



Family Handbook
Muskingum University
Center for Child Development
260 Stadium Dr



Mission Statement

- Muskingum University Center for Child Development believes that a child's early experience is the foundation for academic success, productive citizenship, and lifelong learning. We strive to provide an atmosphere that promotes joy in learning and a positive self-image for every child in an affordable, nurturing, safe, and supportive environment.

Vision Statement

- Muskingum University envisions a professional team of educators, fostering partnerships with the purpose of inspiring students to reach their full potential.

MUCCD Family Handbook

(Revised 7/1/2023)

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PROGRAM INFORMATION

NAME: MUSKINGUM UNIVERSITY CENTER FOR CHILD DEVELOPMENT (MUCCD) is a non-profit lab school operated by the Psychology Department and Muskingum University.

ADDRESS: MUSKINGUM UNIVERSITY
CAMBRIDGE HALL
260 Stadium Drive
NEW CONCORD, OHIO 43762

WEBSITE:
<https://www.muskingum.edu/administration/center-child-development>

DIRECTOR: Sharon Price
OFFICE: Cambridge Hall, Room 205
EMAIL: sprice@muskingum.edu
PHONE: (740) 826-8351
FAX: (740) 826-8357

An answering machine will take your call when the Director is not in the office.

HOURS OF OPERATION

The Muskingum University Center for Child Development operates twelve months a year. Classes begin on the same day that East Muskingum Local Schools start or the first day that Muskingum University classes start, whichever comes first. Summer sessions are available June through August. See your current MUCCD School Calendar for specific dates. MUCCD is licensed by ODJFS.

PRESCHOOL SERVICES

	School Year	Summer Program
Monday – Friday	7:00 a.m.-5:15 p.m.	7:30 a.m.-5:15 p.m.
Morning Preschool	9:00 – 11:30 a.m.	9:00 – 11:30 a.m.
Half Day	9:00 a.m.-1:00 p.m.	9:00 a.m.-1:00 p.m.
Full Day	7:00 a.m.-5:15 p.m.	7:30 a.m.-5:15 p.m.

SCHOOL AGE SERVICES

Monday – Friday

School Year

7:00 – 9:00 a.m.

Summer Program

7:30 a.m.-5:15 p.m.

RATIOS AND GROUP SIZE

Teacher:Child Ratios

Age Group	MUCCD	ODJFS Standards	*NAEYC Standards
3 years of age	1:9	1:12	1:9
4-5 years of age	1:9	1:14	1:10
School age	1:14	1:18	

Group Size

Age Group	MUCCD	ODJFS Standards	*NAEYC Standards
3 years of age	21	24	18
4-5 years of age	21	24	20
School age	36	36	

*NAEYC is the National Association for the Education of Young Children.

GOALS

- To promote positive interaction with children and adults, nurturing the social and emotional well-being of each child.
- To be a creative thinker and problem solver.

CURRICULUM GOALS

Young children learn through creative play and by actively exploring and manipulating their environment. Teachers provide a rich learning environment and learning activities including routine activities and extended project activities. Our curriculum is based on the Ohio Department of Education's Early Learning and Development Standards. Our curriculum follows the Creative Curriculum Model.

<http://teachingstrategies.com/content/pageDocs/OH-CCAlignment-Early-LearningBirth-to-K-2013.pdf>

(<http://www.ode.state.oh.us>).

Program goals for all age groups include:

- Nurturing social and emotional well being
- Helping children to be creative thinkers and problem solvers
- Promoting language development and self-expression
- Developing fine and gross motor development
- Building independence and positive self-esteem
- Developing a love for learning and exploring the world

The curriculum will be met in the following ways:

- Through the daily schedules
- With activities planned according to individual and group needs and interests that enhance physical, social, emotional, intellectual, and creative development
- Developmentally appropriate practice and materials
- Through positive guidance that emphasizes positive, productive ways to communicate ideas and feelings within a secure and supportive learning environment

The daily schedule will include a balance of the following:

- Group and individual activities including learning centers and circle time
- Science, Math, Language Arts, Social Studies, Art, Gross Motor Development, Fine Motor Development, Music and Library days
- Gross motor activities, both indoor and outdoor, weather permitting
- Fine motor development (e.g., writing, painting, cutting, puzzles)
- Quiet time and active time
- Creative expression

*Routines such as eating, sleeping, toileting needs, and dressing are handled in a reassuring manner.

Our goals include offering children opportunities to learn about other traditions, to further develop respect for different perspectives, and to offer families additional opportunities to share their customs and traditions with the class. Holidays may include, but are not limited to, Labor Day, Fall Harvest (which includes a costume parade), Thanksgiving, Kwanzaa, Martin Luther King Day, Valentine's Day, St. Patrick's Day, Arbor Day and/or Earth Day, Mother's Day and Father's Day. We would like to include other holidays that your family celebrates too. Please see the Director if you would like to help us incorporate those holidays. If you do not want your child to participate in an activity, please talk to the Director so that we can better meet your needs.

Birthdays may be celebrated in the Center during snack time. However, we leave it to each family to decide whether the celebration will take place and whether a pre-packaged treat will be brought in and shared with the class.

PRESCHOOL PROGRAM

The preschool program is for children 3 to 5 years of age that are toilet trained. The program offers a choice of Full Day, Half Day, 2 ½ preschool hours, or the Preschool After-School Program. All activities are based on developmentally appropriate practices and Creative Curriculum and Ohio Department of Education standards. The process of learning is emphasized. Activities are developed to encourage the growth of children in all aspects: cognitive, social, physical, and emotional. The children gain experience in interacting with other children, making choices and resolving conflict. Free choice play and outside play are daily activities. A morning and afternoon snack is offered daily. Children bring their own lunches (see "Lunch Policy" section. Required rest/nap time is observed.

The Center shall provide outdoor play each day in suitable weather for preschool and school children in attendance for four or more consecutive daylight hours.

FORMAL DATA ASSESSMENTS

Children are screened and assessed within 30 days of enrollment. Upon request data is reported to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

MUCCD conducts formal assessments such as Portfolios, Progress Reports, and Initial Assessments, on enrolled children and ODJFS can review files during inspections.

TYPICAL PRESCHOOL FULL, HALF-DAY, AND 2 ½ HOUR PROGRAM SCHEDULE – ALL YEAR (Subject to change as needed)

7:30 – 9:30	Program opens. Children should wash hands upon entering the classroom and use restroom if necessary. Children choose from a variety of activities such as computers, books, puzzles, and art. Children are encouraged to interact socially, while building communication and language skills by sharing stories and discussing events in their lives.
9:00 – 9:30	Carpet Time/Calendar/Weather/Book Reading/Discussion of Student of the Day/Discussion of Centers
9:50 – 10:50	Center Time – Morning Centers – planned activities to encourage development of social, physical, cognitive, and emotional skills. Children will have the opportunity to experience all areas of curriculum including math, science, art, language, music, social studies, and dramatic play. Restroom break is provided before outdoor play.
10:50 – 11:50	Outdoor play time, weather permitting. Gross motor skills development
11:50 – 12:00	Prepare for lunch, restroom, wash hands
12:00 – 12:45	Lunch
12:45 – 1:00	Soft conversation, soft music, clean up space, use restroom wash hands, quiet activities
1:00 – 2:45	Nap/Rest time and Cot Boxes (quiet activity boxes). Children rest quietly on cots or sleep
2:45 – 3:00	Wake up time
3:00 – 3:30	Use restroom, wash hands, have snack
3:30 – 5:30	Prepare to go home, clean up, prepare to go outside, outdoor activities

Toileting Policy

Children enrolled in the Center must be toilet trained per ODJFS licensing rules and regulations. Children are taken to the bathroom several times each morning and afternoon, including right before and after nap time. If your child requires additional opportunities to use the bathroom, please talk to the Director or

the Lead Preschool Teacher so that they can meet your individual child's needs.

We do understand that children occasionally have toileting accidents. When they happen, we will reassure the child that everyone has accidents from time to time and it is okay. Teachers will be very careful to avoid embarrassment to the child. The teacher will place the soiled clothes in a plastic bag for the family to take home at the end of the day. If it is the case that a child is consistently having accidents every day over an extended period of time, the teacher and family will meet to discuss whether the child really is toilet trained. Sometimes toilet trained children have many accidents because they are sick or because they are going through some type of life experience (e.g., just moved to a new house, a baby has joined the family). The Center staff will do everything they can to support children through challenging times. If the case is such that the child is not toilet trained, the family and the Director will discuss available options, including but not limited to, re-enrolling the child at a later time.

Preschool Screening Procedure

Upon entering the Center, each preschool child must be screened within the first 30 days with the Ages & Stages Questionnaire (ASQ and ASQSE) by the Lead Preschool teacher or another professional in the field approved by the Center. As a parent, you may also be asked to fill out the ASQ so you may give all of your input about your child's progress. This screening is used to assist with the monitoring and identification of children who may need further evaluation and those who appear to be developing typically. This screening is like ones that you may have filled out at your pediatrician's office. The screening will in no way be used to label or categorize your child. This tool helps us look at children's communication, gross motor, fine motor, problem solving, personal, social/emotional, and overall development. If a child has any areas of concern, such as behavior, speech, or motor skills, a conference will be scheduled with the family. If the family agrees the child will be referred to Muskingum Valley Educational Service Center for additional screening within 90 days. The Center will continue to work with the family throughout the process. This screening is a mandatory part of the Step Up to Quality program.

SCHOOL AGE PROGRAM

The School Age Program is for children in grades Kindergarten through 5th. Activities and projects are made available each morning and afternoon. They may include, but are not limited to, art and science projects (e.g., paper mâché, painting, insect collection, nature walks), math and literacy activities (e.g., board games, listening center, writing center), and small and large motor activities (e.g., baseball, obstacle courses). Children are encouraged to complete homework and may also work in the computer lab with teacher supervision. An afternoon snack is offered. When children are here all day, a morning and afternoon snack is provided. Children bring their own lunches (see “Lunch Policy” section).

SAMPLE BEFORE & AFTER SCHOOL AGE SCHEDULE

*Subject to change as needed

Before School:

- | | |
|---------------------|---|
| 7:00 – 8:00 | Free Time – Children may bring breakfast from home if desired |
| 8:00 – 8:40 | Planned activities. Children choose from a variety of activities in Fine Arts, Math, Physical Education, Science, and English Language Arts. Children share stories and discuss events in their lives. |
| 8:40 – 9:00 | Walk to the elementary school |
| After School (3:30) | Teachers prepare to walk to New Concord Elementary School and meet children in the gym and walk with them to the University |
| 4:00 | Arrive back at the University |
| 4:00 – 4:15 | Snack |
| 4:15 – 5:15 | Free time and planned activities. Children choose from a variety of activities in Fine Arts, Math, Physical Education, Science, and English Language Arts
Children share stories and discuss events in their lives |

SAMPLE FULL DAY/SUMMER SCHOOL AGE SCHEDULE

*Subject to change as needed

7:00 – 9:00	Program opens (7:30 a.m. in the summer). Children choose from a variety of activities such as computers, books, puzzles, art. Children are encouraged to interact socially, while building communication and language skills by sharing stories and discussing events in their lives.
9:00 – 9:30	Group time/discussion/discuss the planned events
9:30-9:40	Clean up and wash hands for snack
9:40 – 9:55	Snack
9:55 – 10:10	Group time/Discussion/Story
10:10 – 10:45	Gross motor skills development
10:45 – 11:30	Morning Centers – planned activities to encourage development of social, physical, cognitive, and emotional skills. Children will have the opportunity to experience all areas of curriculum including math, science, art, language, music, social studies, and dramatic play.
11:30 – 11:45	Prepare for lunch. Use restrooms, wash hands.
11:45 – 12:30	Lunch <i>Soft conversation, soft music, clean up space, use restrooms, wash hands, quiet activities</i>
12:30 – 12:45	Clean up/Prepare to go outside
12:45 – 1:30	Outdoor play/gross motor activities
1:30 – 1:45	Use restrooms, wash hands
1:45 – 3:00	Afternoon centers – planned activities to encourage development of social, physical, language, cognitive, and emotional skills. Children will have the opportunity to experience all areas of curriculum including math, science, art, language, music, social studies, dramatic play, and shared reading.
3:15 – 4:15	Snack/free choice time
4:15 – 4:30	Clean up/Prepare to go outside
4:30 – 5:15	Outdoor activities

COMBINING PROGRAMS

One of the many ways we support our MUCCD community is to give children in both programs opportunities to be together. At the end of the day, both groups may join each other in one of the classrooms or outside. On occasion, it is appropriate for School Age children to sign in and visit the preschool classroom and for the preschool children to sign in and visit the School Age program. Children are always under teacher supervision and appropriate teacher-child ratios are always maintained (1 to 9 when preschool age children are present). Older children can "mentor" younger ones, take on Preschool Classroom Helper roles, and provide enrichment to the program. Developmentally appropriate activities could include, but are not limited to: reading stories, modeling behavior, playing games, computer helper, putting on shows for each other, snack helper, playing with cot boxes, and teacher's helper.

ODJFS REQUIREMENTS

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complain investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>. It is unlawful for the facility 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.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

The Muskingum University Center for Child Development is licensed by the Ohio Department of Job and Family Services (ODJFS). The license certificate is posted on the outside wall of the Preschool Room, 230 Cambridge Hall, Muskingum University, New Concord, Ohio. The Muskingum University Center for Child Development maintains a copy of the Ohio Code pertaining to Child Care as governed and enforced by the Ohio Department of Job and Family Services. This copy is available for review and reference in the Director's office and Cambridge Hall 230. All facilities, staff, and operational activities conform to Ohio law governing childcare.

The Department of Job and Family Services' phone number is 614-466-7765, www.state.oh.us/odjfs/cdc. This number is available for any person to use to report a suspected violation by the Muskingum University Center for Child Development. MUCCD's licensing specialist and our license number is 404308. Additional county numbers are listed below.

REGISTRATION AND ATTENDANCE POLICIES

REGISTRATION

Parents/guardians are required to complete all aspects of the application packet and pay the non-refundable enrollment fee of \$30.00 for the fall session and \$30.00 for the summer session at the time of enrollment and prior to participation. In accordance with Ohio Department of Job and Family Services licensing rules and regulations, children may not attend until **ALL** forms are completed and returned to the Center. Online registration and enrollment forms can be found at: muskingum.edu/home/centerforchilddvndex.html
These forms include:

1. Registration Form
2. Enrollment Form

3. Health Record
4. Medical Form signed and dated by a physician (FOR PRESCHOOL ONLY)
5. Dental Form signed and dated by a physician (FOR PRESCHOOL ONLY)
6. Water Activities Permission Form (Summer Only)
7. Permission to Release Form
8. Media Permission Form
9. Routine Field Trip Statement to and from New Concord Elementary School – Stormont St.
10. Campus Lake Walk Permission Form
11. Medical Form for Sunscreen
12. Family Survey
13. Release and Indemnification Agreement
14. Mask Policy

Priority is given to families that already have a child enrolled in the Center. Separate University and community waiting lists are maintained for each program. The University waiting list will be exhausted before spaces are given to children on the community list. Children on the University waiting list will be immediate family members of university students and employees. If a child on the waiting list is unable to enroll in a space when it is offered, the parents/guardians may choose to have their child's name removed from the list or placed at the bottom of the list.

ABSENCE AND NOTIFICATION POLICY

For children's safety, parents are asked to notify the University of each absence by telephone before the child's usual arrival time. A message may be left through the voice mail system. There will be no refund for absences, including vacation.

RELEASE POLICY

No child shall be released from the supervision of the Center staff to individuals other than those persons currently designated and authorized by the enrolling parent/guardian. In the event of any change of authorization, the parent/guardian must notify the staff in advance and include written change of authorization. Proper identification may be requested. Parents

are required to notify the Director in writing in the event an individual is not permitted to take the child from the Center. The Director will communicate this information to the staff in a discrete manner. No child will be released to any person under the age of 16 without written parental/guardian permission and consultation with the Director.

Program staff are unable to release a child to anyone they suspect is under the influence of alcohol or other substances. Program staff will work with the parent to identify a safe method for transporting the child home. If the parent/guardian or other person refuses discussion or assistance, staff will inform the parent/guardian that if she/he leaves the program area with the child, the police will be notified with the name and license number (if available) of the driver suspected to be impaired.

PUBLIC SCHOOL EMERGENCY CLOSINGS

When the East Muskingum schools close due to an emergency such as snow:

- The Preschool program will be open regular hours, 7:00 a.m. – 5:15 p.m.
- School Age: Please see the sections below for information on the School Age program “School Closings for Emergency Closed Days”.

School Closings for: Closed Days, Emergency Two Hour Delays and Early Dismissal Days

MUCCD will NOT be providing care during unscheduled days. Two-hour delay days care will NOT be provided. All scheduled days are reserved and paid for before the school year begins.

Everyone will need to be picked up within one hour of the cancellation announcement (or by 9:00 a.m.). In the case of an **early dismissal**, parents are responsible for picking up their child from school. No care will be provided.

SCHOOL CLOSING FOR SCHEDULED CLOSED DAYS

These are days that East Muskingum Schools have announced in advance that they are closed for the day (e.g., Veteran's Day, Spring Break, etc.). The Before/After School programs will provide full day care for up to fourteen school age children from 7:00 a.m. – 5:15 p.m. when the East Muskingum schools are closed. Spaces are filled on a first-come, first-serve basis and advanced payment is required. Registration and sign up are required in advance for these days and they are on a first-come, first-serve basis. If your child is on the list provided by the director and the fee is paid, your child has a reserved spot. We do maintain a wait list for these days. If a family calls to state that a child will not be in, families on the wait list will be contacted by the director in the order they appear. No refunds will be made for these days.

SEVERE WEATHER POLICIES AND PROCEDURES

MUCCD is a University Lab school. As a result, the Center will close when the University closes due to weather or an emergency (e.g., power or water outage, which affects the building). We contact all affected families when we know about a closing in advance. Finding out about weather-related closings or delays at Muskingum University is as easy as...

Tuning into local radio or television stations

Muskingum University's radio station **WMCO 90.7 FM** announces weather-related closings and delays beginning at 6:00 a.m. Other local radio and television stations that broadcast this information include:

WILE 1270 AM
WCMJ 96.7 FM

WILE 97.7 FM
WHIZ 102.5 FAM

WHIZ 1240 AM
WHIZ TV

Calling Muskingum University

To reach the Weather Hotline call the University's automated attendant at **740-826-8188**. Then, at the prompt, using a touch-tone phone, dial ***3500**. If the University has cancelled in the early morning or the University is on a delayed start, the hotline will be updated by 6:30 a.m. The hotline also announces cancellations of athletic events, library and computer lab services, and other on-campus special events.

DISENROLLMENT

Parents may withdraw their child(ren) from the program at any time by providing 30 days written notice of their intent. No further charges shall be assessed over and above the charges accrued to date at the time of withdrawal.

SUSPENSION and EXPULSION POLICY

The Muskingum University Center for Child Development reserves the right to suspend children for any of the following reasons:

1. Repeated disciplinary problems
2. Past due payment for childcare services
3. Repeated incidents of late pick-up of children
4. Forgery of documents required by the Center
5. Not being fully toilet trained
6. A child or parent physically or verbally abuses staff or a child
7. The child has needs which the Center cannot meet, including disruptive behavior while requires a disproportionate amount of one-on-one attention or is putting the safety of themselves, other children, or teachers in jeopardy
8. Repeatedly neglecting to inform the Center in advance whether a child will be attending the afterschool program when the Center is responsible for the safe arrival of that child
9. Failing to fill out and return forms in required time
10. Other situations, actions, and/or conditions which could constitute a disruption in program operation or risk to other program participants, including staff members. The above circumstances can cause suspension and/or expulsion from the Center.

PERMANENT DISENROLLMENT

If a child's behavior becomes a consistent disruption to the operation of the program, the parent/guardian will be contacted for a conference. Continued disciplinary problems may result in a loss of your child's space in the program.

PARKING PERMIT

A parking permit will be issued to each family. If you need more than one permit, please see the director. The permit only allows

you access to fifteen-minute parking in the loading and unloading zone located behind the Quad Center beside Cambridge Hall. Parking in other unauthorized parking places could result in fines by Muskingum University Campus Police Department.

FEES AND TUITION

COLLECTION OF TUITION

A black mailbox is located just outside the Director's door, room 206, for the deposit of your tuition payments. Please do not put cash in this box.

PRESCHOOL PROGRAM

Fees for children enrolled in the programs are due the 1st of each month. On the 15th of the previous month, you will be notified of the amount due. Prompt payment is expected, and a grace period is given until the 15th of the month. A processing fee of \$25.00 will be added to any tuition each month that tuition is not paid by the 15th. Tuition which is past due for two months could result in a child losing his/her space in the program unless prior arrangements have been made with the Director. Children with outstanding accounts may not register for the next session until accounts are current. Additional fees will be assessed at that time.

Alternate payment methods may be arranged in cases of hardship or charitable need by submitting a written request and after consultation with the Director. Tuition which is past due for two months could result in a child losing his/her space in the program unless prior arrangements have been made with the Director. Unpaid accounts are subject to 1% per month on outstanding balances. The University reserves the right to access collection costs and legal expenses on delinquent accounts. Requests for additional times or days must go through the director.

There will be no refunds due to closings for severe weather, snow, or other emergencies. There will be no refunds for absences, including vacation during the academic calendar year.

PRESCHOOL RATES

Effective first day of fall semester 2022, tuition fees are as follows:

<u>Days in attendance per week (2 day minimum)</u>	<u>Daily Rates</u>
Full day preschool 7:00 – 5:15	\$27.00
Half day preschool 9:00 – 1:00	\$27.00
2 ½ hour preschool 9:30 – 12:00	\$27.00

Before/After School-Age Program Rates

Children in the Before/After School Program will be billed in advance of each month. Days must be set in advance and paid for whether used or not. Payment is due by the 1st of the month. Prompt payment is expected. A processing fee of \$35.00 will be added to any tuition each month that tuition is not paid by the due date (the 1st of the month). Alternate payment methods may be arranged in cases of hardship or charitable need by submitting a written request and after consultation with the Director. Tuition which is past due for two months could result in a child losing his/her space in the program unless prior arrangements have been made with the Director. Children with outstanding accounts may not register for the next session until accounts are current. Please note: School Age Summer Program will be billed at the beginning of each month with payments due by the 1st of each month. Summer daily fee \$27.00 per day, before and after school fee \$13.00 am and \$13.00 pm fee each day scheduled. (Two day a week minimum)

RETURNED CHECKS

Per Muskingum University Policy, a fee of \$35.00 will be charged for any returned check.

REFUNDS

There will be no refunds due to closings for severe weather, snow, or other emergencies and there will be no refunds for absences, including vacation during the academic calendar year. If a child is sick on days he/she is scheduled to attend MUCCD, the Center will not be able to refund the tuition for that day. Likewise, if a child is not in attendance for several days because he/she is on vacation or the like, the Center will not be able to refund the

tuition for those days. Please refer to the summer registration material for summer policies.

LATE PICK-UP CHARGES

If a parent does not pick up a child by scheduled departure time, the parent will be called. When a parent or guardian cannot be reached by phone, the next individual designated on the emergency form will be called.

There will be a late pick-up charge of \$10.00 for every ten minutes or portion thereof past the child's scheduled pick-up time. The amount due will be billed to the parent and payment will be due with the next tuition payment. Families who are consistently late could be referred to Children's Services and/or be asked to leave the program.

SUPERVISION OF CHILDREN

SAFETY POLICY

No preschool or school age child is ever left alone or unsupervised.

GUIDANCE AND MANAGEMENT

It is the goal of MUCCD to help each child increase independence and self-control. When conflict arises, it usually revolved around the use of materials, sharing space, and social experiences. These conflicts provide the children with opportunities to develop their problem-solving skills. The following positive techniques are used to maintain a positive learning environment. Teachers, assistant teachers, and University students completing field experiences in the Center will follow these techniques:

- ***Always model appropriate behavior.*** Children learn by watching. Encourage children to cooperate and problem solve by example.
- ***Use positive suggestions.*** For example, if a child is taking play dough from another, the teacher might respond by saying, "Why don't you ask Jimmy if he could share some play dough with you?" Or, "Let's see if we can find some more play dough so that everyone has enough. Could you help me?"
- ***Emphasize desirable aspects of behavior.*** For example, if a child is running in the hall, the teacher might respond by

saying, "I'm excited about going outside too, but we need to walk indoors."

- **Explain reasons behind expectations.** For example, "We don't throw toys in the classroom because someone could get hurt. We want everyone to be safe here."
- **Use a variety of methods to communicate expectations.** For example, the teacher may verbalize her expectations and show the child what she means. Also, the teacher may ask the child to help identify appropriate behaviors/expectations. Some suggestions may not be as well thought out as others; that's fine, all responses will be valued. Of importance is that children become involved in identifying appropriate behaviors and reasons behind them.
- **Allow children to make choices when appropriate.**
- **Positively reinforce children when they are behaving appropriately.** Let them know you appreciate it when they follow the classroom rules, respect themselves, respect each other, and respect their environment.
- **Use redirection to discourage inappropriate behavior.**
- **Help children recognize that disagreements are learning opportunities.** These experiences help us develop problem solving skills, communication skills, perspective taking skills, and moral thinking.

We also use the following 6 steps to help children develop problem-solving skills, communication skills, perspective-taking skills, and moral thinking when conflict arises. In some cases, all 6 steps are not necessary.

Step 1. Approach quickly and calmly, stopping any hurtful behavior. Position yourself at the child's level. Be gentle, calm, and neutral.

Step 2. Acknowledge feelings by making simple statements such as, "You seem to be upset." The child's perspective is important. How s/he feels matters.

Step 3. Gather information with the children. Be patient, this can take time.

Step 4. Restate the problem. Teachers and children need to understand the problem together.

Step 5. Ask for solutions and choose together. The process of solving problems is important.

Step 6. Be prepared to give follow-up support.

Should a child repeatedly demonstrate inappropriate behaviors, the family, the Director, and the teacher will meet to discuss alternative plans to address that child's specific needs and behaviors. Based on information gathered from the family, the teachers, and the Director, an *Individualized Guidance Plan* will be developed by the teacher. This plan will identify the behaviors, the strategies to modify the behaviors, a timeline as to when the strategies will be implemented and when they will be assessed, and signature and date lines for all members of the team to ascertain that they understand the Individualized Guidance Plan. The family, the Director, and the teacher will meet periodically to discuss the child's behavior and to update the Individualized Guidance Plan. This document will become a part of the child's file kept at the Center. Professional from the community may also be invited to meetings if the family agrees. Our intent is to create the best learning environment we can for each child.

While we tend to use praise to reinforce positive behaviors, it is possible that stickers or some other type of external reinforcement will be implemented. The family, Director, and teacher will determine whether something in addition to praise is appropriate for a specific child.

There shall be no cruel, harsh, or humiliating treatment towards a child by any employee or parent while in our Center. No physical restraints shall be used. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Spanking will not be used as a means of discipline.

Also, we cannot carry out disciplinary actions for behavior that occurred when the child was not signed in at the Center (e.g., for inappropriate behaviors that occurred at home). Nor can we carry out disciplinary actions that do not fit within our philosophy and practices (e.g., we cannot withhold food from a child even at the parent's request). However, we can discuss important issues with the children and help them identify better coping strategies, alternative solutions, and improve communication skills, to name a few. We can also engage in role

playing and engage in other creative means of expressing oneself. Please talk to the Director or teacher about how we can support your needs within our Center.

SCHOOL AGE RESTROOM POLICY

School age children shall not use the restroom without a staff member or run errands without a staff member present unless prior permission is granted by the parent and the Center Director.

PRESCHOOL CHILDREN SIGN-IN AND OUT

All children are brought to Room 230 by a parent/guardian and are greeted by a staff member who then assumes responsibility for the child. **Families must escort child(ren) to their room.** Under no circumstances should a parent leave a preschool child at the door until the child is signed in and parents/guardians are certain that the staff member is aware of the child's presence. At departure, the parent/guardian should come to the classroom and notify the teacher that they assume responsibility for the child. Families must designate, in writing, if another adult is to pick up a child routinely or on special dates. Signing in and out is a requirement of licensing and is necessary for record keeping, billing purposes, and most importantly, for safety. The teachers are responsible for making sure these things occur. Attendance will be taken by teachers while following the steps below:

1. Teachers will greet each child with their family member upon arrival at MUCCD.
2. Teachers will ensure that the child is signed in on the form provided in the sign-in/out binder by the family member. The form will require the child's name, time of drop off, and the signature of the person leaving the child.
3. The teacher will then check the child in on the daily attendance log found on the clipboard in each classroom. The attendance log will contain each child's name and birthday.
4. The attendance log **MUST** always remain with the group.

5. When the family arrives to pick the child up, the teacher will ensure that the child is signed out by an authorized adult (on the release form) in the signing in/out binder. At this time, the family member will note the time of pick-up along with their signature. To ensure that only authorized adults pick up children, teachers may ask the adult to provide a photo ID.
6. Once the family member signs the child out of the center, the teacher will then check the child OUT in the attendance log found on the clipboard in each classroom.
7. Only adults may sign the child in or out unless otherwise directed by the Center Director.

SCHOOL AGE CHILDREN SIGN-IN AND OUT

All children are brought to Room 249 by a parent/guardian who signs the child in on the sign-in sheet. **Families must escort child(ren) to the room.** At approximately 8:30 a.m. (on school days) school age children are escorted by the staff to the New Concord Elementary School where they attend K-2 grades. At 3:30 p.m. the staff meets children at the New Concord Elementary School gym and walk with them back to the University for after school activities. At the end of the day, a parent/guardian picks up the child in Room 249 and signs the child out on the sign-in sheet. Signing in and out is a requirement of licensing and is necessary for record keeping, billing purposes, and most importantly, for safety. The teachers are responsible for making sure these things occur. Attendance will be taken by teachers following the steps below:

1. Teachers will greet each child with their family member upon arrival at MUCCD.
2. Teachers will ensure that the child is signed in on the form provided in the sign-in/out binder by the family member. The form will require the child's name, time of drop off, and the signature of the person leaving the child.
3. The teacher will then check the child in on the daily attendance log found on the clipboard in each classroom. The attendance log will contain each child's name and birthday.

4. The attendance log MUST always remain with the group.
5. When the family arrives to pick the child up, the teacher will ensure that the child is signed out by an authorized adult (on the release form) in the signing in/out binder. At this time, the family member will note the time of pick-up along with their signature. To ensure that only authorized adults pick up children, teachers may ask the adult to provide a photo ID.
6. Once the family member signs the child out of the center, the teacher will then check the child out in the attendance log found on the clipboard in each classroom. Parents are to take their child as soon as they are signed out. Children should not stay past sign out time.
7. Only adults may sign the child in or out unless otherwise directed by the Center Director.

CHILD CHECKLISTS

Child checklists will be used daily, every time the children enter and exit the classroom. A child checklist is a list of all children present. Staff will use this list to ascertain that all children are present when exiting the classroom, when arriving at the destination (e.g., the Quad), when leaving the destination point, and when arriving back at the classroom. ODJFS only requires a head count to ensure attendance. At MUCCD, we conduct face to face checks with the child's name.

TRACKING CHILDREN

The MUCCD staff makes certain that all children are accounted for and safe when they are here. We do this by using child checklists whenever groups leave their classrooms or destination points and counting children often throughout the day. Please see policies and procedures in this handbook regarding these methods in the sign-in and sign-out sections for the preschool and school age children.

The following tracking procedures will be used with all School Age children that are scheduled to arrive at New Concord (Stormont)

Elementary to meet the MUCCD staff, but do not arrive. MUCCD will continue through the following steps until the child is located:

1. The staff will not leave New Concord (Stormont) Elementary School until the child is located.
2. The Center staff will use the communication device to contact the Center to determine whether any information has been communicated to the Center.
3. If necessary, the Center will then attempt to contact the family via contact information located on the emergency medical form for additional information regarding the whereabouts of their child.
4. The Center will also notify the school where the child was to board the bus to gather any information that will help MUCCD staff locate the child. The school will be asked by the MUCCD teacher to check with the child's teacher, school secretary, and the bus driver.
5. If the family cannot be reached, the emergency contact person will be contacted, with hopes of providing the Center with additional information regarding the whereabouts of the child.
6. Lastly, if the child cannot be located, the Muskingum University Police, the Village of New Concord Police, or the Muskingum County Sheriff's Department will be notified as needed.

TRANSITIONS

Children go through many transitions over the course of the day (e.g., when they come to school in the morning, when they go from classroom activities to lunch). Several ways in which we do this are to invite the child to join in activities when they arrive and/or give individual attention, give 5-minute warnings before an activity change within the classroom, read books and talk about classroom changes, and help them prepare to go home when picked up at the end of the day.

Home to Preschool

There are several types of transitions here at MUCCD. The first one is from home to preschool. During the transition period we offer Center visits for parents and children. We also offer tours of the facility and campus including the playground and gym. When a

child is enrolled in the Center, our staff will work closely with the family to develop a transition plan that meets that child's needs. Once the child begins, the parents are welcome to stay and try and make the child feel more comfortable. The teacher(s) will report daily to the family on the progress of their child. Parents may make use of the observation room at any time throughout the program day. We want to make all transitions as smooth and easy as possible for your family. We need to know what you think will help your child too. Please share your thoughts with your child's teacher.

Preschool to Kindergarten

The second transition is from preschool to school age. Children go through many transitions over the course of the year (e.g., when they go from preschool to the school age program and/or kindergarten). Children will have the opportunity to visit a local Kindergarten classroom and school with their family during the late spring. During this visit they will participate in shared readings, classroom routine, and may have lunch in the school cafeteria.

Preschool to School Age Program

Beginning in May, we offer opportunities to those students that will be transitioning to school age to visit the school age classroom, meet our staff, meet the other children, and explore the new school age classroom environment. We encourage parents to share in the visit with their child to the school age room. This allows children to transition from classroom to classroom with visits several hours at a time throughout the summer months.

School Age and Beyond

The third transition is from school-age to middle school. Transition is accomplished with a party at the end of the school year to celebrate the student's rite of passage from elementary to middle school. ODJFS form is used to inform parents of transitions for rule 5101:2-12-20.

FIELD TRIPS

Field trip safety is a VERY important issue. The following procedures are followed for all field trips.

- Prior to field trips a written parental field trip permission form must be on file in the Center.
- A first aid kit accompanies every group on each field trip.
- Child checklists will be used on all field trips, every time the children enter and exit the classroom. A child checklist is a list of all children present. Staff will use this list to ascertain that all children are present when exiting the classroom, when arriving at the destination (e.g., the Quad), when leaving the destination point, and when arriving back at the classroom. ODJFS only requires a head count to ensure attendance. At MUCCD we conduct face-to-face checklists with the child's name.
- All children wear a MUCCD identification, which exhibits the name and telephone number of the Center (The Muskingum University Center for Child Development). This identification must always be worn on all trips, including the local swimming pool.
- At least one staff member accompanying field trip children has completed first aid training, CPR, communicable disease training, and child abuse recognition.
- All children present on the field trip will be assigned to a specific staff member who will conduct their own attendance check list in addition to the entire group checklist.
- Emergency medical information and emergency transportation authorization accompanies every child on field trips.
- All field trips are walking field trips.

Parental/guardian permission must be obtained when children leave the campus grounds. Also, permission for routine walking trips near the campus lake (or any body of water over 2 feet deep) is required per ODJFS licensing rules and regulations.

WATER ACTIVITIES

A special Water Activity Permission Form must be signed by a parent/guardian before school aged children may be permitted to participate in swimming or water play activities. Preschool children's water play activities at the Center are limited to wading pools less than 18 inches deep, sprinklers, spray bottles,

wet sponges, and sidewalk water paints. In the summer program, MUCCD school age children will have the opportunity to participate in swimming/water activities at the following locations: New Concord Public Swimming Pool (lifeguard provided by the pool), John Glenn Gym Swimming Pool (MUCCD will hire a lifeguard), quad, playground, and the campus lake (children will NOT be permitted to enter the lake at any time).

Water days are scheduled for most weeks. Different water activities will be planned. Children need to have swimsuits, water shoes, sunscreen (labeled with their name), and towels for these activities. On pool or water days we encourage the children to wear their swimsuits under their clothing which makes the transition time shorter. Please remember a change of clothes as well as undergarments each water day. Swimming safety is a VERY important issue. The Director or designee will be present with all activities involving the local swimming pools. The following procedures are followed for ALL swimming trips:

1. Prior to swimming/water activities, a written parental swimming permission form must be on file in the Center office.
2. A first aid kit accompanies every group on each field trip.
3. Child checklists will be used on all swimming/water trips, every time the children enter and exit the classroom. A child checklist is a list of all children present. Staff will use this list to ascertain that all children are present when exiting the classroom, when arriving at the destination, when leaving the destination point, and when arriving back at the classroom. ODJFS only requires a head count to insure attendance. At MUCCD we conduct face to face checks with the child's name.
4. All children wear a MUCCD identification bracelet, which exhibits the name, address, and telephone number of the Center (The Muskingum University Center for Child Development). This identification must always be worn.
5. The water safety rules will be reviewed with the children before each water activity.

6. There will be a minimum of one staff member in the water when children are present in the water. There will be always a minimum of one staff member out of the pool for those children who are not in the water.
7. At least one staff member accompanying field trip children has completed first aid training, child and adult CPR, communicable disease training, and child abuse recognition.
8. All children present on the trip will be assigned to a specific staff member who will conduct their own attendance checklist in addition to the entire group checklist.
9. Emergency medical information and emergency transportation authorization accompanies every child on field trips.
10. The children will walk to and from the local pool under the supervision of the MUCCD staff. All field trips are walking field trips and University vans are not used. In case of emergency, campus police will be notified.

OUTDOOR PLAY

Outdoor play is provided daily. Weather permitting; these activities will occur outdoors on the playground, quad, or other campus locations. If we experience inclement weather, the children will participate in gross motor activities in the Center hallway or the John Glenn Gym area.

Winter weather provides many outdoor opportunities for our children here at MUCCD. In spite of the chilly conditions, children will be involved in many outdoor activities. Please make sure your child is dressed appropriately. Gloves, mittens, scarves, boots and an appropriate coat are all needed for your child during cold weather. Teachers will use the following careful consideration when determining safe conditions for outdoor play:

1. The children will remain indoors when the temperature drops below 25 degrees Fahrenheit or rises above 92 degrees Fahrenheit (considering the wind chill and heat index).

2. If a situation requires it, we will also adjust the outdoor time due to rain, threatening weather, and ozone warning.
3. Children MUST be dressed appropriate for this outdoor play. Outdoor winter wear includes hats, mittens or gloves, scarves, winter coats, snow pants, and boots. These items will provide warmth to your child, while allowing for outdoor enjoyment.
4. Please be sure to leave an extra set of clothing in your preschool child's basket. You may need to change this clothing as the seasons change. School age children are welcome to carry extra clothing in their backpacks.
5. MUCCD will change your child's clothing when they are wet.
6. During school hours, 7:00 a.m. to 5:30 p.m., children who are not enrolled will not be permitted to play on the University playground.

REST/NAP POLICY

Preschool children are given a rest/nap period every day from approximately 1:00 p.m. to 2:30 p.m. During this time, children are expected to rest quietly on their cots. No child will be forced to sleep. Every child is assigned a personal cot. A blanket/sleeping bag labeled with the child's name should be provided by the parent/guardian. Children are welcome to bring a bed buddy or pillow. The child's belongings will be sent home at the end of each week for laundering. If a child chooses not to sleep, they may engage in quiet activities such as reading a book, working with puzzles, one-on-one or small group activities, or have a quiet conversation with the teacher.

FOOD INFORMATION

LUNCH POLICY

Parents will provide a sack lunch for their child. According to Ohio State Law, sack lunches are required to comply with Ohio Child Care nutritional guidelines. As required by Ohio Law, sack lunches which do not meet minimum standards (Minimum Standard = 1/3 the recommended daily allowance of each of the five food

areas: meat (protein), vegetable, fruit, grain, and milk) will be supplemented.

Sample lunch ideas have been provided in the following chart. Please take into consideration that we cannot refrigerate lunches or heat items for your child; however, we do encourage you to use ice packs and thermoses.

SAMPLE IDEAS:

GRAINS	FRUITS	VEGETABLES	MILK	PROTEIN
Bread	100% Fruit Juice	100% Veggie Juice	Milk	Lunch Meat
Muffins	Grapes	Carrots	Liquid milk is a daily requirement and is	Peanut Butter
Biscuits	Strawberries	Cauliflower		Tuna
Cheerios	Oranges	Broccoli	provided by the center	Various beans
Pretzels	Pears	Lettuce		
Pasta	Fruit Cocktail	Tomato		
Animal Crackers	Apples	Peppers		
Popcorn Cakes	Bananas	Veggie Soup		
	Pineapple	Cucumbers		

Parents are encouraged to join their children for lunch in the program. Parents may bring a sack lunch. Parents may also take their children out to lunch. Children who go out to lunch with parents should plan to return to the Center by 12:55 p.m. in order for the child to have time to rejoin the group and make a smooth transition into the afternoon routine.

SNACK SUPPLEMENTS

Preschool children will be offered a snack twice daily. One of the daily snacks will be furnished by parents on a rotating basis. Parents will receive a monthly calendar informing them of which

day they will provide snack. Drinks of milk or water will be provided by the Center. Before/After School children will be offered a snack in the afternoon, and it will be provided by the Center. In the summer program, school age children will be provided with a morning and afternoon snack. One of the snacks will be supplied by parents on a rotating basis.

All snacks should meet the nutritional guidelines provided by the ODJFS. No child will be forced to eat snack. All food brought from home MUST be prepackaged. The Ohio Health Department states the prepackaged food can be one of the following: fruit, vegetables, cheese, crackers, sugar free Jell-O, sugar free pudding, applesauce, pretzels, yogurt, graham crackers, granola bars, peanut butter/jelly bread, whole grain muffins. These are just a few sample ideas. Foods should be healthy and nutritionally balanced with low levels of salt and sugar. Center staff can prepare fruits and vegetables as needed. Feel free to ask the teacher if you have additional questions. *See additional ideas in the Parent Orientation Folder.

SPECIAL DIETS

In cases of special diets where an entire food group needs to be eliminated for a child, parents need to provide a doctor's statement. In cases of specific preferences (e.g., no pork, etc.) the parent should notify the teacher who will then inform the Director of the need for substitute food. Your child's physician will need to complete a waiver when a food group is eliminated.

BREASTFEEDING

A space for breastfeeding is provided to families in the kitchen area.

EMERGENCY POLICY

GENERAL POLICY

Although MUCCD will exercise all reasonable care to prevent exposure to communicable illnesses and to avoid injuries to the children, parents must understand that in a communal setting with other children present, occasionally unavoidable illnesses or injury may occur to their child, just as might happen in

the home. MUCCD is not and cannot be an insurer of the children's health and safety. Thus, parents/guardians must sign a Release and Indemnification Agreement as a condition of enrolling their child/children in MUCCD. The Release does not excuse MUCCD from responsibility for any intentional or grossly negligent acts of its employees which might lead to the illness or injury of a child.

In the unusual circumstance where a child would require immediate medical attention due to an accident or other emergency, the New Concord Emergency Medical Service will be summoned, and the child will be accompanied to the hospital by a staff member. Parents of the injured/ill child will be contacted immediately and will be instructed to meet the child at the hospital emergency room. If every attempt to reach the parent is unsuccessful, the Center will attempt to contact those persons, the parent/guardian listed on the child's emergency form. Children whose parents refuse to grant permission for emergency transportation will not be admitted to Muskingum University Center for Child Development. MUCCD staff will not transport an injured child. Only local emergency medical personnel may transport the children.

Gas leaks, bomb threats, Active Shooter bioterrorism or terrorism policy

WEATHER EMERGENCIES and NATURAL DISASTERS

1. Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes.

In the event of severe winter weather, for Level 3 snow emergencies, as declared by the county sheriff's office, or if the wind chill temperature is below -20 degrees, the University will be closed. For Level 2 snow emergencies or if the wind chill factor is below -10 degrees, the University will consider all reasonable factors and determine whether classes and/or operations will be canceled or modified for the day. In the event that severe weather develops during the day, an emergency message will be sent through the META system notifying people of the severe weather and what actions to take. In the event of a tornado watch, the preschool will be prepared to take cover in the event of a tornado watch. MUCCD classes will go to the basement of Cambridge Hall and take cover along interior masonry walls.

Severe Thunderstorms-Children will be relocated away from windows, can be relocated to bottom floor of Cambridge Hall close to elevators during bad storms

Flash Flooding-Children will remain on third floor until flooding subsides

Major Snowfall-Children will stay home on Level III, should snow develop during the day, parents will be called to pick up their children early

Blizzards-Center will be closed and/or sent home immediately

Ice Storms-Center will be closed and/or sent home immediately

2. Emergency outdoor and indoor lockdown or evacuation due to threats of violence which include active shooter, bioterrorism, or terrorism

A META alert will be sent by the University. MUCCD will evaluate campus as instructed. MUCCD will evacuate to the New Concord Elementary School gymnasium. If that path of travel is unsafe, MUCCD should evacuate to John Glenn High School.

Earthquakes-The building will be evacuated, and children will be sent home

Active Shooter-Center will be locked down and remain until released by authorities

Armed Intruder-See above

Bioterrorism-See above

Terrorism-See above

Emergency disaster evacuations due to hazardous materials and spills-guidance given by campus META system.

3. Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats

A META alert will be sent by the University. MUCCD will evacuate to the New Concord Elementary School.

Gas leaks-Follow META protocol

Bomb Threats-Guidance given by META system. Evacuation area=New Concord elementary second floor gym.

Guidance given by META system. Evacuation area=New Concord Elementary second floor gym.

Should there be a **loss of communication** with phone or internet service, families will be directed by staff positioned in the parking lot giving them instructions about pick up of their child.

4. Procedures for communicating with parents during loss of communications, no phone or internet service available

MUCCD families are encouraged to register for the University's META alert system. META alerts are sent over cell networks. In the event that no communication method is available, families are informed to meet at (1) New Concord Elementary School or (2) John Glenn High School.

Emergency information forms completed by parents provide phone numbers for contacting parents or designated others as well as preference of hospitals, physician, and dentist. These forms are a part of the first-aid kit that is kept in the classroom and will be taken on all field trips. In the case of a dental emergency, the parents of the injured child and the designated dentist will be called immediately. In the case of the loss of a permanent tooth, it will be placed in fresh cool milk or the Tooth saver solution. Should the staff and children be forced to evacuate due to an emergency, please meet us in the John Glenn Recreation Center. If we are not found there, please check with Campus Police (740-826-8155).

For the program to administer medication (inhaler/Epi-Pen), from JFS 1217 needs to be completed by the parent and Center staff.

SCHEDULED CLOSINGS AND HOLIDAYS

Listen to one of the following radio stations which will be notified of and will broadcast announcements regarding the University's closing:

- WMCO 90.7 FM radio (New Concord)
- WILE 1270 AM radio (Cambridge)
- WHIZ 102.5 FM radio and WHIZ TV (Zanesville)
- WCMJ 96.7 FM radio (Cambridge)

Alternatively, one may call the Muskingum University Weather Hotline (off-campus dial (740) 826-8188, follow the prompts and then dial *3500). If classes are canceled or delayed the Hotline will be updated by 6:30 a.m.

MUCCD is closed when there is weather, utility problems such as water, electrical issues. MUCCD is open when the university is open with the following exceptions:

- November, Thanksgiving, Thursday and Friday
- December, Christmas Eve, through beginning of January
- March/April, Good Friday
- May, Memorial Day
- July, Fourth of July or university observance of July 4th

INCIDENT/INJURY REPORT

In the event of any accident or injury involving a child, the MUCCD staff will complete an incident or injury report According to the standards set forth by the Ohio Department of Job and Family Services. This written report to parents will be prepared for the parent's/guardian's signature. A copy will be kept on file in the Muskingum University Center for Child Development office and a copy will be given to the parent/guardian.

FIRE AND TORNADO DRILLS

These practice drills are held monthly at varying times, and the children are instructed about proper exit doors to use. A plan is posted in the classroom to explain action to be taken in case of fire or an inclement weather emergency.

TELEPHONES

Telephones are in the Psychology Department (Room 240), the Director's office (Room 206), in the Preschool classroom (Room 230), the Atelier (Room 202), the nap room (206), and are always accessible to the Center staff for emergency calls.

IMPORTANT EMERGENCY TELEPHONE NUMBERS:

1. New Concord Elementary School: 826-4453
2. Larry Miller Intermediate School: 826-2271
3. Pike Elementary School: 439-1645.
4. Perry Elementary School: 872-3436
5. East Muskingum District Office: 826-7655
6. East Muskingum Bus Garage: 826-2275
7. Muskingum University Campus Police: 826-8155
8. New Concord Police: 826-7616
9. Emergency/Ohio State Highway Patrol: 911

OTHER SAFETY ISSUES

the use of spray aerosols is prohibited when children are present in the room.

Muskingum University Center for Child Development personnel are required by law to notify the local public children's services agency immediately of any suspicion of child abuse or

neglect. All MUCCD team members are mandated reporters of Child Abuse and Neglect by the State of Ohio. If at any time it is suspected that a child may fit into any of these categories, a report will be filed with the county of residence of the child.

If the safety of a child has been compromised, the parents of the child will be immediately notified of the incident regardless of whether the child was injured.

Should your child seriously injure another person, you will be contacted. Several of our goals are to build positive self-esteem and to promote health and safety. We do not want the children enrolled in our Center to feel bad after they have accidentally inflicted serious injury upon another child. The best way for us to do this is to work directly with the family. Also, depending upon the circumstances, we may discuss with the children health and safety issues that could eliminate such accidents from occurring in the future. This kind of discussion is typical at the Center. That is, it is not unusual for teachers and children to identify appropriate rules to improve the quality of the community we develop at our Center.

MANAGEMENT OF ILLNESS

HEALTH POLICY

During hours of operation at least one staff member is trained by a licensed physician, registered nurse, or in the First Aid, Communicable Disease Management (signs and symptoms of illness and proper hand washing and disinfection procedure), and Child and Infacnt CPR recognition and prevention of Child Abuse per ODJFS requirements. All professional staff MUST follow the universal precautions to prevent transmission of blood-borne diseases. All staff members wear protective gloves when administering first aid to children who have injuries involving blood or any body fluids.

Immunization Requirements

VACCINES To be admitted children must be immunized with the following vaccines: Chicken pox, Diphtheria, Hemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza (if seasonal vaccine is available), Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus. MUCCD does not provide care for children without the previous immunizations. Covid

and flu vaccinations are highly encouraged according to CDC guidelines.

Upon enrollment children are required to provide Child Medical Statement along with proof of immunizations. Vaccinations must be current and up to date, submitted from physician's office.

ADMINISTRATION OF MEDICATION AND TOPICAL PRODUCTS

With proper documentation JFS 01217, and JFS 01236, children may have medical foods, modified diets and school age children are permitted to carry their own medication (in personal backpacks), and ointments such as lip balm. Sunscreen should be applied to all children before coming to the program during summer months and it will be reapplied before outdoor play.

With proper documentation from a physician, lifesaving medications can be administered. For example, Epi Pen, Inhaler. Professional Staff must be trained and sign off on care plan JFS 01217 with instruction from families should this need to occur. Medications such as antibiotics, Tylenol, Benadryl, etc. CANNOT be administered by staff. Other arrangements can be made by families for administration.

SYMPTOMS FOR DISCHARGE PER ODJFS RULES AND REGULATIONS 5101:212-33

- 1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.**
- 2. Diarrhea (two or more abnormally loose stools within a twenty-four-hour period).**
- 3. Severe coughing, causing the child to become red or blue in the face or to 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 or itching or eye pain.**
- 7. Untreated infected skin patches, unusual spots or rashes.**
- 8. Unusually dark urine and/or gray or white stool.**

9. Stiff neck with an 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.
13. A child who does not feel well enough to participate but who is not exhibiting the above symptoms.

A CHILD'S TEMPERATURE MUST BE NORMAL FOR A MINIMUM OF 24 HOURS BEFORE SHE/HE RETURNS TO THE PROGRAM.

The child who is experiencing minor cold symptoms (but is not experiencing any of the symptoms mentioned above) and who feels well enough to participate fully in activities will be observed closely for development of any of the above symptoms. The appearance of any of these symptoms will warrant an immediate call for parents to pick up the child. Any child who is ill upon arrival will not be permitted to enter the Center.

PARENTAL CONSENT

Parents who do not allow consent for emergency transportation by emergency personnel will not be admitted to the MUCCD program.

Please do not send your child to school if he/she has experienced any of the following symptoms within 24 hours:

- Elevated temperature (above 100.0 degrees Fahrenheit) taken by auxiliary method
- Vomiting
- Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)

ISOLATION PRECAUTIONS

Any child who becomes ill while participating in the program will be separated from the other children and may rest on a vinyl cot. A staff member will stay with the child and make him/her as comfortable as possible until a parent or guardian can arrive to take the child home. When a parent or guardian cannot be

reached by phone, the individual designated on the emergency form will be called.

FAMILY NOTIFICATION OF EXPOSURE

In the event that a child and/or adult working in the classroom should be diagnosed as having a communicable disease (listed on the Department of Health Child Day Care Communicable Disease Chart) and upon notification to the Center, parents of all children in the program will be notified in writing of their child's possible exposure to the disease. This information will be posted on the bulletin board outside of each classroom. Only the communicable disease and possible symptoms to look for will be shared. Names of the children and/or families will never be shared.

In the event of a staff member's illness, a qualified substitute will perform his/her duties until the staff member can return to the classroom. Should a staff member become ill during class, he/she will leave the classroom in the charge of the Director or another staff member until a qualified substitute can arrive.

HEAD LICE POLICY

A child who has lice or nits will be dismissed from school and must have a signed slip from the Health Department or Physician clearing them to be free of lice and nits before returning to MUCCD.

MRSA <http://www.cdc.gov/mrsa/community/index.html>

COVID policies are structured from the CDC, Muskingum University, and ODJFS

<https://www.cdc.gov/vaccines/covid-19/planning/children.html>

All children and families are highly encouraged to be vaccinated and follow all booster recommendations according to CDC guidelines.

COMMUNICABLE DISEASE CHART

Procedure: The following diseases are classified by the Ohio Department of Health as “communicable” and the exclusion from school of the actual patient is recommended as follows:

Disease	Incubation Period	Duration of Absence from School	Isolation Period
Chicken Pox	2-3 weeks; usually 13-17 days	Approximately 7-14 days	The patient may re-enter school when crusts have disappeared from body
Severe Cold	12-72 hours; Usually 24 hours	Approximately 1-3 days	The patient may re-enter school when symptoms are gone (irritated throat, watery discharge from nose and eyes, sneezing, chilliness, and general body discomfort)
Flu	1-3 days	Approximately 1-3 days	The patient may re-enter school when symptoms are gone (fever, chills, headache and sore muscles, runny nose, sore throat, and coughs are common)
**German Measles (Rubella)	14-21 days; usually 16-18 days	At least four days after the onset of rash	The patient may re-enter school four days after the onset of symptoms (mainly skin rash and fever)
Hepatitis A (Infectious)	10-50 days; average 25-30 days	Until released by physician	The patient may re-enter school when released by physician
Hepatitis B (Serum)	45-160 days; average 60-90 days	Until released by physician	The patient may re-enter school when released by physician
Impetigo	2-5 days; occasionally longer	Twenty-four hours after antibiotic treatment is started.	Twenty-four hours after antibiotic treatment is started
Head Lice	The eggs of lice may hatch in one weekend sexual maturity is reached approximately two weekends	May return once treated	The patient may re-enter school when the head is lice & nit free. If nits are found after treatment, parents will need to pick up child
**Measles (Rubella)	8-13 days; usually 10 days	At least four days after rash appears	The patient may re-enter school four days after the rash appeared

Meningitis (Bacterial)	1-7 days	Until released by physician	The patient may re-enter school when released by physician
Meningitis (Aseptic-Viral)	72 hours- 3 weeks	Until released by physician	The patient may re-enter school when released by physician
Mononucleosis	2-8 weeks	Until released by physician	The patient may re-enter school when released by physician
**Mumps	12-26 days; commonly 18 days	At least 9 days after swelling occurs	The patient may re-enter school after swelling occurs.
Ringworm (scalp, skin, feet)	Unknown	Exclusion from school is necessary for ringworm of the scalp and skin until treatment has begun	The patient may re-enter school after treatment has begun
Scabies	First infestation is 4-6 weeks; reinfestations symptoms may occur in a few days	Exclusion from school until 24 hours' after treatment	The patient may re-enter school 24 hours after treatment has begun
Scarlet Fever & Strep Throat (Streptococcal)	1-3 weeks but may be longer	Exclude from school 24 hours after antibiotic treatment is started	The patient may re-enter school 24 hours after antibiotic treatment is started
Venereal (Gonorrhea, Syphilis, Herpes)	Gonorrhea: 3-9 days Syphilis: 10-90 days Herpes Simplex: up to 2 weeks	There is no reason for restricted attendance except in the specific recommendation of health department or physician	The control of venereal diseases is the responsibility of the physician and the health department. Information must be held to the utmost confidence in order to successfully control the disease.

MEDICATION

No adult will be permitted to administer medicine or vitamins to any child while at Muskingum University Center for Child Development except when needed in an emergency (e.g., EpiPen for bee sting or inhaler for asthma) and routine medical (e.g., daily medication for diabetes). Children are **NOT** permitted to have and use inhalers unless there is a Child Medical/Physical Care Plan current and on file. Families must obtain consents and releases from their physician on form JFS 01236 Child Medical/Physical Care Plan. Please see the website or Director to complete a form if needed. MUCCD will **NOT** administer medications such as pain relievers, cold/cough medication, antibiotics, eye drops, etc. The director will try to help you identify a strategy so that you or an individual on your child's pick-up form

can administer it. For the safety of all children, please do not keep medications in your child's belongings.

SUNSCREEN

During the summer, families are encouraged to apply sunscreen to their children BEFORE coming to the Center. Children attending our Center will have the option of a sunscreen treatment if proper paperwork is completed. The Center will supply the sunscreen before outdoor play. If, however, your child cannot use the Center's sunscreen, parents must supply non-aerosol sunscreen for their child. Cans of aerosol sunscreen are not permitted by the Ohio Department of Job and Family Services. However, you will still need to complete the JFS 01217 giving us permission to apply such treatments to your child(ren). Please see the website, you child's teacher, or the Director for the proper paperwork needed for sunscreen.

PARENT INVOLVEMENT AND COMMUNICATION

ENROLLMENT ROSTER

The Muskingum University Center for Child Development maintains a roster of enrollment including parents' names, telephone numbers, and addresses. This roster is available to parents upon request. If you choose not to have your family identified on this roster, please notify the Director of your choice immediately.

CUSTODY AGREEMENTS

If there is a custody issues involving your child, the custodial parent must provide the Center with official court documentation indicating who has custody of the child. The center may deny a parent access to his/her child without the proper documentation.

TAX INFORMATION

You may request the Center's Tax ID number from the Director when claiming childcare tuition on your income tax. This information is also included on each month's billing statement.

COMMUNICATION WITH FAMILIES

1. A monthly newsletter is provided to keep parents/guardians informed of scheduled activities and events.
2. The Muskingum University Center for Child Development provides scheduled preschool parent/teacher conferences

not less than once per year and/or upon request of the parent/guardian or teacher. Conferences concerning the progress of school age children will be arranged only as needed and can be scheduled at the parent/guardian's request at any time.

3. Parents and families are invited and encouraged to attend the Fall Orientation program held at the end of summer, usually during the first weeks of August.
4. Families are encouraged to participate in special events such as potluck dinners and special parties throughout the year.
5. Families are always welcome to visit the Center.

CELL PHONES

Children are not permitted to use cell phones or text while at MUCCD. Discuss arrangements with the Director if you feel you have extenuating circumstances.

FAMILY INVOLVEMENT

Family involvement is welcomed at any time during our program day. Feel free to come for lunch, to share a story, to accompany us on a field trip, or to just spend some time with us! The children are always looking for visitors to share special talents, interests, or traditions.

If you work on or near campus, we would love for you to visit our Center during the day. Please see the Director to schedule a visit. This is a great opportunity for you to be actively involved in your child's education at an early age. MUCCD also has many opportunities for families to gather at the Center during the year. We have potlucks, classroom parties, Preschool Graduation, and Parent Meetings. Dates for these events are posted in advance and shared in newsletters. Any parent wishing to volunteer more than four hours a month must have a current Bureau of Criminal Investigation background check and a nonconviction statement on file in the Director's office.

CONFERENCES

Conferences for preschool age children scheduled two times per year. Sign-up sheets are posted, and informational letters are sent out in advance about a week before conferences begin. They are scheduled for a twenty-minute period.

Assessments discussed at conferences include but are not limited to portfolios, classroom observations, screenings, written observations, checklists, rating scales, standards-based assessments, work samples, developmental screenings, and possibly Get It, Got It, Go! Any areas of concern for the child that are noticed by the teacher and/or the parents are discussed. If concerns are expressed, follow-up screenings may occur.

Conferences with school age families are scheduled as needed. Please see the Director for information.

PROGRAM EVALUATIONS

Parents/Guardians are expected to complete a program evaluation at least once a year. Evaluations of the program are essential in helping us improve all aspects of the Center. It is also important to know how you and your children value the Center.

DIRECTOR'S AVAILABILITY

The Director will maintain office hours throughout the program year. These hours are posted on the door of Cambridge Hall Room 205, the Director's office. Additional times are available by appointment only. Please feel free to contact the staff members listed on this posting if the Director is not in the office. The Director is involved in many activities at the Center and is not always in the office through the course of the day.

GRIEVANCE POLICY

If you have a concern, please bring it to the classroom teacher's attention immediately. If you feel your concern needs further attention, please contact the Director, Sharon Price (740-826-8351, sprice@muskingum.edu, CH Room 205). And if you feel the issue needs further consideration, please contact the Faculty Administrator, Dr. Colleen Stevenson (740-826-8354, colleens@muskingum.edu, CH Room 243). After following this chain of command, contact the Psychology Department Chair, Dr. Dinah Meyer (740-826-8356, meyer@muskingum.edu, CH Room 244). Last, please contact the Vice President of Academic Affairs, Montgomery Hall, Room 100, 740-826-8121). We are committed to the children and the families we serve. Should you ever have a question or concern, we want to work with you to remedy the situation.

OTHER INFORMATION

UNIVERSITY STUDENT PARTICIPATION

One of the purposes of the Muskingum University Center for Child Development lab school is to provide high quality educational experiences for Muskingum University students in child development. University students may serve as assistant teachers, interns, practicums, or student teachers working directly with the children under the supervision of the program staff. Some students may focus on specific areas within the curriculum or administration, for example. University class projects exploring the characteristics of young children are conducted periodically by students enrolled in Psychology, Physical Education, and Education classes. These projects may take the form of games, observation, or conversations. If they are conducted in the classroom with all children and fit within the curriculum or involve only observation, they will be considered part of the regular program. The teachers will supervise the activity.

RESEARCH POLICY

Students and faculty will conduct studies researching developments in childhood. Parents/guardians will be informed of projects and they will be asked to grant permission before their child is considered for participation in any project that is not a normal classroom activity. Research experiences are an integral part of the education the students at Muskingum University receive. We appreciate your participation. However, should you decide to not volunteer for a study, it will not be held against you or your child. Research papers only describe group or age grouped results. Individual children's performance will never be identified in any research report. Also, a child will never be removed from the classroom environment without parent/guardian signed permission.

Feel free to contact the Faculty Administrator, Dr. Colleen Stevenson (740-826-8354) or colleens@muskingum.edu if you have any questions about this research policy or a particular research project. All research is reviewed and approved by the Muskingum University Animal Care and Use and Human Subject committee to ensure high ethical standards are maintained.

FOR FAMILIES

1. *Be prepared.*
Help your child and yourself prepare for the day. Refer to the events calendar to prepare for the day.
2. *Take time to share.*
When arriving at the classroom, don't just "drop off" your child. You are encouraged to schedule your time to come in with your child and take a minute to share any concerns or events with the staff. Feel free to get involved with your child's day. Pick up time also provides an opportunity to do this.
3. *Plan for emergencies*
Who will care for your child if he/she is sick? Make arrangements in advance. If you are going to be late, notify the Center staff by calling 740-826-8351. A late pick-up charge is policy.
4. *Communicate*
Let your child know about your plan for each day. Keep Center staff informed of changes in routines. Ask questions when you have concerns. Make suggestions when you have ideas you believe will enhance the Center. Ask your child about each day and listen.
5. *Be helpful.*
Be sensitive to program routines and regulations. Avoid overtime and pay all tuition or other charges in a timely manner. On those days when you child will be in the program for a full day, pack a lunch in accordance with the nutrition guidelines.
6. *Be informed*
Keep your PARENT HANDBOOK and other materials pertinent to the operation of Muskingum University Center for Child Development for reference as needed.
7. *Read the monthly calendar*
A monthly calendar that will inform you of special activities, field trips, request for items, etc. will be distributed to parents. Monthly and weekly class schedules are posted outside the classroom on the bulletin boards and the wall.
8. *Snacks*

Snacks should be nutritional (crackers, fruit, cheese, low/no sugar snacks). All snacks brought into the classroom must be prepackaged. This also includes special parties, etc.

9. *Nature Items*

Children are encouraged to bring interesting nature items to school to add to the science display.

10. *Dress children appropriately*

Clothing for preschool should be washable, durable, and appropriate for outdoor as well as indoor activities. All coats, hats, mittens, boots, etc. should be labeled with the child's name. **A complete change of seasonal clothing should be sent to school in a zip lock bag with the child's name on the bag.** This is in case of spills or bathroom accidents.

11. *Don't forget yourself*

Schedule a little down time for yourself after dropping off and before picking up. Try to avoid feeling time-pressured and guilty; both are unhealthy for you and your child. A flexible attitude creates a comfortable atmosphere for your family and you. Feel free to relax in our lounge area and browse through our Parent Library.

The following is the Center Parent Information required by the Ohio Administrative Code. Any Center licensed by the Ohio Department of Job and Family Services is required to provide all families and staff with the following information.

ADMINISTRATIVE CODE-Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticable 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 childcare 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 investigations reports, and evaluation forms from the building and fire departments, is available for review up on 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 in section 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.

<p>Write or Call: HHS Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 866-2359 (Voice) (312) 353-5693 (TDD) (312) 886-1807 (Fax)</p>	<p>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</p>
<p>Guernsey County Department of Job and Family Services: 740-432-2381 1-800-307-8422</p>	<p>MUCCD is licensed by ODJFS Program Number 404308 Muskingum County Department of Job and Family Services: 740-454-0161 1-800-242-0029</p>

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>.

6/2022

PLEASE SIGN, tear out, and return to the Director.

**I, _____,
have read and will comply with the
policies and procedures in the
MUCCD Family Handbook.**

(Parent's Signature)

(Date)

(Director's Signature)

(Date)