



Updated September 15, 2025

2627 Atlantic St NE Warren, OH 44483

ContactShiningStarsPreschool@Gmail.com

330.469.5051

Open Monday – Friday 7am – 5pm

*** Conference Times Available upon request ***

Welcome to Shining Stars Preschool & Daycare LLC

We are honored you've chosen to entrust your child to us.

This handbook is to help you become acquainted with our philosophy, policies, and procedures.

Please do not hesitate to contact us with any questions or concerns at any time.

We cannot wait to help your child learn, grow, and succeed!

MISSION STATEMENT

Our mission is to provide the highest quality childcare in a safe, secure, yet stimulating environment wherein each child may experience success, thus developing a sense of self-worth.

PHILOSOPHY

Shining Stars Preschool & Daycare LLC, where we believe that play is the foundation of learning. Our play-based curriculum is designed to foster creativity, critical thinking, and social skills in a nurturing environment. We provide a safe space for children to explore, discover, and grow at their own pace while engaging in hands-on activities that spark their curiosity. Our dedicated team of experienced educators focuses on each child's unique needs and interests, ensuring they develop a love for learning that lasts a lifetime. Join us in shaping bright futures through the power of play!

STAFF/CHILD RATIOS AND GROUP SIZE

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

SCHEDULED CLOSINGS AND BASIC DAILY SCHEDULE

We will be closed on the following days:

New Year's Day
Good Friday
Memorial Day and the Friday before
July 4th
Labor Day and the Friday before

Thanksgiving Day / The Friday After Thanksgiving
Christmas Eve
Christmas Day / The day after Christmas
New Year's Eve

Please make alternative care arrangements. IN CASE OF EMERGENCY: I will notify you to pick up your child.

DAYCARE / PRESCHOOL **APPROX** DAILY SCHEDULE : See your child's specific classroom for exact schedule

6:30AM	8:00AM	Arrival & Rest Time
7:00AM	8:00AM	Breakfast Served
8:00AM	9:00AM	Group Time
9:00AM	9:30AM	Clean Up / Wash Hands / AM Snack
9:00AM	12:00PM	Preschool Program
11:30AM	11:45AM	Clean Up / Wash Hands for Lunch
11:45AM	12:15PM	Lunch Served
12:15PM	12:45PM	Wash Hands/ Use Restroom
12:30PM	2:15PM	Nap / Rest Time
2:15PM	2:45PM	Wash Hands / Snack
3:00PM	4:00PM	Outside / Indoor Large Motor Activities
4:00PM	4:30PM	Wash Hands / Free Play / Homework / After School Snack
4:30PM	5:30PM	Homework / Free Time / Outside Play

Infants Daily Schedule

- Infants follow the same schedule as the Toddlers / preschoolers when it comes to daily activities and will be included in the group activities whenever appropriate.
- This includes but not limited to going outside when the weather is appropriate.
- Infants will be interacted with one-on-one direct contact daily and will be engaged in stimulating activities while will include the use of infant toys, books, music, mirrors, and social interaction.
- Infants will be able to nap when needed as needed.
- Infants will be fed on demand unless otherwise directed by a parent or physician. Diapers are checked every 2 hours.
- Infants will not remain in cribs for more than one hour when awake.
- Infants will not be permitted to lay and cry for more than 5 minutes.

OPPORTUNITIES FOR PARENT INVOLVEMENT IN CENTER ACTIVITIES

We welcome parents to be involved in our preschool and daycare as much as they would like. We have a Parent Teacher Association that meets 2 times per year. Please inquire about becoming involved in our Parent Group. Children will be sent home with daily sheets to tell you about their day until 18 months of age. After 18 months of age, teachers will either communicate with you through a daily sheet, newsletter, Mobile App or face to face.

OPPORTUNITIES FOR PARENTS TO MEET WITH TEACHERS REGARDING THEIR CHILD

Parents are invited to visit the daycare anytime to check on their children, to observe the care provided, or to just spend some time and participate in our program. To maintain good communication, we have an on-going relationship with parents. We hold a conference with all the parents 2 times each year to let them know what is going on here at the daycare. Feel free to discuss your child's needs as well as your concerns with the staff anytime. If there is a concern that you feel has not been properly addressed, please bring it to the administration's attention immediately. Always be sure to inform us of any special event in which may affect your child's behavior or wellbeing. You may also request to speak to the owner directly by filling out a request form in the office.

FEES

REGISTRATION FEE:

\$50.00 Per Family (Family is defined by who is claimed on your yearly taxes), Due at enrollment, as well as annually on September 1st. If you first enroll during the months of June, July, or August then you will not be charged the Re-enrollment fee in September.

WEEKLY SCHEDULE / TUITION:

Your weekly tuition or weekly tuition co pay is due Monday Morning BEFORE your child is permitted to enter Shining Stars Preschool & Daycare LLC. Tuesday morning a late fee of \$20.00 will be added to the weekly payment and you WILL NOT be able to bring your child(ren) until your payment including the late fee is paid. Once your bill is paid in full, your child(ren) may return to daycare/preschool that day.

If after 1 week, the bill has not been paid and there has been no communication with the administrator or owner, we can no longer guarantee that your child has a spot at Shining Stars Preschool & Daycare LLC. You will still be responsible for that bill. Once your bill is current, it will be at the owner's discretion to allow your child to return to preschool/daycare if there is space available. If your bill does not get paid in full, Shining Stars Preschool & Daycare LLC will at YOUR expense be forced to seek legal ramifications for a breach of signed financial agreement.

MINIMUM WEEKLY SCHEDULED HOURS/SCHEDULED HOURS NOT WORKED:

Shining Stars requires that your child must attend our center a minimum of 10 hours per week Effective 10.1.2025. If ODJFS Pays for your childcare and you fall below the number of hours you scheduled for the week you will be required to pay the difference of the childcare rate. Example: you schedule your child for 40 hours and only show up for 10 you will be required to pay the difference. (After the ODJFS allotted number of absent days are used). We Schedule our staff based upon the hours you request. Staff still needs paid.

WEEKLY ODJFS CO-PAYS:

Shining Stars Preschool & Daycare LLC understands that the Ohio Department of Job and Family Services breaks your co-payments down weekly for everyone, however, we do accept bi-weekly or monthly payments as well upon request. Please inquire in the Office about your options.

REPORTING A CHILD OFF:

All call off must be made at least one hour prior to the scheduled drop off time Via Phone to 330.469.5051 or will be documented as a no call no show.

NO CALL / NO SHOW FEE:

\$75.00 Per Day Per Child. The fee will be due on your next workday at drop off.

LATE CHILD PICK UP FEE:

Shining Stars Preschool & Daycare LLC charges a \$1.00 late fee per minute from our agreed pick-up time. Example: If you get off at 2 p.m. And you said you will pick up by 2:30 p.m. but you don't show up till 2:45. You will be charged \$15.00. Please call if you are going to be late, but a late fee of \$1.00 per minute still stands.

If you are picking up after we close at 5:00pm there will be a \$50.00 charge per child. The late fee will be due on your next scheduled day at drop off. There are 3 strikes you're out policy. You will be terminated if you are late more than 3 times in one year. (This is the date of your preschool/daycare contract.) The late fee is not about the money, the late fee is about teacher/child ratio, respect for me, my family, and the preschool & daycare staff.

SCHEDULE CHANGES:

If your schedule does happen to change or you make any changes, we need to be informed at least 48 hours prior to if possible (True Emergencies are approved at Administrations approval with no charge). You will still be responsible for paying for non-emergent rescheduled hours. The operating expenses are the same whether you bring your child or not. Therefore, no deductions in the weekly rate will be made. We will not be accepting last minute changes to any schedules.

If you are 60 minutes or more past your drop off time it will count as an absent without notice. (No Call / No Show) – And you will forfeit your child's spot for the day.

- 1st Offence= Verbal Warning
- 2nd Offence= Written Warning
- 3rd Offence= Termination from Shining Stars Preschool & Daycare LLC & we will report you to ODJFS; which could result in loss of childcare.

VACATION FEE:

If you plan a vacation, please know that Shining Stars Preschool & Daycare LLC does not require you to pay for your 1st seven consecutive days of vacation if a 30 day Written Notice is given. You will still be required to pay for your child's tuition to reserve their spot for any additional time taken off. Other days off may be necessary due to family emergencies, illnesses, or even personal days, these will be paid days off.

DROP-IN SCHEDULE:

If your child is not scheduled to be here on a full-time basis, (regular hours every week), then your child is considered a drop-in. We can only take drop-in children if there is enough space, and the child is currently enrolled. Please call as far in advanced as possible to schedule your child.

FORMS OF PAYMENT:

You may pay by Check or Card when set up on Automatic Payments. If you decline to pay via automatic payment, you may still pay via Check or card as well as cash however there will be an Office Processing fee of \$5.00 per payment. If a Payment is returned, Shining Stars Preschool & Daycare LLC will notify you and will ask for payment in cash plus \$35.00 NSF fee to cover the service charged by the bank. If we receive a second returned Payment, we will only accept cash from that point on.

SUPPORTS FOR ONSITE BREASTFEEDING OR PUMPING:

Nursing mothers will be provided private space to nurse by request. However, the preference for breast milk fed babies is for mothers to provide pre-pumped fresh or frozen milk labels with the child's name, date, and time of pump.

TRIAL PERIOD:

Each child is given a trial period of 14-60 days to see if this location is a good fit for your child. We will evaluate and keep you updated during this trial period on your child's progress and behaviors. A parent teacher conference will be held if applicable to discuss options.

SHINING STARS PRESCHOOL & DAYCARE LLC POLICIES AND PROCEDURES

[1] ENROLLMENT INCLUDING REQUIRED ENROLLMENT INFORMATION**REQUIRED PAPERWORK / Supplies**

1. Permission to administer life threatening medications (JFS01236)
Example: Inhalers and EpiPen's.
Due **BEFORE** the child can be in attendance for the first day at Shining Stars Preschool & Daycare LLC
2. Child Enrollment and health information. (DCY01234)
Due **BEFORE** the child can be in attendance for the first day at Shining Stars Preschool & Daycare LLC
3. Child Medical Statement (DCY01305 Due within 15 days of Enrollment)
This form indicates that your child has been examined and immunized by a health care professional must be signed and submitted within 15 days of the child's first day of care.
Your child must be examined at least once every 12 months and the medical statement completed, until your child enters the grade of kindergarten.
4. Signed Family contract / Family Handbook.
Due **BEFORE** the child can start at Shining Stars Preschool & Daycare LLC.
5. Family Information (DCY01511)
Due **BEFORE** the child can start at Shining Stars Preschool & Daycare LLC.

6. Developmental and Educational Goals (DCY01514 – Due within 15 days of Enrollment)
7. Transition Plan (DCY01373 – Due **BEFORE** your child can start at Shining Stars Preschool & Daycare LLC)
8. Register for the program “Sparkler” and fill out the Age appropriate ASQ for all non-school aged children.
9. Photo/Video/Audio Correspondence Consent form
Due **BEFORE** the child can start at Shining Stars Preschool & Daycare LLC.
10. Registration Fee of \$50.00 Per Family *Private Pay Families only.
Due **BEFORE** the child can be enrolled at Shining Stars Preschool & Daycare LLC.
11. Your Current Schedule.
12. Tuition Payment.
13. Sunscreen / Diaper Cream Consent form
14. Change of Clothing, Diapers, Wipes, Etc...

Each year, the caretaker of each child must review the information on the enrollment form(s) and sign the form again verifying the information is accurate. Anytime there is a change to this information, it should be communicated to the Office immediately to assure that current information is always on file for every child.

Shining Stars Preschool & Daycare LLC will make all this paperwork available to you and the staff will help you with any questions. All paperwork must be completed promptly and returned to the Office before your child can be enrolled or attend. This handbook is for you to keep and refer to as necessary.

No child will be denied enrollment based on his/her race or religion. We do reserve the right to deny enrollment if the spots are filled. We do not make it a policy to deny enrollment based on a child with special needs, however, if after talking with the parents of such a child and we realize that we do not have the training, equipment, facilities, etc.; we will not accept the child because we feel this is not the best place for him/her. If we decide to enroll your special needs child, we will evaluate and talk about if we are able to accommodate the child. If not, Shining Stars Preschool & Daycare LLC will help you with resources and help you and your family transition to the next school. If for some reason, you do not grant consent for transportation to take your child for emergency treatment, Shining Stars Preschool & Daycare LLC will deny your application of enrollment.

[2] CARE OF CHILDREN WITHOUT IMMUNIZATIONS

After Following the state of Ohio Department of Health guidelines (<https://odh.ohio.gov/know-ourprograms/immunization/media/child-care-immunization-requirement>) and our personal philosophy, Shining Stars Preschool & Daycare LLC will not accept a child without up-to-date immunizations to ensure the safety of all individuals unable to be immunized due to age or medically contraindicated. Shots records are required to verify children have received all current vaccinations.

[3] ATTENDANCE POLICY

Procedure for arrival and departure

For health, safety and legal reasons, Shining Stars Preschool & Daycare LLC must insist that cars not be left running in the parking lot UNATTENDED. (THIS INCLUDES COLD WINTER MONTHS) Children are to be properly restrained in appropriate safety seats when on Shining Stars Preschool & Daycare LLC property. It is illegal to leave your child(ren) in your car unattended. We will not release your child to you or anyone else that is approved to pick up if you or they do not have proper car seats in their vehicles.

NO CAR SEATS ARE TO BE STORED INSIDE THE DAYCARE. (If the same person is the one dropping off and picking up the child(ren). YOU MAY BRING YOUR CHILD INTO THE DAYCARE IN AN INFANT CAR SEAT, TAKE YOUR CHILD OUT OF SEAT, HAND CHILD TO TEACHER / ADMINISTRATOR AND RETURN TO YOUR CAR WITH YOUR CHILD’S CAR SEAT. AT THE END OF THE DAY, YOU MAY ENTER BUILDING WITH CAR SEAT AND WHEN CHILD IS HANDED TO YOU, YOU MAY SECURE YOUR CHILD INTO THEIR SEAT. WE CAN NOT STORE DURING THE DAY CAR SEATS AT THE DAYCARE. SORRY FOR ANY INCONVENIENCE THIS MAY CAUSE.

Parents/guardians must accompany their child(ren) into the daycare. Each day upon arriving, the parent/guardian is required to sign the child in and out IN THE OFFICE prior to going to their classroom, noting the time arrived or departed. The state regulation requires Shining Stars Preschool & Daycare LLC to keep accurate written records of the child’s attendance, hours, and who brought/picked up the child. These pages are also used for invoicing and billing.

Children must come to daycare dressed and ready for the day; this includes shoes on a daily for all children once they are able to walk. In addition to this make sure to have the proper outerwear for colder days. Example: coats, hats, boots, gloves, etc. We play outside on a regular. (Infants up to age 1 or until walking whichever comes first are allowed to come in pajamas)

Children will only be permitted to leave with an adult listed on the approved pick- up form unless written permission is provided from parents. If an adult other than the parents/guardians picking up a child. The adult listed in the written document will be required to provide a photo ID that matches the name on the written document.

There is to be no Drop off after 9am The First Monday of September – The last Friday of May due to interruptions of our learning curriculums.

There is also to be no pickup or drop off between the hours of 12:30-2:30 due to the centers rest period. If there is an emergency call the office, and something will be worked out.

Program's absent day policy

Private Pay Clients: All call offs must be made at least one hour prior to the scheduled drop off time Via Phone to 330.469.5051 or on bright wheel, You are paying for your spot. So even when you are calling off you are still paying your original fee, whether it be part time or full time. In addition, there will be a fee of \$75.00 per child per day (considered a no call no show) for absent children not reported at least one hour prior to the scheduled drop off time. **Two days of no call no show will result in loss of your childcare spot.**

ODJFS Pay Clients: All call offs must be made at least one hour prior to the scheduled drop off time Via Phone to 330.469.5051. There will be a fee of \$75.00 Per Day Per Child for absent days reported at least one hour prior to the scheduled drop off time. (after all, ODJFS Absent Days have been used for ODJFS Clients)

Two days of no call no show will result in loss of your childcare spot.

IF YOU ARE GOING TO BE LATE, PLEASE CALL. If you are an hour past the time of your scheduled drop off time and Shining Stars Preschool & Daycare LLC has not received a phone call stating that you are still coming, we will assume you are NOT coming and your spot for the day may be filled, or a teacher may be sent home because she is not needed. In this case, you will not be able to drop your child(ren) off.

Releasing child(ren) to people other than the parent / Emergency Contacts:

There are 2 people that you named on your enrollment form. They will be called if you cannot be reached at work/school and Shining Stars Preschool & Daycare LLC needs someone to come get your child(ren). The adults that you have listed are also the only adults that I can release your child(ren) to. (Unless additional names are added) If an emergency arises and an adult that is not listed on your forms needs to pick up your child, you must call and let us know their full name. This person must also bring us their photo id to verify the name that you have given us.

Your child will not be released to anyone without prior permission from you. Children's safety is our priority. We will not release any child to anyone including parents who appear to be under the influence of drugs or alcohol. You will be asked to call someone to pick you and your child(ren) up. If the adult refuses and leaves with or without the child, the police will be called, and child protective services will be contacted. Our first and foremost priority is the safety of the children.

Releasing a Child according to a Custody agreement:

If you have any custody or court ordered paperwork that pertains to your child, Shining Stars Preschool & Daycare LLC must have a copy of it to keep in your child's records. This paperwork protects your child and Shining Stars Preschool & Daycare LLC if they want to pick your child up and the court order says that he or she can or cannot. If for any reason the other parent tries to pick up your child that is not authorized, 911 will be called immediately followed by a phone call to you.

Follow up when a child scheduled to arrive from another program or activity does not arrive:

Sometimes it is necessary for children to be dropped off at daycare from another program such as Head Start. If a child is scheduled to be here and does not show up, we will first contact the parents to confirm the child's schedule. If the parents confirm the children were to be here, we will contact the program that was to drop them off and notify the parents of the results of our search. Please make sure that we are aware of your children(s) schedules and any changes. Shining Stars Preschool & Daycare LLC does not transport children. Please make sure other arrangements are made prior to that time.

[4] SUPERVISION OF CHILDREN, INCLUDING A SEPARATE POLICY FOR SCHOOL AGED CHILDREN:

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautions and preventative measures.

The licensed Center has devised several procedures to follow if an emergency would occur while a child is in the licensed centers care. In an event of a fire, tornado, earthquake, disaster, or any other emergency evacuation the staff would follow the written instructions posted in the room. In case of accident or illness, the child's parent/guardian will be called immediately. In serious cases, emergency services will be called, and the child will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. The Administrator will accompany the child to the hospital and take their enrollment health form. The Administrator will also stay with the child until a parent/guardian arrives. An incident report will be on file at the licensed home and a copy will be given to the parent/guardian the day of the incident.

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are

alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautions and preventative measures.

The licensed center has devised several procedures to follow if an emergency would occur while a child is in the licensed home's care. In an event of a fire, tornado, earthquake, disaster, or any other emergency evacuation the staff would follow the written instructions posted in the room. In case of accident or illness, the child's parent/guardian will be called immediately. In serious cases, emergency services will be called, and the child will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. The Administrator will accompany the child to the hospital and take their enrollment health form. The Administrator will also stay with the child until a parent/guardian arrives. An incident report will be on file at the licensed center and a copy will be given to the parent/guardian the day of the incident.

Shining Stars Preschool & Daycare LLC and all staff members shall always have knowledge of a child's needs and accountability for his/her care. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately, including responding to the child's basic needs and protecting them from harm. We will ensure all children are always within sight and hearing of the provider or childcare staff member. No staff member shall be under the influence of any substance that impairs the administrator or childcare staff member's ability to supervise children and/or perform duties. We will always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.

We only release a child to the parent or to a person who has been previously approved by the parent.

We do not permit children to be exposed to inappropriate language or media. Children will be supervised when outside. The staff members will remain outdoors with infants, toddlers, preschoolers always. The provider or childcare staff members are always able to intervene if needed. The child staff member should be able to summon another adult without leaving the group.

Supervision of School Age Children:

School-age children may run errands inside the building, use the restroom, or engage in a short-term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- (a) Children are within hearing distance of a childcare staff member, without the use of electronic equipment.
- (b) The childcare staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group.
- (c) The childcare staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group.
- (d) The center has exclusive use of the childcare space being used by the children.

With written parent permission, school-age children may leave the center for specific activities.

- a. These activities include:
 - 1. Walking to and from the center or school.
 - 2. Walking home or to another destination.
 - 3. Participation in activities inside the building that are sponsored by another group.
- b. The written permission shall specify:
 - 1. Child's name
 - 2. location of activity.
 - 3. arrangements for going to and from the activity.
 - 4. start and end time of the activity.
 - 5. time period for when permission is given.
 - 6. Parent's signature and date.

Toys from home

The children are allowed to bring their own toys from home, but please do not send anything valuable, or breakable unless you can spare its loss. Please keep in mind that there are very young children here that put things in their mouths. If a toy will fit into a choke tube located in the office, it cannot be here. All toys brought from home are for sharing except for security blankets or dolls. We are not responsible for lost or damaged item, but we do our best to keep things in good condition.

Please no large stuffed animals, dolls, or blankets. Small blankets/comfort items are fine if they are not left at the licensed center.

Electronic Devices from home

Children are permitted to bring electronic devices, such as tablets, to Shining Stars Preschool & Daycare LLC. Children will be closely monitored during permitted time to use electronic devices such as quiet time for non-napping

children. Additionally, children will not be permitted to use electronic devices for more than 30 minutes per day. Shining Stars Preschool & daycare LLC is not responsible for any damage caused to any electronic devices.

[5] CHILD GUIDANCE

Shining Stars Preschool & Daycare LLC staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

Appendix A to Rule 5101:2-12-19 Allowable Discipline Techniques The following techniques or practices may be used by all childcare staff members and employees of a licensed center to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident. 1. Setting clear limits. 2. Redirecting to an appropriate activity. 3. Showing positive alternatives. 4. Modeling the desired behavior. 5. Reinforcing appropriate behavior. 6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking. 7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age, and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child. 8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

[6] SUSPENSION AND EXPULSION

Suspension:

Prior to a child becoming suspended, administration will ask for a parent/guardian and administration meeting. We will discuss goals that will deter future suspension. If behavior or goals do not improve the suspension would occur. A child may also be suspended for the day if behavior is disruptive to the classroom. Administration will decide if the child will receive 1 day, 1 week or a 1-month suspension depending upon prior suspensions or the seriousness of the situation.

Expulsion:

A child may be expelled for all examples listed in #20 of this handbook. A parent will be notified immediately by phone. If a parent or guardian is not able to be reached, Shining Stars Preschool & Daycare LLC will message through Bright wheel. Expulsion is effective immediately. When a child is expelled from the licensed Center for a behavioral reason, the expulsion will be reported to the Ohio licensing and quality system in accordance with rule 5101: 2-12-16 of the administrative code.

Transition Activities

I send a monthly newsletter home with the parents/guardians informing them of the activities we are working on. I talk with the families about daily activities we do and discuss ones they can do at home to help their child's development. I talk to the parents about age-appropriate transitions their child will be making. A few examples being: transitioning from a bottle to a sippy cup. They will start with water in their cup until they grasp the concept. Transitioning their child from a highchair to a child size table and chair. They may be becoming too big for the highchair. Once their child turns 12 months he or she will be transitioning from a crib to a cot. Children at 12-18 months become too tall and are independent climbers so we will transition them to prevent falls. We also read books to help children transition.

The parents receive our monthly newsletter informing them of daily activities. We discuss their child's development and age-appropriate activities we are working on. We discuss what we are doing to help them prepare their child with transitioning into the preschool program. The parents are asked to help us create an "all about me" poster board. Parents are also asked to help transition their child as well. Parents and staff work together as a team when transitioning from diapers to underwear. We discuss with the other children in the preschool room that a new child will be joining us in our preschool activities. We read transitional books that help the children understand the process.

I help families and their children transition out of my program by giving them their folders of papers and artwork that I have collected for them the other children in the program make goodbye cards.

Strategies to help prepare the children and parents for transitioning into the program are:

- Families can schedule "warm up" visit dates for their children, to see if the environment will fit the needs of both the children and their families.
- Parent(s) fill out JFS Family Information (provides additional information about the child's needs, interests, any possible delays, or concerns)
- Parents have access to information about age specific developmental milestones for their child, on the Parent Board
- Calendar of events/activities are posted.
- Discussion is provided with children & families about the new program and daily schedule and daily expectations.
- Children and families are encouraged to begin a routine of helping to assist with packing up the children to bring.

- Children can choose a family photo to bring to the program to display in the childcare environment.

TRANSITIONAL ACTIVITIES:

Infant to Toddlers

- Transition child from highchair to age-appropriate child size table chair
- Move child from crib to cot.
- Adjust napping and feeding schedules.
- From bottle to cup
- Provide a variety of developmental fine and large motor materials to explore.
- Begin preparing for toilet training.

Toddler to Preschool

- Potty training processes and practices
- Adjusting napping and feeding schedules
- Encourage independent feeding skills.
- Promoting and practicing self-help skills
- Provide a variety of developmental fine and large motor materials to explore.

Preschool to Kindergarten / Preschool to School Age

- View a kindergarten classroom or ask a kindergarten teacher to visit.
- Include Kindergarten expectations into the lesson plan activities.
- Supply the program with pictures and books about elementary schools.
- Help the child learn about bus safety or safety walking to school.
- Decrease the length of nap/rest time to mirror the kindergarten schedule.
- Provide families with at home activities to promote kindergarten readiness.

Strategies for families and children exiting out of the program due to the following reasons:

Moving, Sickness, Change of Employment, Attending Another Educational Setting, Aging out.

- Families and children are given the opportunity to say their goodbyes.
- Families and children are provided time to gather personal belongings.
- Families are referred to ODJFS Childcare Search to locate other childcare programs.
- Families are provided concrete community resources to access in times of need.
- Families are given contact information about local elementary school districts.
- Families are supplied with websites like: cdc.gov and kidshealth.org that provide child health and development expectations and other relevant resource information.
- Families are given information for the children about: Home Alone Safety, 911 Protocols, Implement practice scenarios about Home Alone Safety, Microwave Safety Procedures
- Staff can include kindergarten transitioning activities in the curriculum.
- Staff can talk to the children about bus safety and/or a visit from a bus driver Staff can implement practice scenarios about Home Alone Safety

When families leave my preschool, I will reassure them that they are welcome to come back to visit and are wished a healthy and happy future. Time permitting, the other children in the program can make a going away card and/or have a Goodbye Party. The Director can give families a scrapbook or collage of pictures of the child.

[7] ENSURE COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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

If a child with or without disabilities continues to bite and hit children or staff, he may be expelled from the program even if he has a disability. The ADA does not require providers to take any action that would pose a direct threat to the health and safety of others.

It may be necessary to give medication to a child with a disability to make a program accessible to that child. While some state laws may differ if reasonable care is used in following the doctors' and parents' or guardians' written instructions about administering medication using the JFS 01296 form, Shining Stars Preschool & Daycare LLC should not be held liable for any resulting problems.

When a parent seeks admission of a child with disabilities to a day care program or wishes to keep a child with disabilities in a day care program, the day care provider must make an individualized assessment of the needs of that child and determine whether the child can be accommodated in the day care program without making fundamental alterations in the program. If the assessment is that the child cannot be accommodated without a fundamental alteration of the program, the provider should discuss the matter with the parent and explain the rationale for being unable to accept the child.

[8] OUTDOOR PLAY

We provide daily outdoor play for all infants, toddlers, preschoolers, and school Agers. Shining Stars Preschool & Daycare LLC has exclusive use of the childcare space being used by the children during operating hours. For the health and safety of our children, we do not go outside when there is lightening, dangerously high temperatures, high humidity, extremely low wind chill, ozone levels, pollen count, rain, ice or if the temperature is below 25* or above 90*. When any of the above conditions are present, large muscle play activities will be exercised indoors.

[9] FOOD AND DIETARY POLICY

Shining Stars Preschool & Daycare LLC will provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA for meals: 1 Serving of fluid milk, 1 serving of meat or meat alternative, 1 serving of fruit, 1 serving of vegetables, 1 serving of bread and grains. Breakfast: 1 serving each from the 3 of the 4 basic food groups. Snack: 1 serving each from 2 of the 4 basic food groups.

**A vegetable may be used to meet the entire fruit requirement. When 2 vegetables are served at lunch or dinner, two different kinds of vegetables are to be served. **

Formula, Breast Milk, Meals, and Snacks

Snacks will be varied, nutritious, and appropriately timed meals and snacks. Shining Stars Preschool & Daycare LLC will follow the portion sizes and nutritional requirements for meals and snacks. We will serve food that is not a choking hazard and that is developmentally appropriate in size, amount, and texture. We provide meals and snacks according to the posted current weekly menu and spaced no more than four hours apart. The menus will be posted in a visible place readily accessible to parents. The menus will include all meals and snacks being served by Shining Stars Preschool & Daycare LLC; any substitutions will be noted at the time of the change. Shining Stars Preschool & Daycare LLC only serves 100%, undiluted fruit or vegetable juice, if used to meet the fruit or vegetable requirement for meals and snacks. Other fruit or vegetable juice is permitted as a beverage alternative. *

Shining Stars Preschool & Daycare LLC will ensure that supplemental food is on-site at the licensed Center and that no child goes more than four hours without at least a snack or meal, except when sleeping.

***Lunches are to be packed and sent daily from home.**

FOOD COMPONENTS:	AGES 1-2	AGES 3-5	AGES 6-12
PROTEIN	1 OZ	1 1/2 OZ	2 OZ
FRUITS AND/OR VEGETABLES	1/4 CUP	1/2 CUP	3/4 CUP
GRAINS/BREADS	1/4 CUP 1/2 SLICE	1/4 CUP 1/2 SLICE	1 CUP
MILK	1/2 CUP	3/4 CUP	1 CUP

Mealtimes:

Breakfast	(All Ages)	7:30AM	Thru	8:00AM
A.m. Snack	Toddlers	9:45AM	Thru	10:15AM
	Preschool	10:00AM	Thru	10:30AM
	School Age	10:30AM	Thru	11:00AM
Lunch	Toddlers	11:15AM	Thru	12:00PM
PARENT PROVIDED	Preschool	12:00PM	Thru	12:45PM
	School Age	1:00AM	Thru	1:45PM
P.m. Snack	Toddlers	3:30PM	Thru	3:45PM
	Preschool	4:15PM	Thru	4:30PM
	School Age	4:30PM	Thru	4:45PM

Baby food and formula will be provided by the parent. We encourage our toddlers to self-feed. This grows independence as well as can be messy. So please do not send your child in “nice” clothes because chances are, they may become stained. Please let us know if there is specific food that your child cannot eat due to cultural or religious reasons.

We require children to wash their hands before eating and after toileting. When we serve juice, it is always 100% juice. Children under 12 months of age shall receive formula or breast milk unless otherwise directed in writing by a licensed physician. Children 12 months to 24 months of age shall receive whole homogenized Vitamin D fortified cow’s fluid, unless otherwise directed in writing by a licensed physician. Children over 24 months of age shall receive fluid milk that is Vitamin D fortified. Low Fat and skim fluid milk shall be Vitamin A and 1% Vitamin D fortified.

If you are late or your work schedule falls between meals, he/she will be fed at the next mealtime with the rest of the kids. Shining Stars Preschool & Daycare LLC cannot take the time to feed each child separately. NO meals from outside fast-food restaurants may be brought in. (McDonalds, Taco Bell, Burger King....) Please have your child finish eating or drinking in your vehicle or at home before entering the preschool / daycare. Please leave sippy cups in the car. Shining Stars Preschool & Daycare LLC supplies their drink cups for them. Do not bring in sippy cups from home. Thank you.

- **Formula and Breast milk:**

Bottles MUST COME PRE-PREPARED and contain the following each day.

- The Childs full name must be displayed on each bottle brought to Shining Stars Preschool & Daycare LLC.
- The Current date must be displayed on each bottle brought to Shining Stars Preschool & Daycare LLC.
- If Breast Milk the bottle must have Both the Childs name and current date as well as the date the breast milk was pumped displayed on the bottle. (Both dates must be labeled to display what each date represents)
- The parents will update written feeding instructions as needed.
- No food will be served for infants under 4 months of age, unless there is written documentation on file from a physician, physician’s assistant or CNP.
- No formula, breast milk, or other liquids in a bottle will be heated in a microwave oven.
- If formula or breast milk is to be warmed, bottles will be placed in a container of water not hotter than one hundred twenty degrees or be placed in a commercial bottle warmer. The container of water shall be kept out of reach of children and will be emptied and cleaned each day. The bottle will be shaken well, and the formula or breast milk temperature tested before feeding.
- Frozen breast milk will be thawed under cold running water or in the refrigerator.
- Unused portions of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served again.

- **Supplemental Food Policy:**

If a food supplement is medically required (Example: Fluid Soy Milk is required due to allergy) The child’s Doctor must fill out a letter indicating the required dietary supplement for me to be allowed to provide the supplement to your child.

***All supplements are required to be provided by the parents / Caregivers.**

[10] MANAGEMENT OF ILLNESS POLICY

Shining Stars Preschool & Daycare LLC 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 care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We ask that you not bring a sick child to the licensed Center. They will be sent home! Please also plan and have a backup care plan in place if you are not able to take time off from work/school.

A Child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100 degrees F- in combination with any other signs of illness
- Diarrhea (more than two times abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots, or rash
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Wheezing or Trouble Breathing
- Snot that is not Clear

Isolation Precautions:

Your child will be immediately isolated and discharged to a parent or guardian or person designated by the parent or guardian. A child isolated due to suspected communicable diseases shall be 1-Within sight and hearing of a staff member, 2-Cared for in another room or portion of a room, away from other children, 3- Provided with a cot or mat, if necessary, and made comfortable. After use, the cot or mat used will be sanitized with an appropriate sanitizer. IF soiled with blood, feces, vomit or other bodily fluids, the cot or mat shall be cleaned with hot soapy water and disinfected with an environmental protection agency registered product rated as hospital disinfectant with a label claim for mycobactericidal activity. No later than the end of the next business day, the licensed home shall notify parents when a child has been exposed to a communicable disease. The licensed home shall release employees and childcare staff members who have a communicable disease or who are unable to perform their duties due to illness.

Symptoms of discharge and return:

To help prevent children from contracting an illness while here, we ask that you adhere to the following guidelines. Shining Stars Preschool & Daycare LLC will not provide care for a child who is feverish. (100 degrees or above) Exception of this rule would be teething or shots. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours BEFORE he/she can return. If your child is not "feeling" well, DO NOT give him/her Tylenol to mask his/her symptoms. Only bring your child(ren) if they can participate in daily activities.

Notification of parent of ill child:

You will be notified by phone to your place of work or school to pick up your child if he/she has any of the following.

--illness is defined as: (but not limited to)

- | | | |
|------------------------|--------------------------|--|
| • Fever of 100 degrees | * Vomiting | * Wheezing / Shortness of Breath |
| • Flu | * Diarrhea | * Headache |
| • Unusual Rash | * Yellowish skin or eyes | * Extra Fussy (Unable to take part in class) |
| • SEVERE cough | * Swollen Glands | * Stomachache |

--Do not bring your child if they have any of these communicable diseases:

- | | | | |
|---------------------------------|---------------|-----------------|------------------|
| • Chicken pox | * Head Lice | * Mononucleosis | * Strep throat |
| • Pink eye | * Hep A and B | * Mumps | * Thrush |
| • Croup | * Herpes | * Pinworms | * Tuberculosis |
| • Fifth Disease | * Impetigo | * Ringworm | * Whooping cough |
| • German measles | * Measles | * RSV | * Scabies |
| • Hand, Foot, and mouth disease | * Meningitis | * Covid - 19 | |

If your child has ANY of these, they cannot return without a medical statement stating they no longer have the communicable disease and in addition to the 24-hour antibiotic rule.

If you are ill and/or your child is ill, please call off. Please be considerate to Shining Stars Preschool & Daycare LLC, the staff members, as well as the children in preschool/daycare who are waiting to get started for the day.

You must have a backup person you can call if you or your child has an emergency or gets sick and needs to go home. We will call you if your child needs to be picked up due to illness. If Shining Stars Preschool & Daycare LLC needs to shut down, we will let you know as soon as possible so that you can make other arrangements for your child(ren). It is YOUR responsibility to have back-up care. If your child becomes ill while at preschool/daycare, your child will be isolated away from the other children to help prevent the spread of germs. A staff member will always be within sight and hearing distance.

To help prevent children from contracting an illness while here, we ask that you adhere to the following guidelines. Shining Stars Preschool & Daycare LLC will not provide care for a child who is feverish. (100 degrees or above) Exception of this rule would be teething or shots. If your child has a green discharge from his/her nose, he/she must be on an antibiotic for 24 hours BEFORE he/she can return. If your child is not "feeling" well, DO NOT give him/her Tylenol to mask his/her symptoms. Only bring your child(ren) if they can participate in daily activities.

[11] SUMMARY OF PROCEDURES TAKEN IN THE EVENT OF AN EMERGENCY, SERIOUS ILLNESS, OR INJURY.

If a medical emergency arises, Shining Stars Preschool & Daycare LLC will take necessary steps, putting the child first (calling 911, hospital, doctor, poison control, etc.) we will then call the parents as soon as we are able to. If for any reason our daycare / preschool would have to do an emergency evacuation, our children will be taught to go to the Open field behind the parking lot. If the emergency is for a complete evacuation from our property, then we will evacuate to Lincoln Pk-8 School

located at 2258 Atlantic St NE Warren Ohio 44483. It is important for you to know our process because at the time of the emergency there may be no phone lines, internet, or cell phone service.

If a weather emergency or natural disaster occurs the children will be led to our designated "Safe Space" (The hallway between Parish Hall and the Kitchen) and assume the safe positions needed.

If a lockdown is required, the children will be secured in the safest location whether it be inside or outside depending on the reason for the lockdown. All doors and windows will be locked, and building alarm will be set.

During all these emergencies, the staff will carry their emergency medical bag, parent contact information and attendance records. Shining Stars Preschool & Daycare LLC will also notify any other authorities, ODJFS, and/or CSB. Shining Stars Preschool & Daycare LLC will also complete an incident report and send one copy to ODJFS within 24 hours and keep one copy on file.

If one of the following serious incidents occurs, the licensed Center shall log into OCLQS by the next business day to report the incident and complete the JFS 01156 "serious incident reporting for childcare". This notification does not replace according to the public children services agency if there are concerns of child abuse and neglect. The licensed home may print the form JFS 01156 and give it to the parent to meet the parent notification requirements.

- Death of a child at Shining Stars Preschool & Daycare LLC
- A Child receives a head injury that requires first aid or medical attention.
- An incident, injury, or illness requires a child to be removed by the parent for emergency treatment.
- If a child is transported for emergency treatment, the child's health and medical records shall accompany the child. Shining Stars Preschool & Daycare LLC administrator or childcare staff member shall stay with the child until the parent assumes responsibilities for the child's care.
- An unusual or unexpected incident which jeopardizes the safety of a child or employee of a licensed home.

Loss of Power, Water or Heat

Staff will Contact the utility company to notify the disruption and determine expected time of disruption. Assess factors, including safety, temperature, daylight, refrigeration requirements, ability to follow necessary sanitary hygiene practices. Administrator will be the deciding factor whether the licensed home needs to be closed. If unsure, administrator will contact your licensing specialist or your local health department for assistance in deciding whether you can continue to provide childcare services and meet the rule requirement(s).

If we need to close: Parents will be notified via phone call or text as soon as possible and given a time frame in which children must be picked up.

If we need to evacuate the premises, we will relocate to Lincoln Pk-8 School Located at 2258 Atlantic st NE Warren Ohio 44483.

[12] ADMINISTRATION OF MEDICATION AND TROPICAL PRODUCTS POLICY

Shining Stars Preschool & Daycare LLC will administer 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 teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a Childs cubby or bookbag.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications (example: Diaper Creams) must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the request of medications form. Over the counter medications will not be administered for more than three days without instructions from a physician.

If a food supplement is medically required (Example: Fluid Soy Milk is required due to allergy) The child's Doctor must fill out a letter indicating the required dietary supplement for me to be allowed to provide the supplement to your child.

*All supplements are required to be provided by the parents / Caregivers. School aged children are not permitted to carry their own medication and ointments.

[13] TRANSPORTATION POLICY

Shining Stars Preschool & Daycare LLC does not offer transportation at this time. 911 will be called to transport to hospitals-- If consent is not given for a 911 transportation emergency, we will not allow the child(ren) to be enrolled for their safety.

[14] WATER ACTIVITIES / SWIMMING

During warm weather, we encourage safe outdoor water play with children. This includes sprinklers, spray bottles, small wading pools, etc. Water depth will never exceed 18". For this purpose, we ask all parents to provide a bathing suit/alternative water playclothing/Swim diapers during warm weather. For parents whose children are still in diapers, permission slips will need to be signed before they engage in water play.

[15] INFANT CARE

Shining Stars Preschool & Daycare LLC **does NOT allow diaper bags**. Parents sometimes will use diaper bag as a catch all bag for everything. Therefore, it is unsafe for them to be in the classroom. Please bring extra diapers, wipes, binkies, and spare clothes to leave in the classroom. (2 spare outfits if your child is between the ages of 0 and 18 months). Teachers will let you know when your supplies are running low. Binkies cannot be attached or on a string.

Feeding:

- Bottles will be warmed with the bottle warmer. We do not microwave bottles.
- Please provide enough labeled bottles everyday with the child's name and the current date.
- We will allow breast milk, but it must also be labeled with dates (date of expressed and date brought into daycare) and the child's name. (There must be a clean bottle provided for each bag of Breast Milk)
- No bottles shall be propped.
- Open containers of ready-to-feed and concentrated formula shall be covered, dated, and refrigerated according to the manufacturer's instructions.
- Prepared formula and food shall be discarded or sent home daily if not used.

Frequency of Diaper checks:

- Diapers will be checked and/or changed every 2 hours unless soiled then will be changed Immediately.

Information about daily activities:

- Please talk to teachers and give instructions as far as your child's eating and sleeping schedules.
- Infants will receive tummy time, small and large motor play, music, language, and literacy, cognitive and time for one-on-one attention each day.
- Infants 12 months and younger will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a notice will be posted on the infant's crib. The American Academy of Pediatrics recommends that babies be placed on their back to sleep, but when babies can easily turn over from back to the stomach, they are allowed to adopt whatever position they prefer for sleep.
- Infants are not allowed to have any items in their cribs. This includes bibs, blankets, or binkies with strings and/or animals attached. Binkies must be age appropriate to prevent choking.
- Daily infant sheets will be sent home with the parent or person picking up the infant daily. The Infant daily sheet will include the child's food intake, sleeping patterns. Times and results of diaper changes and information about the child's daily activities.

No Formula, No Diapers, No Bottles, Etc.... = NO DAYCARE

Do not let us run out of supplies for your child!

Infants Daily Schedule

- Infants follow the same schedule as the Toddlers / preschoolers when it comes to daily activities and will be included in the group activities whenever appropriate.
- This includes but not limited to going outside when the weather is appropriate.
- Infants will be interacted with one-on-one direct contact daily and will be engaged in stimulating activities while will include the use of infant toys, books, music, mirrors, and social interaction.
- Infants will be able to nap when needed as needed.
- Infants will be fed on demand unless otherwise directed by a parent or physician.
- Infants will not remain in cribs for more than one hour when awake.
- Infants will not be permitted to lay and cry for more than 5 minutes.

[16] SLEEPING, NAPPING, AND RESTING

Every child must lie down for quite time during nap time. We will provide a quite space for children to rest, or sleep. All areas will be lighted to always allow visual supervision. Evacuation routes will not be blocked, and each child will have a clear path of escape.

While children are not required to sleep, they are required to stay quiet so that the others may sleep. (quite activities can be engaged with during naptime)

Every child is assigned a cot (or crib for infants labeled with the child's name) to sleep on. Blankets are provided by the daycare for children over the age of 1 and Bedding will be laundered on a regular basis. Children under the age of 1 are placed on their backs to sleep and are only permitted "wearable" blankets, and Swaddling using a wearable swaddling

blanket is only permitted with children not yet able to roll-over.

Your child may bring a special friend from home to sleep with. If your child has a favorite blanket to sleep with, it will be sent home every other Friday to be laundered by you.

[17] EVENING AND OVER NIGHTCARE (CARE BETWEEN 7:00PM AND 6:00 AM)

Shining Stars Preschool & Daycare LLC does not provide care during this time.

[18] POLICY ON HOURS OF OPERATION

Closing due to weather:

A phone roster will be with all staff members during all emergencies that occur. Parents/Guardians of each child who is present will be notified of the situation taken place as soon as possible. During the contacting of the parents/guardians, they will be notified as to where to pick their child up. After all parents / guardians of each child in attendance is contacted then the staff will begin to contact those not currently in attendance however are on the schedule for the day.

School Delays or Closings:

Our daycare will remain open when school is cancelled due to inclement weather if we have power. HOWEVER, parents of school-aged children need to have a backup plan in place as daytime openings are limited and are reserved for non-school age children first.

A phone roster will be with all staff members during all emergencies that occur. Parents/Guardians of each child who is present will be notified of the situation taken place as soon as possible. During the contacting of the parents/ guardians, they will be notified as to where to pick their child up.

We reserve the right to shut down for emergency situations, natural disasters, or pandemics.

[19] SITUATIONS THAT MAY REQUIRE DISENROLLMENT OF A CHILD, IF APPLICABLE

Certain actions are so serious that they may lead to immediate dismissal of a child from SHINING STARS PRESCHOOL & DAYCARE LLC. (At administrators' discretion) Such actions include but are not limited to:

- Fraud from parent
- Lying to Shining Stars preschool & Daycare LLC about the hours you work (if your daycare is paid by the county, you must be at work or school). It is considered fraud of benefits if you are at home, at the store, bank, salons, shopping etc..... (You will be reported, and daycare will be suspended)
- Comments of a sexual nature
- Racial, ethnic, or religious slurs
- Violence or inappropriate language or cursing to staff, administrators, other parents, or child(ren)
- Disrespect to owner, administrator, staff, daycare children, other adults/parents on the premises
- Aggressive biting to other children and / or continuous biting (case by case basis)
- Fighting, punching
- Bullying
- Sexual behavior
- Failure to complete required forms in a timely manner (Overdue Paperwork)
- Expired Shot Records
- Excessive absences
- Failure of parents to pay tuition and fees.
- Lack of parental cooperation
- Failure of a child to adjust to the daycare after a reasonable amount of time.

Additionally, Shining Stars Preschool & Daycare LLC reserves the right to terminate a Family for any form of behavior problems, disrespect on the part of the parent or child, destruction of property, or any other reason she sees fit to do so. Inappropriate Behavior will not be tolerated for any reason.

[20] PROBLEM OR ISSUE RESOLUTION FOR PARENTS OR EMPLOYEES TO FOLLOW WHEN NEEDING ASSISTANCE IN RESOLVING PROBLEMS RELATED TO THE CHILD CARE CENTER

If for any reason you have a concern or issue involving any childcare staff member or daycare family, please bring it to the attention of the Office as soon as possible. If it is the Office, you have an issue with or need to speak to the Director Just drop a note in the payment box. She will always be available to help you resolve your problem in any way she can.

[21] FORMAL SCREENINGS AND ASSESSMENTS ON ENROLLED CHILDREN AND IF THE PROGRAM REPORTS CHILD LEVEL DATA TO ODJFS PURSUANT TO CHAPTER 5101:2-17 OF THE ADMINISTRATIVE CODE.

Shining Stars Preschool & Daycare LLC uses an Informal Screening tool called Ages and Stages along with GOLD by Teaching Strategies for formal assessments. We assess your child's development according to their age. We perform this assessment yearly. Formal Assessments will be done biannually. We will have a conference to go over the results. If your child's scores are low in different areas, we may request for you to see a specialist in that area. For example: (He/she scores low in Communication. We would suggest speaking with your pediatrician to get a referral for a speech therapist. Parents will have 3 months to meet with their specialists). This assessment helps the teachers' set goals for your children. It is a great way of making sure your child is learning and developing appropriately.

Shining Stars Preschool & Daycare LLC reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

What needs done before your child(ren) can join in on the fun here at Shining Stars Preschool & Daycare LLC?

1. Complete a full set of forms for each child. The forms include, but are not limited to:
 - Child's Completed Enrollment Paperwork (See #1 Requirements for enrollment required paperwork for full list)
 - Medical Exam Form **DCY01234**: You will be given the health form when you enroll your child into our daycare. This form informs you of the importance of the health screening such as vision, dental, hearing, blood lead and hemoglobin testing. The children's **DCY01305** health records are to be returned within 30 days of enrolling. These are to be reviewed every 12 months. Health screenings are essential exams to gain a full understanding of your child's health.
 - Immunization Record
 - Medication Administration Authorization Form
 - Child Care Connection Enrollment Form
 - Infant Informational Form (Infants)
 - Care Form (Children with disabilities)
 - Transition Meeting Process Form: In this packet, you will be receiving a Transition Meeting form. This is for you, the parents, to discuss with the staff/teachers to figure out what you would like your child(ren's) transition goal to be. We will work with the child daily, when here, and meet this goal. There is also a Transition Out of Program Information Form example in this packet. It explains what your child has been working on during our care and what they have achieved and so forth. If ever needed to fill this out, you will meet with the administrator.
2. Upon Enrollment, we ask that you send the following items...
 - Extra clothing for each child including a shirt, pair of pants, underwear, socks and shoes for us to have on hand.
 - In addition to the daily clothing, during the summer months we ask that you also keep a pair of shorts, a towel and a swimsuit for water play. Then during the cold weather months, we ask that you also keep cold weather gear at the licensed center since we will continue to go outside.
 - Daily Water Bottle with your child's first and last name on it.
3. Provide your Schedule for the first week of attendance.
4. Pay first week's tuition and registration fee.

Termination of services

If for any reason you decide to stop bringing your child to Shining Stars Preschool & Daycare LLC, we require a 10-day notice. This will give us time to call someone off the waiting list or to find a child to fill your child's spot. Payment is due for the 10-day period whether the child is brought to daycare or not. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for me to resort to legal action to collect, the parent/guardian will be responsible for legal fees incurred on Shining Stars Preschool & Daycare LLC part.

During the time your child or children are enrolled here at Shining Stars Preschool & Daycare LLC we will make copies of some of your child/children's writing work, artwork, and screening tools from our records. If you decide to move your child/children to a new setting and would like your child/children's records transferred, then Shining Stars Preschool & Daycare LLC will give you a record release form to sign and date.

Acknowledgement

In this packet, you will find an Acknowledgement of Policies form. It will NEED signed and returned to our daycare.

This is a form letting us know that you have read through all this packet and agree to our rules that we have set in place as well as all our fees and scheduling requirements. Along with this paper, any other paper in this packet that needs filled out will also need returned. We ask that you please read over this handbook carefully and thoroughly. Thank you.

Community Resource Information

Here at Shining Stars Preschool & Daycare LLC we strive to assure that not only the children are getting what they need from us, but that the families are aware of all our local available community resources too. There are a variety of pamphlets and papers ranging from 211 services, WIC, Health and Immunization clinics to our local food pantry, and CPR instruction sites available in our basement. Please feel free to help yourself to them.

American Red Cross 661 Mahoning Avenue NW Warren, Ohio 44483 (330) 392-2551
Energy Assistance, CPR, First Aid, Blood Donation

Trumbull County WIC 258 East Market Street Suite 201 Warren Ohio 44481 (330) 394-0990
Supplemental Foods, Nutrition Guidance Education for Pregnant, Breast-Feeding Classes and Non-Breast Feeding and Postpartum woman and infants and children, birth to 5, who are found to be at nutritional risk.

Some Place Safe 1540 Tod Avenue NW Warren, Ohio 44485 (330) 393-3003
*24 Hour Hotline (330) 393-3005
Emergency shelter for woman and children who require immediate safe refuge due to family violence.

Warren Public Library 444 Mahoning Avenue NW Warren, Ohio 44483 (330) 399-8807

Life Skills 458 Franklin St. SE Warren, Ohio 44483 1-866-821-2419
GED Educational Programs

Trumbull County Child Support Agency
106 High Street Warren, Ohio 44481 (330) 675-2732
Monday -Friday 8:30 am- 4:30pm

Trumbull County Job and Family Services
280 North Park Avenue #1 Warren, Ohio 44481 (330) 675-2000
Food, Cash, and Medical Assistance

Pandemic

Shining Stars Preschool & Daycare LLC, the CDC, ODJFS, Ohio State and Local Health authorities as well as neighboring states health authorities have implemented new policies and procedures to protect the health and safety of all persons in our facilities and their families. We will ask our families and employees to acknowledge and agree to the following guidelines regarding the virus/ disease causing the pandemic. The daycare itself will take extra precautions to make sure everything in our facility is sanitized and deep cleaned to protect our families and employees. Parents will not be allowed to enter the building unless needed and they will be required to wear the safety precautions that CDC (The Center for Disease Control) recommends during the pandemic. Everything that the licensed center knows about the pandemic, and what the daycare is doing to protect our facility, and families will be posted for the parents to read and know.

CENTER PARENT INFORMATION

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

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing 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 or 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 OD JFS. Inspections are also online at [HTTP:// childcare.research.ohio.gov/](http://childcare.research.ohio.gov/) dot parents search for a specific program & 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 and violation of the Americans with Disabilities Act of 1990, 104 STAT. 32, 42 U.S.C. 12101 ET SEQ. dot to file a discrimination complaint or call health and human services or OD JFS period HHS and OD JFS are equal opportunity providers and employers.

Write or call, HHS region V, office of civil rights 233 N Michigan Ave. St. E .240 Chicago, IL 60601 (312) 886.2359 (Voice), (312) 353.5693 (TDD), or (312) 886.1807 (Fax)

Write or call, ODJFS Bureau of Civil Rights 30 East Broad St. 37th Floor Columbus, Oh 43215 (614) 644.2703 (Voice), 1.866.277.6353 (Toll Free), (614) 752.6381 (fax), 1.866.221.6700 (tty) or (614) 995.9961.

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child please visit [HTTP://jfs.ohio.gov/cdc/families.stm](http://jfs.ohio.gov/cdc/families.stm).

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