



Imagination Crossing

Parent Handbook

20 S Richard's Run Rd
Springboro, OH 45066
(937) 885-3428
office@imaginationcrossing.com
www.imaginationcrossing.com

Hours of Operation:
Monday – Friday
6:30am – 6:00pm



An Early Bird Education Group School

Table of Contents

Introduction and About Us	4
Welcome to Imagination Crossing and the Early Bird Family	4
Mission Statement	4
Our Values	4
Licensing Information	4
Handbook Introduction.....	5
Operations	5
Hours and Days of Operation.....	5
Drop Off & Pick-Up Policies.....	5
Inclement Weather	6
Program Information	6
Ratios	6
Curriculum and How We Learn.....	6
Classroom Sample Schedules.....	7
Parent Engagement.....	7
Food	8
Enrollment Agreement and Payment Policies	8
Registration & Deposit.....	8
Payment Policies	8
Withdrawal.....	8
Schedule Changes	9
Late Payments and Delinquent Accounts	9
Attendance.....	9
Right to Suspend or Sever Enrollment	9
Temporary Disenrollment.....	9
Sibling Discount.....	10
Failure to Notify Transportation from Another Program or Activity	10
Supervision, Guidance, Accidents and Illness Policies	10
Supervision.....	10
Guidance and Discipline Policy	10
Biting Policy.....	11

Illness Management..... 11

Accidents and Emergencies 12

Other Operating Information..... 13

Medication 13

Transition Time 13

Field Trips / Transportation 13

Outdoor & Water Play 14

Potty Training..... 14

Use of Blankets in Infants 14

Miscellaneous and Other 14

Employee Solicitation Policy and Fee 14

Breastfeeding..... 15

Information from Ohio Department of Job and Family Services (ODJFS)..... 15

Parent Acknowledgment 16

Introduction and About Us

Welcome to Imagination Crossing and the Early Bird Family

We are pleased to welcome you to Imagination Crossing! We are so glad that you have chosen us to provide safe and stimulating early care and education to your child. At Imagination Crossing, we strive to encompass the minds of young children through art, sensory, fine motor, and large motor skills. Our dedicated teaching and administrative staff will work hard to ensure your child is safely cared for in a loving environment and is kindergarten ready.

Our school is licensed as a childcare center with the state of Ohio and was established in 2007 with the goal of providing high quality childcare and early learning to Springboro, Ohio. Since November 2021, Imagination Crossing has been part of the broader Early Bird Education Group family, an ownership group that owns multiple high quality early childhood education schools in Ohio and Kentucky.

Mission Statement

Our goal at Imagination Crossing is to provide in Springboro the highest quality childcare and early learning possible. It is extremely important that we not only provide a safe and loving environment for children, but that we also deliver a top-notch preschool education in the process.

Our Values

Family. First and foremost, we are a family. We are family-oriented in how we interact with our children, parents and each other as colleagues.

Partnership. Raising a child takes a village. There is a partnership between all parties involved: parents, teachers and management. We are collectively on the same team focused on the development and safety of our children. It's all about teamwork!

Passion. This is a career for us, not a job. We fundamentally love working with children and seeing them grow. We are professionals that are passionate about early childhood education.

Education. We are a preschool and childcare center, not a daycare. As educators, we take pride in being an integral part of our children's development.

Licensing Information

Imagination Crossing is licensed by the Ohio Department of Job and Family Services. The license is available for review in the school entrance. A copy of laws and rules governing childcare centers and schools as well as our most recent licensing inspection results are available on ODJFS's website. The school is in total compliance with health, fire and building regulations and is inspected annually or more often as needed. Should you need any further information on the review process, or if you would like to contact ODJFS, please see an administrator at the front office.

Handbook Introduction

This handbook should serve as your guide to our program. It is part of the contractual agreement between you, the parent, and Imagination Crossing. We hope that they will help you better understand our policies and procedures. We reserve the right to modify these policies and procedures at any time to comply with state regulations or company directives. Please save these materials for future reference.

This handbook does not contain every policy enforced by Imagination Crossing and should not be considered an exclusive compilation of Imagination Crossing policies. If at any time you have questions regarding any of these policies, provisions, or any employment issue, you should contact the director.

Operations

Hours and Days of Operation

Hours of operation are Monday through Friday from 6:30am to 6:00pm on all days other than the following holidays and in-service days, for which Imagination Crossing will be closed for.

Holidays: Imagination Crossing will be closed on the following holidays. In the case in which a holiday is on a weekend, we will be closed either the Friday before or Monday after.

- New Year's Eve
- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

In-Service Days: In-service days are days in which the school will be closed for our families but utilized to have full-day training sessions with our staff. Such days are crucial to ensure proper, focused training and certification for our staff. Imagination Crossing reserves the right to call for up to 2 in-service days a year for which the school will be closed for. We will announce in-service days at least 60 days in advance.

Drop Off & Pick-Up Policies

Parents are required to bring their child inside and accompany them to the classroom each day. Parents are required to keep their child close and within their direct sight while entering and exiting the building. Any special messages, medications, special pickup notes, etc. are to be given to the teacher or staff responsible for the child's care. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick-up, parents must make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after sign-out.

Children may not be released to anyone under 18 years of age. Children will only be released to the adult who enrolled the child or someone authorized in writing by that person. Adults will be required to show picture identification to staff members if they are not known or recognized. All children must be picked up from the school by the scheduled closing time. If your child is not picked up by the scheduled closing time, we will attempt to contact you and your designated emergency contacts. If these attempts are

unsuccessful, and after one hour, we will notify the local authorities and release your child to their custody. Late pick-up fees will also be assessed (see more below).

If there are custody issues involving your child, you must provide the school with court papers indicating who has permission to pick up the child. We may deny a parent access to his child without proper documentation.

Incident Weather

Imagination Crossing will make reasonable efforts to open in poor weather. However, the school may choose to close at the management's discretion, which will largely follow local weather forecasts and guidance. In these instances, regular payment is expected. Parents will be notified and updated through Brightwheel.

Program Information

Ratios

As a licensed childcare provider by the state of Ohio, Imagination Crossing is required to not exceed state required staff to child ratios. Because we desire to provide a higher level of quality care, **Imagination Crossing will strive to maintain lower ratios than state requirements in our classrooms as shown below.** We believe our ratios are also more favorable than most of our competitors. Ratio for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the required staff to child ratio if there is an emergency.

Classroom	Age	IC Self-Imposed Ratios (Staff to Child)	State Required Ratios (Staff to Child)
Infant One	0-12 mo.	2 to 7	1 to 5, or 2 to 12
Infant Two	12-18 mo.	2 to 7	1 to 6, or 2 to 12
Toddler One	18-30 mo.	2 to 14	1 to 7, or 2 to 14
Toddler Two	30-36 mo.	2 to 14	1 to 8, or 2 to 16
Preschool	3-4 years	2 to 16	1 to 12, or 2 to 24
Pre-K & Pre-K5	4 yrs. – Kinder.	2 to 22	1 to 14, or 2 to 28
School-Age	Kinder.+	1 to 14	1 to 18, or 2 to 36

Curriculum and How We Learn

Our teachers use the foundations behind The Creative Curriculum when planning weekly lessons for their classrooms. The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to individual children's learning styles and building on their strengths and interests. It also follows the Early Learning Developmental Standards as set forth by the State of Ohio. These standards include areas for cognitive, physical, social, and emotional development.

Children will be continually assessed using the OELD standards using the Brightwheel assessment capability. Teachers also add sample work and anecdotal notes to files kept for each child that grow and transition with them throughout their enrollment at Imagination Crossing.

Classroom Sample Schedules

Infant Classrooms Schedule

(May vary based on infant needs)

6:30 – 8:30	Arrival, breakfast, individual activities
8:30 – 8:45	Diaper changes
8:45 – 9:15	Small group activities
9:15 – 10:00	Snack and fine motor activities
10:00 – 10:30	Art
10:30 – 10:45	Diaper changes
10:45 – 11:15	Outside/Gross Motor Activities
11:15 – 11:30	Set up for lunch
11:30 – 12:30	Lunch
12:30 – 12:45	Diaper Changes
12:45 – 1:00	Nap preparation/ individual activities
1:00 – 3:00	Activities / Diaper changes for children who are awake
3:00 – 3:15	Diaper changes for children who napped
3:15 – 3:45	Outside play / Gross motor activities
3:45 – 4:45	Small group / story time
4:45 – 5:00	Music and Movement
5:00 – 5:15	Diaper changes
5:15 – 6:00	Quiet activities

4:15 – 4:30	Transition activities / cool down
4:30 – 5:00	Diaper changes
5:00 – 6:00	Quiet activities

Preschool / Prek4 Classrooms Schedule

6:30 – 9:00	Arrival, free play
9:00 – 9:30	Breakfast
9:30 – 10:00	Large Group / Story Time
10:00 – 10:45	Small group / Art
10:30 – 10:45	Outdoor time
10:45 – 11:15	Indoor play
11:15 – 11:30	Set up for lunch
11:30 – 12:30	Lunch
12:30 – 12:45	Story time
12:45 – 1:00	Nap preparation/ individual activities
1:00 – 3:00	Nap time
3:00 – 3:15	Bathroom / Nap clean up
3:15 – 3:30	Snack
3:30 – 3:45	Music and Movement / Sunscreen
3:45 – 4:15	Outdoor play
4:15 – 4:30	Transition activities / cool down
4:30 – 6:00	Quiet activities

Toddler Classrooms Schedule

6:30 – 8:30	Arrival, free play
8:30 – 9:00	Diaper changes
9:00 – 9:30	Breakfast
9:30 – 10:00	Large Group / Story Time
10:00 – 10:30	Art
10:30 – 10:45	Diaper changes
10:45 – 11:15	Outside/Gross Motor Activities
11:15 – 11:30	Set up for lunch
11:30 – 12:30	Lunch
12:30 – 12:45	Diaper Changes
12:45 – 1:00	Nap preparation/ individual activities
1:00 – 3:00	Nap time
3:00 – 3:15	Diaper Changes
3:15 – 3:30	Snack
3:30 – 3:45	Music and Movement / Sunscreen
3:45 – 4:15	Outdoor play

Kindergarten Class Schedule

9:00 – 9 :15	Breakfast/Manners
9:15 – 9 :30	Individual Reading
9:30 – 9 :45	Morning meeting (calendar, weather, pledge of allegiance, discuss the day's activities)
9:45 – 10:15	Math
10:15 – 10:45	Group Reading
10:45 – 11:15	Specials (Enrichment Classes)
11:15 – 11:45	Phonics
11:45 – 12:15	Lunch
12:15 – 12:45	Recess
12:45 – 1:15	Science
1:15 – 2:00	Centers
2:00 – 2:30	Social Studies
2:30 – 2:50	Writing
2:50 – 3:00	Clean-up & end of day

Parent Engagement

Parents are encouraged to participate whenever possible in the activities at Imagination Crossing. Parents have access to all areas of the building used for their child's care during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Regular parent/teacher conferences will be scheduled twice each year.

Parents are also encouraged to use the parent engagement feature on Brightwheel to seek updates and pictures from the staff regarding their children's activities. Please be mindful about the fact that our

teachers are busy during work hours and any lengthy conversations or questions take away time they can be spending educating and caring for children. Please direct lengthy conversations or questions to the director and/or make appointments with staff.

If parents have any concerns or questions at any time, it is recommended that they schedule time to talk to the child's teacher. If resolution is not found, parents are welcome to contact the director.

Food

Imagination Crossing provides a morning and an afternoon snack. Each of the snacks will contain at least two nutritional foods. Parents may purchase a lunch through Imagination Crossing's provider for an additional fee or send a lunch for their child. A suggestion for this meal would consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6-year-old) protein (1 ½ oz), grain (1/2 slice bread or 1/4 c pasta, etc), fluid milk, and two foods from the fruit/vegetable group ½ c.). Fluid milk can be provided by Imagination Crossing at no charge. All food items must be stored in a lunch box/bag clearly marked with your child's first and last name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold. Any foods not permitted due to allergies or religious beliefs must be documented and kept in the child's file. If a meal is completely forgotten, a meal will be supplied to the child and a \$5 charge will be applied to the account.

Enrollment Agreement and Payment Policies

Registration & Deposit

Upon enrollment, parents must pay a one-time registration fee per family as well as the first and last week tuition fees. This will be paid charged through Brightwheel. The last week of tuition will be held as a deposit, which will be applied towards the last week of tuition upon graduation or withdrawal from the program. Until the registration fee and first and last week tuition fees are received, your child(ren) will not be considered enrolled and cannot start in our program.

Payment Policies

Parents agree to pay the current tuition rates as provided by the administration. All payments will be facilitated electronically through Brightwheel, including the registration, deposit and any one-time charges. Imagination Crossing will not accept cash or checks. Tuition will be billed weekly on Fridays for the following week of care, and payment is promptly due by Monday of the week of care. We strongly encourage parents opt-in to the auto-pay feature on Brightwheel so that weekly payments are automatically paid on time. Otherwise, parents will receive a notification from Brightwheel to manually make the payment. Parents are also able to make prepayments beyond one week of tuition through Brightwheel. Weekly tuition fees are due and non-refundable regardless of holidays, illness, vacation or inclement weather.

Withdrawal

Imagination Crossing requires a 30 day written notice of withdrawal. If a 30 day written notice is not provided, Imagination Crossing will bill tuition 30 days from the date of notice of withdrawal. The initial deposit will be applied for the last week and full tuition will be due for any remaining time period.

Schedule Changes

At the time of enrollment, the child will be scheduled for specific days. Additional days may be added, based on availability of space in the required classroom, for an additional fee per the current tuition rates. Prior approval, in writing, of an administrator, is required for any scheduling changes 30 days in advance. Any school-age child signed up for before/after care attending Imagination Crossing will be charged the full-time Kindergarten tuition rates during school holidays, breaks or inclement weather days.

Late Payments and Delinquent Accounts

Imagination Crossing will charge a late payment fee of \$25 for each day after the tuition payment due date on Monday of the week of service. If payment has not been made 2 days after the tuition payment due date so that the account is fully up to date on payments, we reserve the right to refuse service until the account has been fully paid off. Delinquent accounts that are never fully paid off may be sent to debt collection agencies on behalf of Imagination Crossing. If you have any questions or concerns regarding paying on time, please consult the administrator.

Imagination Crossing will open at 6:30am and close at 6:00pm. A phone call is required if unable to pick up your child before that day's closing time. A late fee of \$5.00 will be charged for the first 5 minutes and an additional fee of \$1.00 per child for each 1 minute period thereafter. Late fees will be charged through Brightwheel. Please do not pay the teachers directly.

Attendance

For the benefit of your child and consistency of our programming, we ask that you maintain a regular pattern of attendance. In order to maintain a quality program with proper staffing, we ask that you notify the director if your child will be absent or late (arriving after their regularly scheduled arrival time).

If a child will be absent, the absence must be reported to the school no later than 9am.

Right to Suspend or Sever Enrollment

Imagination Crossing reserves the right to deny, cancel, sever or suspend a child's enrollment at any time the school, in its sole discretion deems such action to be in the best interest of the child or the school. In such event, any unused tuition will be refunded.

Temporary Disenrollment

We will not hold a spot for a currently enrolled child unless regular weekly tuition rates are being paid. Withdrawal and re-enrollment into the program will result in a registration fee and first and last week of tuition. We will make an exception to this policy and allow for temporary disenrollment of up to 8 weeks during the summer months if notice is given to the administration by the end of April, provided classroom slots remain available for new families looking to enroll. If a new child cannot enroll at Imagination Crossing because of a spot that is being held for a child that is temporarily disenrolled, the parent must make regular payment tuition payments to "hold" the spot from new enrollment.

Sibling Discount

Any family with two or more children enrolled will receive 10% off the tuition amount for all except the child with the highest weekly tuition.

Failure to Notify Transportation from Another Program or Activity

If Imagination Crossing normally transports a school age child to their public school, and if that child is absent from their school or has arranged other transportation without notifying Imagination Crossing, a \$10.00 fee will be charged through Brightwheel.

Supervision, Guidance, Accidents and Illness Policies

Supervision

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 precautionary and preventative measures.

Supervision of Infants, Toddlers/Preschoolers

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

Supervision of School Age Children

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a teacher, the teacher checks on the children regularly until they return and the restroom is for the exclusive use of the center. One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Guidance and Discipline Policy

We believe 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. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy, including Rule 5101:2-12-22 applies to all staff of the school. In addition, all parents while they are at the school must adhere to Rule 5101:2-12-22. A copy of Rule 5101:2-12-22 will be provided upon request.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent extra attention from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents with Rule 5101:2-12-22.

Biting Policy

Although common in young children, biting can be a frustrating problem. The following is an outline of the preventative strategies our staff commonly use:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums
- When children bite out of frustration or during a confrontation, behavior will be redirected to some other activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all of our families, parents will not be informed of the identity of the biter.
- Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

Illness Management

Imagination Crossing 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 observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the school. They will be sent home. Please also plan ahead and have a back-up 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 or higher-child may NOT return to school until he/she has been fever free for 24 hours unless a doctor's note is sent stating they are not contagious
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes

- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation. May only return if child is nit-free or note from doctor stating nit-free
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick-up the child. Parents are required to pick up their child within 1 hour of being notified. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

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

Accidents and Emergencies

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

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency

squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. Imagination Crossing shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

If you indicate on the enrollment form that you do NOT give Imagination Crossing permission to transport in an emergency-WE WILL CALL 911 for ANY emergency-then if the ambulance deems it necessary to take the child to a hospital, you MUST INDICATE on that form what you would like done with your child.

Other Operating Information

Medication

Imagination Crossing will administer medications to a child only after the parent completes a medication administration 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 child's cubbie or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School age children only will be permitted to maintain control of their inhalers.

Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Any time the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications 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 Medication Administration form. Over the counter medications will not be administered for more than three days without instructions from a physician. If a medication label reads to administer medication twice per day, Imagination Crossing will not administer medication at school, as they can be administered both before and after attendance at the school.

Transition Time

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, staff will develop a transition plan which will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Please note that children do not necessarily transition once they turn the next age and for children who are 3 years of age and older, transitions typically occur in May and August.

Field Trips / Transportation

Imagination Crossing will not transport children in emergency situations. If a child requires transportation, the parent and/or the emergency squad will be contacted. The school may provide transportation on routine trips for school age children going to/from school. This transportation may be done in the vehicles

owned by the school. A staff member with first aid/communicable disease and CPR trainings will be present in the vehicle and the driver will be up-to-date with the Transportation Training requirement.

We will be taking periodic field trips for PreK and older classes, which will also be done with a trained staff member in the vehicle. Before departing Imagination Crossing, a count will be taken of all of the children, and will be documented on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to ensure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children for whom they are responsible. Before any child participates in either any routine trip or field trip, the school will obtain written permission from the parent or guardian.

Outdoor & Water Play

Outdoor play will be provided each day in suitable weather for toddlers, preschool and school children who are in attendance for four or more consecutive daylight hours. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

Children will be provided with water play opportunities at Imagination Crossing. These may include sprinklers. Parents will be asked to sign written permission slips prior to children engaging in water play. Please remember to send bathing suits and towels for your children. Sunscreen must also have parent consent completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

Potty Training

Children must be potty trained to be in a preschool room. While it is normal for an occasional accident to occur, we are unable to properly care for a non-toilet trained child in our preschool and older classrooms. We reserve the right to keep such children in a developmentally appropriate classroom (e.g. toddler classroom), even if they are of age to join a preschool classroom.

Use of Blankets in Infants

Any infant younger than 12 months of age may not be put to sleep in his crib using anything except a blanket sleeper or a wearable swaddle blanket. A parent will have to provide these items for their child.

Miscellaneous and Other

Employee Solicitation Policy and Fee

We require our parents to make us aware of any commercial arrangements with our staff members (e.g. baby-sitting). In the case that such arrangements conflict with regular business hours of our operations, parents are required to pay a one-time employee solicitation fee of \$1,000. This is to compensate

Imagination Crossing for the cost of recruiting, background checking, training and replacing such staff member.

In addition, parents engaged in such arrangements with our staff agree that such an engagement is not related to the school or its owners in any way, and in that regard, parents release and discharge Imagination Crossing, its owners, employees, shareholders, directors, affiliates, heirs, successors and assigns, in their individual and professional capacities, from all claims, demands, liabilities, actions or accuses of action whatsoever which may arise from said arrangements.

Breastfeeding

A breast-feeding mother may utilize either of the infant rooms to feed and/or pump.

Information from Ohio Department of Job and Family Services (ODJFS)

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

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

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the 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 complaint 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.

Parent Acknowledgment

After reading the parent handbook please sign and return this page to the administrator. This is due before the child attends Imagination Crossing. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Imagination Crossing and have had the policies reviewed with me. I understand that these policies are part of my contractual agreement with Imagination Crossing and agree to follow all policies outlined within.

Parent/Guardian Signature

Date

Child(ren) Name(s)