

The French City Child Care Center Hand Book

*These eyes of mine are growing old
The future I cannot see
But the world never felt so much at peace
When a child sits on my knee.*



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To The Parents,

Dear Parents,

I would like to welcome you and your child to The French City Child Care Center. This handbook contains important and valuable information concerning both Ohio rules and regulations and governing licensing of day care centers and the policies and procedures of The French City Child Care Center, Please read this handbook carefully and use it as your guide.

The staff and I promise to make your child's learning experience at The French City Child Care Center a positive and unique one. We understand that all children are different and our goal is to recognize your child's need and assist them in the best way possible. If you feel that any information in this handbook needs to be explained, please feel free to ask questions.

Sincerely,

Lisa A Coughenour Osborne

Center Hours

Our times of operations is from 6:30 am to 5:30pm

Open: Monday to Friday.

Closed: Saturday and Sunday

Day Care / Preschool Mission:

The French City Child Care Center is primarily a childcare service for parents working or attending school on a full-time basis. We will work out a part time schedule for children that need part time care.

The staffs at French City Child Care Center are trained in CPR, Child Abuse, First Aid and Communicable Disease training. All employees will attend training sessions on child development and related areas. Being a child care specialist, my mission is to guarantee parents the best possible quality care for their child and in order to do so all staff are trained in center policy and regulations and must follow them accordingly.

Philosophy:

The philosophy of The French City Child Care Center is based on the most current knowledge of child development and family life. We recognize each child as a unique individual with personal characteristics and behaviors that influence a child's growth and development.

Each child grows and develops within a family setting, meaning, every child is a member of a family that has its own uniqueness. Each parent brings into a family his or her cultural heritage, personal beliefs, values and lifestyles to be shared with the child.

We also recognize that The French City Child Care Center and its staff share with the child's parents the responsibility for the child's care and development. We pledge to provide every child in the center a safe, healthy, secure environment with positive redirection for guidance.

We invite you to bring any questions or concerns you may have to your child's teacher, or the director in order to provide you with the best care possible.

Items provide by parents:

Infant room:

The infant room is licensed for Five infants. Each infant will have his/her own crib. We will provide the best quality care for your child. We recognize each child as being unique and different. Parents are responsible for providing the teacher with an individual schedule for their child. Parents will receive daily sheet that provides the parent with all information about the care given that day. The Parents are responsible for picking up the sheet.

Infant parents must provide the following:

• Diapers	• Blanket
• Wipes	• Labeled bottles with date
• Box of Tissues	• Formula already prepared
• Extra change of clothes (At All Times)	
• All items must be labeled by parents.	

Toddler parents must provide the following:

• Diapers	• Bedding
• Wipes	• Box of Tissues
• Extra change of clothes (At All Times)	
• All items must be labeled by parents	
• All bedding must be taken home EVERY Friday to be laundered	

3 Year-old children parents must provide the following:

• Bedding	• Box of Tissues
• Wipes	• All items must be labeled by parents
• Extra change of clothes (At All Times)	
• All bedding must be taken home EVERY Friday to be laundered	

4 and 5 Year-old children parents must provide the following:

• Bedding	• Box of Tissues
• Wipes	• All items must be labeled by parents
• All bedding must be taken home EVERY Friday to be laundered	
• Though out the year parents are responsible for any additional items/supplies that may be added to the list.	

Operating Hours, Days And Schedule:

Hours and Days

The center will be open Monday through Friday from 6:30am – 5:30 pm. We will be closed for observances of Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day.

The center may use calamity days for staff training, center emergencies or other concerns that may arise. Five closed calamity days per calendar year are allowed.

The parent is responsible for full tuition during closed hours. If center needs to close or delay on short notice please listen to 101.5 FM, 99.5 FM and Channel 3 WSAZ TV (for delays or closing due to bad weather Only). If center closes during operating hours you will be notified by telephone and expected to pick up your child or make immediate arrangements.

Child’s Schedule:

Your child’s schedule will be posted in his/her room. The Following is a *Sample Schedule:*

6:30am – 8:30am	Arrival time – free play interaction time
8:30am – 9:30am	Breakfast – Clean up
9:30am – 10:30am	Planned activity
10:30am	Morning snack
11:30am – 12:00pm	Lunch – potty
12:00pm – 2:00pm	Nap – rest time
2:00pm – 2:30pm	Table activities – snack
2:30pm – 3:30pm	Toileting, free play
3:30pm – 4:30 pm	Gross motor activities
4:30pm - 5:00pm	Self selected activities
5:00pm	Late room, children combine for pick up
5:30pm	Center Closes

***The parent is responsible for pay \$1.00 per minutes,
to be paid directly to the teacher that stays past 5:30pm***

Child Care Safety:

Each room has a teacher who is responsible for planning and implementing daily activities. The teacher is also responsible for assistants and visitors in the class.

Staff / Child Ratios:

Rule 5101:2-12-20

(A). Supervision

- (a) Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of child care staff members at all times.

(B). Staff / Child Ratios:

- (b) The center shall employ the number of child care staff members needed to meet staff/child ratios for the center's license capacity. Child care staff members shall be assigned to a group of children and shall have regularly assigned working hours to give continuity of care and supervision to children. The ratio of child care to children present shall be:

Age of children	Staff / Child Ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in the same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 1½ years)	1 to 7
Toddlers (2½ years and under 3 years)	1 to 8
Preschool – 3 years	1 to 12
Preschool – 4 and 5 years of age	1 to 14
School age – kindergarten to 11	1 to 18

- (1). When there is a combination of ages within a group of children the age of the youngest child determines the staff/child ratio. The only exception to this is that when no more than one child, 2½ years of age or older, is permanently assigned to a group in which all the other children are in the next older age group, the staff/child ratio shall be determined by the older children.
- (2). Child care staff members shall not be counted in staff/child ratio if they are engaged in duties that interfere with staff's supervision of children.
- (3). Nap time: during nap time the staff may supervise twice the number of toddlers, preschool and school children allowed by the staff/child ratio provided all of the following are met:

- (a). At least one child care staff member is physically present supervising the room during nap time:
- (b). There are enough child staff members readily accessible within the building to insure that required staff/child ratios can be met:
- (c). Nap time preparations are complete, and all children are sleeping or resting on cots:
- (d). These nap time provisions are in effect for no longer than 1 and ½ hours during a 24 hour period.

(4). To show compliance with staff/child ratios, a current employee record chart shall be maintained by the center and shall be available for review by the director's representative. The JFS 01394 "Employee Record Chart" shall include:

- (a). The name of each employee:
- (b). Position of employee:
- (c). Date of employment:
- (d). Group assignment if the employee is a child car staff member: and
- (e). Days and hours the employee is assigned to work. If a child care staff member has other duties at the center, indicate when the staff member is assigned to a group of children.

(C). Arrival and Departure:

The center shall implement a written policy for the following:

- (1). Arrival and departure of children to assure that a child care staff member is aware of each child's presence at the center:
- (2). Release of a child to persons other than the parent or guardian. A child shall only be released to persons 16 years of age or older, except when parent or guardians permission is on file. This written permission shall be signed and dated by the parent or guardian and administrator:
- (3). Determining the whereabouts of a child when the child is absent, but is scheduled to be at the center. The procedure shall only be for children who do not arrive at the center with their parent or guardian:
- (4). Plan for operation when schools or programs are delayed of canceled due to inclement weather or other emergency situations:

(D). Supervision of the School Children:

The center shall have and implement its own policy whether to permit the following when caring for the school children:

(1). School may run errands inside the building or use the restroom alone or in groups of no more than 6 children without adult supervision as long as the following conditions are met:

- (a). Children are within hearing distance of the child care staff member:
- (b). The child staff member checks on the children until they return to the group:
- (c). The restroom shall be for the exclusive use of the center.

(2). One group of no more than 6 school children, 4th grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child staff member as long as the child staff member:

- (a). Can see or hear the children at all times: and
- (b). Checks on the children periodically.

(3). School children may leave the center for specific activities, including walking to and from the center or school, walking home or to another destination. Written permission shall be obtained from the parent or guardian and kept on file at the center. The written permission shall specify:

- (a). The child's name:
- (b). The child's destination:
- (c). Arrangements for transportation to and from activities:
- (d). Time of arrival and departure:
- (e). Time period for which permission is given:
- (f). Parent or guardian's signature and date.

(E). Transitioning Children:

Children may visit the next older group for transitioning purposes. There shall be room for the transitioning child in the next age group, and the staff/child ratios and group sizes shall be maintained. The center shall have as procedure for listing these children on attendance records, including the specific days and times the child is with either group. The center shall have available in the classrooms, a copy of the transition agreement between the parent and the center as required in rule 5101:2-12-30 of the Administrative Code.

(F). Substitutes:

If a regularly employed child care staff member is unable, for any reason, to fulfill the responsibility for the care of children, the staff member shall be replaced immediately by another child care staff member. A list of substitutes and verification of their qualifications shall be kept on file for review by the director's representative.

(G). Second Adult:

The child care center shall have at least 2 responsible adults available on the premises at all times when 7 or more children are in the center. One adult shall be a child care staff member.

(1). The second adult shall:

- (a). Be available within the building used for children;
- (b). Be able to be summoned by the child staff member without leaving the group unsupervised;
- (c). Be able to react as to reduce risk to children during emergency.

(2). If the second adult is not an employee of the center, the following documentation shall be on file:

- (a). A signed copy of the JFS 01238 "Second Adult Statement".
This statement shall be updated annually;
- (b). A signed non-conviction statement as required by rule 5101:2-12-26 of the Administrative Code.

(H). Groups:

The children shall be organized in groups to give continuity of care and supervision to the children on a day by day basis. Children shall not be moved from one group to another to maintain staff/child ratios.

- (1). "Groups is defined as a given number of children assigned to specific child care staff members.
- (2). Facilities caring for more than one group in a classroom or area shall responsible for their care.
- (3). Each group shall have a designated home base area.

(I). Group Size:

Group size shall not exceed twice the maximum number of children allowed per child staff member as required in the staff/child ratio section of this rule.

- (1). When age groups are combined the group size for the youngest child shall apply.

(J). 12 Children or Less on Premises:

If there is a time when there are no more than 12 children present on the premises, the children being cared for at this time may be cared for as one group, and this group may include children of all ages. This mixed age group shall be cared for in a safe environment.

(K). Attendance:

A record of daily attendance shall be kept for each child enrolled, beginning on the child's first day.

- (1). A record of daily attendance for each group shall be kept by the child care member responsible for that group. Attendance records shall remain with the group at all times throughout the day including: outdoor play, emergency evacuations and when groups are combined, This record shall specify:

- (a). The names and birth dates of children:

- (b). The names of the child staff members responsible for the group:

- (c). The designated area used as home base:

- (d). For those centers caring for children on both a part time and full time basis, the attendance record shall include the days and hours of enrollment for each child.

- (2). Attendance shall be recorded upon the child's arrival, and the attendance record shall provide for documentation of each child's departure.

- (3). A child attending the center on a drop in basis shall be listed on the attendance sheet of the group to which they are assigned.

- (4). The written records of attendance shall be kept for a period of one year. A copy of attendance record shall remain at the center at all times, and shall be available for review by the director's representative.

If a shared parent or visitation is set up, the center will honor the courts decisions/orders. Allowing the parent that has custody that day to pick up the child:

Special Staff:

Rule 5101:2-12-30 Requires

“Each child staff member shall complete fifteen hours of in-service training in child development, child abuse, recognition and prevention, first aid, prevention and recognition and management of communicable disease until 45 hours of training has been completed.

The French City Care Center requires all staff to update training every 1 – 3 years.

Enrollment Requirements:

Application

A child will not be considered for enrollment until an application has been received. The enrollment fee must accompany the application.

Families that request full-time service will be given first priority. Applications for part-time care will be accepted only when the unused weekdays are requested by another family.

A two-week notice is required when withdrawing your child from the center.

Medical Information Sheet

Medical information sheet is required on or before the first day of attendance.

Part I of this form gives French City Child Care Center consent to transport your child to a designated source for emergency medical or dental care.

Part II denies us consent to transport your child to a designated source for medical or dental care.

Authorization for Emergency Medical or Dental Treatment

These authorizations are required on or before the first day of attendance. In the event that reasonable attempts to contact you at the telephone numbers given are unsuccessful, we will transport your child to the medical or dental source designated. This signed consent form authorizes the physician or dentist to provide immediate treatment in your absence.

Physicians Exam Form:

Physician's exam form must be completed prior to child's first day of attendance. Child cannot attend until form is completed, and signed by child's physician.

Tuition and Hours

Full –Time not to exceed 45 hours

Part – Time not to exceed 25 hours

A \$3.00 per hour fee will be added to hours exceeding the part – time and full – time allowed hours up to 30 hours part – time.

Monthly Payment Option

If parent pays by the month, tuition is due on or by the fifth of the current month and a \$10.00 discount will apply to full – time, \$5.00 part – time.

Weekly Payment Option

Tuition is due no later than Wednesday of the current week.

Tuition is the same regardless of hours used. Parent is responsible for the service that is reserved for their child.

Vacation time = Full – Time and Part – Time receives one-week vacation.

Late Charges

If tuition is not paid by Wednesday at close of business a \$3.00 fee per day will be added until paid. If tuition is not paid at the last day of the week, the child will not be permitted in the program until the fee and late charges are paid.

Field Trips

If your child needs money for field trips you will be given one week notice prior to the trip.

Operating Policies:

Discipline Policy

Discipline, as defined and practiced by The French City Child Care Center, is the teaching of rules, safety and proper conduct in a social environment. It requires the setting of realistic limits based upon each child's age and level of comprehension, skill and physical maturity.

Any and all forms of punishment are forbidden as disciplinary techniques in that they do not constitute acceptable methods of teaching and they impose a serious threat to a child's physical and mental well being. Therefore, all **DIRECT CARE STAFF, ADMINISTRATIVE STAFF, STUDENTS AND ALL OTHER ADULTS ON THE PREMISES** are forbidden to use the following punishments as discipline methods:

- Cruel, harsh or unusual punishments such as slapping, pinching, shaking, biting, paddling, squeezing limbs forcefully, hold a child by the hair or ears, or harshly forcing a child into a chair, cot, locker seat or commode.
- Physical restraints used to confine a child.
- Placing a child alone in a closed room, closet or other small confining cubical.
- Subjecting a child to profane language, threats, and derogatory remarks about himself or his family, or other forms of verbal abuse.
- Techniques of discipline, which may humiliate, shame or frighten a child.
- The withholding of food, particularly dessert and snacks, or the withholding of rest or toilet use is not permitted as a disciplinary measure or for any other reason.
- No disciplinary technique shall be delegated to another child.

Communication and Discipline

The center will always use positive redirection and try to encourage children to change an unacceptable behavior, we will work with the parents and child to plan an action suitable to both parties and the behavior. If the behavior continues to happen and staff or children are subject to bodily harm and or mental anguish, the services for child care will be terminated.

If a parent is utilizing childcare services through Gallia County Job and Family Services and is dishonest in reporting work/school hours and or change in income that would result in FRAUD. Child care services will be terminated without notice.

THE CENTER DIRECTOR RESERVES THE RIGHT TO DISMISS A CHILD WITH A 24 hour NOTICE for non payment, behavior, fraud or any reason that the center for sees harm to the operation of the business.

Toy Weapons

No child shall be permitted to bring with him/her to school any type of weapons. I.e....toy guns, knives.

Administration of Medication

The Center will not administer medications.

A child with a health condition includes a school age child whose medial condition requires the availability of an inhaler or medication for emergency needs. Center staff shall be notified of these children whose condition necessitates the carrying of these items. A parent or guardian must give a permission statement for the performance of the medical procedure.

Health Policy

The center's health policy abides by Section 5101-2-12-50 of the Ohio Administrative Code in order to protect each child from avoidable illness.

If your child becomes ill while at the center, he/she will be isolated from the rest of the children and you will be notified immediately. You will be expected to pick up your child as soon as possible.

If your child is hospitalized for any reason, you must have a written excuse stating that he/she may return to the Center for childcare and is free of any symptoms that may be spread to others. If you do not have written notice the child will not be permitted for 1 week after discharge.

Children should be kept at home if they have any of the following:

- Fever over 100 degrees rectally or 99.4 degrees orally.
- Ear ache
- Rash
- Sore throat
- Upset stomach
- Red or watery eyes
- Diarrhea

Any child removed from the center due to illness will be readmitted after they have been checked by a teacher or other authorized staff member. There must be a 24 hour period in which the child

is free of illness symptoms, including fever and diarrhea, before the child can return to the center. The center shall notify parents, within the next day of center operation, when their child has been exposed to communicable disease.

Medical Emergency Plan:

In case of illness or accident, if the parents cannot be reached, the child's doctor will be contacted, as stated in the Emergency Medical Release form.

If the doctor cannot be contacted, the teacher and administrator or secretary will take the child to the Emergency Room at Holzer Medical Center if it is deemed necessary.

A teacher will be designated to continue attempting to contact the parents in the event of the above.

In case of accident, a child accident report will be completed by the responsible staff member.

Key staff members are trained in first aid. A person trained in first aid is always available both at the center and on field trips.

Handicapped Children:

Children with moderate to severe physical and mental disabilities require specific facilities, equipment, programs and trained adults. We do meet the criteria needs of these children. We would be pleased to assist any parent by providing referrals to these agencies.

The French City Child Care Center has served preschool children with mild physical and mental disabilities in the past and will continue to do so in the future.

Fire Drills:

We are required to have a fire drill each month. We will discuss the importance of fire drills with the children each month to avert their fears. You can help your child understand the importance of knowing what to do in any emergency by holding drills at home.

Children after 5:30 p.m.:

The French City Child Care Center closes at 5:30 p.m. If a child has not been picked up by 5:45 p.m. we will call the child's home phone number and each parent's business number. If the parent cannot be reached or if they have not contacted us in the meantime, then the Gallia County Children's Services office will be called to care for the child in their facility until the parent picks up the child. A notice to the parent will be placed on the front door with the address and phone number of the Children Services office. If a child is left past 5:30 p.m. a \$5.00 per ten-minute fee must be paid per child when parent arrives to pick up child, The late fee is to be paid to the care provider that stays to take care of your child.

Meals and Snack:

A nutritious breakfast, snack and lunch will be served daily. The following is a schedule of meal times. If your child is not here during these times you will be responsible for their meals. Each meal is planned, prepared and served in sufficient proportions to meet one-third of the child's recommended daily allowance. A copy of the menu is posted in the main entrance. A supplemental snack will be served each day afternoon.

Breakfast

School Age	8:00 a.m. – 8:15 a.m.
Toddlers	8:30 a.m. – 8:45 a.m.
3 year old	9:00 a.m.
Preschool	8:45 a.m. – 9:00 a.m.

Lunch

Toddlers	11:00 a.m. – 11:30 a.m.
3 year old	11:45 a.m. – 12:00 a.m.
Preschool	12:00 a.m. – 12:15 p.m.

Food Provided by Parents:

Parents may provide food for their child's meal and snack if special diet is required; however, the meal must constitute one-third of the child's recommended daily dietary allowance. The meal must include, at a minimum, one food from the meat/meat equivalent group, the bread/bread alternative group, the dairy group and two foods from the fruit/vegetable group.

Written authorization to delete or substitute any of the required food groups must be presented by the parent stating the reason for the deletion. If the child's meal does not meet the above requirements, the center will provide the necessary food items.

Children are not allowed to bring food or drinks with them of the morning. This creates both an unsanitary situation and chaos. If your child is eating when he/she arrives they need to finish up before entering the center.

Emergency Information – Transportation:

The center will use Gallia County Senior Citizens organization for the transportation to and from any organized field trip.

Every field trip requires a written statement of permission from the parent.

Swimming Policy:

When the center goes swimming the same transportation will be used. Every child will need a permission slip.

The child care staff shall be actively supervising the children and shall be able to clearly see all parts of the swimming area including the bottom of the pool.

Outdoor Play Policy:

Outdoor play will be at the city park and at French City Child Care. If the weather doesn't permit outside play, then the large muscle room maybe used.

Birthdays:

Birthdays are important occasions for young children. Therefore, we will have a birthday celebration on or near each child's birthday. Parents may bring cake, cupcakes, cookies, etc., for the celebration, if they wish. French City Child Care Center will provide drinks.

Please plan (1) week in advance with your child's care provider so they can plan.

Clothing:

Clothing worn by the children should be comfortable, washable and suitable for daily activities. All items worn or brought to the center should be clearly marked with the child's name.

Each child must have a complete change of clothing, underwear, socks and sweater. During the colder months each child must have boots, hat and gloves. These items must also be marked with the child's name. If your child does not have the appropriate clothes for the weather conditions he/she cannot play outside.

Please dress your children in clothes that you do not mind getting dirty. Children learn through play and your child will be painting, playing, and participating in activities that they may get soiled clothes. If you have plans after you bring them to the center, you may change their clothes at the center when you get your child.

Diapers:

Parents are required to supply their own disposable diapers and wipes for those children still wearing them. The teacher will maintain a record of diapers used for your information.

Children 3 years of age and older must be close to toilet trained and not in diapers. The child may wear *Pull Ups*. We will encourage potty training but the parent must work with the child and teacher for success.

Parent Information and Participation

Participation Parent / Employee:

Parents are encouraged to participate in any activity the center provides. If a parent needs to meet the center Director or any staff please set up a meeting through the Director.

License

The Center is state licensed and legally operated by ODJFS. The center license is posted at the center. If a parent has concern that needs to be addressed to a higher authority the number to call is 1.800.635.3748.

The rule book is available at the center for you to view.

The parent rosters are posted by the sign in / sign out sheets.

Inspection reports are posted at the front of the center for your viewing. The center will give tax ID# to parents upon request.

Enrollment Interview:

The information covered in this booklet will be covered with the parents during the enrollment interview so that the policies and procedures of The French City Child Care Center are understood prior to enrollment.

Parents will need to bring children in during enrollment and interview.

When the enrollment procedures are finalized the parent will receive a copy of this booklet. The Center also has this booklet posted on our web site at www.frenchcitychildcare.com

Parent Information Booklet

Every parent will receive a copy of this Parent Information Booklet (Also posted on our web site at: www.frenchcitychildcare.com). The information contained herein reflects Ohio's legislative requirements and the policies of the French City Child Care Center.

The French City Child Care Center

Communication Acknowledgment Form



Conferences

Another way to keep parents informed is by holding parent conferences between the teacher and parents. We will discuss your child's evaluation and the progress he or she made during a 6 - 12 month period. We will also suggest activities that you may do at home to enhance your child's progress. A conference can be set up by either parents or by teacher's request.

Parent Visitations

Parents are invited to visit the center as often as they like. We only ask that you report to the office when you arrive and a staff member will escort you to the child's classroom.

ACKNOWLEDGMENT

Please fill out and return to the office when handbook is reviewed and rules and polices accepted.

I, _____, have read the foregoing and understand the rules and regulations of The French City Child Care Center (300 3rd Avenue, Gallipolis, OH 45631).

X _____

X _____

Signature of Parent(s)

X _____

Signature of French City Child Care Center

_____/_____/_____
Date

Representative

"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, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20025-9410 or call (202) 720.5964 (voice and TDD). USDA is an equal opportunity provider and employer."

This form is also posted on our web site at: www.frenchcitychildcare.com