

WELCOME TO MILLCREEK CHILDREN'S CENTER

44 Essex Street, Youngstown, Ohio 44502

Phone: 330.746.7111 Fax: 330.746.7144

Cell phone: 330.402.6598

E-mail: mjgingrich29@gmail.com



2026-2027

Our Mission

It is the mission of Millcreek Children's Center to prepare children from the Tri-county area, ages 3 to 5 years, to be "Kindergarten-ready" by means of an excellent preschool education, maintaining a Gold Standard rating and use of broad support services.



MILLCREEK CHILDREN'S CENTER

44 Essex Street
Youngstown, OH 44502
Office 330.746.7111 Fax:330-746-7144
Cell Phone: 330.402.6598
mjgingrich29@gmail.com

September 2, 2026

Dear Parents and Guardians,

Welcome to a new school year! My name is Mary Jane Gingher, and I am honored to be the Executive Director of Sister Jerome's Schools, Inc.

I am looking forward to getting to know our students and families. Millcreek Children's Center has a wonderful tradition of excellence, and I am committed to helping every child feel safe, supported, and excited to learn each day.

I believe that the partnership between home and school is one of the most important parts of a child's success. I encourage you to stay connected throughout the year, and please know that I am always happy to answer questions or help in any way I can.

Thank you for trusting us with your child. I can't wait to meet you and begin a fantastic school year together.

If you have any questions, please feel free to contact me at 330-746-8131 or 330-402-6598

Respectfully,

Mary Jane Gingher
Executive Director

Frequently Asked Questions

1. What time should my child arrive at Millcreek Children's Center? **Children may arrive at any time between 7:30 and 8:30 a.m.; however, children should be at the center by 8:30 a.m. The educational activities begin immediately following breakfast.**
2. What time are children to be picked up? **The school day ends at 3:45 p.m. Children must be picked up by 4:00 p.m., no exceptions.**
3. What kind of shoes should preschoolers wear? **The best shoes for an active child are shoes which close with Velcro, tie or buckle. Tennis shoes are fine. Sandals/flip-flops/ open toed or backless shoes and crocs are not permitted at any time. If a child arrives in inappropriate footwear, they will be sent home or the parent must bring the proper shoes.**
4. Should parents purchase any pencils, paper or classroom materials? **No - all materials necessary for classroom work are provided by the center.**
5. Do the children bring lunch? **No - a balanced nutritious lunch is provided. You will receive a monthly lunch calendar. If there is a health reason or religious reason for your child not to eat something listed on the menu, you may complete the appropriate paperwork, supplied by our registrar, and then bring in substitute food. No personal preference is permitted. Must be health or religious related.**
6. When can parents talk to the teacher about their child's progress? **Parents are asked not to engage the teacher in a lengthy discussion at arrival or departure time. The teacher must concentrate on the supervision of the children in the classroom. Parent conferences are regularly scheduled in November and March, and teachers utilize communication forms which are sent home daily. Please check your child's folder.**
7. Can parents supply treats for a child's birthday? **Yes, however, no homemade items are allowed. Only pre-packaged treats are permitted.**
8. Do the children need to bring anything on the first day of school? **Yes - a change of clothing is required. Please be sure that your child has a full change of clothing including underwear, shoes and socks for everyday they are present at the center.**

HISTORY

Who We Are

Millcreek Children's Center is a tax-exempt 501(c) (3) corporation under the Revised Code of the State of Ohio. Our purpose is to establish, conduct, and maintain programs for young children ages 3 years to 5 years, with developmentally appropriate educational and social / emotional needs. Millcreek Children's Center Board of Directors is composed of non-paid local persons who represent a wide range of interests and expertise. The Board meets once per quarter in regular session and attends additional meetings as needs arise. The elective Board members serve for a term of six years. The Board elects the officers.

What We Do

Millcreek Children's Center provides an opportunity for parents to secure an excellent pre-kindergarten preparation and experience for their children.

In 1976, Developing Potential, Inc. began Millcreek Children's Center in the Old Latin Culture Center on Glenwood Ave., and the program grew rapidly. In 1993, the Board, with broad community support, built a beautiful 12,500 sq. ft., \$1.3 million center on lower Market Street in Youngstown. The mortgage for the construction was paid off in three years, making Millcreek Children's Center debt free in 1996. The enrollment continued to increase because of strong parent approval. In 1996, the Board added a 5,400 sq. ft., \$500,000 Play N' Learn room for indoor play, small group instruction, and parent meetings. Once more, strong community support paid off the building costs early.

In our Step up to Quality Gold Level rated childcare center/preschool for children 3 to 5 years, we provide a wide range of programs including vision and foot screenings, dental care, physical fitness, developmental tutoring, computer courses for our children and a special program that teaches children how to handle their feelings, thoughts and unfortunately losses. Our center is staffed by highly qualified and dedicated teachers who provide opportunities for the children to develop in the areas of academics, social skills and healthy habits. As a Gold Level rated center (the highest rating available) in the State of Ohio's Step Up to Quality rating system, parents can expect and will receive the best possible education available for their child.

PHILOSOPHY / GOALS / CURRICULUM

It is the mission of Millcreek Children's Center to prepare children from the Tri-county area, ages 3 to 5 years, to be "Kindergarten-ready" by means of an excellent preschool education, maintaining a Gold Standard rating and use of broad support services.

The focus of Millcreek Children's Center is to provide a well-balanced curriculum. The State of Ohio Early Learning and Development standards drives the curriculum, providing standards in language arts, math, science & social studies. The formal, research-based curriculum used at the center is the Creative Curriculum, Preschool Guided Edition.

ADMISSIONS

The center enrolls children of the Tri-County area ages 3 – 5 years from September through May. A parent interested in enrolling a child in Millcreek Children's Center will meet with the registrar or executive director and be given a tour of the center. The registrar will then assist the parent with completion of necessary enrollment papers. If needed, an application for childcare benefits should be made on line with the Job & Family Services office. Parents who are working, attending school or a training program may have a co-pay they will be responsible for paying each week and Job & Family Services may contribute to the cost of childcare services according to Ohio State laws.

A child is considered enrolled in our center based on completion of the state-required paperwork, availability of space and approval from Job and Family Services. This includes basic enrollment and health information. For the safety of your child, any change to this information must be communicated to the center immediately so that current information is always on file. A current shot record is required prior to admission. **Shot records must be updated on a yearly basis.**

It is the policy of Millcreek Children's Center that all children enrolling and entering our center have the required immunizations listed in licensing Appendix A to Rule 55101:2-12-15. These include the following immunizations: Chicken pox, Diphtheria, Haemophilus influenza Type B, Hepatitis A, Hepatitis B, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus. The flu and covid-19 vaccine are the only optional vaccines that parents can decline with regards to our center.

Our center ensures compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.

SCREENING /ASSESSMENT

Children come to preschool with different talents. The center will be utilizing a developmental screening questionnaire to identify special characteristics and monitor developmental progress for each child. Parents are encouraged to download the free Sparkler: Play for Parenting App to be involved in the completion of this questionnaire or a trained staff member can complete the form if given consent thru the App. All screenings must be completed within 60 days of enrollment. Results are shared with the parent via the Sparkler App.

To prepare our preschoolers for elementary school, various forms of assessment such as informal assessment, formal assessment in the form of the Teaching Strategies Gold Assessment and portfolios will be used. This information will be used to assist the center in developing the best educational program tailored for each student. Teachers utilize these assessments to track developmental progress on each child. Families are provided with opportunities to review and understand the assessment results used at our center through the Teaching Strategies Family App. as well as during conferences. All results are reviewed and shared with the families. Teacher and families together contribute to the child's Development and Educational Goals form. Parent/Teacher conferences are held semi-annually during the school year. We do report child level data to DCY pursuant to 5101:2-17 of the Administrative Code.

STAFF / CHILD RATIOS

Ohio Job & Family Services <u>Licensing Ratios</u>	Ohio Step Up to Quality <u>Gold Level Ratio</u>		Maximum Group (with appropriate staff)
Children Age 3 & 4	1:12	1:11	24
Children Age 4 & 5	1:14	1:13	28

Ratios preschoolers may be doubled for 1 1/2 hours at naptime as long as all children are resting quietly on their cots. During naptime, enough staff members are always in the building to meet the regular required staff/child ratios. Napping/ Resting: All children have assigned cots labeled with their name. Bedding is to be provided by the parent. Fridays of each week all bedding is required to be taken home, washed and returned to school on Monday. Cots will be cleaned and sanitized before assigning to a different child, when soiled and at least every 3 months. Nap and rest time shall be in accordance with the developmental needs of the child.

HOURS / DAYS OPERATION

The center operates Monday through Friday, 7:30 a.m. to 4:00 p.m., September through May. Parents must pick up their children no later than 4:00 p.m. If for any reason a parent will be late for pick up, the center must be notified prior to 4:00 p.m. If we are unable to reach anyone for pick up, we will call the local police department who will then take the child to the Department of Children's Services. **There will be a late fee of \$3.00 per minute for any child not picked up by 4:00 p.m.,** which is due when the child comes to school the following day.

Millcreek Children's Center is closed in observance of holidays, Thanksgiving, Christmas and Easter breaks and the months of June, July and August to prepare for our new school year. Please check the school calendar on the back page for detailed information.

Public school delays / Cancellation due to weather:

When Youngstown City Schools are closed or on a 2-hour delay because of bad weather, our center will be closed as well. School cancellations due to bad weather are listed via local TV station 27. If severe weather develops during school hours, we will telephone the parent or approved emergency person listed on the child's registration form. We will ask that the parent or approved person pick up the child as soon as possible.

ATTENDANCE POLICY

We ask that children be at the center by 8:30 AM. If a child will be late or absent, the center **MUST** receive a call from a parent or guardian stating why the child is late or absent. This information will be recorded by our staff members. **If a child is absent with no information provided for two days, the center is required to report the child's absence to Job & Family Services regarding a lack of contact.**

"The Provider shall report to the county JFS when the Provider has had no contact with a family for more than two consecutive days when the child has been scheduled to attend. The County Department of Job and Family Services shall contact the caretaker to verify the continued child care needs of the family."

RECORDS TRANSFER POLICY

Upon request for a record transfer to another location, the parent/guardian must sign a Records Release Form stating the child's name, location where the records are to be transferred to, the parent signature and the date. This transfer will be processed within seven business days. Also, there is a charge of .25 cents per copy. Millcreek Children's Center will only release records to a school, licensed childcare center or licensed counseling center.

FEES / PAYMENT SCHEDULE

Some families qualify for the Ohio Department of Job & Family Services to pay part of the cost for childcare, depending on a parent's income and family size. Parents are required to be working, attending school or some type of training program. Upon approval, families will be entered into the JFS TAP System. Parents or designees will be responsible for "tapping" children in and out daily.

Mahoning County Job & Family Services sets the co-pay for preschool services and directs that the co-pay be paid to the center. Parents are required to notify the center as soon as possible when the child is to be withdrawn so that extra costs are not incurred. **ALL CO-PAYS ARE DUE ON A WEEKLY BASIS, NO EXCEPTIONS** and **PAYABLE MONDAY MORNING EACH WEEK.** Payments may be made a week in advance; but absolutely no late payments are acceptable. If a co-pay is not paid, the center must report this information to Job & Family Services per their rules/regulations and childcare assistance will be terminated until payment is made.

Private Tuition

Parents not eligible for subsidized childcare through their County Job & Family Services may pay a private tuition. Parents are not required to pay for days that the center is closed.

Co-pay for families who have applied for help from Job & Family Services

All paperwork must be completed and approved through Job & Family Services prior to attending. For families receiving assistance from Job & Family Services, the co-payment is due on Monday of each week. If parents are paid on a bi-weekly basis, co-pays may be paid in advance. If the account is delinquent, the center will contact Job & Family Services for a notice of termination of childcare assistance until payment is received.

All checks are to be made payable to: Millcreek Children's Center
Our tax ID number is available upon request.

Parents will be required to pay any charges incurred by the center from returned checks - once a check is received for insufficient funds, all future payments must be made in cash.

Tax statements are available for your Federal Income Tax upon request.

Private Pay Rates - Children 3 to 5 years

* 50.00 per day – payable daily or in advance.

TYPICAL DAILY PRESCHOOL SCHEDULE

- 7:30 a.m. Center Opens
Individualized play – puzzles, books, coloring, center activities
- 8:00 Breakfast, health check, restroom
- 8:30 Circle Time – songs, finger plays, calendar, weather, read aloud
- 8:50 Centers: Learning in small groups, Science of Reading, language development, teaching of values, math, art science, computer instruction, social skill building
- 9:50 Music, movement exercises, indoor/outdoor play
- 10:50 Restroom
- 11:30 Lunch
- 12:00 Rest Period
- 1:30 Restroom Break
- 1:45 Large group, Kindergarten Skills
- 2:30 Outdoor Play
- 3:00 Individualized and small group learning activities
Technology
- 4:00 p.m. All children must be picked up by authorized individual

We offer:

Computer Instruction in the lab – Weekly.

Developmental tutoring – for pupils needing instruction in basic skills.

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want the children to view their school as a safe and comfortable place, where they know what to expect and when to expect it. In our large, spacious center, we have room for quiet time, academic study and large muscle activity.

SUPERVISION POLICY

Children will, at all times be under the care of a specific staff member, who is responsible for their safety. No child will ever be left alone or without the supervision of a staff member. A designated

staff member will be responsible to make sure that a child is released only to a person authorized by the custodial parent.

A major responsibility of the staff is to ensure the health and safety of each child entrusted in their care. Each staff person is alert to the safety needs of assigned children, anticipates possible hazards and takes necessary appropriate precautionary and preventive measures.

Arrival / Departure

Parents are expected to bring their child into the classroom by 8:30 a.m. Any special messages or special pick-up notes are to be given to the office personnel. Children should not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that the staff member knows that the child has been picked up and is signed out.

If a child does not arrive at the center from another program on the child's assigned day and the parent has not notified the center of an absence, the center will call the other provider to clarify why the child is not in attendance.

Millcreek Children's Center is a "**no cell phone zone**" for the purpose of ensuring that all parents are focused on their children during arrival and departure times. Please understand the importance of this policy is for the benefit of your child.

Release of a Child

Staff will release children only to persons (at least 16 years old) and specifically designated by the parent on the release form. If an emergency arises, the parent must notify the center about the change in pick-up arrangements or early pick up. Staff will check ID's of anyone they do not recognize. Please let people know about this before they come so that they bring a picture ID and are not offended. Your child's safety is our priority.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. Millcreek Children's Center may not deny a parent access to their child without proper court documentation.

Child Abuse Reporting

All staff members are required by law to report child abuse. If a staff member has suspicions that a child is being abused or neglected or a child tells a staff member of such treatment, they **MUST** make a report to Children's Services. The safety of the children is always our first concern.

SECURITY PLAN POLICY

Millcreek Children's Center is a gated community as well as a locked center therefore access to the center is limited to parents and guardians of the children in our care and authorized persons. A speaker is in the foyer area behind our glass doors. Anyone needing to enter the building will identify themselves as well as staff will visually see the person through the glass doors before anyone

is buzzed in for entrance. All authorized persons able to pick up a child must have appropriate documentation signed by the parent as well as a photo ID on file.

MEALS / SNACKS / TREATS

The center serves breakfast 8:00-8:20 a.m. If you wish for your child to eat breakfast at the center, please have him/her present by 8:00 a.m. **After 8:20 a.m., breakfast is no longer served, no exceptions. Children can eat until 8:25 a.m. when clean up begins. If a child misses breakfast and the parent wants the child to be fed it is up to the parent to provide the breakfast meal and remain with the child in the office area while they complete their meal.** Lunch is provided at 11:30 a.m. All provided meals meet USDA requirements and Ohio Child Care licensing requirements.

If a child is on a modified diet for medical reasons and an entire food group is being eliminated, a licensed physician must complete the Request for Administration Form giving written instructions. When special diets are required for cultural or religious reasons, the parent must give written, dated and signed instructions. It is the parent's responsibility to provide the food/drink for the missing food group. If the parent fails to bring an alternate food, the child will be served the complete meal for the day. A child may refuse to eat any food item. Lunch menus will be given to parents on the first school day of each month.

FIELD TRIPS/TRANSPORTATION

Before a child can participate in a field trip, a written permission slip for that specific field trip must be signed by the parents/guardian. Each form will include the destination, date, starting time and approximate return time. If the permission slip is not filled out correctly, it will be considered null and void and the child will not be able to participate in the trip. On field trip days, there will not be any staff in the center to cover classrooms. Only guardians with legal guardianship may sign a permission slip. Children will be transported on field trips by bus. Enough qualified staff members are present to assure state ratios of adults to children. The teacher carries with her the emergency authorization form and health record for each child on the field trip. Special care is given to a child with a health condition. Each child wears a T-shirt detailing the name, address and phone number of the center.

All children will be assigned to a specific staff member who will be responsible for her group at all times while in route and at the destination. Before departure, a count will be taken and recorded of the children in each group. Upon arrival at the destination, another count will be taken to assure that all of the children have arrived safely. A staff member trained in first aid & CPR will accompany the children. Water/swimming activities are not included in any field trips.

If at any time a child requires emergency transportation, 911 will be called to send an emergency vehicle. Parents will be notified and a staff member will accompany the child, bringing the child's health records.

The center does not provide any routine transportation to or from the center.

GUIDANCE POLICY

Policy Guidelines

The childcare staff member in charge of a child or a group of children is responsible for their

guidance. Teachers are to provide a calm, quiet, structured environment. Children will be spoken to in a soft voice. Each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

All staff members, volunteers and other authorized adults in this center will follow our guidance policy. Staff will not impose punishment for any reason at any time. The small groups and qualified staff provide ideal conditions so that management and safety problems are kept to a minimum. The staff helps the children by working with their individual needs and personalities. Parents are involved in all decisions concerning the behavior and welfare of the children.

Management Techniques

Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (giving the child another appropriate activity) will be used.

The "calm down area" will be used when necessary. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. The child will be visible to the teacher at all times, and the chair will be placed within a few feet of the other children. Age-appropriate levels of calm down time are as follows: Age 3 – 3 minutes; Age 4 – 4 minutes; age 5 – 5 minutes. Parents will be notified if further action is necessary.

Guidance Techniques used may include:

- Setting clear limits

- Redirecting the child to appropriate activity

- Showing children positive alternatives

- Modeling the desired behavior

- Reinforcing appropriate behavior

- Encouraging children to control their own behavior, cooperating with others and solving problems by communicating with peers and adults

- Separation from the situation; if used, shall last no more than one minute per each year of the child's age. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.

- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control

If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

Inappropriate Language, Media or Behavior Policy

Millcreek Children's Center prohibits center employees from exposing children to inappropriate language, media or behavior. Any employee that is found to be doing so will be reprimanded and disciplined per our code of conduct.

Center employees will redirect any child exhibiting inappropriate language, use of media or behavior by speaking to the child in a developmentally appropriate manner and removing the child from the direct situation if needed. Parent(s) of the child or children involved will also be notified either by phone call and/or written documentation of the incident.

Behavior Not Tolerated

If the behavior of a child is such that he or she may harm himself/herself or another person, the parent will be notified. The matter will be discussed with the parent and a plan of corrective action worked out, which includes a one day suspension for the first offense, 2 day for the second and removal from the center for the third. Parents will be assisted, if needed, in seeking counseling for the child as well as alternate placement. When a child is expelled due to behavior, the expulsion will be reported in the Ohio Child Licensing Quality System. Disenrollment of a child may occur due to failure to pay co-pay or late fee by the due date, loss of authorization from JFS, or a parent, caregiver or guardian repeated by arriving under the influence of alcohol or drugs at drop off or pick up time. Please see above for disenrollment for behavior.

SOCIAL MEDIA

At the time of enrollment, parents sign a Publicity and Photo/Video Release Form granting permission to use the child's photograph or video footage for school publications including but not limited to Facebook, printed newsletters and classroom materials as well as outside publications such as local TV stations, billboards and grant documentation. Parent's permission also grants the center to identify child's first name only and age. Parents can also choose to opt out of this.

TOILET TRAINED

All children, ages 3-5 must be toilet-trained before enrolling in our program. This includes and is not limited to cleaning/wiping themselves & changing clothes. Each child **must** have an extra change of clothing stored at the center in case of an accident. If a child has an accident, they must be able to change their clothing. After 6 occurrences of incontinence a child will be considered not potty trained and parents need to seek medical advice.

ACCIDENTS / EMERGENCIES

Millcreek Children's Center has several general emergency procedures to follow in the event an emergency would occur while a child is in the center's care.

In the event of a fire, tornado, or undesirable individual in the building, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated "safe spot." In order to prepare children for an emergency, the center conducts monthly fire drills and periodic tornado and crisis emergency drills. In the event of an intruder or lockdown, our children will be evacuated to a safe point and parents called.

In the event of an emergency evacuation due to fire, weather, gas leak or the loss of power, heat or water to the center, all parents will be called and instructed to come and pick up their child as soon as possible. In the event of a bomb threat at Millcreek Children's Center or Youngstown Community School, the students will be relocated to the other side of Breaden Street. Parents will be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will call the emergency contacts as listed on your child's enrollment information. **Please make sure**

your emergency contacts are current, listing cell phone numbers, and/or alternative contact numbers.

Accidents/Injury

There is always at least one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, a staff member will administer basic first aid and TLC. If the injury is more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding a course of action. If any injury is life threatening, 911 will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

If any of the following injuries occur:

- The child has an illness, accident or injury that requires first aid
- The child has to be transported by emergency squad
- An unusual or unexpected event occurs which jeopardizes the safety of the child

An “Incident/Injury Report” will be completed and signed by the staff member in charge. This report will be given to the person picking up the child, on the day of the incident/injury.

In situations requiring emergency transportation, the “Incident/Injury Report” shall be available at the center for the parent/guardian within at least 24 hours following the incident.

No consent to transport: the policy of MCC is that all children that have enrollment papers for childcare services **MUST** have the consent to transport marked on the form in the event of an illness or injury which requires emergency treatment in order to attend our center.

MANAGEMENT OF ILLNESS

Communicable Diseases

The State of Ohio Health Department requires that childcare centers follow certain procedures concerning children suspected of having a communicable disease. Staff members are required to have current coursework in Childhood Communicable Diseases, that is, in recognition, prevention and management of common childhood diseases. We observe all children as they enter the program too quickly assess their general health.

IF your child is sick, please do not bring your child to the center. Please call to inform the center with this information before 9 a.m.

IF your child is diagnosed with a communicable disease by a licensed physician, you must notify the center immediately so that precautions can be taken to safeguard the health of the other children in the center. Any child that has been sent home due to a suspicion of a communicable disease cannot return unless they have a doctor’s excuse with the diagnosis written by the doctor and a return to school date. A general notice to the parents/guardians of those children who have been exposed will be sent as soon as the information is available.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 101 degrees F or more in combination with any other signs of illness
- Diarrhea (3 or more abnormally loose stools within a 24-hour period)
- Unusually dark urine and/or gray or white stool
- Continuous severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick pus, obvious discharge, matted eyelashes, burning, itching, or eye pain
- Untreated skin patches, unusual spots or rashes
- Stiff neck and an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than one time or when accompanied by any other sign or symptoms of illness
- Sore throat or difficulty swallowing

If a child is mildly ill and experiencing none of the serious symptoms listed, the child will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, he or she will be kept within sight and hearing of a staff member. The cot will be disinfected and any bedding used will be sent home to be washed and disinfected before being used again.

Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating the child is not contagious. Parents will be notified if children have been exposed to a communicable illness.

Medications:

Millcreek Children's Center will administer **emergency prescription medications** (EpiPen, inhalers and nebulizers) to a child only after the parent/guardian completes a "child medical/physical care plan" form. All sections of the form must be completed and returned to the Registrar. The adult bringing the child each day should deliver the medication to the Director or Registrar. Medications will be stored in a designated area inaccessible to children. All medications must be in their original containers. Prescription medications must have the pharmacy's prescription directions and the child's name on the label. Please note that before a child is enrolled in our center parents are informed that there is no licensed nursing personnel on staff. Medications will be administered in accordance to the instructions on the label. Our center is wheelchair accessible inside and outside of the building.

A medical/physical care plan will be needed for administration of medical foods. Medical foods are defined as food that is formulated to be consumed under supervision of a physician, PA, APRN or CNP and which is intended for the specific dietary management of a disease or condition. Only prepared medical foods will be administered.

Topical products (except lip balm, hand sanitizer and sun screen) will not be administered at the center.

Emergency medical devices such as an Automated External Defibrillator (AED) may be used during a life threatening or sudden medical crisis. Our AED is located in the front office area on the wall by the entrance door. Both adult and child pads are available. Naloxone is not onsite at our facility and will not be administered. 911 will always be immediately called if any medical crisis

does arise.

No children may enter the classroom with any over-the-counter medication, lotions, cough drops, topical products or prescription medication in their possession or in their school bag. The teacher is authorized to examine the child's possessions for this purpose.

Prevention

To prevent the spread of disease all children will wash their hands upon arrival and prior to leaving for the day, in addition to every 2 hours while at the center. Children are required to wash their hands for a minimum of 20 seconds. **Any child who has had a fever, must be fever free for 24 hours before returning to the center, so if your child develops a fever at noon on Tuesday and it runs until Tuesday night they cannot return to the center until Thursday morning.**

SPECIAL SERVICES

Only a healthy child can develop to the fullest. The center emphasizes all aspects of the child's health. Vision, dental and foot examinations are given periodically and all recommendations are carefully followed for each child. Specialists are continually involved to make sure every child enjoys the health services needed for proper development.

PARENT PARTICIPATION

Activities Involving Parent(s)

A few of the parent-involved activities will be: Halloween parade in October, parent teacher conference in November and March, Christmas program in December, a student art show in April and graduation in May to name a few. At times, we offer parent education events, as well as a very informative parent resource area.

Complaints and Problems

When parents/guardians have complaints or problems, they can meet with the Executive Director to discuss the matter and resolve their problem. Complaints may also be addressed to the Ohio Job & Family Services Licensing Department at 1-866-277-6353. (toll free)

Parent / Staff Discussions

If you need to speak at length to a teacher, arrangements can be made when the teacher can be away from her class for the time needed, usually 12:45 to 1:15pm.

Please feel free to bring concerns to our attention. Often a little problem will grow into a bigger problem if not addressed. Staff members realize that you trust us with your child and we want the relationship to be a good one.

Parent / Teacher Conferences

There will be a parent-teacher conference to discuss the child's behavior, progress, social and

physical needs and any other pertinent matters. These are scheduled in November and March.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Suitable weather is a minimum of 25° to 90° Fahrenheit. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days when outdoor play is not provided due to these conditions, we will include a time for indoor large motor activities as part of the regularly scheduled gross motor time in the classroom. Please dress your child with proper clothing and shoes which fasten securely for outdoor play. Water activities and swimming are not part of outdoor play activities.

DRESS CODE

Uniforms are not required. If dresses or skirts are worn, modesty requires that shorts must be worn underneath.

Each child must have an extra set of clothing stored at the center in case of any accident which might make the clothing worn that day uncomfortable or unsafe.

During a regular school day your child may be running, jumping, climbing and sitting with crossed legs on the floor. Please be sure that the children have a shoe that is securely fastened for active play. **Sandals and crocs are not permitted; as well as no open toe, open back, slip on shoes or flip-flops!** Tennis shoes are the shoe of choice. If the child comes to school with inappropriate footwear, the child will be removed from the classroom until the parent/guardian brings appropriate footwear.

NON-DISCRIMINATION POLICY

USDA Nondiscrimination Statement

Last Published: 11/19/2015

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

USDA is an equal opportunity provider, employer, and lender.

SDA Nondiscrimination Statement-Spanish

Declaración de no discriminación del USDA

De conformidad con la ley federal de derechos civiles, y las regulaciones y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA, por sus siglas en inglés), el USDA, sus agencias, oficinas y empleados, y las instituciones que participan en los programas del USDA o los administran, tienen prohibido discriminar basándose en la raza, color, origen nacional, religión, sexo, identidad de género (incluida la expresión de género), orientación sexual, discapacidad, edad, estado civil, estado familiar/parental, ingresos derivados de un programa de asistencia pública o ideología política, y tomar represalias por actividad previa sobre derechos civiles, en cualquier programa o actividad dirigida o financiada por el USDA (no todas las bases aplican a todos los programas). Las fechas límite de la presentación de quejas y recursos legales varían según el programa o incidente.

Las personas con discapacidades que requieren medios de comunicación alternativos para recibir información sobre el programa (por ejemplo, Braille, letra grande, cinta de audio, lengua de señas estadounidense, etcétera) deben contactar la agencia responsable o al TARGET Center del USDA al (202) 720-2600 (voz y TTY), o contactar al USDA a través del Servicio Federal de Retransmisión llamando al (800) 877-8339. Además, la información del programa puede estar disponible en otros idiomas distintos al inglés.

Para presentar una queja sobre discriminación en el programa, complete el Formulario de quejas sobre discriminación en el programa, AD-3027, que se encuentra en http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o escriba una carta dirigida al USDA y proporcione en ella toda la información solicitada en el formulario. Para solicitar una copia del formulario de quejas, llame al (866) 632-9992. Envíe su formulario completo o carta al USDA por los siguientes medios:

- (1) correo postal: 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; o
- (3) correo electrónico: program.intake@usda.gov.

USDA es un proveedor, empleador y entidad crediticia que ofrece igualdad de oportunidades.

Skills List

Ages 3-5 Years

Developmental Skill Set for children ages 3 to 5 years according to the Ohio Early Learning and Development Standards birth to 5 years

Reading

1. Ask and answer questions about character in familiar stories.
2. Can re-tell or re-enact familiar stories
3. Has an understanding of the differences between reality and fantasy
4. Can tell what the author and illustrator do
5. Can tell about the pictures in books
6. Can recognize and produce rhyming words
7. Can "read" familiar words in print
8. Can name some upper and lower case letters
9. Can recognize and create some letter sounds

Writing

1. Can hold a writing tool with a 3-finger grasp
2. Can print letters or mock letters in own name
3. Can read what he/she wrote

Listening and Speaking

1. Understands longer and more complex sentences
2. Asks the meaning of words
3. Can follow two-step directions
4. Uses language to share observations, ideas, and experiences
5. Can describe familiar people, places, things and experiences

Science Inquiry and Applications

1. Can observe and explore objects, materials and events around them
2. Will ask questions about objects or surroundings
3. With adult support and modeling, can use simple tools for exploration
4. Has an understanding of cause and effect

Number Sense

1. Can count to 20 by ones with increasing accuracy
2. Knows numbers 1-9
3. Knows that the last number counted is the how many
4. Knows if objects are greater than, less than or equal to up to 10

Measurement and Data

1. Can describe and compare objects using length, width, size, and capacity
2. Can organize objects by size
3. Can collect data to answer a simple question

Geometry

1. Can use word to indicate position (Ex. Over/Under)
2. Can use the names of shapes when identifying objects
3. Can name cube, cone and sphere
4. Can create shapes during play
5. Can combine smaller shapes to form a bigger one

Algebra

1. Can sort objects by more than one characteristic
2. Can create, recognize, duplicate and extend simple patterns

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the 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-online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are 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 is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenand youth.ohio.gov/for-families/early-care-education/child-care-search>.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, 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. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th 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
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenand youth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcheck/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.