



# Family Handbook

## JULY 2025



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## Welcome to Clever Bee Academy Ohio

Dear Clever Bee Academy Family:

Choosing a childcare setting is one of the most important decisions you will make as a family – we are happy you chose to have your child attend Clever Bee Academy!

Our goal is to provide a safe, nurturing, interactive environment for your child to develop and learn. Clever Bee Academy's program combines state-of-the-art facilities, a well-rounded curriculum and state-recognized, learning quality credentials that work together to help each child achieve school readiness and prepare them for life-long learning.

This handbook provides guidelines to ensure the safety and well-being of all the children in our care; we ask that you read it. When you have questions, feel free to speak with your academy director or contact our corporate headquarters at 216-777-3500.

Thank you for choosing Clever Bee Academy.

Sincerely,

Ezra Beren

Chief Executive Officer

## Ohio Location

### CLEVELAND:

St. Clair  
10548 St. Clair Avenue  
Cleveland, OH 44108  
216-268-1800  
CD: Benita Webb  
ED: Pamela Bowyer

Ridge Road  
3545 Ridge Road  
Cleveland, OH 44102  
216-631-6860  
CD: Erin Joyce  
ED:

Kinsman  
14001 Kinsman Avenue  
Cleveland, OH 44120  
216-991-4840  
CD: Barbara Fuller  
Asst Dir: Anthony Agnew

Broadway  
7710 Broadway Avenue  
Cleveland, OH 44105  
216-271-5698  
CD: Deborah Balch  
ED :

Arbor Park  
3750 Fleming Avenue Cleveland,  
Ohio 44115  
216-454-2600  
CD: Marketi Robinson  
Asst. Dir:

### AKRON:

Arlington  
1100 South Arlington Street  
Akron, OH 44306  
330-785-9740  
CD: Mackenzie Hughes  
Asst Dir:

Frederick  
1585 Frederick Boulevard  
Akron, OH 44320  
330-835-9560  
CD: Tammy Glaze (CD in Training)  
Asst Dir:

### COLUMBUS:

**Northern Lights**  
3525 Cleveland Avenue  
Columbus, OH 43224  
614-262-5431  
CD: Desiree McLin  
Asst Dir:

**Harrisburg Pike**  
660 Harrisburg Pike  
Columbus, OH 43224  
614-227-0652  
CD: Lillyan Rohrig  
Asst Dir: Krystal Decker

**Cleveland Avenue**  
1977 Cleveland Avenue  
Columbus, OH 43211  
614-294-2855  
CD: Patricia Duckworth  
Asst Dir:

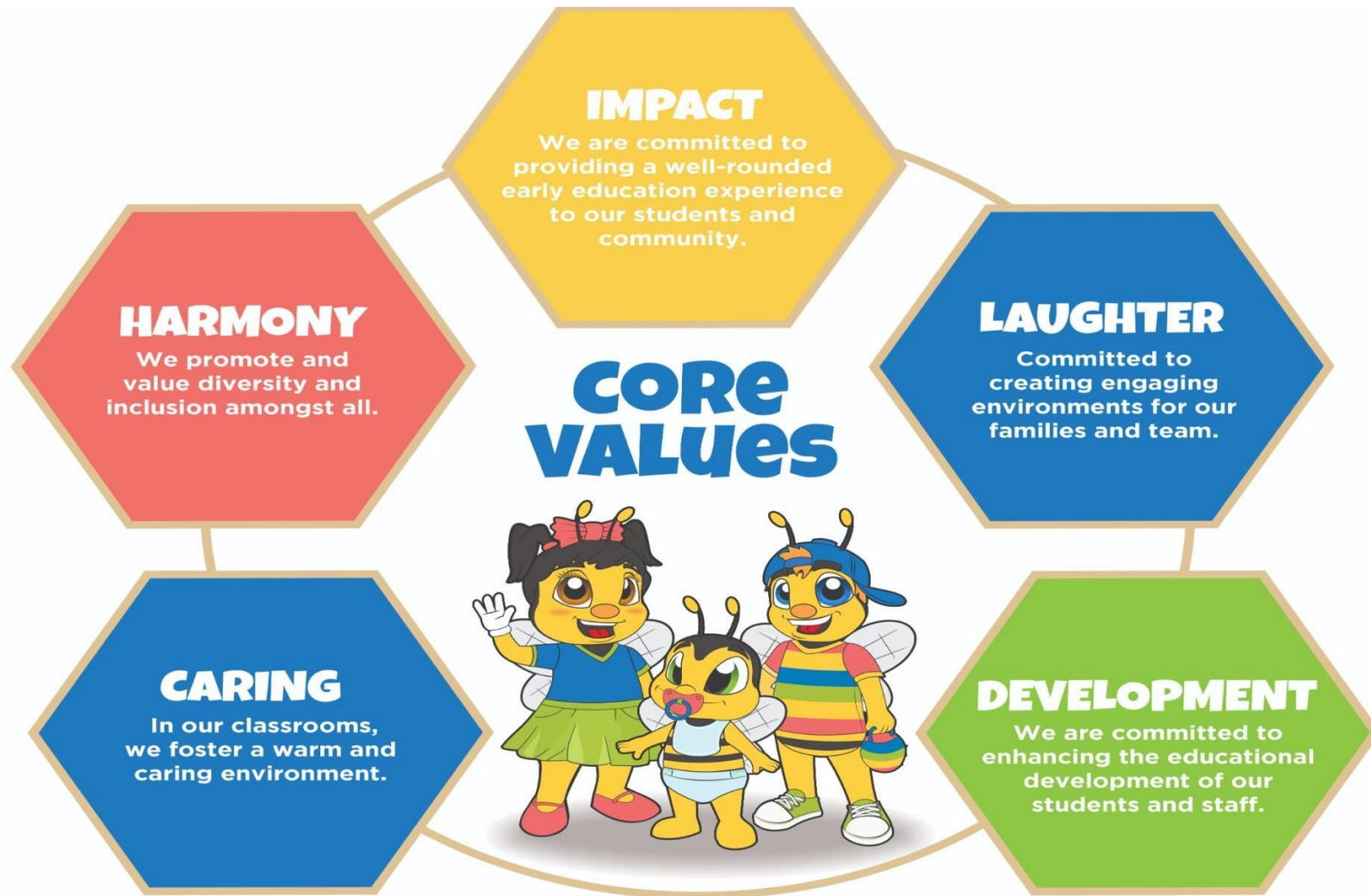
**Livingston Avenue**  
3611 Livingston Avenue  
Columbus, OH 43227  
614-238-9470  
CD: Halie McPeck  
Asst Dir: Terica Linwood

### TOLEDO:

**City Park**  
1218 City Park Avenue  
Toledo, OH 43604  
419-243-5286  
CD: Heidi Emerson

**Woodville**  
545 Woodville Road  
Toledo, OH 43605  
419-698-8556  
CD: Jasmine Lewis  
**Lagrange**  
2300 Lagrange Street  
Toledo, OH 43608  
419-243-3046  
CD: Mary Stulpin  
  
Toledo Regional Office:  
**Katie Maccagnone**  
Executive Director Toledo Head Start  
Brightside Academy Head Start  
300 Martin Luther King, Jr. Drive, 2nd Floor  
Toledo, OH 43604  
419-214-4057

## About Us



## Certification

Our academies are recognized by the highest quality rating agencies for the states in which we operate. High quality early childhood education programs are essential for children's success in school, and we are committed to achieving the highest quality credentials in each state we serve. By earning these qualifications, we hope to attain your trust and confidence in selecting us as your child care provider. Each academy has specific information regarding their rating status:

Step Up To Quality is a voluntary quality rating system for early care and education programs that aims to improve the quality of programs to support children's optimal development and learning, increase the number of high quality early care and education programs serving children, provide families with an easy-to-use tool for selecting quality early care and education programs for their children, and recognize and support programs that achieve higher levels of quality. Programs can earn a Star Rating by meeting the state's quality benchmarks.

### *Licensing*

All Clever Bee Academy locations are licensed by the Ohio Department of Job and Family Services (ODJFS) in which they are located. All licenses are posted for review. The state has its own manual governing licensing rules and regulations for child care programs. Manuals, licensing records and compliance reports are available for review upon request from the academy director at your specific Clever Bee Academy location.

### *Teacher/Caregiver Credentials*

At Clever Bee Academy we employ professional teachers; many with degrees in early childhood education. They are hired in compliance with all state requirements and qualifications as a base minimum. We know that learning is a life-long process, so we provide our staff with ongoing professional development opportunities to continually improve their skills and techniques to help children learn better.



## Mission and Vision

## Hours of Operation

Each academy is open based on the needs of the families in the communities we serve. Some locations offer extended evening care. Hours of operation are posted in the lobby area at each academy. Note: children attending more days/hours than they enrolled for will be charged additional fees for the extra days/hours attended.

### Holidays/Closings

Clever Bee Academy is closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

In addition, Ohio has a designated number of in-service days. Scheduled in-service days are used to provide Clever Bee Academy employees with additional training. Families will be notified of in-service dates at least 30 days in advance if it falls on a weekday.

***Note: Holiday Hours may vary. Communication of hours will be sent via ProCare and other mediums.***

## Definition of Family

At Clever Bee Academy we acknowledge and respect the many different definitions of family; including “a social unit consisting of one or more adults together with the children they care for.” **Admission and Enrollment**

A designated staff member will assist families with all necessary enrollment forms, including all required ODJFS enrollment forms. The academy director will meet with you and your child(ren) prior to admission and the family will be given an academy tour. All required documentation must be completed prior to the first day of attendance. See your academy director for more details.

## Individualization

Children with varying abilities and disabilities are encouraged to participate in all aspects of Clever Bee Academy’s services and programs. Reasonable accommodations can be made to enable children with disabilities to participate in the group child care experience.

A written individual plan is provided for each child with special needs and, if applicable, activities appropriate to meet the IEP (Individual Education Plan) or IFSP (Individualized Family Service Plan) and other special health and development plans are implemented in order for us to plan well and partner with you to meet your child’s needs.

A copy of your IEP/IFSP or special health plan is needed. It should consist of written instructions for any procedures necessary for the child’s health, written permission for the academy to contact providers of additional services and the nature of the required special procedures.

Parents/guardians of the child must sign and date the special needs IEP or IFSP along with the academy director/administrator and staff member(s) primarily responsible for the child. Parents/guardians must have a physician’s written recommendation that a child is or is not appropriate for group care.

## Non-discrimination

Clever Bee Academy is an equal opportunity provider. Enrollment and employment applications are accepted by the company without regard to race, religion, creed, gender, color, sex, age, national origin (including those with limited English proficiency) or disability.

## **Confidentiality**

Communication of, or access to, student or employee records and information for those outside of the company should be limited to a situation where the student's family provides written release unless otherwise required by court order, subpoena or other legal process. All records concerning children in our program are confidential.

### *Private Services Policy*

Clever Bee Academy cannot and will not be liable for the actions of any company employee who may perform private child care services for your child(ren) when not on company time and/or company property. This applies to all personnel whether full-time or part-time status.

Clever Bee Academy strongly discourages families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and Clever Bee Academy employees outside the programs and services the company offers is a private matter, not connected or sanctioned by Clever Bee Academy.

## **Staff/Child Ratios and Maximum Group Sizes**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

Clever Bee Academy employs the number of child care staff members needed to meet staff/child ratios for the academy's license capacity. Childcare staff members are assigned to a group of children and have regularly assigned working hours to give continuity of care and supervision to children.

Infants (birth and under 12 months)	1:5 or 2:12	1 2
Infants (12 months and under 18 months)	1:6 or 2:12	1 2
Toddlers (18 months and under 2 1/2 years)	1:7	1 4
Toddlers (2 1/2 years and under 3 years)	1:8	1 6
Preschool (3 years)	1:12	2 4
Preschool (4 and 5 years of age)	1:14	2 8
School-age (kindergarten to 11 years)	1:18	3 6
School-age (11 years through 13 years)	1:20	4 0

### *Supervision of Children*

At no time will a child be left unattended. Clever Bee Academy staff members supervise children at all times. If a child becomes ill, they may be isolated. They will always be within sight and hearing of a staff member.

### *Supervision of School-age Children*

School-age children may help in classrooms or use the restroom alone without adult supervision as long as:

- Children are within hearing distance of a Clever Bee Academy child care staff member

- The staff member checks on the children at least every five minutes until the children return to the group

- The restroom is for the exclusive use of the academy.

### **Teacher-to-Children Ratio Policy**

At Clever Bee, the safety, well-being, and positive development of your children are our top priorities. By state guidelines, we strictly adhere to the Teacher-to-Children ratio to ensure a nurturing and conducive learning environment for every child.

As part of our commitment to maintaining these standards, we conduct daily assessments of teacher attendance. If, on any given day, we find that we do not have a sufficient number of teachers to meet the required ratio, we regret to inform you that we may not be able to accept children into the center for that particular day. Alternatively, the center may have to call families to pick up early if the center is unable to maintain state-mandated ratios throughout the day.

Here are the steps to communicate the Teacher-Children Ratio accommodations (steps may vary based on the situation and the center):

Directors and/or Assistant Directors sends a message through ProCare informing the families of the teacher-children ratio accommodations and include the plan for the day.

Announcements are posted on the front door and Administration will communicate the schedule changes to the families via phone or ProCare.

As space becomes available, Administration will inform families via ProCare how many spaces may be allotted based on teacher availability.

The accommodations will be on a First Come/First Served basis.

We understand the importance of consistency and reliability in childcare services, and we strive to provide the best experience for both you and your children. Our commitment to safety and quality education requires us to adhere to these guidelines.

## **Communication and Family Partnership**

### *Daily Communications*

Daily reports are provided for infants, toddlers, and preschool children and on an as needed basis for school-age children.

### *Email*

Families are encouraged to provide an email address that is checked regularly so Clever Bee Academy can send announcements, event invitations, newsletters, and general updates.

### *Family Resource Boards*

Each academy has a bulletin board to provide information on wellness, nutrition, lesson plans, upcoming events, personnel additions/changes, holiday closing dates and other information. Families are asked to read the boards on a daily basis.

### *Questions/Comments*

All questions, concerns or complaints should be addressed with the academy director; if you are unable to resolve the issue contact the area business director who's name and number is posted in the lobby of your child's academy.

### *Academy Visitation and Family Participation*

Families are welcome to observe a child's classroom at any time during the hours of program operation. All visitors are required to sign in. Please refrain from engaging teachers in any activity that would distract from supervision.

*Families can be involved through academy programs, open houses, family meetings and volunteer opportunities. Classroom volunteers must have a current Tuberculosis test on file at the academy as well as child care clearances. NECPA and Ohio volunteers must be 18-years-old.*

#### *Family Nights*

These nights are scheduled on a regular basis to allow families and children time to share, learn and have fun with age-appropriate activities. Families have an opportunity to be part of their child's learning experience and connect with other families.

#### *Observation and Conference Procedure*

A getting-to-know-you meeting and child observations are completed within 45 days of program entry. These observations are conducted a total of three times during a year; once in the beginning, once mid-year and one at year-end. The observation results are used for curriculum, individual child planning and community resource referral. After observation completion, conferences are offered to discuss your child's progress and behavioral, social and physical needs. In addition, a written report of your child's progress is provided. Families unable to attend the offered conference will receive a copy of the written report and a phone conference will be offered.

Upon enrollment, recommendations, results of in-house observation or need, families will meet with the academy director and teacher/caregiver to discuss social, health and educational concerns. When support is required, families will be referred to the appropriate resource agency.

#### *Child Developmental Screenings*

All children who attend Clever Bee Academy are required to have a developmental screening completed by their parent or guardian within the first 60 days of enrollment. Currently, Clever Bee Academy uses the Ages and Stages-3 and/or the Ages and Stages-Social Emotional. Parents will be provided access to Help Me Grow's Sparkler App where you are able to complete your child's age-related Ages and Stages Questionnaire. If preferred, families are able to complete a paper version of the Ages and Stages and return to the center. All results will be shared with your child's center administrators. Clever Bee Academy will ONLY share results with families if the child's scores indicate areas of opportunity. Communication of results may come via email, phone call, paper documents, or an in-person meeting. Clever Bee Academy's goal is to work with the child and family by providing additional activities and/or referrals to community partners (if needed) to ensure every child meets their full learning potential.

## **Photo/Video Releases**

Each enrollment packet includes a photo/video release. Families who are willing to let their child's photo be included in advertisements, on

Clever Bee Academy's website or other promotion vehicles are asked to sign the photo release and return it with the completed enrollment forms.



## Our Program: Curriculum

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### Welcome Families to Learning Beyond Curriculum | Infants to Pre-K

Created by leaders in early learning with decades of experience in organizations such as the Department of Education, early learning coalitions, school districts, and as owners, directors, and teachers, Learning Beyond's revolutionary curriculum follows a social-constructivist approach, designed to create learning opportunities for children through peer-based activities and intentional interactions with their teachers.

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With a focus on early education and school readiness, our educational programs include a Learning by paper in which your child will receive individual development in the areas of reading, math, communication and exploration.

The Learning by paper® is a comprehensive curriculum that offers daily support, guidance, and inspiration to teachers and caregivers of the youngest learners. The Learning by paper® explores all aspects of a developmentally appropriate program and helps teachers and caregivers offer loving care and engaging experiences for children to nurture their development and learning. Lesson plans are included on the family resource board in each academy.

Clever Bee Academy does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

<b>6:00 a.m. to 9:00 a.m.</b>	<b>Welcome and Greetings</b>
Teacher Planning and Preparation	Review daily plans; conduct room health and safety check; prepare room for children's arrival.
Child Transition	Greet each child and help them become a part of the classroom community as they depart from their caregiver. Have all children wash hands upon entering the classroom.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Feeding	As necessary, assist children who require an early morning feeding.

Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
<b>9:00 a.m. to 10:45 a.m.</b>	<b>Morning Snack</b>
Feeding and Morning snack	Help children wash hands and eat a morning snack. For those children who are still only bottle-feed, assist as necessary.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Sleeping	Allow tired children to sleep according to their needs.

## *Clever Bee Academy's "The Learning by Paper" Curriculum*

### **INFANTS**



During their first 12 months, infants learn, change, and grow quickly. Learning Beyond includes engaging activities for babies, and what to expect from infants of different developmental levels as they are exposed to interactions with relationships at the heart of their learning and growth.

#### ***Infants***

The Learning by paper® for Infants, Toddlers & Twos, Third Edition is a comprehensive curriculum that offers daily support, guidance, and inspiration to teachers and caregivers of the youngest learners. The Learning by paper® explores all aspects of a developmentally appropriate program and helps teachers and caregivers offer loving care and engaging experiences for infants, toddlers, and twos to nurture their development and learning. Our program follows the Learning by paper framework and is based on the understanding that infants need dependable caregivers who will provide praise, attention, concern and care on a consistent basis. To foster strong brain development, infants are provided with opportunities to explore in a safe environment with caregivers who respond to the child's emotional and intellectual needs.

*Added: April 2023*

Our Daily schedule follows an infants' natural rhythm. Our infant schedule is individual to the child and ensures all care-taking needs are met while incorporating tons of learning in those moments. Infant activities are sure to match the age and abilities of the children, including both structured and unstructured play, outdoor time, and large blocks of time for child-directed learning. Infants in our care participate in Group Time where we sing songs, read books, and do finger plays. We guide our infants to experience the world around them through sensory activities and infant-safe art activities. Infants receive lots of one-on-one time with our teachers ensuring a strong connection which is imperative to growing your baby's brain!

## Infant Daily Schedule (Example)

Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
Music and Movement	Play various music genres and allow for the children to explore musical instruments. Encourage movement play.
<b>10:45 a.m. to 11:30 a.m.</b>	<b>Outdoor Play</b>
<b>11:30 a.m. to 12:00 p.m.</b>	<b>Lunch</b>
Feeding and Lunch	Help children wash hands and eat lunch. For those children who are still only bottle-feed, assist as necessary.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Sleeping	Allow tired children to sleeping according to their needs.
<b>12:00 p.m. to 3:30 p.m.</b>	<b>Afternoon Experiences</b>
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.

Sensory Play	Provide various sensory experiences, including music, creative art and tactile learning.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Feeding	As necessary, assist children who require an afternoon feeding.
Sleeping	Allow tired children to sleep according to their needs.
<b>3:30 p.m. to 4:00 p.m.</b>	<b>Supper</b>
Feeding and Supper	Help children wash hands and eat supper. For those children who are still only bottle-feed, assist as necessary.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Sleeping	Allow tired children to sleep according to their needs.
<b>4:00 p.m. to 5:00 p.m.</b>	<b>Evening Experiences</b>
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.

Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Feeding	As necessary, assist children who require an evening feeding.
Sleeping	Allow tired children to sleep according to their needs.
<b>5:00 p.m. to 5:30 p.m.</b>	<b>Outdoor Play</b>
<b>5:30 p.m. to 6:30 p.m.</b>	<b>Good-byes and Closing</b>
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very

	small group.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Feeding	As necessary, assist children who require an evening feeding.
Child Transition	Help children and caregivers reconnect at the end of the day.  Greet each caregiver and give daily information sheets.
Teacher Planning and Reflection	Review plans for next day. Complete room closure inspection. Discuss how the day went and what you observed.

## *Toddlers*

### YOUNGER TODDLERS



The ages of 12 to 24 months brings about a flurry of activity, movement, language, and initial steps of independence. Learning Beyond focuses on building practical skills, language, and social- emotional learning, all with relationship-focused teaching and care at the heart.

### OLDER TODDLERS



"I'm 2 now!" From 24 to 36 months, older toddlers are learning from their behaviors and choices, trying lots of new things, getting messy, and learning how to clean up. Learning Beyond focuses on scaffolding children's learning and interactions, giving children choices to empower them.

The Learning by paper® for Infants, Toddlers & Twos, Third Edition is a comprehensive curriculum that offers daily support, guidance, and inspiration to teachers and caregivers of the youngest learners. The Learning by paper® explores all aspects of a developmentally appropriate program and helps teachers and caregivers offer loving care and engaging experiences for infants, toddlers, and twos to nurture their development and learning. Learning is seen as a developmental process that occurs naturally and progressively with a stimulating and nurturing environment. Our toddler program follows the Learning by paper framework and offers a wide variety of interesting play experiences geared toward each child’s developmental level. Opportunities are provided for multi-sensory experiences aimed at delighting and inspiring curiosity. Independence is strongly encouraged at this stage in our program.

### Toddler Daily Schedule (Example)

<b>6:00 a.m. to 8:30 a.m.</b>	<b>Welcome and Greetings</b>
Teacher Planning and Preparation	Review daily plans; conduct room health and safety inspection; prepare room for children’s arrival.
Child Transition	Greet each child and help them become a part of the classroom as they depart from their caregiver. Have all children wash hands upon arrival.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
<b>8:30 a.m. to 9:15 a.m.</b>	<b>Morning Snack - Help Children Wash</b>

	<b>Hands and Eat Morning Snack.</b>
<b>9:15 a.m. to 9:45 a.m.</b>	<b>Outdoor Play</b>
<b>9:45 a.m. to 11:15 a.m.</b>	<b>Morning Experiences</b>
Morning Greeting	In small groups (for no more than five minutes), encourage the children to greet each other. Discuss daily events.
Music and Movement	Play various music genres and allow for the children to explore musical instruments. Encourage movement play.
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
Diapering and Toileting	Check and change diapers as necessary.

	Take older children to the toilet.
<b>11:15 a.m. to 11:30 a.m.</b>	<b>Clean-Up</b>
Clean-up	Encourage children to assist in cleaning-up the classroom activities.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
<b>11:30 a.m. to 12:00 p.m.</b>	<b>Lunch – Help children wash hands and eat lunch.</b>
<b>12:00 p.m. to 3:00 p.m.</b>	<b>Sleeping and Nap Time – Help children relax so they can fall asleep. Provide quiet activities for children who do not sleep. <i>*Nap time schedule may be adjusted to suit the group pattern and needs of individual children.</i></b>
<b>3:00 p.m. to 3:30 p.m.</b>	<b>Wake-up Activities</b>
Books and Fingerplays	Offer children a variety of books and literacy activities to slowly re-engage into the classroom activities. Find time to read to children individually or in a very small group, if possible.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
<b>3:30 p.m. to 4:00 p.m.</b>	<b>Supper – Help children wash hands and eat supper.</b>

<b>4:00 p.m. to 4:30 p.m.</b>	<b>Outdoor Play</b>
<b>4:30 p.m. to 5:30 p.m.</b>	<b>Evening Experiences</b>
Sensory Play	In small groups, provide various sensory experiences, including music, creative art and tactile learning.
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
<b>5:30 p.m. to 6:30 p.m.</b>	<b>Good-byes and Closing</b>
Indoor Play	Guide children in selecting what they want to play with and how. Observe and interact with children to extend play and learning. Find time to read to children individually or in a very small group.
Diapering and Toileting	Check and change diapers as necessary. Take older children to the toilet.
Child Transition	Help children and caregivers reconnect at the end of the day.  Greet each caregiver and give daily information sheets.
Teacher Planning and	Review plans for the next day. Complete room closure inspection. Discuss how the day



Reflection	went and what was observed.
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### *Preschoolers*

## **PRESCHOOL**



Three-year-olds are able to figure out unique ways to do something, and want to find out why - a lot! Learning Beyond's use of open-ended questions in daily activities heightens curiosity and problem-solving skills at this stage, providing opportunities for active engagement as trusted learners.

Clever Bee Academy follows the Learning by paper Preschool framework for children three- to five-years-old. With a strong focus on challenging but appropriate content, it is unique among early childhood programs; it outlines a comprehensive and coherent progression of knowledge and skills in all developmental areas.

The children take part in developmentally appropriate individual and group activities, which includes motor skill development, dramatic and creative free play, math and language development, computer technology, art, music, literature and science. A concentrated focus is placed on communication skills and problem-solving techniques. Children are encouraged to communicate with each other when resolving conflict and problems. Independence is encouraged through self-directed activities.

## Preschool Daily Schedule (Example)

<b>6:00 a.m. to 8:00 a.m.</b>	<b>Welcome and Greetings</b>
Teacher Planning and Preparation Child Arrival Free Choice Clean-up	
<b>8:00 a.m. to 9:00 a.m.</b>	<b>Morning Routine</b>
Toileting & Hand washing Morning snack/a.m. Supplement	
<b>9:00 a.m. to 9:15 a.m.</b>	<b>A.M. Group Meeting/Circle Time</b>
<b>9:15 a.m. to 10:45 a.m.</b>	<b>A.M. Choice Time and Small Groups</b>
Small Group Teacher Instruction Free Choice Clean-up Toileting and Hand washing	
<b>10:45 a.m. to 11:30 a.m.</b>	<b>Outdoor Play/Gross Motor</b>
<b>11:30 a.m. to 12:15 p.m.</b>	<b>Lunch</b>
<b>12:15 p.m. to 12:45 p.m.</b>	<b>Story Reading/Story telling and Quiet Play</b>

Story reading/Storytelling Free Choice (Quiet Independent Time) Clean-up	
<b>12:45 p.m. to 3:00 p.m.</b>	<b>Rest</b>
Toileting, Toothbrushing and Hand washing Rest Time	
<b>3:00 p.m. to 3:45 p.m.</b>	<b>Evening Routine</b>
Toileting & Hand washing Supper	
<b>3:45 p.m. to 4:00 p.m.</b>	<b>P.M. Group Meeting/Circle Time</b>
<b>4:00 p.m. to 5:15 p.m.</b>	<b>P.M. Choice Time and Small Groups</b>
Small Group Teacher Instruction Free Choice Clean-up Toileting and Hand washing	
<b>5:15 p.m. to 5:45 p.m.</b>	<b>Outdoor Play/Gross Motor</b>
<b>5:45 p.m. to 6:30 p.m.</b>	<b>Good-Bye and Closing</b>

Free Choice Child Departure Room Clean-up	
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Teacher Planning and Preparation	
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### *School-agers*

## PRE-KINDERGARTEN



Four-year-olds continue to build upon skills they learned in preschool, building layers of learning and knowledge through practice and novel opportunities. Children's development of language grows into an understanding of early reading and writing in preparation for kindergarten. Through active learning and scaffolding, pre-kindergartners can build confidence and thrive in a predictable classroom environment.

Our school-age program follows the 21st Century Philosophy and is designed for children ages six- to 12-years-old. The children take part in individual and group activities including drama, motor skills, literature, math, computers and crafts. Homework assistance is provided.

School-agers are encouraged to communicate and cooperate as individuals and as a group. Independence is essential and continues to be stressed with school-age children.

### School-age Daily Schedule (Example)

6:00 a.m. to 7:30 a.m.	Before-school Experiences
Teacher Planning and Preparation	Review daily plans; conduct room health and safety inspection; prepare room for children's arrival.

Child Transition	Greet each child and help them become a part of the classroom. As children depart, ensure proper supervision during bus departure. Encourage children to have a positive school experience.
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Toileting	Allow for children to independently use toilet, when needed.
Indoor Quiet Play	Encourage children to engage in quiet play. Active play areas will be closed at this time. Pre-selected games and activities will be placed on work tables for independent selection. Guide children in selecting what they want to play with and how, when appropriate. Observe and interact with children to extend play and learning. Find time to read with younger children individually or in small groups.
School-ready Check-in	As children arrive, ask the children if they are prepared for their upcoming school day (homework assistance and completion; scheduling questions; meal preparation; overall health and well-being).
Morning Supplement	Provide morning supplemental meal for children who may be hungry before school departure.
<b>4:00 p.m. to 4:10 p.m.</b>	<b>After-school Experiences</b>
Child Transition	Greet each child and help them become a part of the classroom.

Toileting	Have all children wash hands upon arrival. Allow for children to independently use toilet, when needed.
<b>4:10 p.m. to 4:30 p.m.</b>	<b>Supper</b>
<b>4:30 p.m. to 5:00 p.m.</b>	<b>Quiet Activity</b>
Group Meeting	Five-minute large group meeting to discuss evening experiences and review classroom expectations.
Homework Check-In	Ask children to complete homework (with assistance). "Homework Station" will be open for independent use.
Story read/Storytelling	For children who do not have homework, read a group story or have the children engage in quiet indoor play.
Quiet Indoor Play	Active play areas are closed at this time.
<b>5:00 p.m. to 5:30 p.m.</b>	<b>Evening Experiences</b>
Small Group Teacher Instruction; Classroom Group Game and/or Language Activity; Free Choice	Children are offered a choice as to where and how they would like to play during this time. At least one teacher planned and facilitated activity is provided that relates to curriculum. All classroom learning areas are

Clean-Up	available to children for independent use.
<b>5:30 p.m. to 6:00 p.m.</b>	<b>Outdoor/Gross Motor Play</b>
<b>6:00 p.m. to 6:30 p.m.</b>	<b>Departure Time</b>
Small Group Teacher Instruction; Classroom Group Game and/or Language Activity; Free	Children are offered a choice as to where and how they would like to play during this time. At least one teacher planned and facilitated activity is provided that relates to

Choice Clean-Up	curriculum. All classroom learning areas are available to children for independent use.
Teacher Preparation and Reflection	Conduct room closure process; prepare room for next day activities; reflect upon and document experiences that occurred during daily events.

### Outdoor Play, Water Play, Outings and Field Trips

Weather permitting, we conduct supervised walking trips around the academy/neighborhood and utilize the outdoor play area (for applicable academies). Children are accounted for at all times.

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our programs on a daily basis.

Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25oF or rises above 90oF. Outdoor time may be adjusted due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, time will be included for indoor gross motor activities.

Clever Bee Academy students occasionally engage in water play. At no time will students have access to water seventeen inches or more in depth. Students do not participate in swimming or wading pool activities.

*Please send your children with the proper clothing so they may be comfortable and safe whenever outside. This includes snow pants, hats, mittens and boots in the winter time.*

From time to time, there may be supervised field trips. The child's family must sign a permission slip for each trip.

While summer camp can help families overcome the challenge of a gap in child care when the school year ends, it can also be part of a child's development. At camp, children learn new skills, release pent up energy, socialize, stay busy and have fun.

Our program is a proven model based on 21st Century Learning Standards and offers a full day, fun-based, educational program all summer long. It also includes theme-based field trips to local areas of interest including museums and cultural venues, farms and more.

When your school-age child is enrolled at Clever Bee Academy participation in summer camp requires a **non-refundable summer activity fee** per school age child in our program. This fee will allow the children to go on weekly field trips, participate with in-house guests, and receive a summer shirt. **Please note that Summer Program fees may vary year over year.**

Individualization and Summer Camp: If the IEP/IFSP mandates additional support staff such as Therapeutic Staff Support (TSS), Clever Bee Academy provides support to the child with onsite and offsite activities.

### School-age Summer Camp Daily Schedule (Example)

<b>6:00 a.m. to 8:00 a.m.</b>	<b>Morning Arrival</b>
	Teacher Planning and Preparation Child Transition  Indoor Quiet Play
<b>8:00 a.m. to 8:45 a.m.</b>	<b>Routine Transition and A.M. Supplement</b>
Hand washing and Toileting  A.M. Supplement	Have all children wash hands upon arrival. Allow for children to independently use toilet, when needed.
<b>8:45 a.m. to 9:00 a.m.</b>	<b>Morning Meeting - Introduction of Weekly/Daily Concept</b>

Group Meeting	Daily Attendance and Reports  Music and Movement
<b>9:00 a.m. to 10:15 a.m.</b>	<b>Active Learning and Play</b>
	Teacher Small Group Experience Apprenticeship  Learning Area Choice
<b>10:15 a.m. to 10:30 a.m.</b>	<b>Routine Transitions</b>
	Classroom Clean-up  Hand washing and Toileting
<b>10:30 a.m. to 11:15 a.m.</b>	<b>Outdoor Time Gross Motor Play</b>
<b>11:30 a.m. to 12:00 p.m.</b>	<b>Quiet Learning Activities and Rest</b>

<b>2:00 p.m. to 2:15 p.m.</b>	<b>Routine Transitions</b>
<b>11:30 a.m. to 12:00 p.m.</b>	<b>Quiet Learning Activities and Rest</b>
<b>2:00 p.m. to 2:15 p.m.</b>	<b>Routine Transitions</b>
<b>2:15 p.m. to 2:30 p.m.</b>	<b>Afternoon Meeting - Review of Weekly/Daily Concept</b> <b>Storytelling/Story Reading</b>
<b>2:30 p.m. to 3:30 p.m.</b>	<b>Active Learning and Play</b>

	Large Group Project Apprenticeship Learning Area Choice
<b>3:30 p.m. to 3:45 p.m.</b>	<b>Routine Transitions</b>
<b>3:45 p.m. to 4:15 p.m.</b>	<b>Evening Supper</b>
<b>4:15 p.m. to 5:15 p.m.</b>	<b>Outdoor Time/Gross Motor Play</b>
<b>5:15 p.m. to 5:30 p.m.</b>	<b>Routine Transitions</b>
<b>5:30 p.m. to 6:30 p.m.</b>	<b>Quiet Activities and Rest</b>

## Transition

Your child's transition into child care should be a positive and exciting learning adventure. Clever Bee Academy will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to the academy: Prior to your child's first day at Clever Bee Academy you will have an opportunity to tour the academy, meet with your child's peers and teachers and communicate anticipated concerns. At this time, share the best communication methods the teacher may use to reach you.

Transition between learning programs: Children are transitioned to the next program based on age, developmental readiness, state licensing requirements and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school: Clever Bee Academy will provide you with information on what to expect when your child starts elementary school and ideas on how to talk to your child about going to elementary school.

## **Television Time**

Our normal daily routine does not include television watching. From time-to-time we may provide a show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than a half hour and the program will be screened prior to showing.

Programs will consist of non-violent and high quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world.

## **Electronic Media**

Internet sites and software are prescreened to contain non-violent and high-quality educational content.

## **Multiculturalism**

Multiculturalism is vital for all children as it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games and a wide range of activities as aids to teach children respect for our world and the diversity of life.

## **Celebrations**

We encourage celebrations that enhance our communities, national holidays and birthdays. Please see the academy director for classroom appropriate celebrations.

## **Rest Periods**

Clever Bee Academy has designated rest periods throughout the day. Children rest for two hours a day, while the entire “rest process” with restroom breaks included, may accumulate over two hours.

Each child is provided with a mat, cot or crib according to his/her age. Families are to provide a blanket and/or sheet. All should be labeled with the child’s first and last name and taken home weekly to wash, or more often as needed.



## **Toilet Training/Diapering Statement**

Clever Bee Academy promotes toilet training a child when the child is physically and emotionally ready. We encourage children to make this transition as they grow and learn each day.

Clever Bee Academy adheres to a two hour diaper changing policy, unless otherwise indicated by the parent in writing. Children who are in diapers will be changed every two hours. If a child is soiled before the two hour mark, the child will be changed immediately.

## **Guidance**

### **General Procedure**

Clever Bee Academy's staff shall incorporate and administer developmentally appropriate, positive discipline methods at all times. The staff will encourage self-discipline through positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules and involving children in problem solving.

For children who understand words, discipline is explained before and at the time of any disciplinary action. Children are encouraged to respect others and property, be fair and learn to be responsible for their actions. Our staff is prohibited from using all forms of corporal punishment; this is grounds for termination. Physical restraint will not be used.

The behavior a child displays will be assessed on a developmental and age appropriate level. If a child bites, damages property, throws objects and/or is aggressive with other children or staff, the families will be informed. If the situation continues, family will be contacted for a conference.

Clever Bee Academy will try to work with families who are experiencing discipline issues with their child(ren).

Families will be asked to remove their child from the academy if he/she endangers any staff member, child or self at the academy; if the child becomes a threat to others at the academy; if the child destroys academy property; or if it is determined that it is not the best situation for the child, family and/or Clever Bee Academy.

## **Response to Intervention**

The Clever Bee Academy Response to Intervention (RTI) process is a three-phased collaborative process that an academy will use to identify potential barriers to learning. These barriers include developmental delays, academic concerns and behaviors that may hinder the safety and learning of the individual as well as the classroom as a whole. RTI seeks to remove those barriers through internal (academy) and external (families and community) resources and interventions.

Clever Bee Academy's RTI begins at the classroom level with teachers assessing the strengths and needs of the individual students and making adaptations to the learning environment in order to create an optimal learning experience for all students. If individual children require more intensive support, family and community resources are included in the process and in the identification of program modifications.

If after extensive intervention, and the decision is to expel the children, the academy will follow the reporting protocol to ODJFS via email or phone call as well as report the incident to OCLQS.

## **Family Survey Participation**

As part of our ongoing commitment to improving the quality of care and services we provide, all families are required to complete a Family Survey upon enrollment and every 30 days for the first 90 days. This survey helps us better understand your child's needs, your family's goals, and any support services or referrals we may be able to assist with. Your honest feedback is important, it allows us to tailor resources and ensure that we are creating a supportive and responsive environment for your family. Our team will follow up with you regularly to review your responses and offer appropriate referrals as needed.

## Tuition and Fees

**Fees and Co-payments:** Private Pay tuition, fees and Subsidy co-payments are due Friday prior for the following week. Full weekly payment is due regardless of the number of days attended. There are no vacation days or weeks permitted.

**Non-payment Policy:** **Care** will be terminated if the client has not paid for two weeks. For Private pay clients Pay is based on enrollment not attendance. Subsidy clients will be reported to their county office for non-payment of weekly co-payments.

**Returned Check Fee:** Checks returned for insufficient funds, closed accounts, or stopped payments will result in a \$35.00 returned check charge. All future payments (including the \$35.00 charge) will then be required to be made by cash, money order, credit card or certified check.

**Late Pick up Fee:** There is a \$1.00 per minute late fee assessed after the designated closing time per child.

**Late Payment Fee:** A fee of 10% of the tuition will be charged for payments made after the due date.

**Registration Fee:** \$25 will be applied during enrollment and annually in September.

**Summer Camp Activity Fee:** \$200 due May 15th of every year.

**Reservation Fee:** A \$25 weekly reservation fee will be charged for each child who temporarily does not attend the program but wishes to reserve their spot. 2 weeks' advance notice is required, or full tuition will be charged regardless of the funding type.

**Transportation Fee:** A monthly fee of \$25 will be charged for school drop/pick-ups. The transportation fee does not depend on the number of drops or pick-ups.

**TAP System:** Families must enter their child in/out of the Time, Attendance, & Payment System (TAP) each day upon arrival and departure and accompany them to their classroom. Families must review and approve all pending authorizations daily. If there are missed TAPs at the end of day Friday for the current week, families will not be able to receive services for the following week. Families will be charged a \$5 fee for each missed TAP. If the missed TAPs are not corrected, the parent will be responsible for any Tuition not collected from ODJFS.

**Attendance-related fees:** Effective Nov 2nd, 2025, families that do not meet their Full-time and PT hours will be charged a fee that covers the difference in the tuition difference, if there are no absent days left to cover the difference.

## Payment

*Government-Funded Care Accepted*

We accept government-funded payments through a variety of programs. Below is information to contact the agency in your area for more information and to determine eligibility requirements.

Ohio Department of Jobs and Family Service at: [www.jfs.ohio.gov](http://www.jfs.ohio.gov)

### ***Fees and Co-payments***

Tuition is due in advance of services provided. Payments are due before close of business the Friday prior to service. We encourage you to sign up for online payment which offers a 5% tuition discount. Payments after the due date is subject to a late fee 10% of total tuition listed on your enrollment agreement.

Accounts two weeks in arrears or repeated failure to pay tuition by the due date may result in termination of services and past due co-payment report to State

If you need to withdraw your child, we require two weeks written notice.

Clever Bee Academy offers the convenience of paying by credit card in addition to money orders, checks or cash at the location where your child(ren) is enrolled. To prevent discontinuation of services, please keep your account current.

Tax information (EIN) is made available upon request.

### ***State Subsidized Child Collection Policy***

-Parent will be billed (regardless of attendance) weekly co-pay amount unless 2 weeks prior notice is given. If 2 weeks prior notice is given, then child will be disenrolled and re-enrolled upon return.

-Each child is given an allotment of 20 absent days for the periods of (1-1 to 6-30) and (7-1 to 12-31) for which the state will pay their full tuition less co-pay. Upon expiration of those absent days, it will be the parent's responsibility to pay for the full tuition unless we are notified in advance in writing that the child should be disenrolled. Children will be disenrolled automatically 2 weeks after expiration of absent days if payment is not made. The State will be notified of any unpaid balance within 3 weeks.

-It is each Parent's responsibility to tap in and out when picking up or dropping off their child at the center. If there are incomplete TAPs that result in the Center being unable to collect the full amount due from the State, the Parent will be billed for such amount.

### ***Private Pay Collection Policy***

-Parent will be billed (regardless of attendance) weekly tuition amount unless 2 weeks prior notice is given. If 2 weeks prior notice is given, then child will be disenrolled and re-enrolled upon return.

-Children will be disenrolled after 2 weeks of consecutive absences if regular payment is not received.

-Any unpaid balance may be sent out for collection.

## **New OAC Rule Eff Nov 2, 2025**

Effective beginning payment week November 2, 2025, the Ohio Administrative Code (OAC) is being updated, and the rule OAC 5101:2-16-06 is being replaced with OAC 5101:6-1-06, titled "Authorizations for Publicly Funded Child Care Services." This revision includes important updates to how child care services are categorized and approved.

### **Key Changes to Child Care Authorizations:**

#### **Hourly Authorization:**

Previously: Fewer than 7 total hours per week

New: Fewer than 10 total hours per week

#### **Part-Time Authorization:**

Previously: 7 to fewer than 25 total hours per week

New: 10 to fewer than 33 total hours per week

#### **Full-Time Authorization:**

Previously: 25 total hours or more per week

New: 33 total hours or more per week

#### **Full-Time Plus Authorization:**

This category has been removed entirely.

Additionally, the term "level of service" will now specifically indicate how many weekly hours your family is approved to receive care.

## **Late Pick-up Fee** *Revised March 2023*

There is a **late fee assessed for every one minute** after the designated academy closing time per child. It is due upon arrival. A Clever Bee Academy receipt will be issued.

## **Returned Checks** *Revised March 2023*

Checks returned for insufficient funds will result in NSF (no sufficient fund) charge fee for each returned check received. Future payments will need to be made by money order, certified check or cash.

## **Attendance and Withdrawal**

### **Attendance**

Clever Bee Academy provides a safe, nurturing environment that not only cares for your children but also starts them on a path to life-long learning. Clever Bee Academy wants to ensure that you are receiving the most from our services and your investment. Their day at Clever Bee Academy should begin no later than 9:00 a.m. Attendance is mandatory and tracked by Clever Bee Academy and the state of Ohio.

Children are allowed to miss 10 days per six months of attendance as stated by ODJFS. After 10 absent days, children will be dropped from the program.

Families with government funded care must bring their children a minimum of 25 hours per week if approved for full-time status. Families will be charged for all hours scheduled, whether the child(ren) attend or not, if no prior notice of absence is provided or absent days have been exhausted. Part time status is available for children who will attend only 8

– 24.99 hours each week. At a minimum, families will be charged for 8 hours of attendance each week, unless absent days are available. Families with part time status will be charged for all hours attended in excess of 24.99 each week.

Private pay families must follow the schedule agreed to at the academy office.

## Absence

Please call the academy one hour before your child(ren)'s scheduled arrival time or by 9:00 a.m. to notify the academy director/academy management on each day your child(ren) will be absent. Only 10 absent days are allowed per six months of attendance as stated by ODJFS. After 10 absent days, children will be dropped from the program. Clever Bee Academy reserves the right to collect full tuition and fees when a child(ren) does not attend all days regularly scheduled. As stated, advance notice is required if your child will not be attending as scheduled.

## Vacation

Clever Bee Academy requires that you notify your academy of vacation dates at least 10 days in advance. If 10 days notice of vacation is not provided, families will still be required to pay full tuition and will be charged appropriately.

## Withdrawal

Families are asked to provide a minimum of 10 days written notification of any intent to withdraw a child from Clever Bee Academy for any reason other than funding termination. If two weeks' notice of withdrawal is not provided, the family will be required to pay tuition and fee for two weeks regardless of child(ren)'s attendance.

Clever Bee Academy reserves the right to suspend or terminate services for:

- Failure to pay weekly fees/co-payments
- Disruptive or inappropriate behavior by the child, parent/guardian or the parent's/guardian's representative
- Repeated pick-up past the academy's designated closing time
- Any action deemed inappropriate which could cause harm to the children or staff, damage to the academy or could cause the academy to be non-compliant with state regulations
- Sporadic attendance inconsistent with contracted/scheduled days



## **Record Transfer**

Clever Bee Academy will transfer a copy of a child's records at the written request of the parent/guardian when a child transitions to another educational setting.

## **Inclement Weather/Academy Closings**

On rare occasions it may become necessary to close the academy due to poor weather conditions or situations beyond Clever Bee Academy's control (e.g. floods, earthquakes, loss of power, gas leaks, etc.).

Clever Bee Academy will make every effort to open our doors at normal time. If circumstances arise, watch the local television stations, check our website at [www.brightsideohio.com](http://www.brightsideohio.com) or if you have Facebook at [facebook.com/brightsideacademyohio](https://facebook.com/brightsideacademyohio) for closing or delay information. Parents are encouraged to provide the academy with an updated email address to receive important information about closing and delays.

If it becomes necessary to close early, we will contact you or your emergency contact(s) as soon as possible. Your child's early pick-up is your responsibility to arrange. Payment is still expected regardless of unexpected closures.

### *School Delays/Cancellations*

Clever Bee Academy will operate a full-day school-age program when school is closed for vacations (advance notice required), delays or cancellations.

## **Drop-off and Pick-up**

### **General Procedure**

Families must enter their child in/out of the Time, Attendance, & Payment System (TAP) each day upon arrival and departure and accompany them to their classroom. Families must review and approve all pending authorizations daily. Confirm your child's teacher acknowledges your child has joined or is leaving the group. Children may never be left unsupervised in the academy.

### **Authorized and Unauthorized Pick-up**

For child safety, your child will only be released to his/her parents/guardians or individuals designated on the Emergency Contact Form (valid photo ID must be provided) in accordance with state licensing requirements. Those picking up children must be at least 16-years-old and will be asked to provide a photo ID.

In an emergency, the academy director/academy management team may be contacted by phone and a verbal release will be accepted. A photo driver's license or ID is required of the specified person before the child will be released from the academy.

If your telephone number, address or emergency contact information changes, please update your records at the academy's office.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed on the Emergency Contact Form. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you or a person listed on the Emergency Contact Form, we will need to contact the local police then child protective services.

In addition, if a child is not picked up after one hour upon center closing and several requests and attempts from the parents/guardians for pick-up, child protective services will be contacted.

## **Emergency Contact**

In case Clever Bee Academy needs to contact you for an emergency, please provide current phone information so we can reach you while your child is in our care and at least one alternative contact in case you cannot be reached. This information should be updated every six months or whenever there is a change.

## **Right to Refuse Child Release**

Clever Bee Academy's goal is to create a safe, nurturing, interactive environment that is conducive to child development and learning. We aim to keep our facilities safe, clean, bright and positive and foster professional, respectful relationships with our families. For child safety, it is our policy that:

A child will not be released to anyone who cannot safely care for the child.

The academy director will notify the area business director and police by calling 911 to manage an adult under the apparent influence of drugs/alcohol or an individual who poses a safety risk.

The academy director or area business director will contact the emergency contact person to make arrangements for the child's transport to a place of safety. If no one is available to care for the child, the academy director/area business director will contact child protective services for guidance.

Recurring situations may result in the release of your child from our program.

**Transportation/Escort Service** (available at select locations) Clever Bee Academy provides safe and reliable transportation to and from select schools with a monthly fee (fees are subject to change).

We manage our busing operation with the children's safety as the top priority by providing onboard teachers who act as guardians, a detailed routing system, vehicle GPS tracking, dispatching and child check systems. All Clever Bee Academy drivers are trained and licensed to operate and transport children using federally inspected, state-certified school buses.

For the safety of your child, if they will not be riding our bus you must call the academy by 1:00 p.m. and notify the academy director/academy management team. Repeated failure to notify the academy will result in termination of transportation services.

Activities/school routes may be subject to a signed transportation agreement by each child attending, per family. Please see your child's academy director for more details.

*Added: April 2023*

*Note: Clever Bee Academy Ohio reserves the right to not enroll a family who opt-out of transporting children/students via ambulance or any type of medical vehicle in cases of emergencies.*

#### *Tracking Children Arriving From Other Programs*

Should a child, who is to be at Clever Bee Academy after another program, not be with the program group, their parent/guardian will be contacted immediately. Clever Bee Academy will then contact the program from which they were to be attending. Clever Bee Academy will consult with the parent/guardian to determine further action.

*It is important for families to contact the academy when their child(ren) will not be attending.*

## **Personal Belongings**

### **What to Bring**

To ensure your child has the best possible experience at Clever Bee Academy, please provide the following items for your child:

Labeled sheet and blanket for nap time (to be taken home each week for laundering)

Labeled toothbrush, if applicable

Full set of labeled, seasonally appropriate, clothing including pants, shirt, underpants and socks

If applicable, diapers, wipes, bibs, pacifier, bottles, sippy cup with labels

Labeled art shirt or smock for painting

*Clever Bee Academy is not responsible for lost or missing items.*

## **Sippy Cups/Bottles**

Sippy cup(s) and/or bottle(s) must be taken home and washed daily. Each needs to be clearly labeled with your child's first and last name. We cannot reuse bottles or cups. Please send multiple bottles/cups daily.

## **Cubbies**

Upon enrollment each child is assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

## **Lost and Found**

Visit the academy's office to report or look for lost and found items. We encourage all home items not listed on what you should bring for your child to be left at home.

## **Toys from Home**

Toys from home are not permitted in classrooms unless for a scheduled show-and-tell activity. All items should be labeled with a black, permanent marker with your child's full name. Clever Bee Academy cannot be held responsible for lost, stolen or damaged items.

## **Cell Phones, Media Tablets and MP3 Players**

The use of personal electronic media devices such as cell phones, tablets and MP3 players inside Clever Bee Academy is prohibited. Clever Bee Academy cannot be held responsible for lost, stolen or damaged items by children.

## **Nutrition/Meals**

Good nutrition is extremely important to proper child development. Studies show that children who eat a balanced diet are less likely to develop certain diseases or conditions and will lessen their vulnerability to some diseases as an adult.

Clever Bee Ohio currently provides Gerber Gentle, Soothe, and Soy, with other brands being provided by the parent/guardian.

- Breast milk is allowed and encouraged either on-site or expressed. Parents can indicate their preference on the PPL in the enrollment packet (this also goes for formula)
- We have guidelines on times for AM snack, Lunch, and Supper, but these are flexible; generally speaking, we feed on demand. Once an infant transitions to solid foods, we introduce them one-at-a-time, splitting the grain, meat or meat alternate, fruit and vegetable components across the day rather than providing at each meal. If you'd like more detail in how that breaks down, I can get it for you. Milk/IFIF is a constant at all meals and snacks.

Our program includes a comprehensive menu that meets the nutrition standards of the U.S. Food and Drug Administration. We participate in the Child and Adult Care Food Program (CACFP) to improve the diets of our children and to develop healthy eating habits by providing nutritious meals and nutrition education activities.

## **Food Brought From Home**

We request that you do not bring food from home into our academies. Only foods required for special dietary/medical needs, not requiring preparation or heating, may be brought to the academy. *Foods should not contain peanut products.*

## **Supplemental Food**

In the case of supplementing the difference if food order is insufficient, Center Director use the emergency food on-site or their company credit card to supplement the food needs for the day. The standard emergency food meal fits all the nutritional meal components

## **Food Prepared for or at the Academy**

Food prepared for or at the academy will be properly planned, prepared and portioned according to CACFP and state requirements for food service.

**NOTE:**

*Clever Bee Academy provides up to one third of children's daily dietary needs." This is inclusive of caloric and nutritional needs per the USDA.*

## **Food Allergies, Dietary/Medical Needs**

To reduce the risks associated with common peanut-related food allergies, Clever Bee Academy eliminated peanut butter from our menu.

If your child has a food allergy, you must notify us in writing so we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family's physician.

We will make every reasonable attempt to modify individual menu items to meet the dietary requirement due to established and documented medical conditions.

## **Meals**

Each day, depending on age, your child will receive: High-quality infant formula

Gerber Gentle, Gerber Soothe, Gerber Soy Gerber baby food and cereal for infants

A nourishing lunch and/or dinner, and A healthy morning snack

A menu is posted on the Family Resource Board at each academy. Children must be present at meal service time to be served.

Parents/guardians of infants must provide a written feeding schedule and bottles labeled with the child's name and date.

## **CACFP**

Due to participation in the Child and Adult Care Food Program (CACFP), all children enrolled at Clever Bee Academy will receive meals free-of-charge.

Below you will find information regarding the CACFP program and the benefits it will bring to your child's daily nutrition intake.

#### *What is CACFP?*

The CACFP is a child nutrition program of the United States Department of Agriculture. Through the CACFP Program Clever Bee Academy is reimbursed a meal rate to help with the cost of serving nutritious meals to

children enrolled in our program. As a provider we can be reimbursed daily for up to two meals and one snack served to every child (including infants).

All meals under the CACFP program must meet the CACFP meal pattern requirements for children and infants.

What are the CACFP requirements?

To meet CACFP requirements, Clever Bee Academy must offer formula and other required infant food to all enrolled infants. The iron fortified infant formula we provide for infants until they turn one year of age is Gerber.

Can I decline enrollment for my child into the CACFP Program?

Families may decline the formula offered by Clever Bee Academy and supply the infant formula themselves. However, when an infant turns one year of age, Clever Bee Academy will begin to provide milk and

other required food items to meet the CACFP requirement for toddler-age children.

#### *Nondiscrimination statement*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



Persons with disabilities who require alternative means of communications for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Submit your completed form or letter to USDA by:

1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

2) fax: (202) 690- 7442; or

3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Women, Infants and Children (WIC) Program**

WIC is a nutrition education program providing nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age five.

### *Who is eligible for WIC?*

Women who are pregnant, breastfeeding, or have a baby less than six-months-old, and infants and children up to five-years-old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age five. To qualify for services you must live in Ohio, meet WIC income guidelines or have certain nutritional health risks.

### *What does WIC provide?*

Nutrition education and support

Breastfeeding education and support

Referral for health care

Immunization screening and referral

Supplemental foods such as: cereal, eggs, milk, whole-grain foods, fruits and vegetables and infant formula

*How do I apply?*

Call your local clinic to make an appointment to meet with a WIC staff member or call 1-800-755-GROW (4769) for locations and more information. You will need to bring the following to your first visit:

Proof of income (current pay stubs, approval letter for Healthy Start, Ohio Works First, Food Stamps or current Medicaid card)

Proof of address (utility, credit bill or Ohio driver's license)

Proof of identity for you and any other applicants (birth certificate, driver's license, Medicaid card, crib card or shot record)

All family members applying for WIC services

If pregnant, doctor's statement showing due date Children's shot records

For more information visit: [www.odh.ohio.gov](http://www.odh.ohio.gov)

## **Breastfeeding**

Breastfeeding is supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines in child care with the mother's schedule. Mothers who desire privacy for breastfeeding may use the staff bathroom or designated area.

## **Snacks**

Snacks are only permitted on unique circumstances, such as birthdays and holidays, with individual approval from academy management. We ask that our families celebrate holidays and birthdays with healthy foods or non-food items. Foods should not contain peanut products. Food items should be store bought, not home baked/made. Families are responsible for providing plates/cups/napkins etc. for birthday celebrations.

In accordance with federal law and U.S. Department of Agriculture policy, Clever Bee Academy is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a discrimination complaint write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **Health**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics ([www.aap.org](http://www.aap.org)). Annually we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule.

Clever Bee Academy follows state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### **Health Appraisal**

A physician's health appraisal must be completed prior to a child's start date. Additional appraisals may be required according to licensing/accreditation agency.

Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the child's health appraisal results is provided to the academy.

## Illness

Clever Bee Academy's goal is to ensure the health and safety of all children in our care. We understand that it is difficult for a family member to leave or miss work. However, we ask that you not bring a sick child to the academy. The academy has the right to refuse a child who appears ill.

You will be called and asked to retrieve your child if they exhibit any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Temperature of at least one 100 degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.

- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

- Difficult or rapid breathing. Yellowish skin or eyes.

- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

- Untreated infected skin patches, unusual spots or rashes. Unusually dark urine and /or gray or white stool.

- Stiff neck with elevated temperature.

- Evidence of untreated lice, scabies, or other parasitic infestations. Sore throat or difficulty in swallowing.

- Vomiting more than one time or when accompanied by any other signs or symptoms of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from the other children, but within sight and hearing at all times.

- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.

Notify the child's parent(s) immediately if the child's condition worsens. Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code. Sanitize the thermometer after each use.

Children who have been ill may return when they:

- Are free of fever, vomiting and diarrhea for 24 hours Have been treated with an antibiotic for 24 hours

- Are able to participate comfortably in all usual activities

- Are free of open, oozing skin conditions and drooling (not related to teething) unless:

  - The child's physician signs a note stating the child's condition is not contagious, and;

  - The involved areas can be covered by a bandage without seepage or drainage through the bandage

  - If a child had a reportable communicable disease (refer to communicable disease section), a physician's note stating the child is no longer contagious and may return to our care is required.

  - In the event that an illness requires isolation, the child will be supervised in the Director's office or an unoccupied classroom by a staff member.

## Allergies

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care.

## Medications

Clever Bee Academy does not administer any symptom-controlled medication (e.g. Tylenol, cough syrup, over-the-counter medications). We dispense life saving medications (e.g. inhalers, breathing treatment machines, Epi Pens, etc.) after a parent/guardian completes a Request for Medication Form.

- Inhalers, Epi Pens and breathing treatment machines must be in the original pharmacy container along with the prescription label.

All medication must be signed in at the office and will only be dispensed by academy management and administered in accordance to the label's instructions.

Only school-agers will be permitted to maintain control of their inhalers. Parents/guardians must sign a release form stating they permit the child to have access, at all times, to the inhaler.

Parents are welcome to visit during the day to dispense other medication they feel their child(ren) needs. Medications cannot be housed at the academy; parents/guardians need to bring the medication with them each time it is to be administered and take it with them.

## **Americans with Disabilities Act (ADA)**

Clever Bee Academy Ohio, its Child care services, Head Start Program, Summer Programs, and Extended School Day Programs, comply with Title II of the ADA.

This title applies to our Child Care center's interactions with the children's administering medication and care procedures.

## **Communicable Disease Policy**

*Akron, Cleveland, Columbus and Toledo*

All Clever Bee Academy staff practice proper hand washing and disinfecting procedures. No staff member will attend the academy if they exhibit signs of communicable disease. Families will be notified of exposure to communicable disease by academy postings and family announcements.

A child suspected of having a communicable disease will be supervised in a designated isolation area, provided with a cot and blanket if necessary. The administrator will evaluate whether the child will be discharged or

remain in our care. Clever Bee Academy staff are trained in detecting the signs and symptoms of communicable disease.

The academy notifies the family of the child's condition when any of the symptoms listed below are observed. Children with any of the following symptoms will be closely monitored:

Observe: Minor cold symptoms, not feeling well

Isolate and Observe: Unusual spots or rashes, sore throat/difficulty swallowing, elevated temperature, vomiting, lethargic

Isolate and Send Home: Diarrhea (more than one time), severe coughing (whooping), difficulty or rapid breathing (red/blue face), yellow skin or eyes, conjunctivitis (pink eye), temperature exceeds

100oF, infected skin patches, dark urine/grey or white stool, stiff neck, lice, scabies/other parasite.

A communicable disease chart will be posted at each academy.

#### Re-admittance After Illness

A child who has been discharged from the academy with a suspected communicable disease will require a note from a medical doctor before returning to the academy.

## Injury Reports

Families are required to complete a Pre-existing Injury Report upon arrival if your child(ren) has sustained an injury (cut, bruise, laceration, etc.) prior to entering the academy. In the event of an accident, the child's family is contacted and asked to report to the academy. A staff person will remain with the child to administer appropriate medical care.

If the accident is a medical emergency, the staff will call 911. The child will be transported to the nearest hospital. The staff member will accompany the child and take along the child's Medical Emergency Transportation Form and health record. The family will be notified to report to the hospital.

When an accident or injury occurs, an Incident Report is completed within 24 hours. A copy is given to the family to be reviewed and signed. The signed original will be given to the family and a copy is retained for academy files.

An Injury Report will be completed and provided to the person picking up the child on the day of the incident/injury if any of the following occur:

- Child has an illness
- Accident or injury requiring first aid
- Child receives a bump or blow to the head
- Child has been transported by emergency squad
- Unusual event which jeopardizes the child's safety

If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The academy will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a general emergency or serious incident, injury or illness. The report will be provided to licensing within three days of the incident.

## **Sanitation and Hygiene**

Clever Bee Academy will ensure that a child's hands are washed upon entering the academy; after sand/water play, touching pets or body fluids; before meals and snacks; after toileting; after being diapered; and after messy play (such as painting, playdough, etc.). When children are being diapered, the facility shall use disposable diapers. Disposable diapers are placed into a lined outdoor trash container. The diapering area is not used for food preparation or food service.

## **Pets**

The academy director/academy management team is responsible for checking that the appropriate care instructions for pets are followed as instructed in pet guidelines where necessary.



## **Safety**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is weather appropriate. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water and other sensory activities. Our playground areas are used as an extension of our academies and daily programs are conducted outside whenever the weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for academy play and make it difficult for your child to participate in some activities. We discourage beads and barrettes in children younger than two-years-old as they are a choking hazard.

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 25°F (we factor in wind chill and heat index). Additionally, outdoor play will be canceled if there is an air quality alert.

### **Injuries**

Safety is a priority in child care. Daily safety inspections are completed inside and outside the academy area in order to prevent injuries. First aid will be administered by a trained caregiver in the event your child sustains a minor injury (e.g. scraped knee).

You will receive an Injury Report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting state regulations.

In the event of a serious medical emergency, the child will immediately be taken to the hospital by ambulance, and we will make every attempt to contact you or an emergency contact.

## Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate profanity, hostile or aggressive behavior. If this occurs, we reserve the right to ask that your and your children's behavior be under control or remove your child(ren) from our care.

After following the RTI process and the decision is to expel the children, the academy will follow the reporting protocol to ODJFS via email or phone call as well as report the incident to OCLQS.

NOTE: Although Clever Bee will follow the progressive RTI process, however, the extent and nature of the RTI action may vary or be bypassed altogether depending on the severity of the offense and the specifics of the circumstances surrounding the offense.

### Early Dismissal and Suspension

Clever Bee Academy Ohio is referred to as "the company."

This policy provides and ensures a safe, nurturing, interactive environment for all children to develop and learn. It covers all children enrolled at Clever Bee Academy locations

In the event academy administration believes a child's behavior may warrant a family member picking them up early from the academy, the academy administration including the family advocate must confer with, and receive approval from, the Regional Director (RD). The academy

director will inform the family of the early dismissal by phone. The early dismissal is documented on the Ohio Department of Job and Family Services Incident Report for Child Day Care.

The Incident Report is forwarded to the Regional Director as well as the intervention specialist the academy partners with. The response to intervention (RTI) process is then initiated by the Assistant Director by requesting the completion of the Teacher Referral to the Assistant Director Form and accompanying documentation. In the event where academy administration believes a child's behavior may warrant a suspension, the administration must collect documented evidence in the form of behavior logs and/or a Statement of Incident Form within one hour of the incident. Academy administration contacts the ABD, family advocate and a member of the Leadership Team which includes Regional Director, The Education and SUTQ State Licensing Director, intervention specialists and the mental health consultant and makes them aware of the situation. Documentation is forwarded to the Leadership Team.

A team conference is held to determine if a suspension is warranted and the suspension's duration. Once a decision to apply a suspension is made by the academy administration, including the family advocate along with the Leadership Team, the Chief Operations Officer (COO) is contacted and apprised of the situation. The decision to apply a suspension that is two days or longer cannot be made by the Leadership Team without contacting the mental health consultant and receiving approval. In the absence of the mental health consultant the CEO is contacted for approval. When a suspension is decided as the course of action necessary the RD will inform the family of the suspension along with the family advocate.

The family, including emergency contacts as needed, is required to pick the child up within a reasonable time frame (one hour). If the child is still at the academy after two hours with no contact from the family or emergency contacts, then a call will be made to Child Protective Services and child abandonment will be reported. A meeting will be required of the family prior to the child's return. Participating members will include the family, academy administration, members of the Leadership Team as needed and the RD if available and where applicable. The RTI process is then initiated by the Assistant Director by requesting the completion of the Teacher Referral to the Assistant Director Form and accompanying documentation.

*Definitions Early dismissal – any request to pick up a child prior to their designated pick up time.*

**NOTE: Although Clever Bee will follow the progressive RTI process; however, the extent and nature of the RTI action may vary or be bypassed altogether depending on the severity of the offense and the specifics of the circumstances surrounding the offense.**

## **Tobacco Use**

The use of any tobacco products are not permitted in any area of our academies or offices or within 100 feet of any entrance or exit.

## **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the academy's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be intoxicated, intoxicated or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible and concealed weapons.

## **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order or court-ordered visitation schedule. We do not accept responsibility of deciding which parent/guardian has legal custody when there is no court documentation.

## **Suspected Child Abuse/Neglect**

Physical and verbal abuse of any kind will not be tolerated. According to the law, we are required to report suspected child abuse or neglect to the local Department of Human Services or the local law enforcement agency. Clever Bee Academy follows state and federal mandated reporter requirements.

## Emergencies

Clever Bee Academy has devised several procedures to follow should an emergency occur while a child is in our care. In the event of a fire or tornado, our staff will follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure the children have arrived at a designated spot.

To prepare children for the unlikely need to evacuate, we conduct monthly fire drills and periodic tornado drills.

For weather conditions or the loss of power, heat or water to the academy, in-place emergency shelters have been designated. If the immediate area must be evacuated the occupants will leave the academy and relocate to the designated evacuation location.

A sign will be posted in front of the academy indicating that we have been evacuated and the location where you can pick up your child. Families will be contacted as soon as possible to pick up their child. If the family cannot be reached, we will contact the emergency contacts listed on your enrollment form.

In the unlikely event there is an environmental or violence threat, our staff will secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An Incident Report will be provided. There is always a staff member present who has received training in First Aid/Communicable Disease and CPR; they will administer proper treatment when necessary.

If an injury/illness is more serious, first aid will be administered and families contacted immediately to assist in deciding an appropriate course of action.

If any injury/illness is life threatening emergency personnel will be contacted, families notified and a staff member will accompany the child to the hospital with all available health records. Our staff will not transport children in their vehicles; only family or EMS may transport.

## Lost or Missing Children

To prevent lost or missing children, children will be supervised at all times and counted frequently while on a field trip. The phrase “supervised at all times” means each staff person shall be assigned responsibility for specific children. The staff person shall know the names and whereabouts of the children in his/her assigned group. The staff person shall be physically present with the children in his/her group. A staff person will be responsible for performing a “sweep” of the area or vehicle the children are leaving to be sure no child is overlooked.

Staff will identify and implement specific systems for speedy recovery of missing children, such as uniform, brightly colored t-shirts, accessible identification and contact information for the children, and instructions to older children about what to do if they separate from the group. Staff will not make the child's name visible to a stranger who might use the child's name to lure the child from the group.

If it is determined that a child is missing or lost, the academy director will immediately notify the local police or sheriff, the parent/guardian and other authorities as required by state regulation. If on a field trip, the staff will notify the facility management to assist in the search for the child.

## **Fire Safety/Drills**

Our academies are fully equipped with fire safety items including alarms, rolling cribs, fire extinguishers, etc. should a situation arise. Fire evacuation plans at all academies are reviewed with the children and staff on a regular basis.

To further ensure child safety, Clever Bee Academy holds mandated fire drills and severe weather evacuation practices on a regular basis. During these drills, children are taught how to react in a safe and calm manner in an emergency. If you happen to be dropping off or picking up your child during a drill or an evacuation, please wait with your child until the "all clear" is given.

## **Disaster Plans**

**(For Emergency Contact information, please refer to Center information on Pre-fix Pages Under Ohio Location)**

### **Weather Emergencies/Natural Disasters- Shelter in Place**

In the event of a weather emergency or natural disaster, our staff will follow the written instructions posted in each classroom. A responsible party will be assigned to help relocate infants, toddlers, and disabled children or staff. During this type of emergency we will shelter in place until it is safe to return to the classroom and dismiss children. Shelter in place procedures are practiced at the academies quarterly at each location.

**Examples of when to use this process: Tornados, Severe Thunderstorms, Flash Flooding, Blizzards, Major Snowfall, Ice Storm, or Earthquakes**

<b>1.</b>	Center Director may be alerted to an emergency situation by local authorities and/or national weather service.
<b>2.</b>	Center Director is to contact the Regional Director and alert them that the academy has an emergency and will be sheltering in place.
<b>3.</b>	Regional Director; who will notify Human Resources and Marketing /Communications.
<b>4</b>	Center Director will alert the staff. The code word "Alert WEND" (Weather Emergency Natural Disaster) will be used to alert staff and not to alarm the children.
<b>5</b>	Center Director will lock the front door and place a sign on the front door alerting emergency officials and families that we are sheltering in place during the emergency and a number to contact the Center Director.
<b>6</b>	The Center Director will take the academy phone, alternate phones, and radio to the shelter in place location.
<b>7</b>	Teachers are to line the children up and do a face to name head count using the SISO sheets.
<b>8</b>	Center Director will collect any emergency medication /supplies and additional first aid kits from the office and secure the academy. The teachers will collect the SISO/ETA binder and secure the classroom.
<b>9</b>	The Teacher will lead the children to the designated safe place and perform another face to name head count using the SISO sheets.
<b>10</b>	The children should assume the safe position covering head and neck during the weather emergency.
<b>11</b>	Once all children have been relocated to the shelter in place location, the Center Director will alert the families of your safe location and the current situation due to the weather emergency/natural disaster. Explain to the parents that we will not be able to release children until the all clear is given by local authorities and/or academy management. <b>If power is lost during emergency, alternative phones will be used to contact parents.</b>

<b>12</b>	All staff and children are to remain in the designated safe area and/or safe wall until the “all clear” or “Star Child is Green” is issued by Academy Management.
<b>13.</b>	Once it is safe to return to the classrooms, families will be contacted. The “all clear” will be given that it is safe to release children to their parents.

### **Emergency Disaster Evacuations**

An Emergency Disaster is called when there is a threat to the facility or due to a dangerous situation outside in the academy’s vicinity. It is typically not preceded by any warning and demands quick action. Use common sense and sound judgment to best ensure protection of children and staff. Emergency Disaster Evacuations training and drills with the children should be held at least twice annually and at least once when the staff does not know the drill will occur. In the event of a disaster, infants and young toddlers will be gathered up immediately to exit the building. A responsible adult will be assigned to assist any disabled children or adults in the event of evacuation.

#### **Examples: fire, smell of gas, unidentified odor, chemicals, flood, bomb threats**

1	Center Director may be alerted to an emergency situation by local authorities.
2	The Center Director is to contact their Regional Director and alert them that the academy has an emergency and will be evacuating the building with staff and children.
3	The Regional Director, who will notify Human Resources and Marketing/Communications
4	Center Director will alert the staff that an Emergency has occurred and the location needs to be evacuated. Code word “Alert EDE” will be used to alert staff and not to alarm the children.
5	Center Director will take alternate phones and radio to the primary location.
6	Teachers are to line the children up and do a face to name head count using the SISO sheet and exit the building to the primary location.
7	Center Director will collect any emergency medication /supplies and additional first aid kits and secure the academy. The teachers will collect the SISO/ETA binder and secure the classroom.



8	Center Director will lock the front door and place a sign on the front door alerting emergency officials and families that we had to evacuate due to an emergency and a number to contact.
9	Once you reach the primary location spot, you are to conduct a second face to name head count using the SISO sheet.
10	Stay in this location unless you have been notified by emergency officials to relocate to the secondary location.
11	Upon arriving at the second evacuation location, perform another face to name head count using the SISO sheet.
12	Begin to alert the families of the evacuation and reunification plans. The parents can pick up at primary/secondary location. If they are unable to pick up children, they will need to communicate who is picking up the child.

### **Loss of Power, Water or Heat**

1	Center Director will call the utility company to find out the duration of the outage and when the utility service will be restored.
2	Center Director will contact their Regional Director and communicate the current situation at the academy. Evaluate the safety, hygiene, and temperature to determine if you should remain open during the outage.
3	Regional Director will determine if we shall remain open, close for the day, or relocate children to a nearby academy. This decision will be based on licensing requirements and overall safety and well-being of the children and staff on location.
4	If we are unable to remain open, the Center Director will update staff and begin calling families. If you were unable to reach the family and they try to attend, they will be turned away upon arrival.
5	Infant/toddler families will be contacted first. Each family will be given a closure time, this will allow for the families to make immediate arrangements for pick up.

6	Once all families in attendance are called, any families that are not present but expected to attend will be called to inform them of the closure.
7	Teachers will continue to do face to name head counts using SISO sheet to ensure all children have been picked up and accounted for during the closing procedure
8	When the final child has been picked up, the Academy Director will do a final walk through. Once it has been verified that all children have been picked up, they will give the “all clear” for staff to leave.
9.	At the time of closure, if possible, we will notify families if the closure continues into the next business day. If that is not possible, we will update as soon as possible.

## Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A child care staff member will accompany and remain with the child until a parent arrives. Clever Bee Academy does provide care to children with refusal to transport in emergency situations. If the parent/guardian refuses to allow Clever Bee Academy to provide emergency transportation, the parent/guardian must specify the procedure to follow (i.e. “call mom”).

However, if you have signed the Child Enrollment and Health Information for Child Care not granting us permission to transport, please be advised that we will secure emergency transportation for your child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which your child will be transported. A child care staff member will accompany and remain with the child until a family member or emergency contact arrives.

## Clever Bee Academy Policies

Our policies are reviewed and updated annually or more frequently as needed. These are available for you upon request. To view the academy policies, please contact your academy director.

## Family Information

### Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services.

This license is posted in a conspicuous place for review, in most cases the academy's office.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules.

The licensing law and rules governing child care are available for review at the facility upon request.

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the academy 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 Ohio department of job and family services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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>

Clever Bee Academy Ohio reserves the right to dis-enroll a child(ren) at any time for any reason.

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Parent's/Guardian's Signature

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Date

## Handbook Acknowledgment

I have received, read and fully understand the information in Clever Bee Academy Ohio's Family Handbook and applicable handouts provided. An academy staff member has interviewed me and thoroughly explained the admission policies, fees, academy policies and state policies. I understand all of the applicable policies and agree to abide by them.

Parent/Guardian/Caregiver (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academy Director/Academy Management Team Member (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Clever Bee Academy Ohio (Corporate Office)*

1111 Superior Ave E, Suite 414

Cleveland, OH 44114

216-777-3500

[info@brightsideohio.com](mailto:info@brightsideohio.com)

[www.brightsideohio.com](http://www.brightsideohio.com)

Academy management team: place this signed page in the child's file.