

*"Train a child in the way  
He should go and even  
When he is old he will not  
Turn from it....."*  
**Proverbs 22:6**

Dear Parents,

Let me take this opportunity to welcome you and your child to our family here at Church of the Lakes Child Care Center. A family is the way we like to think of ourselves at the Child Care Center. We believe your child to be a blessing with special and unique individual abilities and needs. Our hope is that the love of Jesus Christ will be shown to your children through the care and support given to them by our staff. We are looking forward to a great year full of growth, learning, and above all fun. We look forward to working in a close partnership with each of you to provide an environment conducive to the proper development needed for your child. Parents, we want you to remember that to a very high degree you will influence the success of any program and for that reason; we ask your support, cooperation, and assistance in helping your child make this very important step in life. You are always welcome to visit so you can get to know us and our program better.

Sincerely,  
Lisa Wright  
Director

Dear Parents and Child,

Church of the Lakes welcomes you to our Child Care Ministry. It is our mission to reflect the light of Christ to all. Children are God's special gifts and it is our intention to provide a safe, supportive, and Christian atmosphere for them to grow. Jesus said, "Let the children come unto me and do not hinder them, for to such belongs the kingdom of God." We hope to live out these words through our caring staff, through teaching the stories of faith, through prayer, and singing. Our desire is that the children will discover a wonderful place to grow physically, emotionally, and spiritually. We look forward to working with you to make this dream come true.

Bryan George  
Pastor of Church of the Lakes

**Our Mission**

**To provide a quality Christian-based learning environment that meets the individual needs of the children in the community.**

### **Philosophy and Goals**

Church of the Lakes was established to provide a quality, Christian-based learning environment that meets the individual needs of the children. The staff recognize the importance of balanced growth so they provide opportunities for mental, physical, and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

#### **The Goals of the Center are:**

- To help each child become aware of himself/herself as a unique child of God and maintain the child's positive self-image...
- To create a caring atmosphere in which a child may develop his/her creativity.
- To be a model of Christian ideals and cultural values
- To establish appropriate modes of behavior in social situations
- To maintain the child's positive self-image
- To enable a child to understand the principles of sharing in play situations
- To provide an environment conducive to the development of gross and fine motor skills as well as to aid in the child's development of listening and conversation skills.
- To help the child achieve a sense of independence appropriate to his/her age level
- To provide an environment in which a child may develop his/her creativity.
- To prepare a child for Kindergarten

### **License:**

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

### **Admissions:**

A child is considered to be enrolled in the center only after the registration fee of \$50.00 has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that

current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

### **Forms Required:**

1. JFS 01234- Child enrollment & health info. For children
2. JFS 01305- Childs medical statement
3. Media release
4. Information for your child's teacher
5. Student pick-up authorization

The parent will list the adults who are allowed to pick up their child. Their full name and phone number are required to be listed on the pick-up form. The people on the list need to be 18 years or older.

If there is a custody situation and a parent is only allowed to pick up on certain days/times, we require a legal court document stating the agreement.

### **Hours and Days of Operation**

The center will be in operation Monday through Friday 6:30am to 6:00pm. A late fee of \$10.00 will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: Labor Day, Columbus Day, Martin Luther King Day, Presidents Day, The Wednesday before Thanksgiving, Thanksgiving, and the day after Thanksgiving, Christmas Break, New Year's Day, Good Friday, and the Monday after Easter.

**Fees will not be waived or refunded for school days missed due to family vacations, illness, or for any other reason. The parent/guardian understands that the only days they will not be billed for (only for childcare children) are the days the Childcare Center is closed. There are no adjustments on fees for days where there is no preschool.**

### **FEE SCHEDULE**

If you are enrolled for preschool only, your tuition is paid by the month. Monthly tuition is due by the 10<sup>th</sup> of each month. If your child attends our childcare program with preschool included, your tuition is due weekly. Weekly tuition is due by Wednesday of each week.

**There is a \$10.00 late fee charge for late tuition payment every day.**

#### **Monthly Preschool Tuition Fees:**

Days	Fee
2	\$200
3	\$215
5	\$290

#### **Childcare Tuition Fees:**

Days	Fee
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1	\$65
2	\$110
3	\$145
4	\$210
5	\$210

#### **Before/After School-age program**

Before school	\$10 a day
After school	\$15 a day

#### **Playgroup**

We offer a playgroup program for those who attend preschool. Playgroup is offered from 11:30-2:15, your child will pack their lunch and the cost is \$25.00. Payment is due the day your child stays for playgroup. Playgroup ends at 2:15. There is a \$10.00 late fee for anyone picked up after 2:15.

#### **ABSENT DAYS**

If your child will be absent on one of their scheduled school days please call the office, (330) 499-0500, and let us know. The office will then communicate this to their teacher. You are still responsible to pay your normal tuition fee if your child misses school.

#### **Dis-Enrollment**

Dis-enrollment of a child will happen if a child is emotionally not ready to attend. It can also happen, if a child needs additional services that our staff cannot provide. Dis-enrollment of a child will happen if a child is not completely potty trained.

#### **Supervision Policy**

All children age 2 1/2-5 yrs old, are supervised by an adult at all times. They are NEVER left alone. We follow our ratios which are listed in this handbook.

School-age children, age 5 (in kindergarten) – age 12 yrs, are supervised by an adult but may use the restroom by their selves. They do need to be in sight and hearing of the teacher. If a school-age child does not get off the bus, and they are scheduled to, their parent is immediately called.

#### **Arrival/ Departure:**

Children MUST be brought to the Welcome Center upon arrival. Staff MUST know the child has arrived. Likewise, staff must be informed when a child is picked up. All children are required to wash hands upon arrival and departure.

### **Child Abuse Reporting:**

All staff members are required by law under section 2151.421 of the revised Code to report any suspicious child abuse and neglect. The safety of the children is always our first concern.

### **Guidance Policy:**

Discipline comes from the word disciple, which means to follow. It is our policy to develop children in a positive and individualistic manner. Our discipline, therefore, is handled accordingly. We discipline with kindness and respect toward each individual with constant goal of developing positive self-image in each child, while at the same time, the child is encouraged to become a part of the group through group participation. We employ the following techniques.

- *Positive Reinforcement:*  
Commenting on children doing the “right” thing
- *Positive Redirection:*  
Removing the child and giving them an appropriate activity
- *Time Out:*  
Used when a child cannot cope with a particular situation. In such cases, the child is taken out of the group, but not out of the room, and works on a one-to-one basis with a book, play dough, etc., for a brief period of time.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC

### **SUSPENSION and EXPULSION**

We understand that children have challenging/emotional days. However, when this behavior becomes consistent and disrupted to the class, the teacher and administration will begin to take necessary steps to help the child. We will have a meeting with the parents, help give them recourses and perhaps suggest to bring in outside sources to observe the child. Working with the parents and any other sources and behavior is still disruptive, hurting teachers, hurting other children or we simply cannot successfully care for the child anymore; the child will be asked to leave the program.

When a child is dismissed for a behavioral reason, we are required to report it in the Ohio Child Licensing and Quality System (OCLQS) in accordance with paragraph (G) of Rule 5101:2-12-16 of the administrative code.

### **Lunch**

We provide a morning snack around 10:00am, lunch at 11:30am, and an afternoon snack around 2:30pm for those children here all day. Each of the snacks will contain at least two nutritional foods. Parents are asked to provide a lunch for their child.

This meal must consist of nutritional food from the following food groups:

- Protein (1 ½ oz)
- Grain (1/2 slice bread or ¼ cup pasta etc.)
- Two foods from the fruit/vegetable group (1/2 cup)

The lunches will be stored on the lunch cart in the Welcome Center.

Fluid milk is also required which the center will provide. All food items must be stored in a lunch box/bag clearly marked with the child's name, ice packs must be included in your child's lunch if any food item needs to be kept cold.

We have supplemental food on hand if a child forgot their lunch or needs food added to their lunch. For example: Fruit cups, macaroni and cheese, vegetable cups, and granola bars.

We do have microwaves available to heat up items for your child. Thank you for your cooperation in this matter. We can all work together to ensure healthy eating habits for the children.

### **Snacks**

A parent can provide a snack ONLY if the child has a food allergy or dietary restriction. Our snack menus are posted at the sign in table in the Welcome Center, 100% fruit Juice is served with the morning snack. Those children here all day have an afternoon snack and 1% milk is served.

### **Breastfeeding**

We have an area available should a mother need to breastfeed their baby. It is our train room; it provides two comfortable rocking chairs.

## **Daily Schedules**

The children's' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

6:30- 7:30	Arrival- Free choice in the Noah's Ark Room
7:30	Staff gather their children from the Noah's Ark Room & take them to their assigned classroom
9:00	Preschool Starts
9:00- 9:15	Circle time, weather, stories, songs
9:15- 9:30	Bible Songs (Mondays/ Tuesdays) Bible Stories (Wednesdays/ Thursdays)
9:30- 11:15	Learning Centers/ Morning Snack/ Bathroom Gym/ Outside
11:15- 11:30	Closure (story, songs, finger plays)
11:30	Departure for Preschoolers
11:30- 12:30	Bathrooms, Lunch, Gross Motor
12:30- 2:30	Rest Time (2 ½ & 3's if requested) or Playgroup (Art Projects, Free Play and Stories)
2:30- 3:00	Snack
3:00- 6:00	Gym/ outside time, centers in closing classroom

**\*\*\*PM Preschool classes follow the 9:00- 11:30 Preschool Schedule\*\*\***

## **Staff/ Child Ratios and Maximum Group Size**

**1:8 Toddlers (30 months- 36 months)**

**1:12 Preschoolers (3 yrs- 4 yrs)**

**1:14 Preschoolers (4 yrs until eligible for Kindergarten)**

**The maximum group sizes are as follow (classroom size):**

**16      2 ½ - 3 year old**

**24      3 year olds**

**28      4-5 year olds**

Maximum group size is defined as the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

## **Nap time/Rest time**

ODJFS Childcare Licensing Rules require Toddlers (our 2 ½ and potty trained children) and 3 year old students to “rest”. Nap time is offered for those parents who request that their children take a nap or for children who ask to rest. Nap time is from 12:30-2:00. Each child has his or her own cot labeled with their name on it. Children may bring a blanket, small stuff animal and small pillow to rest with. Nap items will be sent home on the child’s last day of the week, to be laundered. Those who choose not to nap will go to playgroup.

Because we desire to provide a higher level of quality care we will strive to maintain the following ratios:

2: 12 for 2 ½

2: 16 for 3’s

3: 22 for 4’s

2: 18 for 5’s

These lower ratio’s, we also base on the room size.

An uninterrupted time between 9:00- 11:30 will make for a better learning atmosphere, so if your child is enrolled for preschool only, arrive no later than 8:55 and pick him/her up by 11:30. If you can not have your child here on time, by 8:55, your child may be asked to withdraw. The teacher’s core curriculum starts at the opening of the day, (9:00). Arriving late, is not fair to the teacher or the other children in the classroom.

A class roster including the names and telephone numbers of parents/ guardians of children attending the center are available upon request.

A current Medical Statement Form signed by the child’s physician must be submitted on or before the child’s enrollment date and is due annually thereafter.

## **Immunizations**

Our school does allow children to enroll that are not immunized.

If a classroom has a child with a communicable disease, it is posted outside of the classroom as soon as we are notified. The teacher will also inform parents of any communicable disease through class tag.

Each child must be fully toilet trained. Each child must be self-sufficient in the following:

- **Able to go into the restroom by him/her self (with staff at the door)**
- **Able to pull down clothing**
- **Able to wipe correctly**
- **Able to pull up and fasten clothing**
- **Able to flush and wash hands correctly**
- **NO “PULL UPS” OR DIAPERS ARE PERMITTED**



**Please do not have your child bring in toys from home into the classroom unless it is for show and tell. We do not take responsibility for any lost or damaged items.**

### **School Delay/ Cancellations**

All cancellations will be announced on WHBC radio station. We will also send out a Remind 101, to those who have signed up. Church of the Lakes Child Care will not be listed individually- we will be closed for Pre-school only, when Jackson Local Schools are closed. Child care will still be provided unless it is a level 3 and drivers are asked to stay off the roads.

### **Outdoor Play**

There is an outdoor playground beside our Sanctuary equipped with a variety of educational equipment designed to meet the developmental needs of all of the age groups. Everything has been carefully planned to meet the highest standards for cleanliness, safety, and comfort. Children are closely supervised during play and when going to and from the playground. Children have access to water and bathroom facilities. Child-teacher ratios are maintained at all times on the playground. Cell phones can be used to summon another adult if needed.

On days that outdoor play is not provided due to weather conditions, we will include a time for indoor gross motor activities. We have a large Activity Center (Gym) where the children can ride tricycles, play with balls, use a tumbling mat, and other fun age appropriate toys.

As required by ODJFS Child Care Licensing Rules, children who attend four or more consecutive daylight hours must go outside. Children who attend three hours per day may go outside according to the teacher's lesson plans. Children enrolled all day need boots, a warm coat, hat and gloves. Please label all of your child's items to ensure that your child wears the correct items. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, humidity, ozone warnings, lighting, ice, and high pollen count.

### **Water Activities/Swimming**

No swimming is ever provided. We provide water tables on the playground, weather permitting.

### **Transportation**

Our center does not provide transportation. We never leave our building for field trips.

Church of the Lakes Childcare Center does not offer services to children whose parents refuse to grant consent for transportation to source of emergency treatment.

## **Communication**

We believe communication between home and school is essential. The school provides varieties of communication to parents about events and activities at the school. The center has classroom parties in the gym during each classrooms gym time. Parents are welcome to come. For example, Fall Festival, Jesus Birthday, and Valentines Party. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. A formal parent conference is held every spring for all children.

All of our classrooms will do an informal assessment on your child in the fall (after they have been enrolled for 2 months). This assessment form will give you an idea where the teacher feels that your child is at the beginning of the year, how they are adjusting, what they like in their new environment. In the spring, a formal assessment will be done on your child. This is when the teacher will also offer formal conferences. We do not report your child's level data to ODJFS pursuant to 5101:2-17-02.

If parents have any concerns or questions at any time it is recommended that the following chain of command is used until an answer is found.

1. Child's teacher
2. Administrator
3. Angela Schneider Director of Women's Ministries

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

## **ADDITIONAL INFORMATION**

Children should be dressed in comfortable play clothes, such as gym shoes, pants, and top. All outer wear should be marked with the child's name: especially jackets, sweaters, boots, mittens, hats, and scarves.

On your child's first day, please bring:

- Large, clear zip lock bag labeled with your child's name
- 1 pair underpants
- 1 pair pants
- 1 shirt
- 1 pair socks

**\*\*Remember to send in a change of clothing according to the season\*\***

## **Parental Participation**

For those children enrolled in full day childcare, parents have the option for their three-year-old child to nap and we ask that a blanket is furnished for naptime. A small pillow and/or small stuffed animal are optional. Please put nap items in a bag that can be carried on the child's back labeled with his/her name on the outside. Nap items will be sent home on the child's last day of school for the week for laundering. **We cannot send home items daily.**

Birthdays will be celebrated. Please send in store bought treats to share with the class, no homemade treats. For those children that have a summer birthday, they have the option to celebrate their special day towards the end of the school year.

For continued quality program, we request that your child attend the days registered. If changes need to be made, feel free to discuss this with the administrator. Due to ratio requirements, we are not always allowed to accommodate changes.

## **Accidents/ Emergencies**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing the emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Dominoes in Shakertown. If the immediate area must be evacuated, we will evacuate to the Lake Cable Clubhouse. A sign will be posted on front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/ Communicable Diseases and CPR. In the case of a minor accident/ injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/ injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: 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 which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness". The report will be provided to licensing staff within 3 days of the incident.

## **Management of Illnesses**

Church of the Lakes Child Care Center provides children with a clean and healthy environment. However, we do realize that children may become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to 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:**

- Temperature of 100 degrees Fahrenheit.
- Diarrhea (more than two abnormally loose stool within a 24-hour period)
- Severe coughing (causing 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, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice (we have a nit FREE policy), scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness

- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above 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 they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

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

## **COVID-19**

These are some common symptoms of Covid-19: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If a child is experiencing any of these symptoms, we ask that they do not attend school. We suggest that they be tested to Covid-19.

If your child is positive for Covid-19. They need to stay home for 5 days and may return to school on the 6<sup>th</sup> day, as long as they are symptom free. The child is then required to wear a mask for 10 days.

If someone is the home test positive for Covid-19, the child may come to school as long as they do not have any symptoms at all. However, they will have to wear a mask for 10 days.

## **Medications:**

The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed. The form and medication handed to administration. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag.

**Prescription medications** must be in their original container and administered in accordance to instructions on the label. Over the counter medications (some examples would include but are not limited to Tylenol, Motrin, Dimetapp, Cough Medication, Topical ointments etc.) must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

## **Medication Administration:**

= We will not administer over the counter medication dosages exceeding prescribed dosages or the manufacturer's recommended dosages.

-To avoid unexpected reactions, we will not administer any medication, medical food or topical product until after the child has received the first dose or application at least once prior to us administering a dose or applying the product. Emergency medications are exempt from this requirement.

- We will not administer any medication, medical food or topical product for any period of time beyond the date on the prescription label or after the expiration date on the medication, whichever comes first.
- We maintain compliance with the Americans with Disabilities Act (ADA), including:

#### **Administering**

Children who are enrolled in Kindergarten through 5<sup>th</sup> grade, our school-age program, may carry their own chapstick, hand sanitizer, and non-prescription lotion. These items CANNOT say "keep out of the reach of children" The child's parent MUST fill out a Church of the Lakes Childcare Chapstick/Lotion form. School-age children are not permitted to carry their own medication.

#### **Food Supplements or Modified Diets:**

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

#### **Arrival & Departure Procedures**

Any special messages, medications, special pick-up notes, etc. are to be given to Miss Lori or Miss Lisa to the Welcome table. Children may 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 staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after connecting with their child's staff member.

We highly value your child's safety and well-being. Not all staff knows all parents. Because of this, we must request picture I.D. from anyone that we individually or personally do not recognize. This procedure is not implemented to be an inconvenience for you. This is for your child's safety only.

#### **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 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 and wait till the administrator or child care staff member can come to Welcome Center to help them.

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

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>

### **Americans with Disabilities Act**

The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. Centers cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

We do not refuse to give medication to a child with a disability. It may be necessary to give medication to a child with a disability in order to make a program accessible to that child. As long as reasonable care is used in following the doctors' and parents' or guardians written instructions about administering medication, centers should not be held liable for any resulting problems. Providers, parents and guardians are urged to consult professionals in their state whenever liability questions arise.