

# *Child Development Center*

# *Parent Handbook*

*The Early Years Are Learning Years!  
At Edison State Child Development Center  
We Help Make Them Count!*



At Edison State's Child Development Center, we help each young child build a strong foundation for learning and growth by responding to their individual needs and interests. Edison State Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC) a widely recognized mark of high-quality.

*Edison State Community College*

*1973 Edison Drive*

*Piqua, Ohio 45356*

*(937) 778-8600 Ext. 7985*

*(937) 778-7985*

*[www.edisonohio.edu/childcare](http://www.edisonohio.edu/childcare)*



Dear Parents:

Welcome to the Edison State Child Development Center!

We provide a preschool and developmental childcare program for children of Edison State students, faculty, and staff and to children of the local community. The Center also serves as a learning laboratory for the college students who are studying early childhood education. Our goal is to provide a developmentally appropriate program for children ages three through kindergarten age. We do this through planned activities that support and enrich cognitive, physical, social, emotional, and creative development. The creative curriculum emerges through the interests of the children in a safe and stimulating environment, while developing trusting relationships, building self-esteem, and developing a sense of respect for others, themselves, and the materials in their environment.

The Center is licensed by The Ohio Department of Job and Family Services. The license, inspection reports, and compliance reports are posted on the wall inside the entrance door. A copy of the laws and rules that apply are available upon request from the Center. The Department of Job and Family Services' telephone number is 1-877-302-2347 (option 4) and may be used to report a suspected violation by the Center. The website for licensing is <http://jfs.ohio.gov/cdc/childcare.stm> .

We hope you and your child will use and enjoy the services of the Child Development Center. Please feel free to contact us with questions and/or suggestions.

Sincerely,

*Holly Ovenshire*

Holly Ovenshire  
Head Teacher/Director

*Elisha Hicks*

Elisha Hicks  
ECE Faculty Liaison

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Edison State Community College  
Child Development Center  
1973 Edison Drive, Room 449  
Piqua, Ohio 45356

**Head Teacher/Director:** Holly Ovenshire, (937) 778-8600 Ext. 7985  
Room 449 - Available 7:00 am - 3:00 pm

**Assistant Teachers:** Anita Thomas, (937) 778-8600 Ext. 7985  
Room 449 - Available 12:30 pm - 6:00 pm  
Tori Brodrick, (937) 778-8600 Ext. 7985  
Room 449 -- Available 7:30 am- 12:30 pm

**ECE Faculty Liaison:** Elisha Hicks, (937) 778-8600 Ext. 7917  
Office Room 428 - Available by  
appointment

**Child Development Center Teacher Assistants** are work-study students and early childhood development practicum students.

**Hours of Operation:**  
Monday through Thursday 7:00 a.m. – 6:00 p.m.  
Friday 7:00 a.m. – 4:00 p.m.

The Center is open to the general public on a first come-first served basis. The Center is closed when Edison State Community College is closed. Weather alerts will come to parents through text messages and/or email. Parents must sign up for this notification by contacting Helen Wilcox at (937)778-7965. The closings will not be on television.

## **History**

The Edison State Child Development Center began in 1985 as a parent opportunity program (POP) at Edison State Community College to enable parents with children ages two through 10 years of age to attend college and have child care available on-site. In 1992 the Center became licensed under the Ohio Department of Human Services, thus enabling faculty and staff to also use the Center. The ages of children to be served changed to three through ten years of age. In 1996, several grants were awarded enabling the Center to become more developmentally appropriate and to begin serving as a learning laboratory for the Early Childhood Education program. In the fall of 2000, a half-time preschool program was started as part of the full-day program, and the Center was opened to the public. In 2004, the Center received accreditation from the National Association for the Education of Young Children (NAEYC) accreditation program, and in 2010, the Center received its first three-Star rating from the Ohio Department of Job and Family Services Step Up to Quality rating system. The Center is currently licensed by The Ohio Department of Job and Family Services to care for children aged three through kindergarten. The Edison State Child Development Center remains accredited through NAEYC and maintains a five-Star rating from the Ohio Department of Job and Family Services.

## **Philosophy**

The Edison State Child Development Center values, respects, nurtures, educates and cares for children, parents/guardians, students and staff in a child-oriented, experiential setting. We believe that play is essential during the early years of a child's life and therefore play is the avenue through which our children learn to relate to others and interact with the environment. Physical, social, emotional, and cognitive development is supported through child-centered activities that meet individual needs. Creativity is nurtured through a variety of activities generated from the children, their families, and the teachers. Teachers are intentional in their planning and parents are valued and invited to be a part of every process in

order to fully foster observation, inquiry, thoughtfulness and learning for all.

## Mission

The Edison State Child Development Center's mission is to support the mission of the College by providing high quality education and care experiences for the young children of Edison State students, faculty, and staff and the Edison State Community at-large while also serving as a model for the college students who are studying young children.



## Goal

The Edison State Child Development Center's goal is to provide an exemplary, inclusive program that supports and encourages the unique potential within each child.

The Center achieves this by facilitating the natural process of play in an enriched setting that provides optimal conditions for each child to grow, develop, and learn at their own individual pace. The program is full-day childcare with a half-day preschool program built into the morning and afternoon session. Children ages three through kindergarten are served in one multi-aged classroom while also serving as a laboratory setting for the college students who are studying young children.

## Edison State Child Development Center Schedule

*Center opens/free play: 7:00-8:15 am*

*Arrival activities/sign in: 8:15-8:45 am*

*Morning meeting: 8:45-9:05 am*

*Small group activities: 9:05-9:20 am*

*Centers/free play/snack: 9:20-10:15 am*

*Story time: 10:15-10:25 am*

*Outdoor time: 10:25 am-11 am*

*Handwashing/clean-up for lunch/carpet activities: 11-11:30 am*

*Lunch: 11:30 am-12 pm*

*Rest/quiet time: 12 pm-2 pm*

*Story time: 2-2:20 pm*

*Small group activities: 2:20-2:35 pm*

*Centers/snack: 2:35 pm-3:05 pm*

*Outdoor time: 3:05 pm-3:30 pm*

*Free play: 3:30 pm-pick up*

\*\*\*This is a flexible schedule. It may change with the children's interests and planned activities.



## **Registration**

Registration inquiry forms may be obtained by filling out an inquiry form at the Center. The application form, medical examination form, and all other paperwork in the admission packet, including the signed Statement of Understanding, must be completed and filed with the Center Director or CDC Secretary prior to the first day of attendance. Children will be accepted on a space available basis and in the order the completed paperwork is received. Once the original packet is completed, each parent will be responsible for turning in a current schedule indicating the hours the Center will be used.

The Center will not discriminate in the enrollment of children upon the basis of color, race, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

## **Policies and Procedures**

### ***Guidance/Discipline Policy***

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief, the Edison State Child Development Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### **WE DO**

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.

- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

## **WE DO NOT**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling or slapping.)
- Use any strategy that hurts, shames or belittles a child.
- Use any strategy that threatens, intimidates or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended with or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. The goal is to limit or eliminate the use of suspension, expulsion or other exclusionary measures. If a child's behavior consistently endangers the health and/or safety of the children around him/her or themselves, then the director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child. Suspension, expulsion and other exclusionary measures will not be considered until all other possible interventions have been exhausted, and there is an agreement that exclusion is in the best interest of the child. Possible intervention strategies will include specific positive behavior interventions and supports. If exclusionary

measures must be taken, the Edison State Child Development Center will offer assistance in accessing services and an alternative placement.

\*This policy complies with all federal and state civil right laws.

Note: If at any point, there is an indication/suspicion that a child may have special needs, the Edison State Child Development Center will inform the child's family and make contact with the appropriate county Educational Service Center (ESC) for assessment and assistance.

### *Health and Safety Policy*

1. No child is to be left alone or unsupervised. The teacher/child ratio in the Center will be 1:8.
2. Each child will be signed in by the parent, upon arrival at the Center. The child must be signed out upon departure, again by the parent. Children must leave with the same person who brought them unless instructions for a different pick up person are made in writing.

If the designated person for pick up is deemed to be under the influence of drugs or alcohol; the child will not be released to that adult. For the sake of the child's safety; the emergency contact will be notified. If no one is available; 911 will be called.

3. The Center staff has immediate access to a working telephone at all times.
4. Fire drills and weather emergency drills will be held monthly at varying times and a record of these drills will be maintained in the Center.
5. Fire emergency and weather alert plans are posted in each classroom.

6. Children will not be transported by vehicle away from the Center unless special arrangements are made with the parent. Written permission for such an event will be obtained.
7. The children may walk around the outside of the building when the weather is suitable and may go to the exercise room for movement activities during inclement weather. A sign will be left in the Center telling parents where the group has gone.

The head teacher will take into consideration the temperature, wind chill, ozone levels, pollen count, lightening, rain, ice and snow conditions before going outside. Each family is required to sign a permission form allowing for these walks.

8. A person trained in first aid, communicable disease, child abuse, and CPR shall be available to the children at all times. The Edison State nurse is available Monday through Thursday.

9. An incident report will be completed when an accident or injury occurs. The parent will be asked to sign the incident report acknowledging the incident, and will then be given a copy of the report.

10. Spray aerosols shall not be used at any time when the children are present at the Center.

11. The Center Director and each employee are required to notify the local public children services agency when they suspect that a child has been abused or neglected.

12. If children bring blankets and pillows from home for naptime, parents must be responsible for washing them once a week. Center blankets are washed once a week or between uses by different children.

13. Anytime there is only one employee in the Center, select Edison State employees act as the second person in the Center and will respond to all emergencies.

14. Hand washing is required by all staff, volunteers, and children upon arrival and departure.

### *Mildly Ill Child*

A mildly ill child should not be brought into the Child Development Center. A mildly ill child is one who experiences minor cold symptoms, but does not exhibit any symptoms listed on the communicable disease chart and/or does not feel well enough to participate in activities. Having a back-up plan is strongly recommended.

### *Communicable Disease Policy*

1. All staff will receive training in communicable diseases, signs and symptoms of illness, and in hand washing and disinfection procedures.
2. When a Center staff member is ill, he/she will not report to work, and a substitute staff member will be called to work.
3. Parents will be required to remove their child from the Center if any of the following symptoms are present:
  - a. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - c. Difficult or rapid breathing.
  - d. Yellowish skin or eyes.
  - e. Conjunctivitis.
  - f. Temperature of one hundred degrees Fahrenheit, taken by the axillary method when in combination with any other sign of illness. (child must be fever free without fever

- reducing medication for 24 hours prior to returning to school)
- g. Untreated infected skin patch(es).
  - h. Unusually dark urine and/or gray or white stool.
  - i. Stiff neck.
  - j. Sore throat or difficulty in swallowing.
  - k. Vomiting. (child needs to be free of vomiting for 24 hours)
  - l. Evidence of head lice, scabies or other parasite infestation.

Children with the above-mentioned symptoms will be isolated from the other children and parents will be notified. If your child is sent home with a fever, they may not return for 24 hours and must be fever free.

Incidents of communicable disease are posted on the Center door and are sent to all parents via email.

### *Administration of Medication*

The Center will administer prescription medication. The parent must first complete the proper paperwork and present paperwork from the physician as required by law.

### *Readmitting After Communicable Disease*

The Ohio Department of Health Communicable Disease Chart is posted in the bathroom area. The Center staff will follow this chart for suspected illnesses. Written notification to the parent will be made when children have been exposed to a communicable disease. If the chart requires that the child see a physician, the physician must write a note certifying when the child may return to the Center.

### *Emergencies or Accidents*

The Center will take the following action in case of an emergency or accident:

- The parent will be located if possible. (This will be accomplished by the Center Director, an assistant, or the switchboard operator/or designee.) It is very important that the

parent who is on campus write the appropriate room number where he/she can be located.

- The Piqua Fire Department Emergency Squad will transport children to emergency medical or dental care.

Children will be released to only persons specified in writing by the parent(s) or guardian(s).

### ***In Case of a General Emergency***

*(Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)*

Children and childcare staff will move to a designated “safe” room (453) or another area. Children’s records, first aid kit, portable telephone, and attendance rosters will be taken to the safe location. 911 will be called if necessary. Protective positions will be taken during threatening weather related situations. Children and childcare staff will remain in the safe location until the emergency is over, assistance has arrived, or parents/guardians pick up the children. If evacuation from the building is necessary, the emergency destination will be the front car parking lot or the Upper Valley Career Center. If no staff member is available to work in the Center because of an emergency, a contact person will be responsible to contact all parents of children in the Center to pick up their child as soon as possible as the Center will close. Children who might be arriving at the Center during this time will be turned away.

### ***Child Abuse Mandates***

Center employees are mandated reporters of suspected child abuse and neglect. All teachers, social workers, physicians, ministers, and foster parents are mandated reporters. If child abuse or neglect is suspected, it will be reported to Children’s Services. Failure to do so

could result in loss of licensure and/or prosecution. If a staff member is suspected, they will be put on administrative leave pending investigation and may not return to the program until cleared.

Completed background checks are required for all employees before they may begin work in the Center.

### **Meals and Snacks**

Lunchtime each day is 11:00 a.m.-12:00 p.m. If a child is in the Center full time, he/she must bring a nutritious lunch to eat during this time. If a child arrives or departs during lunchtime, he/she is not required to bring a lunch; however, it is recommended that all children who will be in attendance at the Center between 11:00 a.m.-12:00 p.m. bring a nutritious lunch to eat. Children who arrive after 11:00 a.m. must have been served lunch before arriving.

**Be sure to pack utensils and a napkin.** There is a refrigerator in the Center where the lunches and drinks will be stored.

The State Department requires that each child's lunch contain a serving from each of the following food groups:

- Protein – eggs, meat, peanut butter
- Calcium – cheese, yogurt
- Carbohydrates – bread, crackers, pretzels
- Vegetables – carrots, celery, broccoli
- Fruits – apples, banana, grapes, and 100% fruit juice

If needed, Holly Ovenshire or Anita Thomas may be contacted to assist parents in determining what foods are best when preparing nutritious lunches.



A nutritious snack will be served in the middle of the morning and the middle of the afternoon. A nutritious snack includes two different food groups.

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## **Parental Participation**

Parents are encouraged to visit the Center as their schedule permits. They may observe, bring a lunch or volunteer to help with a special project.

The program provides opportunities for families to meet one another in formal/informal settings. A calendar of events and activities will be provided throughout the year that outlines upcoming events.

Holly Ovenshire, Child Development Center Director, Ext. 7985, or Tony Human, Dean of Professional and Technical Programs may be contacted at Ext. 7842 if assistance is needed with problems or complaints related to the Center.

Holly Ovenshire, the director will also be happy to meet with parents on a regular basis to discuss a child's needs and progress, and exchange information about the program.

Parent-teacher conferences will be scheduled twice a year for all children enrolled in the preschool program. The purpose of these conferences is to exchange information concerning each child's progress; social, emotional, physical, and cognitive needs; behavior; or any other pertinent matter. Additional conferences may be scheduled through Holly Ovenshire.

Important papers can be found on the information desk and in each child's cubby. Notices will be posted on the bulletin board for upcoming events.

## Play

Yes, children at the Edison State Child Development Center do play most of the time! This is because play is essential for a child to learn. Through play experiences, children explore their world, find out how to get along with others, test their skills and muscles, try out new ideas, and feel competent enough to try different activities. Curiosity, self-esteem, language, problem solving, mathematics, cooperation, and endurance are just a few of the many kinds of learning involved in play. In essence, what looks like play is really hard work.



## Registration and Fees

There is an annual registration fee, payable once each academic year. All registration fees are non-refundable. Each child must be registered and scheduled into the Center. Once the child is registered and has all of the paperwork on file, they may attend according to their registration agreement.

The registration fee is good for one year (May through May). If a registration fee is paid in a month other than May, the registration fee will be due again the following May.

The registration fee is:  
\$25.00 per child

Hourly fees will be \$3.00 per hour for each child; with each part of an hour over 15 minutes spent in the Center charged as an hour. The weekly fee for children who are in the Center 40 hours or more will be \$120.00 per week. Preschool will be \$144.00 (8:30-11 a.m.) and covers a

month of sessions Monday-Thursday. A late fee of \$1.00 *per minute* will be charged for each child who is picked up past closing time (6 p.m. Monday-Thursday & 4 p.m. Friday).

**\*\*The program will be closed all federal holidays and campus closure days. The Edison State Child Development Center follows the campus protocols on delayed reporting days. The Edison State Child Development Center will be closed on Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day and Martin Luther King, Jr. Day. The Edison State Child Development Center fees take into consideration and are reflective of closure on federal holidays. Parents will not receive childcare credit due to campus closures (i.e.: snow days), absence due to sickness, accidental injury, family emergencies, etc. If your child misses days during the week, you are still responsible for the contracted fee. No make-up days are given.**

**THE CHILD DEVELOPMENT CENTER WILL NOT ACCEPT CASH.** All payments must be made at the Cashier's Window in Room 160. A copy of an invoice is needed to make a payment.

The Center has contracts with the Department of Job and Family Services in Miami, Shelby, Darke, Champaign and Logan Counties for publicly funded childcare. Parents who qualify for this service or who wish to explore this option should contact Holly Ovenshire for information. Authorization from the County Job and Family Service office must be on file before a parent may charge their care.

### ***Payment Policy***

The Center Director schedules student workers based on the number of days and hours parents state they will use the Center. The Center is constantly in compliance with the Ohio Department of Job and Family Services Licensing Rules for ratio of teachers to children.

Once the schedule has been completed by the parent for part-time care, an invoice will be generated reflecting the total they owe for the semester. Preschool and full-time invoices will be issued monthly.

Payment must be made upon receipt of the invoice. The parent will present the invoice to the Cashier's Window and make all payments there. Payments are due no later than the 20<sup>th</sup> of each calendar month preschool is in session.

All registration fees, deposits, and payments are *nonrefundable*.

Parents who pay for full time must realize that we staff for children who are scheduled to be here full time; therefore, they must pay for those days the children are not in attendance. This is also true of parents who pay for preschool.

Parents are expected to call ahead if their child will not be at the Center when scheduled. This allows the teachers an opportunity to be flexible about the activities they have planned and the children's friends like to know if their friends will be in the Center. If for some reason a child does not attend (preschool/childcare) as scheduled during the first week of preschool classes, he/she *will be dropped* from the enrollment list.

If a child does not attend *any* sessions for a period of two consecutive weeks during the semester, he/she *will be dropped* from the enrollment list. It is important that parents communicate with the Center staff about a child's enrollment status at all times. The Edison State Child Development Center is in high demand; therefore, enrolled children must use the Center on a regular basis or lose their places. Illness is a reason to be absent; but communication about the absence is imperative. Parents who do not call to explain absences, will have their child's spot offered to someone on the waiting list.

Our tax ID number is available upon request.

Rosters of the names and telephone numbers of the parents and guardians of children attending the Center are available upon request. These rosters include parent names and telephone numbers in order to help facilitate opportunities for parents to share information. The roster will not include the name or number of any parent who requests that his/her name or telephone number not be included.

### **Please Bring...**

Each child must bring a change of clothing. This clothing will be used if a child gets wet or has a toileting accident. The clothing should be marked with the child's name, so it can be returned. If a child is here during quiet time, he/she is also encouraged to bring a blanket or pillow. This can be left at the Center for the week or returned home each day.

The children of Edison State spend a lot of time outside. Suitable clothing is important. If it is cold but not below 25 degrees Fahrenheit, the children will play outside – gloves and hat should be provided. These items must be labeled so they do not get lost.

In the summertime the children of Edison State play outside when the temperature is up to 100 degrees. A form must be completed so sunscreen can be applied when necessary. The teachers are very careful to ensure that the children are hydrated and spend some time in the shade. In the event of an ozone alert, the children will remain inside. During upper/lower ranges of the temperatures stated above, the children's time outdoors will be modified.

Ohio Department of Job and Family Services  
**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, to report their suspicions of child abuse or child neglect to the local public children's 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://ifs.ohio.gov/cdc/childcare.stm>.

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. 12101 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.***





**Statement of Understanding**

**Edison State Child Development Center  
1973 Edison Drive, Piqua, OH 45356  
Tel: (937) 778-8600 Ext. 7985**

We/I, \_\_\_\_\_ have read and understand  
(Parent/guardian name)  
the policies and procedures of the Edison State Child Development  
Center.

Child's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Please remove and  
complete the Statement of  
Understanding.

Return the completed  
form to the Child  
Development Center.

Licensing requires that this  
document be in your child's file.

Thank You.