



# Parent Handbook 2021/2022

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This handbook contains policy and general information. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our program. It will answer many of the questions you have about HumbleBee Childcare Services, Inc. Please sign and return the acknowledgement page at the end of this document.

## Welcome To HumbleBee Childcare!

We are ecstatic to have you as apart of our family. Here is some information about our administrator and about our program overall. We look forward to serving you in the near future.

### **About Our Administrator**

**Helaine Wilson** is a native of Cincinnati, Ohio. She founded HumbleBee Childcare in 2011. After raising her two children and sending them off to college she made a definitive decision to leave the corporate setting to make an impact in the community. Helaine knew by personal experience the gap standing between her children's early academic needs and being a hard-working parent pursuing a career. Her journey to jumpstart an early learning program began in her home and is growing beyond what she imagined. Helaine has two children, Alexis and Daishawn, both who are college students. Helaine comes from a huge family and genuinely believes in setting an atmosphere based on family values in the childcare setting. Helaine served for many years as a coach and vice-president in a community-based sports program for children 5-12 years of age. She learned that her passion was working with children, the future leaders of the world. She recognized that her impact would be greater in her interaction with children, so her journey began as an educator in the Early Childhood field.

Helaine is a graduate of Withrow High School (1992). She later obtained her Bachelor of Science degree in Business Management and Biblical Studies at Cincinnati Christian University. Helaine also obtained her Childcare Development Associate (CDA) qualifying her to expand our early childcare program and State of Ohio quality ratings. She has developed a program for early learners that the children enjoy and continuously become proficient, sharpening their literacy skills, mathematics, science, arts, health, wellness and more.

Helaine is proficient in many areas such as media marketing and business marketing strategies, graphic and website design, video, and audio editing. In such areas she serves community leaders in their causes to market and publish community events. Helaine prides herself in being technologically savvy while naturally possessing an innovative perspective in business & marketing strategies.

Helaine is also a breast cancer survivor for over 3 years and works to make an impact daily in a community of those fighting breast cancer. She is active in the community presently serving in her church and continuously making an impact in the lives of people in Cincinnati and beyond.

## Our Program

Our program continuously grows from the home-based early childhood program and is expanding, serving children all over the Cincinnati area. We believe that children deserve the best educational experience while still enjoying their childhood. Our goal is to fill the gap from what children need academically while also meeting parent's needs while they pursue their personal career goals. We increase every child's experience making education fun, giving each child an environment that is exciting and conducive to learning.

OUR ACADEMIC PHILOSOPHY is grounded in love as is the philosophy of Marva Collins.

*"I'm a teacher. A teacher is someone who leads. There is no magic here. I do not walk on water. I do not part the sea. I just love children."* — Marva Collins

We believe that when you love a child you will inspire them to be their best intellectually. To love you have to be humble, which is where our program derived its name HumbleBee. HumbleBee builds character in children birthing empathy and building social and moral skills that breaks down many learning barriers.

We cultivate a child's interest by developing a learning plan in what our children desire to learn about. Our children's curiosity is nurtured and fed by inspiring them to learn more about what interests them. As educators our job is to highlight the learning opportunities in a child's area of interest. Teachers therefore introduce math, literacy, science, reading, arts and many more learning standards through child inspired learning plans.

We regularly **review** our teaching model, **observe** our children while learning, and **reflect** on how constructive and effective our teaching model is for each child's development process. Our staff cares about our families' ability to be successful overall and our children's desire to learn. Above all, WE LOVE TO TEACH!

HumbleBee is star rated through Ohio's Step Up To Quality program. HumbleBee is a proud participant of Let's Move in an effort to help raise a healthy generation of children. Additionally, we participate in the CACFP child nutrition program that assists us in healthier eating menu planning for our children. Our program is also a proud supporter of Preschool Promise!

## License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. The most recent inspection and complaint reports for our center can be found at <http://childcaresearch.ohio.gov/>.

## Admission

Enrollment is confirmed when the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment, medical statement, food program information and family health information. Any change to this information must be communicated to the office immediately so that **current** information is always on file and signed off by the parent. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted before enrollment. This medical must be updated every 12 months.

## Hours and Days of Operation

The center will be in operation Monday through Friday 6:00am to 6:00pm.

Throughout the year, HumbleBee Childcare Services, Inc. will close for Holidays and for Team meetings. New Years Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and employee in-service or meeting days. Early dismissal or closures will occur on New Year's Eve, Good Friday, Thanksgiving Eve, and Christmas Eve. On these days the center will be closed at noon reminders of these holidays will be posted in the center. Team meetings will also be posted 30 days in advance. Holidays that fall on Saturday or Sunday will be observed on the Friday before or Monday after the day those holidays that fall on. **10 HOUR POLICY:** Due to staffing children are not permitted to receive care for more than 10 hours per day. In the event that your child is expected to stay more than 10 hours per day we will need prior information from your employer or school that on these days you are working or in school more than 9 hours a day. Then at that time we will see if our program is able to accommodate your schedule.

## Staff/Child Ratios and Maximum Group Size HumbleBee Childcare Services, Inc. will not exceed the following state required ratios:

|                    |   |
|--------------------|---|
| <b>1:5 or 2:12</b> | <b>Infants (0-12 months)</b>                                  |
| <b>1:6 or 2:12</b> | <b>Infants (12 months-18 months)</b>                          |
| <b>1:7</b>         | <b>Toddlers (18 months-30 months)</b>                         |
| <b>1:8</b>         | <b>Toddlers (30 months to 36 months)</b>                      |
| <b>1:12</b>        | <b>Preschoolers (3 years- 4 years)</b>                        |
| <b>1:14</b>        | <b>Preschoolers (4 years until eligible for kindergarten)</b> |
| <b>1:18</b>        | <b>Schoolage (Kindergarten-11 Yrs old)</b>                    |
| <b>1:20</b>        | <b>Older Schoolage (11 yrs – 15 yrs)</b>                      |

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff in the building to meet the regular required staff/child

ratio if there is an emergency. Also please refer to our staff/child ratio signs posted in each classroom area:

**The maximum group sizes are as follows:**

- 12**                    **Infants 6weeks-12months**
- 12**                    **Infants 12months-18months**
- 14**                    **Toddlers 18months-30 months**
- 16**                    **2 ½ -3 yr olds**
- 24**                    **3 year olds**
- 28**                    **4-5 year olds**
- 36**                    **Schoolage children (Kindergaten-11 Yrs old)**
- 40**                    **Older Schoolage (11 yrs – 15 yrs)**

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.

## Daily Schedules Sample

A typical **Infant** day would include:

| <u>TIME</u>        | <u>ACTIVITY</u>                                   |
|--------------------|---|
| 6:00 am- 7:15 am   | Arrival/ Free Individual Activity                 |
| 7:15 am- 7:30 am   | Diaper Change/ Hand Washing for Breakfast         |
| 7:30 am- 8:30 am   | Breakfast   |
| 8:30 am- 9:00 am   | Clean up/ Hand Washing/Diaper Change              |
| 9:00 am- 9:30 am   | Circle Time, Music Time                           |
| 9:30 am-10:00 am   | Group Time, Finger Play, Tummy Time               |
| 10:00 am-10:30 am  | Daily Activity (sensory, art)                     |
| 10:30 am-10:45 am  | Diaper Change/Hand Washing                        |
| 10:45 am- 11:15 am | Outdoor/Indoor Play (Gross Motor)                 |
| 11:15 am- 11:30 am | Hand Washing for Lunch                            |
| 11:30 am- 12:00 pm | Lunch   |
| 12:00pm-12:15pm    | Diaper Change/ Hand Washing                       |
| 12:15 pm- 12:30 pm | Story Time  |
| 12:30pm- 2:30pm    | Nap Time  |
| 2:30 pm-2:45 pm    | Diaper Change/ Hand Washing                       |
| 2:45 pm- 3:15 pm   | Snack   |
| 3:15 pm- 3:30 pm   | Hand Washing                                      |
| 3:30 pm-4:00 pm    | Music Time  |
| 4:00 pm-4:30 pm    | Group Time  |
| 4:30pm- 5:00pm     | Diaper Change/ Hand Washing                       |
| 5:00 pm-5:15 pm    | Outdoor/Indoor Play (Gross Motor)                 |
| 5:15 pm- 5:30 pm   | Hand Washing                                      |
| 5:30 pm -6:00 pm   | Story Time  |
| 6:00 pm- 6:30 pm   | Departure/ Free play, Diaper Change/ Hand Washing |

A typical **Toddler** day would include:

| <u>TIME</u>      | <u>ACTIVITY</u>   |
|------------------|---|
| 6:00 am- 7:15 am | Arrival/ Free Play  |
| 7:15 am- 7:30 am | Diaper Changing and Potty Training/ Hand Washing for Breakfast        |
| 7:30 am- 8:45 am | Breakfast, clean up, Hand Washing/ Diaper Changing and Potty Training |
| 8:45 am- 9:00 am | Signing Time  |
| 9:00 am- 9:30 am | Circle Time (Songs/ Finger Play)                                      |
| 9:30 am-10:00 am | Outdoor/Indoor Play (Gross Motor)                                     |

|                    |  |
|--------------------|--|
| 10:00 am-10:30 am  | Daily Activity (Art/Science)                               |
| 10:30 am-10:45 am  | Hand Washing   |
| 10:45 am- 11:15 am | Group Time (Music/Finger Play Time)                        |
| 11:15 am- 11:30 am | Diaper Changing and Potty Training/ Hand Washing for Lunch |
| 11:30 am- 12:00 pm | Lunch  |
| 12:00pm-12:15pm    | Hand Washing   |
| 12:15 pm- 12:30 pm | Story Time   |
| 12:30pm- 2:30pm    | Nap Time   |
| 2:30 pm-2:45 pm    | Diaper Changing and Potty Training/ Hand Washing for Snack |
| 2:45 pm- 3:15 pm   | Snack  |
| 3:15 pm- 3:30 pm   | Hand Washing   |
| 3:30 pm-4:00 pm    | Free Play in Centers                                       |
| 4:00 pm-4:30 pm    | Outdoor/Indoor Play (Gross Motor)                          |
| 4:30pm- 5:00pm     | Diaper Changing and Potty Training/ Hand Washing           |
| 5:00 pm-5:15 pm    | Story Time   |
| 5:15 pm- 5:30 pm   | Free Play  |
| 5:30 pm -6:00 pm   | Signing Time   |
| 6:00 pm- 6:30 pm   | Departure/ Free play                                       |

A typical **Preschool** day would include:

| <u>TIME</u>        | <u>ACTIVITY</u>                      |
|--------------------|--------------------------------------|
| 6:00 am- 7:15 am   | Arrival/ Free Play                   |
| 7:15 am- 7:30 am   | Bathroom/ Hand Washing for Breakfast |
| 7:30 am- 8:30 am   | Breakfast, clean up, Hand Washing    |
| 8:45 am- 9:00 am   | Table tops toys/ Handwriting         |
| 9:00 am- 9:30 am   | Circle Time                          |
| 9:30 am-10:00 am   | Group Time & Signing Time            |
| 10:00 am-10:30 am  | Daily/Science Activity               |
| 10:30 am-10:45 am  | Hand Washing                         |
| 10:45 am- 11:15 am | Outdoor/Indoor Play (Gross Motor)    |
| 11:15 am- 11:30 am | Hand Washing                         |
| 11:30 am- 12:00 pm | Lunch                                |
| 12:00pm-12:15pm    | Bathroom/ Hand Washing               |
| 12:15 pm- 12:30 pm | Story Time                           |
| 12:30pm- 2:30pm    | Nap Time                             |
| 2:30 pm-2:45 pm    | Bathroom/ Hand Washing               |
| 2:45 pm- 3:15 pm   | Snack                                |
| 3:15 pm- 3:30 pm   | Hand Washing                         |
| 3:30 pm-4:00 pm    | Music Time/Handwriting               |
| 4:00 pm-4:30 pm    | Free Play in Centers                 |
| 4:30pm- 5:00pm     | Outdoor/Indoor Play (Gross Motor)    |
| 5:00 pm-5:15 pm    | Bathroom/ Hand Washing               |
| 5:15 pm- 5:30 pm   | Story Time                           |
| 5:30 pm -6:00 pm   | Writing Time                         |
| 6:00 pm- 6:30 pm   | Departure/ Free play                 |

A typical **School-age** Schedule day would include:

Before School:

| <u>TIME</u>      | <u>ACTIVITY</u>                      |
|------------------|--------------------------------------|
| 6:00 am- 7:15 am | Arrival/ Free Play                   |
| 7:15 am- 7:30 am | Bathroom/ Hand Washing for Breakfast |
| 7:30 am- 8:30 am | Breakfast, clean up, Hand Washing    |

|                  |                   |
|------------------|-------------------|
| 8:45 am- 9:00 am | Depart for School |
|------------------|-------------------|

**After School:**

|                  |                                   |
|------------------|-----------------------------------|
| 3:15 pm- 3:30 pm | Hand Washing                      |
| 3:30 pm-4:00 pm  | Homework                          |
| 4:00 pm-4:30 pm  | Free Play in Centers              |
| 4:30pm- 5:00pm   | Outdoor/Indoor Play (Gross Motor) |
| 5:00 pm-5:15 pm  | Bathroom/ Hand Washing            |
| 5:15 pm- 5:30 pm | Story Time                        |
| 5:30 pm -6:00 pm | Writing Time                      |
| 6:00 pm- 6:30 pm | Departure/ Free play              |

**School-age: All Day**

| <u>TIME</u>        | <u>ACTIVITY</u>                       |
|--------------------|---------------------------------------|
| 6:00 am- 7:15 am   | Arrival/ Free Play                    |
| 7:15 am- 7:30 am   | Bathroom/ Hand Washing for Breakfast  |
| 7:30 am- 8:30 am   | Breakfast, clean up, Hand Washing     |
| 8:45 am- 9:00 am   | Table tops toys/ Handwriting          |
| 9:00 am- 9:30 am   | Circle Time and Story                 |
| 9:30 am-10:00 am   | Music and Creative Performing Arts    |
| 10:00 am-10:30 am  | Small Group, art projects and Centers |
| 10:30 am-10:45 am  | Clean up and Hand Washing             |
| 10:45 am- 11:15 am | Outdoor/Indoor Play (Gross Motor)     |
| 11:15 am- 11:30 am | Hand Washing                          |
| 11:30 am- 12:00 pm | Lunch                                 |
| 12:00pm-12:15pm    | Bathroom/ Hand Washing                |
| 12:15 pm- 12:30 pm | Story Time                            |
| 12:30pm- 2:30pm    | Nap Time                              |
| 2:30 pm-2:45 pm    | Bathroom/ Hand Washing                |
| 2:45 pm- 3:15 pm   | Snack                                 |
| 3:15 pm- 3:30 pm   | Hand Washing                          |
| 3:30 pm-4:00 pm    | Music Time/Handwriting                |
| 4:00 pm-4:30 pm    | Free Play in Centers                  |
| 4:30pm- 5:00pm     | Outdoor/Indoor Play (Gross Motor)     |
| 5:00 pm-5:15 pm    | Bathroom/ Hand Washing                |
| 5:15 pm- 5:30 pm   | Story Time                            |
| 5:30 pm -6:00 pm   | Writing Time                          |
| 6:00 pm- 6:30 pm   | Departure/ Free play                  |

# Tuition/Fees and Payment Policies

Tuition for school year is as follows:

| <u>Childcare Rates</u>                | <u>Full-Time</u> | <u>Part-time</u> | <u>Hourly</u> |
|---------------------------------------|------------------|------------------|---------------|
|                                       | 25 + Hours       | 10-24 hours      | Up to 10 Hrs  |
| <u>Infants</u><br>6 weeks-17 months   | \$251.92         | \$188.00         | \$7.62        |
| <u>Toddler</u><br>18 months-35 months | \$230.58         | \$163.00         | \$7.55        |
| <u>Preschool</u><br>3 to 5 years old  | \$200.48         | \$135.00         | \$7.45        |
| <u>School-agers</u>                   | \$110.00         | \$90.00          | \$6.48        |
| <u>Summer School-agers</u>            | \$203.00         | \$178.54         | \$7.40        |

- **All checks/money orders are to be made payable to: HumbleBee Childcare Services, Inc.** Tuition should be placed in the box outside the office or given to a staff member (administration preferred). Year End Statements will be provided by Jan 31st with the company tax ID #. In the event of illness full payment is expected, except for extended illness. An extended illness is an illness that keeps the child out of the center for more than 5 consecutive weekdays or if the child is hospitalized.
- **Vacations:** The center must be notified of vacation dates at least two weeks in advance. Each child is granted 5 free vacation days. If the child is on vacation for more than 5 days, the normal rate will be charged after the first week.
- **Holidays:** Full tuition is due for any periods including holidays.
- **Registration/Enrollment fees:** A \$50 nonrefundable registration fee must be paid before each child is able to start.
- **Summer/Fieldtrip fees, etc.:** May vary depending on the program.
- **Delinquent Accounts/Returned Checks:** Tuition payments not received by the agreed time will be considered late and a \$50.00 fee will be assessed. Tuition is due regardless of the attendance of the child. A \$50.00 fee will be charged for any returned checks due to insufficient funds. The parents will be required to pay in cash until all account balances are settled.
- **Late Pick-up Charges:** If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is required. After one warning the following late pick, up fees will be assessed of a \$1 per child per minute will be charged if a child is not picked up by closing time. Repetitive late occurrences can be cause for termination. This fee will be applied before any payments or co-payments are paid off.

- **TAP Machines:** All publicly funded families are assigned a code to check their children in and out of the tablet. This code keeps track of your child's attendance and pays your families tuition. If you neglect to check your child in or out and the state refuses to pay, the parent/caregiver is responsible for childcare fees (according to market rates) for childcare during the missed period. Please be aware that it is your responsibility to keep up with checking your child in and out, and anything else that the Department of Jobs and Family Services may require for them to assist with funding your childcare. Please remember that you and only you are responsible for this.
- **Withdrawals:** Two-week written notice is required for the withdrawal of any student, failure to give notice may result in a penalty equal to one month's tuition. If you receive payment assistance from the state, you will be reported as delinquent and your state childcare assistance may be stopped. This written notice is to be given to administration.
- **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. If circumstances should arise check your local television news stations, emails, texts, social media and our main office voicemail for closing/delay information. On these occasions regular payment is expected.

## **Supervision Policy**

The most important responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate protective and preventative measures.

- **Arrival/Departure:** Parents are required to bring their children to the front reception area for check in. Any special messages, medications, special pickup notes, etc. are to be given to the teacher/staff. Children may not be sent inside alone. Staff must be aware of each child's presence before the parent departs. At the time of departure parents must call via walkie talkie to announce that you've arrived for departure.

- **Children arriving to the Center from other programs:** At times it may be necessary for a child to arrive at the center from another program (Example: Child arrives after a part time Head Start program or a school-age child 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 the center that day, and then contact the program that they're scheduled to arrive from. We will then consult with the parent to determine further action. For this reason, it is especially 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-age children when school is closed for vacations, delays, or cancellations. Please check our schedule to ensure there are not schedule conflicts with inclement weather and notify teachers of school delays.
- **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 call to speak with the administrator to give permission to release the 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.
- **Custody Agreements:** If there are official custody agreement filed by the courts, 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.
- **Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The transition plan will require a signature by the parent. 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 capacity of the room the child is proposed to transition to.
- **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 local children's services agency. The safety of the children is always our first concern.

## Transportation of Children

**HBC presently does not provide transportation.** For emergency transportation policies see Accidents/Emergencies section below.

## Swimming and Water Play

On occasion students at HBC may partake in water activities. If children will be in or near water of 2 feet or more, a written permission form will be sent home. Children using a wading pool with less than 24 inches deep will also have written permission. However, we normally do not partake in water activities that have more than 24 inches of water.

## Guidance/Discipline Policy

HBC staff believes that assisting the child with positive reinforcement and teaching self-control is especially important. Our goal is that each child learns self-discipline through love and guidance. We treat each child with love and respect as an individual and take into account developmental and age

appropriate management of behaviors. In turn they will learn to love and respect the teachers and classmates. It is our philosophy to implement positive reinforcement to reward desired behaviors and redirection when confronting undesired behaviors. A child may be asked to sit for a short period of time to give the child a chance to regain control of him/herself.

### **Dis-enrollment:**

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. Behavior modification techniques will be used to focus on positive behaviors by targeting 1 behavior at a time that includes a reward system. The administrator would be in communication with the parents to give updates on during the behavior modification process. We do our best to work with every child prior to dis-enrollment occurring. Also, if your child displays behaviors that need to be corrected we will give the family the contact information for our community partners with programs in behavioral health. If these services are recommended and families do not seek the help needed to positively shape their child's behavior termination of care may follow.

## **Meals and Snacks**

HumbleBee Childcare Services, Inc. has breakfast, lunch and an afternoon snack. The snack will contain at least two nutritional foods. The lunches will meet all childcare licensing and Ohio child program requirements. Please let us know ahead of time if your child is not permitted to have any type of food due to allergies or religious beliefs. If parents bring a lunch for their child their child will be served the lunch that is provided. Fluid milk is also required which the center will provide. Please be sure to notify the staff of the diet requirements and send appropriate foods. All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional recommendations HumbleBee will provide lunch that meet such recommendations.

## **Accidents/Emergencies**

- **Emergency Contacts:** In the event of an emergency or illness requiring a child to be picked up, the first name listed on the contact list will be called. If that person is unable to be reached within a reasonable time the next person will be contacted. Please make your contacts aware that they may be called. Children with an illness should be picked up within 30 minutes of the call. **If caretakers do not agree on the enrollment forms for our staff to contact emergency services in the case of an emergency, we have the right to deny your application for enrollment.**
- **Fire/Weather Emergency:** The center 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 the Dollar General 10152 Princeton Glendale Road on the other side of the plaza. The center will be closed until further notice. 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. A sign will be posted in the front of the center indicating that we have been evacuated and the location where you can pick up your child along with a staff member contact number.
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- Lockdown Threats:** If a dangerous or threatening incident occurs in the school, or a dangerous person is suspected to be in the area we will be notified by the police to begin lockdown procedure. In the case of a lockdown, all doors will be locked, and children will be escorted to a safe place with their teacher, until the appropriate password has been given to all teachers and staff. An incident report will be sent home explaining the situation.

- **First Aid:** 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 has to 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 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 days of the incident.

**Management of Illnesses** HumbleBee Childcare Services, Inc. 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 school. We will send them back home. Also, please plan and have a backup care plan in place if you are not able to take time off from work/school. If children are given doses of medication prior to being dropped off for care please be sure to notify their teacher with the details stating the type of medication, the dosage, and the time in which the dosage was given. All children sent home must have a doctor’s note before returning. If a parent cannot be reached to pick up a sick child within thirty minutes, we will begin calling emergency contacts until the child is picked up.

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

Appendix B to Rule 5101:2-12-16

## **Caring for Sick Children**

A child is sick when demonstrating any of the following symptoms:

- Symptoms of Covid19
- Temperature of at least one hundred- and one-degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

### **When caring for sick children, the center shall:**

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child' s parent(s) immediately if the child' s condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.

- Sanitize the thermometer after each use.

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 center 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.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center 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:** The center will administer medications to a child only after the parent completes a Request to Administer Medication form (JFS 01217) and a care plan. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbies 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-age children only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are always permitting their child to have access to the inhaler. The child must always keep the inhaler on his person, 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/Over the Counter medications** must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with 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 14 consecutive days without instructions from a physician. Over the counter medications cannot be kept at the center for "as needed" dosage. If medications can be given at home or outside of program hours, we will not give the medication. Example: if medication is to be given twice a day. This means it can be given before our program and after our program.

**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. HumbleBee Childcare Services, Inc. will treat supplements as medicine and above procedure will be followed.

**Food Restrictions and Allergies:** HBC tries to support each parent and family in the decisions they make regarding food restrictions. If you wish for your child to have a restricted diet, please notify your teacher and a director immediately. Please fill out the appropriate information with the registration information and notify us as soon as any changes occur. We will try to work with your family if requests for food and substance restrictions are within reason.

**Care for Children Without Immunization:** It is with respect that every parent has the choice to have their children immunized. For the management of proper health safety for all children in our care and for our staff HumbleBee Childcare, our staff is required to contact parents immediately in the case of an illness that could cause hazardous health to others. If your child is not immunized, please be

aware that if any illnesses come about that can become hazardous the caretaker/parent must immediately remove the child from care. The child can return with the clearance of a physician via written documentation.

## **Outdoor Play**

Students will have one gross motor session during the morning classroom session, and one gross motor session during the afternoon classroom session. Students attending during the lunch hour will have an additional recess/gross motor period. If weather permits (temperatures are above 25° and/or below 90°, considering: wind chill, heat index and it is not raining), students will be taken outside for at least one gross motor period per day. Please send your child with appropriate attire for the current weather conditions (ie: mittens, hats, coats, etc.). If weather does not permit, students will have indoor gross motor time in the gross motor room.

## **Parent Participation/Observation**

Parents are encouraged to participate during activities at the center. Parents have access to the building during hours of operation however, they should schedule time in the office so children are not disrupted from activities. Teachers and Administration are available to discuss a child's progress during quarterly team meetings. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversation at times other than quarterly meetings. 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 Teacher
2. Administrator
3. Owner/ Administrator

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. Staff fully realizes that you trust us with your little ones, and we want our relationship to be a good one.

## **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **Additional Policies**

**Breastfeeding:** We encourage breastfeeding moms to breastfeed at their leisure in the infant crib room where a rocking chair is available for feeding.

**Celebrations:** We are always excited to celebrate special holidays and birthdays with students, however, due to the extensive diet and allergy restrictions of so many of our students, we ask that parents refrain from sending group edible treats to school. Please let staff know in advance. Parents are welcome to send party hats, special toys or goody bags. That can be taken home and enjoyed by the children.

**School Delays/Cancellations:** If weather causes the closing or late start of HumbleBee Childcare Services, Inc. local media will be notified. If poor weather conditions begin during the school day, please watch and listen for early dismissal of HumbleBee Childcare Services, Inc.. If early dismissal occurs, please pick up your child as soon as possible, as it is our goal to keep all families safe.

**Toileting/Diapering:** All parents are requested to turn in the detailed toileting form along with their registration paperwork. It is the parent's responsibility to maintain communication regarding changes in toileting procedures for their child. Please notify an administrator or your child's teacher with questions or concerns regarding toileting. It is our policy to encourage independence with each child and his/her toileting and daily living skills. All female students will use the bathroom marked Girls, and all male students will use the bathroom marked Boys. Each parent is required to provide HBC with the child's needed diapers, pull-ups, wipes, and extra clothing. A note will be sent home when supplies become low. If a parent does not send in replacement items for toileting within 3 days of request, a \$5.00 fee will be assessed. We request that parents take each child through his or her toileting routine (diapering or toileting) before drop-off. **Diapering-** It is our policy to change diapers every two hours. This schedule is NOT a substitute for diaper changes that need immediate attention between scheduled diaper changing times.

**Infant Care:** At HBC every child is the perfect age for learning. During the infant stage children learn to build trust. Daily, HBC teachers care for our infants giving them lots of love and attention. Infants are engaged in learning activities throughout the day that is developmentally appropriate for their age. We give them one on one contact during feedings, playtime, diaper changes, and when they are drifting off to sleep for naptime. All infants are assigned their own cribs that are only used exclusively for each assigned child. Bottle feedings are one on one with each infant. HBC meets infant's needs quickly and joyfully cuddling them with love and care. Diaper changes are every 2 hours. This schedule is NOT a substitute for diaper changes that need immediate attention between

scheduled diaper changing times. Caregivers are encouraged to bring supplies of wipes, diapers, formula and bottled water by the gallon for making bottles. Bottles and pacifiers will be labeled with each child's name. Parents are also required to supply a change of clothing for each child. When clothing is soiled, please take it home with you and remember to return another clean set of clothing to replace what was used.

**Extra Clothing:** All children from ages 5, not eligible for kindergarten, need an extra change of clothing. Weather appropriate clothing should be left in the child's cubby just in case the child needs a change of clothing.

**Toys From Home Policy:** No toys from home are permitted at in the program unless it is in the lesson plan "Show and Tell".

**Nap and Rest Time:** A scheduled rest time will be provided to each child from 12:00pm – 1:30pm. For children who do not sleep regularly they will be allowed to engage in a quiet activity. Cots will be provided for children 18 months and older, and cribs will be provided for children younger than 18 months.

**Parents Behavior:** We ask that all parents and visitors be respectful and mindful that this is a childcare center and any aggressive behavior may result into action by law enforcement.

**Cut Off Time:** At HumbleBee Childcare Services, Inc. are cut off time to drop kids off is at 9:30 am **SHARP**. If there is any reason you will not make it here before that time please contact the center and get it approved in advance. In the event your child has a doctor appointment, please provide this information upon arrival.

**Diaper Bags/Book Bags:** Please DO NOT bring diaper bags/ or book bags for your children into the center. There should be a change of clothes left for each child in case of an accident. A blanket should also be left for each child to be use during naptime. Formula should be left in the classroom for infants. Diapers and wipes can be left in the classroom or brought as needed.

**Curriculum:** HumbleBee Childcare Services, Inc. uses Creative Curriculum. Our program consists of age appropriate learning activities starting as early as 6 months old. Here your children can receive the attention they deserve and the education they need to be prepared for kindergarten when that big day arrives ☺. The curriculum includes but is not limited to: language arts, science, math, art, music, writing, phonics and the exploration of different cultural practices and languages.

**Child Assessments:** HBC assesses each child's learning stage within 60 days of enrollment using Creative Curriculum Gold Assessment. We further track your child's learning through screening tools (ASQ3) to ensure we are providing each child with lesson planning to give each child the support they need. Parent conferences will be held to share the results of each assessment to give an opportunity to discuss your child's results. These reports are only shared with the caregiver, our staff, and Ohio Department of Job and Family Services

## **File a Complaint**

If you believe a child care program in Ohio is not following the licensing rules, a program that may be operating illegally, or that Publicly Funded Child Care benefits are being misused, you can file a complaint with the policy help desk.

Please be prepared to give the following information, if available:

Name of the Program

Location of the Program

Publicly Funded Child Care Case Number

Issue observed at the Program

Please contact the Child Care Policy Help Desk at 1-877-302-2347 option 4 or email: [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov).

## Appendix B to Rule 5101:2-12-16

**Caring for Sick Children**

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from other children in another room or portion of a room, but within sight and hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately to arrange discharge and if the child's condition worsens during isolation.
- Sanitize the thermometer after each use.

### 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.

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 inspection reports, complaint investigation reports, and evaluation 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., 37<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>.

Parents, after reading the handbook please sign and return this page to the administrator. This page of the Parent Handbook must be signed and returned before the child attends the center. Please feel free to ask one of the Administration questions about any of the policies in the handbook.

**I acknowledge that I have received a copy of the Parent Handbook for HumbleBee Childcare Services, Inc. I agree to follow all policies outlined within.**

---

Signature of parent/guardian

Date

---

Signature of parent/guardian

Date

# Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at childcare homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

## Meals CACFP homes and centers follow meal requirements established by USDA.

| Breakfast                                     | Lunch or Supper   | Snacks (Two of the four groups)   |
|---|---|---|
| Milk<br>Fruit or Vegetable<br>Grains or Bread | Milk<br>Meat or meat alternate<br>Grains or bread<br>Two different servings of fruits or vegetables | Milk<br>Meat or meat alternate<br>Grains or bread<br>Fruit or vegetable |

## Participating

**Facilities** Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

**Eligibility** State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

**Contact** If you have questions about CACFP, please contact one of the following:

**Information** Sponsoring Organization/Center Ohio Department of Education

HumbleBee Childcare Services, Inc.  
72 E. Crescentville Rd.  
Cincinnati, OH 45246  
Phone: 513-671-2500

CACFP Program Specialist  
25 S. Front Street, MS 303  
Columbus, OH 43215-4183  
Phone: 614-466-2945  
Toll Free: 1-800-808-6235

## Nondiscrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or

local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue,

SW, Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

12/2015

## What Do I Bring to My First Visit?

- ♥ Proof of income (current pay stubs, approval letter for Healthy Start, Ohio Works First, Food Stamps or current Medicaid card)
- ♥ Proof of address (utility or credit bill, or Ohio driver's license)
- ♥ Proof of identity for you and any other applicants (birth certificate, driver's license, Medicaid card, crib card or shot record)
- ♥ All family members applying for WIC services
- ♥ If pregnant, a doctor's statement showing due date
- ♥ Children's shot records



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

This institution is an equal opportunity provider.

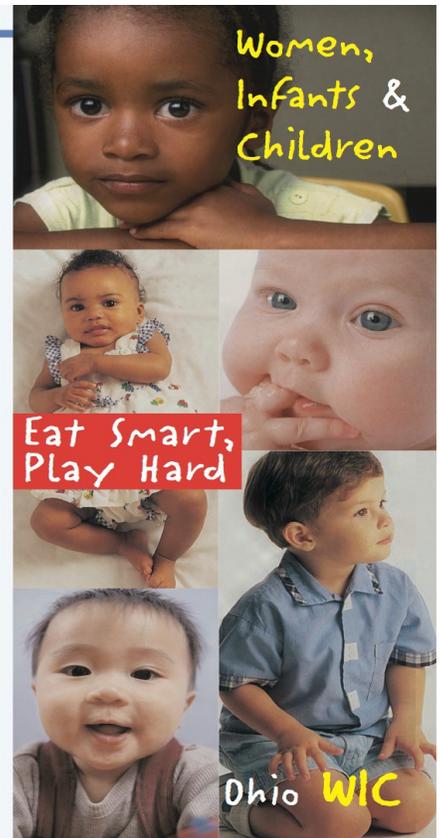
Healthy **Ohio**  
The State of Living Well.



The mission of the WIC program is to improve the health status and prevent health problems among Ohio's at-risk women, infants and children.

Visit our Web site: <http://www.odh.ohio.gov>

0700.13



## What is WIC?

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age 5.



## Who is Eligible for WIC?

Women who are pregnant, breastfeeding or have a baby less than 6 months old, and infants and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age 5.

### To qualify for services you must:

- ♥ Live in Ohio
- ♥ Meet WIC income guidelines
- ♥ Have certain nutritional or health risks

## What Does WIC Provide?

- ♥ Nutrition education and support
- ♥ Breastfeeding education and support
- ♥ Referral for health care
- ♥ Immunization screening and referral
- ♥ Supplemental foods such as:

- Cereal
- Eggs
- Milk
- Whole-grain foods
- Fruits and Vegetables
- Infant formula



## How Do I Apply?

### Make an appointment

Call your local clinic to schedule an appointment to meet with a WIC staff member or call **1-800-755-GROW (4769)** for locations and more information.

### See if you qualify

All it takes is a visit to your local WIC clinic to see if you qualify for services.



### Receive WIC coupons

If you are eligible, you will receive coupons to buy healthy foods at local WIC-approved grocery stores.



## Sample Parent Communication for Returning to Child Care

*\* This document was updated to reflect rule requirements effective August 9, 2020*

Communication is key in helping families feel confident about their decision to return their children to child care. As a child care professional, you want to help each parent understand and be confident that your program is taking the steps necessary to ensure each child's safety. Programs are developing new processes and best practices as a result of COVID-19.

This sample parent communication was created for programs to share with families regarding some of the licensing rules. You are encouraged to personalize the communication by adding procedures that you are doing that exceed licensing requirements as well as editing the sample language to best suit your program. You can find best practice guidance at:

<http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.

\*\*\*\*\*

Dear Parent(s),

As **HumbleBee Childcare** prepares to welcome your child back to care, we want you to know we are doing everything we can to ensure the safety of your child. The COVID-19 pandemic is scary for adults and is hard for children to understand. We want to create an environment where you feel safe leaving your child and where your child feels safe. Based on ODJFS rules and recommendations, you and your child will see changes to our program. Some of those changes are outlined below. You can also find pandemic child care resources for families at:

<http://jfs.ohio.gov/cdc/CoronavirusAndChildcareForFamilies/>.

In accordance with ODJFS regulations you will see that:

- Handwashing requirements have increased for staff and children. Your child(ren) will be required to wash their hands upon arrival and prior to going home for the day.
- All program staff will wear a face covering while indoors, unless not medically appropriate for an individual.
- All school-age children will wear a face covering while indoors, unless not medically or developmentally appropriate for an individual.
- All administrators, employees, child care staff, residents of family child care homes and children are assessed for the following symptoms prior to or as soon as they arrive each day:
  - Temperature of 100 degrees Fahrenheit or higher
  - Fever
  - Chills
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- We will be following the chart below which outlines the steps that must be taken if it is determined that an individual has a temperature of 100 degrees or higher or if the individual has any of the symptoms listed above AND has had known contact with someone who has tested positive for COVID-19 (includes antibody tests).

**Temperature of 100 degrees or higher and has had no known contact with someone confirmed or probable to have COVID-19**

| Children  | All Administrators, Employees and Staff Members   | FCC Providers and Residents  |
|---|---|--|
| Send the person home.   | Send the person home.   | Stop providing care.   |
| Must be fever-free without the use of medication for at least 24 hours prior to returning to the program. | Must be fever-free without the use of medication for at least 24 hours prior to returning to the program. | Must be fever-free without the use of medication for at least 24 hours prior to resuming care. |

**Assessed to have at least one of the symptoms (this includes temperature of 100 degrees or above) AND has had known contact with someone confirmed or probable to have COVID-19**

| Children   | All Administrators, Employees and Staff Members  | FCC Providers and Residents  |
|--|--|--|
| Send the person home.  | Send the person home.  | Stop providing care.   |
| The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program. | The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program. | The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department. |

- We will work with the local health department if we encounter any confirmed cases to ensure the safety of our children and staff.

In addition to the requirements listed above, we have made the following changes to our procedures: (update examples and provide desired information that reflects your practices)

- **Example: Change in pick up and drop off routine**
- **Example: Temperature screening / symptom assessment station**
- **Example: Sanitizing common spaces, including the playground, in between use**
- **Example: Reduced ratios**