



Your Learning Treehouse

Kerrence S. Rose
4303 Hamilton Avenue
Cincinnati, Ohio 45223
(513) 999-6957
(513) 978-0661 fax
yourlearningtreehouse.com
admin@yourlearningtreehouse.com

Program Philosophy

My philosophy is that every child is unique and requires a formative educational environment, one that is supportive physically, mentally, emotionally and spiritually. It is my intent to provide this environment that fosters healthy honest communication that is safe and promotes growth. I'm also a firm believer that I as the provider will be their guide, providing each child with hands- on technologically driven activities that are led by their curiosity, providing a safe place for each to express their own thoughts and take risks.

Days and Hours of Operation

Program will be in operation Sunday-

Saturday 24/7 Closed on major holidays:

New Year's Day

Martin Luther King, Jr., Day

Presidents' Day

Memorial

Day

Juneteent

h July 4th

Labor Day

Indigenous Peoples'

Day Veterans Day

Thanksgiving Day

Christmas Day

Daily Schedule

0600-0800	Arrival/Breakfast/Free Choice Play Hand
0800-0830	Wash/Skill Development/Free Play
0830-0840	Meditation
0845-0900	Devotion/Bible
0900-0930	Circle Time
0930-1030	Handwriting/Math/Phonics/Centers/Language Development (ASL/
1030-1130	Spanish) Music/Dance- Gross Motor Skills/Science/Social Studies
1130-1200	Arts/Crafts
1200-1230	Lunch/Clean Up
1230-1300	Yoga
1300-1500	Nap Time
1500-1600	Free Play/Hand
1600-1630	Washing PM Snack
1600-1630	Gross Motor
1630-1800	Activities Free
1830-2000	Play/Departure
2030-2100	Dinner/Clean Up
2100-0600	Evening Snack/ Story Time/ Hygiene Bedtime/Pick-up

Staff/Child Ratios

Licensed by the State of Ohio to provide care for children ages six weeks to twelve. No more than 12 children will be in care at one time.

Meals/Snacks

At Your Learning Treehouse, LLC, children are provided nutritious meals including breakfast, lunch, PM snack, dinner, and evening snack while in attendance. Your Learning Treehouse, LLC, follows the nutritional guidelines established by the USDA. Menus will be posted in the kitchenette on the daycare refrigerator. You may request a copy to take home at your convenience. Provider is enrolled into the 4C Food Program. Parents are required to provide food for children who have modified diets and or dietary restrictions and any religious/cultural preferences. Provider will inform

parents of the meal and snack requirements. Food supplements will require that parents complete and sign box one of the JFS 01236 form. Children will also not go more than 4 hours without a meal/snack if the parent does not supply enough.

Outdoor Play

Outdoor play is vital to our program for both the morning and afternoon. Children will be taken outside daily when the temperature is between 25 degrees Fahrenheit and 90 degrees Fahrenheit. Although there is less structure in our outdoor learning environment, staff actively engage in activities when requested by the children. Outdoor play allows the children to build on their gross motor skills while engaging in activities that encourage child-directed play and social interaction. Staff will provide at least one hour of outdoor play for each child in attendance for four or more consecutive daylight hours. If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. Should outdoor play be inappropriate, large muscle exercises, such as dance videos, yoga, or aerobics, will be provided. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (i.e., coat, snow pants, boots, gloves, etc.). Please ensure that your child is dressed appropriately for the weather each day so that they can participate in outdoor play activities. Please label all clothing with your child's name. Also, it is a requirement that children have an extra set of weather-appropriate clothing including undergarments to keep on-site and replaced as necessary. If a child has an accident, underwear may be thrown away for health reasons.

Parental Involvement

Any parent of a child enrolled in the program shall be permitted unlimited access to the home during all hours of operation for the purpose of contacting their children, evaluating the care provided, or evaluating the premises. Parent involvement is important and encouraged in our program. Your Learning Treehouse, LLC, will have opportunities for parents to participate in your child's experience such, as assisting during circle time, volunteering in the program, assisting with classroom parties and crafts, field trip transportation, and supervision. When other opportunities present themselves, I will offer them to parents.

Parent-Provider Meetings

Parent-provider meetings will typically occur twice per year, within 30 days of enrollment and at the end of the school year as defined by our preschool program. Parents will receive written notifications of meetings and are also able to request additional meetings if desired. The intent of these meetings is discuss any developmental concerns and assist in setting realistic goals for the child.

Program Evaluations

Your Learning Treehouse, LLC, asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys will be used to develop goals for improvement and quality of care. Your feedback as a parent is important to the success of the program.

If you have a question or concern, do not hesitate to bring it to my attention. I can be reached at (513) 999-6957 between the hours of 1:00 PM and 3:00 PM or by email: admin@yourlearningtreehouse.com.

Text or email is my preferred method of contact, as I am able to respond with limited time away from the children.

Payment Schedule

A registration fee of \$25.00 per child or \$50.00 per family in addition to an enrollment reservation fee (that is equal to 1/2 of the family's monthly fees) and is due upon enrollment into Your Learning Treehouse, LLC. The fee holds your child(ren)'s spot(s) for a specified month only, and will be applied to the last two weeks of care when a two weeks prior notice is given. The fees listed are non-refundable. Fees are to be paid in advance on either a weekly or monthly basis. If paid weekly, the fee is due Fridays prior to the current service week. If fees are monthly, payment is due by the last Friday of every month. For months that have five weeks, please add the additional week of fees per child. Please see below for months that contain five weeks. Children with outstanding balances will not be permitted to attend the program until all fees, including accrued late fees, are paid in full.

Payments can be made by cash, ApplePay, or Zelle (sparkleks@gmail.com). **\$25.00 per day late fees will be assessed on Fridays at 6:01 pm.** Full payment must be received prior to care on Monday or the first Monday of the month, or the child will be excluded from care. If payment, including accrued late fees, is not made by the relevant Monday at 9:00 AM and is one full week late, the child(ren)'s position(s) will be considered abandoned, terminated, and available. Payment is based on the relevant contract, and not attendance.

For unscheduled late pick-ups, fees will be assessed in the amount of \$5 per minute per child. The late fee is payable by cash, Zelle, or ApplePay at the time of the late pickup. NO EXCEPTIONS.

Pickup time is based on the relevant contract, and not hours of operation of the program.

NO ADJUSTMENT IN FEES WILL BE MADE FOR ANY REASON. ALL FEES ARE TO BE PAID REGARDLESS OF ATTENDANCE OR PROGRAM CLOSURE. NO EXCEPTIONS.

A written receipt is available upon request on either a weekly or monthly basis. If requested, each January I will provide an annual receipt of all fees paid for the previous year.

Months with 5 weeks

- 2022: April, July, September, December
- 2023: March, June, September, December
- 2024: March, May, August, November
- 2025: January, May, August, October

Breastfeeding Mothers

A private, sanitary space on the first floor next to bathroom near running water can be provided. Breastfeeding promotion materials are displayed. Proper storage and handling of milk will be followed. Ensure that if breast milk is provided by the parent, it is labeled with the infant's name, the date pumped, and the date the bottle was prepared. Staff will ensure that breast milk is not warmed in the microwave. Frozen breast milk will be thawed in the refrigerator. Parents will be responsible for providing pre-made formula bottles each day with the child's name and date.

Enrollment Information

An enrollment packet must be completed prior to the child's first day in attendance. This includes basic enrollment and health information. Any changes to this information must be updated immediately so the current information is always on file. The Child's Medical Statement must be on file at the program within thirty days of the child's date of enrollment. The medical form must be updated every 13 months until a child is entering a grade of kindergarten or above in elementary school. On this form, the parent/ guardian must grant permission for the program to transport in the case of an emergency or the program

has the right to refuse enrollment of that

child. Updating Enrollment Records

At the beginning of each school year Your Learning Treehouse LLC will complete an audit of each child's enrollment file. At the end of this audit, families will be notified should anything need to be updated. Some forms require updating each year, including Emergency Contact and Medical Consent form. Other records must be updated throughout the year, such as physicals and immunization records.

When visiting your child's physician for a yearly "well-child" check, please request a copy of your child's physical and most recent immunization record. Please provide a copy or have it faxed to 513-978-0661 upon receipt. In addition, any time a family's information changes such as address, place of employment or emergency contact, a new Emergency Contact and Medical Consent form must be completed.

Care of Children without Immunizations

As required by the Ohio Department of Health. Ohio state law makes provision for non-vaccination of children whose parents object to vaccines for medical, religious, or philosophical reasons. Care will be provided to children who are not immunized for these enumerated reasons. If the reason for not immunizing is due to parental conscience, such as religious reasons, a written statement from the parent is required.

However, in the event of an outbreak of any disease listed on the immunization exemption form,

children without certain vaccinations will be excluded from the program for the duration of the outbreak.

This action is necessary not only to protect the child, but the remainder of the children, families, staff members, and the families of staff members.

Attendance Policy

Regular attendance is strongly encouraged for the benefit of the child and program. If you know your child will be absent, please call by 8:00 AM so that I am able to make necessary adjustments to our schedule and plans. If your child will be absent for an extended period (more than two-three days), please notify me in writing of the date the absence begins and the expected date of return. Enrollment will be terminated if a child is absent for two (2) weeks with no notice or contact from the parent. All children must arrive by 9:00 AM or they will be absent for the day unless prior arrangements have been made. Please note that when releasing a child to a custody agreement, the parent is responsible for providing a copy of any custody arrangements to be kept on file in the child care program. When a child is scheduled to attend program and does not show, parents will be called to verify child's location. All pre-approved, scheduled overtime will be paid at the provider's current hourly rate.

NO ADJUSTMENT IN FEES WILL BE MADE FOR ANY REASON. ALL FEES ARE TO BE PAID REGARDLESS OF ATTENDANCE OR PROGRAM CLOSURE. NO EXCEPTIONS.

Arrival and Departure

For the safety of each child, the program requires that each parent accompany their child/ren into

the home and escort them to a staff member. Children must be transported in an appropriate safety device when coming to and departing the program. Staff will assist with storage of belongings upon arrival. Parents assume responsibility for their child/ren at the time they arrive for pick-up. Staff will document the arrival and departure of each child on a daily attendance form.

Supervision and Child Guidance

Children will be treated with love and respect. Positive reinforcement (i.e. commenting on children doing the “right” thing) and positive redirection (i.e. 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. These time outs will be no more than one minute per each year of the child’s age and will not be used with infants. Upon a child’s return to the group the provider will review the reason for the separation and discuss expected behaviors. Supervision is provided to protect the health and safety of each child in care. Location of each child is known at all times as well as activities they are involved in. Children will be within sight or hearing

distance at all times and strategic positioning during outside activities will be maintained to ensure no

child is left unsupervised. Parent Provided Food and Provider Dietary Policy

Breakfast will be served at 7:00 AM. Lunch will be served at 11:30 AM. PM snack will be served at 4:00 PM. Dinner will be served at 6:30 PM and an evening snack will be served at 8:30 PM. Children are encouraged to sample all foods that are offered, but will never be forced to eat. A daily meal that consists of one of the recommended daily allowances of food from each of the four food groups will be served. The children usually eat family style and may eat as much as they want. We offer the children each entree and we will encourage them to try all of the foods served that day. Weekly menus are posted in the kitchenette. Children with food supplements and/or modified diets must have a completed JFS 1236 form and the form must be on file. Also a completed JFS 1236 form is needed if the special diet or food supplement is due to a special health condition. The program’s policy only permits parents to provide outside food in instances of modified diets, food supplements or cultural/religious preferences.

Illness Policies

Under no circumstance will we accept a child who is ill.

It is the parent/guardian's responsibility to ensure that the child is well before sending them into care to avoid the inconvenience of a return for pick-up. Staff is trained in recognition of the signs and symptoms of illness and communicable disease. Staff will monitor children and their behavior throughout the day for signs of illness. You will be contacted by phone call or text immediately if your child becomes ill while in care. Your Learning Treehouse, LLC, reserves the right to make the final determination of exclusion due to illness. Please be sure to make provisions for your child to be picked up in the event such an illness occurs. Any child identified with the following symptoms (see below) shall be immediately isolated from other children. The child will wait on a cot in another room or a portion of the room away from other children until the parent/guardian arrives. The child shall be within sight and hearing distance of the staff at all times. Prior to re-admission, the child must be symptom free for at least 24 hours or the parent must present a physician’s note indicating the child does not have a communicable disease and is safe to return to the program. **Your child must be picked up from the program within an hour of notification of the illness, or the late pick up fee of \$5.00 per minute per child will apply.**

Temperature 101 degrees Fahrenheit

Skin Rash Untreated infected skin patches, unusual spots

or rashes. Severe cough causing child to become red or

blue in face

Rapid breathing

Diarrhea 3 or more times abnormally

Parasitic infestation Evidence of untreated lice, scabies, or other parasitic

infestations Dark urine Stiff neck with elevated temperature.

Unusual spots

Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Yellowish skin or eyes

Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

Conjunctivitis. Sore throat or difficulty in swallowing.

A Communicable Disease chart is posted on site.

Injuries

Your Learning Treehouse LLC will not provide childcare services to a parent that will not give permission for emergency transportation to be used. It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Your Learning Treehouse LLC to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and make corrections as necessary. If a child becomes ill or injured after arriving, the provider will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be contacted. Children who are seriously injured will be isolated within sight and hearing of the provider until a parent arrives.

If a child requires immediate medical attention, 911 will be contacted immediately then the parent. Staff will remain with the injured child until the parent arrives and assumes responsibility for care. The child and child's health/medical record will accompany the child if the child is transported by ambulance for emergency treatment. Staff will not transport children in their vehicle. Only parents or EMS will transport. A copy of the incident report will be provided to the parent/guardian & the original is kept on file at the program. Serious incidents/injuries will be reported to OCQLS within 24 hours. Should evacuation be necessary, we will exit the program to the corner of Turrill and Pullan. A notice will be posted on the entry door of our location.

Medication Policies

Staff will be responsible for administering over the counter medication/ointment to the children as directed on JFS 01217. A parent/guardian may come to administer medication to his or her own child during the day. If possible, the child's physician should prescribe a dose schedule that does not involve the hours the child is in the program. When a child is on a new medication, the first dose must be given to the child at home, so the parents/guardian can monitor for any adverse reactions from the medication, prior to returning to care.

Any child requiring the administration of medication shall have on file JFS 1217. Forms JFS 1217 and JFS 1236 are both required for children with specific health conditions and also for school-age children to carry their emergency medication.

Oral Medications

Most oral prescription and non-prescription medications require approval by both the child's parent and physician. A dosing cup, spoon or syringe calibrated with the exact dosage as listed on the medication must be provided by the family for administering oral medicines.

Topical Preparations

Topical preparations, such as diaper cream, sunscreen, lip balm and skin lotion, require only parent approval. Most topical products can be administered for up to one year, unless the preparation is being used to treat an acute skin irritation such as diaper rash. In this case, the preparation may only be applied for up to fourteen consecutive days at any one period of use. I will safely store all medication, food supplements, and medical foods immediately upon arrival to my home. Please Ensure the medication or product is in the original container with the child's name affixed. I will record the time(s) the medication is given and will sign the form after each administration.

Transportation Policy

Your Learning Treehouse LLC currently does not provide transportation. Transportation will be provided by a 3rd party company for field trips.

Water Activities

Water activities will take place at McKie Recreation Center, 1655 Chase Avenue

Cincinnati, Ohio 45223. There will be no swimming trips planned for this facility at this time.

In the summer months, we may plan water activity days where the children can get wet. Water level will never exceed 18 inches. McKie Recreation Center has a zero (0) depth water spray area where the children can play and get wet. All children participating will need a change of clothes and a water activity permission slip signed and updated annually. Days and times will be announced at the beginning of the summer season. Sunscreen with a SPF of 30 or higher is recommended.

Field Trips

Parents will be notified at least one week in advance of a trip. If you do not wish for your child to participate in a field trip, please find alternative childcare arrangements for that day. As a participant in our program, your child may participate in short, unannounced field trips including walks in the neighborhood, and trips to a nearby playground, library, and local businesses. Ratios are maintained always. A permission form for these types of outings must be completed at the time of enrollment. Transportation will be provided by 3rd party company for field trips.

Infant Care and Diaper Procedure

Infant feeding and napping will occur according to the child's individual needs. Food intake for each infant will be recorded daily and provided to parent upon request. Infants will not be allowed to sleep in bassinets, swings, car seats, or other equipment. Tummy time will be provided for non-crawling infants and individualized attention will be provided throughout the day. Parents will provide enough pre-made bottles to last throughout the day. I will refrigerate bottles to maintain safe temperatures. All unused bottles will be sent home at departure.

Diaper Procedures

Parents will provide all diapers, and the provider will provide wipes as necessary. Diapers will be checked at least every two hours and as otherwise necessary. Diapers will also be changed immediately when wet or soiled. Diaper changes will be tracked on each infant's daily record.

Naps/ Resting

Evening care all bedding and linens will be provided. Each child will have their own regular sleeping space in the approved program area. Each child's linens will be washed weekly or as needed. Bedtime routines will include proper hygiene care, bedtime story and a prayer that will start at 8:45 PM. Children 18 months and younger will be in cribs/playpens and will be able to nap on demand. Children 12 months to 18 months old are permitted to sleep on cots with written permission from parent/ guardian. Children 18 months and older will sleep on cots in approved program areas. For those who are unable to sleep at this time will be able to do a quiet educational activity on their cot (such as reading a book or listening to affirmations played through headphones on a tablet).

Evening/Overnight Care

Children that require evening/overnights, provider will remain awake and monitor until all children are asleep. A hearing device will be in room with children for monitoring. Children that are five and under will sleep on the same floor as provider. Night lights will be provided in rooms such as restrooms and hallways so children can be seen by provider. Proper lighting will be provided for the safety and security for departure and arrival. Provider will have bedtime activities of children's choice such as homework, meals, relaxation and outdoor play during daylight hours. For those who

are unable to sleep at this time will be able to do a quiet educational activity on their cot (such as reading a book or listening to affirmations played through headphones on a tablet). Each child will have their own regular sleeping space in the approved program area. Bedtime routine will be developed with the consultation with parent of the children, some activities to include, proper hygiene, bedtime story and prayer beginning at 8:45 PM.

Children aged 18 months and younger will be in cribs/playpens and nap on demand. Children 12 months to 18 months old are permitted to sleep on cots with written permission from parent/ guardian. Children 18 months and older will sleep on cots in approved program areas.

Children who sleep at the provider's home will be required to have clean comfortable sleeping clothes provided by parent. The provider will help assist children with washing and change of clothing according to the child's developmental needs. Bed linen will be changed weekly, when soiled or when assigned to a different child. School-age boys will be separated from school-age girls while washing and changing clothes to ensure privacy. Each child will have their own clean, individual washcloth, towel, and toothbrush appropriate for the child's age. These items are to be labeled with the child's name and stored in a sanitary manner. Children will be provided running water, liquid soap, and toothpaste. Our shower has equipment that prevents slipping. Parents are encouraged to bathe their child(ren) prior to arrival. Linens will be laundered weekly, when soiled, or when assigned to a new child.

Releasing Child(ren)

No child will be released to anyone other than a parent or guardian without written consent. Should an alternate person be necessary for pick up, please provide this via text or email and ensure the receiving party has proper identification for confirmation upon arrival. Staff is required to follow all terms specified regarding any court-ordered custody arrangements.

Program Closure

Your Learning Treehouse, LLC, will follow inclement weather as identified by Cincinnati Public Schools. Children can be accommodated, provided ratios are maintained when schools are closed. Parents will be responsible for providing alternate care if no open spaces are available. Parents will be notified via phone call or text of availability for school-agers.

If a power or water outage occurs prior to the arrival of children, the provider will notify parents by phone that the program will be closed for the day. If children have arrived to the program, and outages cannot be resolved in a timely fashion, parents will be contacted to pick children up from care.

Fire, Tornado, Bomb or other Emergency Situations

Fire regulations and tornado warning procedures are posted at the entrance. Tornado drills are conducted each month during the season. In the event of a tornado warning children, household members and provider will go to the lowest space in the home. Fire drills are conducted monthly, in the event of a fire the children, household members and provider will immediately leave the home and meet at the corner of Turrill Avenue and Pullan Avenue. The provider will take a head count. In the unlikely event of a bomb threat or an active shooter, children, household members, and the provider will exit the home as safely as possible and move to McKie Recreation Center, 1655 Chase Avenue Cincinnati, Ohio 45223. Parents will be called as soon as safely possible following an emergency situation. A notice will be posted on the entry door.

Note: For the safety of the children, we ask that parents do not attempt to pick up their child during an emergency.

Weapons of any kind are strictly prohibited on the property.

Substitute Policy

In the event that I am ill, on vacation, taking a professional development day, etc., parents will be required to secure alternate care. No substitute will be provided. Parents will be given at least a 21-day notice for closures in writing. If sickness or any unforeseen events occur, parents will be notified as soon as possible.

Disenrollment Policy

It is the goal of Your Learning Treehouse, LLC, to build a solid partnership with our families as a basis for children's success within the program. A 14 day notice is required should a parent choose to terminate care. It is only on rare occasions that a child's/family's behavior may require the need to find a more suitable setting. I will do everything possible to work with you to avoid a child's disenrollment from the program. If I determine that my program does not meet the needs of the child. I will provide 2 weeks advance notice and work with the family to secure alternate childcare, if possible.

The following are possible reasons why we would need to terminate children/families from the program:

Parental Actions:

Non-payment of childcare fees or continually late on payment

A parent/guardian is physically or verbally abusive or intimidating to staff and/or household members, children, or other parents.

Failure to follow center policies and procedures

False information given by a parent verbally

or written Failure to complete required

forms

Gross lack of parental

cooperation Child's Actions:

Ongoing physical or verbal abuse of provider/household members or

other children Child unable to adjust to group care after a reasonable

amount of time

Child repeatedly runs out of home

*In extreme situations, the parent may be called to remove the child from the program for the remainder of the day. Parents will be notified immediately to pick up their child. A meeting will be scheduled between parents, child, and the provider to discuss the child's behavior and the consequences of the behavior. The provider and the parent will work together to develop a plan for helping the child upon return to the program.

Adult Conduct Responsibilities:

Children need a safe and secure environment to grow and flourish. Children deserve respectful, nurturing responses from all the adults in their environment.

Therefore, all adults, parents and provider will adhere to the following code of conduct while on the property of Your Learning Treehouse LLC. Children shall not be exposed to inappropriate language, conversations, or behavior by the provider adult household members, parents or media.

Failure to comply with these expectations will result in the termination of childcare services to a family. Parents may not physically discipline their child while on the programs premises. Parents may not speak in an intimidating or threatening tone or any obscenity when speaking to any child including their own or when addressing provider.

Expulsion Policy

There are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the program:

IMMEDIATE CAUSES FOR EXPULSION

The child is at risk of causing serious injury to other children or him/herself. Parents threaten physical or intimidating actions towards staff members.

Parents exhibit verbal abuse to staff in front of enrolled children. PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments.

Failure to complete required forms including the child's immunization records. Habitual tardiness when picking up your child.

Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical or verbal abuse to staff or other children. Excessive biting

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the program and the parent to correct the problem.

Conflict Resolution Policy

Your Learning Treehouse LLC's focus is on resolving any conflict promptly. If there is an issue with care given in the program/or with myself as the provider please don't hesitate to discuss with me face to face. If the conflict is not able to be resolved, parent may contact Hamilton County Jobs & Family Services Childcare Department at (513) 946- 1800.

Formal Report

The program ensures that all children (except school-age children) receive a comprehensive developmental screening that is valid and reliable within 60 days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. I am trained to administer, score, and use the screening tools appropriately.

Contract Adherence

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize that this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract or the Parent Handbook at any time. If we make changes, you will be notified.

Closing Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of the policies and/or procedures, it is important that you express that to me prior to enrollment. Communication is a very important component of quality childcare. **Note:** By signing the Parent-Provider Contract, you are confirming that you understand the policies and procedures of Your Learning Treehouse, LLC, and agree to them.

Family Child Care Parent Information

The provider is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

The provider's hours of availability are posted in a noticeable place in the home for review.

The licensing record, including licensing inspection reports, complaint investigation reports and evaluation forms from the building and fire departments (Type A Homes only), is available for review upon written request from the county agency. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the family child care provider to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

(312) 353-5693 (TDD)

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ACTION: Final

Appendix D to Rule

5101:2-13-07 Write or Call:

HHS

Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.