



The Growing Room, inc.
Parent Handbook
2024-25 School Year

TGR Madeira-ODJFS License #205188

7754 Camargo Rd Cincinnati, OH 45243

TGR Montgomery-ODJFS License #201304

7781 Cooper Rd Cincinnati, OH 45242

TGR Oakley-ODJFS License #2190020195

3215 Brotherton Road Cincinnati, OH 45209

www.thegrowingroompreschool.com

info@thegrowingroompreschool.com

513.272.2111

Welcome to The Growing Room! This handbook contains information regarding our preschool programs. It is very important that you read this handbook and keep it handy as long as your child is enrolled. It will answer many of the questions you may have about our school and its policies.

Philosophy and Goals

The Growing Room Child Enrichment Center was established in 1999 to provide opportunities for the integration of learning in all areas of development--- intellectual, physical, social and emotional. The learning experiences our teachers plan for children are designed to concentrate on furthering children's interests and emerging capabilities through creative activities and academic curriculum.

Our classrooms were designed to entice children to become involved in learning activities. The structure of the learning environment is intended to both allow and encourage children to explore and learn through their play. Additionally our program supports children's growing independence and self confidence through the many opportunities to participate and make decisions.

Our teachers have a sincere commitment to and respect for children. Above all, we are energetic and enthusiastic about our work with children...and it shows!

Admissions

A child is considered enrolled only after a deposit has been received, the director has confirmed availability of space and the required paperwork is received. This includes basic and state required enrollment and health information on file by the first day of school. Any change to this information must be communicated to the director 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 along with your child's immunization record is required to be submitted within thirty days of admission. This medical form must be updated every 12 months.

Hours and Days of Operation

Our morning and afternoon preschool programs for children 2 1/2 to 5 years of age are offered Monday through Friday. The morning session begins at 8:30 am and ends at 11:30 am. The afternoon session begins at 12 pm and ends at 3 pm. We offer "Stay & Play" on Monday through Friday from 3 pm- 5 pm. We offer "Early Bird" from 7:30 am- 8:30 am. We offer "Lunch Bunch" 11:30-12:00 if your child is half-day and would like to stay for lunch. Our school year program runs September through May and summer programs run June through August.

Staff/ Child Ratios and Maximum Group Size

We desire to provide a higher level of quality of care because we are committed to an EXCELLENT child /teacher ratio. Students of mixed ages (2.5-5 yrs.) are included in each class. We follow ODJFS licensing rules for mixed-age classrooms in that we follow ratio requirements for the youngest student in the classroom. For instance: when there are 2 or more students aged 2.5 in a class our maximum group size is 16 with 2 teachers.

Daily schedule

To create an active learning environment for all children, the teacher establishes and maintains a daily routine for the enrichment classes. An example of a daily schedule is as follows:

(7:30-8:30) Early Bird: Non-curricular free choice play in classroom centers

AM Preschool: 8:30 a.m.-11:30 a.m.

(8:30-9:30) Drop-off/Free Choice/morning work & morning art

(9:30-9:40) Clean up

(9:40-9:50) Group Song & Music Time

(9:50-10:00) wash hands

(10:00-10:15) Snack

(10:15-10:30) Morning Meeting

(10:30-10:45) Movement/Garden/yoga

(10:45-11:15) small group (Math/Literacy)

(11:15-11:30) "belly booktime" & pick up

Lunch Bunch: 11:30-12:00 p.m.

Children bring a lunch from home and enjoy the social interaction of "breaking bread" together

PM Preschool:12:00-3:00 p.m.

(12:-1:00) PM Drop-off/Free Choice/afternoon work & afternoon art

(1:00-1:15) Clean up

(1:15-1:45) Afternoon Meeting

(1:45-2:15) Movement/Garden/yoga

(2:15-2:45) small group (Math/Literacy)

(2:45-3:00) "belly booktime" & pick up

(3:00-5:00) Stay and Play: Snack and Non-curricular free choice play in all centers

Tuition/Fees and Payment Policies

An annual registration fee of \$100 per child is due upon registration.

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A **non-refundable** deposit of one month's tuition is due **at the time of registration** for all students in order to register for the school year. This deposit will be deducted in full from the last tuition installment of that school year (May).

Our annual tuition may be paid annually, bi-annually, or in nine monthly installments. If you choose to make payments in monthly installments, each installment payment is the same equal amount despite the school days each month. For example, a month like October with more school days is the same amount as a month like May with fewer school days.

Annual tuition installments are due by September 1st.

Bi-annual tuition installments are due by September 1st and January 1st.

Monthly installments are due by the first day of each month September through May.

Extended Day programs are billed monthly throughout the year. Bills will be sent out via Brightwheel by the tenth of the month for services used during the previous month. Payments are due at the end of the month or can be combined with the following month's tuition installment.

A late fee of \$25.00 will be assessed to all accounts not paid by the end of the 5th business day of each month that an installment is due. Late fees will be charged for subsequent months until the account is brought current. For example, if you do not pay October by October 5th and you pay both October and November on November 10th, then a total of three late fees would be due (two late fees for October and one for November).

Our Tax ID number is available upon request. Receipts for tuition are also available upon request.

Tuition or extended day programs can be paid for via check, cash, or through Brightwheel.

Please make checks payable to The Growing Room, Inc. and either mail to our office (The Growing Room 3219 Brotherton Road Cincinnati, Ohio 45209) or hand it to your child's teacher. Please do not leave checks/cash on the cubbies or in your child's backpack.

In the event of a school closure either due to but not limited to acts of weather, nature, building maintenance issues, and public health/pandemic directives monthly tuition is still due and refunds/credits will not be given.

Deposits for school year and/or summer programs are non-refundable and non-transferable.

You may ADD programs any time, subject to availability, at NO CHARGE. If you chose to reduce the number of programs, for any reason, you will still be responsible for the full amount agreed upon in the attached contract.

Arrival/Departure Policy-

Parents or an authorized person over the age of 18 must accompany the children into the classroom and **make verbal contact** with a teacher to ensure the children's safe arrival and departure. Parents must set up the appropriate approval for pickup on Brightwheel to authorize another adult to pick-up a child in advance. Proper ID is required by the adult.

Upon arrival, children are signed in by a Parent on the Brightwheel via the tablet provided by TGR. Parental involvement in helping a child get settled with a staff member will help your child adjust quickly into the routine. If there is anything that the staff can do to assist with the arrival transition, parents should not hesitate to ask. We discourage parents from "sneaking out" of the school.

Children attending the morning preschool program should be settled and ready for the program by 9:00. Children attending the afternoon preschool program should be settled and ready for the program by 12:30. Late arrivals may make a child feel left out since their classmates will already be involved in the day's activities.

Once a child is removed from the supervising staff member, it becomes the responsibility of the person picking up the child to supervise him or her.

Release of Children

Since the safety of the children is our utmost concern, The Growing Room and its employees maintain a strict policy regarding the individuals to whom we will release a child. Enrollment regulations require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis. Individuals with approval for pick up must be added to the child's profile on brightwheel. This can be done by editing the profile to "add contact" and then selecting the "approved pickup" tab and adding the appropriate contact information for the individual.

Advance written notice is required for an individual to be authorized to pick up a child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. Once the individual arrives at school, a staff member will need to verify the individual's identity by reviewing a photo identification before the child is released.

If a non-custodial parent is not among those persons authorized by the custodial parent to pick up the child please inform the director and your child's teacher. A copy of the appropriate legal documentation must be included in the child's school file. This information shall remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will immediately be notified via telephone call. If the director is unable to reach a parent or emergency

contact, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of the child, the local authorities will be notified.

If a child is scheduled to arrive at The Growing Room, inc and does not arrive in a reasonable amount of time, The Growing Room staff will contact the parent/emergency contact immediately.

The Growing Room, inc. will not release a child to any parent, relative or any other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person.

Parking Lot

Please do not leave any children unsupervised in a car in the parking lot...especially with the engine running. Exercise EXTREME caution when entering and exiting the parking lot, especially if you have a large SUV where visibility of children is hindered.

Staff Courtesy

We ask that you not arrive earlier than **five minutes** before the start of class. Your child's teachers rely on the morning time to prepare the materials and classroom for your child. Also, please pick up your children promptly, as staff members are ready to get home to their own families. Pickups that occur after 10 minutes of the end of a program will be billed for extended day (lunch bunch or stay & play). Drop offs that occur before 8:25 will be billed for extended day (early bird). If you are unexpectedly detained, call the school so we may provide your child with an explanation. Children picked up after the close of the day (5:00), will be assessed a late fee of \$2/minute.

Field Trips

We will take occasional planned and unplanned walking field trips to:

- TGR Madeira: the downtown district of Madeira and/or Sellman Park: playground, nature trail including but not limited to the creek bed
- TGR Montgomery: the historic district of Montgomery and/or Swaim Park (all though there is a pond @ Swaim Park, children will not be permitted within 50 feet of the pond due to safety concerns)
- TGR Oakley: the Oakley square district including but not limited to the green space in the middle of Oakley square

A permission slip for the above field trips will be provided in your back to school paperwork. It must be signed and kept on file.

Absences

Please use the communication app to report absences so that your child's teachers are not worried and can plan for your child. Make up days are not guaranteed for any circumstance.

Inclement Weather/Snow Days

If the local school district is closed due to inclement weather, our school will also be closed. An email will go out to all families as soon as possible. If the local school district is on a delay of more than one hour, our school will be closed for morning preschool. We will evaluate the weather and send an email no later than 10am if we will then have afternoon preschool and stay & play. If the local school district has an early dismissal due to inclement weather, our afternoon programs and stay & play will be canceled. TGR schools follow the following school districts in regards to inclement weather:

- TGR Madeira: Madeira City Schools
- TGR Montgomery: Sycamore Community Schools
- TGR Oakley: Cincinnati Public Schools

Discipline, Safety and Emergency Policies

Children who have conflicts or problems with self-control while at our center will be encouraged to verbalize their anger and concerns. The teachers will set the example by describing problems, solutions and logical consequences. The role of an adult in The Growing Room is to be a helper in positive problem solving. We use guidance techniques rather than punishment. Children whose behavior endangers others will be supervised away from the other children. The child will then process and verbalize the problem with the teacher and any other parties involved. Our teachers rarely use a “time out” unless the child is emotionally out of control and needs private time to regain composure. Verbal processing is our preferred method of guidance. Children at our center will not receive physical punishment of any kind. No child will be frightened, humiliated, shamed or subjected to verbal or physical abuse by any staff member or by parents on the premises at any time. Children will always be treated with respect and kindness. This discipline policy applies to all employees of The Growing Room at all times.

The Growing Room’s Safety Policy observes the following regulations:

1. No child shall ever be left alone or unsupervised.
2. Our arrival and departure policy must be followed by all parents and teachers at all times to ensure the safety of children.
3. A monthly fire/tornado drill at varying times each month will take place. A record of these drills shall be maintained at the center at all times.
4. An emergency and weather alert plan shall be posted at each exit. These plans shall include evacuation routes.
5. In the following cases, The Growing Room shall complete an Injury/ Illness/Incident report:
 - a.) Illness, accident or injury which requires first aid treatment
 - b.) Bump or blow to the head
 - c.) Emergency transporting
 - d.) Unusual or unexpected event which jeopardizes the safety of children.

A copy of this completed form shall be signed by and given to the parent on the same day of the incident. In the event of a medical emergency requiring outside assistance (i.e. EMS) an Inj/Ill/Inc Report will be sent to ODJFS within 72 hours

6. The use of spray aerosols are prohibited at The Growing Room.
7. All Growing Room staff members shall immediately notify the local public children’s services agency when the staff member suspects that a child has been abused or neglected. All child care employees are appointed as “Mandated Reporters” by law and ethics and shall act accordingly.
8. In case of an emergency, we will always have a telephone available.

Emergency Medical Transportation Authorization

Our policy at The Growing Room is to call 911 in case of an emergency. If transportation is deemed necessary by the medical professionals and/or emergency staff, the child will be transported via ambulance. This must be agreed upon and authorized with an Emergency Medical Transportation Authorization located on the enrollment form prior to your child’s enrollment to our school. Parent(s) must have on file with the center a written emergency medical transportation authorization for each child. Enrollment will be refused if permission to transport is not granted. The form, provided by The Growing Room is to be on file prior to the first day of attendance. Please advise us of any changes of information during the school year.

Disenrollment of a Child

Although we have never exercised this right, we do reserve the right to disenroll a student for the following reasons including, but not limited to:
lack of payment, behavioral issues and/or lack of immunizations

If it is decided that your child has needs that cannot be met or are above what is available at The Growing Room, inc., we will work with the family to find services or a program that better fits the needs of the child.

Procedures for Medical/Dental Emergencies

1. All staff members have completed first aid, CPR, communicable disease control & identification, and child abuse recognition.
2. Teachers shall assume responsibility for any emergency which occurs on The Growing Room property.
3. If, in the judgment of the teacher, the injury needs medical attention, the parent of the child will be called. If the parent can not be reached, the emergency number on the Emergency Information Record will be contacted. If the injury requires immediate medical treatment, 911 will be called for medical assistance and transportation to the emergency room of a hospital authorized by the parent on the Emergency Information Record. At that time, the parent will be contacted. When possible, the classroom teacher will accompany the child to the hospital.
4. An incident report will be completed for illness, accident, or injury which requires first aid treatment, bump or blow to the head, emergency transportation, and unusual or unexpected event which jeopardizes the safety of children or staff.
5. School age children are not permitted to carry their own medication under any circumstances.

Diapered and Potty Training Children

The Growing Room does not require children to be out of diapers or potty trained in order to be enrolled. Our philosophy is that success in potty training is one of the biggest achievements the young child can have next to walking and talking. When we try to rush this or micromanage this for them, we are taking away their autonomy and robbing them of feeling successful in this really big milestone. This is their goal to achieve, not ours.

For children in diapers, please make sure to check your child's backpack is stocked with diapers and wipes and check it daily for soiled clothes. Our policy is that we will change them every 3 hours however, if they have had a bowel movement or their diaper feels "heavy", we will change it immediately.

Fire and Weather Alerts

Fire and weather alerts are posted at the main entrance. The children and staff practice fire and tornado drills monthly. Also, procedures for environmental hazards and threats to safety are posted in the aforementioned location. In the event of a loss of power and/or heat the director (designee) will assess the situation and length of time the school will be without power. If the time is extended, parents will be notified and the children will be sent home.

Threat of Violence or Environmental Emergency

In the event of an environmental situation or threat of violence, the director (designee) will lock the school and call 911. All children and staff will be accounted for and no one will be permitted to enter or exit the school. Local emergency personnel will direct all actions to be taken following the school "lock down". In the event that we are directed to move to a nearby building, a sign will be posted on the front door indicating the evacuation and location where you can pick up your child.

Rest/Quiet Time

We offer comfy spots and quiet corners in case there is a need for rest or quiet time! There are plenty of opportunities to relax and reflect. We do not have a scheduled nap time.

Management of Illness

The Growing Room provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible they may experience more frequent illness at the beginning before their immune system becomes more active.

We observe all children as they enter our classroom to quickly assess their general health. We ask that you not bring a sick child to school- they will be sent home!
A child with any of the following symptoms will be immediately isolated to a “sick cot” and discharged to a parent or emergency contact:

- 1.) Temperature of 100 degrees F- in combination with other signs of illness.
- 2.) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- 3.) Severe coughing- causing the child to become red 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, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- 7.) Untreated skin patches, unusual spots or rashes.
- 8.) Unusually dark urine, grey or white stools
- 9.) Stiff neck with elevated temperature.
- 10.) evidence of untreated lice, scabies, or other parasitic infestation.
- 11.) Vomiting when accompanied by another sign of illness.
- 12.) 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 school activities, the parent will be called to pick them up.

A sign will be posted by the front door if their child has been exposed to a communicable illness. Children will be readmitted to school after 24 hours of being free of fever and symptoms with no fever reducing medication. If they are not symptom free a doctor’s note will be required stating that the child is not contagious.

Immunizations

The Growing Room, inc. reserves the right to refuse any student for reasons including, but not limited to a lack of immunizations (including “delayed immunizations”) and medical supervision. It is the responsibility of parents/guardians to disclose this information to The Growing Room, inc at the time of enrollment.

Medications/ Food Supplements/ Modified Diet

Our school will only administer emergency treatment medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and the medication handed to the director. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child’s cubby or book bag. Staff will be responsible for the administration of all medication to all ages of children. Requests for food supplements and modified diets must accompany the proper required paperwork. Please see the director in this case. We will ensure compliance with ADA to administer medication and care procedures to children with disabilities.

Prescription Medication

Prescription medication including the child’s full name must be in its original container and administered in accordance with instructions on the label.

Over the Counter Medications

Over the counter medications must also be administered in accordance with the label instructions. If parents request any different dosages/uses, a physician must provide a written instruction on the Request for Medication Form. Over the counter medications will not be administered for more than three days.

Medical Food (Food Supplements)

If your child requires a medical food (food supplement or modified diet), you must secure written information from your child's physician regarding this matter. Please speak with the director for more information regarding this.

Parent Provided Lunches and Snacks

Parent provided snacks will be served in the morning and during stay & play, around 10:30 am and 3:15 each day. Provided snacks and meals must follow ODJFS standards which is 2 of the food groups for snack and all food groups for lunch (grain/bread, meat/meat alternative, fruit, vegetable, fluid milk)

A water bottle with water in it is needed each day for your child.

If your child participates in our lunch bunch program or is enrolled in full days, you are required to provide a nutritional lunch (see above guidelines).

Please make sure that your child's lunch contains a freezer pack to insure freshness, as we have a small refrigerator and space is limited. Please also utilize a thermos to keep food warm as we do not reheat student lunches. **All snacks/lunches must be 100% nut free.**

Outdoor Play

Outdoor play will be included on a daily basis, weather permitting, for children who stay for more than four hours a day. Conditions that might prevent outdoor play would be weather or safety issues, including a temperature or wind chill below 25 degrees F or above 90 degrees F, thunder, lightning, rain, ice or any questionable safety issues. If the children cannot play outdoors, we will provide large muscle indoor activities in addition to our existing activities. For example: yoga, dance, dramatic movement, relays, beanbags, obstacle courses, etc.

Parent Involvement

Teachers will meet with parents for a conference upon request to review the child's progress and to discuss any pertinent information. Parents are encouraged to schedule conferences at any time. Monthly formal assessments are done for each child and shared with parents through email. The title of this assessment email is Student Work/Individual Progress Email (S.W.I.P.E.). This information is not reported to the Ohio Department of Job and Family Services (ODJFS). We will also utilize a communication app to send quick pictures and updates about children to families.

If parents/guardians or employees have concerns or need assistance with problems related to the center, they may discuss the issue with the teacher involved and the director. Names and telephone numbers of parents of children currently enrolled in the center are available on our parent roster. The rosters will not include the names and phone numbers of parents who request that their information not be listed. We feel that parents and teachers are partners in the effort of teaching young children. We will always welcome parents to volunteer or simply observe in our classroom.

Assessments

Academic assessments and social-emotional assessments (DECA) will be conducted twice a year on students 3 years old and above. This information is not shared with ODJFS but only used internally by The Growing Room. Assessment information will be shared with families by request of the family.

Clothing Suggestions

It is suggested that the children wear clothing that lends itself to active play and is easily cared for in case of soiling. Please remember that we encourage the children to really "dig in" to the art materials and although we provide smocks, children's clothes are likely to get paint on them. It is also required that the children have a complete change of seasonally appropriate clothing in their backpack. Please remember to check your child's backpack frequently to see if replacements are needed. Parent(s) are responsible for marking the clothing with the child's name.

Emergency Procedures

In the event that the program is closed due to a sudden catastrophic event, including but not limited to: weather-related emergencies, terrorism, or public health emergencies such as a pandemic, The Growing Room, inc. will implement the following emergency procedures under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, The Growing Room, inc. will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by The Growing Room, inc. will consider the safety of children, families and staff. Program changes may include:

Unplanned Closures

- On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must follow the guidelines as provided by the local, state and federal officials (e.g. OCFS, Dept. of Health, CDC and Executive Orders).

Tuition Payments during a catastrophic event or public health emergency (Pandemic)

- In the event of a school closure either due to but not limited to acts of weather, nature, building maintenance issues, and public health/pandemic directives monthly tuition is still due and refunds/credits will not be given.

Remote Learning Opportunities During Closure (if staff remain employed)

- Phone calls, emails and newsletters will be sent regularly from teachers and administrators.
- Online platforms (such as Facebook and Zoom) will be utilized for activities, sing along and story times; individually and in group settings. (The Growing Room, inc. will select platforms that ensure the privacy and safety of children, families and staff.)
- Teachers will maintain ongoing communication with families and children through zoom.

TGR POLICY AGREEMENT

The Growing Room, inc. 2024-25 Policy

I understand that once a schedule is agreed upon, I will be required to sign a Tuition Contract Agreement before my spot is officially confirmed. Along with signing the contract, I understand that I will be responsible for ALL tuition installment payments regardless of but not limited to my child's attendance, holidays, illness, weather, pandemic closures, or reduction of schedule. I understand that it is my choice to pay tuition installments annually, biannually, or monthly. I also understand that all deposits and fees are non-refundable and non-transferable.

I have received The Growing Room, Inc. Parent Handbook and I agree to the terms therein. I realize that it is available on the website www.thegrowingroompreschool.com in the parent portal.

In order to be a Growing Room student, families must download the Brightwheel App for parent communication.

I understand that The Growing Room, inc. does not enroll students who are not current on their immunization schedule. This includes "delayed immunizations". The Growing Room reserves that right to disenroll a student that is not current on their immunizations. It is my responsibility to disclose to The Growing Room, inc. if my child is not current on immunizations before turning in a deposit. If I turn in a deposit without notifying The Growing Room, inc that my child is not current on immunizations, I forfeit my deposit.

I grant The Growing Room, inc. the right to take photographs of my child. I authorize The Growing Room, inc. to use and publish the same in print and/or electronically. I agree that The Growing Room may use such photographs of my child for any lawful purpose, including for example such purposes as publicity, documentation, illustration, advertising, and Web content.

I understand that The Growing Room, inc. is a peanut/ tree nut free facility. I will not bring peanuts or tree nuts into the school at any time. I will be notified of other allergens as they arise and agree to follow the same policy.

I am aware that there are required forms and paperwork in order to attend TGR. If the appropriate paperwork is not turned in by its due date, my child will not be permitted to attend TGR, until all paperwork is received by TGR. Paperwork includes but is not limited to forms required by ODJFS such as "Child Enrollment and Health Information", "Child Medical Statement for Child Care" with immunizations, and Medical Care Plans (if applicable).

I understand that it is my responsibility to notify the school via email (info@thegrowingroompreschool.com) to alert TGR to any health, social, developmental, or emotional concerns that are pertinent to the care of my child. I understand that this information will help to ensure my child has the best preschool experience possible. This information must be disclosed prior to registration application. If there are changes in my child's development between registration and their first day at TGR, it is my responsibility to fully disclose this information to TGR. I understand if accommodations need to be made or if additional paperwork is needed, I will need to cooperate with TGR accordingly. Also, it is my responsibility to update TGR if anything arises for my child during their TGR career. If it is decided that my child has needs that cannot be met or are above what is available at The Growing Room, inc., TGR will work with my family to find services and/or a program that better fits the needs of my child.

I understand that The Growing Room, inc reserves the right to alter, change, or delete policies as they see fit in the best interest of their students. Safety will always come first and decisions will be made under the guidance of our Leadership team, Parent input, the CDC, ODJFS, and local health departments.

In the event of a school closure either due to but not limited to acts of weather, nature, building maintenance issues, and public health/pandemic, monthly tuition is still due and refunds/credits will not be given. In the event of an extended closure, every effort will be made to continue your child's preschool education virtually in which case your tuition agreement will still need to be satisfied.

ENACTED

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

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

ACTION: Final

Appendix C to Rule 5101:2-12-07

Write or Call:

HHS

Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601

(312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961

Appendix 5101:2-12-07 **Center Parent Information**

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>.