

REGISTRATION INFORMATION



ANDERSON HILLS PRESCHOOL
7515 Forest Road
Cincinnati, Ohio 45255
(513) 231-4688

1. Attached is the Registration Contract, Tuition Schedule and Parent Policies and Procedures for the 2023-2024 school year at Anderson Hills Preschool. We offer programs for children who are 30 months - 5 years of age by August 1, 2023.
2. **A registration fee of \$55.00 must accompany each completed contract.** We accept cash or checks payable to Anderson Hills Preschool for the registration fee. **The registration fee does not apply to the tuition.** The registration fee is returnable only if the school is unable to accept the child. A waiting list is maintained.
3. **A non-refundable tuition deposit of \$100.00 will be due May 1, 2023.** This deposit is applied to the total tuition paid for the year. We accept cash or checks payable to Anderson Hills Preschool for the tuition deposit.
4. Our program operates on a nonprofit basis with fixed costs. If your child is withdrawn for any reason after classes begin, the tuition liability will be prorated. Any changes in your child's registration status should be phoned or e-mailed into the preschool office before **May 1, 2023**.
5. Your child does NOT need to be potty trained prior to entering our program.
6. A personal orientation with your child will be held one week prior to the start of school. You will be notified in mid-August of your child's teacher and to select an orientation time.
7. Please send in applications as a family - all applications for children in one family in the same envelope.
8. Be sure to send twins' applications in the same envelope and state whether they should be placed separately or together in class.
9. Children are grouped according to age, taking into account the boy/girl ratio. Requests for teachers or placement with friends cannot be honored.
10. Hand deliver or mail the Registration Contract and registration fee to Anderson Hills Preschool, 7515 Forest Road, Cincinnati, OH 45255. **APPLICATIONS FOR CHILDREN CURRENTLY ENROLLED MUST BE RECEIVED BY FRIDAY, JANUARY 13, 2023 TO RECEIVE PRIORITY PLACEMENT.** Applications for families with children previously enrolled and applications for new families must be received by Tuesday, January 31, 2023.
11. Preference will be given to those presently enrolled and those whose siblings were previously enrolled, in that order.
12. You will be notified of your child's placement via e-mail on February 15, 2023.

**Mail to: KATIE CONNORS, ANDERSON HILLS PRESCHOOL
7515 FOREST ROAD, CINCINNATI, OHIO 45255**



ANDERSON HILLS PRESCHOOL
7515 Forest Road, Cincinnati, Ohio 45255
Phone 513-231-4688

2023-2024 SCHOOL YEAR REGISTRATION CONTRACT

FOR OFFICE USE ONLY

Amount paid \$ _____

Date received _____

Child's Full Name _____ Male _____ Female _____

Name to be used in school _____

Birthdate _____ Age as of August 1, 2023 _____ years _____ months

Address/City/State/Zip _____

Father's Name _____ Mother's Name _____

Father's Email _____ Mother's Email _____

Father's Cell Phone _____ Mother's Cell Phone _____

We are members of Anderson Hills Church: _____ yes _____ no

If "no", name of church home: _____

The child was enrolled in Anderson Hills Preschool in 2022-2023: _____ yes _____ no Has attended _____ years

Siblings presently enrolled in Anderson Hills Preschool (2022-2023):

_____ (has attended for _____ years)
_____ (has attended for _____ years)

Siblings previously enrolled in Anderson Hills Preschool:

_____ (attended for _____ years)
_____ (attended for _____ years)

We, the parents/guardians of _____ register her/him for the 2023-2024 school year in the Anderson Hills Preschool conducted under the auspices of the Anderson Hills United Methodist Church. **We agree to pay the required tuition and to have all forms required by the Preschool and the Ohio Department of Job and Family Services on file in the Preschool office on the first day of school attendance and as they expire thereafter.** We understand that the school reserves the right to recommend withdrawal of children whose needs are not best met by this school. We understand and agree that if our child is withdrawn from school, the tuition liability will be prorated. We have enclosed a \$55.00 registration fee which is non-refundable unless the school is unable to accept the child.

I grant permission for my child to be included in school photographs which may be used for publicity **yes** **no**.

Signature of Parent/Guardian: _____ Date _____

Program Options: Please indicate 1st, 2nd and 3rd choices

AM Classes meet from 9:30 - 12:00

Toddler

(30-36 months by 8/1/23)

_____ 2 day am

3 Year Old

(36-47 months by 8/1/23)

_____ 2 day am

_____ 3 day am

4 / 5 Year Old

(48-60 months by 8/1/23)

_____ 3 day am

_____ 4 day am

Older 4 / 5 Year Old

(54-60 months by 8/1/23)

_____ 5 day am

Payment Plan Options: Please choose one (See tuition schedule for details)

_____ Monthly Bank Debit Payments

_____ Semester Payments



ANDERSON HILLS PRESCHOOL 2023-2024 TUITION SCHEDULE

Tuition Schedule for Preschool Programs

A \$55 registration fee is due with the registration form and is non-refundable unless the school is unable to place the child. The registration fee is NOT applied to tuition. We accept cash or checks payable to Anderson Hills Preschool for the registration fee.

A non-refundable \$100 tuition deposit will be due for all preschool programs by May 1, 2023. This deposit is applied to the total tuition paid for the year. We accept cash or checks payable to Anderson Hills Preschool for the tuition deposit.

Tuition may be paid by the semester or via the monthly bank debit program.

Monthly Electronic Bank Debit Payment Schedule

	<u>2-Day</u>	<u>3-Day</u>	<u>4-Day</u>	<u>5-Day</u>
9/15/23 - 5/15/24	<u>\$115/mo</u>	<u>\$165/mo</u>	<u>\$206/mo</u>	<u>\$242/mo</u>
Annual Total	\$1,135	\$1,585	\$1,954	\$2,278

Semester Payment Schedule (cash or check only)

	<u>2-Day</u>	<u>3-Day</u>	<u>4-Day</u>	<u>5-Day</u>
9/1/2023	\$467.50	\$692.50	\$877	\$1,039
1/15/2024	<u>\$567.50</u>	<u>\$792.50</u>	<u>\$977</u>	<u>\$1,139</u>
Annual Total	\$1,135	\$1,585	\$1,954	\$2,278



Anderson Hills
Preschool

2023-2024

Anderson Hills Preschool
7515 Forest Road, Cincinnati, OH 45255
(513) 231-4688
E-mail: preschool@andersonhills.org
Website: andersonhills.org/preschool
Director – Katie Connors
Tax ID #31-0729998

GENERAL INFORMATION

Welcome to Anderson Hills Preschool.

In partnership with parents, we are dedicated to providing a Christian based preschool experience along with a play-based curriculum that recognizes the individual learning style of each child. The preschool is an extension of the Family Ministries of Anderson Hills Church.

MISSION

Anderson Hills Preschool exists to help nurture a child's love for Jesus, love for others and love for learning.

VISION

The children of Anderson Hills Preschool will experience the love of Jesus and learn biblical truths through their daily interactions with our staff. Godly values will guide our decisions and will be prevalent throughout our programming. We will partner with parents in helping children to grow spiritually, academically, socially and emotionally.

PROGRAM PHILOSOPHY

At Anderson Hills Preschool we believe that children learn through hands-on experiences that involve them in an active and meaningful way. That is why we have adopted the Creative Curriculum which is an open-ended, play based approach to learning that is aligned to the Ohio Early Learning and Development Standards.

The curriculum of the Preschool includes art, math, science, social studies and literacy activities appropriate to the age-level.

The Preschool's goals are to provide the following types of experiences:

Those designed to contribute to maximum physical development;

Those designed to develop social skills and a positive self concept;

Those designed to increase competence in the use of communication tools, and to encourage language and literacy development;

Those designed to encourage aesthetic and creative expression;

Those designed to encourage thinking, reasoning, problem solving and exploration;

Those designed to encourage respect for other cultures;

Those designed to encourage health, safety and good nutrition;

Those designed to aid in the knowledge and understanding of Jesus.

Group experiences as well as individual self-expression will be encouraged. The program is designed to meet the needs of the individual child, and to supplement the child's basic learning from home.

We provide a clean, safe and comfortable environment for the children. Our rooms are set up in learning centers where children will find a wealth of age appropriate materials to provide challenging experiences.

Our teachers and assistants are well qualified and stay current with first aid, CPR, communicable disease and child abuse recognition as well as early childhood training courses. We boast that we have staff members with over 20 years experience at our facility.

Our music teacher meets with all toddler and preschool classes once a week for a special music program. In the weekly music class the basic elements of music are taught and explored. There is a strong emphasis on listening, rhythmic and singing skills, which are developed throughout the year. The 20 minutes are filled with lots of musical movement and fun.

Chapel Time will be held once a month for all preschool classes. In the monthly chapel time children will sing songs, see a puppet show and learn more about God's love.

Your child does **NOT** need to be potty trained prior to entering any program.

SCHEDULE OF OPERATION

The Preschool operates nine months a year, beginning the day after Labor Day and ending the Friday before Memorial Day. The Preschool is open Monday - Friday from **9:30 am to 12:00 noon**. A school calendar is distributed at orientation.

We are authorized to handle 108 children in the morning, ages 2 ½ to 5. The staff ratio and group sizes are as follows: 2 adults for 12 two-year-olds; 2 adults for 15 three-year-olds; 2 adults for 16 four-year-olds and two adults for 16 five-year-olds.

Each session is two and one half hours long and a sample schedule of a session is: **20** minutes for Hello and Sharing time; **60** minutes for art and learning centers in room; **10** minutes for clean up and putting toys away; **20** minutes for a snack; **20** minutes for story time; and **20** minutes for outside time or big room time in inclement weather.

The Preschool does not offer field trips, walking trips or swimming activities. Instead, we have programs come to our school including Cool Critters and the fire department. Because the children are only in attendance for 2-1/2 hours, we do not offer naps or rest time.

Classes offered include:

Toddler Classes - Toddler classes will be held for children **30-36 months of age by August 1**. Toddler classes meet on Thursday and Friday mornings from 9:30 - noon.

Three Year Old Preschool Classes - Children ages **36-48 months of age by August 1** can attend two or three mornings a week. Two-day classes meet Thursday and Friday mornings from 9:30 - noon. Three-day classes meet Monday, Tuesday and Wednesday mornings from 9:30 - noon.

Four Year Old Preschool Classes - Children ages **48-60 months of age by August 1** can attend three or four mornings a week. Three-day classes meet Monday, Tuesday and Wednesday mornings. Four-day classes meet Monday - Thursday mornings. All classes are held from 9:30 - noon.

Older Four / Five Year Old Preschool Classes - Children **54-64 months of age by August 1** can attend five mornings a week. The five day class meets Monday - Friday mornings from 9:30 - noon.

SNACKS

A snack is served each day. The snack calendar is posted on the Parent's Bulletin Board. **We are a nut free environment.** If your child requires special food or a modified diet, please discuss this with your child's teacher.

FACILITIES

All classes will be held in the preschool wing of the church's educational building. Each of the large airy rooms is equipped with toilet and washing facilities. Temperature controls provide adequate heating and ventilation. A fenced play yard and a wheeled toy area, with ample equipment to aid in large muscle development, will be used daily as weather permits. Indoor equipment will be available in an indoor play area during inclement weather.

WEATHER CANCELLATIONS

When the Forest Hills Schools are canceled due to a weather emergency, Preschool will not operate. If Forest Hills Schools are on a one-hour delay, we will open at 9:30 as usual. If they have a two-hour delay, our programs will be canceled. If the Preschool needs to deviate from the Forest Hills schedule, you will receive an e-mail. Please monitor school closing information through these channels: Preschool e-mail and preschool phone line (513-231-4688).

SAFETY POLICY

All children will be supervised at all times.

On arrival, parents are required to walk their child to the classroom and to notify the teacher that their child is present. Each parent or designated adult must pick up the child from his/her room with the teacher's awareness that the child is leaving the center.

A child will be released to the parent and/or persons authorized by the parents. These names shall be given to the teacher at the beginning of the school year. If any other person is to pick up the child, a note from the parent giving permission or a phone call to the Director will be required before the child may be released.

In custody agreements, we require a court document stating who has custody.

The Preschool is equipped with a security system that locks the entrances to the Preschool during the session. While doors are locked, parents may gain entry by using the intercom system at the main entrance.

A monthly fire drill, at varying times each month, will be held. A monthly weather emergency drill will be held in the months March through September. A lock down drill will be conducted each quarter.

A fire, emergency and weather alert plan, which explains action to be taken and staff responsibilities is posted in each classroom. The plan includes a diagram showing evacuation routes.

Use of spray aerosols shall be prohibited when children are in attendance.

Any food allergies should be noted by the parent on the enrollment form. The teacher will post these in her room and review them before serving foods.

PROCEDURES FOR EMERGENCIES AND ACCIDENTS

General emergencies would be handled as follows:

Fire or Flood – Evacuate to Church Annex or Anderson High School

Tornado – Take shelter in basement.

Chemical – “Shelter in Place” or evacuate to Church Annex or Anderson High School. Notify parents.

Violence – “Lock Down” and follow local emergency service. Notify parents.

Loss of power, heat or water – Notify parents of early dismissal.

Accidents and Illnesses will be handled as follows:

- a. Parents or guardian will be called. If they cannot be reached,
- b. The emergency contact will be called. If they cannot be reached,
- c. And the child is ill but not in any health danger, the child shall be isolated with the Director until a parent can be notified.

Serious incident, injury or illness

The Director would assess the situation and provide first aid while the office manager called 911 and notified the parent/guardian. Transportation to preferred hospital would be by the Paramedic Unit if child were in a severe health or injury danger. The Director would accompany the child to the hospital.

Anderson Hills Preschool will not enroll children whose parents refuse to grant permission to secure emergency transportation in the event of an illness or injury which requires emergency treatment.

An incident/injury report shall be completed by the staff in charge when first aid was given, there was a bump or blow to the head, emergency transportation was needed or there was an unexpected event that jeopardized the child's safety. The report will be given to the parent/guardian or person picking up the child on the day of the incident.

ARRIVAL AND DEPARTURE PROCEDURES

Parents are required to bring their children into the classroom. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may NOT be dropped off at the entrance of the building or be sent inside alone. Teachers must be made aware of each child's presence before the parent departs. Please notify the preschool via phone or e-mail if your child will be absent for any reason.

The door to the school will unlock at 9:25 a.m. and remain open until 9:40 a.m. To gain access if the school is locked, please ring the doorbell located outside the main preschool entrance and the office will unlock the door for you.

Please pick up your child promptly at noon. At pick up time the doors will unlock at 11:50. You must wait in the hallway outside your child's room for dismissal. The teacher will dismiss each child one at a time.

OUTDOOR PLAY POLICY

We encourage the use of our outdoor facility when conditions permit. We will play outside if it is between 25-90 degrees. We will take into consideration temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. We will not go out in the rain, snow, or other unsafe conditions. Gross motor activities will be offered in the indoor playroom for indoor days.

GUIDANCE AND MANAGEMENT POLICY

Discipline is the responsibility of the teacher and or assistant in each room, or the one responsible for the safety of the children at that time. Discipline will be handled in a gentle manner without any harsh tones or actions. Developmentally appropriate techniques such as redirection, talking with the child about the situation, separation from the problem and praise for appropriate behavior are most often used.

Specification of Rule 5101:2-12-19 applies to all employees of the center.

In circumstances where a child exhibits behaviors that are cause for concern, the director may request the services of Childreach. Anderson Hills Preschool has worked with Childreach (a provider of clinical services to early childhood programs in Hamilton County) for over a decade to aid teachers and/or parents in addressing any potential challenges a child may face. We believe identifying potential challenges as early as possible allows for greater time to address the needs of the child.

A Childreach specialist, if requested, may perform general, non-specific observations of a classroom. Should the specialist identify any concerns regarding a particular student, the parent(s) and/or legal guardian will be contacted, in confidence, by the director. Any further involvement from Childreach would only occur at the request/authorization of the parent(s) and/or legal guardian.

More information regarding this policy and/or the services of Childreach is available, per request, in the office.

MANAGEMENT OF COMMUNICABLE DISEASES

Management of communicable diseases requires that each staff member be trained in recognizing communicable diseases. The staff is also trained in hand washing and disinfecting. Each child will be observed as he/she enters the center. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian or person designated by the parent or guardian: temperature of at least one hundred degrees Fahrenheit; diarrhea; vomiting; severe coughing, causing the child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; yellowish skin or eyes; redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain; untreated infected skin patches, unusual spots or rashes; unusually dark urine and/or gray or white stool; stiff neck with an elevated temperature; evidence of untreated lice, scabies, or other parasitic infestations; sore throat or difficulty in swallowing.

If a child complains of not feeling well or does not look well, but does not exhibit the above symptoms, a parent will be contacted and a decision will be made between the school and the parent. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times; cared for in another room or portion of a room away from other children; provided with a clean cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and sanitized with an appropriate germicide.

Parents will be notified via e-mail or a phone call if their child has been exposed to a communicable disease if the disease has been reported to the center either by phone or writing.

The child may return to school when free of all symptoms or with a doctor's approval that

he/she is no longer contagious. The child should have a normal temperature (without medication) for at least 24 hours before returning to school. The communicable disease chart is located in the Director's office.

Staff members will also be observed for communicable diseases. Isolation and returning to work will be the same as the children's policy.

School age children will not be allowed to carry and use inhalers, medication or ointments.

The Preschool will administer medication only in life threatening situations. The Preschool will also administer medical foods if prescribed by the child's doctor. Modifications will be made in administering care procedures or medication to children with disabilities to ensure compliance with the Americans with Disabilities Act (ADA).

PARENT OPPORTUNITIES

Anderson Hills Preschool has an "Open Door Policy." Parents are welcome to visit the school at any time to observe.

Orientation - Each child and his/her parent will be given time with the teacher prior to the beginning of school in late August. At this time the child meets the teacher and assistant and may explore the classroom. Teachers give parents pertinent information and answer questions at this orientation.

Parent Curriculum Meeting - Each teacher holds a Parent Curriculum Meeting during school hours in the Fall. Goals and information are shared with parents at this time.

Newsletter - A newsletter is e-mailed each month with an article from each teacher to keep parents informed of what their child is doing. The Director also includes an article regarding any changes or pertinent information to report.

Website - Current news, registration information and a school calendar will be posted on the Preschool's website. The web address is: www.andersonhills.org/preschool.

Weekly Plans - Plans are posted weekly outside the classroom door. In this way, you will know about your child's day at preschool.

Participation - There are many opportunities for parents to participate at the Preschool including class parties, reading in the classroom, and Box Tops.

Family Night - In the Fall an evening is planned for the annual Family Night. Families are invited to visit classrooms and talk with staff during this function.

Conferences - Teachers will complete formal assessments midway through the year to evaluate a child's progress. Individual conferences to review these assessments will be scheduled with the parents for all preschool age children. Assessments for toddler classes will be sent home and conferences may be scheduled upon request. Assessment information is not reported to the Ohio Department of Job and Family Services.

Confidentiality - Parents are assured that staff will maintain the highest level of ethical behavior and confidentiality in regards to their child.

Complaints - Concerns should be taken to your child's teacher. Any parent or teacher wishing to issue a complaint or suggestion should contact the Preschool Director. A formal complaint can be submitted to Sharon Guard, the Director of Curriculum Development.

ENROLLMENT INFORMATION

There will be limited enrollment.

Transportation will be provided by parents.

All programs operate on a nonprofit basis and are offered by the church as a service to the community.

Any changes in your child's registration status should be phoned or e-mailed into the Preschool office before **May 1**.

Orientation/Staggered Enrollment

Orientation will be held at the end of August. During orientation each child and his/her parents will meet the teacher and assistant and explore the classroom before the first day of school. All classes will meet with staggered enrollment on their first day of class. You will receive your classroom assignment, orientation time, and your staggered enrollment date by e-mail in mid-August.

Enrollment Records

Our Preschool shall maintain a file for each child which shall include enrollment information, health records, emergency transportation information, screening and assessment information. All information received is used for your child's welfare and is kept in confidence. Parents must complete a written consent form before Anderson Hills Preschool will release their child's records to another school setting.

Child Medical Statement

The Preschool programs are licensed by the State of Ohio; therefore, a Child Medical Statement, signed by a licensed physician or certified nurse practitioner is required stating that the child is free of communicable diseases, tuberculosis, and is current with immunizations. The examination must be made by a doctor each calendar year. Parents declining to have their child immunized against one or more diseases for reasons of conscience, including religious reasons, may enroll their children in the preschool. Preventive health screenings including vision, dental, height, weight, hearing, blood lead and hemoglobin levels are recommended for preschool age children as well. The preschool office maintains a list of local pediatricians who can provide examination and screening services for your child if needed.

A child is not permitted to attend school without a valid medical form. Reminders will be sent home if the Child Medical Statement expires during the school year.

Withdrawal and Enrollment Cancellation

Please contact the Preschool office as soon as you are aware of a need to withdraw your child. The school reserves the right to recommend withdrawal of children whose needs are not best met by this school. If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to suspend or expel a child. The administrator would be in communication with the parents prior to this occurring. If your child is withdrawn for any reason after classes begin, the tuition liability will be prorated.

The \$55 registration fee and \$100 tuition deposit are not refundable. No refund will be made because of absenteeism due to quarantine regulations affecting your child and/or the class, or

for absence due to weather conditions.

Application/Fees

There will be a registration fee of **\$55.00** which must accompany each application. Make checks payable to **Anderson Hills Preschool**. This registration fee is not applied towards tuition and will be returned only when the school is unable to accept the child.

If your child is accepted, you must confirm your child's place in **Preschool** by sending in a **non-refundable** tuition deposit of **\$100.00 by May 1**. This **will apply** toward your total tuition paid for the year.

TUITION

Payments

Please indicate your choice of tuition payment plan on the registration form. Two payment options are offered for each program as listed below. A \$25.00 processing fee will be assessed if you change your tuition payment plan after July 31.

Invoice Distribution

Families opting to make semester payments will receive invoices by mail. If you do not receive your scheduled invoice, please call the office to ask for one. If you have elected to pay your tuition with monthly electronic debits, you will not receive invoices. The Preschool's address and Tax ID number are printed on the invoice. Please retain copies for your tax purposes.

Electronic Bank Debit Option

Electronic bank debit is required and available only for monthly tuition payments. If you choose this option, complete the authorization form and return it with your voided check. **The tuition deposit due May 1 cannot be processed with an electronic bank debit, but can be paid by check or cash.**

Late Fees

A \$25 **per month** late fee will be assessed if payment is not received **on the due date**. Late fees will continue to accrue each month until payment is made. If your child will not be in school or you are on vacation, you will need to mail your payment to the school with a postmark on or before the due date.

If your check or electronic debit is rejected for any reason, late fees and bank service charges up to \$50 will be assessed.

Failure To Pay

When checks are returned marked "insufficient funds" or monthly debit payments are rejected for any reason, an opportunity for the family to make proper payment (including all service/late fees) or to arrange for a satisfactory payment schedule will be provided. Failure to make payment within twenty (20) days or to adhere to the payment schedule will necessitate your child's absence from the school until full payment has been made. After sixty (60) days, your child will be withdrawn from the school with the open spot being given to another child on our waiting list.

Scholarships

Scholarships may be provided according to established scholarship policy. Scholarship applications are due by the registration priority date and are available in the preschool office.

Tuition Schedule for Preschool Programs

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Monthly Electronic Bank Debit Payment Schedule

	<u>2-Day</u>	<u>3-Day</u>	<u>4-Day</u>	<u>5-Day</u>
9/15/23 - 5/15/24	<u>\$115/mo</u>	<u>\$165/mo</u>	<u>\$206/mo</u>	<u>\$242/mo</u>
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Annual Total	\$1,135	\$1,585	\$1,954	\$2,278

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability 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 ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave., Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 866-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th 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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.