



Parent Handbook

Policy, Procedure, & Basic Information
beyond Parent Contract

All Nestled Inn, FCC - Type A
142 Township Road 158
Chesapeake, Ohio, 45619
allnestledinn2020@gmail.com
www.allnestledinnFCC.com
304.416.3387

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Welcome to All Nestled Inn. FCC!

Whether you've been with us for years or you're just beginning, we couldn't be more thrilled to be on this journey with you. We hope that this document brings peace to you and your family as it guides you through our policy and procedures. As always, should you have any questions, do not hesitate to reach out to us and have a conversation.

Values Statement

All Nestled Inn Family Child Care believes in supporting the family as a whole. Every family member deserves an environment and an education that is caring and responsive to their individual needs. We believe the ability of laughter and freedom to explore will ignite the imagination of every child. We believe in fairness and equality for all members of our childcare. We believe in a supportive foundation that touches every member of our childcare family in the community with which it belongs. We believe in sharing our time, talents, and resources with the world in an effort to create an educare world. We believe in guidance to light the way.

Vision Statement

The vision of All Nestled Inn Family Child Care is to go beyond the expected and provide quality, affordable, supportive services and education to the communities of the world. We believe in teaching by positive developmentally appropriate guidelines that are customized to the needs, hopes, and sometimes fears of our world. Our vision is to support the importance and value of the family as our greatest commodity in creating a loving, peaceful world.

Mission Statement

Our mission is to strive to meet the needs of every family and its members during the lifespan of our world. We believe by setting positive, quality examples and teaching components of positive guidance and direction, that the mark we leave on the world will grow and develop forever to encompass the basic need of nurturing relationships for a peaceful world is our most important mission.



Eligibility

We currently offer services for children birth to five years of age (entrance to Kindergarten). However, per state regulations, prior to receiving services from us, we must receive proof of immunizations as well as completion of all forms and have received all applicable registration fees. Eligibility is subject to availability, as well as acceptance post intake interview by ANI, FCC. You may be subject to a waitlist, pending availability. Successful payment of the registration fee and completion of the interview packet will secure your placement on the waitlist.

Hours of Operation & School Calendar



ANI, FCC's traditional business 'Owl Hours of Operations' are from 6am until 6pm, however, we are flexible between the additional hours of 6pm and 11pm, and weekend hours based upon the individual and communicable needs of the family, and the provider themselves, as well as contractual agreement between the two. Formal hours of Instruction are from 10a to 3:30p Monday through Friday. We are closed for all federal holidays, they are considered paid holidays. In addition, ANI FCC is entitled to three (3) unscheduled sick days, three (3) scheduled professional training days, three (3) personal days--we will attempt to notify you with as much notice as possible, as well as one week (1 week) of scheduled personal vacation per year with pay. We also send home a fridge magnet reminder with all of these dates for you 😊.

Licensing

ANI, FCC is currently licensed by the Ohio Department of Jobs and Family Services as a Type A provider. Our ratios will never be above 12 children with two staff present at any given one time under this licensing type. Further under Type A, it allows us to have no more than three children within the twelve (12), under the age of two (2) years utilizing two staff present at any given one time.

ANI, FCC is physically inspected by the state at least two different times per year, unannounced to ensure both the safety of your children is efficient as well as the efficacy of our documentation is adequately followed per the guidelines and regulations of the state licensing program.

If at any time you need to reach out to our licensing agency, you can reach them at the Lawrence County DJFS by calling (740) 867-3304 ext. 324, request childcare licensing.

Additionally, we have acquired the certification of being a Gold rated Step Up To Quality award winner (previously known as a 5 star rated). This certification provokes a higher level of quality among our competitors and challenges us to consistently provide our highest level of care on a regular basis in everything that we do. Among this certification however, it provides a new set of peer support as well as a new set of higher standards to follow and abide by. Step Up to Quality requires additional monitoring and forms, and puts us subject to additional, unscheduled site reviews to check for efficacy and adequacy of our renewed certification.



How to Enroll in Our Services³

Well, you're off to a great start by contacting us! Simply giving us a call at 304.416.3387 and expressing interest and telling us a little about your needs, will give us a really good idea about whether or not, from our side of the fence, we think we could service you well or not pending our availability. At the conclusion of the call we will set up an interview to further discuss and clarify questions, complete consents and contracts. Then we will send you an email containing this very handbook, a copy of our contract, and a digital record of all of the consents and records for your review so you may be able to conceptualize an informed decision upon our meeting.



The following documentation is obtained and/or dispersed to the family during the enrollment process:

- ANI FCC Contractual Agreement
- Parent Handbook
- ANI FCC Photography Consent
- ANI FCC Parent Payment Protection Plan
- ANI FCC Parental Consent for Record Transfer (Pre-consent)
- ANI FCC Parental Consent for Record Release Addendum Notification General Guidance
- ANI FCC Notice with Respect to the Collection of Personal Information
- ANI FCC Parent Copy of Electronic Family Child Care Rules & Regulations Manual
- ANI FCC Pick Up Accommodations
- ODJFS 01217 (if applicable) Request for Administration of Medication for Childcare
- ODJFS 01218 (if applicable) Basic Infant Information for Childcare
- ODJFS 1227 Permission to Participate in Water and Swimming Activities for Childcare
- ODJFS 01234 Child Enrollment and Health Information for Childcare
- ODJFS (if applicable) Sleep Position Waiver Statement for Childcare
- ODJFS 01305 Child Medical Statement for Childcare
- ODJFS 01511 Family Information for Step Up to Quality Program
- ODJFS 01933 Liability Insurance Statement for Family Childcare

Subject to other consents as applicable.

Enrollment Fee

When you enroll, you will need to pay the enrollment fee. This fee does several things when you start, first, it holds your enrollment until you start. Second, it begins paying for classroom supplies your child will need throughout their first year. This enrollment fee is due annually for every family, due at the beginning of every new school year, and let's us know that your child will be joining us for another new season.. Your first year is waived due to paying upon enrollment, and will pick up with regular annual payment with the second year. The enrollment fee is currently set at \$50.

How to Apply for Childcare Benefits through the state of Ohio

We encourage all families to apply for benefits offered through the state if you believe you might be eligible, because, hey--why not? They're offered! The state of Ohio offers an application right on your cell phone or tablet.

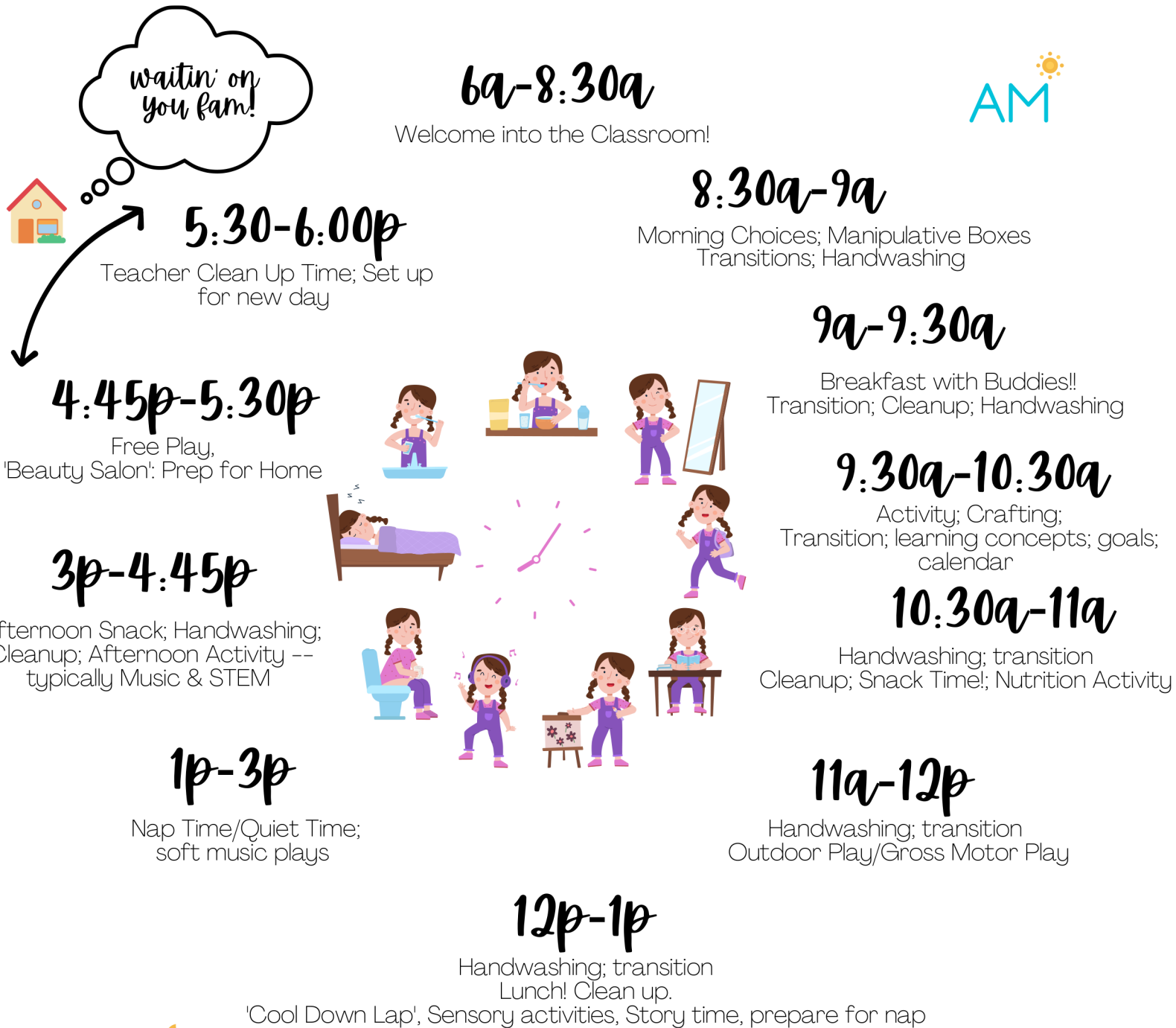


→ ssp.benefits.ohio.gov

- Follow the prompts,
- Await notification of decision.

A Time for Everything

At ANI FCC, we thoroughly believe in the power of structure. There is a time and a place for everything. Of course, we bend and flex, because not only are we human, but we work with children -- but on the average day, our day follows this typical schedule: Bathroom breaks and diaper changes are prompted/initiated at least every two hours.



Drop Off & Pick Up

Drop off and pick up times are dependent upon your written contract and should be respected on a regular basis as there is a late fee of \$1 per minute charged to your bill based on your contracted time. If you know you're going to be late, please make an effort to notify us. Should you notify us, your late fee will be waived; however, if lateness becomes a habit, your contract should be reviewed and updated to reflect your later arrival times.

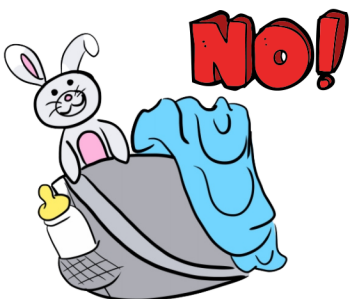
→ We do ask that you send a text message to Mrs. Steffy at (304) 416-3387 on your way to let us know prior to your arrival for both drop off and pick up. At pick up, you'll want to text Ashley at (304) 633-8085.

This is for a few reasons--on drop off in the mornings, often times there are a lot of parents who drop off at very similar times and many children have a rough time getting acclimated in the mornings. We try to have a fun morning activity for those kiddos that need the energy in the morning while those that need a relaxing and quiet atmosphere, we try to accommodate that too in another room. We may be in any of the rooms of ANI, FCC and may not hear you knocking on the door, and we may be busy with the kiddos to check the time. Help keep us in the know by shooting us a text in the mornings to let us know to anticipate your arrival and we'll be ready and waiting for you at the door. In the evenings, this text message is **even more crucial!** We pride ourselves on sending your children home looking and feeling their best for you. We want to ensure they are clean, fresh, smell good, hair brushed, etc. Keep in mind we had a great day full of fun, social play, educational learning, and rest so the chances of your kiddo lookin' a hot mess if you show up early and unannounced is pretty good. This notification allows us the time to prepare your child's folder, your child, and have them ready and at the door waiting for you to pull in.

Only custodial parents/guardians and those listed on the approved pick up list will be allowed to pick up your kiddo(s). If a new pick up person is coming from your list, photo identification will be necessary prior to release. If the intended person does not show up as scheduled, ANI FCC will continue to care for the child and contact the parent or guardian to arrange appropriate pick up.

Sign-In & Sign-Out

All children must be signed in and out every day they attend. ANI, FCC has a physical attendance sheet that must be signed by the adult dropping off and picking up the children each day (please also see *Brightwheel*, for further information on signing your children in and out via the app to see their daily reports). In addition, for all children on the ODJFS program, all applicable children must be signed in and out using the tablet point system each day they attend. A picture of the parent and/or child must be taken using the tablet to verify attendance at the time of sign-in/sign-out. Tablet credentials are secured using your phone number and personalized four digit passcodes that must regularly be changed. The system will prompt you to change that passcode.



Items from Home

Please refrain from allowing your children from bringing anything from home that is not requested by ANI, FCC unless it is adamantly a security item and has been approved to bring in. ANI, FCC is not responsible for any lost or broken items. ANI, FCC specifically does not allow diaper bags or alike inside the facility. Children have their own assigned cubbies, there is no need for excess, literal baggage. To pack requested items such as change of clothes, please use labeled zip lock bags and pack in a grocery bag or reusable bag, like an Aldi's bag. We will unpack your reusable bag, intake your inventory for your child's cubby, and return your bag to you same day.

Photographs & Videography

As a way to document your child's learning, and as a way to include you in your child's growth while you're away, we at ANI, FCC, take a ton of pictures of every child in every situation. Most often, we will upload pictures of your child and their active learning directly to their daily report on their Brightwheel app. At times, we'll send you silly pictures directly, throughout the day just to cheer you up. At others, we'll save some of the best for the portfolio "In [this month] we..." sheet we send home to you where we encapsulate a bunch of photos of your child as well as all the other kiddos and talk about all the fun things we did that month so you can visually see everything your child took part in. Your kiddo will get a kick out of reliving the excitement too as they guide you through looking at all the pictures each month. Annually, we at ANI, FCC guide you through your child's full portfolio that contains every month's photo collage. We love doing this with you so you have the opportunity to reflect on your child's growth with us.



In the event of an emergency, ANI, FCC has developed an Emergency Preparedness & Response Plan. It is located for your review on our website. Scan the QR code to the left, and then click 'Emergency Preparedness & Response Plan' to view it! Please know that ANI, FCC will make every effort to notify you, so it is vital to keep your emergency contact information up to date at all times.

Emergency Preparedness



Emergency Drills

We strive to make sure our children are safe at ANI, FCC every single day. We do this by making sure that our children are prepared for a variety of emergencies. We will practice fire drills (once a month), tornado drills (quarterly), and earthquake drills (quarterly).



Emergency Supplies

Our classroom is equipped with several emergency boxes. They contain water, prepackaged snacks, gloves, wipes, flashlights, first aid kits, hand sanitizer, a copy of our Emergency Response Plan, each child's contact and emergency information, and any life saving medication (i.e., epi pens, inhalers). Most items in these boxes are nonperishables; however, some are not. At times, we may ask for help replenishing perishable items in our emergency supplies. We'll send home requests.

Inclement Weather

ANI FCC generally follows the local school weather delays and closure schedule of the Chesapeake Union Exempt school district; however, because ANI FCC is subject to severe flooding across the bridge at the entrance of Plumley Pointer Road, there may be a rare occurrence that we will close ANI FCC for flooding while the school district stays open. We reiterate, **turn around--don't drown.**



Parent Teacher Conferences

Parent Teacher conferences will be held in the fall and in the spring. It is a time we can talk about your child together in all areas of development as well as review their portfolio, and set goals for your child.

Teacher training and Ongoing Education

Mrs. Steffy (Stephanie Geneseo) is the owner, Director/Administrator, and Lead Teacher of ANI FCC. She earned her Associates of Arts in Child Development from Mountain State University in 2010, while also earning her Bachelor of Science in Organizational Leadership from Mountain State University simultaneously. Mrs. Steffy regularly participates in countless continuous education credits in the field far above the regulatory 10 HRs per year. Mrs. Steffy has worked on multiple advocacy coalitions throughout her years that further advanced not only her educational efforts but also her community outreach as well.



Ms. Ashley (Ashley Wellman) is the Administrative Assistant/Assistant Teacher of ANI, FCC. She earned her Associates of Arts in Social Sciences from Ohio University in 2011, while simultaneously earning her Bachelors of Arts in Psychology. Following, Ashley earned her Master's of Education in Counseling & Human Development with a specialization in Mental Health Therapy from CACREP accredited Lindsey Wilson College in 2014. Serving more than 2000 hours of professionally supervised training and passing her national licensure boards, she became a Nationally Board Certified Mental Health Counselor. Ashley has two years professional experience working with children and adolescents at risk of or who have suffered from sexual abuse or trauma, or have been exposed to a life of foster care. She most recently graduated with her MBA from Walden University with a concentration in Human Resource Management. Ashley further has eight years of professional experience working with adults and children with intellectual / developmental disabilities and or autism. In that experience she earned her national certification in Positive Behavior Support. She also has six years experience of Executive leadership.



Both Mrs. Steffy & Ms. Ashley were afforded the opportunity beginning in 2021 to interview for a prestigious leadership coalition in which both Mrs. Steffy and Ms. Ashley were chosen to represent the state of Ohio on the NAFCC's inaugural Leaders Shaping Leaders national forum. Less than 40 FCC owners and representatives were chosen nationally for this opportunity. This is a huge honor to have been selected and both Mrs. Steffy and Ms. Ashley are more than ecstatic to sit at this table on behalf of the state of Ohio and represent family childcare in a way that has never been done before. While within the program, Steff and Ashley worked together to strengthen the inclusivity efforts already began at ANI FCC in order to create what is now known as ANI--Advocating for the Need of Inclusion in Early Childhood Environments. In this two phase initiative, we open our doors to ensure all families feel as if they belong despite their various needs. Inviting therapists of all types to perform their services within our walls in an effort to save families the burden of having to excuse themselves from cutting their own paycheck to make the needs of their own children be met. In the second phase, we are offering consultation services to local FCCs and childcare facilities in order to train them to offer the same ANI initiative system of inclusive design. It is our sincerest hope that through this initiative we at ANI FCC, we can show our passion for inclusivity while matching our experiences within childcare, business, therapy, and special needs in order to bring new life to our geographical area that is so desperately in need of support.

Mrs. Steffy and Ms. Ashley are required by the state to complete recurrent and ongoing training to reclassify and continue developing their professional tenure. Both Mrs. Steffy and Ms. Ashley go well above and beyond the required numerical quotas in order to ensure the most quality care is continually offered to your children.



Leaders Shaping Leaders

Family Child Care Professional Leadership Academy



Teachers (Continued)

Mrs Andi (Andrea Medley) is our Assistant Teacher, who leads our Pre-K classroom in the role of teaching. She has earned her bachelors degree in childhood education from Ohio University in 2020, and has spent countless hours student teaching and lesson planning. Mrs. Andi is married to her high school sweet heart, and together they have four children (10, 6, 4, and 2). Mrs. Andi has a big interest in maintaining quality education across the ages within the classroom, and really puts in the effort to keep the energy and attention span active.



Curriculum

ANI FCC is proudly not just a typical daycare. All Nestled Inn Family Childcare facility is an Edu-Play Pre-K experience. In order to provide such an experience, we utilize a formal curriculum entitled **Experience Early Learning**. Endorsed by The state of Ohio, NAEYC, and NAFCC, the 'Learning Beyond' curriculum breaks down each month, into week, into day from fun themes and activities, to skills and applied logic theory applicable to our age ranges and development. Your child's annual curriculum fee goes toward the continued valued purchase of your child's interactive learning by using this curriculum on a daily basis. The curriculum includes materials addressing the following: STEAM, language & literacy, physical development, music & movement, interactive reading, and cognitive thinking.

We have to specifically designed classrooms.

Owlets' (Infants and Younger Toddlers),
and **Owlings'** (Older Toddlers, PreK-3, PreK-4).

Our curriculum is set up to have the following levels of developmental classes:

Infant
Younger Toddler
Older Toddler
PreK-3
PreK-4

Following a series of assessments being completed, a discussion will be had between an ANI representative and yourself about what developmental class your child will likely thrive the most within.

It is important to note that your child's chronological age, and developmental age, may not match up exactly. Especially if your child is experiencing developmental delays or differing abilities. Rest assured, regardless of what level your child is placed for learning, or what services your child needs to learn efficiently, even if that means a referral is needed, All Nestled Inn FCC will do so fluently and completely along side you through our ANI - Advocating for the Need of Inclusion in Early Childhood Environments initiative. We will service your child and family wholly and completely.

In addition to utilizing the Experience Curriculum, at ANI FCC we also supplement our Edu-Play Pre-K learning experience with our former full time curriculum, Learning Beyond Paper, scholastic books & magazines, as well as a multitude of other developmentally appropriate, carefully planned activities.



As of the new school year, September 2023, we integrated a new childcare information technological system to our repertoire! It's called, Brightwheel! Brightwheel is known for being number 1 in management for childcare software, and is endorsed by NAEYC, NAFCC, and so many more! Now, what is Brightwheel, for you? It's as simple as a jam packed APP! It is designed to allow for efficient communication, and allows FCCs like ourselves to keep the families of the children up to date in real time throughout the day of their own children with the tasks that occur such as meal times and what their child ate, diaper changes and potty breaks (or accidents), curriculum lessons and how they participated, nap time, kudos & praise reports, medication administration, incident notification, health checks, and observations.

One of the key features to Brightwheel, however, is the electronic Sign In/Out feature. This feature is being turned on for parents to scan a QR code that will be placed in our sliding door window next to our normal sign in/out attendance sheet (yes, this will still be mandatory to complete regularly). When you initially set up your family account, you will be asked to set up *your* individual four digit code. You can choose a code that Brightwheel creates for you, or create one for yourself. Either way, this code is yours to remember for every **check in and check out**. Upon check in, it *may* ask you for a digital signature.

Your Child's Report

This report is your daily running report of everything they participated in while at ANI FCC for that day. Included in the report may include:

- **Meals** - What and how much they ate of it
- **Nap** - What time they fell asleep, and what time they woke up; if at any time they were awoken abruptly for any reason, that will be noted here too.
- **Photos** - Photography from the day will be included and uploaded here.
- **Videos** - short clips (up to 30 seconds) of activities your child participated in throughout the day
- **Incident** - You could receive a virtual notification of an incident that occurred during their day through the Brightwheel app. This incident notification does not replace the physical Incident Report that we are required to have you sign given something happens that requires it. But it does give us a digital tracking system. Don't worry, like we always tell ya in the interviews, we have common sense. We're always going to call 911 first, then you, and then complete our paperwork. For smaller incidents, we will optimize the incident notification system inside Brightwheel for ease of operation.
- **Meds** - If your child is in need of a medication that you have provided us the proper paperwork for, we will not only complete the physical paperwork, but can also track it in Brightwheel if you so wish. Just let us know! This is an opportunity to know information in real time.
- **Potty** - Another opportunity to know information in real time. Now, this is an option that we will only input given you request it to be entered, so please make sure to opt in if your are interested. However, we most certainly can let you know, down to the specifics, not only when, but how.
- **Health Check** - You might also see a health check, like a temperature check, or a notification of vomiting, or another symptom from our sickness policy noted. If one of these pops up, it is imperative that you take note to it. It is likely that we put it in because your child's health is not well.
- **Observation** - This will be the most prevalent notations within your child's daily report. You child will have an observation noted for activities and lessons they participated in throughout the day. We will include what they participated in, how they did, and what they did well with and/or what they struggled with.

Other features of Brightwheel include:

Calendar

We upload all of our important dates and events at the beginning of each month to the Calendar tab so that you can keep up to date on a regular basis. Be sure to keep an eye on it.



Shared Documents

We will include important documents such as this Parent Handbook, our annual Anticipated Closure Schedule, and other documents to the Shared Document feature, so that you can have easy access to it. Please keep in mind that you also have quick, printable access on our website located at www.AllNestledInnFCC.com/InformationPack



Brightwheel (cont.)

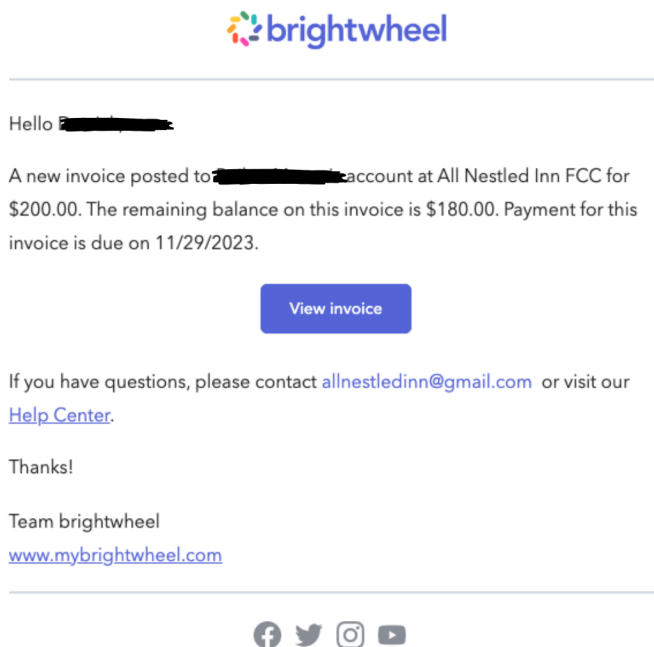
Messaging

You have direct access to chat with the administration and or the teaching staff here at ANI FCC using the messaging feature on Brightwheel. Simply open up the Messages tab! We will frequently utilize this messaging service to communicate with you, so check it often, please!



Billing

Finally, your billing and accounting service is all accounted for within Brightwheel. This is where you will see your account balance and pay your invoices. Each week, on Wednesday, you will see in your email associated with Brightwheel, a notification of a new invoice added for the week. This is for the current week of service. If you prepaid, you'll see a **credit**, if you pay weekly, you'll simply have a **due balance**, and if you are behind on your payments, you will see a **past due balance (remaining)**. Here's an example of what your email notification might look like:



IMPORTANT!

It is imperative that you have your correct email address in your Brightwheel account on file so you are able to both log in appropriately, and in a timely fashion, but also receive your invoices in a timely manner. If you have trouble setting up your account, fixing anything in your account, or anything else regarding your account, please let an ANI FCC admin know ASAP so they can connect you with Brightwheel Support.

Autopay

Autopay is available, and is optional upon your discretion. In order to opt in, you will need to enter your preferred billing information (card, checking, savings), and authorize Brightwheel to withdraw your due balance on the due date, each week (and/or on the reoccurring frequency of your invo

Vacation

As a full time client, you are entitled to one free week (five days) of service per calendar year. This must be prearranged, and pre-approved. The most common use of this, is used during the ANI FCC company vacation, in which, regular payments remain due unless a personal vacation is arranged to overlap.

For 2025, the ANI FCC company vacation is scheduled for the dates of: **July 4th - 13th**.

Please schedule when you would like to use your vacation week as soon as possible, and ensure that it is at least two weeks prior to the date when the request states it to be used. Please note, your request is not valid until you hear back that it has been approved and recorded in our files.

Complete this to acknowledge the ANI FCC 2024 vacation dates.

VACATION



I acknowledge my childcare owner, All Nestled In FCC provider Stephanie Geneseo will be **CLOSED** for vacation from July 29th through Aug 2nd, 2024. This vacation is a paid week of care unless you are also taking this week off for your family vacation. If you are taking another date for your vacation, please list your vacation time below.

Please note that per contractual agreement, you receive one week free vacation per calendar year, but are **required** to pay normal and customary fees the week I am on vacation or attend training.

Parent Signature: _____
Date: _____



Complete this to request a vacation for the 2024 year

VACATION



Family Name: _____

My family vacation will be scheduled for the following dates:

Vacation Start Date: _____

Vacation End Date: _____

We are choosing to **select** this vacation as our one free week of vacation per calendar year.

We are choosing to **waive** this vacation as our free week of vacation per calendar year and rather apply it towards another week in the year.

Parent Signature: _____
Date: _____

Communication



It is important for us to work as a team to ensure your child's success while they are at ANI, FCC.

If you ever have any questions, concerns, or other important information that you believe we should know about, please do not hesitate to contact us. The only thing we ask is that whenever possible, please be respectful of our business hours

Contact Number: 304.416.3387 call or text, Facebook messenger is also welcome

At ANI, FCC we complete *Communication Logs* on behalf of children who have experiences while at ANI, FCC that deem "paper worthy". Sometimes these are joyful, while others these are done to protect them and kept in record keeping for reference in the future (i.e., Incident Reports). Should you request a copy of a communication log, please allow us 24 hours to obtain that for you so it does not disrupt the learning process of your and other's children.

Other efforts of communication that we partake in include but are not limited to:

- *Daily Infant Care Sheet* (required by ODJFS for first year of life)
- *Monthly Newsletters*
- *Monthly Portfolios* in which you'll see a snapshot of your child's daily activities throughout the month
- *Annual Learning Portfolios*
- *Daily Diaper Changing Logs*
- *Daily Cleaning Checklists*
- *Meal Consumption Worksheets*
- *Community Partnership Therapy Session Notes*
- as needed handouts and resources



Payment

At All Nestled Inn, FCC Type A / ANI, our goal is to remain as flexible and as collaborate as possible. This is why we offer incredibly lucrative payments options and plans for all of our families in order to best meet your needs. Please keep in mind that once you make your selection upon signing your contract, be it frequency of payment and payment method, this is your legally binding payment agreement until a new service agreement is signed otherwise. Should a need to change your payment situation occur, please do not hesitate to reach out to us immediately and request a change in your contractual agreement for this purpose. **Please note that we do not accept personal checks** under any circumstances and only accept cashiers checks from your personal banking institution under extenuating circumstances. We work collaboratively through the state of Ohio to accept families through the subsidy program, as well as private pay families through the following structure:

At the current time, we offer the following frequencies of payment plans:

- Daily
- Weekly
- Biweekly
- Monthly

At the current time, we offer the following methods of payment:

- Cash
- Brightwheel - debit, direct, credit



Payment (Cont.)

As a client of ANI FCC, you will actively receive an invoice from us upon signing on to our services simply for paying your registration fee. Furthermore, you will continue to receive digital invoices from us on a regular basis from Brightwheel. In your intake paperwork, you will have completed what's called a Parent Payment Protection Plan, in which you will have decided how and how often you will receive your invoices for services. How you fill out this form is how your billing plan will be set up within Brightwheel. For example, if you select that you will pay on a weekly basis for your full time care, you will receive an invoice from Brightwheel every Wednesday for you full due amount. Whereas, if you choose to pay monthly, you will receive an invoice once a month from Brightwheel for your full due amount including any monthly fees.

We have our system set up to have invoices sent out on Wednesdays. This is important to know whether or not you choose to opt in to Autopay, as opting into Autopay will automatically pull your payment on the due date/invoice date.



If you are apart of the ODJFS Subsidy program and have a *copayment* as part of your case, it is your responsibility to make those payments. You will be invoiced for your copayment amount, at the frequency that you request in your Parent Payment Protection Plan. If you have questions specific to your copayment please direct those to your county caseworker.

If you have questions or concerns regarding your invoice, please reach out to Mrs. Steffy at allnestledinn2020@gmail.com, 304.416. 3387, or discuss it with her in person. Please allow her time, grace, and humility as mistakes to occur. We appreciate your patience and do intend to insure you have an accurate bill every time.

Open Door Policy

Revised 12/2023

As much as we would LOVE to invite each and every one of our families in our doors at any time, because of the COVID pandemic, our world has presented new expectations in order to uphold health and safety standards for both your children, our staff, and my family. For this reason, please refrain from inviting yourself in without a scheduled time or being invited in by a worker in real time so we can ensure the space is safe for all involved.

This is a section that is continuously and rigorously updated to reflect the current standards and needs of the world that we are currently living within. We aim to take stricter standards from this side, so we do not have to take those actions against the children that are actively in our care unless mandated and hope that that can be respected.

Soon, we hope and plead to be able to invite you all back in for our picnics, gatherings, and fellowship -- just like 'the old days', but for now, we must exhibit patience.

Also, please note that just because the physical door is closed, does not mean the theoretical door is closed. We are always looking to schedule times for parents to come in and be special guests to read to the children, do special events like yoga or dance exercises with the class, teach them how to toss a t-ball, etc. If at any time you would be interested in participating in such a way, please do not hesitate to reach out and we'll book it!



Immunizations

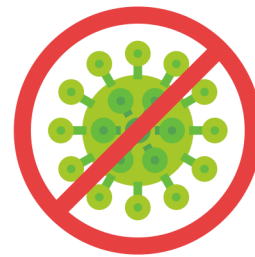
Your child must be up-to-date on immunizations as required by the Ohio state regulations. A copy of your child's immunizations will be kept in their file. A good rule of thumb is to grab an extra copy from their physician any time they go, and bring it to us first thing. Should your child be deemed medically contraindicated for a specific immunization or deemed not medically appropriate for their age, the appropriate marking should be noted on the ODJFS documentation and submitted, and updated once received, if applicable. At this time, ANI FCC does not accept children without proof of basic childhood immunizations within 30 days of enrollment.



Illness (including COVID-19 Provisions)

Even before COVID-19, we at ANI FCC have taken illness very seriously. Now, our guards are up that much more. We ask that you be very mindful of your child's health **prior** to their arrival, as your child may not be accepted for care if he/she has any of the following symptoms:

- fever of 100 degrees or above
- contagious skin or eye irritation
- unexplained rash or sore
- discharge from eye, nose, or ears
- vomiting
- diarrhea, more than three (3) times in two (2) hours
- cough lasting more than one (1) week without a doctor's note
- excessive crying, with the inability to be consoled
- any illness that keeps a child from participating in regular activity



If your child displays any of these symptoms while in our care, we will call and or notify you in Brightwheel and your child will need to be picked up within one hour. Your child will need to be symptom and fever free for 24 hours before returning to ANI FCC (24hrs fever free without the use of fever reducing medication). In addition, if your child was prescribed an antibiotic for reasons listed above, they will need to have not had a dose of their antibiotic for at least 24 hours and be symptom free for 24 hours prior to returning to ANI FCC.

If at any time ANI FCC has reason to believe that your child has a communicable disease up to and including COVID-19, we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not contagious, is not a confirmed case, is able to attend, and is able to participate in a group care facility. If your child has been diagnosed with a contagious illness, you will need to notify ANI FCC so we can notify other families. In addition, please note that ANI FCC will reference the state issued Communicable Disease chart to determine how to direct your child's and/or siblings attendance during illness. In regard to COVID-19, if your child is diagnosed with or is considered a close contact, your child must adhere to current CDC quarantine guidelines, and you must notify ANI FCC immediately so we may notify other families that may be affected.

In accordance with current CDC guidelines (12.01.2023), children 6 months and above are approved to receive a COVID vaccine while children 5 years and above are eligible to receive boosters. The state of Ohio requires us to put into place a provision that should a child who is immunized and/or up to date on their COVID boosters, tests positive on a COVID test, they cannot return to ANI FCC from quarantine until testing negative for two consecutive days. If not immunized for COVID-19, or otherwise up to date on COVID-19 boosters, children must remain quarantined for at least five (5) days, test negative twice consecutively, and be free of symptoms prior to returning.

If your child is *exposed* via close contact, for example because you as the parent or guardian has tested positive, if your child has received the COVID-19 vaccination and/or is up to date on their eligible booster(s), no quarantine is necessary unless symptoms develop, however, testing is required at least 5 days after being exposed. If your child was exposed and is not up to date on COVID-19 vaccinations, quarantine at home for at least 5 days, A negative test is required to return to ANI FCC. If your child has not received the COVID-19 vaccination at all and has been exposed, they must automatically quarantine at home for at least 5 days and have proof of a negative test to be eligible to return to ANI FCC. *This provisional policy is subject to regular updates. For updated COVID exposure and quarantine regulations, visit*

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html> and <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>



In case of a minor injury, we will administer basic first aid. All injuries requiring immediate parental notification will be documented in the form of an Incident Report and notified via text messaged, email, or phone call--whichever is the preferred method via contractual agreement.

In case of a minor injury in which an ambulance is not needed but immediate medical attention is needed. Mrs. Steffy will contact the parents. If parents cannot be reached, emergency contacts will be notified.

All Nestled Inn FCC staff cannot transport children to a hospital or doctor's office. Injured students shall be transported for medical attention by way of parents or calling 911 for an ambulance.

Medication

All Nestled Inn FCC cannot administer over the counter medications. Medications must be administered by the parent or guardian before or after care.

Prescribed medications, if they are prescribed to be taken during the programming hours of care at ANI FCC, can be administered at ANI FCC; however, appropriate ODJFS consents have to be completed by the physician prior to the first dosage, and then documentation of every dosage given at ANI FCC must then subsequently be documented on the consent tracking sheet thereafter. Topical medications will be applied as needed under the direction of the doctor.



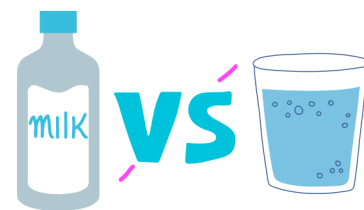
Injury

Meals

As part of the USDA CACFP, United States Department of Agriculture Child and Adult Care Food Program, we serve your child five meals per day (should your child be in attendance for all five) while being reimbursed for three of them. Those meals include a breakfast, AM snack, lunch, PM snack, and dinner. Those meals are carefully planned a week prior to being served, and identified per appropriate age group (i.e., infants -- 0-5m, 6-11m; children 1yr+) in order to properly serve their developmental needs. Each breakfast includes at least a component of bread, fruit, and is offered milk. AM snack, each child is offered at minimum a component of fruit or vegetable, and is offered milk. At lunch, each child is offered at minimum a component of meat, bread, fruit, (or double serving of) vegetable, and is offered milk. PM snack is offered at a minimum of a component of fruit or vegetable, and each child is offered milk. Finally, at dinner each child is once again offered every component -- a healthy meat, a whole grain component of bread, a fruit, (or a double) vegetable, and the child is offered milk.



The child may deny milk at any serving for fresh water. Milk is offered first at the states discretion. Parents can provide a doctor's note should there be a discretionary reason for milk not to be served, or if another type of milk is necessary such as almond milk.



Additionally, if there are **any known food allergies or special diets**, please provide doctor's notation or plan ahead of care. We will supply you with the appropriate state documentation to give to your child's doctor should it be required (this is dependent on the allergy and if medication is required for the reaction i.e., if an EPI pen is required); we will need it signed by the physician and returned to us prior to being able to care for your child.



The state of Ohio requires all children in childcare to observe two hours time of rest while in a full day of care. Whether or not they sleep, is up to them, but they must allow their body to rest by laying down in a quiet environment. We furnish this environment by providing comfy, sanitized and twice disinfected cots, daily laundered blankets, and pillows. Our infants are offered a freshly laundered and sanitized sheet set in individual cribs.

Dress & Extra Clothing

As much as we thoroughly enjoy the fashion show that the kiddos put on in the mornings as they strut their stuff walking through the door and we're left asking "where can we get that in an adult size?!", we request that on a regular basis you send your children wearing clothing you're comfortable them playing in. Clothes that are practical, comfortable, and washable. Clothes that are applicable for both indoor and outdoor play. We will go outside, weather permitting, and as previously described, that's when kids will be kids and find the dirtiest of dirt holes despite our best efforts.



In our Welcome Packet, we included a little postcard that instructed you what to bring on your child's first day. This included two to three (2-3) full outfits including socks and underwear.

Dress & Extra Clothing (Cont.)

These outfits are checked in and inventoried on your child's very first day as well as every other item brought in, and entered into your child's personalized cubby. We will regularly rotate these items both with the seasons and with the growth of your child.

You will also receive a tied grocery bag of previously worn, soiled clothing at pickup if your child, well, soiled their clothing in any way. If your child dirties their clothing through play, or when eating, and it's early in the day, we will likely be able to wash it for you on site and even be able to put it back on your child without you even having an inkling that a spare outfit was even used that day; however, the state regulations prohibit us from being able to wash soiled clothing on site due to cross-contamination. In these cases, please know we are now down one spare, and a change of clothes are now in need of a replacement, stat.



Parking

Our main parking is the large, lower driveway that has the sideway that leads behind the house directly to the All Nestled Inn FCC door. This door is again where you will facilitate 99% of your pick up and drop off interactions, so it is most convenient to park in this driveway. Multiple cars can fit in this driveway at one time, and be maneuvered safely in and out, when visuals are maintained and safety checks are completed prior to moving your vehicle. Please be mindful when parking, choosing one side or the other, instead of parking in the middle of the driveway if lower on the hill. This makes it easier for others as well as yourself. If at any time you do not feel comfortable parking in the lower driveway, we do have a top driveway passed the mailboxes. Additionally, you may park along the fence line of Ms. Ashley's house next door.



Please note that should an accident occur on premises of All Nestled Inn FCC, ANI FCC will entertain the children while the parents reconcile the differences with the cops and firefighters. ANI FCC will not be held liable.

Pretty please check your blind spots thoroughly before moving your vehicle.

Smoke Free Environment

All Nestled Inn FCC has a no smoking policy, including all smokeless tobacco and vaping products throughout our home and on the premises (both indoor and outdoor) in effort to respect the health and safety of both our families and your children.



ANI FCC Transportation

All Nestled Inn FCC will not transport your child for any reason. Ya know, other than a zombie apolocalypse or something. And we have a consent that covers that strange situation. But, just in general, in case your child is in need of emergency transportation, we will contact emergency transport services (EMS). We will contact you in the order of your preference noted in your contractual agreement. Please note, we will continue to provide care in the event of an emergency until your arrival for as long as emergency services allows us. In the event of field trips, we try to coordinate these trips with our families schedules so the parents can transport the child on our behalf and participate with us as a family unit. On another note, we take frequent nature walks when the weather is good through our back yard. So please make sure to pack a good pair of shoes for your kiddo.





Breastfeeding Friendly Facility

All Nestled Inn, FCC, we want you to know that we encourage and invite breastfeeding families to our environment with open arms. In addition to offering a private, safe, and nurturing area to breastfeed or pump while on site, we also proudly will serve pre portioned, frozen breastmilk to your children under the discretion of the family. We warm the frozen breastmilk using a double insulated method in which warm water is placed in a bowl, and the frozen packet of breastmilk is thawed in the bowl prior to being served.

Americans with Disabilities Act

We at All Nestled Inn, FCC are 1000% non-discriminatory towards anyone with any type of disability, both internally or physical. In fact, we encourage it! The more 'colorful' we are, the brighter our picture. Both Mrs. Steffy and Ms. Ashley have been working diligently over the last few years through the NAFCC Leaders Shaping Leaders course to bring to life our efforts of bringing disability inclusivity to our community as well as more resources to our families affected by disabilities. We are extremely passionate about ensuring everyone has an equal opportunity to succeed in life to matter their adversity. We stand, hand in hand, with our friends. We will accommodate formal IEPs, IDPs, Positive Behavior Support Plans, and any other care or support plans your child may come with or need down the road as we believe full generalization across the bounds of where your child is from hour to hour each day acts as a learning tool to their success. In addition, should your child be required to take a medication for any need, we will swerve with them to meet their needs--whether that means adaptive equipment is necessary, or simply patience. Sometimes, we have to remember, it's not about what makes them different, it's about how we can adapt to what makes them, *them*.



Water Play

At ANI FCC, we ask you to sign a water activities consent; however, it is not because we are taking them to an olympic sized pool, or even a decent family pool. We simply indulge them in water play in the summer time on hot days utilizing fun water tables and occasionally -- on a SUPER hot day, we break out the wading pool and fill it with about two inches of water and splash around. We maintain swimming trunks, swimsuits, long sleeved uvbarrier-clothes for our fairer friends, as well as 'little swimmers' diapers. There is no need to send in *the goods*. But, just as a fair warning. We do, in jest, think spur of the moment on those hot days and just fill up those tables and let them have at it and forget to change them all into the prepared clothing. So there may be a day or so that we have lost track of time and your child is sent home in spare change of clothing and a bag of wet clothes ready to be laundered. We tried. But rest assured, your kids had a full day of fun and learning.

Outdoor Play

Speaking of having fun outside, ANI FCC has a full playground hidden conveniently around backside of the house if you follow the wraparound porch. It has gated access to the yard, stair access, slide access, and rock wall access to get back up. The back half of the covered, wraparound porch is also specifically designed for the kiddos containing sand tables. The playground features play for all ages and developmental appropriateness. We take into consideration weather both for it being too cold, or too warm (or too sunny!). We do apply sunscreen (and reapply), wear sunglasses and hats while out. Teachers have weather alerts turned on and we come in to avoid rain. We remain cognizant of environmental allergies and enjoy the sunshine from our naturally lit EDUcare room on days the pollen count is rather high.



Caring for infants is a whole different world, as you are inevitably aware. While it can be daunting, it is also one of the most exciting and most rewarding as your child is growing and developing both inside and out on a daily basis. A lot of childcare facilities charge an extra fee simply for the intricacies that infants place on a childcare facility. We however, at All Nestled Inn FCC, take pride in keeping our rates affordable for families no matter the age of their child.



As previously described, we attempt to follow the baby's naturally occurring schedule as much as possible; however, we do provide structure and curriculum to that schedule. For instance, we feed our infants every three (3) to four (4) hours; change their diapers every two (2) hours *unless we see, feel, or smell anything, we change them sooner; we participate with them in gross motor developmental play, as well as work with them on their strength and reflexes too.

Infant care is tightly capped and regulated by the state, allowing us to care for a maximum of four children under the age of two years at a time utilizing at least two total staff. These four children are counted within our cap of twelve children total. At ANI, FCC, we aim to have three staff on site when having infants present to ensure adequate care and attention can be seen to.

Substitute care

In addition to Mrs. Steffy, Ms. Ashley, and Mrs. Andi. ANI FCC also has three other staff. First, during the summer, we have a substitute teacher, Miss Katie Elder. Miss Katie is a 3K teacher at Grace Christian during the school year, and the aunt to one of our own classmates. She has earned her WV ACDS Stars certification. She is here on Tuesday, Wednesday, and Thursdays in the summer as a summer teacher for us! Second, excitedly, is Miss Isabel Warren-Smith. Miss Izzy is one of our own, all grown up! She JUST finished up her Highschool diploma from Chesapeake High School, while dually studying college credit and completing over 500 community service hours. Many of those as an assistant teacher with us! This summer, Izzy will be stepping up on Mondays, Wednesdays, and Fridays as a Summer teacher with the kiddos! She is excited to expand her knowledge as a teacher and spend more time with your kids in a deeper, more challenging role. Additionally, is Mr. Arlan, this is Mrs. Steffy's loving, and handy, husband. He is responsible for building much of the playground as well as so much of what we enjoy here at ANI FCC. Finally, is Jeff, Jefferson Airplane. The dog. You'll meet him inevitably, if you haven't already. He's in charge of supervising nap time, and janitorial skills. He is approved with our licensing, up to date on his immunizations, and honestly the sweetest thing. Although he is fine around our families and children, **we do teach the children not to pet him directly as to not catch him off guard, nor to get in his face.**



It is our hope that having these additional staff available not only increases our quality of care, but also decreases the probability that we need to close in the case of Mrs. Steffy, Ms. Ashley, or Mrs. Andi getting sick.

Please also keep in mind that we also have a casual agreement with a local childcare facility for days that either our substitutes are not available or our facility is not available (i.e., vacations or professional training days). If you are on subsidy pay, this substitute care will remain through your subsidy program; if you are private pay, you may be applicable to additional fees.



Enrollment Number: 740.442.2821

10509 Co. Rd. 1

Chesapeake, OH, 45619

Please mention you are a permanent client of All Nestled Inn FCC when requesting your drop in request.

Date Night Fee

First, let's talk about Date Night - what's that? Right?! Right! We offer Date Night care! In fact, if you're a full time client, you get one night a month of Date Night care on us! Otherwise, our rates are \$30.00 for 4/hrs. Just schedule it with us ahead of time, we'll let you know if we can make it happen, and leave the kiddos with us after a day of learning and pick them up later that evening after you and the significant other (or hey, just you! Or you and buds!) have had a chance to catch up kid free.



Curriculum & Tech Fee

There is a \$20 monthly curriculum & technology fee due per child that pays for the curriculum program and materials for the year for them. This fee is invoiced and collected at the beginning of each new month, excluding June and July. ANI FCC is charged \$17 per child for Brightwheel and \$17 per child for Experience Curriculum for a total of \$34/ month. This fee is not optional to the tuition of your child and has been lowered to the minimum possible as ANI FCC has agreed to take a loss on the remaining cost of the curriculum and technology for the sake of retaining comparable price points within quality care.



Scholastic Fee

There is a \$5.50 fee charged annually due at the beginning of each new school year used for scholastic materials for the your child inside the classroom. This fee is applied to your invoice every August 1st.

Behavior Management

At All Nestled Inn FCC, we are committed to providing a safe environment for learning. Universal support strategies are available to all children to support their social emotional development by teaching expected behaviors by way of modeling appropriate behavior, and teaching various social skills (i.e., sharing, taking turns, problem solving) all year long. We try our best to provide a consistent, challenging learning environment with physical activity which will prevent boredom and promote good behavior.

If a maladaptive behavior does arise, teachers may use a precorrection, verbal redirection, state the expected behavior, give behavior choices, provide a visual support, and/or go to a safe spot. A safe spot is a quiet, alternative, cozy place in the classroom a child can go when they are feeling upset, sad, or just want to be alone. The safe place also is stocked with a Calm Down Kit. This is a sensory box that is preloaded with items and visual supports to help a child calm down (fidget, popper, squeeze ball, jelly rope, etc).

It is our goal for the children to be happy; however, we are also realistic that it is human nature to have other emotions. We often read stories about emotions to help learn about emotional regulation. Ultimately, we hope our kiddos can develop the skills to regulate their emotions, learn to be confident in themselves, and learn to problem solve and work together collaboratively with others.



Please note, **corporal punishment is never used.**

Biting Policy

ANI FCC understands that biting is an uncomfortable reality of toddlers and children. Although socially unacceptable, biting is a way young children express anger, frustration and a need for control and attention before they have the words to do so (Law, 2011). Biting can occur in a child for many reasons,

- Relieve pain from teething.
- Explore cause and effect (“What happens when I bite?”).
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- Imitate other children and adults.
- Feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate needs and desires such as a request
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear (“There are too many people here and I feel cramped”) (NAEYC, 2023).



Biting can occur without warning, and be difficult to defend against given the wide variety of reasons as to why it could occur. Biting can provoke strong emotional responses in the child who bites, the victim, the parents, and the caregivers involved. For this reason, it is imperative to be cognizant and prepared at all times.

For toddlers, the biting stage is often a passing stage. They try it out as a way to get what they want from another toddler as they are in the process of learning what is socially acceptable and what is not. They quickly discover through reinforcement that biting is a sure-fire way to cause another child to drop what they are holding so the biter can pick it up. That said, they also experience disapproval from the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for any of the above reasons.

No matter what the cause, biting in a group situation causes strong feelings in all involved. Here's our plan for when and if biting occurs within ANI, FCC:

Before Biting Occurs:

- ANI, FCC will maintain, at minimum, required staffing ratios to provide optimal coverage across the classroom allowing all children the ability to have a safe learning environment where they can be heard in their method of communication.
- ANI, FCC actively teaches all children personal space, and personal belonging. Lessons include the word "No", "Stop", declining a hug and the person offering it being okay with it, etc.
- Review of Biting Policy with all Families
- Distribute written Biting Policy to all families within Parent Handbook

Procedure When a Bite Occurs:

- ANI FCC will refrain from labeling any child a "biter" (NAEYC, 2023).
- The child who bit will immediately be separated from the child who was bit by them. We will calmly but firmly offer statements such as "No biting! It hurts.", and "Mouths are for food,

not friends."

- Respond to the child who was hurt by offering comfort through words and actions: "I'm sorry you are hurting. Let's get some ice."
- Perform first aid if necessary.
- Finally, we will talk again to the child who did the biting. Maintain eye contact and speak in simple words using a calm, firm tone of voice. If possible, we will attempt to find out what the cause of the bite was directly from the child who did the biting, as well as find out what led to the incident. We will reinstate the rule of, "Biting is not allowed". We will model the use of words that describe feelings: "Kim took your ball. You felt angry. You bit Kim. I can't let you hurt Kim. No biting." And we will further discuss how the child can respond in similar situations in the future.
- Notify parents involved
- Complete incident report and make a copy for the family of the child who was bit
- Document on ABC chart, if applicable, for the child who did the biting.

What Happens if Biting Continues?

- If biting becomes a habit for your child and ongoing positive guidance is not effective, it is time to set up a meeting with us. Together, we can plan an approach for addressing the behavior that can be applied consistently at home and at the here at ANI, FCC. Together, we can discuss and define the behavior and find the cause behind it. Next, you and the ANI teachers can develop a plan to address the causes and help your child to replace biting with acceptable behaviors. Try the plan for several weeks, but be patient. It takes time to change behaviors that have become habits. Keep in touch with your child's teacher(s) to share information about changes in behavior. After several weeks, evaluate the plan's effectiveness and make changes as needed.
- Because biting can have many different reasons behind its shell, and it is often very difficult to decode, *ANI FCC does not terminate based off of biting behavior*. Instead, ANI FCC, true to our inclusive roots, if we find that we are unable to safely care for your child, we will assist in finding alternative resources, referral of additional services offered, and /or referral of some or all care offered.

Here are some Tips to Address Biting at Home, We'll Be Actively Enforcing These Here:

- Observe your child to learn where, when, and in what situations biting occurs. Sometimes an adult may need to stay close to the child to prevent biting.
- Pay attention to signals. Stay close and step in if your child seems ready to bite.
- Suggest acceptable ways to express strong feelings. Help your child learn to communicate her wants and needs ("Amy, tell your sister you were still playing with the truck").
- Use a reminder system to help your child learn to express strong feelings with appropriate words and actions ("Tell Manuel that you don't like it when he gets that close to you").
- Reinforce positive behavior by acknowledging child's appropriate words and actions ("You didn't like being tickled so you used your words to ask me to stop").
- Provide opportunities for your child to make choices and feel empowered.
- Be sure your behavior expectations are age-appropriate, developmentally appropriate, and individually appropriate for your child. Expecting a child to do something he or she is not able to do can cause children to feel stress. Stress can lead to biting.
- Offer foods with a variety of textures to meet your child's sensory needs.
- Teach your child words for setting limits, such as "no," "stop," or "that's mine."

Sources:

Law, B. M. (2011, February 1). Biting questions. *Monitor on Psychology*, 42(2). <https://www.apa.org/monitor/2011/02/biting>

NAEYC. (2023). Understanding and responding to children who bite. <https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>

Conflict Resolution

We're in the business of letting the children be children, so let us adults -- be adults, and set good examples for our children to follow. If you have a disagreement with us or another parent, that's human nature and to be expected. But please express your displeasure in a safe and appropriate manner. Initiate a calm and mannered conversation, away from the children, within a respectful manner. This will not only gain the most momentum towards a successful result toward your end goal of resolution, but will keep the peace and your child's position with All Nestled Inn FCC safe and secure (not to throw a wrench in there, or anything).



Any and all disagreements and/or concerns should be brought to our attention via a scheduled meeting so it may be discussed in an open, calm, and solutions based manner.



You also have the option to contact the ODJFS licensing specialist as previously stated earlier in this handbook at the following information:

- Lawrence County DJFS by calling (740) 867-3304 ext. 324, request childcare licensing.

Screenings, Assessments, & Referrals

The state of Ohio requires several screenings and assessments be completed on each enrolled child throughout the year for several different purposes. Some of these reasons include to tell the developmental differences between two points in a child's learning as they grow, or learn more about your child and how to care for them appropriately. The following is a list of the screenings and or



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-
-
-

assessments we complete:

Ages and Stages Questionnaire (ASQ)

The Redleaf Family Child Care Curriculum Developmental Assessment

ODJFS Individualized Plans

Experience Early Learning Assessment

When there are concerning results that appear on the screenings and or assessments, such as results that deem the attention of a medical professional or another type of referral, All Nestled Inn FCC prepares the referral and makes it as appropriate. In addition, should it be necessary, ANI FCC reports data as required to ODJFS.

Outside Meals / Food Policy

Please note bringing in outside food for your child is strictly prohibited. This act creates jealousy among other children, and often goes against the balance of a carefully plotted diet. Rest assured, as previously stated in this handbook, your child will be fed no matter what time they arrive. Please do not be offended when we turn food away at the door according to this policy.

The only exception to this rule is food according to medical exemption.



Absenteeism

Learning comes with regularity, structuralism, and routine. Just as we as adults are held to attendance policies at work, and our older children are subject to truancy in schools, we're beginning to learn the structure of a schedule while being at ANI FCC. The state of Ohio holds ANI FCC to *your* contractually agreed upon schedule. I.e., if upon completing your contract you wrote that your child would typically be attending M-F 8A-5P, yet every week for one reason or another, you tend to call your child off a day or so? There's a scheduling concern, and an obvious absentee issue occurring. If you're *Full Time* and wish to keep your position, your full payment is still due despite days missed. If you're *Part Time*, same scenario. If you're *Drop-In*, you only pay for what you use. If you're *Subsidized*, this is a different story. The state will cover your position for up to 20 days within the first six months of the year should you need it, and then again during the last six months of the year; however, should you exceed those 20 days within either of those six month time periods, per the ODJFS regulations manual 5101:2-16-10(M)(1)(a)(b)(iv)(2), you will be contractually obligated to pay the ANI FCC daily rate for every absentee day thereafter until a new six month period kicks in, or be at risk for contractual termination of enrollment as stated latter in this handbook. We reserve the right to ask for a doctors excuse for any absence. You may also be charged for half a day should you appear for care after 12p to avoid a full payment absentee day.

Termination of Enrollment

Awe, you're leaving so soon? Maybe, not by choice. As adults sometimes we have to make tough decisions. Sometimes we make ill decisions that lead to tougher decisions that *have* to be made by others in our lives. In some circumstances, it may be necessary to discontinue a child's enrollment at All Nestled Inn FCC. This decision will be based on the best interest for the children and staff. Termination of enrollment may be a result of the following:

- Non-payment as contractually agreed upon, which includes failure to abide by the attendance policy within the ODJFS absentee guidelines
- Abusive, destructive, and/or dangerous behavior to children, staff, or property by a child, parent, or family member
- Failure to follow our Family Handbook policies and procedures
- Failure to follow contractual agreements

Please note that should you choose on your own terms to leave, pretty please provide a 2 week notice. The contract clearly states within the Schedule of Fees that a \$300 fee is due, per child, should a 2 week notice be broken, plus court fees. We'd hate to charge these fees to you, so please offer the convenience of a communicative notice to avoid it.



THANK
YOU

Thank you, so much for choosing All Nestled Inn, FCC Type A for your childcare needs! Whether you are just joining us for the first time or have been with us for a while, we are overjoyed to have you and your family with us. We will love and respect your child as our own. We will help them grow, and develop emotionally, socially, physically, and academically -- all as we guide them towards their journey to Kindergarten and beyond.

Please retain this copy of the Parent Handbook for your records, but please note that it is subject to changes. We will publish addendums when necessary.

Mrs. Steffy

Owner/Administrator



Ms. Ashley

Administrative Assistant