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Starting May 2023

Hours of Operation: Monday-Friday: 7:30am-5:30pm

Drop in Hours: Monday-Friday: 8:00am-5:00pm

****As our center grows, we will also provide date nights on Friday night and weekend childcare.****

Follow us on Social Media for most current updates!

Parent Handbook

Our Philosophy

Play4Hours encourages children to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social, emotional, language, self-help, and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery, and problem-solving, allowing for individual growth and developing a positive self-image.

Scheduled Closings

Play4Hours is closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day

- Thanksgiving (2 days)
- Christmas (2 days)

Daily Schedule

Full-time Students

7:30 - 9:15 - Free play
 9:15*- Potty Break
 9:30 - 10:00 - Morning Snack
 9:30 - 10:00 - Circle Time
 10:00 - 10:30 - Morning Curriculum
 10:30 - 11:30 - Stations or Individual Play
 11:30 - 12:00 - Outdoor/Indoor Gross Motor
 12:00 - 12:30 - Lunch
12:30 - 2:30 -Nap/Quiet Time
 2:30*- Potty Break
 2:45 - 3:15 - Afternoon Snack
 3:15 - 3:45 - Afternoon Curriculum
 3:45 - 4:15 - Art Activity/Craft
 4:15* - Potty Break
 4:30 - 5:15 - Free Play
 5:15 - 5:30 - Pick up

Drop-In Students

Fiona Room (1 year to 3 years)

7:30-8:45- Free play
 8:45-9:00- Clean up
 9:00-9:30-Diaper change/potty break
 9:30-10- Circle time/ Story time
 10-10:30-Morning snack
 10:30-11- Sensory
 11-11:30- Diaper change/Potty break
 12-12:30- Lunch
12:30-2:30-Nap Time/Quiet time
 2:30-3:00- Diaper Change/ Potty break
 3:00-3:30- Afternoon snack
 3:30-4:00-art activity / outdoor play
 4-4:30- Diaper change/Potty break
 4:30-5:00- Free play
 5-5:30- Dismissal

Skyline Room (3 years - 5 years)

- 7:30-8:45- Free play
- 8:45-9:00- Clean up
- 9:00-9:30-Diaper change/potty break
- 9:30-10- Circle time/ Story time
- 10-10:30-Morning snack
- 10:30-11- Sensory
- 11-11:30- Diaper change/Potty break
- 12-12:30- Lunch
- 12:30-2:30-Nap Time/Quiet time**
- 2:30-3:00- Diaper Change/ Potty break
- 3:00-3:30- Afternoon snack
- 3:30-4:00-art activity / outdoor play
- 4-4:30- Diaper change/Potty break
- 4:30-5:00- Free play
- 5-5:30- Dismissal

Child/Staff Ratio

Play4Hours is licensed to operate legally by the Ohio Department of Job and Family Services and abides by all rules and regulations outlined by the state.

Age of children	Staff/child ratio
Infants (12 months and under 18 months)	1 to 6 (max 12)
Toddlers (18 months and under 2 1/2 years)	1 to 7 (max 14)
Toddlers (2 1/2 years and under 3 years)	1 to 8 (max 16)
Preschool - three years	1 to 12 (max 24)
Preschool - four and five years of age	1 to 14 (max 28)
School-age - kindergarten to 11	1 to 18 (max 36)
School-age - 11 years through 14 years	1 to 20 (max 40)

*** Please note: Consideration for staff/child ratio will also include the square footage of each room (ODJFS requires 35 square feet per child) and with our rooms combining age groups, the group size will always be based on the youngest in the group at said time.*

Parent Involvement

We will have an administrator on site daily if parents have any questions or concerns regarding their child.. Please see the following for administrator availability.

- **Director** Weekday Availability:
Monday, Wednesday- 10am-4pm
- **Assistant Director** Weekday Availability:
Tuesday & Thursday 8am-11am

At Play4Hours, we encourage parents to be involved with our facility and the activities or programs offered. Please see the following ways to get involved:

- Mommy morning coffee program (starting in spring 2023)
- Help us run a fundraiser
- Volunteer your time to read or host a music or art class
- Donation of supplies
- Monthly meet and greets- meet other care takers in the community
- Holiday events

Follow our social media @play4hourscincy for other ways to stay involved.

Fees

Full-time Students

Upon registration at Play4Hours, a registration fee of \$25.00/student is due. This fee is non-refundable. Weekly or Biweekly fees are collected on Monday of the current week for which the payment is made. There will be a \$40.00 fee for all returned checks, regardless of the situation, and a late fee if weekly tuition payments are not received by Wednesday of the current week. Contact the office for current late fee rates. If tuition for the current week is unpaid by Friday, the child will not be allowed to return to school until tuition is paid in full. In addition to weekly/biweekly fees, an annual fee will be due every September from each family.

Full-time tuition

- \$450 biweekly automatic payments; \$900 monthly automatic payments
- We accept Vouchers

*** Full-time students are automated payments set up via Procare and will be taken out biweekly at the start of the week or monthly at the start of the month, covering that*

week's/month's pay. **We require 2 weeks written notice for cancellation.** If notice is not received, the family will be charged for the two weeks regardless of the child's attendance.

Drop-In Rates

Hourly Drop-In Care

- \$10/hour for 1 child
- \$15/hour for 2 children
- \$18/hour for 3 children
- \$21/hour for 4 children

Package Pricing

- \$90 for 10 hours
- \$200 for 25 hours
- \$350 for 50 hours

****Packages are to be used within 6 months of purchase****

Part-time Memberships

- \$650 for 1 child (up to 24 hours)
- \$1200 for 2 children (up to 24 hours)
- \$1800 for 3 children (up to 24 hours)

*** Part-time memberships are automated payments set up via Procare and will be taken out the same day of each month. We require 2 weeks written notice for cancellation and the following month will not be charged. If notice is not received, the family will be charged for the following month regardless of the child's attendance.*

Payments:

Drop-in hourly rates: Payment will be due immediately after service. Child drop-off starts at the exact time the child is dropped off and picked up. Time is rounded up to 15 minute increments.

Packages: Prepay packages offer incentives for drop-in families to add money to their accounts. The packages are non-refundable and **expire after 6 months.**

Payment Methods: Play4Hours accepts all major credit cards. **We are a cashless center.**

Late Pick Up Charges: We ask that you please pick up your child(ren) prior to close. There will be a late fee of \$1 per minute. 10 minutes after, we will charge \$5 a minute and will be contacting

the child(ren) 's emergency contact. After two late pickups, termination of care might be necessary.

Onsite Breastfeeding Policy

At Play4Hours, we are dedicated to supporting breastfeeding and pumping mothers. Due to our food exemption, our staff can not provide any formula at our center. We do accept pumped breast milk if the milk is provided in a bottle, labeled correctly (see consent). Parents will need to take bottles home each day to clean, if accidentally left, breast milk will be dumped out. We can also provide a private area for breastfeeding mothers to breastfeed their child or pump. We have breastfeeding consent available at our front office and also shared on our website.

Policy & Procedures

Enrollment

Full-time Students

Play4Hours Full-time Program must have the following forms prior to the child's first day:

- JFS 01234 "Child Enrollment & Health Information for Child Care" form
 - This form is available on our website or we have copies at our facility that can be filled out.
- JFS 01305 "Child Medical Statement for Child Care" form
 - This form is available on our website or we have copies at our facility that can be filled out.
- Updated Immunization Record
- A signed waiver including
 - Release and waiver of liability
 - Late pick up charges
 - Holiday and Inclement weather
 - Photo release form
 - Disaster Plan form
- There is a registration fee of \$25 per child. It is due at the first visit and is non-refundable.

Drop-In Students

Play4Hours Drop-In Program must have the following forms prior to the child's first day:

- JFS 01234 “Child Enrollment & Health Information for Child Care” form
 - This form is available on our website or we have copies at our facility that can be filled out.
- A signed waiver including
 - Release and waiver of liability
 - Late pick up charges
 - Holiday and Inclement weather
 - Photo release form
 - Disaster Plan form
 - For children 18 months and younger, we have a cot waiver that needs to be signed.
- There is a registration fee of \$25 per child. It is due at the first visit and is non-refundable.

Play4hours must have the following within 30 days of enrollment:

- JFS 01305 “Child Medical Statement for Child Care” form
 - This form is available on our website or we have copies at our facility that can be filled out.
- Updated Immunization Record

The Medical Statement expires 13 months after the date of the medical examination. Children that do not have certain immunizations due to medical reasons or cultural beliefs will be accepted upon a signed statement by their doctor (on the Medical Statement) allowing them to participate in center care.

Attendance Policy

Arrival

Parents are responsible for checking in their child(ren) at the kiosk located at the reception desk. A staff member will assign the child/ guardian a cubby. The cubby is to hold shoes, jackets, and any personal items brought from home. Children must take off shoes at all times while participating at Play4Hours (socks required). Play4Hours is not responsible for lost, damaged, or stolen items. A childcare staff member will instruct the child to wash their hands, and then escort the child(ren) to their classroom to ensure the safety of our children and staff. Once the child has arrived at their classroom, the child care attendant will be notified of the child(ren) 's presence.

Absent Policy

For our full-time or scheduled part-time students, we request parents notify us via Procure, email or call if the child is going to be absent. Otherwise we will make every attempt to locate the absent child through parental contact.

Students coming from other programs/school

Parents of school-age children who do not return to the Play4Hours after school must notify us in advance via Procure, email, or call otherwise we will make every attempt to locate the absent child through school and/or parental contact.

Departure

When picking up your child, check them out at the kiosk, gather their belongings, and make payment at the reception desk. The only people permitted to pick up the child(ren) would be the established care givers and emergency contacts listed on the "Child Enrollment and Health Information for Childcare". In order to pick up any children it is required to come with a valid ID. If there is a suspicion that a person who is picking up a child is under the influence of drugs or alcohol, Play4Hours can refuse the dismissal of the child and will contact the proper authorities immediately. Once a child has been released to the authorized pickup person, that person assumes the responsibility for the child, and the liability of Play4Hours Drop-In Childcare ends.

If there is a custody agreement for a child(ren), we will need to have that said agreement saved in the child's file. An administrator needs to be updated and have a signed copy in the child(rens) file whenever custody agreements have been changed.

Personal Belongings

Cubbies are provided for children's personal belongings such as shoes, diapers, or change of clothing. We ask that all children do not wear shoes in the center, and socks are optional. Please label sippy cups and snacks clearly with your child's name. We ask that you please not bring any personal toys as we provide plenty of activities for your child. . We are not responsible for any toys brought into the center.

Supervision Policy

Play4Hours' primary concern is the health and safety of each child in our care. Children will be within sight and sound of the childcare staff member at all times. All children will be supervised at all times. School-age children may use the restroom alone as long as they are within hearing distance of their teacher. Attendance checks will be done regularly in all childcare center rooms.

Disruptive Behavior, Discipline, and Guidance:

Play4Hours uses a positive approach to discipline and guidance that encourages self-esteem, self-control, and self-direction. We use praise and encouragement to maintain "appropriate behavior." Children will be reminded of behavior expectations using clear positive statements, redirection, and modeling. Time away from the group will only be used as a last resort and only for an age-appropriate length of time (no more than one minute per year of the child's age) to regain control if they are having a hard time. If a child consistently endangers themselves, peers, or staff, has constant behavior issues, or it is determined that our environment is not the best place for them, it may become necessary to disenroll the child. Every attempt will be made to work with the parents and the child to correct behavior. However, the safety of children is always our priority. Play4Hours may disenroll or suspend children who have 3 behavior-related incident reports in an allotted amount of time. The Executive Director would communicate with the child's guardians prior to this occurring. However, a child can be un-enrolled with a severe behavioral offense, and contacts will be immediately called to pick up the child. If a child demonstrates behavior that requires frequent attention from the staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and director.

Behaviors that could lead to the suspension, and/or dis-enrollment, and/or immediate pickup include but are not limited to biting, bullying, destruction of property, defiance, foul language, theft, inappropriate conduct/content, behaviors that create an unsafe environment, behaviors that our staff professionals can not control, and unprofessional parent/guardian behaviors. A notice of suspension and/or dis-enrollment will be given to the parents immediately at pickup.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they WILL report to the local children's services agency.

ADA Policy:

At Play4hours, we are in compliance with the Americans with Disabilities Act when caring for children with disabilities.

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.

We will ensure compliance with the Americans with Disabilities Act when administering medication or care procedures to children with disabilities.

Nondiscrimination Policy:

Play4Hours does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, Vietnam-era status, or any other factors protected by law.

Outdoor Play

Play4Hours provides outdoor play in suitable weather for toddlers, preschoolers, and school-agers. Per state requirements (Ohio), suitable weather is at a minimum 25°F to a maximum of 90°F. During the winter/summer months outdoor time may be limited due to weather conditions. This decision is at the director's discretion.

Food/Meal Policy

Breakfast should be served to your child prior to arriving at school. Families must provide lunch and snacks.

Play4Hours has a food exception from the city of Cincinnati. This means our facility does not provide any perishable items to our children. Parents will need to provide lunch + two nonperishable items for their child's snacks (goldfish, graham crackers, breakfast bars, lunchables etc.). Food brought into our facility must be labeled with ingredients and the child's name. We are a completely **nut-free facility** so keep this in mind when sending meals and snacks. When packing your child's lunch, you must follow the same rules and regulations set forth by the state guidelines below. The center will provide water daily with lunch.

Play4Hours does keep pre-packaged non-perishable food items on-site at the center to ensure that no child goes more than four hours without at least a snack or meal, except when sleeping.

Rule 5101:2-12-22 Nutritional Requirements for Ohio

- Meals shall meet 1/3 RDA specified by USDA
- Fluid Milk
- Meat/Meat alternative
- Fruit
- Vegetable
- Bread/Grain

*For those mothers who breastfeed or need to pump for their children, we will provide privacy upon request.

Special seating arrangements will be provided for those children with any other food allergies.

Management of Illness

Play4Hours will provide children with a clean and healthy environment. However, children become ill from time to time. We observe all children as they enter the program to assess their general health quickly. We ask that you do not bring a sick child to the center. They will be sent home. Please plan ahead and have a backup care plan in place if you cannot take time off from work/school. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact; if neither can be reached, EMS will be called.

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four 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) eye 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 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.

With local prevalence rates we will be monitoring COVID-19. We will be following strict guidelines from the CDC. Please monitor our website for any updates.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and asked to pick up the child if the child does not feel well enough to participate in classroom activities. Anytime a child is isolated, they will be kept within sight and sound of a staff member. A sign in the front office will notify all parents if children have been exposed to a communicable illness. Children will be readmitted to the center after 24 hours of being free of fever and other symptoms. If they are not symptom-free, a doctor's note will be considered stating that the child is not contagious.

Accidents/Emergencies

Play4Hours has several procedures to follow if an emergency occurs. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom that describe emergency evacuation routes that help ensure children have arrived at their designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire and periodic tornado drills. Should we need to evacuate due to a fire, weather conditions, or the loss of power, heat, or water to the center, our emergency destination is The Original Mattress Mart at the end of the plaza. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to pick up their child/ren. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information. In the event of an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. There is always one present staff member who has received training in CPR/First Aid and Communicable Diseases. In the case of a minor accident or injury, staff will administer basic first aid. If the injury or illness is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury or illness is life-threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Only parents or EMS will transport. In the event of an incident or injury, a report will be completed and given to the person picking up the child. Reasons include: the child has an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head,

the child has to be transported by emergency squad, or an unusual or unexpected event occurs that jeopardizes the safety of the child. If a child's emergency requires transportation, Play4Hours must contact licensing personnel from the State of Ohio office within 24 hours. The report will be provided to licensing staff within 3 days of the incident.

Medication Administration

Play4Hours will only administer medication in an emergency or for potentially life threatening medical conditions or if a child has been prescribed medication to help with behavior.

Play4Hours will not administer any medication unless:

1. Written instructions from a physician are available or the prescription has clear instructions on the label.
2. Written concurrence and instruction from parents are available. (Form ODJFS 1236)

We recommend that you administer medications at home . To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages . At the center, medications will be administered in accordance with local child care licensing regulations and the policies described below . In the event that licensing regulations differ from our policies, the more stringent guidelines always apply .

Prescription and over-the-counter medication:

- In order for a staff member to administer any medication to your child, you must complete all required paperwork provided by your Center Director .
- Bring medication in its original container in a clear bag . Clearly label the container and bag with your child's first and last name .
- Prescription medication must include a prescription label with your child's name, specific dispensing instructions, a current date, and printed information about any possible side effects.
- For nonprescription medications, we must follow the manufacturer's directions on the label unless you provide written instructions from a physician that say otherwise .
- In order for us to administer topical nonprescription medications, including sunscreen, you'll need to complete a Topical Ointment Authorization Form .
- If your child is under the age of two, we require written instructions from a physician before we can give your child any nonprescription medication .
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings .
- We do not mix medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup .
- Unused medications must be taken home everyday. *With the exception of emergency medication*, our centers cannot store medications.
- School Age children are not permitted to carry Emergency Medication, our facility will store any emergency medication for them

Transportation/Water Activities

We do not participate in walks, field trips, or water activities.

However, in the case of an emergency, 911 will be called and there will be emergency transportation to a local hospital via ambulance. You will need to sign a consent granting us permission for your child to be transported, in the case of an emergency, or we will not be able to accept your child into our program.

Infant Activities

Our youngest students will be joining us for similar activities as their toddler/preschool counterparts including craft time, sensory play, dramatic play, working on gross motor and fine motor activities, and outdoor play. Adjustments will be made for the child's age to make all activities safe.

Potty Training

We will assist in potty training with any child, but we need your help. Please bring the necessary supplies (diapers, pull-ups, change of clothing) and let staff members know where your child is in this process. We will do our best to keep the routine and ensure that the child takes frequent potty breaks.

Diapering Procedures

We ask that parents bring daily diapers for their children, if needed. It is the program's policy to check diapers every two hours. If the child is soiled, they will be changed immediately. There will be a charge for any diapers provided by Play4Hours. Play4Hours will communicate with the family via Procare when a child goes potty or has a diaper change.

Napping and Resting

Full-Time Students

For healthy growth and development, it's essential for children of all ages to have time to rest or enjoy quiet activities during the day . At our center, your child will rest in the afternoons for one to two hours or longer, depending on their needs and local licensing regulations .

Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities during the designated "nap time". Most school-age children have

typically outgrown the need to nap and are encouraged to participate in quiet activities midday to recharge . School-age children are not required to nap .

Your Center Director will let you know what you need to provide. We generally will ask parents to send a blanket and pillow or stuffed animal at the beginning of the week, we will return it at the end of the week to be taken home and washed.

Drop-In Students

Due to the nature of “drop-in”, children may only be at our daycare for a few hours. We will communicate with the parents of the child about whether or not they prefer the child to nap during their stay. Drop-in students do not have a scheduled naptime. We understand that children may get tired and require a nap, so we will have cots available for these children. If the drop-in child is staying for an extended amount of time in the day (over 6 hours), they will be offered a nap with the full-time students.

Evening Care

We have plans to open evening hours in the near future (possibly Summer 2023). For your convenience, we will open our hours late on Friday and/or Saturday night. This will allow you the much needed date night, when needed. To ensure quality and safe care we will follow all safety guidelines provided by the state.

- Child care staff members shall remain awake at all times.
- Play4Hours will provide adequate lighting indoors in all areas, including bathrooms, hallways, and sleeping rooms to ensure that child care staff members are able to see all children at all times.
- Play4Hours will ensure that parking areas, outdoor walkways, and all building entrances be adequately lighted for safety and security.
- Play4Hours will provide a written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons.
- Play4Hours will provide sleeping arrangements so that sleeping children are cared for separately from children who are awake, and so that sleeping children are not disturbed by arrivals and departures.

- Play4Hours will ensure areas where children sleep during evening and overnight care are on the building's ground floor unless another floor has been approved for the care of sleeping children by the local fire official having jurisdiction.

We look forward to providing this service to our community and would love for you to have an amazing night out, kid-free. Our first priority, however, is the safety of the children, so if it appears that any caretaker picking up a child is under the influence, we will reserve the right to not allow the child to ride home with that caretaker. We will first call the emergency contact and then if no other responsible adult is available, we will have to call the authorities.

Inclement Weather

Play4Hours staff understands that our decision to open, close, or delay school opening during inclement weather often disrupts family schedules. We also understand that our children are better served – academically, emotionally, and socially – by being in school or daycare. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

How do we make our decision?

Please understand that we decide to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- ~Information on road conditions from transportation staff and local law enforcement and road crews
- ~Amount of snow and/or ice accumulated
- ~Whether precipitation will continue throughout the day
- ~Temperature and wind chill
- ~Weather predictions (including those from a weather alert service)
- Storm timing, trajectory, and projection
- ~Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- ~Parking lot conditions

*Generally, Play4Hours will be closed or delayed for inclement weather when local school districts and government are closed or delayed. Still, our center has its own exclusive circumstance. Please call us or follow our social media for the most up-to-date information on each unique situation: 513-661-7529.

Resolution to an Issue with Staff

Staff Resolution to an issue: All staff members who have any concerns or problems are encouraged to talk to our Director to resolve the matter. If no resolution is found, contacting the owner would be the next step.

Our goal is to be able to answer all questions and concerns, however, if your concerns were not addressed or you have questions that we can not answer, the next step you can take would be to call ODJFS Help Desk at 1-877-302-2347.

Assessments and Screenings

Play4Hours will not provide any formal assessments or screenings on any children.

ODJFS Rule 7, Appendix C

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including the licensing inspection reports, and the evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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>

We at Play4Hours understand that when you leave your child with us, you are trusting us with the one that means the most to you. We feel honored and privileged by this and promise that we will treat your child as if they were our own. Please feel free to speak with us at any time about any questions or concerns that you may have.



ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I _____ (Parent / Guardian Name) have received and read Play4Hours Parent Handbook. I understand the policies and procedures given to me and agree to adhere to all rules and regulations.

By signing the release, you engage Play4Hours to provide temporary childcare for your children at your own risk. You shall retain responsibility for your children's medical care and related expenses outside of emergency care.

Play4Hours policies and procedures are subject to change to reflect the needs of the program, children, and families we serve. Play4Hours may also change or modify our policies if our licensing agencies require it. Play4Hours will inform parents of changes taking place, whenever possible, in a timely fashion.

Signature _____ Date _____