

**Written Information for Parents and Employees**

Written information is to be developed and provided to parents and employees that include policies and procedures of the center containing, at a minimum, the following:

**General Information**

1. Center name, address, email address and telephone number.
2. Description of the center's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule.
4. Staff/child ratios and group size.
5. Opportunities for parent involvement in center activities.
6. Opportunities for parents to meet with teachers regarding their child.
7. Payment schedule, overtime charges and registration fees as applicable.
8. Programs are to have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

**Center Policies and Procedures**

1. Enrollment including required enrollment information.
2. Care of children without immunizations.
3. Attendance Policy:
  - Procedures for arrival and departure.
  - Program's absent day policy.
  - Releasing child to people other than the parent.
  - Releasing a child according to a custody agreement.
  - Follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision of children, including a separate supervision policy for school-age children, if applicable.
5. Child guidance.
6. Suspension and expulsion.
7. Ensure compliance with the Americans with Disabilities Act (ADA), including:
  - Administering medication to children with disabilities.
  - Administering care procedures to children with disabilities.
8. Outdoor play, including:
  - Limitations placed on outdoor play due to weather or safety issues.
  - Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.
9. Food and dietary policy, including:
  - Information regarding meeting one-third of the child's recommended daily dietary allowance.
  - Policy regarding formula, breast milk, meals and snacks.
  - Policy on providing supplemental food.
10. Management of illness policy, including:
  - Isolation precautions.
  - Symptoms for discharge and return.
  - Notification of parent of ill child.
11. Summary of procedures taken in the event of an emergency, serious illness or injury.
12. Administration of medication and topical products policy, including:
  - Medical foods.

- Modified diets.
  - Whether school age children are permitted to carry their own medication and ointments.
13. Transportation policy for:
    - Field trips.
    - Routine walking trips, if applicable.
    - Emergencies, including if the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
  14. Water activities/swimming.
  15. Infant care, if applicable, including:
    - Feeding.
    - Frequency of diaper checks.
    - Information about daily activities.
  16. Sleeping, napping and resting.
  17. Evening and overnight care, if applicable.
  18. Policy on hours of operation:
    - Closing due to weather.
    - School delays or closings.
    - Any other factors.
  19. Situations that may require disenrollment of a child, if applicable.
  20. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care center.
  21. Formal screenings and assessments on enrolled children and if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.