Family Handbook

Policies & Procedures

WADSWORTH CENTER

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How to use this handbook

This handbook explains center-wide expectations. Classroom schedules, health care plans, written permissions, and the family's signed tuition agreement may add child-specific or service-specific details. When documents address the same subject, ask the administrator to clarify which provision applies before relying on an assumption.

Keep a copy for reference and notify the center promptly when contact information, authorized pickup persons, custody orders, schedules, allergies, diagnoses, medication, or other care instructions change.

Quick contact	Information
Center	The Fox's Den Childcare - Wadsworth
Address	151 Main Street, Wadsworth, OH 44281
Phone	(330) 329-6637
Email	thefoxsdenchildcare@gmail.com
Family communication	Brightwheel and direct center contact

1. Welcome, philosophy, and program overview

The Fox's Den Childcare grew from a vision for enriched, personal child care that feels different from a large chain center. We combine the comforts of a home-like setting with the structure, supervision, and safety of a licensed child care center. With smaller classrooms and a focus on loving care and early learning, we want The Den to be a place where children and families feel known.

The center serves children beginning at six weeks of age. Our preschool program serves children ages three through five who are not yet in kindergarten, and age-appropriate early-learning experiences are included throughout the day. We introduce learning through play, exploration, conversation, movement, music, art, and hands-on experiences.

We are committed to excellent communication. Brightwheel provides families with updates, photos, daily-care information, and a convenient way to message the center and classroom team. We understand that choosing care is a major parenting decision, and we will work to help each family feel informed and comfortable.

Our core values

Compliance We follow licensing requirements, center policies, and safety practices consistently and responsibly.

Communication We communicate clearly, promptly, respectfully, and honestly with families, children, and one another.

Compassion We respond to each child and family with empathy, patience, dignity, and care for individual needs.

Cheerfulness We create a warm, positive environment where children feel welcomed, encouraged, and excited to learn.

Program philosophy

The Fox's Den provides a quality child care experience in a comfortable, familiar, home-like setting. We believe learning takes place primarily through exploratory activities and discovery. Adult guidance varies by activity so that children experience both teacher-directed and child-initiated learning and are encouraged to plan, think, create, and solve problems.

Each classroom offers developmentally appropriate materials and experiences that allow children to create, manipulate, explore, and discover according to their interests and needs. Every child is valued as a unique individual with capacity for growth. Through group and individual experiences, children are supported socially, emotionally, cognitively, physically, and in language development at their own pace.

Children thrive in an organized, structured, and fun environment with daily opportunities for gross-motor activity. We strive for a calm atmosphere that can also be wildly fun when appropriate. Families are invited to special events and may visit during operating hours as described in this handbook. Compliance, Communication, Compassion, and Cheerfulness guide how we make decisions, build relationships, and create a safe, supportive, and joyful experience for every child.

2. Licensing, equal opportunity, and family access

The center is licensed to operate by the Ohio Department of Children and Youth (DCY). The license is posted in a noticeable place. The toll-free number on the license may be used to report a suspected violation of child care licensing law or administrative rules. The rules governing licensed child care centers are available online in Ohio Administrative Code Chapter 5180:2-12.

The administrator and all employees are mandated reporters under Section 2151.421 of the Ohio Revised Code and must immediately report reasonable suspicions of child abuse or neglect to the local public children's services agency.

A parent or guardian of an enrolled child is permitted access to the center during all operating hours to contact the child, evaluate the care being provided, or evaluate the premises. Upon arrival, the parent or guardian must notify the administrator and follow the center's security procedures. Administrator availability and staff/child ratios are posted at the center.

The center does not discriminate in enrollment on the basis of race, color, religion, sex, national origin, or disability in violation of applicable law, including the Americans with Disabilities Act. Current licensing and civil-rights information is included in Appendix A.

ADA and individual accommodations

The Fox's Den follows the Americans with Disabilities Act and considers reasonable accommodations for children with disabilities, including medication administration and care procedures when required. Before care begins or when a new need is identified, the family, administrator, classroom staff, and appropriate health professionals may meet to review the child's needs, required documentation, staff training, safety considerations, and reasonable accommodations. Decisions are based on an individualized assessment and applicable licensing requirements.

3. Hours, closings, tuition, and fees

Hours of service

The center is open from 6:00 a.m. to 6:30 p.m., Monday through Friday. Children must be picked up and departed from the building by 6:30 p.m. A five-minute grace period is provided; beginning at 6:35 p.m., a late-pickup fee of $5.00 per minute is charged until the child leaves the center. The late fee must be paid prior to next day of attendance.

Scheduled closings

The center is closed for New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. Full weekly tuition remains due and is not prorated for holidays, scheduled closings, emergency closings, absences, or partial attendance. When a holiday falls on a weekend, the center will announce whether the Friday before or Monday after will be closed. The center closes at 2:30 p.m. on New Year's Eve and at 4:00 p.m. on the day of the Wadsworth Blue Tip Parade.

Weather and other changes to operating hours

Do not assume the center is closed because of weather or a school closing. Unless management sends a closure or delay message, the center should be considered open. The center may close when Medina County is under a Level 2 or Level 3 Snow Emergency during the morning commute. It may close early if a Level 2 or Level 3 Snow Emergency is declared during the evening commute and required staff/child ratios can be maintained while families arrive.

The center may also delay, close early, or close when weather, utility failure, building conditions, public health conditions, staffing emergencies, or another event makes travel or operation unsafe. Families will be notified through Brightwheel as soon as reasonably possible.

Weekly tuition rates effective September 1, 2026

Age group	Part time	Full time	Daily / drop-in
Infant (0-18 months)	$230	$285	$85
Toddler (18-36 months)	$215	$265	$80
Pre-K (3 years to kindergarten)	$195	$245	$75

School-age service	Weekly / daily rate
AM or PM	$60
Both AM and PM	$95
Off-school day	$40

- One-time family enrollment fee: $100.
- Monthly payment discount: 5%.
- Sibling discount for full-time care, applied to the oldest child: 10%.
- Discounts may not be combined; no discounts apply to school-age care.

- Late payment fee: $5 per day when payment is not received by the due date.
- Returned-payment fee: $25.

Registration and holding fees

A nonrefundable holding fee equal to one week's rate may reserve a space for a specified start date and age group for up to four weeks. Once enrollment begins, that amount is credited to the first week. The $100 family registration fee is separate from the holding fee.

Maternity leave and teacher summer policy

A family taking an enrolled child out of care during maternity leave or a teacher's summer break may unenroll, but the child's space and a space for a new sibling are not guaranteed. If space is later available, the enrollment fee is due again. A family may instead pay a $150 monthly holding fee. The holding fee guarantees three care days per month for the enrolled child.

4. Enrollment, attendance, and withdrawal

Enrollment requirements

Enrollment forms are available through the center. All required records must be complete, reviewed, and approved by the administrator before the child begins care. Families should schedule a brief enrollment review with the administrator before the first day.

- Completed child enrollment and health information.
- Completed family information and emergency contacts.
- Basic Infant Care form for children birth through 18 months, when applicable.
- Current child medical statement and immunization record or allowable exemption documentation.
- Photography/media authorization.
- Authorized pickup list and any current custody orders.
- Signed tuition and policy agreement.
- Health care plan, special diet instructions, medication permissions, allergy plan, or other individualized documentation when applicable.

Enrollment information is reviewed with the parent at least annually and updated whenever information changes. Immunization records are due within 30 days of the first day of attendance and updated no more than every 13 months for children who are not exempt under the rule. Required medical and health care documentation must remain current. Care may be suspended when missing or expired information prevents the center from safely caring for the child or maintaining licensing compliance.

Attendance and absent days

Families should follow the child's contracted schedule as consistently as possible. If a child will be absent on a scheduled day, the parent must mark the child absent in Brightwheel as soon as possible. Unplanned absences do not receive a discount or reimbursement.

If a child is scheduled to arrive from school, another program, or another activity and does not arrive, the center will contact the parent to confirm the schedule, contact the sending program when appropriate, and consult with the parent about further action. Prompt absence notices are essential.

Time off

After three months of enrollment, a full-time child receives five tuition-free vacation days per year. Two weeks' notice is required to use vacation days. After the five days are used, the full contracted weekly tuition remains due to hold the child's space.

Withdrawal and final notice

A family must provide two weeks' written notice to terminate care. A family choosing immediate termination is responsible for the two-week fee. When more than two weeks' notice is given, the child's space is guaranteed through the stated termination date as long as all handbook and payment obligations continue to be met.

5. Building security, arrival, pickup, and custody

Written security plan

The center limits access to the building and child care areas to parents and guardians of enrolled children; authorized pickup persons; approved employees; approved volunteers and visitors; licensing and government representatives; emergency responders; and other persons specifically authorized by the administrator.

- Families and authorized pickup persons who have an active access credential must use the keypad code at the designated entrance.
- Anyone who does not have a keypad code must ring the video-camera doorbell and clearly state their name and reason for coming. Staff will verify the person's identity and authorization before allowing entry.
- Visitors must sign in as directed and remain supervised unless the administrator has approved independent access.
- Staff may request photo identification from any person whose identity or authorization is not known.
- Unauthorized persons will not be admitted to child care areas. Staff will notify the administrator and follow emergency procedures if a person refuses to comply or presents a threat.
- Keypad codes, keys, and other entry credentials may not be shared with unauthorized persons. Families must promptly report a lost or compromised credential.
- Licensing representatives, law enforcement, fire/EMS, and other officials will be admitted as authorized by law and center procedure.

Arrival and departure

Upon arrival and departure, the child must be checked in or out through Brightwheel using the assigned code or posted QR procedure. An adult must bring the child to the classroom and make direct contact with the responsible staff member. A child may never be dropped at the front door, left outside, or left unattended in a vehicle or parking area.

Authorized release

Children are released only to a parent/guardian or a person listed on the signed authorized-pickup information. Written changes must be submitted in advance. Families should notify the office when a person who does not routinely pick up will arrive. Staff may request identification. If a person is not authorized, the child will not be released while the administrator contacts the parent/guardian and determines the appropriate next step.

Court orders and custody

The center recognizes the legal rights of parents and will restrict a parent's access only when the center has current written legal documentation supporting the restriction. The custodial parent must provide written notice and a certified copy of the current court order describing the applicable rights or restrictions. The center does not verify or change custody instructions by telephone. Parenting-time visits do not take place at the center.

6. Supervision, assessments, and family partnership

Supervision of infants, toddlers, and preschoolers

Children are supervised at all times, including during meals, rest, indoor and outdoor play, toileting, and transitions. A child who becomes ill may be cared for in a separate room or portion of a room while remaining within sight and hearing of a staff member.

Supervision of school-age children

School-age children may run an errand inside the building, use the restroom, or participate in a short-term activity that presents no physical safety risk, alone or in a group of no more than six, only when the space is used exclusively by the center and the children remain within hearing distance of a staff member without electronic equipment. Staff check children in kindergarten through third grade at least every five minutes and children in fourth grade or higher at least every ten minutes until they return.

A school-age child may leave the center for an approved activity only with written parent permission that identifies the child, activity/location, transportation or walking arrangements, start and end times, permission period, and parent signature/date.

Assessments

The Fox's Den completes developmentally appropriate assessments twice each year for every enrolled child who is not yet school age. Classroom staff use observation and age-appropriate assessment tools to review development, learning, progress, and participation. Assessment results are provided to parents and may be discussed during a conference or other private conversation. These assessments support curriculum planning and family partnership and are not medical diagnoses.

Parent participation and meetings

Parents are encouraged to participate in center activities, class parties, and special events and may visit during operating hours. Families may speak with teachers or the administrator about a child's progress or needs. Because staff must remain attentive to children, please schedule an appointment for longer or private conversations.

Please raise questions when they arise. Classroom matters may begin with the teacher, while concerns involving safety, policy, billing, privacy, enrollment, or an unresolved classroom issue should be brought to the administrator/owner. The center will listen, document concerns when appropriate, gather relevant information, and follow up.

7. Illness, immunizations, medication, and health care plans

Management of illness

Please do not bring a child who is ill or unable to participate comfortably in the day. A child who develops a symptom listed below will be isolated from other children while continuously supervised, made comfortable on an appropriate cot, mat, or crib, and discharged to a parent/guardian or authorized person as soon as possible.

- Temperature of at least 101°F (100°F if taken under the arm) when combined with another sign or symptom of illness.
- Three or more abnormally, unexpectedly, or unexplained loose stools within 24 hours.

- Severe coughing that causes the child to become red or blue in the face or make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick/purulent 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 another parasitic infestation.
- Sore throat or difficulty swallowing.
- Vomiting more than once or when accompanied by another sign or symptom of illness.

Parents are notified immediately and must arrange for the child to be picked up within one hour of the center's first contact. If the parent/guardian cannot be reached within 30 minutes, the center will begin calling emergency contacts and other numbers on file.

The center follows the current DCY 08087 Communicable Disease Chart and applicable public-health instructions. Families will be notified of reportable communicable-disease exposure no later than the end of the next business day. Return-to-care requirements may vary by condition.

A child must be free of fever and other symptoms for at least 24 hours before returning and may return 24 hours after the first antibiotic dose when the child is otherwise well. A medical note may be requested when symptoms remain or the center needs confirmation that return is appropriate.

Children without immunizations

The Fox's Den may enroll a child who is not fully immunized when the family provides documentation permitted by Ohio law, including a medical statement or a parent statement declining immunization for reasons of conscience, including religious convictions. Enrollment decisions and care during an outbreak will follow applicable law, public-health guidance, and the center's ability to protect children. Current immunization records or exemption documentation must be on file.

Medication and topical products

The center prefers that medication be given at home when a safe schedule allows. When administration at the center is necessary, written parent permission is required for prescription medication, nonprescription medication, sample medication, medical foods, and topical products/lotions, except where Ohio rules expressly do not require permission.

- Medication, medical foods, and topical products must arrive in the original container, labeled with the child's name, and stored according to the label.
- Instructions must come from the appropriate licensed health professional when required. A prescription label containing the child's full name, exact dose, and directions may serve as instructions when permitted.
- Except for emergency medication, the child must receive the first dose or application at least once before the center administers it.
- A separate permission/documentation is completed for each medication. Permission may not exceed 12 months and may be canceled by the parent in writing.
- Staff document each medication or medical-food administration immediately; nonprescription topical products/lotions are documented as required by the rule and center procedure.
- Medication and topical products are stored safely and out of children's reach. They may not be kept in a cubby, backpack, or other child-accessible location.

- The center does not use medication to mask symptoms so that an ill child may remain in care.
- The center does not permit children to carry their own medication or topical products unless a written health care plan and center policy specifically authorize a school-age child to carry and administer their own emergency medication. When authorized, the medication is carried on the child's person or kept where only the child and staff can access it, and administration is documented.

Health care plans

A current health care plan or equivalent documentation is required when a chronic condition or diagnosis requires symptom monitoring, ongoing medication or medical food, a trained procedure, avoidance of a specific food/environment/activity, or school-age self-carry of emergency medication. Only trained staff may perform the child-specific procedure, and a trained staff member must be available whenever the child is in care, including on trips.

8. Daily care: sanitation, supplies, food, infants, toileting, and rest

Sanitation and personal belongings

The center follows sanitation and handwashing procedures to maintain a healthy environment. Children and staff wash hands at required times, including after toileting or diapering, after contact with bodily fluids, after outdoor or water play, and before eating or food preparation. Soiled clothing is not laundered at the center; it is placed without rinsing in a sealed moisture-resistant bag and sent home.

Label all items with the child's first and last name. The center cannot guarantee replacement of unlabeled, lost, or damaged personal belongings. Toys from home should remain home unless invited for a classroom activity. If a child brings an item to share, the child must allow appropriate classroom sharing or the item will be stored in the cubby.

Supplies and clothing

- At least one complete, seasonally appropriate change of clothing; infants need two to three changes.
- For fall/winter: coat with hood or hat, gloves/mittens, boots, and optional snow pants.
- For spring/summer: coat, sweater, or sweatshirt; labeled sunscreen and current written permission.
- For diapered children: enough diapers or training pull-ups for at least one week. The center provides wipes.
- For children over 12 months: an optional labeled nap blanket or lovey. The center will provide a blanket if none is sent.
- Comfortable clothing that supports movement and independent toileting.

Meals and snacks

The Fox's Den does not routinely provide meals or snacks, except for announced parties or special activities. The center provides water. Families should send breakfast when needed, lunch, and snacks according to the child's schedule. Breakfast is not served after 9:00 a.m. because classroom learning activities begin at that time.

- Pack varied, nutritious food. Under current Ohio meal rules, meals include all five food groups; breakfast includes three; and snacks include two. The center will communicate when a missing component must be supplemented or corrected.
- Food must be developmentally appropriate in size, amount, and texture. Whole grapes and hot dogs will not be served; they must be cut into safe pieces. Fruit snacks are not served to children under age three.
- Children may not share food. Store-bought birthday/classroom treats must be individually portioned and include an ingredient label so allergy risks can be checked.
- A special diet, medical food, or required food substitution may require written instructions from an appropriate health professional and a current health care plan.
- Staff sit with children and use meals to practice conversation, table manners, please/thank-you, and age-appropriate utensil skills. Families receive daily information about eating.

Breastfeeding and pumping support

A designated area in the infant room is available for breastfeeding or pumping. Breastfeeding families are welcome during operating hours. Staff will work with families on safe handling, labeling, and storage of breast milk.

Infant care

- Infants follow an individualized schedule developed with the family and receive daily written care information through Brightwheel or the center's approved record.
- The center provides crib sheets and feeding bibs. Families provide clean, prepared bottles labeled with the child's name and preparation date. Breast milk also includes the date expressed. Bottles go home daily for cleaning and sanitizing.
- Infants receive age-appropriate opportunities to sit, crawl, toddle, walk, play, receive individual attention, and practice supervised tummy time when developmentally appropriate.
- Infant feeding, safe sleep, crib use, positioning, and equipment practices follow the current health care plan, family instructions that are permitted by rule, manufacturer instructions, and Ohio licensing requirements.

Diapering and toilet learning

Diapered children are checked and changed at least every two hours and whenever soiled, unless a parent provides a different written schedule that the center can safely follow. The center does not accommodate cloth diapers.

Toilet learning is a partnership. Staff offer the toilet at regular diapering times and when a child asks, but will not force a child to sit. If progress pauses for several weeks, the family and staff will discuss whether to continue or take a break. For sanitation, children remain in pull-ups until two weeks without accidents. Readiness includes increasing independence with clothing, toileting, wiping as developmentally appropriate, handwashing, drying, and cleanup.

Sleeping, napping, and resting

Children not yet in kindergarten have a designated rest period. Infants follow their individualized sleep schedules. Toddlers and preschoolers generally rest after lunch. Children who do not sleep may engage in quiet activities without disturbing others. Rest areas remain lighted for visual supervision. Around age five, the family and center may discuss whether the child continues to nap. Safe sleep and rest practices follow current Ohio rules and the child's developmental needs.

9. Emergencies, transportation, outdoor play, and water activities

Emergency preparedness and reunification

The center maintains a written emergency preparedness and response plan for medical/dental emergencies, severe weather and natural disasters, evacuation and relocation, indoor/outdoor lockdown, security threats, hazardous materials, infectious disease emergencies, loss of power/water/heat, and other threats. Staff are trained annually. The plan accounts for all children, supports infants and children with special needs or health conditions, identifies supplies and staff responsibilities, and includes parent communication and reunification procedures.

The center conducts monthly fire drills, monthly weather-emergency drills from March through September, and emergency/lockdown drills each calendar quarter. Posted classroom plans show emergency routes and instructions.

If the building cannot be safely re-entered, children and staff will relocate to Wadsworth Public Library, 132 Broad Street, Wadsworth, Ohio 44281, when that location can be reached safely. The center will post information when safe to do so and send Brightwheel messages/text alerts with pickup and reunification instructions. If a parent cannot be reached, emergency contacts will be called.

Injury, serious illness, and emergency transportation

Staff provide first aid and contact parents as appropriate. A DCY incident/injury report is completed and provided on the day of an illness/injury requiring first aid, emergency transport, a bump or blow to the head, or another unusual incident that jeopardizes safety. Serious incidents are also reported to DCY as required.

The center does not transport children in employee vehicles. For a life-threatening emergency, staff call 911, provide care within their training, and contact the parent/guardian. When EMS transports a child, a staff member accompanies the child with available health records and remains until the parent assumes responsibility. A child cannot be enrolled if the parent refuses required emergency transportation authorization.

Transportation, field trips, and routine trips

The center does not provide routine vehicle transportation. Any walking field trip, field trip, or transportation activity offered in the future will be announced in advance and will occur only with required written parent permission, child attendance and emergency information, qualified supervision, first-aid supplies, and compliance with Ohio transportation and field-trip rules. Parents or EMS provide transportation for emergencies as described above.

Outdoor play

Children participate in outdoor play daily in suitable weather when required by rule. Outdoor play is not provided below 25°F or above 90°F when wind chill or heat index is considered. The duration may be shortened in very hot or cold conditions. Staff also consider humidity, air quality/ozone, pollen, lightning, rain, ice, storm warnings, and other safety conditions. When outdoor play is not safe, children receive indoor gross-motor activity. Families must send appropriate seasonal clothing and sun protection.

Water activities and swimming

Summer water play may include hoses, sprinklers, and portable wading pools with walls under 18 inches. Children are actively supervised at all times, and staff must be able to see every part of the water area. Wading pools are emptied or filtered and sanitized as required and are inaccessible when not in use.

The Den does not offer swimming or other water activities in water 18 inches or more in depth.

Families should provide a bathing suit, towel, labeled sunscreen, and current topical-product permission whenever water activities are planned.

10. Ratios, classroom transitions, and daily schedules

Staff/child ratios and maximum group size

Group	Age	Staff:child ratio	Maximum group
Young infants	Birth to <12 months	1:5 or 2:12 in same room	12
Older infants	12 to <18 months	1:6	12
Young toddlers	18 months to <2½ years	1:7	14
Older toddlers	2½ to <3 years	1:8	16
Young preschoolers	3 to <4 years	1:12	24
Older preschoolers	4 years to kindergarten eligibility	1:14	28
Young school-age	Kindergarten eligible to <11 years	1:18	36
Older school-age	11 to <15 years	1:20	40

The center is intentionally designed with smaller classrooms, especially for infants. When age groups are combined, the ratio for the youngest child generally applies, including during classroom transition visits, unless a specific rule exception applies. License capacity is never exceeded.

Classroom transitions

When a child is ready to move to the next classroom, the parent and administrator discuss development, readiness, and timing. A written transition agreement is completed and available in the classroom. Transitions are not based on age alone and are introduced gradually whenever possible.

Daily schedules

The schedules below are guides. Classroom schedules are posted, and times or activities may change to meet children's needs, staffing, weather, or special events. Infants follow individualized schedules provided in partnership with families.

Toddler schedule

Time	Activity
6:00-8:30	Arrival, play, breakfast if brought
8:30-9:00	Circle time

Time	Activity
9:00-9:30	Music and movement
9:30-10:00	Free play
10:00-10:30	Snack
10:30-11:30	Outdoor/gross-motor activity
11:30-12:30	Lunch and cleanup
12:30-3:00	Rest
3:00-3:30	Snack
3:30-4:30	Art, sensory, or special activity
4:30-5:00	Story/reading
5:00-6:30	Play and prepare for pickup

Preschool schedule

Time	Activity
6:00-8:30	Arrival, breakfast, and morning routine/table activity
8:30-9:00	Circle/story time
9:00-9:30	Music and movement
9:30-10:15	Outdoor/gross-motor activity
10:15-10:45	Snack
10:45-11:30	Learning centers
11:30-12:30	Lunch
12:30-2:30	Rest
2:30-3:30	Art, sensory, or weekly-theme activity
3:30-4:00	Snack
4:00-5:00	Outdoor/gross-motor activity
5:00-6:30	Play and prepare for pickup

School-age schedule

Time	Activity
6:00–8:30	Arrival, breakfast, and morning routine/table activity
8:30–9:00	Reading
9:00–10:00	Outdoor/gross-motor activity
10:00–10:15	Handwashing and obtain snack
10:15–10:45	Snack
10:45–11:30	Free play and cleanup
11:30–12:30	Lunch
12:30–2:30	Quiet time (movie/tablets as planned)
2:30–3:30	Art, sensory, or weekly-theme activity
3:30–4:00	Snack
4:00–5:00	Outdoor/gross-motor activity
5:00–6:30	Play and prepare for pickup

11. Confidentiality, social media, conduct, outside care, and disenrollment

Confidentiality

Children's records and family information are confidential and shared only with authorized persons or as required by law. Employees may discuss children or classroom matters with the administrator and appropriate staff for care, safety, supervision, training, or professional guidance. Child, family, employee, and classroom matters may not be discussed outside appropriate center responsibilities.

Social media and photography

No employee may post, share, transmit, livestream, or publish photographs, videos, names, identifying information, classroom information, or incidents involving enrolled children on personal social media. Center-approved photos or communications may be shared only through approved center platforms and only when the required parent authorization is on file. Employees may not discuss confidential child, family, employee, or center matters online.

Parents and visitors may not photograph, record, or publish another child or confidential center information without authorization. The center will honor the permissions selected by each family. Brightwheel and any official center social account or website are used only under the center's approved procedures.

Inappropriate language, media, and behavior

Employees, volunteers, visitors, parents, and other adults may not expose children to inappropriate language, media, conversations, conduct, images, videos, music, electronic content, or behavior. This includes profanity, threats, adult conversations, sexually explicit or violent content, discriminatory language, bullying, humiliation, or any content not appropriate for children. Employees must immediately redirect, remove, or shield children from inappropriate exposure and report concerns to the administrator.

Child guidance

We promote self-control, empathy, problem-solving, and respect. Guidance begins with positive reinforcement, clear and consistent limits, modeling, reminders, choices, redirection, and developmentally appropriate consequences. Staff focus on the behavior rather than labeling the child.

- No physical punishment, shaking, rough handling, humiliation, threats, or frightening techniques.
- No discipline for failure to eat or sleep, toileting accidents, or behavior caused by disability or developmental need when prohibited.
- No withholding food, water, rest, toileting, outdoor activity, or other basic needs as punishment.
- Parents and guardians may not use corporal punishment on center property.

The center will communicate and consult with the parent before implementing a child-specific behavior management plan. The plan is written, signed, consistent with Ohio rules, and identifies supports, goals, communication, and next steps.

Respectful family and visitor conduct

Profanity, harassment, discriminatory language, threats, aggressive behavior, violence, or conduct that disrupts care or creates a safety concern is not permitted. A person may be directed to leave immediately, access may be restricted, and the family may be disenrolled when necessary to protect children and staff.

Outside babysitting and limited non-solicitation covenant

To protect professional boundaries, confidentiality, continuity of care, and the center's investment in recruiting and training employees, current employees of The Fox's Den may not provide babysitting, private child care, transportation, tutoring, overnight care, or similar personal services to currently enrolled families outside their assigned work for the center. Families agree not to solicit, hire, engage, or compensate a current employee for those outside services without the owner's prior written authorization.

For twelve months after an employee's employment with The Fox's Den ends, families also agree not to solicit, hire, or engage that former employee for babysitting or other private child care services when the relationship arose through the family's enrollment at The Fox's Den, unless the owner gives prior written authorization. Under this policy and any corresponding signed employment agreement, a former employee may not provide those services to a Den family during the same twelve-month period. This is a limited non-solicitation covenant rather than a prohibition on the former employee working in child care generally. It does not apply to a documented relationship that existed before the family enrolled or before the employee began working for the center.

Violation of this policy may result in termination of the family's enrollment. The center does not direct, supervise, insure, or accept responsibility for any private arrangement made outside the center.

Suspension, expulsion, and disenrollment

The center may suspend or end care for nonpayment, repeated failure to follow center policies, inability to safely meet a child's needs after reasonable supports are considered, behavior that repeatedly threatens the safety of the child/peers/staff, or serious family/visitor misconduct. The center will avoid exclusion when reasonable and will consider the child's individual needs and applicable disability protections.

For repeated behavioral concerns, the usual process is parent consultation, a written behavior plan, review of progress, and, if necessary, a one-week suspension before expulsion. Immediate suspension or disenrollment may occur for gross misconduct or an immediate and severe safety threat. Behavioral expulsions are reported to DCY when required. The administrator communicates with the family throughout the process whenever circumstances allow.

12. Non-traditional care, emergency devices, and final notice

Non-traditional care

The Wadsworth center does not provide evening care between 7:00 p.m. and 6:00 a.m., overnight care, or mobile preschool care. If the center adds any form of non-traditional care, families and DCY will receive the required notice and a specific policy before the service begins.

Emergency medical devices and emergency medications

The center maintains and follows written procedures for any emergency medical device or emergency medication used or stored at the center. Procedures identify where items are stored, who is trained to use them, how they are accessed in an emergency, how use is documented, and how parents and emergency services are notified.

Child-specific emergency medications and devices must be supported by current parent permission, medical instructions, and a health care plan when required. They are stored so trained staff can access them quickly while remaining inaccessible to unauthorized children and adults.

Easy-adjustment tips

- Talk positively about the center and the activities your child will enjoy.
- Arrange a short pre-enrollment visit when possible.
- Help your child become involved in an activity before leaving.
- If separation is difficult, plan a brief, reassuring goodbye with the teacher and administrator.
- Use Brightwheel to check updates and share questions; open communication helps the transition.

Handbook and contract acknowledgment

The family's tuition/policy agreement contains the child's specific schedule and financial terms. By signing the enrollment and contract documents, the parent/guardian acknowledges receipt of this handbook and agrees to follow these policies together with the signed contract.

Appendix A. Center Parent Information

Appendix C to Rule 5180:2-12-07 • Final enacted June 18, 2026

REQUIRED NOTICE A copy of this information is required to be given to the parent upon enrollment of a child in a licensed child care center.

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

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

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

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

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

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

OCC / ACF / HHS	Ohio civil-rights contact listed in Appendix C
Southwest Region Bureau of Civil Rights 1301 Young Street, Suite 958 Dallas, TX 75202 214-767-3849	30 E. Broad St., 30th Floor Columbus, OH 43215-3414 (614) 644-2703 voice 1-866-277-6353 toll free (614) 752-6381 fax 1-866-221-6700 TTY or (614) 995-9961 bcr-fax@jfs.ohio.gov Civil_Rights@jfs.ohio.gov

For information about child care licensing requirements and applying for child care assistance, visit https://childrenandyouth.ohio.gov/for-families.

For Medicaid health screenings and early intervention services, visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

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

Appendix B. Family acknowledgment

Please sign the center's official enrollment/tuition agreement. This page may be used as a handbook receipt when a separate acknowledgment is helpful.

- I acknowledge that I received the current The Fox's Den Childcare Wadsworth Family Handbook.
- I understand that the handbook works together with my signed enrollment and tuition agreement.
- I agree to keep enrollment, emergency, custody, health, and authorized-pickup information current.
- I have read and agree to the Outside Babysitting and Limited Non-Solicitation Covenant, including the restriction on engaging current employees and the twelve-month restriction involving former employees met through The Fox's Den.
- I understand that questions about a policy should be directed to the administrator before signing.

Child(ren): _____

Parent/Guardian: _____

Non-Solicitation Initials: _____

Signature: _____

Date: _____

Administrator/Designee: _____

Date: _____

FAMILY PARTNERSHIP Thank you for trusting The Fox's Den. We welcome questions and want every family to understand the expectations that help children stay safe, supported, and ready to learn.