

# WELCOME

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Welcome to Extended Day Child Care sponsored in partnership with the Parma City School District. The Program is offered to parents of children enrolled in our schools. We strive to provide a fun, safe, and enriching environment for all children in our care.

**You are asked to refer to this Parent Handbook as needed as its purpose is to provide consistency when dealing with situations as they arise.**

**See page 11 for Important Payment Policies and Due Dates. All child care service must be paid in full in advance of attendance.**

# PHILOSOPHY

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The Parma City Schools child care programs will be staffed by trained, nurturing caregivers before and after school. Our goal is to provide a safe, enjoyable, enriching environment supporting the emotional well-being of every child, while offering opportunities for social interaction and learning experiences.

# COMMUNICATION

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To keep you informed, a designated EDC bulletin board is on site. Information including this EDC Parent Handbook is available online at [www.parmacityschools.org/edc](http://www.parmacityschools.org/edc). Our staff members may communicate with you daily as you drop off or pick up your child. Please take a moment to learn the names of your Extended Day Child Care Team Leader and Child Care Providers. We ask that you keep the child care staff informed of situations at home that may require specific nurturing support from us.

When warranted, the Supervisor and/or child care staff may communicate formally or informally with school administrators and/or teachers regarding the operation of the child care program or the needs of the children enrolled.

Should you have questions or concerns about Extended Day Child Care, please bring them to the attention of the EDC Team Leader at your program. If your issue has not been resolved to your satisfaction, you may contact the Supervisor of Extended Day Child Care at 440-885-8309 or email [childcareservices@parmacityschools.org](mailto:childcareservices@parmacityschools.org).

# ODE LICENSING

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School-age child care Extended Day Child Care programs are licensed and inspected by the Ohio Department of Education, and we are mandated to maintain compliance with all SACC licensing rules. Staff:child ratios of 1:18 must be maintained. **Children must be capable of functioning safely in the group and within the stated ratio.** Because programs are self-supporting, our EDC budget cannot accommodate children in need of lower staff to child ratios or 1:1 supervision without significantly impacting the cost of tuition.

Supervision plans for the use of restrooms during program times will be site specific as we will refer to the rules set forth by the administration in each building. Students must follow the same rules as those in place during the school day.

Child Care staff members are trained in First Aid, Child Abuse Recognition and Prevention, Management of Communicable Diseases, and CPR.

EDC Child Care Providers are trained in the Administration of Medication. Additionally, Child Care Providers consult with the District nurse on site in each school regarding specific children who may require medication during EDC hours. Only Child Care Providers who have been trained on Administration of Medication, and who have consulted with the school nurse on duty regarding individual student care plans shall administer medication to those students.

# HOURS OF OPERATION

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EDC programs are open on all regularly scheduled school days. The programs are **closed** on all teacher conference/in-service/professional development days, school holidays, recesses, and during summer break.

Our hours of operation are as follows:

K-4 Before School EDC.....Open for care at 7:00 AM/Children dismissed when school begins  
K-6 After School EDC..... Children report when school ends/Program closes at 6:00 PM

**The EDC program opens promptly at 7AM and closes promptly at 6 PM. Late fees are assessed beginning at 6:01 PM. All children, parents and staff must be exiting the building by 6 PM.**

In the event the Parma City Schools are closed due to inclement weather, the child care programs in all buildings will also be closed and all activities are cancelled.

Should the building in which your child attends EDC close due to fire, power outages, mechanical problems, lack of water, or any other calamity, the program in that building will also be closed.

## **EDC Direct Phone Numbers**

You may reach an EDC staff person during program hours or leave a message at other times at the following direct numbers:

Dentzler – 440-843-8948	Pleasant Valley – 440-885-2478
Green Valley – 440-843-1559	Thoreau Park – 440-842-2672
John Muir – 440-885-2378	Greenbriar/Shiloh – 440-843-3935

# CURRICULUM

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Our program is not simply an extension of the school day. It is different in structure and content, offering a well-balanced curriculum providing opportunities for free play and social development while also encouraging learning, personal discipline, recreational skills, and health and safety skills.

We offer a flexible daily schedule. Each day, children are encouraged to participate in planned whole group and small group activities as well as personal choice activities. Schedules and activities are planned to achieve a balance of active and quiet experiences and to address individual needs, interests and developmental levels.

Within the daily schedule, the programs will offer a variety of activities including creative construction, imaginative play, arts and crafts, reading, puzzles and table games, active indoor and outdoor play, project work, academic support, special events and enrichment programs.

Children who “opt out” of the planned activities will be asked to comply with the directives of EDC staff so that others may enjoy what has been planned. It is expected that those who choose not to participate will not disrupt the operation of the planned schedule.

We contract with outside entities to provide enrichment programs for children enrolled in our programs. These may include but are not limited to: University Hospitals Safety Squad, the Cuyahoga County Library, Young Rembrandts Art Program, Lake Metroparks, The Center for Arts-Inspired Learning, TGA Sports and other presenters enlisted to enhance the academic and social experiences of our children. Most are offered at no additional cost to the parents, but some may require a nominal fee to defray presentation or participation costs.

## **Academic Support**

The child care after school programs will include a 20 to 30 minute period for homework/study time. During this time, children will be asked either to do their homework or select something to do from the quieter activities provided to promote academic success.

Completion of homework assignments is a child's responsibility. Child Care staff will maintain a quiet atmosphere, assist children if necessary, and encourage children to work on their assignments. Please inform the staff and communicate with your child if you expect him/her to complete homework while in the program. Children are expected to comply with Child Care Provider directives to maintain quiet during this time period even if they choose not to complete homework.

## **Outdoor Play**

When weather permits, all children participate in active outdoor play. Children should be dressed appropriately considering the weather for each day in order to play safely and comfortably outdoors.

Children must have appropriate footwear to safely participate on the playgrounds. Children wearing sandals, boots, clogs, slippers, or flip flops will not be allowed on climbing equipment.

**IMPORTANT – Children are required to follow the same playground rules as those in place during their lunch/ recess.**

## **ADMISSION POLICY**

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The Parma City Schools child care programs are available only to children enrolled in the Parma City Schools. Families enrolling into our program are not discriminated against based on race, religion, cultural heritage, political beliefs, disability, or marital status. The program will make every effort to accommodate the needs of all children provided those needs can be met in a group care setting. Parents must notify the staff if their child has a special need and be willing to provide our staff with information, including any reasonably necessary accommodations.

**If a child requires intense supervision, one-on-one care, or specialized staff, the program may not be the proper placement. Please note our staff to child ratio, group size, and transportation plans when considering out-of-school care. Enrollment of children who require intense supervision or one-on-one care may be denied if such supervision would result in a fundamental alteration of the nature of services provided or create an undue hardship on the program.**

School nurses are not on duty for the entire time EDC programs are in operation. Parents may need to consider the school nurse's schedule when planning appropriate care for your child. Individual assessments are recommended to determine if the program can meet the needs of a child without fundamentally altering the programs.

Program volunteers work under the guidance of staff members and must adhere to district policy regarding volunteers. Volunteers are never left alone with children.

## **YEARLY REGISTRATION PROCEDURES**

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### **Priority Registration: Intent-to-Return Form/Annual Registration Fee/Tuition Deposit**

Parents of children enrolled in EDC are offered priority registration. To secure your child's space on the roster for the next school year, the Intent-to-Return form, and then the annual Re-Registration and \$30 per family non-refundable registration fee and tuition deposit must be submitted to the EDC Central Office by the stated due dates. Tuition deposits will be credited toward your September EDC charges. Space is not secure if your account shows an outstanding balance due on the last day of school in June.

**IMPORTANT:** Parents may not submit the Intent-to-Return Form, registration fee and tuition deposit, and then withdraw their children from the program with the intention of returning in the Fall. By withdrawing, you forfeit your child care slot and registration fee unless you follow the procedure for holding a space as an extended absence (see page 12). As stated on your Service Agreement form, your contract requires payment through and including the last day of service. Re-enrollment will require repayment of the registration fee.

### **First Day Requirements for Child(ren)**

The **completed** registration/enrollment form and required fees must be submitted prior to any child attending the program.

## **CONTRACTED SCHEDULED DAYS OF ATTENDANCE**

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### **Service Agreement/Contracted Scheduled Days of Attendance**

We will expect your child to attend on all contracted days as you have indicated on your service agreement unless you notify the staff of any changes or absences. Tuition is charged even if your child does not attend child care.

**Families returning at the start of a new school year will be charged for all contracted scheduled days of attendance, starting the first day the program opens to the last day of the school year. New families will be charged from the first scheduled attendance day of enrollment to the last day of school.**

The Parma City Schools child care programs are not drop-in child care centers. Your child may only attend the program according to the days you have indicated on the Service Agreement. The “contracted scheduled day of attendance” **MAY NOT BE SWITCHED ON A TEMPORARY BASIS** because of temporary work schedule changes or holidays.

### **Requesting a Change in Child’s Attendance**

Any requests to change your child’s regular contracted scheduled days of attendance must be discussed with an EDC Account Manager at Parma City Schools Central Office. Tuition accounts must be paid up-to-date and space available before a schedule change request will be approved. Documented behavior issues and frequent late pick-ups will also be considered when approving requests to increase days or hours of attendance.

### **Attendance and Rotating Work Schedules**

Parents **MUST** provide us with a written work schedule at least one week in advance of service.

It is extremely important that both our staff and your children know when they are expected to attend EDC. Rotating schedules can be very confusing for children. We recommend a reminder on their book bags, such as a bandana, key chain, etc. on days they are to report to the program.

Parents who fail to provide schedules to our staff, and/or children who consistently fail to report as scheduled, may be withdrawn from our program.

## **WITHDRAWING OR RE-ENROLLING CHILDREN**

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### **Written Notification Required When Withdrawing A Child**

If possible, we request two weeks notice in writing to withdraw a child from the program. Daily tuition fees will continue to accrue until written notification is received. Forms are available at your EDC location and at [www.parmacityschools.org/edc](http://www.parmacityschools.org/edc)

### **Re-Enrolling Requires a Registration Fee**

In order to re-enroll your child into the program, you will need to repeat the registration process and pay \$30 per family registration fee. Children may not be re-enrolled if your previous EDC account shows an outstanding balance.

# GUIDANCE AND DISCIPLINE POLICY

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School-agers are still learning self-control. Although their temperaments are most often relatively stable, they have strong emotions that surface in relationships with peers and adults. They are developing a conscience as well as social skills. This occurs as they learn about social expectations while trying different behaviors and experiencing the consequences – to accept limits with good will. Discipline shall be constructive and educational in nature.

Appropriate behavior on the part of all students is important to creating a positive and safe experience in our programs. Our expectations regarding safety, health, and respect for individuals, toys, equipment and facility will be discussed with the children. They are simple and consistent with “day school” rules so as not to confuse the children. “The Expectations of Behavior” list is included at the end of this Handbook. To prevent a suspected conflict from arising, our staff may ask the children to communicate the expectation pertaining to the situation as well as the consequences if the expectation is not met. This practice often helps children to control their behavior before they react unacceptably.

In group care, it is unrealistic to expect all children to always get along, or for our staff to witness every conflict or incident. When a child is being disruptive, he or she will be re-directed to participate in another activity and/or to interact with a different group of children. If the problem continues and the child remains disruptive, he or she will be temporarily separated from the situation and/or group. A staff member will provide the child with an opportunity to describe the situation, as well as discuss acceptable behaviors that could have been used to solve the conflict. The child will be welcomed back into the group once they have regained their self-control after they have “cooled down”. Appropriate behavior will be recognized.

**Note that in EDC, we operate with a “Don’t Hit Back” policy – children who hit back will be disciplined just as those who start a fight. Remind your children to seek help from an adult.**

School-age children must be capable of separating from parents with minimal distress. If a child is upset and clings to a parent at drop-off, a school age child care staff member may not intervene using physical restraint. If your child displays resistance to having you leave, the expectation is that you will stay until your child becomes compliant.

The program’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame or frighten a child.
- 8) Discipline shall not include withholding of food, rest or toilet use.
- 9) Separation, when used as discipline shall be brief and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
- 10) The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.
- 11) Discipline measures are the responsibility of child care staff. School teachers and/or principal may be involved if warranted.

# **NOTIFICATION OF INAPPROPRIATE BEHAVIOR**

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A Behavior Report may be written to provide documentation of an incident involving your child. The report is provided to inform you of what happened and what staff intervention occurred. Your signature on the form indicates you have received the Behavior Report. You are asked to discuss with your child ways he or she could have reacted or behaved in an acceptable manner in order to avoid a similar situation in the future.

If a child is having difficulty managing self-control and is showing no improvement, our child care staff or an EDC Administrator may request that parents participate in a conference. Parents are often able to offer valuable insight into their child's behavior before it escalates to the point that the child is withdrawn or suspended from the program.

Children with documented behavior issues may be excluded from participation in field trips or on-site enrichment programs.

**If a child should attempt to leave a program without a parent/guardian, the caregivers will make every effort to stop a child without using physical restraint. Caregivers may call other personnel for assistance, alert the principal and parent/guardian if possible, and try to dissuade the child from leaving. If a child succeeds in leaving the program, whether inside or outside the building, the caregivers will notify an EDC Administrator and school administrators who may be on-site in the school. Caregivers will not leave the school grounds to search for a child. The Parma City Schools Supervisor of Safety and Security will be notified, and local police may be notified if necessary. In this case, the child will be immediately suspended or withdrawn from the EDC program.**

# **WITHDRAWAL OR SUSPENSION POLICY**

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**In keeping with our goal to provide a safe and comfortable environment for all students and staff, our program cannot serve children who display consistent disruptive or hurtful behavior. The Parma Schools administration reserves the right to withdraw or suspend a child immediately from the child care programs for any of the following reasons, but not limited to:**

- child's inappropriate behavior that is harmful to himself and/or others
- child does not report to the program as scheduled, or leaves program without authorization or permission
- behavior that requires consistent 1:1 attention from staff
- child's use of inappropriate language toward another student or staff
- parent or authorized emergency contact use of inappropriate language towards staff
- parent or authorized emergency contact intimidating the staff, other parents, or children, either verbally or physically
- non-custodial parents intimidating the staff, other parents, or children, either verbally or physically
- non-custodial parents not willing to adhere to program policies and procedures; custody situations negatively impact the operation of the program
- continuous late pick-up of child (after 6:00 PM)
- late pick-up after 6:30 PM with no notification or communication from parent or authorized pick up individual
- parent not conscientiously communicating with staff regarding absences from program
- child not willing to adhere to rules of program
- parent not willing to adhere to program policies and procedures
- parent not notifying staff when a person is to pick-up their child who is not on the Pick-Up Authorization Form
- failure to provide three emergency pick-up authorization names

The administration reserves the right to decide whether a child will be immediately suspended or withdrawn from the program. In either case, it is the parent's responsibility to arrange alternative child care.

# ARRIVING AND DEPARTING FROM PROGRAMS

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## Handicapped Parking/Bus Loops

Please do not park in designated handicap parking spaces at each school when dropping off or picking up your child unless your car has a handicap sticker.

Do not park in bus loops to drop off or pick up your child(ren) during transport times.

## Turn Off Car/DO NOT LEAVE CHILDREN IN CAR UNATTENDED

City ordinances require all parents to turn off their car before entering the school. Parents who violate the ordinance and/or leave children in cars unattended will be reported to the Parma or Parma Heights police.

## Escort Children to the Before School EDC Room

Parents must escort their children to the Before School EDC room and sign in. Please be certain an EDC caregiver is **aware** that your child has arrived. Children are never to be dropped off at the door or in the parking lot prior to communicating with an EDC caregiver on duty.

## Departure from After School EDC

Parents will use designated EDC door at their specific location to pick up and sign out their student. Due to Safety and Security protocols, parents/authorized pick ups will need to remain by the sign in/out area and are not permitted to enter the child care area. Our staff will instruct children to quickly gather their belongings when their parent arrives

## Depart from Program Promptly

Parents and children should exit promptly once the children have been signed out. This includes the outdoor playground area. School personnel have asked that parents and children not go to classrooms or lockers after leaving the program. Caregivers will give children an opportunity to go back to class for forgotten items while teachers are still in the buildings. Even though a child is signed out of the program and with a parent, all child care and school rules are in effect while still in the building or on school grounds.

See page 13 for the Late Pick Up Policy.

## After School Child Care Begins After School Ends

Children are expected to report directly to the program when dismissed from their classroom. Children need a permission slip signed by the parent/guardian to participate in an on-site after-school activity during the time they are scheduled to attend child care programs. **We require that children report first to the child care program before going to the activity.** No adjustment in tuition is made if a child attends an after school activity during program hours. Child care staff are not responsible for children until they return to the program. **Activity permission slips are available from the staff.**

## Authorized People to Drop Off And/Or Pick Up Children

Those individuals listed on your child's Transportation Authorization Form to drop off and/or pick-up your child must follow the arrival and departing procedures previously listed. Authorized individuals must be at least 18 years old unless approved by an EDC Administrator, and they must be willing to pick-up your child in emergency situations.

ODE Licensing rules mandate three pick-up authorizations/emergency contact names. If you are not able to furnish the required names you must note on the form that "NONE ARE AVAILABLE AT THIS TIME." However, please make every effort to submit contact names when possible. If we are unable to contact someone in the event of an injury, illness, or emergency, we will interrupt your care until such information is submitted. Returning to the program will depend on available space.

### **Authorized People Must Show Identification**

You must inform anyone you authorize to pick up your child to provide a photo ID upon arrival. We will not release a child to anyone not having proper identification even if authorized by you.

### **Change in Pick Up – Person Not on Appropriate Form**

If you need a person not listed on your child's "Pick-Up Authorization Form" to pick up your child, contact our program staff and provide the following information: person's name, relationship to child, date, and approximate time of pick up. Inform your pick-up person that they will need to show a Photo ID to the staff at pick-up. If you cannot contact our staff during our program hours, it will be necessary for you to contact the school office and request they give the message to our EDC staff. Staff may call you back to verify your message.

### **For Safety Sake – Please Keep Information Current**

It is important to notify the program of any changes of address, phone numbers, authorized names, work location, or any other changes that occur since first filling out the enrollment papers.

**\*EDC STAFF MUST BE ABLE TO REACH YOU BY PHONE AT ALL TIMES WHILE CARING FOR YOUR CHILD(REN).**

## **REPORTING ABSENCES OR CHANGES IN PICK UP**

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### **Call During Program Hours**

ABSENCES OR CHANGES IN PICK UP MUST BE REPORTED. Failure to do so may result in your child's withdrawal or suspension from the program. In the event your child does not report to an afterschool program as scheduled, the procedure will be as follows:

1. Caregivers will contact school office personnel for information regarding the missing child. The child's teacher will also be contacted, and friends and classmates may be asked if they have any information. Caregivers and school personnel will try to locate the child in the school building and on school grounds.
2. While the building and school grounds are being searched, phone calls will be made to parents at home and at work, and other emergency contact numbers in the child's file will be called. If necessary, messages explaining the situation will be left on answering machines.
3. Once the parent/guardian or emergency contact has been spoken to directly and informed that the child is missing, it becomes that person's responsibility to follow-up and locate the missing child/ren.
4. If a child's whereabouts cannot be determined and a parent or authorized person cannot be made aware of the situation, the staff will notify the Parma City Schools Office of Safety and Security that a child is missing from a program. The Supervisor of Safety and Security will then attempt to locate the child. This may involve a visit to the home, searching the surrounding streets, checking with neighbors and classmates, making additional phone calls, and notifying the police department. Caregivers will remain in the buildings to supervise all other children in the program. The Supervisor of Safety and Security will keep the staff informed.
5. **If a parent/guardian repeatedly fails to inform EDC staff or a child repeatedly fails to report to the program after school as contracted, the family will be subject to immediate withdrawal from the program and the parent/guardian will need to find alternative care.**

It is preferred that you contact our staff during hours of operation to report any absences and/or changes to who will be picking up your child. Each family will receive a wallet size neon green telephone card listing the program telephone number and hours of operation. EDC phone numbers are also listed on page 2 of this parent handbook. You may also call the school office and leave a message between 8:30 AM and 3:00 PM.

### **Communicate in Writing**

It is best to hand deliver a written note to our staff making sure you have indicated the day(s) your child will be absent and/or any changes in who will be picking up your child on which date(s). **NOTES SENT IN YOUR CHILD'S BOOKBAG DO NOT ALWAYS GET TO OUR STAFF.** Because our staff **DOES NOT** open bookbags to search for notes, you must follow-up with a phone call to make sure our staff received your note.

## Custodial Parent/Non-Custodial Parent

Custody papers must be on file in the child care program as well as the school office. Child care information is accessible to a non-custodial parent unless specifically excluded by the court agreement. We cannot deny parental pick-up rights without a copy of a court order which denies access. EDC may not be used as a “visitation” location.

## **EMERGENCY SITUATIONS**

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Each staff member will know the location of each child’s file and the procedures to follow in the event of illness, injury, or emergencies such as fire, or weather alerts. There will be immediate access to a working telephone at the location of the program within each school building.

Safety drills, fire drills, and tornado drills will be conducted and logged as required by law. Children are required to respond appropriately during all drills.

## **ACCIDENTS AND INCIDENTS**

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It is our primary goal and concern to keep all our children safe. Our staff will use sound judgement as to notifying parents of incidents either verbally or by way of a written incident report. An incident report will be written if your child is distressed, seeks comfort, and/or was given first aid treatment.

In group care, it is unrealistic to believe that our children will not experience some bumps and bruises from active group play. There will be times when children playing together in the gym or out on the playground may accidentally fall or bump into each other. If your child does not act distressed or seek adult attention when this happens, our staff will allow your child to continue playing. Most often an incident report will not be written in these situations. However, they will continue to observe your child for any delayed reaction from this incident.

Parents will be notified by phone in the event of a serious incident. Please make certain we have current contact information and update changes as they occur.

## **ADMINISTRATION OF MEDICATION AND/OR OVER-THE-COUNTER PRODUCTS**

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It is the policy of the child care program to discourage the administration of medication to children in our care. We ask that you consult with your child’s physician regarding dosage schedules that do not require medication to be administered during the time your child is in before or after school. Your school’s nurse should be consulted in order to determine optimum dosage times.

### Administration of Medication

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and over-the-counter remedies.

For children who must take medication while in the program, parents/guardians must follow the Board policy for administration of medication during school hours. A written prescription from the physician as well as written authorization from the parent is required. Forms are available in the school office and should be completed and returned to the child care staff.

We will not administer the first dose of any medication. Medication must be in its original container, labeled with the date, the student’s name, and exact dosage. “To be given as needed” will not be considered acceptable medical instructions.

If your child is taking medication for **Attention Deficit Disorder/Attention Deficit Disorder with Hyperactivity (ADD/ADHA)**, or other behavioral or medical issues, it is important that you discuss with your child’s doctor the possibility of a dosage schedule that will be **effective during the time your child participates in the out-of-school programs**. Please consider including our child care staff in any school conferences that would provide them with helpful information regarding your child’s care.

## **Sunscreen for Children**

If sunscreen is needed for outdoor play, it will be necessary for parents to fill out and sign a “Dispensing of Medication Form”. A doctor’s signature is not required. (See staff for a form.) The sunscreen must be labeled with your child’s name and when it should be applied. A staff person will supervise as your child applies the sunscreen.

## **Instant No-Rinse Hand Sanitizer**

The child care program uses a variety of instant no-rinse sanitizers. Children are required to sanitize their hands before snack and after snack. Permission for the use of hand sanitizer is included with enrollment forms.

## **ILLNESS**

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A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as the child enters the group.

Please do not bring a sick child to the child care program. If your child becomes ill, it will be necessary to call you immediately to pick up your child or your child will be sent to the school office.

A child with signs or symptoms of illness shall be isolated and made comfortable within sight and hearing of a staff member. Parents will be notified promptly, and the child will be observed for worsening symptoms. If used, cots, mats and blankets will be laundered/disinfected before use by another child.

Please notify child care personnel if your child contracts a communicable disease or condition (i.e. pink eye, strep, lice) so a notification of exposure can be given to other families.

We are unable to accommodate requests to allow individual children to stay inside. Children may limit their participation in outdoor activities until fully recovered from an illness, but they must go outside with the group. Be certain your child has suitable clothing based on weather conditions.

## **Head Lice/Bed Bugs**

**Pediculosis (head lice)**, is a nuisance, but lice do not cause disease. Most students at sometime during their school years are exposed to the possibility of contracting lice regardless of age, income, social status, or cleanliness. Exclusion from school and child care programs, plus treatment are the most important factors in controlling head lice.

All students with suspected cases of head lice will be excluded from school, transportation services, and child care programs. Parents and guardians will be provided with treatment information.

Upon returning to school, students sent home for pediculosis must report to the school office where the student will be inspected by school personnel to ascertain that all nits (eggs) are gone. No student will be permitted back in school, on transportation, or in the child care program until he or she is free of head lice and nits.

**Bed Bugs** are also a nuisance although they have not been known to spread disease. The Cuyahoga County Board of Health recommends that you routinely check your residence, child’s backpack, and lunch bags for the presence of bed bugs as anyone who comes in direct contact with the bugs or their eggs can unknowingly carry them into other locations. If an EDC program is informed of a confirmed case, the program will follow the district protocols and response efforts.

Refer to “Should I Keep My Child Home Today?” on page 16.

## **HEALTHCHEK**

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Did you know Ohio’s Medicaid program includes **Healthchek** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchek** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchek** services are free. You can get help and information by contacting your county Healthchek Coordinator or your managed care plan and by going to <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek>

# NOTIFYING OF AUTHORITIES

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The child care program will follow the same policy as the school district requiring all professional school staff to report any suspected cases of child abuse and/or neglect. Staff will also notify the police if they suspect a person is under the influence or impaired when picking up children from the program.

## SNACKS

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A daily afternoon snack will be provided to those children in PM EDC. If your child is allergic to any food or has dietary restrictions, it will be necessary for you to obtain a snack menu from our staff or check the PCSD website for school snack menus. Let our staff know if your child has any food/skin allergies. We request that you supply a snack on those days the program is serving something your child is not able to eat. (**IMPORTANT:** See the Instant No-Rinse Hand Sanitizer section.) In some cases, a doctor’s note substantiating your request will be required.

**No adjustments will be made in the tuition fee if your child is unable to eat snacks as provided by the program.**

## FINANCIAL POLICIES

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### Tuition is Required to Be Pre-Paid

Tuition payments must be paid on a monthly or bi-monthly basis in advance of services. Invoices will be emailed to families on or around the 5<sup>th</sup> of the month **PRIOR TO THE SERVICE PERIOD**. See the schedule of service periods and payment due dates below. Payments are due upon receipt no later than the 15<sup>th</sup> of the month. Bi-monthly payments are due on the 15<sup>th</sup> and the last school day of the month.

Please consider using our convenient Auto Pay option to pay by credit card (**VISA, MasterCard, American Express, DISCOVER**), debit card or automatic debit from your checking account. **This is the most secure method to pay for EDC services.** Checks or money order payable to “Parma Schools – EDC” may be dropped off to the EDC Central Office, 7377 Chateau Drive, Parma, OH 44130 so it is received by the 15<sup>th</sup> of the month **prior to the service period**. We discourage cash payments.

Credit/Debit card or ACH payments may also be phoned in by calling 440-885-8301 to speak to an Account Manager.

### Payment Schedule Dates

<u>Payment Due</u>	<u>Service Period</u>
August 15, 2025	August 25, 2025 – September 26, 2025
September 15, 2025	September 29, 2025 - October 24, 2025
October 15, 2025	October 27, 2025 – November 28, 2025
November 14, 2025	December 1, 2025 – December 19, 2025
December 15, 2025	January 5, 2026 – January 30 2026
January 15, 2026	February 2, 2026 – February 27, 2026
February 13, 2026	March 2, 2026 – March 27, 2026
March 16, 2026	April 6, 2026 – May 1, 2026
April 15, 2026	May 4, 2026 - June 4, 2026

**The Parma City Schools Department of Extended Day Child Care relies heavily on full and timely payments from all parents who contract for child care. Students will be withdrawn from EDC programs until past due balances are paid in full. Re-enrollment is dependent on space availability.**

## **Tuition Rates**

We offer either a 1-3 day or a 4-5 day weekly rate. The child care program does not charge tuition fees on a daily or hourly basis. Families whose days of service rotate are charged the 4 -5 day weekly rate.

## **2025-2026 EDC TUITION RATES**

**K-4 BEFORE SCHOOL:** Opens at 7:00 AM  
Four to five days \$47.00 per child, per week  
One to three days \$42.00 per child, per week

**K-6 AFTER SCHOOL:** Closes at 6:00 PM  
Four to five days \$57.00 per child, per week  
One to three days \$49.00 per child, per week

**K-4 BEFORE & AFTER SCHOOL:** Opens at 7:00 AM and Closes at 6:00 PM  
Four to five days \$92.00 per child, per week  
One to three days \$79.00 per child, per week

## **Cuyahoga County Vouchers**

The Parma City School District does not accept Cuyahoga County Child Care Vouchers as payment for service.

## **Family Discount Policy**

We incorporate a family discount plan for families who enroll more than one child in the same child care program on a full-time basis (4-5 days per week). Parents will be required to pay the full price for the youngest child enrolled. For additional children, parents will be charged 10% less than the amount listed above.

## **Tuition Based on Contracted Service**

Tuition is charged for all school days children are scheduled to attend and is the means by which a slot in our program is held. If your child is ill, absent, or on vacation during the school year, no refund of tuition will be issued. Tuition is charged through and including the last day of school.

Tuition will be charged if a child is suspended from day school and does not attend the child care program. If a child is suspended from the child care program, no tuition will be charged for the suspended days.

## **Extended Absences**

In the event of an absence extending longer than 5 school days for any reason, a parent may hold a spot in the program by paying the first week's **current** tuition and then ½ that amount for the remaining weeks of leave. Contact the Accounts Receivable Office at 440-885-8301 to learn how to set up this option.

## **No Adjustment in Tuition for Unscheduled School Closings**

The EDC tuition-based budget is determined using the number of scheduled school days. District employees are required to be paid for unanticipated school closings, such as snow days. Therefore, there will be no adjustment in tuition for any unscheduled school closings.

## **Tuition Charged for Short Weeks**

Except in the case of snow/calamity days, parents are not charged when school is not in session. Your weekly tuition is adjusted for short weeks. Refer to your school calendar for specific dates.

## **Late Tuition Payments**

Tuition payments are due prior to the start of the service period. (See chart on page 11) Late tuition payments will result in your child being suspended or withdrawn from the child care program until your account is up-to-date. Re-enrollment in the program will depend on space availability.

## **Delinquent Accounts**

We cannot provide child care service without payment. Tuition must be paid in a full and timely manner. The EDC Supervisor is informed of any overdue balances and is required to forward the information to the Parma City School District Treasurer's Office.

You cannot enroll or return to an EDC program if you have an outstanding balance in any program. You also cannot increase service, meaning number of days or the addition of morning or afternoon care, unless you are up-to-date and paying in advance of services as required, or if your children have consistent and documented behavior incidents while in the program.

## **Late Pick Up Charge – Begins at 6:01 PM In EDC**

If your child is not picked up and exiting the school building by 6:00 PM, there will be a late pick-up charge of \$20 per family, per every 15 minutes, or any portion of a 15-minute time period. Our building permits end at 6:00 PM, and the staff and custodians can reasonably expect to leave at that time.

As noted on page 6, frequent late pick-ups are grounds for withdrawal of your child from EDC. The EDC caregiver on duty will verbally communicate the time to be recorded should the current time be later than 6:00 PM. **If you anticipate being unable to pick up before our 6 PM closing time, please arrange to have another adult from your Authorized Transportation Plan pick up your child.**

It is expected that you will contact your EDC location if you anticipate arriving later than 6:00 PM.

## **Returned Check Charge/Money Orders**

You will be charged \$18 for each check returned for non-sufficient funds. Should this occur, payment by credit card, money order or cash will be required in order for your child to remain in the program.

## **Statement of Total Child Care Payment**

**You will receive an email in January with your statement of total child care payments made for income tax purposes. You can also access this information at anytime at MyProcure.com by logging into your account.**

## **RECESS CARE**

We discourage our staff from accepting off-duty babysitting positions with clients. However, if such arrangements are made, the District is not responsible or liable for actions occurring during such private employment.

We do not endorse or make recommendations on alternative child care centers.

## **NO TOYS, ETC. FROM HOME**

The child care program will provide the necessary supplies such as playground/gym equipment, games, art materials, and craft supplies. Our policy is that children do not bring toys, make-up, nail polish, perfume, or other items from home without permission from the staff. It is a school and program policy that no buying, trading, or selling of items is permitted on school property. We cannot be responsible for lost, damaged, sold, stolen, vandalized, or traded items that children bring to the program, including cell phones or other electronic communication devices.

## **Cellular Phones and Electronic Communication Devices**

Students may not use cellular phones or personal ECD while in Extended Day Child Care unless given specific permission by EDC staff. Parents and students are advised that the best way to get in touch during EDC is by calling the EDC phone number. Students are not permitted to share their own cell phones with other students.

## **I-Pads/Chrome Books**

District-provided I-Pads or Chrome Books may be used during EDC hours with permission of the EDC staff. If an EDC caregiver suspects a student is accessing inappropriate online content, the student will be directed to shut down their device. Student takes full responsibility for his/her I-Pad or Chrome Book if in use during EDC hours.

**Please review the Expectations below with your child.**  
**EXPECTATIONS OF CHILDREN IN EDC**

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1. I will treat adults and other students with kindness and respect.
2. I will help others who are being bullied or picked on.
3. I will keep my hands, feet, and body parts to myself.
4. I will use polite language.
5. I will follow directions the first time they are given.
6. I will accept and comply with caregivers when redirected and understand that they are the adults in charge.
7. I will take care of toys and equipment properly.
8. I will help clean up and put things away properly.
9. I will seek help from an adult if I have a problem.
10. I will ask the adult in charge for permission before bringing items from home to the program.
11. I will enjoy participating in individual and group activities.

***All children enrolled must agree to follow all rules stated or accept stated consequences.***

# **SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?**

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**YES**, if she/he has:

- Temperature of 100° or higher within the last 24 hours without the use of Tylenol or Motrin
- Persistent cough
- Severe cold with symptoms of nasal discharge
- Diarrhea or vomiting within the last 24 hours
- Severe sore throat with difficulty swallowing
- Skin rash itching, spreading or worsening or accompanied by sore throat
- Red, watery, burning, itching eyes
- Headache caused by injury or fever
- Nits in hair
- Stiff neck
- Evidence of scabies or other parasitic infestation
- Red, irritated, itching or painful eyes; Conjunctivitis
- Unusual spots
- Untreated infected skin patches
- Yellowish skin or eyes
- Difficult or rapid breathing
- Unusually dark urine and/or gray or white stool

Child Care staff will notify you if your child develops any of the above signs or symptoms while in care. Authorized pick up individuals should be available in case you are unable to pick up your ill child from the program.

Please notify the child care program the same day if your child has been excluded from school for a suspected communicable disease.

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child's classroom or in the program. Also, your child may be too sick to participate in school that day. In consideration of ALL children, keep your child home until you can determine what else may be developing.

Contact the school nurse if you have any questions.

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**PARMA CITY SCHOOL DISTRICT**  
**EXTENDED DAY CHILD CARE PROGRAMS**  
**PARENT HANDBOOK**

**Central Office EDC Administrative Office**  
**440-885-8309**

**EDC Account Management/Information**  
**440-885-8301**

**EDC Central Office/Board of Education/Arlington**  
7377 Chateau Drive  
Parma, OH 44130  
440-885-8301

e-mail: [childcareservices@parmacityschools.org](mailto:childcareservices@parmacityschools.org)

**Dr. Scott Hunt**  
Superintendent  
440-885-8786

**Sean Nuccio**  
Chief Financial Officer  
440-885-2324

**Ohio Department of Education**  
**Office of Communications/Ombudsman**  
877-644-6338

The policies and procedures outlined in this Parent Handbook have been board approved.

*The Parma City School District does not discriminate on the basis of race, color, political beliefs, marital status, disability, or creed when hiring staff or enrolling children in the Extended Day Child Care program.*

**PARMA CITY SCHOOL DISTRICT**  
**6800 COMMONWEALTH BLVD**  
**PARMA HTS., OH 44130**  
**and**  
**EDC CENTRAL OFFICE**  
**7377 CHATEAU DRIVE**  
**PARMA, OH 44130**  
  
**440-842-5300**

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**PARMA CITY SCHOOL DISTRICT**  
**EXTENDED DAY CHILD CARE PROGRAMS**  
Grades K-4 Elementary School  
Grades 5-6 Middle School  
[www.parmacityschools.org/edc](http://www.parmacityschools.org/edc)

**PARENT HANDBOOK**  
**2025-2026**

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