 2 hours during nap time as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.

**Maximum group size is defined by the number of children in one group that may be cared for at one time.

***Occasionally staff availability and staffing issues may cause us to temporarily operate under the state mandated ratios. If this is the case, all reasonable efforts will be made in order to return to our lower ratios.

Tuition, Fees and Payment Policies

Tuition Rates: We offer full time and part time weekly tuition rates. Part time is considered 3 days per week. All rates are subject to availability of openings in each room. Our current rates are listed below. A week is considered Monday through Friday. If your child attends even one day during the week, the full tuition is due. Tuition is due by Friday at noon. If you would like to pay for more than one week at a time, your payment is due in advance.

Weekly tuition and registration fees are reviewed and will be adjusted the first of April each year. These new rates will be announced in March each year. Tuition fees are assigned per classroom and are set to cover the cost of care for a child in that particular classroom. Your rate will change only when your child graduates to another classroom or if we change our tuition rates in April.

Current Tuition Rates (effective April 2015-April 2016)

Room 1	(0-6 months)	\$245 (Part time \$200)
Room 2	(6-12 months)	\$245 (Part time \$200)
Room 3	(12-20 months)	\$235 (Part time \$190)
Room 4	(20-30 months)	\$225 (Part time \$185)
Room 5	(School Age)	\$105 (AM & PM) \$76 (AM or PM ONLY) \$15 (Daily rate for each additional full day per week)
Room 6	(Kindergarten)	\$155 (AM & PM) \$146 (AM or PM ONLY) \$10 (Daily rate for each additional full day per week)
Room 7	(Pre-Kindergarten)	\$195 (Part time \$168)
Room 8	(30-36 months)	\$220 (Part time \$185)
Room 9	(Preschool)	\$195 (Part time \$168)

Room 5 & 6 Summer/week long holiday rates are \$180 per week. Part-time summer rate is \$150 per week.

Registration Fees: \$60 per child
\$75 per family
\$245 per infant; applies toward 1st week tuition.

Part time Infant/Toddler	\$65 per day
Part time Preschool & Pre KG	\$60 per day
Part time School age (full day)	\$55 per day
Part time School age (school day)	\$27 per day

Payments: We accept cash, check or money order and credit/debit cards (Visa, MasterCard, American Express, Discover). All checks are to be made payable to Brooksedge Day Care Center. Tuition can be placed in the basket on the front counter of the office. Receipts and tax ID number are available upon request.

Returned Checks & Delinquent Accounts: A returned check fee of \$25 will be assessed on any returned checks. We reserve the right to ask for cash only payments.

Late Fees: If tuition is not paid by Friday at 12:00 p.m. for the current week, a \$10 late fee will be added to your account. If you carry a balance you will receive a balance due notice and will be charged an additional \$10 every week until the balance is paid in full.

Late Pick-up Charges: You are expected to pick up your child promptly by 6:30 p.m. Parents who pick up their child after the regular closing time will be charged a late fee in the amount of \$1.00 PER MINUTE. These fees must be paid in cash directly to the closing teacher. There are no exceptions. If you know you are going to be late, a phone call is requested to ease the concern of the teachers and your child.

Registration Fees: A registration fee is charged when you enroll your child at Brooksedge. After your child's initial enrollment, there is also an annual registration fee. This fee may be subject to change each year. Every March we ask that you register for the following fall by filling out a new registration form and turning it in with the fee. A spot is not automatically reserved for your child each fall; you must register each March to reserve a spot. A child is considered enrolled when registration fees are paid. Any spots that are not filled by April 1 will be opened to families on our waiting list. Registration fees cover supplemental insurance, administrative cost and supplies. Registration fees are not refundable.

Vacations: We ask that you notify the center if you are planning on taking any vacations or if you will not be here on any given day. If your child is absent every day in one week, tuition is discounted to half your regular rate.

Holidays: Full tuition is due during the week of a holiday. Our staff receives paid holidays.

Additional Hours: When your child is here additional hours or days in a given week (i.e. school age children with a snow day or school holiday), there will be an additional charge. Please check with the administration to determine any additional charges.

Attendance: Much of our staffing is based on your child's hours and days of attendance. Please notify us of your approximate hours of attendance and of any significant change in them.

Sibling Discounts: If you have two or more children who attend Brooksedge full time and both children are in Rooms 1, 2, 3, 4, 7, 8 or 9, you will receive a \$5 discount per child per week. Kindergarten and school age children are excluded from discounts. You may only participate in one discount per family; the sibling discount will not apply if you participate in the part-time rates or the Mt. Carmel Discount program.

Mt. Carmel Discount: We participate in the Mt. Carmel Employee Discount Program. If you are employed by Mt. Carmel, you may sign up through the Human Resources Department and they will forward us the proper paperwork. You may only participate in one discount per family; the sibling discount will not apply, nor will part time rates if you participate in the Mt. Carmel Discount program.

About Our Classrooms

The following is a basic outline of all of the types of care we offer at Brooksedge Day Care Center. As your child moves through our programs, you will be given additional information regarding the schedule in each room.

Transition Schedule: You will be notified when your child is ready to move up to the next room. As part of the procedure, our staff will develop a transition plan to present to parents approximately 2 weeks prior to the transition. This plan will include a transition schedule and will be kept in both your child's current and new rooms. We will give letters along with copies of the plan informing you of when your child will be transitioning. A typical transition plan will begin with a 1-hour visit to the new room on Monday, followed by 2 hour visits on Tuesday and Wednesday, a 4 hour visit on Thursday and an 8-hour visit on Friday. We like to work with each parent and their child to determine the best transition plan. We will accommodate based on the best interests of the child and available space in our classrooms.

For families who are new to the program, we will allow 1-2 short visits the week prior to your start date. Parents may stay with their children or drop them off for no more than 2 hours. All paperwork must be completed prior to these visits.

Infants: At Brooksedge we have two infant rooms. Our first infant room caters to children ages 6 weeks through 6 months. Our second infant room caters to children ages 6 months-12 months. If we have fewer than 10 infants enrolled in the program, we may combine both infant rooms into one room. Parents will be notified in writing if we convert to only one infant room. Our entire infant program focuses on 5 basic motives which we foster in the following ways:

Activity: Infants have a natural desire to explore. We offer exersaucers, activity mats and activity gyms for our infants to explore.

Self-regulation: Infants can regulate when they sleep, eat and play. We allow infants to eat and sleep on demand, according to their needs. In the older infant room we begin directing infants toward a more scheduled routine which includes two naps per day and designated meal times.

Social fitness: Infants enjoy interacting with others and the environment. Our teachers interact, stimulate, and play with infants using a variety of different techniques and toys, including mobiles, peek-a-boo, musical toys and age appropriate books.

Affective monitoring: Infants spend a lot of time monitoring situations in order to understand their surroundings. We encourage the infants to learn and become comfortable in new situations and to explore freely.

Cognitive assimilation: Infants explore their environment in order to become more familiar. We foster atmospheres where infants are secure enough to try new experiences in a safe environment. We strive to nurture your infant so they develop and grow healthily, happily and safely.

Sample Infant Schedule

7:00-8:00	Arrival
8:00-9:00	Breakfast; diaper changes
9:00-10:00	Napping
10:00-10:30	Diaper changes

10:00-11:30	Free play
11:30-12:30	Lunch
12:30-2:30	Napping
2:30-3:00	Snack; diaper changes
3:00-4:00	Free play
4:00-4:30	Bottle/snack
4:30-6:00	Diaper changes; free play
6:00-6:30	Rooms 1 & 2 combine for closing

Toddlers: Our toddler program focuses on the child becoming socially competent and having positive interactions with children and adults. In order to cater to the different toddler stages, Brooksedge Day Care has established 3 toddler rooms. If we have a low number of toddlers enrolled, we may combine classrooms into one or two rooms. Parents will be notified in writing if the need arises to combine classrooms. Our toddler classrooms are divided by age starting with our 12-20 month room, the 20-30 month room and the 30-36 month potty training room. We encourage self-awareness, recognition and self-definition. We also encourage toddler friendship. Our teachers structure age-appropriate crafts such as nontoxic finger painting; sensory activities such as sand, shaving cream, and water play; fine motor skills like puzzles and blocks; and large motor skills like running, jumping, dancing and climbing. We offer an atmosphere where your child can feel safe and have great experiences while learning new things. In the 30-36 month room, potty training is an added focus for children. We offer a no-pressure, stress free atmosphere to help your child become potty trained. During the fall after your child is completely potty trained and 3-3 ½ years of age, they will move on to our Preschool Program.

Sample Toddler Schedule

6:30-8:00	Arrival
8:00-8:30	Breakfast
8:30-9:00	Free play; large muscle toys
9:00-9:30	Diaper changes; dramatic play
9:30-10:30	Circle time and outside time (check your child's room for times)
10:30-11:00	Art & sensory
11:00-11:30	Lunch
11:30-11:50	Diaper changes
11:50-2:30	Nap
2:30-3:00	Wake up/quiet time & diaper changes
3:00-3:30	Snack
3:30-4:30	Free play and outside time (check your child's room scheduled times)
4:30-5:00	Diaper changes and fine motor toys
5:00-6:30	Free play
5:30-6:30	Combine in room 4 for closing.

Preschool Program: Our preschool program focuses on development of social and academic skills and kindergarten readiness, as well as helping children form a positive self image. This is accomplished through a variety of no-fail arts and crafts projects and centers. Fine motor skills are developed using scissors, writing,

coloring, and painting. Coordination and perception skills are developed through the use of puzzles, Legos, alphabet letters, and visual recognition. We introduce the numbers 1-20 and emphasize 1:1 counting, equivalent sets, and numerical recognition. Children are introduced to science topics such as insect habitats, underwater environments, proper nutrition, animal behavior, and plant growth. We also have a safety program which teaches children the fundamental steps to take in an emergency. Children learn how to contact 911 for emergencies. Children in the preschool program are also introduced to age-appropriate field trips. We are currently using The Creative Curriculum to aid teachers in planning and curriculum development.

Sample Preschool Schedule

6:30-8:50	Arrival, free play and centers
8:50-9:00	Clean up
9:00-9:30	Breakfast
9:30-9:45	Circle time
9:45-10:30	Centers
10:30-10:45	Clean up
10:45-11:30	Outside time
11:30-12:00	Quiet play inside and clean up for lunch
12:00-12:30	Lunch
12:30-3:00	Nap
3:00-3:30	Snack
3:30-3:45	Clean up
3:45-4:30	Outside time
4:30-6:30	Free play, centers & closing

Kindergarten: This program is designed to reinforce the school program. This is done through a variety of hands-on activities such as cooking projects, painting and building activities. Children learn basic addition and subtraction using charts, counters and number lines. They start learning to read and use sign language. They learn how to work together with partners and in small groups. Our goal is to teach children that learning is fun and they can be successful. Children who attend kindergarten at Hilliard City Schools are transported to and from school in our vans and daycare buses.

School-age: Brooksedge provides a unique program for children who are with us before and after school. Special interest activities allow the children opportunities to choose an activity that best fits their needs and interests. Special interest activities include computer games, reading, homework and tutorial programs, drawing, creative writing, puzzles and organized indoor and outdoor play. Children are transported to and from school in our vans and daycare buses. Full time care is available to children when schools observe a special holiday and during the summer.

Sample Kindergarten and School-age Schedule

6:30-7:30	Arrival, free play
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7:30-8:00	Breakfast
8:00-8:15	Clean up/get ready for school
8:15-8:35	Vans leave/bus pick-up
8:35-9:30	PM Kindergarten children stay for free play
9:30-10:00	Morning Circle
10:00-11:00	structured activity and computer time
11:00-11:30	Free Play/outside time
11:30-12:30	AM Kindergarten children return/Lunch
12:30-1:00	PM Kindergarten children leave/quiet reading/outside time
1:00-1:30	Free play
1:30-2:00	Afternoon Circle
2:00-3:15	Structured activity and computer time
3:15-3:45	Free play
3:45-4:30	School age and PM Kindergarten returns/Snack
4:30-5:00	Homework time
5:00-6:00	Outside time
6:00-6:30	Go to Room 7 for closing

Summer Program: Our summer program is designed to promote age-appropriate fun and learning. Some field trips include visits to the Columbus Zoo, COSI, Franklin Park Conservatory, Olentangy Indian Caverns, Hilliard Community Pool and local parks. We also participate in various activities such as the library's summer reading program, a fun fair, water play, and many arts and crafts activities. There is an additional fee associated with the summer program. Parents are provided with a calendar of summer activities in May with scheduled trips and times during the months of June, July and August.

Discipline and Guidance Policy

Brooksedge Day Care uses positive reinforcement techniques to encourage appropriate behavior from children. Children are praised and positively reinforced for appropriate behaviors and attitudes. Positive reinforcement leads to a positive self-image which is important for every child's successful development.

When the need for disciplinary action arises, teachers will first remove a child from the situation. The teacher will speak to the child privately regarding his/her behavior. The child will have a moment to watch the children who are playing appropriately and to sit privately until they are ready to resume appropriate play. Time outs will be age appropriate in length and done within the classroom. Positive redirection will also be used. The use of physical punishment or restraint is never permitted. Discipline shall not include withholding food, rest or toilet use. Children will not be subjected to verbal abuse or profane language. This policy applies to all persons at the center.

According to Rule 5101:2-12-22 of the OAC, a child care staff member shall not:

- 1) Abuse or neglect children;
- 2) Utilize cruel, harsh, unusual or extreme techniques;
- 3) Utilize any form of corporal punishment;
- 4) Delegate children to manage or discipline other children;
- 5) Use physical restraints on a child;
- 6) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the child may regain control;
- 7) Place children in a locked room or confine children in any enclosed area;
- 8) Confine children to equipment such as cribs or high chairs;
- 9) Humiliate, threaten or frighten children;
- 10) Subject children to profane language or verbal abuse;
- 11) Make derogatory or sarcastic remarks about children or their families;
- 12) Punish children for failure to eat or sleep or for toileting accidents;
- 13) Withhold any food (including snacks and treats), rest or toilet use;
- 14) Punish an entire group of children due to the unacceptable behavior of one or a few;
- 15) Isolate and restrict children from all activities for an extended period of time.

Dismissal Policy: Brooksedge will dismiss a child who is outwardly aggressive or if the child's behavior poses a risk to himself/herself, other children, or staff members. When a situation arises, Brooksedge will coordinate a guidance plan with the child's family. This plan will be in accordance with OAC Rule 5101:2-12-22. A guidance plan is designed on an individual basis, and may permit between 3-30 days for improvement. Brooksedge reserves the right for immediate dismissal of any child who intentionally puts himself, other children, parents or staff in danger. Brooksedge also reserves the right to dismiss a child whose parent is disrespectful or threatening to any staff member, child or another parent.

Management of Illness

Your child's health is a matter of utmost importance at Brooksedge Day Care Center. We provide all children with a clean and healthy environment. However, we realize that children become ill from time to time. If your child becomes ill while at Brooksedge, you will be notified to pick up your child immediately. Please do not bring a sick child to Brooksedge. They will be sent home. Your child's teacher will conduct a visual health check upon your child's arrival. Any child who displays one or more of the following symptoms at any time throughout the day will be sent home:

- Diarrhea (more than 3 abnormally loose stools within 24 hours)
- Yellowish skin or eyes
- Fever (100 degrees or above taken by auxiliary method)
- Evidence of nits or untreated lice, scabies, or other parasitic infestation
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Untreated skin patches, unusual spots or rashes
- Stiff neck with elevated temperature
- Unusually dark urine and/or gray or white stool
- Repeated vomiting or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Parents have 1 hour to pick up a child displaying any of the above symptoms. If you do not pick up your child within this time frame, Brooksedge reserves the right to begin calling your emergency contacts until your child is picked up.

Exclusion Policy: When your child is sent home with one of the previously mentioned symptoms, they will not be readmitted to Brooksedge until they are symptom free for 24 hours WITHOUT the use of medication. If your child is sent home with a fever they must remain home for 24 hours regardless of a doctor's excuse. This policy is in place to help control the spread of infection.

Exposure: Parents will be notified when their child is exposed to an illness. A notice which includes the date of exposure, incubation period and symptoms will be posted outside the door of any room where a child was sent home due to illness.

Mild Illness: Any child who is considered to be mildly ill will be closely observed for worsening symptoms and conditions. A mildly ill child is defined as one that is experiencing minor common cold symptoms or who does not feel well enough to participate in activities BUT is not exhibiting any of the symptoms listed above. If a mildly ill child begins to exhibit conditions as stated above, they will be isolated from the group (still within sight and hearing of a staff member) and his/her parents will be notified immediately for pick up.

Medication: Brooksedge Day Care will NOT administer over the counter medication. We will only administer medication prescribed by a physician. Parents must complete an Administration of Medication form for each medication that has been prescribed. Medications must be stored in the office or the kitchen if refrigeration is needed. Medication may not be stored in classrooms. The only exception to this rule is that school age

children who use emergency inhalers may keep their inhaler with them on their body (i.e. in a pocket). Inhalers may not be kept in a backpack or cubby. Additionally, EpiPens may be kept in a child's classroom out of reach of other children.

All medication must be in the original container, indicating the child's name, medication name, prescription date, and the dosage instructions.

Food Supplements and Modified Diets: All food supplements and modified diets are required to be in writing on the prescribed form, by a licensed physical, an advanced practice nurse certified to prescribe medication or a licensed dentist. The parent must also submit written instructions of the prescribed form.

Accidents and Emergencies

Fire/Tornado Threats: Emergency plans are posted in each room and in the office. In the event of a fire or tornado, our staff will follow the posted plans to ensure that children arrive safely at the designated spot. Fire drills are held monthly to acquaint your child and our staff with evacuation procedures. Our school is equipped with fire alarm system and fire extinguishers placed throughout the building. Records of monthly fire drills and seasonal tornado drills are kept in the office. Should we need to evacuate due to fire, weather conditions, loss of power, heat or water, our emergency destination is Healthy Pets of Hilliard Rome Road. We will contact parents or emergency contacts as soon as possible.

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

Injuries: There is always a staff member present who is trained in first aid, communicable disease prevention and CPR. In the case of a minor injury/accident, staff will administer first aid and TLC. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to decide on a plan of action. If any injury is life threatening we will follow the plan requested by the parent on the registration form. We will call EMS and the parents immediately. A staff member will accompany the child to the hospital with their health records until a parent arrives.

Incident Reports: A report will be completed on the day of the injury if any of the following occur: the child has an injury or illness in which first aid is required, the child has an injury or illness that leaves a mark on the child, the child receives a bump or blow to the head, the child is transported by ambulance, or if an unexpected/unusual event occurs that jeopardizes the safety of the child. The report must be signed by the person picking up the child at the end of the day. If emergency transportation is required, a report must be given within 24 hours of the incident.

Meals and Snacks

We serve breakfast, lunch and an afternoon snack every day. We rotate a four week menu and this menu is always posted on the parent information board at the front of the center. Copies are available upon request. Please keep in mind these menus are subject to change. However, we will always post an updated menu.

Breakfast is served to all children present at the center between 7:30 a.m. and 9:00 a.m. Our lunches will meet all licensing requirements and are served to all children who are present between 11:00 am and 12:00 pm. Afternoon snacks include at least two nutritional foods from two food groups and are served between 3:00 pm and 4:00 pm. Breakfast, lunch and snack times vary based upon each room's daily schedule. Please check the posted meal times for your child's room. Due to licensing regulations, we are not permitted to "hold" a meal. Breakfast, lunch and snack are provided for all children except the infants in Room 1 and those not on table food in Room 2. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs. In these cases you are encouraged to provide an alternative for your child. If you pack food for your child, it must adhere to the strict licensing standards regarding choking hazards. If you would like a copy of the standards, please ask for information from the administration.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included in our program on a daily basis. We limit the amount of time outside when the temperatures are extreme. Children will not be taken outside if the temperature is below 28 degrees or above 95 degrees. We will factor in wind chill and heat indexes. We will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. If we are ever unable to go outside, we will provide opportunities for gross motor play inside our building. Please send proper clothing when it is necessary based on weather conditions, for example, hats, mittens, gloves, etc.

Transportation of Children

Brooksedge Day Care Center provides transportation for school age children throughout the school year. We also provide age appropriate field trip opportunities for children ages 3 and older. The transportation is provided on vans and buses owned by Brooksedge Day Care Center. A staff member with first aid, communicable disease and CPR training will be present in the vans. Additionally, the driver will have been cleared through and covered by our insurance company and the vans will carry adequate insurance coverage as provided by law.

School: The center provides transportation on daycare owned vans and buses for routine trips to and from school. Every child wears a seatbelt at all times. Staff members who have been screened by our insurance carriers drive the daycare vehicles. Each vehicle is serviced and inspected on a regular basis for any potential repair need.

Field Trips: During the summer and periodically throughout the year, we take children ages 3 and older on field trips. Before any child participates in a field trip opportunity, Brooksedge will obtain written permission from the parent or guardian. Emergency transportation authorization and health records will be taken for each child that participates on a trip away from the center. Each child on the trip shall wear identification

containing the center's name, address and phone number. During the course of a field trip, each staff member will have specific children that they are responsible for supervising. The children are grouped and listed on a checklist for each teacher. The checklist provides spaces for periodic counts of children while loading on to the vans and throughout the course of the trip.

Swimming and Water Safety Information

Sprinklers may be utilized for outdoor water play for children in Rooms 3, 4, 7, 8 and 9. We do not use wading pools. We will ask you to sign permission slips for this type of play.

School age children will attend the Hilliard West Pool regularly once each week during the summer program. Brookside Day Care Center will obtain a signed parent permission slip that includes your child's name, whether your child is a swimmer or non-swimmer, the depth of water your child is permitted in and if s/he is allowed to use the diving boards or the slide. Each teacher that will be accompanying a classroom on a field trip will be responsible for five children. We will take attendance before entering the pool, during swimming, and as we leave the pool. American Red Cross certified life guards supervise Hilliard West Pool. For all water events please bring a swimsuit, towel, sunscreen (with medication form) and water shoes for water play outside.

General Policies

Arrival and Departure: Upon arriving, you must bring your child to his/her class and check in with the teacher. Check out with the teacher in your child's room when you pick up your child and escort your child to the exit. The teachers will sign the children in and out for each day. Please do not drop your child off at the front door and expect them to walk to their room without your escort. No child shall ever be left alone or unsupervised. We want to make sure all children arrive and depart safely. Please notify us if someone else is scheduled to pick up your child.

Supervision of Infants/Toddlers/Preschoolers: Staff will supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member.

Supervision of School Age Children: School age children may run errands inside the building or use the bathroom alone or in groups of no more than six without supervision as long as the children are within hearing distance of their teacher and the teacher checks on the group regularly until they return.

Children Arriving to Brookside from Other Programs: School age children will be leaving for school and returning to our center from school. If a child is scheduled to arrive and does not, we will contact the parent to confirm that the child was scheduled to arrive. We will then contact the child's school. We will determine action with the parent after these contacts have been made. For this reason, it is very important that the parent contact us by phone or in writing to confirm that their child is not attending Brookside on any normally scheduled day.

Release of a Child: Staff will only release children to persons authorized by the parents. If someone other than a parent is picking up your child, you must notify Brookside in advance either by phone or in writing.

We must know the name of the person picking up your child even if the person is listed as an emergency contact. Additionally, they will need to provide a picture ID. The children's safety is our first priority!

Brooksedge staff will not release a child to anyone who appears to be under the influence of drugs and/or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

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

Child Abuse Reporting: All staff members are mandated reporters of suspected child abuse. This is the law. If our staff suspects that a child is being abused or neglected, they MUST make a report to the local child services agency. The safety of the children is our first concern.

School Delays/Cancellations: Brooksedge will operate a full day program for school age children when school is closed for vacations, delays or cancellations.

Inclement 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; however, we will close for a Level 2 (or higher) Snow Emergency. If circumstances should arise, please watch for information on channels 4, 6, 10 and 28. Delay or closing information will also be available on radio stations Sunny 95, Oldies 107.9, Smooth Jazz 104.3, WCOL 92.3 and 610 AM.

Withdraws: Parents who wish to withdraw their child(ren) may do so at any time. A one week notice in writing is appreciated so teachers can prepare the child for an easy transition from the program, including the opportunity to say good-bye to friends, current and former teachers. Parents will be provided with a copy of their child's file upon request.

Parent/Employee Participation: Our center has an Open Door Policy. We invite you to drop in unannounced at any time during our operating hours. Parents and employees alike are encouraged to participate in any of the centers activities (music programs, field trips, parties). Rosters of parent names and phone numbers are available upon request. If you do not want your information included in the parent roster, please notify the administrator.

Concern/Complaint Procedure: If any parent or employee requires assistance during their time at the center, they are required to follow the chain of command that is in place. First bring any concerns to the attention of your child's teacher. If you are unable to resolve any issue or feel uncomfortable communicating with your child's teacher, please bring your issue to the attention of the Assistant Director or Director. If you are still not satisfied with the resolution or feel that the situation needs the attention of the licensing agency, please feel free to contact the Department of Job and Family Services at 1-866-886-3537, option 4.

Celebrations: At Brooksedge we like to celebrate holidays and birthdays. When your child has a birthday, please feel free to send a treat to help celebrate. If your family celebrates a special holiday that your child would like to share with us, please let us know and we will be happy to incorporate it into our day.

Conferences: The administrators and teachers are always available for parents who need assistance or have concerns related to the child's progress, or needs in the program in general. Brooksedge will provide conferences for all children upon parent's request. We ask that you make appointments with staff for a lengthy conversation. We want to be able to focus on you and your child.

Computers: We have computers available for use by children in Rooms 5, 6, 7 & 9. We have age appropriate computer games available for learning development and entertainment.

Clothing and Bedding: Please dress your child in washable play clothes. We paint and play in messy activities, so please make sure your child is dressed accordingly. We will go outside everyday if it is above 28 degrees. Please make sure your child has a hat, mittens and boots when appropriate. Each child will need one complete change of clothing, including underwear, pants, shirt and socks. All items should be labeled with your child's name. All children who nap should have a sheet to cover the crib mattress or cot and a blanket. These items should also be labeled with your child's name and taken home to be laundered every Friday.

Security System: The center is equipped with a numbered keypad security system as well as cameras at the front and back doors that record all activity. Each family receives their own code. The code must be entered correctly to activate the opening of the front and rear exits. We ask that parents refrain from letting children press the buttons on the keypad.

Photography and other Recording: For the safety, security and privacy of all persons involved with Brooksedge Day Care Center, the Center reserves the right to photograph, videotape, audio and video record the persons, activity and property involved with the Center. No other person is permitted to photograph, videotape, and/or record in any manner the Center's property, the children, staff and/or activities occurring on or about the Center, except with the prior written consent of the center and all persons photographed, videotaped and/or recorded. Parents must sign a Photography/Recording Release in order for the Center to grant permission to any person (other than the Center for purposes of safety and security) to photograph their children. Parents should schedule a mutually agreeable time with the Center prior to taking any photographs, videotapes or any recordings of their own children, so that the Center can protect the privacy of all other persons in or about the Center.

Parent Acknowledgment

Dear Parents,

After reading the handbook, please sign and return this page to the office. This is due on or before your child's first day at Brooksedge. Please feel free to stop by the office and ask any questions about the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Brooksedge Day Care Center. If I have questions, I have consulted with an administrator for clarification. I agree to follow all of the policies outlined within.

Signature of Parent/Guardian

Date