

# The Children's Center of First Baptist Church

## Parent Handbook

June 2020



3630 Fairmount Boulevard  
Shaker Heights, Ohio 44118  
(216) 371-9394  
Fax: (216) 932-8554  
[www.firstbaptistcleveland.org](http://www.firstbaptistcleveland.org)

## 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.

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>.

We welcome you to our family at The Children's Center of First Baptist Church. The purpose of this handbook is to provide you with as much information as possible about our daily operations and Center policies. We strive to ensure the highest quality of care for all children enrolled in our program.

A number of changes are outlined in this document. We understand that some of these changes may seem impersonal. We spent a lot of time researching and planning how to implement best practices regarding the health and safety of the children in our care. We take this very seriously and will continue to adapt as new research and information becomes available. We are confident that, working together, we can make the transition to these new regulations and continue to provide the great care you've come to expect.

The source material for the operational and program changes comes from CDC guidance documents and [Responsible ReStart Ohio Guide for Child Care](#). We plan to follow the recommended best practices whenever possible.

While this document is lengthy, we ask you to please take the time to read it. Please sign in confirmation on the enrollment application that you have read and understand the Parent Handbook and our policies.

If you have any questions concerning the content of the handbook, please feel free to speak to the Director. Our doors are always open.

## Table of Contents

ODJFS Information	2	<b>FINANCIAL POLICIES</b>	
<b>OUR PHILOSOPHY</b>		Tuition & Fees	15
Philosophy & Goals of our Center	5	Registration & Initial Deposit	15
<b>GENERAL INFORMATION</b>		Sibling/Member Discount	15
Finding Your Way around the Center	6	Vacation Credit	15
Organization	6	Late Fees & NSF Fees	16
Center Address, Phone & Fax	6	Withdrawal Notice	16
Services	6	Arrears	16
Hours of Operation	6	Parent Referral Program	16
Cut-off Time	6	<b>FOODS &amp; NUTRITIONAL INFORMATION</b>	
Entering & Exiting the Building	7	Food from Home	16
Holidays	7	Breakfast & Afternoon Snack	16
Contacting the Center	7	Infant Nutrition & Breastfeeding	17
Security at the Center	7	Toddler & Preschool Nutrition	17
<b>GENERAL POLICIES</b>		<b>EDUCATION PROGRAM</b>	
Enrolling Your Child	8	Curriculum	17
Non-Discriminatory Policy	8	Screening & Assessment	18
Children's Records/Release of Records	8	Christian Experience	18
Release of Children	8	General Routines & Schedules	18
Supervision of infant/toddlers/preschoolers	8	Infant Program and Care	19
State Mandated Group Size & Teacher/		Toddler Program and Care	19
Child Ratios	9	Toilet Training	19
Custody Agreement Procedure	9	Preschool Program and Care	20
Dropping Off & Picking Up Your Child	9	Expressive Arts/Enrichments	20
Absence Notification Request	10	Outdoor/Water Play	20
Communications	10	Evaluations & Parent Conferences	21
Parent Survey	11	Transitioning	21
Field Trips & Birthdays	11	<b>HEALTH-RELATED POLICIES</b>	
Parent Communication/Conferences	11	Annual Physical Exam & Immunizations	22
Guidance (Discipline)	11	Management of Communicable Disease	22
Biting Policy	13	Covid-19	22
Incident/Injury Reports	14	Administration of Medicine	24
Child Abuse Reporting Requirement	14	Other Health Best Practices	25
Special Needs	14	<b>SAFETY RELATED POLICIES</b>	
Babysitting	15	Emergency Contact & Pick-up	25
Center Termination	15	Emergency Closing	25
		Drills	25
		Emergency Procedures	26
		Evacuation, Sheltering, Relocation	26
		Serious Illness	26
		Serious Injury	26
		Annual Emergency Plan Notice	27

## PHILOSOPHY, GOALS, MISSION AND VISION OF THE CHILDREN'S CENTER

We believe in creating a positive relationship between home and the Center. Early childhood development specialists agree that personality, identity, and language are predominantly formed by the time your child reaches six years of age. A child's family is his or her primary learning source, and we see ourselves as a valuable resource for your child during these formative years. We believe our developmentally appropriate program supports imagination and helps children to develop a love for learning. Our curriculum supports Christian values.

We are committed to the well-being of your child's social, emotional, cognitive, and physical development. As we are committed to your children, we are also committed to the growth and development of our staff. We provide on-going training centered on specialized early childhood topics and tuition assistance is available for staff who desire to further their education.

As a ministry of First Baptist Church, The Children's Center is committed to the care and the development of young children and the support of their families. We believe children thrive best in an atmosphere built on trust, respect, and love.

The Children's Center mission is to:

- ❖ provide a high quality, Christian, early childhood program that optimizes children's growth and development
- ❖ support and nurture families and staff in their caregiving role
- ❖ model best practices for the field of early childhood education
- ❖ demonstrate Christian faith by actions

The Center's vision is that:

- ❖ children will grow to be vibrant, healthy and compassionate adults
- ❖ all children and families have access to a safe, high quality and developmentally appropriate programs
- ❖ we attract and retain the most highly qualified and professional staff
- ❖ we are recognized as the Center of choice for early childhood programs

The Children's Center will:

- ❖ treat all persons with respect, dignity, compassion, grace, integrity, honesty and humanity
- ❖ build open and honest relationships through communication
- ❖ build positive team and family spirit
- ❖ be positive and passionate about the importance of quality care
- ❖ work together with the Church and community, focusing resources toward improving outcomes for children and families
- ❖ be adventurous, creative and open-minded in embracing and driving change that is in the best interest of children and families
- ❖ be life-time learners, in continuous pursuit of personal and professional growth
- ❖ advocate for the needs of children and families

## **GENERAL INFORMATION**

### **FINDING YOUR WAY AROUND THE CENTER**

The Center's office is located on the first floor, near the Portico entrance. Classrooms for children 6 weeks to 30 months of age are located on the Center's first floor. Classrooms for children 30 months through 5 years old are located on the Center's second floor. The Muscle Room and Bell Dining Room is located in Fellowship Hall near the Portico entrance. Wheaton Center is near the playground entrance.

### **ORGANIZATION**

The Children's Center is a non-profit organization dedicated to providing high quality center-based childcare services for families in our community. Ministry teams (Children's Center Cluster and Property & Finance), composed of members and staff of First Baptist Church, determine the policies for the Center. The Center Director reports to the Senior Pastor and is responsible for the management of the Center's activities and hires the necessary staff to implement our mission.

### **CENTER ADDRESS, TELEPHONE & FAX NUMBER**

The Children's Center of First Baptist Church  
3630 Fairmount Blvd, Shaker Heights, Ohio 44118  
Center Telephone Number (216) 371-9394  
Email fbcchildrenscenter@gmail.com  
Main Church Number (216) 932-7480  
Fax (216) 932-8554  
Website [www.firstbaptistcleveland.org](http://www.firstbaptistcleveland.org)

### **SERVICES**

The Children's Center provides care for children ages 6 weeks through 5 years of age. Spaces are filled on a first-come, first-serve basis. Church members and current families receive priority for available spots. The Center operates year-round, with the exception of noted holidays and in the event of an emergency closing. Our open door policy is extended to all parents. The custodial parent/guardian of a child enrolled in the Center is provided a key fob that allows unlimited access to the Center during the hours of operation, however these keys are deactivated at this time due to the pandemic. Please contact the Center to inform us of your visit.

### **HOURS OF OPERATION**

The Center is currently open from 7:30 a.m. to 5:30 p.m., Monday through Friday. The Center closes promptly at 5:30 p.m. Parents arriving later than 5:30 p.m. will be charged a late fee of \$1.00 for every minute past 5:30 p.m.

### **CUT OFF TIME**

Due to drop-off protocols, children must arrive for care no later than 9:30 a.m.

### ENTERING & EXITING THE BUILDING

Parents must inform the office of their visit and have their temperature taken prior to entering the building. Please use the Portico entrance.

### HOLIDAYS

The Center will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. The Center is closed for a professional development day on the Friday of the state early childhood conference held each spring. This date fluctuates. Full tuition is applied to the weeks containing a holiday. Holidays that fall on a Sunday shall be observed on the following Monday; those that fall on a Saturday shall be observed on the preceding Friday.

### CONTACTING THE CENTER

There are times when staff members are busy meeting the children's needs, and therefore are unable to answer the Center's telephones. In the event you cannot reach Center personnel by the fourth ring, the line automatically rolls over to our voice mail system. Feel free to leave a message for any of the Center's employees. In the event of an emergency, hang up and dial the main office number of First Baptist Church at (216) 932-7480. Please give your name and clearly state the nature of the emergency. Messages may also be sent by email to [fbccchildrenscenter@gmail.com](mailto:fbccchildrenscenter@gmail.com).

### SECURITY AT THE CENTER

Entrance is gained through the use of an electronic key fob. An intercom is located at the Portico entrance to request access. Key fobs are not optional and require a \$15 per fob fee. During non-pandemic times, parent key fobs allow access to the Center every Monday through Friday during hours of operation. Parents who arrive later than closing must use the intercom to gain access. Parents are asked to NOT permit anyone to enter the building with them when they use their fob. Parents are asked not to give their fob to another person for purposes of picking up a child. Alternate pick up persons should provide a photo I.D. to staff.

Only critical visitors are permitted during child care hours. This includes state health and fire inspectors, food service delivery persons and emergency responders.

## GENERAL POLICIES

### ENROLLING YOUR CHILD/ADMISSIONS

To enroll a child, parents pay an initial non-refundable, registration fee of \$100. An annual registration fee of \$50 is due each September. An initial deposit equal to one week's tuition is held in a liability account and used for your child's last week of care. A two-week notice is required for a refund of the tuition deposit.

An Enrollment Form must be completed and returned with an administrator before the first day of enrollment. All contracts and emergency forms must be completed in their entirety prior to admission. The Children's Center will only provide services to parents who grant consent for transportation to the source of emergency services.

A Child Medical Statement must be completed by the child's doctor and received by the first day of enrollment. **Medical Statements and Enrollment Forms must be updated annually. Immunizations must be current and are required for enrollment.**

### NON-DISCRIMINATORY POLICY

Admission, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability (no wheelchair access), ancestry, national origin, age or sex.

### CHILDREN'S RECORDS/RELEASE OF RECORDS

The center maintains enrollment, health, attendance, child history and parent teacher conference information on each child. The contents of each child's health and safety file are confidential, but are immediately available upon request to:

- administrators and authorized teaching staff
- the child's parents or legal guardians
- regulatory authorities

We only release a child's records to another agency or new setting if we have written consent of the parent/guardian or a court order. A form for this purpose is available in the Center office.

### RELEASE OF CHILDREN/SUPERVISION

Children are released only to those persons whose names are listed on the Enrollment Form. If siblings are picking up they must be at least 18 years of age. A photo I.D. is required. Written parental authorization is required in advance if a person not listed on the Enrollment Form is scheduled to pick up the child. In an emergency, a telephone call to the Center notifying us who will be picking up the child is acceptable. Staff members will ask that person for a photo I.D.

### SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS

At no time will a child be left unattended. Staff supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member.

## STATE MANDATED GROUP SIZE & TEACHER/CHILD RATIOS

Staff child ratios are followed and children are supervised at all times including outdoor time, routine walk and water play.

<b>AGE</b>	<b>FBCCC Pandemic RATIO</b>	<b>FBCCC MINIMUM RATIO</b>	<b>FBCCC MAXIMUM GROUP SIZE</b>	<b>STATE MINIMUM RATIO</b>	<b>STATE MAXIMUM GROUP SIZE</b>
Birth 12 months	1:4, 2:6	1:5, 2:12	12	1:5, 2:12	Group 12
12 – 18 months	1:4, 2:6	1:6, 2:12	12	1:6, 2:12	Group 12
18 – 30 months	1:6	1:7	14	1:7	Group 14
30 – 36 months	1:6	1:8	16	1:8	Group 16
3 years	1:9	1:10	20	1:12	Group 24
4 years	1:9	1:12	24	1:14	Group 28
5 years	1:9	1:12	24	1:14	Group 28
K-3	1:9				

We are currently operating under reduced staff to child ratios and maximum group size limitations listed in the highlighted column at all times. Some classrooms are divided into two groups by a 6 foot barrier. We will notify families before ratios and group sizes change.

## CUSTODY AGREEMENT PROCEDURE

The Center respects that some families have court ordered custody agreements. It is the responsibility of parents to be honest and mature in their efforts to maintain appropriate behavior in the presence of children. We expect parents to comply with custody arrangements without Center assistance.

## DROPPING OFF & PICKING UP YOUR CHILD/ARRIVAL & DEPARTURE

Child care providers must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100.0° or higher, they may not enter the facility.

The Portico Entrance will be used for drop off and pick up. Parents will not be permitted beyond the Portico Entrance during this time. Families will be greeted by a staff member who will conduct a daily health screening. This includes a temperature check with a forehead thermometer. Any child with a temperature above 100.0° will not be admitted for care. Children must be fever free for 24 hours without the use of fever reducing medications to return to the program. A designated staff member will take the children to their respective teacher after the health checks are completed and temperatures taken.

Parents should park their cars in designated spaces, walk with their children to the entrance and wait at the marked spots. As part of our eco-healthy efforts, we do not allow cars to idle in our parking areas.

Parents are required to wear a mask during times of interaction. If possible, the same person should drop-off and pick-up.

Designated staff members will greet families at drop-off and pick-up. If weather permits, drop-off and pick-up will be outdoors under the Portico. In the case of inclement weather, drop-off and pick-up will be in the Portico lobby.

Calling the Center shortly before arrival is appreciated. Designated staff members will bring the child to the Portico Entrance for pick-up.

The Children's Center will not release children to adults appearing to be under the influence of alcohol or other substances.

#### ABSENCE NOTIFICATION REQUEST

Please notify the Center if your child will be absent. If your child is ill, please let us know the nature of the illness and if it was diagnosed as contagious.

#### COMMUNICATIONS

We believe that communication between the Center and our parents is crucial. This is even more important since daily in-person communication is not available. We recognize that full-time childcare is an adjustment for parents as well as for children. We encourage parents to call or email as often as they need in order to feel secure about their child's care. Parents are welcome to visit and must notify the office to ensure a health check is completed. Parents are encouraged to virtually volunteer their time to help with classroom and Center activities.

A daily report is available to parents of infants through 2 year olds upon departure. Other parent information, take home papers and art projects are placed on our child's clipboard or in their cubby. Our afternoon runners will do their best to bring these items to you. Classroom handbooks contain more specific information including the classroom email. The Center publishes a monthly newsletter containing Center-wide events, dates and the lunch menu. It is emailed to parents and is posted on the website.

We strongly encourage relationship building for the betterment of the Center. If you have a concern or suggestion, please bring it to the attention of your child's teacher. The goal is to encourage parents and teachers to communicate daily to resolve issues that may arise. Of course, all concerns and suggestions can be made directly to the Center administration.

We are happy to set up a conference if a more lengthy conversation is needed or if privacy is required. A more formal "red flag" review may be used when solutions and interventions are needed.

## PARENT SURVEY

Annually, The Children's Center solicits feedback from parents through a formal, anonymous survey. The surveys may be NAEYC surveys used in the accreditation process or ones created by the center. The results are used to create a Center Continuous Improvement Plan. Results of the parent survey are reported in the Center newsletter.

## FIELD TRIPS

The Center does not plan field trips away from the Center that require transportation. The preschool classes occasionally walk to neighborhood destinations. Parents are notified and permission is required.

## BIRTHDAYS

Celebrations are an important part of a child's birthday. Only non-food favors are permitted due to food allergies and dietary restrictions. See your child's teacher or our guide for birthday celebrations for ideas.

## PARENT COMMUNICATION/CONFERENCES

We believe that parents are the most important adults in the lives of their children. Meaningful conversations should happen between parents and teachers regularly to discuss both positive and challenging situations. Parent conferences are conducted twice per year, but can be scheduled at any time as requested by the parent or teacher.

## GUIDANCE (DISCIPLINE) POLICY

### ***Developmentally Appropriate Program***

The basis of child guidance at The Children's Center starts with factors that are outside the child. We meet the physical needs of children by providing nutritious meals and snacks, a soothing rest time, and outdoor play when weather permits. Our caring staff members are trained in Conscious Discipline. Plentiful equipment that is appropriate to the age of the children is available in each classroom. Teachers plan age appropriate activities and programs that are stimulating and enjoyable. All staff are committed to enhancing self-esteem. Children learn self-control when adults treat them with dignity. Teachers always attempt to "redirect activities" in order to circumvent inappropriate behavior and facilitate positive peer relationships. The following behaviors are taught early and reinforced constantly:

- Every child shall respect the body space of others.
- All children help at clean up time and need to clean up an activity before moving on to the next one.
- Children need to ask permission to leave the classroom. Children are always accompanied by a teacher upon leaving the classroom.
- Walking feet are required in the halls and classrooms.
- Guns or other war-like toys may not be brought to school or constructed.
- Polite words, like "please" and "thank you", are encouraged.

### **General Guidance**

When children have trouble getting along with classmates we utilize guidance strategies that help them develop pro-social behaviors. Mostly we use techniques like redirection, distraction, and ignoring. The consequences are natural and logical. For instance if a child purposely splashed water out of the sensory table, he/she will be directed to clean it up.

In our preschool rooms, much more time is spent talking about how others feel when we say or do things that are hurtful. As a Christian program, there is no other important tenet than “Do unto others as you would have them do unto you.” We use classroom conflicts as “teachable moments.” We encourage children to express a range of emotions, but only in ways that do not harm others. We want feelings and interactions to be genuine. To that end, children are not forced to apologize. Learning how to peacefully resolve conflicts is a skill that will serve children well their entire life.

Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child. There is not any circumstance when it is permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible, provided a staff member is trained and a plan is developed with the parent and administrator.

When there is a need for correction, a child’s teacher(s) may:

1. Explain and discuss the appropriate behavior done in a quiet and gentle way.
2. Give the child choices. The child chooses to either practice appropriate behavior or move to another area.
3. Remove the child to a quiet, but not isolated area, if the behavior persists.
4. Utilize bodily restraint only if a child is in danger or is endangering another child.
5. Call for a parent-teacher conference if the behavior persists. The teacher will suggest a plan that incorporates the parent’s cooperation in the behavior modification plan.

### **Challenging Behavior and Developing Concerns**

At times, children present behaviors that become concerning to staff or parents. The Children’s Center is committed to helping all children participate successfully in the program. We want to cultivate a climate where getting outside help is accepted and encouraged. While we are experts in child care, we do not have the skills and expertise to deal with every situation. Outlined below is our strategy for dealing with challenging behavior such as aggression (biting, scratching, hitting) and tantrums as well as addressing concerns that are developmental or medical.

1. Level One: When teachers are concerned about a child, they observe the child closely. Observation includes anecdotal notes, running records and checklists. Teachers use this information to look for patterns or clues to help the child. The teacher makes adjustments while continuing to observe. Teachers also discuss specific concerns with a child's parents. It is expected that parents and teachers work cooperatively in this process to find root causes of behavior and develop strategies to help a child participate successfully in the program.
2. Level Two: Some behavior and challenges require additional input. The administrators may observe a particular child when a teacher or parent has concerns about that child. Sometimes, an outside observer such as the director or a consultant can bring a more objective analysis, or may see factors in the environment or in staff behavior that appear to be influencing the child's behavior. Additional strategies and insights are shared and a plan of action is developed if necessary. Parents are informed about this process and contacted for a meeting to exchange observations and information.
3. Level Three: When teachers and administrators have not been successful in changing behavior, parents and center personnel meet to develop a written plan for intervention. This plan includes an overview of the problematic behavior, the changes that are desired, an intervention plan and a timeline. For some concerns, this plan may include a requirement for professional intervention.
4. Level Four: When parents do not follow up on a written plan or when we are unable to help a child participate successfully in our program, a family may be asked to find care outside the center. Families will be asked to leave immediately if a child poses a serious threat to the well-being of other children or staff.

### ***Biting***

The Children's Center recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right things for toddlers to do, we know that they bite for variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behaviors.
3. Examine our program and practices to stop the biting.

Our teachers express strong disapproval when biting occurs. They work to keep children safe and to help the child who bit learn more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

Biting is always documented on an incident report form. When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given an incident report. One copy is given to parents, and the other copy is kept in the child's file. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

When episodes of ongoing biting with a particular child occur, the parents and staff develop a plan of specific strategies, techniques, and timelines to address them. This plan may include professional intervention, suspension or temporary disenrollment (Legg, 1993; Banks and Yi, 2004).

Toddler caregivers receive training on biting. In addition, current resources are available on biting for staff and parents. We encourage parents to bring their concerns and frustrations directly to the teachers.

#### INCIDENT/INJURY REPORTS

The Center staff completes an incident/injury report when a child is injured, has an accident, or requires emergency transportation. The report is emailed to parents and the person picking up is given a copy of the report. A copy is kept on file in the office.

#### CHILD ABUSE REPORTING

All staff of the Center are required to complete a course in the recognition and reporting of child abuse. Staff will, as required by law, report any suspected abuse or neglect to the Child Abuse Hotline (216) 696-KIDS.

Any report of abuse and neglect concerning a staff member is taken seriously. The Center Director or Assistant Director completes an "Abuse Allegation Report." The goal is to protect the safety of the children in the program and to protect the rights of the accused staff person. The Senior Pastor may be notified for advice regarding sequence of events to be followed and the identity of any professionals to be consulted.

#### SPECIAL NEEDS

Due to the number of stairways in our building, we are unable to provide care for children in wheelchairs or on crutches. We do our best to accommodate children who are hard of hearing, developmentally delayed, requiring special diets, etc. Parents need to provide detailed information authorized by a licensed physician regarding their child's special needs at the time of registration. This information can help us determine if we are able to provide quality care.

### BABYSITTING

The Children's Center strongly discourages its employees from providing any private childcare services (babysitting). While we cannot prohibit our employees from engaging in such outside activities, The Children's Center will take no responsibility or liability for incidents arising from the situation.

### CENTER TERMINATION

We consider it a privilege to attend The Children's Center. We reserve the right to terminate child care services for reasons such as, but not limited to: accounts two-weeks past due, our inability to adequately care for a child, and offensive parent behavior. The Director of the Center may give little or no notice based on the best interest for the overall well-being of the Center and other children.

## **FINANCIAL POLICIES**

### TUITION

The administrative staff, as directed by the Property & Finance Committee of First Baptist Church, establishes tuition rates. Tuition rates are generally set at the beginning of September, but may be changed at other times. The annual tuition increase is typically a 3-5%. Tuition is billed weekly. Checks should be made payable to FBCCC. Parents are encouraged to pay online through the website. We recommend linking directly to a checking account using the routing number to avoid credit card fees. All payments must be made **in advance of services provided**. Childcare will be discontinued for non-payment of tuition. Our tax identification number is available for income tax reporting.

### REGISTRATION FEES

A \$100.00 non-refundable fee is due at the time of registration. A \$50.00 annual re-registration fee is due at the beginning of each school year each September.

### INITIAL DEPOSIT

A deposit of one week's tuition is required prior to enrolling at the Center. This deposit is refunded or credited to the last week of service provided a two week written notice is given to the Center.

### SIBLING/MEMBER DISCOUNTS

When families have more than one child enrolled in the Center, a 10% sibling discount is offered toward the tuition of the oldest sibling enrolled. A 10% discount is offered to members of First Baptist Church.

### VACATION CREDIT

The Center offers a 50% discount for families who are away from the center for two consecutive weeks or more during the year. Parents are responsible keeping their account current during this time. Parents must notify the Center office in writing prior to the vacation time in order to receive the discount. Vacations that are planned for less than two weeks are not eligible for the discount. Families are responsible for the full weekly rate.

### LATE FEES

Any parent who picks up a child late pays a fee of \$1.00 for every minute past closing to the office. The fee goes directly to the staff who stays late with the child.

### NSF CHECK FEE

A fee of \$20.00 will be charged to your account for any check returned for non-sufficient funds. After two returned checks, the Center reserves the right to require payments by cash or money order.

### WITHDRAWAL NOTICE

Parents are expected to give written notice to the Director two weeks prior to the desired date of withdrawal. This is necessary so that the administration has adequate time to fill the vacated spot. Failure to provide notice will result in a forfeiture of deposits.

### ARREARS

Payments for childcare services are to be paid in advance of services rendered. Payments are due on the Friday prior to the next week of childcare services. Accounts in arrears will be frozen and admission to the Center will be restricted until the account is settled with the Center Bookkeeper.

### PARENT REFERRAL PROGRAM

We believe your experience in our Center will be a positive one. As a parent, you may be asked to recommend our childcare program to others. We show our appreciation to parents for referrals to our Center. A tuition credit of \$50.00 will be posted to your child's account for every referred child once he is enrolled.

## **FOOD AND NUTRITIONAL INFORMATION**

### FOOD FROM HOME (12 month and up)

The Center requests that parents refrain from bringing food from home. Many children have food allergies and sensitivities that are triggered by eggs, wheat, dairy, nuts, etc.

### BREAKFAST & AFTERNOON SNACK

The Center provides a daily breakfast snack, served between 8:15 and 8:45 a.m. for children beginning at 12 months of age. Breakfast items include toast, English muffin, bagel, cereal, French toast, and waffles. Milk is provided. Please feed your child at home if you plan to arrive later than 8:45 a.m. A daily afternoon snack is served after nap time.

### INFANT NUTRITION and BREASTFEEDING

Parents of children 6 weeks to 12 months of age provide all necessary formula or breastmilk bottles and baby food for their children. The Center provides meals and snacks for children on table food. As children try new foods from our menu, parents complete the Food Program Sign-up Form. On this form, parents can indicate specific foods their child can and cannot eat. We are happy to provide you with helpful information about infant feeding and state mandated nutritional requirements.

Mothers are welcome to breastfeed and/or pump onsite during the day. Space is available in the ladies lounge or Church library.

### INFANT, TODDLER & PRESCHOOL NUTRITION

The Children's Center provides lunch for older infants through preschool years. We are required to follow the State of Ohio nutritional guidelines for children. The Center has a fully licensed kitchen and dining area. Children 2 ½ - 5 years old will resume family style meals in Bell dining room when pandemic guidelines change. Talk to our chef about your child's special dietary needs. We strive to accommodate reasonable requests.

The following recommended servings for lunch are offered daily to your child according to the USDA standards.

- 1 serving of Dairy (milk is provided by the Center)**
- 1 serving of Grain**
- 1 serving of Protein**
- 1 serving of Fruit, and 1 serving of Vegetable or**
- 2 servings of a Fruit or Vegetable**

The Center provides milk at breakfast and lunch. A child is never forced to eat anything he does not care for, however all items must be offered.

## **EDUCATION PROGRAM**

### CURRICULUM

Our teachers allow students the freedom to experiment, explore and experience the world around them. The Children's Center has adopted *The Creative Curriculum* for use in planning your child's day. Learning centers are carefully designed to allow children to develop at their own pace. Learning about shapes, colors, numbers, letters, and oneself is incorporated into daily activities. As the children get older, more time is spent on readiness activities. Because preschool children learn by doing, activities focus on hands-on involvement. For example, rather than talking to a group of children about the concept of measurement, we might make play dough or cook with Chef Faith! By reading the monthly calendars and checking out the bulletin boards and walls, parents can easily determine what their child is learning and how they can reinforce these concepts at home.

The goals we have in mind when we plan our activities include:

- Offering children positive experiences in a classroom setting; i.e., providing opportunities for learning in a group, taking turns, sharing classroom materials and following directions
- Encouraging children in self-expression with adults and in peer groups
- Providing children with a variety of learning experiences through art, music, language, science, and dramatic play
- Guiding children in the discovery of their gifts and allowing them the joy of trying something new

### SCREENING AND ASSESSMENT

Children are screened by a parent or staff member within 60 days of enrollment and annually thereafter using the Ages and Stages Questionnaire (ASQ). The ASQ is a broad questionnaire that covers several developmental domains. Results of the screening are shared with parents.

Staff members responsible for screening and assessment are trained before they assign ratings.

Staff members document children's development on a regular basis and conduct formal assessments three times per year using a Center-selected assessment. The information gained is used by the teaching staff to prepare for parent-teacher conferences and to enhance and/or individualize classroom plans. In the future, the Center's participation in programs such as Step Up to Quality may require that child-level data be reported to ODJFS. Parents will be notified if this becomes a requirement.

### CHRISTIAN EXPERIENCE

Our Center is a ministry of First Baptist Church and Christian Education is part of our developmentally appropriate curriculum. The children are introduced to Bible stories, songs and art projects. Chapel Time, a weekly highlight for toddlers and preschoolers will resume when pandemic guidelines change. The student body of our Center is diverse; therefore, the lessons are presented in a respectful, non-denominational format. The Christian experience is most evident in how we treat people, using the Golden Rule as a guide.

### GENERAL ROUTINE & DAILY SCHEDULE (PRESCHOOL)

7:30-8:45	Arrival Time, Breakfast Snack
9:00-9:15	Morning Meeting
9:15-12:00	Classroom Time, Enrichments, Gross Motor
12:00-1:00	Lunch Time
1:00-3:00	Nap/Rest Time
3:00-5:00	Snack Time, Afternoon Activity Time, Gross Motor, Playground
5:00-5:30	Free Time, Tabletop Activities, Dismissal

- Each classroom has a posted schedule of their specific daily events.
- Children benefit in arriving by 9:00 a.m. for participation in all activities.

### GENERAL ROUTINE & DAILY SCHEDULE (TODDLER)

- 7:30-8:45 Arrival Time, Breakfast Snack
  - 9:00-9:15 Morning Meeting
  - 9:15-11:30 Classroom Time, Enrichments, Gross Motor, Diaper Changes
  - 11:30-1:00 Lunch Time, Diaper Changes
  - 1:00-3:00 Nap/Rest Time
  - 3:00-5:00 Snack Time, Afternoon Activity Time, Gross Motor, Playground, Diaper Change
  - 5:00-5:30 Free Time, Tabletop Activities, Diaper Change, Dismissal
- Each classroom has a posted schedule of their specific daily events.

### GENERAL ROUTINE & DAILY SCHEDULE (INFANT)

- 7:30-8:45 Arrival Time
- 9:00-12:00 Classroom Time, Enrichments, Gross Motor, Diaper Changes
- 12:00-1:00 Diaper Changes
- 1:00-3:00 Diaper Changes, Activities, Outdoor/Indoor Time
- 3:00-5:00 Afternoon Activity Time, Gross Motor, Playground, Diaper Change
- 5:00-5:30 Activities, Diaper Change, Dismissal

\*Each child has their own schedule based on meeting their needs for sleep, diaper changes, feeding and play. The teachers work with parents to develop a typical schedule.

### INFANT PROGRAMMING & CARE

In the infant rooms, we provide a variety of experiences on a daily basis. These include playing with toys, imitating and pretending, enjoying stories and books and connecting with music and movement. Each child is assigned a crib and children nap on demand. Diapers are checked every two hours. Parents receive a classroom welcome packet with more detailed information.

### TODDLER PROGRAMMING & CARE

Experiences focus on playing with toys, imitating and pretending, enjoying stories and books, connecting with music and movement, creating with art, tasting and preparing food, exploring sand and water and going outdoors. Diapers are checked every two to three hours. Children nap after lunch for approximately two hours. Parents receive a classroom welcome packet with more detailed information.

### TOILET TRAINING

It is the Center's goal to ensure that each toddler successfully masters this developmental milestone. Teachers work with the parents to individualize this process to suit the child's needs. There are certain developmental signs that may help you determine whether or not your child is ready to begin the potty training process.

- The child should be able to communicate his needs and follow a one-two direction.
- The child should be able to pull up and pull down his clothing.

- The child openly expresses his interest in the potty.
- Age is a variant factor; however it is the Center's policy to introduce potty training at the age of 24 months as children begin to sense urination.

When you are ready to begin this process, please speak with your child's teachers in order to ensure consistency between home and school.

### PRESCHOOL PROGRAMMING & CARE

Activities in our program focus on social, emotional, physical and cognitive development. Activities and studies are developed to encourage problem solving and cooperative skills while expanding the children's knowledge base. We introduce early math, literacy, science, and social studies concepts that are age appropriate. Students will be encouraged to be learners, thinkers, explorers and problem solvers. They will learn to function as individuals as well as being a part of a group. Children nap or rest after lunch for approximately two hours. Parents receive a classroom welcome packet with more detailed information

### EXPRESSIVE ARTS/ENRICHMENTS

Children explore their artistic, spiritual, and creative sides. During non-pandemic times, special classes include Spanish, Chapel Time, Music & Movement, Signing & Stories and Art. The Center values these opportunities and incorporates them into the children's weekly schedule as part of our offered curriculum. Music & Movement is provided for all children. Art and Yoga begin at 18 months. Toddlers and preschoolers attend Chapel Time, and Spanish is for children 2 ½ years and older. The Expressive Arts program will be modified to limit grouping children and use of shared spaces.

### OUTDOOR PLAY and RIDING TOYS

Outdoor play is a required part of the daily routine for children over 12 months. We consider it comfortable for play when the temperature is between 40-80 degrees, If the temperature is above 20 degrees, including wind chill or under 90 degrees, including the heat index, we limit outdoor time and use caution. Outdoor play is limited when there are other considerations including ozone levels, pollen count, lightening, rain or ice.

Riding toys can provide much enjoyment for children. However, because of their high center of gravity and speed, they often cause injuries in young children. Wearing helmets when children are learning to use riding toys or wheeled equipment teaches children the practice of wearing helmets while using any riding toy or wheeled equipment. All children one year of age and over are required to wear properly fitted and approved helmets while riding toys with wheels (tricycles, bicycles, etc.). Helmets are removed as soon as children stop riding the wheeled toys or using wheeled equipment. Because proper fit is important and cleaning and sanitizing helmets between uses is not practical, parents need to provide a helmet. Approved helmets should meet the standards of the U.S. Consumer Product Safety Commission (CPSC) (5). The standards sticker should be located on the bike helmet. Bike helmets should be replaced if

they have been involved in a crash, the helmet is cracked, when straps are broken, the helmet can no longer be worn properly, or according to recommendations by the manufacturer (usually after three years).

### WATER PLAY

Water play with sprinklers and sensory tables is part of summertime activity for toddlers and preschoolers. Each classroom is assigned a day for water play. Sunscreen is applied at least 15 minutes before going outdoors and must be authorized by a parent.

### EVALUATIONS & PARENT CONFERENCES

Child assessment is built into curriculum and is used in preparation for parent teacher conferences. Teachers schedule conferences in the spring and fall to discuss your child's program. All parents receive a written report of their child's progress twice each year. Parents are welcome to request an informal conference at any time.

### TRANSITIONING/ADJUSTING TO A NEW ENVIRONMENT

New experiences can sometimes be very tiring or over-stimulating. Each child is unique in adjusting to new situations. The following are some pointers that may help you as your child transitions.

- Transition time allows your child the opportunity to adjust to his new surroundings. Plan to spend some time in the classroom with your child before the first day of attendance.
- Talk positively with your child about things he will be doing here.
- If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance.
- If new experiences have upset your child in the past, please discuss this with your child's teachers. We can help ease his fears through play, art, and sympathetic conversation. Your child's overall well-being is paramount to us.
- When it is time for your child to transition to a new classroom, you receive an email. Additionally, a transition notice is prepared to gather input from teachers and parents. Your written input is helpful to the new classroom staff. Please complete, sign and return this form to the Center office.

### NAP SHEETS, BLANKETS & COMFORT ITEM

Parents will bring a crib/cot sheet that will remain at the Center. Small naptime blankets may also be brought for children over 12 months and they will remain at the Center. Sheets and blankets will be laundered at the Center each week. Each toddler and preschooler is permitted to bring a soft, washable lovie item to use during nap time. This item will be stored in the cubby in a zip lock bag and remain at the Center.

## **HEALTH RELATED POLICIES**

### **ANNUAL PHYSICAL EXAMINATIONS, IMMUNIZATIONS & HEALTH SCREENINGS**

A current medical statement signed by your child's doctor is required before admission to the Center. A complete listing of all immunizations must be attached to the Child Medical Statement form as well as the doctor's signature indicating your child has been examined and found to be in a healthy condition for participation in group care. The center requires children to be immunized. Children should receive comprehensive health screenings during well-child examinations. The American Academy of Pediatrics publishes recommendations for preventative pediatric health care. A copy of the chart is available in the Center office. It is the parent's responsibility to update the health forms annually.

### **IMMUNIZATIONS**

The Center requires children to be immunized according to AAP guidelines. We support the current vaccine schedule that is recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics.

### **MANAGEMENT OF COMMUNICABLE DISEASE**

In order to minimize transmission of illness, the following policies have been developed by the state as a way to protect the health of all children enrolled. Although unfortunate, a child may become ill at the Center. We encourage parents to develop alternate sick care arrangements as a back-up plan.

Child care staff and children follow rigorous handwashing. This includes handwashing when entering the classroom and before leaving for the day. Hand lotion will be available for children with written parental permission.

- COVID-19: Child care providers must immediately send home any child or employee who has a temperature of 100.0° or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.
- COVID-19 CONFIRMED EXPOSURE
  - If any child or staff develops symptoms while at the Center, we will immediately isolate them. Children's parents will be contacted for immediate pick up and staff will be sent home.
  - The classroom will be shut down for deep cleaning and sanitation.
  - We will notify the Department of Job and Family Services in writing of any confirmed cases of COVID-19 among children or staff.
  - We will contact and follow the guidance of the Cuyahoga County Department of Health on further exposure protocols.

- We will work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.
- Child care staff wear a cloth face covering, unless it is unsafe for them to do so.
- If it becomes required by licensing, children will wear face coverings

A communicable disease chart designed by the Ohio Department of Health is posted in the first floor hallway. These guidelines allow minimal interpretation by staff. If your child exhibits any of the specific symptoms listed in these guidelines, we are required by law to contact you immediately and request that you make arrangements to pick up your child within the hour. The Center shall immediately notify the parent of the child's condition when a child has been observed with signs and symptoms of illness.

A child is considered to be sick when exhibiting any of the following symptoms:

1. Temperature of 100 degrees F. taken by the auxiliary method, (under the arm), along with a combination of any other sign or symptom of illness
2. Diarrhea (abnormally loose stool), two or more times
3. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye or eyelid pus, matted eyelashes, burning, itching or eye pain
7. Untreated infected skin patch(es) unusual spots or rashes
8. Unusually dark urine and/or white-gray stool
9. Stiff neck with elevated temperature
10. Evidence of untreated lice, scabies or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Any child sent home from the Center with any of the above symptoms may not return until:

- The child is symptom free for 24 hours and fully able to participate in regularly scheduled activities, such as defined in this handbook; and
- The child has been seen by a physician and has been diagnosed and treated as required by Ohio law; or

- The child has been seen by a physician, who has determined that the child's illness is not contagious and has verified this in writing for the Center's records.

When a diagnosis of illness is reported (i.e. pink eye, strep throat) an Exposure Notice is posted on the door of the specific room. If two or more classrooms are involved, Exposure Notices are posted on the door at each entry.

A child experiencing minor cold symptoms may stay in the Center provided he is not exhibiting any of the above symptoms. The moderately ill child will be monitored for worsening conditions throughout the day.

### ADMINISTRATION OF MEDICATION

Prescription and over-the-counter medication (with the exception of topical ointments and lotions) shall be administered by a person trained in medication administration. These medications are to be stored in the Center office. **Our strong preference is to have medications administered at home and not at the Center.** If it is necessary for the Center to administer medication we prefer that this be done at noon, except for emergency medications, the Center shall not administer any medication, food supplement, medical food or topical product until the child has received the first dose or application a least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. The following criteria must also be met per state licensing:

1. Requirements for prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen day period.
  - a. The parent must complete and sign box one of the "Request for Administration of Medication"
  - b. Instructions in box two of the "Request for Administration of Medication" must be completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant. OR if the medication is stored in the original container with prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use, box two does not need to be completed.
2. Requirements for nonprescription medications, food supplements or medical foods.
  - a. The full name of the child, who is to receive medication, is printed on the container with a manufacturer's label containing directions based on the age and/or weight of the child.
  - b. Instructions in box two of the "Request for Administration of Medication" must be completed and signed by a licensed physician, Licensed dentist, advanced practice nurse, or certified physician's assistant, this excludes topical preventative products and lotions Unless instructions exceed the manufacturer's instructions or use.
  - c. The parent must complete and sign box one of the "Request for Administration of Medication."

3. Requirements for topical products and lotions
  - a. The product must be stored in the original container with a manufacture's label that includes directions based on the age and/or weight of the child.
  - b. The parent must complete and sign box one of the 'Request for Administration of Medication'.
  - c. The Center shall ensure to apply the nonprescription topical products and lotions according to the manufacturer's instruction.

### OTHER HEALTH BEST PRACTICES

To the extent possible, we prevent classroom groups from mixing. We make every attempt to keep groups separate. At this time, all meals are served in the classrooms.

Each class has a separate outdoor play time. The music room and the lunchroom are closed at this time.

Several support staff serve a limited number of rooms for errands and breaks.

Each classroom on the second floor is assigned to one of two restrooms. The restrooms are cleaned and sanitized throughout the day.

Classroom sinks are cleaned and sanitized throughout the day. Hand wipes and hand sanitizer are available in classrooms that do not have a sink.

Toys that cannot be easily cleaned and sanitized were removed from the classroom. We clean and sanitize throughout the day. Classrooms are sanitized nightly.

## **SAFETY RELATED TOPICS**

### EMERGENCY CONTACT & PICK-UP

We must be able to reach a responsible adult who is available to pick up your child at any time. This person(s) must live in the Cleveland area within 45 miles of the Center. If a non-acute emergency occurs, we will contact you immediately and your child will need to be picked up within an hour. Emergency contact and pick up information must be updated annually. If your personal data changes beforehand, please notify the office.

### EMERGENCY CLOSINGS

The Center may delay start or close in the event of extreme weather or emergency situations such as loss of water or heat. Information can be found via local television stations and their internet sites. We will also send email messages and post information on our website. It is the parent's responsibility to

find alternative childcare in the event of non-scheduled emergency closings. Because the Center must continue to pay its staff, no tuition credit will be given for emergency closings.

### DRILLS

In order to ensure that the children and staff can exit the building quickly, we schedule practice fire drills once a month at various times. Evacuation routes are posted in each classroom. Weather drills are practiced March through September. Emergency drills are conducted quarterly.

### EMERGENCY PROCEDURES

The Center has established several procedures to follow in the event that an emergency, serious illness or injury occurs while a child is in the Center's care.

### EVACUATION SHELTERING RELOCATION

Depending on the nature of the emergency we may evacuate the building, relocate to a safe location or shelter-in-place. Types of emergency situations include weather and natural disasters, emergency outdoor or indoor lockdown, hazardous spills, gas leaks or bomb threats, outbreaks or epidemics, loss of power, water or heat and other threatening situations.

Any time the children are relocated, either in the building or off-site, staff members take the first aid kit, emergency medications and parent contact information (enrollment forms). Staff members who are trained in First Aid and CPR are available at all times. Parents will be contacted as soon as possible.

### SERIOUS ILLNESS

If a child shows signs of serious illness, EMS may be summoned and if transportation is required, a staff member will accompany the child. Examples include seizure, allergic reaction, loss of consciousness, high fever, etc. Parents will be called immediately. An incident report will be prepared for the parent/guardian. Parents are responsible for payment of all emergency transportation.

### SERIOUS INJURY

Depending on the severity of the injury EMS may be summoned and if transportation is required, a staff member will accompany the child. Parents will be called immediately. An incident report will be prepared for the parent/guardian. Parents are responsible for payment of all emergency transportation.

## ANNUAL PARENT EMERGENCY PLAN NOTICE

In the event of an emergency situation that requires an evacuation of First Baptist Church Child Care Center, one of the following plans will be implemented. In all situations, the caregiver in charge when evacuating will:

- Take an accurate attendee list;
  - Account for all children and staff as they depart the Center;
  - Bring attendance roster, classroom backpack with any necessary medications and emergency records;
  - Take a cellular phone if available to be used for emergency notifications.
1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes, and the children cannot stay on the premises, the children will walk to Hathaway Brown School where they will remain with caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for pick-up.
  2. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by EMS to the local hospital where they will be examined and family/guardian/emergency contacts will be notified.
  3. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, etc., and the children cannot remain in the area, the children will be brought (walk or EMS transported) to an evacuation site determined by emergency services. They will remain with by classroom staff while family/guardian/emergency contacts are notified and arrangements for transportation home or a continuation of care is made for their pick up.
  4. In the event of a major environmental hazard that necessitates a larger are evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, etc., children will be transported to: a Red Cross designated mass shelter by EMS where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

**Staff will remain with and care for the children at all times during an event.** Attendance will be checked by a face-to-name check whenever children are moved. Staff will bring any necessary medications, supplies and emergency records.