



COSTARS
EARLY CHILDHOOD SERVICES

AFTER SCHOOL PROGRAMMING

*Afternoons full of fun,
a lifetime of memories!*

**Parent Handbook
2024-2025**

Contact Information

Clifton Area Neighborhood School (CANS)

3711 Clifton Ave, Cincinnati, OH 45220
License # 2200022112
Email: cans.as@costars.org
Phone: 513-888-5335

Dater Montessori Elementary

2840 Boudinot Ave Cinti. OH 45238
License Number: 2240030683
Email: dater.as@costars.org
Phone: 513-837-3378

Mt. Airy School

5730 Colerain Rd, Cincinnati, OH 45239
License # 2210024545
Email: mtairy.as@costars.org
Phone: 513-804-4691

Mt. Washington Elementary

1730 Mears Ave, Cincinnati, OH 45230
License # 201134
Email: mtwashington.as@costars.org
Phone: 513-981-8882

Oyler Elementary

2121 Hatmaker St, Cincinnati, OH 45204
License # 2220026490
Email: oyler.as@costars.org
Phone: 513-981-8877

Roberts Academy

1702 Grand Ave, Cincinnati, OH 45214
License# 2240029741
Email: roberts.as@costars.org
Phone: 513-527-7319

Silverton Digital Leadership Academy

7451 Montgomery Rd, Silverton, OH 45236
License # 200435
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PROGRAM OVERVIEW

Mission

The mission of the CoStars After School Enrichment Program is to provide a safe, structured, and academically enriching experience where children learn, grow, and gain new experiences.

Program Information

CoStars After School Enrichment programs serve children ages 4 (must be eligible for kindergarten in the fall of the school year enrolled) to 12 years at Mt. Airy, Mt. Washington, Oylar, Roberts Academy, and Silverton elementary schools. The CoStars After School program Clifton Area Neighborhood School serves children ages 3 through 12 years. Programs are licensed through the Ohio Department of Job & Family Services.

Pre-K Children (aged 3 and up) Staff to Child Ratios and Group Sizes:

Group Size = 24

Ratio = 1:12

School Age Children (K-6th) Staff to Child Ratios and Group Sizes:

Group Size = 36

Ratio = 1:18

CoStars After School Enrichment programs operate on the Cincinnati Public Schools calendar year, beginning promptly at the end of the school day and ending at 6:00 pm, Monday through Friday. Programming includes a complete dinner service, homework support, enrichment activities, STEAM curriculum, and recreation.

Sample Daily Schedule

2:15 – 3:00	Check in and Dinner Service
3:00 – 4:00	Homework (school age) / Stations & Group Time (preschool)
4:00 – 5:00	Art / Science / Enrichment
5:00 – 5:30	Recreation
5:30 – 6:00	Free Choice and Pick up

As noted in our policies section, the program operates based on CPS schedule. All CPS weather, holiday and professional development closings will be observed. In addition, CoStars After School programs close periodically (2 -3 times per year) for staff to participate in agency events and training.

The Staff

The program staff are dedicated professionals who strive to provide each child with the best possible after school experience. They are devoted to teaching, exploring, and nurturing the students through a variety of team building, academic, and social skill activities in a safe and structured environment. Staff are trained in first aid, CPR, communicable disease, and child abuse recognition. Staff that currently do not hold a degree in education and/or early childhood attend in-service training annually focusing on caring for and promoting the healthy development of school age children.

Philosophy

We believe that it is important for families to have safe and reliable care for their children. We have designed a program with safeguards to ensure that children have the opportunity to not only experience new and challenging activities, but also to feel secure and safe while having fun.

Cooperation with Regulatory Agencies

The Ohio Department of Job & Family Services licenses the CoStars programs, and the program meets or exceeds state standards at all times. The license is displayed on the licensing board for each site. The licensing law and rules are available for review at the parent's request. The licensing record, compliance report forms, complaint investigation reports, and evaluations from building and fire inspections are available for review from ODJFS.

The department's web site is <http://jfs.ohio.gov/cdc>.

The administrators 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's services agency.

Parents may call the Ohio Department of Job & Family Services toll-free number if they suspect the Center has violated licensing rules and regulation.

The number is 1-877-302-2347 option #4. The phone number is also listed on our program license.

The Ohio Department of Job and Family Services (ODJFS) has search capability to locate early care and education

programs regulated by ODJFS and programs licensed by the Ohio Department of Education (ODE) at <http://childcaresearch.ohio.gov/>. Individuals can search based on county, city, zip code, program type, program name, license number, and/or Step Up To Quality (SUTQ) rating.

Furthermore, child care programs have the ability through the Ohio Child Licensing and Quality System (OCLQS) to add days/hours of operation and services provided such as before/after school care, evening or overnight care, meals and field trips. This information displays on the website.

Effective December 12, 2018, the ODJFS child care search has enhanced functionality that allows individuals the option to receive program inspection updates via a Really Simple Syndication (RSS) feed. RSS is a way for websites to distribute information to subscribers automatically. Individuals can now receive notification when a new inspection is posted online. This notification is sent three days following the date the report is posted to the website. Programs receive a copy of the inspection report one day prior to the report being posted on the website.

Programs may want to add information about this feature to their parent handbooks to inform families.

To sign up for the RSS feed, go to <http://childcaresearch.ohio.gov/> and search for a program. Click on a program name, this takes you to the program detail page. Please click on the above link if you are interested in receiving updates about this program. The instructional page displays with detailed instructions about how to subscribe.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347 (Option 4) or the following email address: childcarepolicy@jfs.ohio.gov.

Curriculum

Learning occurs when trusting relationships have been established and when developmentally appropriate activities encourage skills mastery and offer children challenges/problems to solve. We believe children must be given choices, valued as learners, and respected as individuals. The best curriculum does not come from books, but from parents, teachers, and children. It involves far more than just skills to be taught but also a way to approach learning. CoStars After School programs use the Second Step curriculum and principles from Building the Primary Classroom. This ensures that activities offered can be individualized to best fit the needs and interests of children enrolled in the program.

Structure

We believe that structure is a vital part of operating a children's program. Therefore, we work diligently throughout the year planning for each day to ensure that families are provided a thoughtful and well-maintained program throughout the school year. The curriculum is designed to offer hands-on, developmentally appropriate activities organized into learning centers. Our child-center approach includes opportunities for small and large group activities, dramatic play, science, art, music and movement, math, and literacy development. All programming adapts to the changing needs, interests, and abilities of the children in our care. This also allows us to provide parents with a schedule of their child's activities.

Activities

We believe that there is learning in all that we do. Our goal is to teach children both socially and academically through hands-on activities and project-based learning. Each activity is aligned with an Ohio Core Content Standard or a social learning skill. This is done to provide students with enrichment in both areas. The program does not conduct formal assessments on students' activities.

Goals for Children

Socio-Emotional Development

To experience a sense of self-esteem; to exhibit a positive attitude toward life; to demonstrate pro-social behavior.

Cognitive Development

To acquire learning and problem-solving skills; to expand logical thinking skills; to acquire concepts and information leading to a fuller understanding of the immediate world; to demonstrate skills in make believe play; to expand verbal communication skills; to develop beginning reading and writing skills.

Physical Development

To enhance all gross motor skills; to enhance and refine fine motor skills; to use all senses in learning.

Screenings and Assessments

The program uses the following assessments:

- **DESSA**, school Age social-emotional development assessment tool. Completed twice per year.
- **DECA**, preschool age social-emotional development assessment tool. Completed twice per year.
- The program uses informal assessment measures including but not limited to anecdotal notes.

The program does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Participation

We strive to encourage all children to participate in activities offered through the program. Many times, children are hesitant if an activity is new to them. Staff will encourage children to try new things, but sometimes a little extra help is needed. Please encourage your child to participate in all activities, as part of our goal is to introduce them to new ideas and activities designed to enhance their academic and social development. If your child is unable to participate due to an illness or health condition, we request that you inform us in writing and such information must be stated in your registration packet.

If a child strongly refuses to participate in an activity, he/she will be allowed to sit out in the area if the staff can maintain supervision of them. If your child becomes ill or tired and needs to rest, a quiet space will be provided within direct supervision of staff.



Registration

Registration for CoStars After School Enrichment programs begins in May for the upcoming school year and continues throughout the year as space allows. Space is limited depending on the program's license capacity. Students are enrolled on a first come first serve basis depending on availability by age group. Parents interested in CoStars After School programs should contact either the Site Supervisor or Office Administrator at their respective participating school to request an enrollment referral form or link to the digital version. They may also contact the intake department at Best Point by calling 513-527-2800. Once a referral is received, the intake department will communicate next steps for enrollment.

The family's account must be in good financial standing in order to be eligible to register at any time. Children will not be allowed to attend the program without all necessary paperwork, including the enrollment and health forms, being completed and processed. Please allow 3-5 business days to process paperwork.

Waiting List

Once the program has reached capacity, a wait list is maintained. An application must be on file in order for your child to be on the wait list. Alternative after school options will be given to families that do not wish to be placed on the list.

Eligibility

Children ages 4 to 12 years of age (enrolled in kindergarten) are eligible for the CoStars After-School program. CoStars at Clifton Area Neighborhood School also includes children who are at least 3 years of age and enrolled in the school's preschool program.

Due to safety concerns, we currently do not accept children whose families have not granted us permission to emergency transport their child in the event of a life-threatening emergency for treatment.

We do not discriminate against any race, color, religion, sex (including gender identity and sexual orientation), 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.

To be enrolled in the program an enrollment application must be completed in its entirety, including the health and enrollment documents.

Children must be toilet trained; programs are not able to provide diapering service.

Ineligibility

Students who are not able to be successful in a ratio of 1 staff:15 children (1 staff:10 for preschool age children) and who do not exhibit self-control are not eligible for enrollment. Students currently engaged in intensive intervention services (e.g., Early Childhood Day Treatment, Day Treatment, Lower School, etc.) are not eligible for enrollment. Students who have previously been enrolled in intensive intervention services and DID NOT receive a successful discharge must meet with program supervisor to complete program assessment to determine fit.

A pattern of behavior interventions (3 or more) resulting in removal from the classroom will result in suspension of services until there is a parent meeting and a behavior plan in place. Recurring disruptive behavior may result in removal from program. If found ineligible for programming, families will be contacted by program Supervisor / Manager and a resource for alternate programs will be provided.

Special Needs

Children with special needs and/or disabilities are welcome to attend our program. Each case will be determined individually and determination of acceptance into the program will be made with the parent, the Program Site Supervisor, and the Early Care and Education Manager. Determination may also include counselors, mental health providers, and /or HCJFS case workers. Activities and space will be adapted as much as we are reasonably able to accommodate. However, if it is judged that the individual needs of a child cannot be met in group care, we reserve the right not to enroll the child and will assist the family in connecting with the appropriate resources. **Children with chronic health problems or disabilities requiring care must have a signed Medical/Physical Care Form on file.**

Transitions

For children that are transitioning into the CoStars After School program, the Supervisor calls to orient families by providing information about policies and procedures. The parents and Supervisor go over the general transition plan and any needed adjustments are made at this time. The Supervisor will also work with the classroom teacher and student to discuss dismissal plan changes and transitioning into the program.

Families are required to give the center a three-day withdrawal notice. Upon receiving this information, the parents are contacted to discuss a transition plan including information about where the child is going and child's last day at the center. Teachers talk with all children about the upcoming transition and share information with children as appropriate.

Withdrawals

A parent's right to withdraw a child from the center is respected. **A written three-day notice is required.** Your account must be paid up to the last day of attendance once notice is given. If it is judged that the individual needs of a child cannot be met in group care, the manager reserves the right to withdraw the child from the program. When a situation is identified that could lead to disenrollment, the Supervisor and teacher will work with parents to overcome the problem. Should disenrollment become necessary, a written notice is generally provided. If a student is absent from the program for 2 weeks with no contact between the supervisor and parents, an automatic withdrawal will occur.

Tuition Policy

Best Point Education and Behavioral Health establishes Costars' weekly tuition rates and reserves the right to adjust them to cover increases in the cost of operation. Parents are responsible for payment of these fees and will receive adequate notice, in writing, of fee adjustments. There will be no allowances for vacation or sick time. CoStars accepts publicly funded child care vouchers as a form of payment.

Voucher Policy

It is the responsibility of parents to apply for and maintain their child care vouchers. Based on family income, Hamilton County Job & Family Services will establish a co-payment that families are required to pay weekly to CoStars. Parents accessing Hamilton County child care vouchers must use the TAP system to enter student's times daily. This is a condition of HCJFS' child care coverage; failure to do so may result in HCJFS terminating child care voucher coverage. (NOTE: no staff member can tap or enter the child in or out of this system per HCJFS' policy.) Students using a child care voucher must be signed in to CoStars care for a minimum of 7 hours to ensure full payment.

Parents must notify the center if the child is no longer eligible for vouchers services through HCJFS. If this situation occurs, vouchers or private pay tuition will be accepted as we work with the family on transitioning the child to a new site. Parents using child care vouchers while alternate care is established are responsible for paying the co-pay amount set by Hamilton County Job & Family Services.

Tuition and Co-Payments

Tuition and co-payments are due by 6:00 pm on Friday for the next week of attendance. Tuition is payable by check, cash, credit card, or money order. Auto payment processing is available upon request. The center reserves the right to withdraw the child from the center after one week of non-payment of tuition.

After School (Kindergarten through-6th grade)

- Weekly rate (4-5 days per week) \$100.00 per child
- Part-time rate (3 days per week) \$ 81.00 per child
- Part-time rate (2 days per week) \$ 54.00 per child

After School (Preschool)

- Weekly rate (4-5 days per week) \$133.00 per child
- Part-time rate (3 days per week) \$ 89.00 per child
- Part-time rate (2 days per week) \$ 61.00 per child

A \$30.00 charge will be applied for all returned checks.

Families will receive an account statement each week. Receipts are given upon payment.

If at any time you have questions regarding your account, please contact the Site Supervisor or Accounts Receivable at (513) 272-2800.

A contact number for CoStars is included on all account statements and is available upon request.

Tuition Credits

Are available for **self-pay families only** and not applied to families using Hamilton County Child Care vouchers.

School Age After School - a credit of \$14.00 is assessed for any day that the program is closed. These credits include partial weeks and holiday breaks. Program fees are not waived for student illness or vacation. Fees must be paid in accordance with payment schedule unless arrangements are made in advance with the finance department.

Preschool After School – a credit of \$15.00 is assessed for any day that the program is closed. These credits include partial weeks and holiday breaks. Program fees are not waived for student illness or vacation. Fees must be paid in accordance with payment schedule unless arrangements are made in advance with the finance department.

Late Pick Up Fee

Failure to pick up a child by close of program will result in a late fee. This fee is assigned to the family. \$5.00 will be charged when arriving more than 5 minutes after the close of the program, and an additional \$5.00 will be charged for every 10 minutes thereafter. **Repeated late pick up after our 6pm closing time, may result in suspension or termination from program.**

PROGRAM POLICIES

Child Custody

Legal decisions regarding issues of child custody will be respected. In fairness to parents and children, documentation of the rights of each parent is required in order to restrict visitation where necessary.

Please note: We are unable to refuse any parent the right to pick up their child without a copy of the **COURT ORDER** on file.

Children's Clothing

Dress your child in clothing that is comfortable for a variety of active and messy activities. We will provide a Lost and Found box.

Personal Items

Parents are asked to see that children do not bring toys to the program. Children are asked to leave all cell phones, toys, radios, electronics etc. at home. Children will be required to store cell phones and other electronic items that in the office or space designated by staff. Our staff is not responsible for lost, stolen or damaged items.

Children's Cell Phone Usage

Children are not permitted to use cell phones while in programming. In the event that a child needs to contact a parent the program phone will be used. Programs do not permit cell phone use for any reason.

Computer Usage Policy

Students who access computers during after school programming must follow Cincinnati Public Schools Student Acceptable Use Policy and Internet/Network Safety Agreement. The CoStars program staff will review appropriate usage of technology.

The Cincinnati Public Schools ensure that filtering/blocking software is in use to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are otherwise harmful to minors.

Outdoor Policy

The outdoors is an extension of the classroom. Children will play outdoors daily throughout the year, when the temperature and wind chill are above 25° and below 90° Fahrenheit. The gym is available to the children every day and can be used during inclement weather. Parents can assure their comfort when outside by providing appropriate outdoor clothing, being careful not to overdress or underdress your child. Due to staffing demands, children are not allowed to stay inside while their group is outside.

Child Abuse Reporting

By law, all program staff and administrators are required to report suspicion of child abuse and/or neglect to the Hamilton County Department of Job & Family Services.

Weather Closings / Delays Update

The program operates on days when the school is in session. Programs observe all closings of Cincinnati Public Schools. **If the school is closed for inclement weather or Cincinnati Public Schools cancels, CoStars After School Programs will be closed as well.** Please check the local news stations (5, 9, 12, and 19) for closing and delay information. Closings and delays will be listed as Cincinnati Public School.

We apologize for any inconvenience this may cause. If you have any questions or concerns, please contact an administrator.

In the event of an emergency closing resulting in the closing of afternoon activities, you will be called to pick up your child. If you cannot be reached, we will attempt to contact the emergency contacts listed in your registration packet.

Child Care Emergency Closing

In case of emergency closing, parents will be notified via ProCare and by public radio and television announcements.

Holidays

Celebrations, rituals, and social activities are an important part of childhood and families. In an effort to include all families we will have celebrations of the season instead of recognizing individual holidays. We will strive to support the unique needs of each child and family and ensure that all feel welcome members of our program, while supporting education values of health and safety, good nutrition, sound mental health, and multicultural inclusiveness.

Out of respect for family choice and the children's daily routines, commercialism is discouraged.

Program Closures

The program will be closed on the following dates: **Subject to change based on Governor's orders.*

Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Professional Development	Monday, August 12, 2024
Labor Day	Monday, September 2, 2024
Professional Development	Monday, September 23, 2024
Teacher Records Day	Thursday October 3, 2024
Election Day	Tuesday November 5, 2024
Veteran's Day	Monday, November 11, 2024
Fall Break	Monday November 25 - Friday, November 29, 2024 (5 days)
Winter Break	Monday December 23- Friday January 3, 2025 (10 days)
After School Only Closed	Friday, January 17, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
Professional Development	Friday, January 31, 2025
President's Day	Monday, February 17, 2025
Professional Development	Monday, March 3, 2025
Spring Break	Monday, March 24 – Friday March 28, 2025 (5 days)
Memorial Day	Monday, May 26, 2025

Visitors

Parents are welcome to visit our program at any time (may be subject to change based ODH and ODJFS recommendations and Cincinnati Public Schools policies). Your visits can be scheduled or unscheduled. Any other visitors to our program must be approved by the supervisor and/or CoStars program staff. The only exception to this rule would be for licensing specialists or school representatives, who may stop unannounced to make sure we are in compliance with codes and regulations. Scheduled visitors may include extended family members of children, consultants, supervisors for student teachers, volunteers, visitors providing enrichment activities, new parents, and Best Point Educational & Behavioral Health facilities staff. It is our goal to keep you informed of the presence of our visitors, especially if they will be visiting in your child's classroom.

Personal Belongings Brought into Program

All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus. Any prescription or over the counter medications should stay out of the program or out of the reach of children. Any visitor that will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongs locked away in the staff office.

Non-Smoking Campus

All Cincinnati Public Schools as well as Best Point Educational & Behavioral Health Campuses have a strict no-smoking policy. Please refrain from smoking in the parking lots or outside the building.

Babysitting Policy

In order to maintain appropriate professional boundaries, it is the policy of the program that staff do not baby-sit for the students we serve in our programs.

On-Site Nursing Space

The program will work with families in need of a nursing space to find accommodations that meet the needs of their family. Due to the nature of our programming, it is recommended that nursing does not take place in the group or classroom space.

Infant Care

The program does not provide care for infants, toddlers, or preschool age students except those programs specifically licensed for preschool ages 3-5; or school ages 4 and eligible for kindergarten in the upcoming school year and up. Information and resources for child care can be made available upon request.

Napping and Resting

A quiet space is provided for children who want to rest or nap. The after-school program does not provide a nap or rest time during programming.

Evening and Overnight Care

The program does not provide evening and overnight care. Information and resources for child care can be made available upon request.

PROGRAM PROCEDURES

Arrivals and Departures (CARF 3.F.12)

Students will be dismissed from the school day to the program by the school day staff and will then be signed in by an after school staff member. If a child is not in attendance within 5 minutes after school dismissal is complete, and the school day teachers and IA's cannot identify where the child is, the parent/guardian will be contacted immediately by phone.

If your child is arriving from or will be attending an after school activity/program outside of the after school program this schedule should be shared with the staff so we can coordinate with the program and note attendance accordingly. Please let the staff know if you are planning on picking your child up from the external program/activity, so we know they will not be returning.

Children must be signed out by an Authorized Contact on the electronic TAP system each day at pick-up. All children must be signed out by a parent or adult escort listed on the Authorizations Form when departing from any part of the program for the day, and the escort **MUST** make contact with a staff member (see release policy).

Staff will immediately record children's attendance on the daily attendance record upon arrival and dismissal.

Please note: Vehicles must be turned off and keys removed from ignition when you or your escorts are picking up your child.

Sign In/Sign Out

Parents and escorts must sign children out each day in the school building. This is an important tool because it is used to check attendance during emergency procedures. If others will be picking up your child/ren, you must let them know to follow this procedure. Parents and escorts should verbally check in with program staff at pick up each day.

Late Pick Up

Failure to pick up a child by close of program will result in a late fee. This fee is assigned to the family. \$5.00 will be charged when arriving more than 5 minutes after the close of the program, and an additional \$5.00 will be charged for every 10 minutes thereafter. **Repeated late pick up after our 6pm closing time, may result in suspension or termination from program.**

If the staff has been unable to contact you by 7:00 pm, 241-Kids will be called for child abandonment.

Release Policies (CARF 3.F.12)

Every effort is made to provide a safe and secure environment for children. Parents must pick up their children in the school building. If a child is in another location, a staff member will locate the child and bring him/her to the release location. Children are released only to persons aged 16 and older that the parent/guardian have designated in writing or with an authorized phone call. If the adult picking up the child is unfamiliar to staff, the adult is required to show his/her driver's license for identification. Escorts must also sign the child in or out. Parents will be contacted to verify pick up by any escort arriving without prior notice from the parent/guardian. Parents will also be notified if a non-authorized adult arrives to pick up their child. CoStars staff reserves the right to refuse pick up to anyone who we cannot verify identity. Students are not allowed to leave their groups without permission and must always be in direct supervision of a staff member.

Reporting Children's Absences

CoStars staff plan their day's activities based on the number of children expected for the days and hours children usually attend. We ask that parents notify the center if their child is going to be absent, late, or if they plan to pick them up especially early. Due to SUTQ requirements, parents must share the reason for their child's absence if the absence exceeds two consecutive days. Children may not exceed 20 absences per half year, or they will be subject to over-absent day fees from the program.

If you are planning a vacation or other absence, please notify us of the dates as soon as possible. Self-pay families are entitled to claim one week vacation each school year. **Please remember, there are no tuition credits given for absent days.** If your child is absent for two or more consecutive days, we will call the parent/guardian to gather the reason.

Please Note: In the event that your child will not be attending after school but will be at school please make sure to send a note to your child's teacher. Teachers will communicate with the after-school staff during arrival.

Supervision of Children

Staff are to supervise children at all times. Supervision means the staff members have knowledge of a child's needs and are accountable for his or her care at all times. Supervision includes being aware of and responsible for the activity of each child and being near enough to respond and reach children immediately. This includes responding to the child's basic needs and protecting them from harm. The best way to ensure the safety of the children is to actively supervise them. This means participating in activities or playing with them.

Preschool children are never to be unattended. Supervision for short intervals by **listening only** is permissible for preschool aged children while they are in the bathroom. The assigned group lead is responsible for remaining in hearing distance while also monitoring the remainder of their group.

School age children are permitted to run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety 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 a staff member without the use of electronic equipment.
- The staff member visually checks on the children who are in kindergarten through 3rd grade at least every five minutes until they return to the group.
- The staff member visually checks on the children in 4th grade or higher at least every ten minutes until they return to the group.
- The program has exclusive use of the space being used by the children.

Children are not permitted to walk home without a parent or authorized escort unless there is a Parent Walker Permission Form on file.

Extra-Curricular Activities

Students may participate in after school activities taking place within the school building, but not associated with CoStars After School Enrichment Program. For students to participate, parents must complete a program permission slip including written and signed permission for children to participate in activities elsewhere in the building. Students are responsible for walking to and from the activity. During this time CoStars After School program is not responsible for the student and will not sign the student into programming until they report in at the end of activities. Students using a child care voucher must be signed in to CoStars care for a minimum of 7 hours to ensure full payment.

Therapy Sessions

Students must have a signed permission slip from a parent or guardian stating the name of therapist, dates, time, and location of each appointment and signature indicating families understand that students are not under the care of ODJFS licensed child care during this time. Permission slips are on file with the program and can be obtained from the Supervisor. Therapeutic sessions may only occur as designated on the permission slip. A daily group schedule will be made available upon request and supervisors will help to determine best fit times for sessions. Programs are unable to provide on-site meeting space, therapist must make spacing arrangements.

Field Trips

The CoStars After School Program will limit field trips outside of the center for school age children and offer enrichment activities on-site. Parents/Guardians will receive information prior to each scheduled field trip. Each child must have a signed permission form to participate in any field trip including walking field trips. Children may be transported by a contracted transportation service in the event of a field trip. Staff to child ratios will be maintained during field trips and children will always be supervised. All staff is trained in field trip safety. School age children will not participate in swimming or water activities that contain more than 18 inches of water.



GUIDANCE (DISCIPLINE) POLICIES

Parents and teachers are interested in promoting self-control and appropriate social behavior in children. The role of the adult is to assist the child in mastery of the environment as well as helping them with mastery of themselves. This is accomplished through building meaningful relationships and interactions between parents, teachers, and children.

Young children have difficulties with self-control for a variety of reasons. Often it occurs because children are still learning what they need to do and how they need to do it. They just need more practice! Young children tend to show us their worries and feelings through their behavior. It is important for teachers and parents to work together to try to understand what the child is trying to communicate so appropriate interventions can be planned.

Please Note: If a child's behavior poses a safety risk to themselves or others, the Supervisor may immediately remove the child from the program space and a parent or emergency contact may be notified for immediate pick up. If this should occur, the parent or emergency contact must make arrangements to pick the child up in an appropriate amount of time.

The center staff is trained to use the following techniques:

Distracting the Child

The teacher will turn the child's attention from the unacceptable behavior to a more acceptable one without directly confronting the child.

Redirecting the Child

The teacher will verbalize with the child what he/she has done, how it affects the children in the classroom, and how it makes the child feel. Then, together, they find an appropriate way to amend the situation and/or find a more appropriate activity.

Ignoring the Behavior

The teacher will ignore the unacceptable behavior if it is not doing any harm to the child, other children, or the environment.

Time Apart from the Group

If the above methods are not effective, it may be necessary to separate the child from the group. He/She may rejoin the group as soon as he/she is able to conduct themselves appropriately in the group or setting.

All employees and staff shall not:

- Abuse, endanger or neglect children, including shaking a baby.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate a child or children to manage or discipline another child or children.
- Use physical restraints on a child.
- Restrain a child by any means other than holding children for a short period of time, such as a protective hug, so that the children may gain control.
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- Prone restraint includes physical or manual restraint.
- Place children in a locked room or confine the children in any enclosed area.
- Confine children to equipment such as cribs or high chairs.
- Humiliate, threaten or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
- Punish children for failure to eat, sleep or for toileting accidents.
- Withhold any food (including snacks and treats), beverages or water, rest or restroom breaks.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period of time.

Our program does not permit, nor will it tolerate, the use of physical discipline or any abusive methods. Violation of this policy by staff or agency representatives will be grounds for immediate termination of employment. The discipline rule applies to all persons on the premises.

Discipline Procedures

Categories of Misbehavior	Consequences	Staff Response
Category 1		
<ul style="list-style-type: none"> • Disrespectful • Disruptive • Poor physical boundaries • Refusal to follow directions • Inappropriate communication • Misuse of electronic devices • Leaving group area without permission • Threatening 	<ul style="list-style-type: none"> • Redirection • Staff / Student conference • Supervisor / Student conference • Removal of electronic device • Time away from the group • Parent contact • Early program pickup • Transportation write up 	<ul style="list-style-type: none"> • Reframing Conflict Conversation • Increased monitoring • Redirection • Distracting • Call for support • Communication with supervisor • Transportation Write Up
Category 2		
<ul style="list-style-type: none"> • Fighting (verbal or physical) • Profanity • Damaging / Destruction of property • Physical harm to self or others • Stealing • Sexual misconduct / sexual harassment • Intimidation • Leaving group area without permission • Ongoing Category 1 behavior 	<ul style="list-style-type: none"> • All of the above • Parent Conference • Suspension • Individualized Behavior / Intervention Plan • Student moving classrooms • Referral to other programs • Suspension of Transportation 	<ul style="list-style-type: none"> • All of above • Track behavior • Individualized behavior / support plan • Document in Credible via IRF • Debrief with supervisor • Protective Hug
Category 3		
<ul style="list-style-type: none"> • Physical assault • Sexual assault • Chronic fighting • Running from programming or trying to leave building • Weapons on site • Serious harm to self / others • Illegal substances on site 	<ul style="list-style-type: none"> • All of the above • Expulsion 	<ul style="list-style-type: none"> • All of above • Reporting in OCLQS • Document in Credible • Debrief with supervisor / manager



General Information

The food served meets the standards set by the United States Department of Agriculture, and local and state health departments and licensing guidelines. Children with special diets for medical reasons must have a physician's statement on file. Children with dietary restrictions due to religious reasons must have a written statement from parents stating the food products that are restricted.

Mealtime Procedures

Nutritious meals and snacks are an important part of your child's day. A light dinner and an afternoon snack will be served to the children present. Menus will be posted on the parent board. Please see the attached schedule for mealtimes. There is no charge for meals. If there is a dietary restriction, the following policy must be adhered to. While children are present in the program our meals must provide them with 1/3 of the recommended daily dietary allowances specified by the USDA. This includes, at a minimum, the following:

- 1 serving of milk - dairy
- 1 serving of meat or a meat alternative – protein
- 2 servings of vegetables and or fruits
- 1 serving of bread or grains

Food from Home

Parents/Guardians are asked to see that their children do not bring food to the classroom except for special occasions where it can be offered to all children.

Modified Diets/Food Supplements

Children who are on approved modified diets, such as a vegetarian diet, must have the dietary groups listed above when they are in our care. The center does not supply alternative foods, so it is the parent's responsibility to supply their child's alternative food. Some examples of alternative foods are: Milk – Soy Milk, Meat – Veggie burgers, Veggie (chicken) nuggets, Veggie (sausage) links, and Veggie (lunch meat) slices. The frozen foods work out well because they can be kept for a long period of time and used as needed. Parents who choose for their child to be on a modified diet must complete the modified diet form to be kept here at the center.

The only exception to this rule is if a doctor has completed a medication form stating that the child does not need to consume any alternative to that group at all. For example, the child does not need to consume any protein.

Food Allergies

Children's food allergies will be noted in their classroom paperwork and on the attendance sheet. When able, food service will provide alternatives for children with food allergies. Families with meal or religious food preferences will work with program supervisor to determine what accommodations can be made.

Nondiscrimination and Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Health and Wellness Policy

Best Point Education & Behavioral Health is committed to promoting a culture of health and well-being by supporting healthy eating, physical activity, and chronic disease management.

Families interested in receiving a copy of Best Point Education & Behavioral Health full Health and Wellness policy, may request a copy.



PARENTS AS PARTNERS

(CARF 2.A.15)

Parent Participation and Roster

CoStars After School program is committed to supporting parents and children. We feel strongly about communicating with parents about your child's experiences at the center. We feel that parents' participation in various classroom and center events as well as program planning helps strengthen the relationships between parent, teacher, and child. Parents are encouraged to become highly involved in the center.

A roster of names and telephone numbers of parents/guardians of children attending the program will be available upon request. Only those parents and guardians who indicate on the Child Enrollment and Health Information form they want their information included will be included. The parent roster will only be given to parents or guardians of a child who attends the program and individuals associated with the center that requests it for center related business.

Open Door Policy for all Parents

Parents are welcome to visit the program at any time and are encouraged to do so.

Communication

In order for us to provide for the individual needs of each child, it is important for parents and teachers to communicate regularly. Please set aside some time in each day to talk with your child's teacher or program supervisor. It is our goal to keep you informed as much as possible. Lesson plans will be posted on the parent board outlining our schedule of activities and events. Please let us know if you have any suggestions and/or concerns that you would like to share. Your input is extremely important to us. We highly encourage you to complete the surveys as this helps us to address any concerns and plan for the upcoming year.

Parent / Program / Staff Concerns

Staff are encouraged to discuss concerns with parents. Parents are encouraged to ask program staff any questions they may have about their child's care in the program. It is important for parents and staff to clear up any questions or misunderstandings quickly. Nearly all concerns are best addressed at the classroom level, but if parents and program staff are not able to reach a mutually satisfactory resolution, parents and staff are encouraged to discuss their concerns with the supervisor or manager. Good communication between staff and parents is vital to the smooth running of the program. General issues may be discussed with the site supervisor. Please note that program staff must remain in ratio and actively supervising students. If a staff member is unable to meet with a parent immediately, an appropriate time will be scheduled.

Personal Belongings Brought into Program

All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus. Any prescription or over the counter medications should stay out of the program or out of the reach of children. Any visitor that will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongs locked away in the staff office.



HEALTH CARE POLICY & EMERGENCIES

Illness Policy

CoStars After School programs operates for well children and staff only. Children who are mildly ill (ex. minor cold) may attend the program with the Site Supervisor's approval. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable diseases will rest in the Sick Bay. A staff member is to remain with the child at all times until the parent or designated representative arrives for the child. Parents shall remove the child within one hour after notification. In the event we cannot reach the parent we will contact the emergency representatives designated by the parents. In spite of our best efforts to isolate children with symptoms of communicable diseases, your child is in a group setting and will be exposed to many other children and adults. Because of this, it is important that parents establish a reliable, alternative plan for child care.

Children exhibiting signs of illness listed below should remain at home. The following are indications of illness that will necessitate removal:

- Temperature of at least 101° Fahrenheit (100° degrees if taken axillary) when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- COVID symptoms.

Children will be required to remain at home for 24 hours symptom free without medication if he/she is sent home from the center. For identified communicable disease the child must remain out in accordance with Ohio Department of Health's "Child Day Care Center Communicable Disease Chart." If the child was seen by a physician and is declared non-communicable, s/he may be readmitted with a physician's statement indicating that the child is free of communicable disease.

The Supervisor retains the right to continue to exclude the child despite a physician's statement if that statement contradicts the center's policies. Parents of every child enrolled in the exposed class will be notified when a communicable disease is introduced. Parents will be advised of symptoms and incubation periods, if appropriate. The Ohio Department of Health's "Child Day Care Center Communicable Disease Chart" is posted in each program. Children who are sent home with a communicable disease will follow these precautions to help prevent the spread of germs:

- Blankets will be sent home with the child to be washed, If the blanket belongs to the center it will be immediately washed.
- The cot and any other items the child had with them in the sick bay will be washed and disinfected with bleach and water immediately following the release of the child.

Staff who exhibit signs of communicable disease will remain away from the children and/or center. It is a requirement that all staff receive training in communicable disease recognition provided by Best Point Education & Behavioral Health or other appropriate agencies. Staff are also trained in hand washing and disinfecting procedures by an administrator within 30 days of employment. These policies are also posted in each classroom.

Incident reports must be signed by the parent/guardian upon the child's departure for the day. If the parent/guardian is not picking the child up that day, the person picking up the child will be asked to sign the form. A signed copy of the report will be provided to parents and a copy will be retained at the center.

COVID Close Contact and Positivity

In the event a child receives a positive diagnosis for COVID the parent/guardian must notify the ~~Early~~ School Age Care and Enrichment Manager or Vice President Early Childhood and School Age Services. As COVID guidelines and protocol are regularly changing each case is reviewed and based on current ODH and ODJFS guidelines and a determination including length of time out of program is provided to the family. A building notification will be posted at the front desk.

Children's Physical Examination

Preschool age children only must present a physician's certificate of good health prior to time of admittance. A certificate of a physical exam and updated immunizations must be presented every year thereafter on the anniversary of the date of the previous exam. Because we risk the loss of our license, preschool children who do not receive their ongoing physical exams are subject to withdrawal. To maintain compliance with the preschool's regulating bodies, children need to receive complete screenings at their annual well child check, including vision, hearing, hematocrit, and lead screenings. If this information is not obtained or reported by the physician, children may need to return for a subsequent appointment. Our staff are available to assist with locating a medical provider and/or dentist as requested.

Best Point Education & Behavioral Health houses the Levine Family Health Program at our Madison Road location. The health program provides well checks, immunizations, and sick care. Paperwork is available at the front desk for you to register.

Immunization

Children must be immunized as required by the state department of health in order to attend the after school program. Children who have not been immunized will be accepted, and be "exempt" from immunization requirements with the appropriate documentation:

- A physician noting that immunization against the disease is medically contraindicated or not medically appropriate for the child; or,
- A statement from the parent/guardian that they have declined immunizations for the reasons of conscience, including religious convictions.
- Children who are not "exempt" from immunizations and not kept current are subject to withdrawal.

Health Screening and Referral Process

It is imperative that children receive Health Screenings as recommended by the Academy of Pediatrics. If the family needs assistance in securing a physician or dentist, a resource list is available to them, as well as a copy of the Levine Family Health Center enrollment packet, located on Best Point Education & Behavioral Health main campus. If they do not wish to work with the program's nurse, a resource list will be provided.

Families also complete a health and family history document. This document includes additional health information as well as cultural, family structure, family culture, and developmental information of the child and the family.

Administrator and Parent Resources:

- Cincinnati Health Department Clinic Locations and Phone Numbers
- Enrollment Packet for the Levine Family Health Center, located on Best Point's main campus
- CDC.gov
- KidsHealth.org

Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow up will be required.

Emergency Transportation

The program does not provide child care services to children whose parents refuse to grant consent for transportation in the event of need for emergency treatment. Information and resources for child care that does support refusal of emergency transport can be made available upon request.

Medication Policy

An Administration of Medication form or a Child Medical/Physical Care Plan must be filled out by the parent for all prescription and non-prescription medication, food supplement, or modified diet. The JFS 1217 Request for Administration of Medication form is only required for short-term, time-based medication such as an antibiotic or Tylenol for pain for a few days. The JFS 1236 Medical Physical Care Plan is required for all ongoing administration of medication, health conditions that require staff to monitor symptoms and take action, when staff perform a medical procedure or when a child must avoid specific food(s), environmental conditions or activities. **PLEASE NOTE:** This program does not allow school age students to carry their own medications. Any medications prescription/over the counter/topical ointment a child has in their possession will be confiscated and secured by staff until the parent/guardian arrives. The only exemption is for lip balm, hand sanitizer, and lotion with a medication administration form completed.

The program does not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the program administering a dose or applying. Emergency medications are exempt from this requirement. Medication will only be given at the program if it cannot be given at home

or by the parent. The medication will be given to the child by their site supervisor or after school program staff and will only be given for the period of time indicated by the type of medication/topical ointment, or by the physician. All medication requests must be brought to the program supervisor, who will see that the correct paperwork has been completed. After doing so, they will provide the program staff with the medication and the paperwork. The program staff is responsible for documenting each administration or application of the medication on the JFS 01217 or JFS 01236 form immediately after administering. All medication is to be kept in a) the School Nurse's Office OR b) a lock box which is kept in a cabinet that locks, out of the reach of children. Only prescription medication can be given, unless accompanied by a doctor's note and discussed with the Supervisor.

Prescription Medication

Any child who requires any form of prescription medication while at the program will need to have an Administration of Medication form or a Child Medical/Physical Care Plan filled out and signed by their parent/guardian. The Medication must be in its original container and have a complete pharmacy label on it that includes the child's name, dosage amount, and time of dosage, as well as the length of administration.

Non-Prescription Medication

Non-prescription medications, excluding topical products, an Administration of Medication Form must be filled out and include instructions; and may need to be signed by a physician/dentist/APN/CPA. The medication must be in the container with the original label and must provide a dosage for the child's age and weight. Any medications not in the original container will not be administered.

Topical Ointments

Topical ointments that do not contain aspirin or codeine, or exceed the instructed amounts may be administered without instruction from a physician, as long as the original container provides a dosage for the child's age and weight (if the bottle says if under 24 mo. of age consult a physician, the child's physician would need to complete the Administration of Medication form). Examples may include chap stick, lotion, and suntan lotion. An Administration of Medication form must be completed and the container with the original label and must provide a dosage for the child's age and weight.

Medical Foods

Any child who requires any form of medical food while at the program will need to have an Administration of Medication Form filled out and signed by their parent/guardian. The Medical Food must be in its original container and have a complete pharmacy label on it that includes the child's name, dosage amount and time of dosage, as well as the length of administration or manufacturer instructions. Medical foods will be stored in compliance with manufacturer instructions.

Children with Disabilities

The program ensures compliance with the Americans with Disabilities Act (ADA) and administers medication to children with disabilities. Medications must follow procedures above for medications.

Medication Storage

All medications are stored with program staff. Medications are accessible throughout the day and during field trips and transportation.

First Aid and CPR

During all operational hours, all after school staff onsite are trained in First Aid, CPR, Communicable Disease, and Recognition of Child Abuse.

All staff receives training in the administration of medication during orientation, including but not limited to:

- Asthma
- Diabetes
- Seizure
- Allergies and Epi Pen use
- Basic Medication Administration

Automated External Defibrillator (AED)

An AED is located in the Main School Office or the Nurse's Office. The AED is a portable electronic device that automatically diagnoses the life-threatening [cardiac arrhythmias](#) and is able to treat them through [defibrillation](#). During all program hours at least one staff trained in the use of the AED is on site.

Incident Reports

An incident report will be completed by the staff member who is responsible for the child, when the following incidents occur:

- An illness, accident, or injury which requires first aid treatment.
- A bump or blow to the head.
- Emergency transportation.
- An unusual or unexpected event which jeopardizes the safety of the children or staff.
- Child is not picked up after the center closing time of 6:00 pm. 241-KIDS will be called one hour after closing.

Police and Incident Reports will be filed with ODJFS.

Incident reports must be reviewed by the parent/guardian upon the child's departure for the day. If the parent/guardian is not picking the child up that day, the person picking up the child will be asked to sign the form. A signed copy of the report will be provided to parents and a copy will be retained at the center.

EMERGENCY PLAN

Emergency Situations

The program staff will do everything possible to keep your child safe. However, accidents can and do happen. In the event of an emergency, the staff will follow the Emergency plan. Staff has access to working phones in every area of the building. Monthly fire drills are conducted as well as quarterly lockdown and severe weather drills.

In the event of a serious emergency and the CoStars After School program must be evacuated, the children and staff have 2 locations to evacuate to and can be found on the Disaster Emergency Plans posted in each after school classroom and after school Office. Please refer to the Disaster Emergency Plan for exact information staff will follow during emergency situations. These plans are available in all binders, on the parent board. You may request a copy at your convenience.

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, and loss of power, heat, or water:

- **Earthquake:** Move all children into the hallway
- **Threats of violence:** Staff are to move children to a safe place and call 911. Do not argue, try to disarm, or bargain with the intruder
- **Loss of power, heat, or water:** We will remain open unless the loss is unable to be restored in a reasonable amount of time; management/school will make the call to close.
- **Environmental situation:** Staff are to close all windows and take children to a safe place, such as the fire door area. A supervisor will inform you of the next steps and to help move children to a safe area, according to the situation.

Emergency Transportation

If your child needs to be taken to the hospital by ambulance, a staff member or administrator will accompany your child to the hospital and stay with him/her until you or another approved caretaker arrives. Children will only be transported in an ambulance. In an emergency, staff will follow your indications on the child's emergency transportation form.

The program does not provide child care services to children whose parents refuse to grant consent for transportation in the event of need for emergency treatment. Information and resources for child care that does support refusal of emergency transport can be made available upon request.

The program will only transport a child via EMS in the instance of a life-threatening injury.



Safety Policy and Procedures

The safety of the children in our program is our primary concern. The following guidelines are to ensure that we keep this commitment to the parents of the children in our care. Each staff member and parent/guardian will receive a copy of this procedure.

1. No staff member will abuse, neglect or otherwise cause harm to any child.
2. Staff members will follow the discipline procedures in the Discipline Policy.
3. Staff members will immediately consult with the supervisor concerning any suspected child abuse and/or neglect. The staff members will then immediately report suspected child abuse or neglect to Hamilton County Department of Job & Family Services. Parents will be notified in accordance with CoStars procedures.
4. Phones are located in administrative offices, the cafeteria, and the gym for emergency use.
5. Fire drills will be conducted monthly and records will be kept with the supervisor. Evacuation plans are posted in each room as well as Medical and Dental Emergency plans are posted on the traveling licensing board and in staff binders.
6. In non-life-threatening instances, CoStars After School staff will provide on-site first-aid. If a child requires medical attention, the child's parent will be contacted, informed of the injury, and asked to pick up the child.
7. If an accident or injury is life threatening or requires immediate medical attention, staff will call 911.
8. Use of spray aerosols shall be prohibited when children are in attendance.

Supervision Guidelines

1. Children are to be under the supervision of CoStars staff at all times.
2. Each staff member is in charge of, and has the responsibility for, the children assigned to his/her group. This also includes meeting the children's needs, supervising them, caring for them and keeping them safe.
3. When the children are outside in the play area the staff member will summon another adult without leaving the children alone.
4. Staff will call parents/guardians after 2:30 P.M. when a child is not in attendance and a previous phone call from the parent/guardian was not received.

Risk Management

Every effort is made to provide a safe and secure environment for children.

1. All outside entrances remain locked 24 hours a day.
2. CoStars After School staff are equipped with walkie talkies which allows for continued communication and monitoring of children and staff safety.
3. A central fire alarm and posted evacuation routes throughout the school ensure staff are immediately informed of any risk and have immediate access to evacuation routes.
4. Parents are encouraged to identify and discuss with the supervisor any perceived risks to a child's health and safety.
5. All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus.
6. Any prescription or over the counter medications should stay out of the program or out of the reach of children.
7. Any visitor who will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongings locked away in the staff office.



CENTER PARENT INFORMATION

Appendix C to Rule 5101:2-12-07 ODJFS Child Care Center Rules

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

A toll-free telephone number is listed on the center'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 center.

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center 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 ODJFS. 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 center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin in violation of the Americans 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.

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 (TSS)
(312) 886-1807

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>