



Precious Resources
Christian Child Care

Parent Handbook

Prchildcare.com

Main Center

317 Washington Street
Felicity, OH 45120
Open M-F: 6am-6pm
513-876-3516

Church Location

847 State Route 133
Felicity, OH 45120
Open M-F: 7am-5pm
513-315-9713

Our Mission:

Precious Resources is pleased to have the opportunity to care for your child. We believe you and your child will find our center a pleasurable experience.

Our purpose is to assist in the development of each child's mental, physical, and spiritual well-being. We take pride in offering the highest quality services in a safe and secure environment.

We consider it a privilege to help parents raise their children to become happy, well-adjusted Christians. We recognize each child as a precious resource sent by God and pledge to show them His love in our words and deeds.

Feel free to visit us at any time to observe classes or talk to a teacher or administrator.

"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6

SAMPLE Daily Schedules

Toddler Class

6-7:45	Arrival & Classroom Time
7:45-8	Potty Break, Wash Up
8-9	Breakfast
9-9:15	Potty Break, Diaper Changes
9:15-9:30	Bible Stories & Songs
9:30-10	Class, Letters & Numbers
10-10:45	Outside Play
10:45-11	Potty Break, Wash Up
11-11:45	Lunch
11:45-12	Story Time
12-2	Nap Time
2-2:30	Potty Break, Diaper Changes
2:30-3	Snack Time
3-4	Outside Play
4-6	Classroom Time & Pickup

3-5 Year Olds

6-7:30	Arrival & Classroom Time
7:30-8:15	Bathroom, Breakfast
8:15-8:45	Music, Dance, Exercise
8:45-9	Bathroom, Circle time
9-9:30	Circle Time, Individual Lesson
9:30-10:30	Outside
10:30-11:30	Bathroom, Lunch
11:30-11:45	Story Time, Bible Lesson
11:45-2	Bathroom, Nap
2-3:15	Bathroom, Outside
3:15-3:45	Bathroom, Snack
4-4:45	Centers, Crafts, Individual
4:45-5	Bathroom, Circle Time
5-6	Centers, Pickup

School-Age (Summer)

6-7	Drop off/walk to church
7-8:30	Bathroom, Breakfast, Centers
8:30-9	Praise & Worship, Prayer
9-10	Bible Study, craft
10-11	Bathroom, Outside Play
11-11:30	Crafts & Bible review
11:30-12:20	Bathroom, Lunch, Centers
12:20-2	Math & Reading, electronics
2-3	Large group activity, tabletop games
3-3:30	Bathroom, Snack
3:30-4:30	Large group read-a-loud, action game
4:30-5	Clean up, Bathroom, walk to Main center
5-6	Outside Play, Center Time, & Pickup

Before School

6-7:30	Arrival & Breakfast
7:30-8	Bible Study
8-8:20	Outside or Free Play
8:20	Walk to School

After School

3:30-3:45	Pickup & Walk to PRCCC
3:45-3:50	Memory Verse
3:50-4:10	Snack Time
4:10-4:45	Homework, Study
4:50-6	Outside or Free Time, Pickup

*Music, science, physical education, center time, and other activities are rotated during "Circle and Center Time."

Center Parent Information

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are 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. Staff members are **mandated reporters** and will notify Child Protective Services if they suspect a child has been abused or neglected.

Any parent of a child enrolled in the center is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

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

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.

Security Plan

Your child's safety is one of our utmost concerns. At our **main center**, exterior doors remain locked at all times and a **door bell is used to alert staff**. At the **church**, all exterior doors remain locked as well with arrows directing parents **down the ramp to a locked door**. Staff members have to manually open doors and will check ID of unfamiliar people for verification they are on the child's pick-up list. Access to the centers is limited to parents and guardians of children in care and authorized persons.

Our staff are cleared with background checks before hired, are trained and their qualifications are maintained per Department of Children and Youth requirements.

Child attendance is recorded on a written attendance binder. Classroom head counts are done on arrival, transitions between activities, outdoor play and upon departure. Always notify the teacher during all pick-ups and drop-offs. Children will only be released to persons designated on the pickup list. Unfamiliar people will require an ID. All custody agreements will be honored in full.

Precious Resources takes every precaution to ensure children are safe at all times. A cordless telephone is accessible from every room at main center and at least two staff members are on the premises during all operating hours in which 7 or more children are present. At the church, staff members keep their cell phones nearby for accessibility. None of our classes will be more than doubled at any time. The following staff/child ratios are always maintained:

Toddlers **1:7**

Ages 3-4 **1:12**

Ages 4-5 **1:14**

School-Age **1:18 (1:10 when traveling)**

Staff will do a daily visual inspection of the playground for any safety concerns. Staff are positioned to observe all play areas on the playground and enforce safety rules. Staff will do head counts before leaving and returning to classrooms and before leaving playground. Playground door is always unlocked when playground is being used to allow access for Staff to summon help.

We annually check to maintain accuracy of parent and emergency contacts so that in case a need arises, we can contact by the one-call system or individually if necessary.

Children on field trips will have identification attached with our center name, address, and phone number. A first aid kit and staff member trained in first aid is taken on all field trips. We utilize parent volunteers to transport children when necessary.

It is prohibited for our staff to expose the children to any **inappropriate language, media, and behavior**. We are also required to limit this exposure to our children by non-staff adults, parents and other children. Any

questionable event is to be immediately reported to the administrator. If there is an incident, it will be swiftly dealt with in a Christian, kind but firm, approach and parents of the exposed children will be notified as to the event and the action taken.

Only our school agers, during the summer and school breaks, are allowed to bring and use the electronic devices they bring to the center. It is to be utilized only by that child and can be used no more than 30 minutes per day. Children must get approval from teacher for the app or site they want to use. There will be no chat sites, no messaging or communication allowed. The child must be seated where the teacher can see the screen at all times. If a child brings a **phone or watch that is used in communication;** it is to be used only as a tablet and otherwise must remain in their backpack. A child must ask permission by the teacher to utilize the phone and only if it is absolutely necessary. **Teachers** will be the contact for any communication required.

Social Media & Digital Communication Policy

As a Christian child care center, our online presence should reflect the love, respect, and grace of Christ. All digital interactions, posts, and comments by staff and families must be uplifting, respectful, and adhere to the highest standards of integrity.

Child safety and privacy are our top priorities.

- We require written, signed permission from a parent or legal guardian before capturing or posting any image, video, or name of a child.
- We never post a child's last name, address, birthday, or daily routine (such as exact pickup/drop-off times).
- Children's images will only be used to highlight classroom activities, curriculum, or center events in a positive, dignified manner.

To protect our staff, the children, and Precious Resources reputation:

- Staff members are **prohibited** from using personal cell phones or cameras to photograph or record children while on duty other than to send the images to the office manager to be used on our Facebook account if permission has been given. Lead teachers are welcome to create a Group Me account for their class but are to include the office manager in every account and abide by the appropriate content indicated above. **All pictures are to be deleted** once they are used for the intended craft, Group Me app or Facebook if parental permission is obtained.
- Staff must never post** or discuss specific children, behavioral issues, family matters, or workplace grievances on their personal social media accounts. This can result in disciplinary action for the employee.
- We welcome respectful engagement, positive comments, and shares on our official pages.
- We reserve the right to immediately hide or delete comments that are profane, discriminatory, bullying, or violate the privacy of any child or staff member.
- Only authorized staff may post on behalf of the official Precious Resources Facebook page.

Emergency Procedures

Our buildings meet all local, county, and state fire codes. We conduct fire drills, severe weather drills and emergency lock-down drills according to state requirements. Fire alarm pull stations are located at each exit. We have an annual fire inspection and the Clermont County Health Department has at least 2 unannounced visits per year.

Fire / Evacuation: Gather class, binder, and children's medication (if possible to do safely and quickly in conditions). Everyone evacuates through the front door to meet in the parking lot except occupants of the back classroom. Those people exit through the rear door and meet up on the sidewalk beyond the reach of the danger in the building. All assistant teachers and cooks will do a sweep of bathrooms and other rooms to make sure all children have exited. (Church will evacuate at nearest door and meet at the brick announcement board near the side of the new church.) Contact 911 or other appropriate authority. If emergency requires evacuation for an extended period, all children will be taken to the church location (or main center location) until further instruction.

Tornado / Severe Storm: Have all children shelter in place. Occupants of the toddler and middle classrooms will sit low along the interior wall, under tables; the rest of the children and staff will relocate to the large bathroom on the west side of the building.

Emergency Lockdown: The only access to the building during open hours is the front door along Market Street. The only access to the church during open hours is the locked door at the bottom of the ramp. The Administrator (or first available teacher) will use verbal communication to teachers to let other classrooms know to initiate lockdown. All interior doors will be secured and staff will use situational awareness to direct children to the most protected spaces. If necessary, doors will be barricaded. Lights will be turned off and children will be moved away from windows and doors. Phones will be silenced. Staff will call 911 when safe to do so. Everyone will remain secured until police provide instructions. Appropriate documentation will be completed after the incident.

Outbreak: All persons affected will be isolated in accordance with communicable disease guidelines, but NOT left unattended if a child. Parents and/or appropriate authorities will be contacted immediately.

Loss of Power or Water: Bottled water will be made available if needed. In the event handwashing facilities are not available hand sanitizer will be provided. If the loss of utilities is prolonged such that children are exposed to dangerous heat, cold, or other concern, backup generators will be brought in from offsite and parents will be notified.

In all cases, the wisdom and judiciousness of our teachers are among our greatest assets at Precious Resources, and will be relied upon to protect the children in our care.

We do utilize the one-call system in the event of closings due to weather, power outage, or other emergencies. For questions, please call 513-876-3516 or 513-315-9713.

"If God is for us, who can be against us?" –Romans 8:31

Communicable Diseases

Nearly all of our teachers are trained in the recognition and prevention of communicable diseases. We also have a Registered Nurse and CPR instructor on staff! Handwashing and disinfection procedures occur frequently and there is a communicable disease chart posted near the office. Symptoms of illness will be responded to in accordance with DCY regulations and Form 08087. Teachers will let parents know if a child shows any signs of illness. Please do not bring a child to the center who is experiencing ANY of the following signs:

- Temperature of 100 degrees or higher
- Vomiting
- Diarrhea
- Severe cough
- Untreated infected skin patches
- Evidence of lice or nits
- Yellowish skin or eyes

The following precautions will be taken for any child suspected of having a communicable disease:

We will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with the following symptoms will be isolated and discharged to the parent **as soon as possible**:

- Diarrhea (more than 3 abnormally, unexpectedly, or unexplained loose stools in a 24-hour period)
- Severe coughing causing a red or blue face or a whooping sound
- Difficult, short, or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees taken by the axillary method (under the arm) when in combination with other symptoms
- Untreated infected skin patches
- Unusually dark urine or grey or white stool
- Stiff neck with elevated temperature

Children who are isolated, not feeling well, or are awaiting pickup may be given a cot to lay down comfortably, but will **NEVER** be left unsupervised. Parents whose children have been exposed to a communicable disease through another child will be notified. Mildly ill children (minor colds, symptoms less severe than the previous list) can attend the center.

We do not want to send children home unnecessarily. Good handwashing and sanitation are the best defense against catching or spreading illness.

In the event of any **accident or injury**, first aid will be given, the appropriate people will be notified, staff will properly document the incident, and the parent will be immediately notified by phone if it requires it.

-AED's are located in the new foyer at the church and in the Superintendent's hallway inside the door immediately across from the main entrance to the main center. We **do not** have Narcan in either building. Call 911 first if you suspect a heart problem or drug involvement.

We call 911 in the event of an emergency.

Any parent who wishes **to have medication given to their child MUST** fill out a Request for Administration of Medication form and the child will have to have received a dose prior to the center giving it to them. ALL medication and ointments must be given to center staff, and accompanied by a medication release form signed by the parent. This includes any medical foods.

We ask that all children also give into the teachers' care any medication or medical devices that they carry with them. No medications are to be left in backpacks or anywhere a child might be able to access them.

The Emergency Transportation Authorization section on the enrollment form must be completed for each child. A child who needs emergency transportation will be accompanied by a staff member until that child's parent or guardian assumes responsibility for the child's care. The child's files will accompany the child in the event emergency treatment is needed. The form of transportation will be that which is provided by the local ambulance service. A written report will be given to the parent or guardian on the day of the incident. Copies of the report shall remain on file at the center for at least one year.

Discipline

We believe that discipline is an essential ingredient for a proper training environment. We also believe that discipline without love is useless so we strive to love the children as Christ does. Our teachers are instructed to be firm in a respectful and Christian manner and to address any behavioral problems as soon as they occur. It is not fair to let the actions of one interfere with the learning opportunities of others. We do follow the guidelines set by DCY for how to guide and discipline children.

Our principles:

- Clear limits will be set.
- The child will be warned of inappropriate or unruly behavior, and a teacher will explain why they are being warned.
- Children will be redirected to focus their attention on an appropriate activity.
- Constructive, developmentally appropriate guidance techniques are to be used at all times which may include modeling and reinforcing the desired behavior.
- Children will be encouraged to verbalize and talk things through.
- Children will be encouraged to be aware of their own feelings and how to release them in acceptable ways.
- Praising the correct behavior and extra 1:1 time will also be utilized.

- If these steps do not work, separation from the situation and time-outs may be given. Children will never be unsupervised, and the amount of time seated will be no more than one minute per each year of the child's age.
- Time-outs are concluded by a talk with a teacher where the goal is to make sure the child understands what they did wrong.
- Preschoolers have a color system to help teach about cause and effect and help with communication with parents.

Precious Resources will NEVER:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

If conventional discipline does not have a positive effect on the child, they may be taken to the administrator or – if necessary – have their parents contacted and asked to pick them up.

Children who are continually disruptive may be asked not to return to the center. Teachers cannot give their students proper care and attention if they are constantly attending to a dangerous or unresponsive child. We reserve the right to expel or suspend any child at our discretion. The parents will be notified and the situation discussed. We will attempt, with the parents' help, to correct any behavior before such action is taken.

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"A gentle response turns away anger, but a harsh word stirs up wrath." –Proverbs 15:1

Payments

Payments are due on Monday each week. We accept cash, checks, venmo, and public funded childcare. There is also a one-time \$50 registration fee for enrollments.

The agreed-upon weekly rate is due even if your child is absent. If your child will be absent for any reason, please call as soon as possible to let us know. If you would like your child to attend on a day they are normally absent, call ahead to make sure there is room available. Please keep in mind that we have limited spots available in our classes. After being with us for one year, all families get a vacation week that they may use any time each year.

Parents of school age: Notify us of absences as soon as possible, especially for school agers so we can account for who is needed to be picked up after school. If a school age child does not appear at the pick-up location and the school cannot locate them, we will contact the parent immediately.

We close promptly at 6pm. If you're going to be late for any reason, call ahead and arrange to have someone else pick up your child. Our teachers have families and obligations to get back home to. For frequent or excessive lateness, we may charge extra fees.

We do close for these major holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas and New Year's Day. We do still charge for these days since we continue to pay our staff.

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Parent's Policies

Below are a few final policies to keep in mind:

Enrollment must be completed BEFORE child's first day at the center, the required information is all in the enrollment packet. Please fill out all registration papers COMPLETELY. Every missing piece of information could be harmful to your child, and is a liability for our business. We have rules we need to follow as well.

Precious Resources does not enroll children without immunizations. A copy you're your child's doctor will need to be on file annually.

All children will be supervised in accordance with DCY guidelines.

We will always try to get some outside time in, even with not-so comfortable weather. Only allow your children to **wear gym shoes or sneakers** so that they are safe to utilize the playground equipment. We **prohibit crocs, cowboy boots, sandals and flip flops**. Always **dress or send clothes** in a backpack for your child **for the weather**.

Remember to bring a **water bottle with your child's name** on it **each day**.

If weather or other circumstances prevent safe outside play, indoor gross motor opportunities will be utilized if outdoor is not an option. Some of these limitations may include: temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. Licensing recommends temps to be 25F-90F degrees.

Do not send toys here with your children (other than show-and-tell days or other notice). We have a wide range of toys and activities for them. A small stuffed animal is ok for naptime.

Please **don't send candy either**. We have a full menu that is approved by the DCY. If your child has any allergies or other concerns of any kind, let us know and we'll be glad to work with you.

The walking permission slips allow us to take your children back and forth between our two locations (and to take them to & from school as applicable). For field trips or other events beyond our property, we will send out additional permission slips.

For Preschoolers, Pre-K, and Toddlers: Please send all items necessary to care for your child during the day. This includes an **extra change of clothes, water bottle with child's name on it, diapers/wipes, a blanket and/or pillow for nap time, and labeled prescription medication**.

For Preschoolers and Pre-K: Our teachers are working tirelessly to prepare your child for kindergarten. It's important to us that this education is in partnership with you. Please honor meeting requests from teachers during the school year, and bring your child to all preschool days for which they are registered. Teachers will honor any parent request to meet about their child. Teachers of Pre-School and Pre-K children will meet with parents at least once a year.

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Breakfast, lunch, and afternoon snack are provided. We serve 2% milk for lunch. You are welcome to provide another type of milk or dairy if you prefer but that food group is required to be served at lunch. If you have any special needs or concerns, please talk with the teacher or the administrator. If all of the food is parent provided, the center supplements food when the parent does not provide sufficient food for the day.

Mothers may breastfeed or pump breastmilk in the girl's restroom.

We will follow the guidelines from the ADA and all children will be cared for in the manner they need including any procedures for alternate care protocols and administration of any medications required.

Children will not be transported on any trip unless we have a permission slip signed. Any routine walking trips are included. An emergency transportation form is included in the enrollment package. We reserve the right to deny enrollment if you do not grant permission to transport.

Swimming will not take place unless parents have signed a permission slip to engage in swimming activities and a lifeguard is present.

We do not provide care for children under 18 months of age.

Naptime is from 12-2 every day for Preschool age and younger.

We close at 6pm, no evening, weekend or overnight care.

Closures due to weather or other factors will be at the director's discretion and parents will be notified with one call system or by text.

We conduct formal assessments in the preschool and pre-k classes that are not reported to DCY.

If you have any questions, comments, or concerns at all, call 513-876-3516, check in with the administrator or visit our website prchildcare.com .

All of us at Precious Resources would like to thank you for the opportunity to work with your child. We know it takes a lot of trust and uncertainty to leave your child with someone, so we take that as an immense responsibility on ourselves. We learn as much from our students and parents as they learn from us.