

Appendix B to Rule 5180:2-12-07

Written Information for Parents and Employees

Note: Provide each parent of enrolled children with a copy of the legally required information for parents (Center Parent Information) found in Appendix C to this rule in addition to the following information, policies and procedures.

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 phone number.
2. Description of the center's program philosophy.
3. Days and hours of operation, scheduled closings and basic daily schedule. Policy on changes to hours of operation: closing due to weather, school delays or closings, and any other factors.
4. Staff/child ratios and group size.
5. Meals and snacks provided.
6. 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.
7. Opportunities for parent involvement in center activities.
8. Opportunities for parents to meet with teachers or administrators regarding their child. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care center.
9. Payment schedule, overtime charges and registration fees as applicable.
10. 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. Written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons.
3. Attendance policy, including 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, and 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. Care of children without immunizations.
6. Child guidance.
7. Policy to prohibit center employees from exposing children to inappropriate language, media, or behavior.
8. Suspension, expulsion and disenrollment.
9. Ensure compliance with the Americans with Disabilities Act (ADA), including administering medication and/or care procedures to children with disabilities.
10. Food and dietary policy.

11. Management of illness policy.
12. Summary of procedures taken in the event of an emergency, serious illness or injury.
13. Administration of medication and topical products policy. If the program is not administering medication and topical products, parents need to be informed. If applicable, a policy permitting school-age children to carry their own medication and topical products.
14. Transportation policy for trips and emergencies, if applicable.
15. Water activities/swimming, if applicable.
16. Infant care, if applicable.
17. Sleeping, napping and resting, if applicable.
18. Non-traditional care (evening care, overnight care, and/or mobile preschool), if applicable.
19. Legally required information for parents and employees found in appendix C to this rule must be included with the parent/employee handbook.
20. Formal screenings and assessments on enrolled children and if the program reports child level data to DCY pursuant to Chapter 5180:2-17 of the Administrative Code.
21. Social media policy including, but not limited to, addressing publication of child photos or other identifying information, if applicable.
22. Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone, if applicable.