



**“Where we enter to learn & leave to achieve”**

# **PARENT HANDBOOK**

**Updated January 17, 2025**

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## WELCOME

Welcome to ***Carnival Child Development Center***. This handbook contains information regarding the Infant/Toddler/Preschool/School-age enrichment program. We are delighted to have you as part of our childcare family. This handbook has been thoughtfully put together to provide you with all the essential information you need to ensure a smooth and enjoyable experience for both you and your child/children. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Carnival CDC. Our aim is to create a warm and nurturing environment where your child can learn, grow, and thrive. As you embark on this incredible journey with us, we are here to support you every step of the way. Let's dive in and explore all the wonderful things our childcare center has to offer!

## PROGRAM PHILOSOPHY

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**Carnival Child Development Center** was established to provide quality, loving care for children (age 3 weeks – 14) years old. Here at Carnival CDC, we believe in providing a nurturing and enriching environment where every child feels valued, supported, and encouraged to grow. Our philosophy centers around fostering a sense of belonging and promoting the holistic development of each child – physically, emotionally, socially, and intellectually. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

- *We believe that respecting diversity is one of Carnival Child Development Center's strengths.*
- *We are sensitive and responsive to children and families with special needs.*
- *We believe that each child should be given opportunities to develop to his/her highest potential.*
- *We believe that enthusiasm, pride, love and understanding should characterize all human relationships.*
- *We value the uniqueness of each child and embrace their individual interests, strengths, and learning styles.*
- *We prioritize the importance of building positive relationships and promoting social-emotional development.*
- *We teach children empathy, kindness, and respect for others, cultivation a sense of community and inclusivity.*
- *We believe that the home and center environment are important in helping children learn.*
- *Our parents will be assured that their children will be taught to cooperate, to think and to respect the rights of others.*

- *We strive to establish strong partnerships with families, encouraging open communication, and providing regular updates on your child's progress and experience.*

### **MISSION STATEMENT**

*What's in a name? - We believe that the name of our Carnival Child Development Center accurately reflects our goals and mission in providing a nurturing and stimulating environment where children can grow, learn, and thrive. We are committed to supporting each child's unique development by fostering their physical, emotional, social, and cognitive growth. Our dedicated team of caring professionals strives to create a safe and inclusive space where children feel valued, respected, and encouraged to explore their interests and reach their full potential. We believe in partnering with families to create a collaborative and enriching experience that promotes lifelong love for learning and prepares children for a successful future.*

### **FIELDTRIPS/TRANSPORTATION OF CHILDREN**

The Center schedules field trips throughout the year. There may be an additional fee to support these activities.

**Field trip safety** policy provides that:

2. A first-aid box that meets State requirements and a person trained in first-aid shall be available on each field trip or special outing.
3. All children on the field trip or outing will have identification attached to them containing the Center's name address and telephone number to contact in the event the child becomes lost.
4. An emergency transportation authorization and the child's health record shall be available on the field trip or special outing for each child.
5. The maximum number of children per child-care staff member requirements shall be met at all times when children are transported on field trips or special outings.
6. Written permission is needed from the parent for each child transported to and from the Center for routine trips and special outings, which shall include, but not limited to, the child's name, destination, signature, date parent signed and the date of the field trip.

7. Before departing the Center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip.
8. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the Center.
9. During the course of the field trips, each staff member will have specific children that they are responsible for supervising.
10. All fieldtrips will be provided by our Center's Van.

### **TRANSPORTATION**

Carnival Child Development Center provides limited transportation between the hours of 7:00 a.m. and 4:00 p.m. (From & To School)

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the vans/buses owned by the Center and a staff member with first aid/communicable disease and CPR trainings will be present in the van and/or bus.

### **SWIMMING INFORMATION**

Swimming activities will be provided only to children who have permission from their parents. We will take the children during a designated time given by the local city of Beachwood recreation center. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance.

Our younger children will be provided with water play opportunities at the Center. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits & towels for your children. If you choose to use sunscreen, it must be applied before drop off. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

## LICENSING

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 Center's licensing record is available upon request from the Department of Human Services provides a toll-free number (number shown on license) to be used to report any suspected violations by a licensed center.

- All parents are **authorized visitors** are required to sign-in.
- Parents are welcome to visit the Center at any time during the hours of operation.
- Parents may also have lunch with their children on any day.

## ADMISSIONS

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A CHILD IS CONSIDERED TO BE ENROLLED IN THE Center ONLY after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted with 30 days of admission. This medical must be updated every 13 months.

## Tuition/Fees & Payment Policies

### Tuition:

Infant Rate:	Ages: 3weeks to 18mos.	Full-time: <u>\$300.00 weekly</u>
Infant Rate:	Ages: 3weeks to 18mos.	Part-time: <u>\$200.00 weekly</u>
Toddler Rate:	Ages: 18mos. To 3yrs.	Full-time: <u>\$290.00 weekly</u>
Toddler Rate:	Ages: 18mos. To 3yrs.	Part-time: <u>\$200.00 weekly</u>
Preschool Rate:	Ages: 3yrs. To 5yrs.	Full-time: <u>\$280.00 weekly</u>
Preschool Rate:	Ages: 3yrs. To 5yrs.	Part-time: <u>\$200.00 weekly</u>
School age Rate:	Ages: 5yrs. To 14 yrs.	Full-time: <u>\$250.00 weekly (Summer Rate)</u>
School age Rate:	Ages: 5yrs. To 14 yrs.	Part-time: <u>\$150 weekly (School Year Rate)</u>
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Once a child's enrollment or re-enrollment date has been confirmed, there will be NO refund of the tuition.

**NOTE: TUITION IS DUE ON MONDAY OF THE WEEK CHILDCARE IS PROVIDED UNTIL THE STUDENT IS WITHDRAWN FROM THE CENTER.**

**HOLDING FEE POLICY FOR CHILD/CHILDREN DAYCARE SLOT:**

**Carnival Child Development Center**, understands that families may require temporary leaves due to vacations, illness, or other unforeseen circumstances. To ensure the continuity of care and secure your child's spot during such absences, we have implemented a holding fee policy. The holding fee is a non-refundable payment of \$100 per week that will temporarily reserve your child's daycare slot.

***Duration:***

- a. The holding fee will be charged for a maximum period of four consecutive weeks per calendar year
- b. It is the responsibility of the family to provide the exact dates of the absence.

***Payment:***

- a. The holding fee of \$100 per week is due in full by Monday of each week child is out.
- b. Payment can be made via brightwheels, cash, or money order.

***Return Date:***

- a. The family must provide the daycare center with the exact return date at least one week before the child is expected to resume attendance.
- b. Failure to provide a return date will result in the loss of the reserved slot after the four consecutive weeks.

***Termination:***

- a. If the absence extends beyond the four consecutive weeks, the family will be required to pay regular tuition fees to maintain the child's slot.
- b. If the absence exceeds six consecutive weeks without proper communication, we reserve the right to terminate the enrollment and legal action will be taken to resolve any unpaid tuition and late fees.

**Carnival Child Development Center** reserves the right to pursue legal action to recover any outstanding balance, including late fee and any associated legal fees.

**All checks are to be made payable to: CARNIVAL CHILD DEVELOPMENT CENTER OR CARNIVAL CDC.** Our tax ID number is available upon request.

**REGISTRATION FEE**

There will be a non-refundable registration fee required for the purpose of processing the necessary papers and administrative fee. The fee is **\$25.00** per child.

Fee payments may be made through “BRIGHTWHEELS APP”, or by cash, check, or money order. There will be a \$20.00 returned check fee charged for any check that is returned unpaid by the bank. Any parent, who has had two (2) checks returned unpaid, must make future payments by cash or money order.

Tuition assistance through the Cuyahoga County Jobs & Family Services may be available to those who qualify. Please contact the department for guidelines and application information.

Because our staff and other expenses are tied directly to the number of enrolled students, and cannot be reduced to compensate for student illness or variable vacations, there will be NO TUITION REDUCTION allowances for student illness or vacation.

### **Hours and Days of Operation**

The Center will be in operation Monday through Friday (6:30 am to 6:30 pm). A late fee of **\$1.00 per minute** will be charged if a child is not picked up by the time specified in the agreement...

**Carnival Child Development Center** will close to observe the following holidays:

- Memorial Day
- Juneteenth (Freedom Day)
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Day
- New Years Day
- Good Friday
- Early dismissal CHRISTMAS EVE.

Full tuition is due for the weeks in which these falls, as staffs are given them as paid holidays.

In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the Center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child’s space.

Should occasions arise when tuition payments are not made when due, the following policy may take effect:

- On each Tuesday, a late payment fee of \$10.00 will be added to your account for any week’s tuition that is one (1) or more weeks’ delinquent.



- For accounts which are three (3) weeks in arrears, the result may be termination of your child (ren)'s enrollment.
- The Executive Director and/or Director will make every effort to work out arrangements with parents whose accounts are past due, if they communicate their situation and adhere to an established payment schedule.

Tuition payments are an obligation, which we believe parents of all students intend to meet in good faith, although we reserve the right to terminate a student due to excessive delinquent payments. We take this action only when all other efforts are proved unsuccessful.

**Carnival Child Development Center** will take legal action to recover any unpaid tuition and late fees.

**All checks are to be made payable to:** CARNIVAL CHILD DEVELOPMENT CENTER OR CARNIVAL CEC. Our tax ID number is available upon request.

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

**Carnival Child Development Center** will not exceed the following state required ratios:

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

**Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room and a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 1.5 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.**

The maximum group sizes are as follow:

- 12 Infants
- 14 Toddlers 18 months – 30 months
- 16 2.5 – 3 yr olds
- 24 3 years old
- 28 4-5 year olds
- 36 School age children

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

### **SUPERVISION POLICY**

**A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.**

### **DISCRIMINATION**

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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.

### **ARRIVAL AND DEPARTURE**

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Parents are required to bring their children into the classroom and to sign the child in on the Ipad at the front door. Any special messages, special pickup notes, etc. are to be noted through the Brightwheels App. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick-up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off.

Cut off time for any child to enter the building is: **10:00am** *unless management approved a later entry.*

### **RELEASE OF A CHILD**

Children will be released only to individuals who have been identified by the parents, or guardian(s) as being responsible for the child, and who are listed on the pick-up slip. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

### **SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS**

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

### **SUPERVISION OF SCHOOLAGE CHILDREN**

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

- Children are within hearing distance of their teacher
- The teacher checks on the children periodically every 5 minutes
- The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children every 5 minutes.

### **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 schoolager 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 are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the Center when their child is not going to be attending.

### **SCHOOL DELAYS/CANCELLATIONS**

Our program will operate a full day program for schoolagers when school is closed for vacations, delays or cancellations with the exception of students being suspended from school. It's at the discretion of the Administrator that any student suspended from school cannot attend Carnival CDC before 2:30pm on the day or days of suspension.

### **CUSTODY AGREEMENTS**

If there is custody issues involved with your child, 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 plan will be signed 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 space is available in the next room.

### Potty Training Policy

At Carnival CDC, we strive to provide a nurturing and educational environment for all our students. To ensure the best experience for every child, we have implemented the following policy regarding potty training:

#### 1. Potty Training Requirement:

- a. Children must be fully potty trained before transitioning into the preschool classroom. This includes being able to use the toilet independently for both urination and bowel movements, as well as proper hygiene practices like handwashing.
- b. Potty training readiness and progress will be assessed on an individual basis, taking into consideration the child's age, development, and cooperation.

#### 2. Grace Period:

- a. Children who are not fully potty trained upon entering the preschool classroom will be given a one-month grace period to complete their potty training.
- b. During this grace period, our dedicated staff will provide additional support, guidance, and resources to assist parents and children in achieving successful potty training.

#### 3. Transition to Toddler Class:

- a. If a child is unable to complete their potty training within the one-month grace period, they will be transitioned to the toddler class.
- b. In the toddler class, our experienced teachers can provide a more focused and individualized approach to address the child's potty training needs without disrupting the instructional time of our preschoolers.

#### 4. Parent/Staff Communication:

- a. Open and regular communication between parents and our staff is crucial in supporting the potty training process. We encourage parents to share important information, updates, or concerns related to their child's progress.
- b. Our staff will maintain confidentiality and work collaboratively with parents to ensure a consistent approach between home and school.

#### 5. Support and Resources:

- a. Our preschool will provide parents with relevant resources, tips, and guidance on effective potty training techniques.

b. Parents are encouraged to seek assistance from our knowledgeable staff members, who are trained in early childhood development and can offer practical advice based on their experience.

6. It's not uncommon for rates to increase over time due to various factors, such as inflation and the cost of providing quality care. With that being said, you will be subject to the new toddler rate as long as your child is in the Toddler room.

We believe that this potty training policy will contribute to a more focused and productive learning environment for all our preschoolers. It allows us to dedicate our time and resources to educational instruction while ensuring that each child's individual needs are met in the most appropriate setting.

### **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.

### **WRITTEN DISASTER PLAN**

#### **DISASTER PLAN**

1. *In accordance with ODJFS 5101:2-12-16, this disaster plan outlines how the family child care provider will prepare for and respond to the following emergency situations:*

- a) **Weather emergencies and natural disasters including severe thunderstorms, tornadoes, flash flooding, major snow fall, blizzards, ice storms or earthquakes:**

In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our safe location listed on the escape plan that is posted on all levels. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we have to evacuate because of weather conditions. In all cases I will take the attendance roster and account for all children.

**Severe Storms:** I will monitor the radio or television for any storm updates or emergency instructions. We will move away from all windows.

**Tornado:** In the event of a tornado warning, I will take the attendance roster and the children will gather in the hallway downstairs. I will account for all children and they will assume the safe position (covering head and neck) facing the hallway walls until the inclement weather has passed.

**Flooding:** We will monitor the radio or television for flooding details. If advised to evacuate we will do so immediately. Parents will be notified as soon as possible of evacuation and where to pick up the children.

**Winter Weather:** If there is a level “3” travel advisory the child care will be closed. I will notify each parent when I close due to weather.

**Earthquakes:** Safe spots will be identified in the child care room and the main level. Such as under sturdy furniture, wood framed doorway or against an inside corner or wall. We will assume the safe position (covering head and neck) in the safe spot until the earthquake has passed.

**b) Emergency outdoor and indoor lockdown or evacuation due to threats of violence including active shooter, bioterrorism, or terrorism:**

I will take the attendance roster and secure the children in the shelter in place area accounting for all children. I will then contact 911/Police and follow their instructions. Parents will be contacted as soon as possible and an incident report will be filed and given to all parents.

**Lock Down**

**Location:** 1690 Lander Road

We will stay in the lock down / shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Lock-down will be used in a situation that may result in harm to persons inside the facility such as a shooting, hostage incident, intruder, trespassing, or disturbance.

**c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats:**

I will take attendance roster, first aid kit, and emergency contact information for children, account for all children, exit the home to the primary evacuation spot which is 1714 Lander Road (next door) and account for all children again. We will follow instructions from emergency personnel as to whether to stay there or to proceed to a spot further from the child care. Our secondary location is at 1860 Lander. Parents will be notified as soon as possible and an incident report will be completed and provided to the parents as soon as possible. State will be notified within 24 hours.

**Shelter in Place**

**Location:** 1714 Lander Road

We will stay in the shelter in place area (selecting a small, interior room, with no or few windows) and take refuge there until an all clear is given. Shelter-in-place

will be used in an emergency where hazardous materials (chemical, biological, or radiological contaminants) may have been released into the atmosphere.

**d) Outbreaks, epidemics or other infectious disease emergencies:**

In case of an outbreak, epidemic or other infectious disease emergency the child care will contact the local or state health department. The health department will investigate the situation. Specific prevention and control measures will be recommended to reduce spread to others. Notification will be made to all parents of the outbreak. Appropriate preventive measures will be taken to stop the spread of the outbreak, such as cleaning, sanitizing and the exclusion of infected children. We will practice covering your cough, sneezing into your elbow, hand washing, disposable hand towels, and using personal water bottles, to avoid this from happening at the child care.

**e) Loss of power, water or heat:** I will contact the utilities company to notify of outage and assess expected time of outage. I will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. I will then determine whether the children need to be sent home or may continue to stay. The local health department or ODJFS will be contacted if in doubt and determination will be made if care can continue and still meet the rule requirements. Parents/ Guardians will be contacted as soon as possible to pick up their children if loss of power, water or heat is longer than an hour. **See map for utility shut off locations**

**f) Other threatening situations that may pose a health or safety hazard to the children in the Center:**

In the unlikely event of an emergency, we will follow the instructions of the police, fire, and safety officials – and if necessary, evacuate to our safe location listed on the escape plan that is posted on all levels. Parents/ Guardians will be contacted as soon as possible (to pick up their children) if we have to evacuate.

**Fire:** There is a fire extinguisher located in the kitchen, in the office, and one near each exit doorway. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. In case of evacuation I will take the attendance roster, exit the home with the children to the designated meeting place – which is the trees in the front yard. I will account for all of the children, call emergency personnel (911), and notify them if all children are present or of if any are missing. We will not return to the child care until the all clear is given.

*2. In accordance with ODJFS 5101:2-12-16 the following procedures outline how providers will ensure children are safely reunited with their parents during emergency or disaster situations.*

**a) Procedures for evacuation or shelter in place. How the home will care for and account for the children until they can be reunited with the parent:  
Evacuation or Shelter in Place**

In the event of an evacuation or shelter in place I will take the attendance records with me so that I may account for all of the children. Evacuation maps are posted by all exit doors. The map outlines where the children will go in the event of an evacuation emergency. Parents will not be allowed to remove a child from my custody during the evacuation. Once all children are accounted for at the evacuation location, parents will be allowed to sign out their children. Parents will be notified of the evacuation location.

**Off-Site Evacuation**

a) In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, due to a large non-confined hazard our local government agency will determine the mass shelter locations. I will accompany the children to the shelter and remain with them while families are notified. After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by me as to the pickup location for reunification.

**b) Assisting infants and children with special needs and/or health conditions during disasters or emergencies:**

**Assistance for Infants and Special Needs:** Physically challenged children will be provided assistance to help exit the building. Infants will be evacuated by being carried by the provider. If there is more than two infants the emergency evacuation cribs will be used.

**c) Reunification with parents:**

**(i) How will emergency contact information for the parents and provider be communicated and where will it be located?**

The parent's first point of contact would be Lisa M Jamison at (216) 288-8487. I will consult with Emergency Personnel to determine if parents should be asked to pickup children. The decision to have parents pick up their children will be made based on the expected time out of the Child Care or the nature of the emergency. I will contact the parents to alert them of the pick-up location for reunification.

**(ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated:**



I will contact the parents to notify them of the events. If I am unable to reach the parents I will then contact the emergency contacts for that child and alert them of the pick-up location for reunification.

**(iii) Procedures for communicating with parents during loss of communications, or when there is no phone or internet service available:**  
Communication will be posted on the front door of the child care.

- d) Location of supplies and procedures for gathering necessary supplies for staff and children if they are required to shelter in place:** The supplies are kept in the area that we shelter in place. Parents have provided backpacks for the children with personal items to comfort and occupy the children.  
Emergency contacts are included in the supply box.
- e)** What are the procedures if a disaster occurs during the transport of children such as during a field trip or routine trip? We will assume the safe position (covering head and neck) in the safe spot until the disaster has passed.
- f)** How will staff be training in disaster procedures? How will staff duties be reassigned during disasters? The Staff, Children and I will participate in fire and disaster drills at the Center. Fire drills will be conducted monthly and disaster drills every three months. All drills will be documented.
- g)** This plan will be updated annually as required by ODJFS 5101:2-12-16.
- h)** How will the provider, child care staff member or employee communicate with local Emergency Management officials during disasters?

**Emergency Contact Numbers**

All Emergencies	911
Ohio Edison	1-888-LIGHTS (544-4877)
Poison Control Center	1-800-366-8888
Dominion Gas	1- 800-362-7557
Fire Department	440-442-1214
Water Department	216-664-3130
Police Department	440-442-1234
Poison Control	1-800-222-1222

**GUIDANCE POLICY**

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**Carnival Child Development Center** believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will

be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenrollment of the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

## **ACCIDENTS/EMERGENCIES**

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The Center has devised several procedures to follow in the event that 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. In order 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 Recreation Center across the street. A sign will be posted in front of the Center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

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

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

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:

- The child has an illness, accident, or injury which requires first aid
- The child receives a bump or blow to the head
- The child 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.

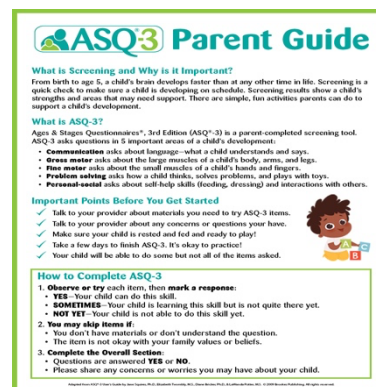
## **ORIENTATION**

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**Here are Carnival CDC, our primary goal of orientation is to ensure a smooth transition for both the child and the parents and/or guardians.** Starting a new experience such as the first day of school or day care is exciting for young children but it can be a difficult experience also. Through the orientation process, the child will gradually become familiar with his/her new environment. Also, during the orientation, the parent has the opportunity to become better acquainted with the teachers and daily routines. It is important that a parent, guardian, relative or a friend accompany the child during orientation. Most children are more at ease in the beginning of their day care experience after the following steps have been taken.

### ***ALL ASQ's are due:***

This assessment is crucial for us to provide the best care and support for your child's development. As part of the enrollment process, we emphasize that completing this questionnaire allows us to provide personalized support tailored to your child's needs. It enables us to identify any potential challenges or areas where additional assistance may be required. In accordance with our policies, it is mandatory for all children to have their ASQ completed by the first day of school. This questionnaire will be a part of your enrollment package and just like all the other forms in the packet, you must answer all the questions to the best of your ability. Please feel free to reach out to our administration office if you have any questions or need any guidance. **NO CHILD WILL BE FULLY ENROLLED WITHOUT THE COMPLETION OF ENTIRE ENROLLMENT PACKET, INCLUDING THE ASQ (Ages and Stages Questionnaire).** Please see Parent Guide below:



*Classes are in session Monday through Friday 6:30 a.m. to 6:30 p.m. All children should be picked up fifteen (15) minutes before dismissal normal pick-up. All children who attend over ten (10) hours without notifying the Center will be charged for an additional day.*

### **DAILY ACTIVITIES**

A typical daily schedule of activities is outlined below. These are only guidelines and there is flexibility with programming throughout the day according to the needs of the children.

### **INFANT'S DAILY SCHEDULE**

#### **18 Months to 3 years**

<b><i>6:30 a.m. – 8:00 a.m.</i></b>	Children arrival/greeting/free play
<b><i>8:00 a.m. – 9:00 a.m.</i></b>	Breakfast/diaper changing/nap/free play talking and interacting with children.
<b><i>9:00 a.m. – 11:30 a.m.</i></b>	Nap/free play/interacting with each child/talking to child/reading stories/diaper changing/natural reflex/language/sensory awareness/fine motor skills/cognitive skills/gross motor skills/communication skills/social & emotional development/exploration play.
<b><i>11:30 a.m. – 12:00 p.m.</i></b>	Lunch/diaper changing
<b><i>12:00 p.m. – 3:00 p.m.</i></b>	Nap time/diaper changing
<b><i>3:00 p.m. – 6:20 p.m.</i></b>	Diaper changing/nap/interacting with children/talking/reading stories/natural reflex/language/sensory awareness/fine motor skills/cognitive skills/gross motor skills/communication skills/social & emotional development/exploration play/dinner
<b><i>6:20 p.m. – 6:30 p.m.</i></b>	Prepare for departure

## TODDLER DAILY SCHEDULE

### 18 Months to 3 years

<i>6:30 a.m. – 8:00 a.m.</i>	Children arrival/greeting/free play
<i>8:00 a.m. – 8:30 a.m.</i>	Restroom/hand washing/breakfast
<i>8:30 a.m. – 9:00 a.m.</i>	Clean up/hand washing/free play
<i>9:00 a.m. – 11:30 a.m.</i>	Morning meeting/math concepts/science/blocks/problem solving gross motor/large & small motor/art stories/outside play/dramatic play/rest room/hand washing/puzzles/music movement/color shapes/numbers/alphabets/finger play/manipulative play/socialization with peers/expressing feeling/field trips (potty trained only)/clean up
<i>11:30 a.m. – 12:30 p.m.</i>	Rest room/hand washing/lunch/clean up/put down cots for nap
<i>12:30 p.m. – 3:00 p.m.</i>	Nap Time
<i>3:00 p.m. – 4:00 p.m.</i>	Rest room/hand washing/snack
<i>4:00 p.m. – 6:20 p.m.</i>	Indoor selected play/gross motor/small & large motor play/rest room/hand washing/music/art/math concepts/blocks/dramatic play/stories/problem solving/color/shapes/numbers/alphabets/man ipulative play/expressing feeling/clean up
<i>6:20 p.m. – 6:30 p.m.</i>	Prepare for departure

## PRE-SCHOOL DAILY SCHEDULE

### 3-5 years old

<i>6:30 a.m. – 8:00 a.m.</i>	Children arrival/greeting/free play
<i>8:00 a.m. – 8:30 a.m.</i>	Restroom/hand washing/breakfast
<i>8:30 a.m. – 9:00 a.m.</i>	Clean up/hand washing/free play
<i>9:00 a.m. – 12:00 p.m.</i>	Morning meeting/math/science/manipulative play/problem solving/puzzles/arts & crafts/dramatic play/outside play/field trips/blocks/story time/gross motor/small & large motor/calendar & weather awareness/body awareness/body movement/colors/numbers/shapes/alphabets/ finger play/music/counting/writing/self esteem/self concepts/self respect/self control
<i>12:00 p.m. – 1:00 p.m.</i>	Rest room/hand washing/lunch/clean up/put down cots for nap
<i>1:00 p.m. – 3:00 p.m.</i>	Nap Time
<i>3:00 p.m. – 4:00 p.m.</i>	Putting cots away/rest room
<i>4:00 p.m. – 4:30 p.m.</i>	Snack
<i>4:30p.m. – 6:20 p.m.</i>	Math/language/science/outdoor play/music/colors/shapes/numbers/counting/ alphabets/body movement/blocks/small & large motor skulls, manipulative play/gross motor/number concept/self control/self control/respect/self esteem/art/problem solving/finger play stories/puzzles
<i>6:20 p.m. – 6:30 p.m.</i>	Prepare for departure

## School Age Schedule

(From August to June while school is in session)

### 5-12 years old

<i>6:30 a.m. – 7:00 a.m.</i>	Children arrival/greeting/free play
<i>7:00 a.m. – 8:00 a.m.</i>	Restroom/hand washing/breakfast
<i>8:00 a.m. – 9:00 a.m.</i>	Children are escorted to their school
<i>11:00 a.m. – 12:00 p.m.</i>	Kindergarten children are picked up from school
<i>12:00 p.m. – 1:00 p.m.</i>	Rest room/hand washing/lunch/clean up/put down cots for nap
<i>12:00 p.m. – 1:00 p.m.</i>	Rest room/hand washing/lunch
<i>1:00 p.m. – 3:00 p.m.</i>	Nap Time
<i>2:30 p.m. – 4:00 p.m.</i>	Remaining school-agers are picked up from school
<i>3:00 p.m. – 4:00 p.m.</i>	Putting away cots/rest room
<i>4:00 p.m. – 6:20 p.m.</i>	Snack/clean up/homework/outside cooperative play/computer/art/music/reading/gross motor skills/dramatic play/socials skills/games
<i>6:20 p.m. – 6:30 p.m.</i>	Prepare for departure

## School Age Schedule

### (June) When school is out till August

#### 5-12 years old

<i>6:30 a.m. – 8:00 a.m.</i>	Children arrival/greeting/free play
<i>8:00 a.m. – 8:30 a.m.</i>	Restroom/hand washing/breakfast
<i>8:30 a.m. – 12:00 p.m.</i>	Morning meeting/outside play/field trips/creative art/dramatic play/reading/writing/movies/walks/quiet activities/going to different parks/music/show & tell/expressing feelings/self-control/self concepts/self respect/self esteem/respect for others/school activities review/clean up
<i>12:00 p.m. – 1:00 p.m.</i>	Rest room/hand washing/lunch/clean up
<i>1:00 p.m. – 4:00 p.m.</i>	Outside play/movies
<i>4:00 p.m. – 4:30 p.m.</i>	Rest room/hand washing/snack
<i>4:30 p.m. – 6:20 p.m.</i>	Outside play/creative art/dramatic play/quiet activities/music/expressing feeling/self control/self respect/respect for others
<i>6:20 p.m. – 6:30 p.m.</i>	Prepare for departure

#### **NAPS AND BEDDING**

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Each child will be provided his/her own sleeping cot to be used during rest period. Cots are cleaned on a regular schedule and whenever they are reassigned to a new child, or soiled by excrement. Please provide your child with his/her own blanket (crib size). A small pillow may be provided if desired. Bedding will be sent home bi-weekly for



laundry. Please be sure to return the bedding on the next school day. Your child may bring a special comfort item such as a stuffed animal or “blankie” for naptime if needed.

## **CLOTHING**

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Clothing that is washable, durable and loose is appropriate for school wear. All buttons, zippers, snaps and ties should be well constructed so children will be able to dress and undress independently. Children will be encouraged to learn skills necessary for these procedures.

Each child must have at least one seasonally appropriate, complete change of clothing in his/her locker. It is difficult for staff to keep track of so many children’s belongings unless the items are clearly labeled. Please label all personal items. The Center is not responsible for lost articles.

The Center keeps a few items of clothing for emergencies. If your child wears Day Care clothing home, please wash it and return it the next school day. We would appreciate any extra clothing items, (especially underwear, pants and socks) which you can donate to the emergency clothing box.

## **HAIR**

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At Carnival CDC, the safety and well-being of your children are our top priorities. After careful consideration and observation, we have noticed that the presence of beads and barrettes in the children's hair can pose certain safety concerns. While these accessories may look adorable and stylish, they unfortunately have the potential to cause accidents during childcare hours.

Instances have occurred where these small items have been accidentally pulled out by the children themselves or have fallen out during playtime and activities. Loose beads and barrettes can become potential hazards, posing risks of choking or causing unnecessary accidents.

To ensure the utmost safety and create a secure environment for all our children, we have made the decision to no longer allow beads and barrettes in the children's hair while they are here at Carnival. We kindly request your support and cooperation in adhering to this new policy.

We understand that children love to express themselves through their hairstyles, and we fully encourage their creativity. To provide alternative methods of hair styling that do not compromise their safety, we welcome the use of colorful hair ties, ribbons, or headbands that are secure and safe for everyday activities.

Thank you for your understanding and cooperation in keeping Carnival CDC a safe and joyful place for all our children. Together, we can ensure that their learning experience remains fun, exciting, and, above all, safe.

## **SAFETY**

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Childcare staff members are responsible for the safety of children in their care. No child will be left alone at any time.

A person trained in first aid will be available at all times.

A monthly fire drill will be held at varying times. A record of the fire drills in the Administrator's office.

Smoking is prohibited in all areas of the Center.

The use of spray aerosols is prohibited when children are present at the Center.

Parents should park in designated parking spaces. At no time should a car be left at the curb. This is a hazard for the children and for other cars. Cars should never be left with the motor running.

In case of an emergency situation, the Center has a well-developed action plan. The action plan is posted in the Administrator's office, in each classroom and near each telephone. Each staff member has immediate access to the telephone and it is checked often to make sure it is in working condition. The action plan details the steps to be taken in case of fire, weather alert, or medical/dental emergency. Staff responsibilities are explained and diagrams show evacuation routes. If necessary, the Center staff will administer first aid, summon emergency transportation and contact parents.

Copies of the following emergency reports and procedures are on file in the administrator's office.

- a. Monthly fire drills
- b. Transportation by the Cleveland Fire Department Rescue Squad

## **OUTDOORS PLAY**

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

## **EMERGENCY CENTER CLOSING**

**Carnival Child Development Center** reserves the right to close the Center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, **watch News Channel 8 for official notification of Center closings. On these occasions, regular payment is expected**

## **HEALTH AND COMMUNICABLE DISEASE MANAGEMENT**

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In order to minimize transmission of illness, the State Department of Health requires day care centers to follow guidelines designed to protect the health of all children and staff members.

The Ohio Department of Human Services requires that each parent provide a proof of immunization at time of enrollment and each child must have a physical exam no more than six months prior to enrollment and annually thereafter. New enrollees must submit a completed medical form within two (2) weeks of admission. The Center will give the parent one (1) month's notice of annual physical due. If the updated medical form is not submitted when due, or a note submitted verifying scheduled doctor's appointment, the child's record is out of compliance with Ohio law and the child may not return to the Center until the up-to-date medical form is submitted.

Your child must be immunized according to the following schedule.

**ACIP RECOMMENDED SCHEDULE OF VACCINATIONS FOR ALL CHILDREN**

<i>Vaccine</i>	<i>2 Months</i>	<i>4 Months</i>	<i>6 Months</i>	<i>12 Months</i>	<i>15 Months</i>	<i>4-6 Years before school entry</i>
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<i>DTP</i>	<i>STP</i>	<i>DTP</i>		<i>DTP*</i>	<i>DTP</i>	
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<i>POLIO</i>	<i>POLIO</i>	<i>POLIO</i>		<i>POLIO*</i>	<i>POLIO</i>	
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<i>MMR</i>				<i>MMR**</i>	<i>MMR**</i>	
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<i>HIB</i>	<i>Hhoc</i>	<i>HbOC</i>	<i>HbOC</i>	<i>PRP-OMP</i>	<i>HbOC</i>	
<i>Option 1</i>	<i>PRP-OMP</i>	<i>PRP-OMB</i>				
<i>Option 2</i>						
<i>Option 3</i>					<i>PRD-D</i>	

<i>Vaccine</i>	<i>At Birth (Before Hospital Discharge)</i>	<i>1-2 Months</i>	<i>4 Months</i>	<i>6-18 Months</i>		
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<i>HBV</i>						
<i>Option 1</i>	<i>HB***</i>	<i>HB***</i>			<i>HB***</i>	
<i>Option 2</i>				<i>HB***</i>	<i>HB***</i>	

DTP: Diphtheria, Tetanus, and Pertussis Vaccine  
 Polio: Live Oral Polio Vaccine drops (OPV) killed inactivated Polio Vaccine shots (IPV)  
 MMR: Measles, Mumps and Rubella Vaccine  
 BIB: Haemophilus b Conjugate Vaccine

HBOC: HIB Titer  
 PRP-OMP: Ped Vax HIB  
 PRP-D: Prohibit

HB Hepatitis B Vaccine

- c. Many experts recommend these vaccines at eighteen (18) months.
- d. In some areas this dose of MMR may be given at twelve (12) months.
- e. Hepatitis B vaccine can be given simultaneously with DTP, Polio, MMR, and Haemophilus b Conjugate Vaccine at the same visit. If your child shows any signs of illness, rash, fever, vomiting or symptoms of a cold,

you are expected to keep him/her at home until the child has been symptom free for 24 hours.

### **Enrollment of Children without immunization**

This is for the safety of your child. A medical statement signed by a physician or certified nurse practitioner is required. However, Carnival Child Dev Ctr will provide care or the children without immunizations as long as a medical statement is on file and updated on time. This medical must be updated every 12 months.

### **MANAGEMENT OF ILLNESSES**

Carnival Child Development Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the Center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

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

Temperature of 100 degrees F – in combination with any other signs of illness

- diarrhea (more than once a day)
- severe coughing (whooping, red/blue face)
- difficult or rapid breathing
- yellow skin or eyes
- undiagnosed/untreated skin rash other than diaper rash
- thick yellowish or greenish nasal discharge
- nausea
- vomiting (two or more items in a day)
- symptoms of pink eye (Pinkness or redness in one or both eyes, Discharge, Morning crusting, matted eyelashes, itching, Burning, sandy, or gritty feeling, or Swelling of the conjunctiva and/or eyelids)
- infected skin patches
- dark urine/gray or white stool
- stiff neck - sore throat/difficult swallowing
- evidence of ringworm, pinworm, lice, scabies or other parasites
- is unable to participate in regularly scheduled activities

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 linens used will be washed and disinfected before being used again.

Parents will be notified thru our parent app (Bright wheel) of any communicable disease's children may have been exposed to. Children will be readmitted to the Center after at least 48 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.

### **Confirmed COVID-19 Case & Exposure:**

- Parents, guardians, or caregivers of close contacts are advised to keep their children home (quarantine for 14 days) and to consult with the child's healthcare provider for evaluation.
- Members of the ill child's household and any child care staff who had close contact with the child are advised to quarantine for 14 days.
- The child can return to child care and end isolation once the following are met:
  - 10 days out for the start of the symptoms, and
  - Fever free for 24 hours without fever-reducing medication, and
  - Symptoms have improved
    - ❖ Carnival Child Dev Ctr will work cooperatively with ODJFS and The Dept. of Health to document/track incidents of possible exposure and notify staff and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the ADA.
    - ❖ Carnival Child Dev Ctr will clean and disinfect all areas used by the person/people who is/was sick, such as the classroom, bathrooms, and materials. This cleaning will be in addition to our continued routine cleaning and disinfecting.

## **Health and Safety Policy: Illness and Return to School Protocol**

### Policy Statement:

To ensure the health and safety of all students and staff, our institution has established a clear protocol regarding illnesses that require a student to be temporarily excluded from school. This policy is designed to prevent the spread of contagious conditions and to protect the wellbeing of all children in our care.

### Policy Guidelines:

#### 1. Notification of Illness:

- If a child is observed by staff exhibiting symptoms of illness (e.g., swollen eyes, rashes, contagious infections), the parent or guardian will be notified immediately.

#### 2. Exclusion Period:

- Upon notification of a contagious condition, the child must remain at home for a minimum of 48 hours from the time symptoms are first observed. This exclusion period is crucial to ensure the child is no longer contagious and to protect other children and staff.

#### 3. Return to School:

- A child may only return to school after the 48-hour exclusion period has elapsed.
- A doctor's note will be required upon return, confirming that the child has been seen and is cleared for re-entry into the school environment. However, the doctor's note must also acknowledge adherence to our 48-hour policy, irrespective of the doctor's recommendation for an earlier return.

#### 4. Doctor's Recommendations:

- While we value medical advice from health professionals, our policy is designed with the collective health of all students in mind. Therefore, the 48-hour exclusion period is non-negotiable. Any documentation from a physician indicating an earlier return will not override this policy.

#### 5. Communication:

- Parents and guardians are encouraged to communicate any concerns regarding this policy to the administration. Understanding the rationale behind this policy is important for maintaining a healthy environment for all students.

### Conclusion:

This policy aims to prioritize the health and safety of our entire community. Thank you for your cooperation and understanding in adhering to these guidelines.

## **MEDICATION/SPECIAL DIETS**

### **Dear Carnival CDC Families:**

As we all know, Administration of any type of medication requires thorough understanding of the drug, including but not limited to:

- When it needs to be administered;
- Possible side effects and dangerous reactions;
- Proper storage, handling, and disposal;
- The right patient;
- The right time;
- The right dose;
- Administered by THE ONLY PERSON/PERSON'S trained for that particular patient; etc

Medication errors happen all too often, even when the medication is given by professionals. Fortunately, the Staff here at Carnival has not experienced any errors as it relates to medication thus far and we would like to keep it that way. With that being said, Effective January 17, 2025 – **We will only administer medication in emergency situation** to any family/child enrolled here at Carnival CDC.

A current care plan that has been completed by a physician must always be present on the premises.

Thank you in advance,  
Lisa M Jamison

**FOOD SUPPLEMENTS OR MODIFIED DIETS:** If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

## **MEALS AND SNACKS**

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The center provides breakfast, lunch, and evening snacks. A daily menu is posted on the center's bulletin board. All meals are properly proportioned and contain foods that meet USDA food program regulations.

**Carnival Child Development Center** believes that mealtime serves as a social and educational activity. The cultural and religious needs of our children are taken into consideration when menus are planned. If a child has any additional nutrition concerns, such



as a diagnosed food allergy, **Carnival** must be notified in advance so we can provide an appropriate substitution.

As part of our commitment to maintaining a structured schedule, we kindly request that children arrive at our building having already eaten breakfast if they are to arrive after 9:00am. **BREAKFAST CUTS OFF HERE AT 9:00AM SHARP!**. This policy ensures that we can begin our activities promptly and allow all children to participate fully. If, by chance, your child hasn't had breakfast and you arrive after 9:00am, we kindly ask that you take a moment to enjoy breakfast together before joining us inside. This way, your child will be fueled and ready for the day's adventures.

***NOTE: Carnival prioritizes the health and safety of all children in our care. To maintain a controlled and allergy-friendly environment, we have established the following policy regarding food brought into the Center:***

***NO OUTSIDE FOOD:***

- 1. Parents or Guardians are NOT PERMITTED to bring food, whether prepared or unprepared food into the Center*
- 2. Exceptions to this policy requires approval from the daycare administration.*
- 3. Parents or Guardians of children with allergies or dietary restrictions must inform the Daycare Administration so that an individualized plan will be created to accommodate the children's needs.*

***APPROVED FOOD:***

- 1. If parents or guardian wishes to bring food for a special occasion or event, they must get approval by administration in advance.*
- 2. Approval to bring food will be granted based on various factors, including allergies, dietary restrictions, and the nature of the event.*
- 3. Approved food must be store-bought and properly packaged.*
- 3. Homemade food or meals prepared by non-commercial entities WILL NOT BE ACCEPTED*

### **Infant care, including frequency of diaper checks**

We change infant and toddler's diapers every 2 hours and as needed. If parents do not agree with this policy, he/she should speak with the Administrator.

### **Refusal to grant consent for transportation**

Carnival Child Dev Ctr will NOT transport children in emergency situations. If a child requires transportation – the Parent or the Emergency Squad will be contacted. Carnival Child Dev Ctr will NOT provide Child Care Services to Children whose parents refuse to grant consent for transportation to the source of emergency treatment.

### **Policy on Formal Assessments in pursuant to ODJFS 5101:2-17-02 of the Administrative Code**

At Carnival Child Dev Ctr, we use The Creative Curriculum Developmental Continuum assessment and Teaching Strategies Gold tool and questionnaires that are filled out once within 60 days of the child starting at Carnival and Bi Yearly thereafter. The Child will be given goals to work on based on the results. The goals will be followed up within 60 days of completion of the assessment. This information will be shared with the families through emails, phone calls, or face-to-face conferences. This assessment will be used to help the teacher create lesson plans and teaching strategies that will work best with each individual child. If the teacher has a high level of concern based on the Child's assessment results they will notify the Child's parents during a conference and also notify the administrator of the concerns. These concerns will be addressed in a manner that allows the child to have the best outcome. In most cases a screening will be done on the child and results will be compared and shared in the appropriate manner. If there are major concerns – the parents will be referred to our partnering agencies to request an assessment.

Teachers are NOT qualified to say whether or not the child has any learning disabilities. Therefore they will only state what they have concluded based on the results of the assessment and screening. Recommendations and ongoing help will be given in the appropriate manner as it concerns each individual child.

**Carnival CDC do not report the Child level data to ODJFS. We report it to our partners (Beechbrook & PEP), which at that time they'll do their assessment and if needs to be reported, they will report it to ODJFS.**

### **CARNIVAL CHILD DEV. CTR. TERMINATION POLICY**

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to terminate your child from daycare at any given moment.

You must give a two weeks' notice when voluntarily withdrawing your child from Carnival Child Dev. Ctr.. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the end of the week in which such termination occurs.

Carnival Child Dev Ctr reserves the right to **TERMINATE AT WILL** or **IMMEDIATELY** for any of the following reasons (but not limited to):

- Failure to comply with the policies set forth in the parent handbook;
- Failure to comply with the contract;
- If a child displays difficulties with behavior that endangers the physical safety of other children, staff members, or him and/or herself;
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior;
- Non-payment of childcare fees
- Repeated failure to pick up the child at scheduled times;
- Inability to meet the child/children needs without additional staff;
- If the parent knowingly brings the child when the child is sick.
- If parent and/or family member is causing a disturbance that is negatively affecting the childcare environment
- To avoid any potential conflicts of interest, if a teacher's employment with the daycare center is terminated, so are the enrollments of their children.

## **PARENT PARTICIPATION**

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Parents are encouraged to participate in the various activities sponsored by the center. The following are some examples of the activities that provide parents an excellent opportunity to become involved.

Volunteers are always welcomed in the classrooms or on field trips. Your child would most likely enjoy sharing this experience with you.

Bulletin Board and Newsletter are two of the ways you will be informed regarding the center's scheduled activities and other items of interest. The newsletters are published as necessary. Volunteers to assist with contributing and maintenance of the Bulletin Board as well as contributing and publication of the newsletter are welcomed.

**Fund Raisers:** One to two fundraisers are scheduled for the school year to help defray the cost of transportation for field trips, field trip fees and the overall enrichment of the center's programs and activities. All ideas are welcomed and participation is encouraged.

**Parent Committee:** The goal of the parent committee is to enhance parent participation and foster a good working relationship between the teachers, administrative staff and parents. The committees assist with the planning and coordination of special events and fund raising drives.

**Special Programs:** Throughout the year, the center sponsors special programs such as graduation and holiday programs. The children's participation in these programs is indicative of the nurturing, learning atmosphere that the center provides.

Your assistance in one or several of these activities would be greatly appreciated. The Director or Executive Director would be most happy to provide further details.

## **CELEBRATIONS**

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We usually celebrate holidays (i.e. Thanksgiving, Christmas, Valentine's Day, Halloween, etc.) with class parties. The center will provide some refreshments. However, parents are welcome to provide treats for the class.

If you wish, your child may celebrate his/her birthday with classmates. Parents are to provide desired refreshments. All candy treats will be placed in your child's locker to be enjoyed at home. Party favors may be included if desired; please use discretion if balloon or small items are included because they can be a choking hazard for young children. Parents are to advise the child's teacher in advance when planning special celebrations and parents are strongly encouraged to attend all events.

## **PARENT RESPONSIBILITIES**

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It is the parent's responsibility to:

- Notify the center of any changes in home or work address or phone numbers.
- Pay all applicable fees on time
- Complete all required forms.
- Notify the center if your child will be late or absent.
- Inform your child's teacher about your child's likes and dislikes, fears, habits, positive or negative influences on his/her life, problems with other children or changes in the home which may affect his/her behavior.

- Notify the center if anyone other than you or another already designated person is to call for your child. **No child will be released to an unauthorized person.**
- Contact the Director/Executive Director if you have any questions or concerns. If the Director/Executive Director is not available, the Center's designated staff person will be available to assist you.
- Check the Day Care Bulletin board and/or your child's locker daily for information about the program, weekly menus, and other items of interest. Bulletin Boards are located near the rear entrance and on the wall outside the Toddler's classroom.
- Attend your child's annual parent-teacher conference. Feel free and accept the responsibility to request a conference with the teacher or Director/Executive Director to discuss your child's progress or parental concerns.
- Make early arrangements for your child's annual physical examination so that medical forms are on file when due.

## **CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 et seq.

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

## **Photography Consent Statement**

Dear Parent/Guardian:

As the parent of a child/children at Carnival Child Development Center, I agree to the following:

I understand that my child(ren) whose enrolled at Carnival Child Development Center may be photographed and/or video recorded during normal daycare hours, field trips, or activities. I understand that these photographs/videos may be used in promoting child care services, either in print or on the Internet.

By Checking "Yes" on page 3 of JFS 01234 in our enrollment packet, I acknowledge and give permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting our child care services. I understand that it is my responsibility to give a hand written notice in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.

## NON-DISCLOSURE AGREEMENT

Both parties agree to enter into a Non-disclosure Agreement made effective upon the first day of enrollment between Carnival Child Development Center of 1690 Lander Road, Mayfield Heights, Ohio 44124 (referred as CCDC), and **The Parent and/or Guardian of Child/Children enrolled in Carnival Child Dev. Ctr.**

Parents of Carnival Child Dev. Ctr. are to keep all incidents and anything related to Carnival CDC confidential. CCDC has requested the Parent and/or Guardian of Child/Children enrolled will protect the confidential material and information which may be disclosed between CCDC and The Parent and/or Guardian of Child/Children enrolled. Therefore, the parties agree as follows:

**I. CONFIDENTIAL INFORMATION.** The term "Confidential Information" means any information or material which is proprietary to CCDC, whether or not owned or developed by CCDC, which is not generally known other than by the CCDC, and which The Parent and/or Guardian of Child/Children enrolled may obtain through any direct or indirect contact with the CCDC. Regardless of whether specifically identified as confidential or proprietary, Confidential Information shall include any information provided by CCDC concerning the health and wellness of the child/children, any incidents that happened within Carnival's facility, any injuries obtained within the facility or related to the business, technology and information of CCDC and any third party with which CCDC deals, including, without limitation, business records and plans, trade secrets, technical data, product ideas, contracts, financial information, pricing structure, discounts, computer programs and listings, source code and/or object code, copyrights and intellectual property, inventions, sales leads, strategic alliances, partners, and customer and client lists. The nature of the information and the manner of disclosure are such that a reasonable person would understand it to be confidential.

**II. PROTECTION OF CONFIDENTIAL INFORMATION.** The Parent and/or Guardian of Child/Children enrolled understands and acknowledges that the Confidential Information has been developed or obtained by CCDC by the investment of significant time, effort and expense, and that the Confidential Information is a valuable, special and unique asset CCDC which provides CCDC with a significant competitive advantage, and needs to be protected from improper disclosure. In consideration for the receipt by The Parent and/or Guardian of Child/Children enrolled of the Confidential Information, The Parent and/or Guardian of Child/Children enrolled agrees as follows:

**A. No Disclosure** the Parent and/or Guardian of Child/Children enrolled will hold the Confidential Information in confidence and will not disclose the Confidential Information to any person or entity without the prior written consent of the CCDC.



**B. No Copying/Modifying.** The Parent and/or Guardian of Child/Children enrolled will not copy or modify any Confidential Information without the prior written consent of the CCDC.

**C. Unauthorized Use.** The Parent and/or Guardian of Child/Children enrolled shall promptly advise CCDC if The Parent and/or Guardian of Child/Children enrolled becomes aware of any possible unauthorized disclosure or use of the Confidential Information.

**D. Application to Employees.** The Parent and/or Guardian of Child/Children enrolled shall not disclose any Confidential Information to any employees of The Parent and/or Guardian of Child/Children enrolled, except those employees who are required to have the Confidential Information in order to perform their job duties in connection with the limited purposes of this Agreement. Each permitted employee to whom Confidential Information is disclosed shall sign a non-disclosure agreement substantially the same as this Agreement at the request of the CCDC.

**III. UNAUTHORIZED DISCLOSURE OF INFORMATION - INJUNCTION.** If it appears that The Parent and/or Guardian of Child/Children enrolled has disclosed (or has threatened to disclose) Confidential Information in violation of this Agreement, CCDC shall be entitled to an injunction to restrain The Parent and/or Guardian of Child/Children enrolled from disclosing the Confidential Information in whole or in part. CCDC shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

**IV. NON-CIRCUMVENTION.** For a period of five (5) years after the end of the term of this Agreement, The Parent and/or Guardian of Child/Children enrolled will not attempt to do business with, or otherwise solicit any business contacts found or otherwise referred by CCDC to The Parent and/or Guardian of Child/Children enrolled for the purpose of circumventing, the result of which shall be to prevent CCDC from realizing or recognizing a profit, fees, or otherwise, without the specific written approval of CCDC. If such circumvention shall occur CCDC shall be entitled to any commissions due pursuant to this Agreement or relating to such transaction.

**V. RETURN OF CONFIDENTIAL INFORMATION.** Upon the written request of CCDC, The Parent and/or Guardian of Child/Children enrolled shall return to CCDC all written materials containing the Confidential Information. The Parent and/or Guardian of Child/Children enrolled shall also deliver to CCDC written statements signed by The Parent and/or Guardian of Child/Children enrolled certifying that all materials have been returned within five (5) days of receipt of the request.

**VI. RELATIONSHIP OF PARTIES.** Neither party has an obligation under this Agreement to purchase any service or item from the other party, or commercially offer any products using or incorporating the Confidential Information. This Agreement does not create any agency, partnership, or joint venture.

**VII. NO WARRANTY.** The Parent and/or Guardian of Child/Children enrolled acknowledge and agrees that the Confidential Information is provided on an "AS IS" basis. CCDC MAKES NO WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE CONFIDENTIAL INFORMATION AND HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL CCDC BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR ARISING OUT OF THE PERFORMANCE OR USE OF ANY PORTION OF THE CONFIDENTIAL INFORMATION. CCDC does not represent or warrant that any product or business plans disclosed to The Parent and/or Guardian of Child/Children enrolled will be marketed or carried out as disclosed, or at all. Any actions taken by The Parent and/or Guardian of Child/Children enrolled in response to the disclosure of the Confidential Information shall be solely at the risk of The Parent and/or Guardian of Child/Children enrolled.

**VIII. LIMITED LICENSE TO USE.** The Parent and/or Guardian of Child/Children enrolled shall not acquire any intellectual property rights under this Agreement except the limited right to use as set forth above. The Parent and/or Guardian of Child/Children enrolled acknowledges that, as between CCDC and The Parent and/or Guardian of Child/Children enrolled, the Confidential Information and all related copyrights and other intellectual property rights, are (and at all times will be) the property of CCDC, even if suggestions, comments, and/or ideas made by The Parent and/or Guardian of Child/Children enrolled are incorporated into the Confidential Information or related materials during the period of this Agreement.

**IX. INDEMNITY.** Each party agrees to defend, indemnify, and hold harmless the other party and its officers, directors, agents, affiliates, distributors, representatives, and employees from any and all third-party claims, demands, liabilities, costs and expenses, including reasonable attorney's fees, costs and expenses resulting from the indemnifying party's material breach of any duty, representation, or warranty under this Agreement.

**X. ATTORNEY'S FEES.** In any legal action between the parties concerning this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

**XI. TERM.** The obligations of this Agreement shall survive 4 years after enrollment from the Effective Date or until CCDC sends The Parent and/or Guardian of Child/Children enrolled written notice releasing The Parent and/or Guardian of Child/Children enrolled from this Agreement. After that, The Parent and/or Guardian of Child/Children enrolled must continue to protect the Confidential Information that was received during the term of this Agreement from unauthorized use or disclosure for an indefinite period of time.

**XII. GENERAL PROVISIONS.** This Agreement sets forth the entire understanding of the parties regarding confidentiality. Any amendments must be in writing and signed by both parties. This Agreement shall be construed under the laws of the State of Ohio. This

Agreement shall not be assignable by either party. Neither party may delegate its duties under this Agreement without the prior written consent of the other party. The confidentiality provisions of this Agreement shall remain in full force and effect at all times in accordance with the term of this Agreement. If any provision of this Agreement is held to be invalid, illegal or unenforceable, the remaining portions of this Agreement shall remain in full force and effect and construed so as to best effectuate the original intent and purpose of this Agreement.

**XIII. WHISTLEBLOWER PROTECTION.** This Agreement is in compliance with the Defend Trade Secrets Act and provides civil or criminal immunity to any individual for the disclosure of trade secrets: (i) made in confidence to a federal, state, or local government official, or to an attorney when the disclosure is to report suspected violations of the law; or (ii) in a complaint or other document filed in a lawsuit if made under seal.

**LIABILITY WAIVER** The lawful parent and/or guardian hereby consent to the participation by the child(ren) in all activities conducted by Carnival Child Development Center and to the participation of the child(ren) in all events related to said activities. The children that participate in activities and adventures with CCDC are consistently well supervised, however, accidents do happen. The parent/guardian assumes all risk of injury or harm to the child(ren) associated with participation in CCDC activities and adventures and agrees to release, indemnify, defend, and forever discharge CCDC and its subsidiaries, vendors, staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of injury, loss or damage to the child(ren), howsoever caused, arising by reason of or during the child(ren)'s participation at Carnival Child Development Center.

**Liabilities for Breach of Agreement** In the event any Party failed to perform any of its obligations under this Agreement, or made any untrue or inaccurate representation or warranty, the Party in breach shall be liable for all the losses of other Parties for breach of the Agreement, in addition to any other legal or equitable remedies that may be available under this Agreement and/or at law.

### **Americans with Disabilities Act**

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities, including administering care procedures to children with disabilities according to the Care Plan on file. **Carnival CDC opts out of administering medication to children, unless its medication for emergency situations; however, we train our staff to refer to the Office of Civil Rights or the Bureau of civil Rights for any ADA questions.**

Carnival Child Development Center provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability listed in the IDEIA is identified, the child can begin receiving the appropriate special education and related services through an Individualized Education Program. Parents are encouraged to be an active participant in the process.

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, intellectual disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provide that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or has been regarded as having such impairment. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. In addition to the District Section 504/ADA Compliance Officer, the Board has also assigned building principals to serve as Building Section 504/ADA Compliance Officers. They are responsible for arranging annual reviews and three-year eligibility meetings, and for investigating at the first step any student or parent complaints of an alleged violation, misapplication or misinterpretation of Section 504/ADA.

To inquire about the procedures or programs you may contact the Office Administration at: 440-683-4226.

CCCMPL 44, FCCMPL 37, CCDMPL 11 & CCIMPL 16 “Relocation Requirements in Emergency Preparedness and Response Plan”

In the event of an emergency or disaster situation that may require the relocation of Carnival Child Development Center, we prioritize the safety and well-being of our children. Our emergency preparedness and response plan includes provisions for relocation, ensuring that appropriate measures are taken to safeguard the children and maintain their care and comfort.

In such circumstances, we will make every effort to communicate with parents/guardians and provide timely updates regarding the relocation process. Our staff will work diligently to ensure a smooth transition and minimize any disruption to the children’s daily routines.

Please note that the specific relocation procedures may vary based on the nature of the emergency and the guidance provided by local authorities. Rest assured, our utmost priority is to ensure the safety and security of your child, and we will follow all necessary protocols to achieve this goal.

We kindly request parents/guardians to keep their contact information up to date so that we can reach them promptly in case of an emergency. Your cooperation and understanding are greatly appreciated as we strive to maintain a safe and secure environment for all children in our care.

CCCMPL 45, FCCMPL 38, & CCIMPL 17 “Accommodations for Toddler Requirements in Emergency Preparedness and Response Plan”

In our emergency preparedness and response plan, we recognize the unique needs of our toddler-aged children and have specific provisions in place to ensure their safety and well-being during emergency situations.

1. Communication and Reassurance: Our staff will prioritize clear and effective communication with parents/guardians in the event of an emergency. We will provide regular updates and reassurance regarding the safety and status of the toddlers.
2. Age-Appropriate Accommodation: We understand that toddlers require special attention and accommodations. In emergency situations, we will ensure that appropriate measures are taken to provide a safe and comfortable environment for them. This may include designated areas with age-appropriate toys, bedding, and supplies.
3. Staff Support: Our trained staff members will be available to provide emotional support and comfort to the toddlers during any necessary evacuations or relocations. We will make every effort to maintain a sense of familiarity and security for them throughout the process.
4. Special Dietary Needs: If your toddler has specific dietary requirements or allergies, please ensure that we are aware of these details in advance. We will make every effort

to accommodate their dietary needs during emergency situations, while ensuring their safety and well-being.

5. Medication and Health Support: If your toddler requires medication or has specific health needs, please provide us with the necessary information and medication. Our staff will ensure that these requirements are met during emergency situations, following the guidelines provided by parents/guardians and healthcare professionals. We understand the importance of providing a secure and nurturing environment for your toddler, even in times of emergency. Our dedicated staff is committed to implementing these accommodations and ensuring the well-being of your child throughout any unforeseen circumstances.