

Handbook

Kindernest Cincinnati



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Welcome

Welcome to Kinderneest Cincinnati! This handbook provides information on our daycare's policies and procedures, familiarizing you with daily life at the center and future care for your child. It serves as a foundation for our work and addresses many of your questions.

General Information

1 . Contact Details

Kinderneest Cincinnati LLC

Madeleine Grimm

3954 Spencer Ave

Cincinnati, Ohio 45212, USA

Email: Madeleine.grimm@kinderneestcincinnati.com

Phone: 513 253-4616

2 . Philosophy

The philosophy emphasizes that every child is unique, competent, and deserving of respect. It focuses on meeting children where they are and allowing them to grow at their own pace in a positive environment that fosters trust. The approach aligns with Montessori pedagogy, promoting independence with the motto "Help me to help myself." The program provides a clean, safe, and nurturing space for children to play, learn, and grow.

3 . Days and Hours of Operation

My program operates Monday to Friday, from 8 a.m. to 5 p.m., with early shifts starting at 7 a.m. and late shifts until 6 p.m. It will be closed on specific holidays and for **two weeks in summer**.

Holiday Closures

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Daily Schedule

- 7:00 – 8:00 a.m.: Early shift arrival
- 8:00 – 9:00 a.m.: Arrival and free play
- 8:30 a.m.: Handwashing and breakfast
- 9:00 – 10:30 a.m.: Free play and outdoor activities
- 10:30 – 11:00 a.m.: Diaper change and circle time
- 11:00 a.m. – 12:00 p.m.: Lunch
- 12:00 – 2:00 p.m.: Nap time and quiet activities
- 2:00 – 2:45 p.m.: Wake-up time and diaper change
- 2:45 – 3:30 p.m.: Snack time
- 3:30 – 5:00 p.m.: Free play and activities
- 5:00 – 6:00 p.m.: Late shift pick-up

Daily activities will vary based on children's needs, weather, and seasonal themes. Diaper changes and toileting will occur as needed.

4 . Staff-to-Child Ratios

- Care is offered for a maximum of 6 children at any given time.
- My Children under 6 are included in both the group size and the ratio.
- The age range served is from 5 months to 6 years.

5 . Parent Involvement

At the start of each new care year, my program consistently provides families with information about upcoming events and activities.

Parents are invited to observe their children and join in our daily activities. Feel free to reach out to me so we can arrange a convenient day and time.

We encourage parents to join us for field trips, summer picnics, various festivals, holiday celebrations, and family gatherings.

6 . Parent-Provider-Meetings

Upon arrival in the morning, I would appreciate it if you could give me a brief update about your child/children. Please share how the night went, any significant events from yesterday, and any important information for the day ahead.

During pickup, I will provide a quick overview of your child's day.

Parent-teacher conferences are held twice a year to discuss your child's growth and development. If you have any concerns or questions regarding your child, please feel free to call or text me to set up a time for a focused conversation.

I am always open to discussions, so please don't hesitate to reach out.

I am available for conferences every day after my program concludes, and I kindly request that appointments be scheduled in advance.

7 . Payment Policies

Fee Structure:

- Full-Time / Week:
 - Infant: \$500.00
 - Toddler: \$494.00
- Part-Time / Week:
 - Infant: \$250.00
 - Toddler: \$247.00
- Hourly Rates:
 - Infant: \$15.00
 - Toddler: \$14.00

Payment Schedule:

- Full payment is required even during holiday closures or if your child is absent due to illness or other reasons.
- If payment is not received by Wednesday of the childcare week, a late fee of \$20.00 will be applied, and your child will not be permitted to attend the program until payment is made.
- There is a risk of losing your child's spot in the program if payments are delayed.

Additional Shifts:

- Early Shift / Week:
 - Infant: \$25.00
 - Toddler: \$25.00
- Late Shift / Week:
 - Infant: \$25.00
 - Toddler: \$25.00

Discount for families:

- please contact me for discounts
- there is a discount of 10% for families who enroll their second child (while the first one is enrolled in the program)

8 . Supports for breastfeeding Mothers

For the sake of privacy, breast milk can be expressed in the bedroom, where children sleep and take naps. Parents can also choose to breastfeed their child in that space.

Policies and Procedures

1 . Enrollment Information

To ensure a child can join my program, an enrollment packet must be filled out beforehand. The packet consists of:

- Enrollment sheet
- Supply list
- An invitation to visit the daycare prior to your child's start date
- An appointment must be scheduled for enrollment
- Required forms from ODJFS, including the "Child Medical Statement for Child Care"
- Pick-up authorization
- Personal questionnaire
- Tuition agreement

2 . Care of Children Without Immunization

My program does not provide care to children who have not been immunized.

3 . Attendance Policies

Arrival and Departure:

Parents are required to accompany their children into the program and communicate with me directly. Children cannot be dropped off at the front entrance or sent inside by themselves. When picking up, parents must have a verbal interaction with me to confirm that the child has been safely collected.

Absent day:

The parents must inform me if their child is going to be absent from the program before the expected time of arrival. Please call or text me at least 30 minutes in advance.

Releasing a child to someone other than the parent:

Only those individuals who have been authorized in writing by the custodial parent or guardian are permitted to pick up children. Anyone who is not the parent or guardian must provide a state-issued photo ID, which will be verified before the child is released.

Releasing a child according to custody agreement:

If there is a custody agreement for the child, the program must be provided with official legal documentation indicating who has permission to pick up the child.

4 . Supervision

- My primary duty is to guarantee the health and safety of every child placed in my care.
- I remain vigilant regarding the safety requirements of the children, proactively identifying potential hazards and implementing necessary precautionary and preventative actions.
- Children are consistently supervised, ensuring they are always within sight or sound.
- At no point is a child left without supervision.

5 . Child Guidance

- Your child is treated with love, kindness and respect.
- My program emphasizes setting realistic expectations for children's behavior, alongside providing positive reinforcement and constructive redirection.
- I guide problem-solving discussions and encourage children to express their thoughts and suggestions when conflicts arise among them.
- When a child displays inappropriate behavior, they are invited to take a break.

6 . Suspension and Expulsion

- When a child's behavior places the child or the other children at the program at risk, I communicate with the parents regarding a behavior plan. If the behavior cannot be modified, the child may be suspended or expelled from the program.
- I am required to report child expulsion for behavioral reasons to ODJFS.

7 . Americans with Disabilities Act Compliance Policies (ADA)

- Americans with Disabilities Act (ADA)
 - Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.
 - Administering medication to children with disabilities:
 - As my program administers medication, I administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.
- Administering care procedures for children with disabilities:
 - Prior to caring for a child with a disability, my staff and I who are responsible for caring for the child are properly trained regarding any necessary procedures.

8 . Outdoor Play

- Outdoor Play:
 - Children are taken outside to play daily, weather permitting.
 - On days when weather conditions do not allow for outdoor play, there is time for indoor gross motor activities such as dancing and exercising.
 - Children should be dressed appropriately for outdoor play, including appropriate cold and warm weather wear.
- Limitations placed on outdoor play due to weather or safety issues:
 - Children are not taken out if the temperature is below 25°F or above 90°F.
 - Outdoor play time is adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, wind chill warning, air quality warnings, excessive humidity, high pollen counts, etc.

9 . Food and Dietary Policies

Information regarding meeting 1/3 of the child's recommended daily dietary allowance:

My program provides the following meals and snacks which provide at least 1/3 of the recommended dietary allowance for each child:

- Breakfast
- Lunch
- Afternoon snack

All meals and snacks served are selected from the four basic food groups listed below and provide at least 1/3 of the recommended dietary allowance for each child:

- Meat or meat alternatives
- Breads and grains
- Fruits and vegetables (juices may be used if 100% and undiluted and two vegetables may be used to meet entire fruit requirement)

Policies regarding formula, breast milk, meals and snacks:

- Unflavored milk is served
- Children are served whole milk
- A weekly menu is provided on Friday at pickup time that provides the following week's meals and snacks including which meals contain a milk serving
- Parents are required to provide prepared bottles for all children who are formula and/or breast-fed. All bottles must be labeled with the child's name and the date the bottle was prepared. In addition, bottles containing breast milk must also be labeled with the date pumped
- Parents are required to provide bottles and formulas. I prepare the bottles on site. Any unused formula/breast milk is discarded
- Meals and snacks are served only during the meal or snack time. Please be sure that they have eaten prior to coming to the program

10 . Illness Policies

Management of illness, including isolation precautions

- If your child is sick or does not feel well enough to participate in program activities, please keep them at home
- Children who became ill while in care must be picked up by their parents or caregivers and are isolated as best as possible
- Cribs/playpens/cots/mats and any linens used are washed and disinfected before being used again
- Parents are notified by a sign posted on the parent bulletin if children have been exposed to a communicable illness
- My program follows all required COVID-19 pandemic rules and guidelines from the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health\

Symptoms of discharge

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

- Temperature of at least 101 degree F (100 degrees F if taken axillary)
- Diarrhea (more than two abnormally, unexpected, or unexplained loose stools within a 24-hour period)
- Severe coughing (causing the child to become red or blue 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) eye discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or grey stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing
- Vomiting

A child is discharged if they exhibit any COVID-19 symptoms.

Conditions for the return of child after illness:

- Children are readmitted to the program after at least 24 hours of being free of fever and other symptoms without aid of medication. If they are not symptom free, a doctor's note is required stating that the child is not contagious.
- Notification to parents of ill child: parents are notified by phone and text if their child exhibits any of these signs of illness and must pick up their child as soon as possible

Care is not provided for children who are sick. Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

11 . Emergency, Serious Illness and Injury Procedures

- My program follows my program's written procedures if an emergency occurs while a child is in the program's care.
- My program conducts monthly fire drills, tornado drills (March – September), and quarterly emergency/lockdown drills.
- In the event of a fire or a tornado, we follow the written instructions posted, which describe emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.
- If we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water, our emergency destination is the parking lot of Pleasant Ridge Baptist Church at 6401 Ridge Ave. If the immediate area must be evacuated, we follow the instructions of the authorities. A sign will be posted in front of my facility indicating that we have been evacuated and the location where you may pick up your child. If a parent cannot be

reached, we will contact the emergency contacts listed on your child's enrollment information.

- In the unlikely event of an environmental threat or a threat of violence, I will secure the children in the safest location possible, contact the proper authorities, and follow their directions. I will contact parents as soon as the situation allows.
- In the case of a minor accident or injury, basic first aid is administered by a trained staff member.
- If the injury/illness is serious, any first aid possible is administered, and parents are contacted immediately to assist in deciding on an appropriate course of action.
- When any injury or illness is life-threatening, EMS is contacted, parents are notified, and the child's available health records are sent with the EMS. I do not transport children in my vehicle in the case of an emergency.
- When any of the following occurs, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury: the child has an illness, accident, or injury that 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 that jeopardizes the safety of the child.
- In the case of a serious incident, I report to ODJFS by the next business day and complete the required serious incident report.

12 . Administration of Medications and Topical Products Policies

- Medications are stored in an area inaccessible to children.
- Any medication for your child must be handed directly to me upon arrival.
- Medications may not be brought in a child's bookbag.
- Prescription medications must be in their original container and administered in accordance with instructions on the label. • Over-the-counter medications also must be administered in accordance with label instructions.
- If parents request any different dosages or uses, a physician must provide written instructions on the JFS 01217, "Request for Administration of Medication for Child Care".
- Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to me upon arrival.
- If your child requires medical food, you must provide a completed JFS 01236 , "Child Medical/Physical Care Plan for Child Care."
- All medical foods must be provided by the parents and must be in the original container with the child's name on it and must be handed to me immediately upon arrival.
- I follow the directions on the medical food container to ensure safe storage.
- If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changing the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your physician regarding this. A JFS01236, "Child Medical/Physical Care Plan for Child Care" must be completed.
- If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. You must provide any food requirements that are not part of my program's menu.

13 . Transportation Policies

- My program takes routine trips, such as to the local parks, and my take periodic field trips.
- Routine trips are taken by walking or in my personal vehicle. Permission slips must be completed for each child.
- Travel to field trips are taken by walking or in my personal vehicle.
- Before a child may participate in the field trip, a written permission form signed by at least one parent is required.
- Before we leave my program, I take a count of the children and mark them on a separate attendance sheet specifically created for the trip. Upon arrival at our destination, I take another count to ensure that all children have arrived safely. This process is repeated upon leaving the destination and returning to my program.
- My program is unable to accept any children whose parents do not permit transportation to an emergency treatment facility.

14 . Water Activities

- Children are provided with water play opportunities at my program.
- These include sprinklers and small wading pools with a wall that is less than 18 inches high.
- Parents are asked to sign written permission slips prior to children engaging in water play.
- Parents must send bathing suits on water play days. At no time is a child left unsupervised.

15 . Infant Care and Diaper Procedures (all ages)

- Infant care:
 - Infants are not allowed to sleep in swings, car seats, or other equipment
 - Infants sleep according to the child's individual needs.
- Infant feeding:
 - Infant feeding occurs according to the child's individual needs.
 - Food intake and times for each infant are recorded on individual bottle and food intake charts.
- Diaper procedures (all ages):
 - Parents must provide all diapers and wipes as necessary.
 - Diapers are checked at least every two hours and are changed immediately when wet or soiled.

Information about infant daily activities:

- A written record for infants is provided to parents daily that includes:
- The infant's sleeping patterns including when and for how long an infant sleeps.
- When, what and how much each infant eats.
- Information about each infant's other daily activities.

16 . Sleeping, Napping and Resting Policies

- Individual infant nap schedules are followed throughout the day.
- All children sleep in foam beds.

- All infants are placed on their backs to sleep.
- Children who do not fall asleep are permitted to play on their bed with quiet activities.
- My program's schedule includes napping/resting times that meet the developmental needs of the children.
- My program provides each child 12 month and older with a child-sized blanket that is washed weekly or as needed.
- I make sure the beds used in my program never block room exits and follow for us to safely leave the room in case of an emergency.

17 . Evening and Overnight Care

- Upon request and with a timely notice, children can also be dropped off or picked up later than my operation hours.
- These times request special fees, depending on how early or how late the drop off/pick up will be
- Overnight stays might also be provided upon request.
- For security reasons, access to the program is limited to only parents/guardians and staff after 7 p.m. and before 6 a.m.
- Children sleep on the same floor of the home as the provider.
- I remain awake until all children fall asleep
- The children only sleep in areas approved for sleeping
- Children brush their teeth prior to sleeping.

18 . Policies on Hours of Operation Including Closures Due to Weather, School Delays or Closings, and Other Factors.

- Except for scheduled holidays and scheduled closing days, my program remains open unless there is a weather or other emergency that results in a lack of power, heat, and/or running water at the program.
- In the case of closure, families receive a phone call or text message as soon as I know the program is closed.
- My program remains open if the local school closes or is delayed.

19 . Using Child Care Staff Members or Substitute Child Care Staff Members

- Each year I take at least a two-week vacation. I provide four-week notice of the dates of my vacation.
- When I am unexpectedly sick and cannot provide care, I contact parents immediately via text message and phone call to let you know if my child care staff member or substitute child care staff is available to care for the children or if you need to make alternative arrangements for the care of your child.
- NOTICE: The start of the program will be in July 2025. At this date there will not be other staff member or substitute child care staff available. I will hire them as soon as possible and get in touch with substitutes.

20 . Disenrollment

- If you decide to disenroll your child from my program, a 4-week, written notice is required.
 - In special cases, an earlier notice period is possible upon agreement
- I work with children and parents to resolve any behavior issues. However, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.
- Children also may be disenrolled for the following reasons:
 - Failure to pay tuition on time
 - Failure to pay additional fees
 - Failure to comply with my program's policies
 - Failure to attend during scheduled hours
 - Excessive absenteeism

21 . Conflict Resolution

- Please contact me if you have any problems or questions with/to my program
- My program works with parents and attempt to resolve any problems or concerns you may have.
- Don't hesitate to talk to me on a daily base.

22 . Assessments

The program utilizes formal assessments to ensure that the children's learning needs are being met. The program shares this information semi-annually with families during conferences to parents on their child's progress.

23 . Miscellaneous

- An extra set of weather-appropriate clothing must be brought each day for your child and should be placed in your child's cubby.
- Each child, 12 months and older, may bring one soft blanket, which should be taken home and washed on a weekly basis or as needed.
- We ask that your child does not bring any toys from home. This helps us to ensure that only safe toys are played with, that toys from home don't get lost, and that there are no issues with sharing toys.
- My program likes to share photos of children with all parents. We never share photos and names of your children on social media sites. We provide a photo use permission form and request that you let us know whether you allow us to take pictures of your child.

