

# Parent Handbook

## Little Feet Childcare

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Broadview Hts, Ohio 44147

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

Quality care since September 2010

- Early learning experiences for ages 6 weeks to 12 years
- Age appropriate classrooms and materials
- Developmentally appropriate curriculum
- School transportation available to a number of schools
- Summer camp adventures/ out of school fun!
- County assistance
- Meals provided (Breakfast, Lunch, PM Snack)

## **Introduction**

Our staff welcomes you and your family. We provide a clean, safe, educational environment that ensures that the physical, social, cognitive, and emotional needs of your child are met during the hours it is necessary for you to be away.

## **Center Hours**

Our center is open Monday - Friday. Our hours are 6:15 am to 7:00 pm. All children must be in **before 10A.M** to receive provided lunch. If your child will be in after 10am you do need to call the center by 10am to notify the staff. The children need to be brought in at least a half hour before their class nap time otherwise we have the right to refuse care. We do not want the kids to disrupt the rest of the class during naptime. We have the right to close early and/or close the center on any other day with notice to the parents. Our observed holidays are: **New Years Eve (Close at 2:00), New Years day, Labor Day, Memorial Day, Independence Day, Halloween (close at 6:00), Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.**

## **Licensing**

All centers are licensed by the Ohio Department of Job and Family services and as such are required to maintain complete files on all enrolled children. These files include current enrollment forms, medical statements, and the signature page from this handbook. These forms are updated yearly.

## **Admission**

A child is enrolled in the center only after the registration fee has been received; the director confirms the availability of space, and the child Health and Enrollment forms are received. The medical form needs to be updated every 12 months.

## **Philosophy**

Little Feet Childcare was established to provide quality care to support your child in his/her individual growth and development. Children are encouraged to learn and explore at their own pace in areas that interest them. We feel that the children experience the most genuine learning through play. They can develop social and cognitive skills, mature emotionally and gain the self confidence required to engage in new experiences and environments. We feel that partnering with parents help the children develop healthy behaviors and promote healthy families. We will treat your child with love and respect in a clean, safe, and nurturing environment. We strive for our children to achieve goals by encouraging independence, respect, and responsibility while in a safe environment. We are pleased that you have chosen to include us in the growth of your child.

## Curriculum

Infants: We follow your child's individual schedule that you provide for us. Older infants are gradually weaned into a class schedule as they prepare for the toddler room. We follow the State of Ohio's Infant and Toddler Guidelines.

Toddlers: Before the age of three your child's brain is growing by leaps and bounds. Our curriculum addresses this burst of learning and curiosity by having theme teaching. The staff acknowledges their interests and builds a curriculum around their needs. We also follow the State of Ohio's Infant and Toddler Guidelines.

Preschool: Our two preschool classrooms have a licensed teacher in each classroom. Each classroom provides theme teaching to the children designed around the children's interest. This curriculum is aligned with the state's Early Learning Content Standards to assist in preparing your child for kindergarten.

School Age: During the school year, we provide before and after school care that provides the children homework time, large motor play, and age appropriate activities. In the summer, our full day camp program includes theme based activities, special guests, and field trips.

## Staff/Child Ratios

Staff:children	Max size	category	Age of children
<b>1:5 or 2:12</b>	<b>10</b>	<b>infants</b>	<b>0-12 months</b>
<b>1:6 or 2:12</b>	<b>10</b>	<b>infants</b>	<b>12 months-18 months</b>
<b>1:7</b>	<b>14</b>	<b>toddlers</b>	<b>18 months-30 months</b>
<b>1:8</b>	<b>14</b>	<b>toddlers</b>	<b>30 months-3 yrs</b>
<b>1:12</b>	<b>24</b>	<b>preschool</b>	<b>3 years - 4 years</b>
<b>1:14</b>	<b>26</b>	<b>preschool</b>	<b>4 year – 5 years</b>
<b>1:18</b>	<b>36</b>	<b>School agers</b>	<b>Kindergarten – 12 yrs</b>

\*Ratios for toddlers and preschoolers may be doubled during naptime as long as all the children are resting quietly on their cots and enough staff is in the building to meet the regular staff/child ratio if there is an emergency.

## Statement of Non-Discrimination

Little Feet Preschool and its employees, in accordance with Federal Law and U.S. Department of Agriculture policy, does not discriminate on the basis of race, color, national origin, sex, age, or disability. The Americans with Disabilities Act of 1990, 104 Stat. 327, 42 USC 12101 et seq. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, D.C. 20250 or call (866) 632-9992. USDA is an equal opportunity provider and employer.

## Parent Roster

The center maintains a list that includes parents' names and phone numbers that is available on request. You may choose not to have your name and phone number included.

## Registration

A registration fee of \$50 for one child is charged at the time of enrollment. Registration fees are nonrefundable. This fee is due before the child starts at the center. All paper work must be up to date and submitted before the child can start.

## Payment

1. I understand I am responsible for paying the \$50.00 registration fee upon enrolling my child/children.
2. Tuition will be due on or before the Tuesday of the care week/month. I understand that if payment has not been received by Wednesday of the care week, an additional \$10.00 will be charged to my account. If no payment is made after 5 center school days, my child/children will not be accepted into the center until my account has been cleared. I understand that any child on the waiting list who qualifies for that position can replace my child.
3. All families who have assistance through the county, your co-payment is due by Wednesday of the care week. I understand there will be a fee of \$5.00 charged to my account if that payment is late each week.
4. All tuition is based on yearly program costs. Whichever tuition I choose, I must pay it regardless of whether my child/children are in attendance or not.
  - A. Children who attend less than 3 days a week are not eligible for the 10% sibling discount.
5. We allow 2 weeks of vacation per school year. **In order to use vacation, your account must be at a \$0.00 balance. A written notice should be given to the office two weeks prior to the vacation so you will not be charged**
6. I understand if a holiday (day the center is closed) lands on the same day as my child/children's scheduled day then I am still responsible for paying for that weekly/monthly rate.
7. No refunds will be made for the absences **EXCEPT** for extended illnesses. If my child is absent due to illness for **MORE** than 2 days, a credit will go towards my following weeks/months tuition. I will call the center and inform the staff that my child is ill and will not be in attendance.
8. I understand a late-pick-up fee of \$5.00 per child will be assessed every 5 minutes until picked-up. Drop-in childcare payments are due **THE DAY** that my child receives care, unless other arrangements are made with the office.
9. The center requires 2 weeks written notice for withdrawal. If notice is not given, I will be billed for those 2 weeks.
10. If you have assistance with the county and you withdrawal from the center at any given time, you will NOT be reimbursed for your co-payment. Co-payments are due every week of every care month. This includes and families who withdrawal for any reason or children who are dismissed from the center.

**11.** Failure to meet the center's payment policies will result in immediate termination of childcare services.

**12.** I understand that a charge of \$30.00 will be charged to my account if a check is returned to the center due to insufficient funds. A **cash** payment will then be required in full to cover that cost.

**13. All fees are subject to change at the discretion of the administrators.**

### **Vacation**

We allow two weeks of vacation per school year. In order to use vacation, your account must be at a \$0 balance. A written notice should be given to the office two weeks prior to the vacation so you will not be charged. Also, this informs the staff that you are not removing your child from our care and that his/her place is saved.

### **Parent Participation**

We strongly encourage parent involvement in the learning process of your child. Any parent who wishes to volunteer their time in the classroom or around the building may do so with permission from the director. During parties, example holiday parties, parents are encouraged to bring supplies and even help supervise during the party. Parents must speak with their child's teacher to find where help can be provided. We ask that parents refrain from taking pictures of the children once they are on Little Feet property to ensure the privacy for all families. The teachers take pictures throughout the year so families can see the children participating in any activities. These photos along with photos from special occasions will be posted by the teachers to our closed facebook group (Little Feet Childcare).

### **Outdoor Play Policy**

Physical activity and outdoor play are important parts of a child's development. Your child will be provided with daily opportunities for outdoor large muscle play. Outdoor play will be restricted due to bad weather, pollen count, extreme temperatures, or unforeseen safety hazards. At that time indoor large muscle play will be provided.

### **Arrival/Departure**

Parents are required to bring their child directly into their designated classroom. Any special messages, pick up notes, etc should be given to the teacher. Any medications should be brought directly to the office. Children may NOT be dropped off at the entrance of the building or sent inside alone. Staff must be made aware of the child's presence before the parent departs. All children need to be in by 10 A.M. At the time of pick up, parents are asked to make contact with their child's supervising staff

member to ensure that the staff is aware that the child has been picked up. Parents are responsible for their child's supervision after clocking out. After pick up child must remain in parents care, they may not run around the building there are places in the building the children may not go.

All children must be in **before 10A.M** to receive provided lunch. If your child will be in after 10am you do need to call the center by 10am to notify the staff. The children need to be brought in at least a half hour before their class nap time otherwise we have the right to refuse care. We do not want the kids to disrupt the rest of the class during naptime.

### **Supervision of Infants/Toddlers/Preschoolers**

At no time will a child be left unattended. Staff will actively supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

All children requiring diapers or pull-ups must provide them to the center. When a child is running low a teacher will remind you, but it is also parent's responsibility to check. If a child runs out of diapers the teacher will call the parent to bring more if they can't bring more that day a \$5 fee will be charged to the account. We ask that all children have extra clothes at the center.

### **Supervision of School Age Children**

School age children may run errands inside the building or use the restroom alone or in groups of not more than 6 children without adult supervision, as long as the following conditions are met:

- Children are within hearing distance of a teacher.
- The teacher checks on them frequently until they return.

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

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the program to determine the child's whereabouts. If we are unable to make contact, we will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending. Children whom we provide transportation to must call if their child will not be attending our center for the day. If a child is transported before and after school and is not here in the morning, we will not pick them up in the afternoon unless informed by the parent.

## **School Delay/ Cancellations**

Our program will operate a full day program for school agers when school is closed for vacations, delays, or cancellations, provided the center itself is open. At that point school age children will be billed for a full day of care, which includes: breakfast, full lunch, a pm snack and supervision for the full day of care. If our center is closed, we will call the local news station to report closing. The center will not refund tuition for weather emergencies. In the unlikely event that the center loses utility service and cannot safely care for the children, parents will be called and asked to pick up their child within one hour.

## **Release of a Child**

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note allowing another person to pick up the child. Staff will check the ID's of anyone they do not recognize. Please let people know about this ahead of time so that they bring a photo ID and they are not offended. The children's safety is our priority! Under no circumstance should a parent open the door or give the code to anyone. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be called if necessary.

## **Custody Agreement**

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

## **Transitioning**

You will be notified when your child is ready to move to the next classroom. As part of the procedure, staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

## **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If the staff have suspicion that a child is being abused or neglected, they **MUST** make a report to the local children's services agency.

## **Field Trips & Visitors**

From time to time we like to bring guests into the center for presentations and shows. An activity fee to cover the cost of the show will be charged for these events. Field trips are scheduled during school breaks and in the summer. Activity fees will be charged for these trips. All students participating in the program will participate in these activities. At all times children will represent Little Feet in a positive,

respectful manner. If your child's behavior is deemed inappropriate they will be asked to sit out of the activity or not allowed to attend the field trip, the activity fee will not be refunded, and this decision is up to Little Feet staff.

## **Transportation**

Unless otherwise noted, transportation will be provided by vehicles owned by the center and a staff member with First Aid/Communicable Disease, and CPR will be present. Before departing the center, attendance will be taken. Upon arrival at their destination, another count will be taken to ensure that all students have safely arrived. The process will be repeated upon leaving the destination and returning to the center. All children are required to wear seat belts at all times. For the safety of all involved, the children are expected to carry on quiet conversations and respect personal space. Written permission from the parents will be secured before any trip.

In the event of an emergency, Little Feet Childcare reserves the right to call 911 for assistance and emergency transportation.

## **Conferences**

We will hold two parent teacher conferences per year, generally in the fall and spring. At this time you will receive a semi-annual progress report. Our teacher's attention must be on the children during pick up times. For the children's safety, we ask that you not use this time for lengthy discussions. Please call the office and we will schedule a time away from the children that is mutually convenient.

The parent information board and your child's daily note are the places to check for up to date news and information about the program, opportunities for parent participation, and future activities.

## **Meals and Snacks**

We are committed to providing your child with a healthy start to life. We provide cereal and milk for breakfast each morning between 7:15-8:15 am. We also provide hot lunches at noon that consist of the five main food groups. Head counts are taken daily at **10 am** to determine the number of lunches needed. If your child is not in attendance during lunch count please provide a lunch for your child. An afternoon snack consisting of 2 out of the 4 listed foods being a fruit, vegetable, grain and 100% Juice is served between 3:30-4:00 p.m. Meals offered at the center will meet the requirements as recommended by the USDA which is posted on the bulletin board in the lobby.

## **Safety Policy**

No person, other than a parent/guardian will be admitted through the safety door without first presenting identification and stating the purpose of the visit. Parents should not open this door for anyone nor shall they allow their child to enter the building alone. They must accompany the child at all times till they arrive in their classroom and a staff member is made aware of their presence.



Fire drills are held monthly at varying times, and records of these are maintained at the center. Fire emergency and weather alert plans are posted in each classroom.

Tornado drills are held four times a year in the months of April, May, June, and July at varying times. Records of these are maintained at the center.

No child is left alone or unattended.

The center has a written safety policy describing the safety guidelines to be followed at the center.

All child care staff members review the center's safety policy upon hire.

If a child should become injured while at the center, a staff member will complete an incident/injury report on the required state form. This form will be available for the parent at the end of the day.

### **Emergencies and Accident Policy**

The center will take the following action in case of an emergency or accident:

General emergencies: During a threat of violence, all doors to the center will be locked. All teachers will keep children in classrooms unless instructed otherwise. A staff member will be positioned at the front door and only parents or emergency contacts will be permitted into the building. A battery operated radio will be tuned to the station instructed by the police department. Cell phones will be available if necessary.

Fire: staff members will instruct children to exit the building according to fire exit signs. Attendance will be taken once the children have been escorted to the outside parking lot. The director will survey the building to make sure no one is left inside. All emergency cards will be taken outside with the staff members.

Tornado: All Children will be escorted into the main hallway by staff members and instructed to kneel down with their hands over their heads. Infants will be placed into one crib or two and placed in the back staff bathroom. A battery operated radio and cell phone will be available for use. No one will be permitted to enter or leave during the warning.

Loss of Power, Heat, or Water: All parents will be notified immediately and instructed to pick up children as soon as possible. A cell phone and a battery operated radio will be available. Flashlights, blankets, bottled water, and first aid kits are all available.

Serious incident, injury, or illness: The director will be notified immediately and they will go into the classroom and attend to the injured child so that the teacher may supervise other children in the room. Children will be transported to the source of medical or dental care by the rescue squad if the need is immediate or by parent/guardian if the situation permits. An incident/injury report will be available at this time.

Other: Any emergency that would require the children to leave the building, the children will be taken to the farthest area of the parking lot until arrangements have been made with emergency personnel.

### **Water Safety Policy**

Parents are required to complete and sign a permission slip for water play/swimming in accordance with ORC 1501:2-12-47. The form will be signed and dated, include the child's name, a statement indicating that the child is a swimmer or non-swimmer. Child care staff members shall always accompany and supervise the children at swimming sites. Activities in bodies of water two feet or more in depth, shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or an equivalent water safety program. The child/staff ratios are maintained at state regulated laws during all swimming activities.

### **Parking Lot Safety**

The center is not responsible for any accidents occurring in the parking lot before arrival or after dismissing the child to his or her parents. Please use extreme caution when entering and exiting the parking lot. **At no time should you leave a child in the vehicle unattended.** For the safety of others, do not leave your car running while you drop off or pick up your child. Always accompany your child into the center. No child shall leave the building without being accompanied by their parent/ guardian. For the safety of your child, please obey all child restraint laws and car seat requirements.

### **Child Illness Policy**

All staff members are trained by the administrator in the signs and symptoms of illness and in proper hand washing and diapering procedures. **Each child must be examined by a licensed physician within 30 days after admissions and yearly thereafter.** A child with any of the following signs or symptoms of illness shall be isolated and discharged to his/ her parents or emergency contacts:

- Temperature over 100 degrees or under when in combination with any other symptom of illness.
- Diarrhea- Diarrhea 3 times in one day, child will be sent home and not able to return until diarrhea free for 24 hours.
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick pus discharge, matted eyelashes, burning, itching, or eye pain, child will be sent home and not able to return until 24 hours after 1<sup>st</sup> dose of medicine has been administered.
- Untreated infected skin patch, spots, or rashes.
- Unusually dark urine, gray or white stool.
- Stiff neck with elevated temperature

- Evidence of lice, scabies, or other parasites, child may not return until head is free and clear of everything.
- Sore throat or difficulty swallowing
- Vomiting more than once or when combined with any of the above symptom.

**A child will be readmitted if he /she are diarrhea, vomiting, and fever free after 24 hours or with a doctor's note. Giving a child Motrin to reduce fever is not permitted because fever will come back and you will be called to pick up your child.**

If your child was exposed to a communicable disease, you will be informed by a note on the parent information board of your child's room

The center will not dispense medicine without proper written permission. A medication authorization form must be completed by the parent. All medicine must be in its original container with the child's full name on it. An over-the-counter medicine that states "consult physician if a child is under a certain age" must have the physician sign the medication form. The center can keep over the counter medicine here for up to 2 weeks but may not administer the medication for more than 3 consecutive days.

Parents of children with allergies must complete a physical health care plan and train the staff in appropriate measures for handling their child's situation. These documents must be updated yearly. Epi-pens must also have a medication authorization form.

A school age child may carry a prescribed inhaler on his person to use as recommended by his physician. A medication form and physical health care plan must be current on file in the office.

## **Guidance and Discipline**

Little Feet Childcare's staff believe that helping the children learn self control is very important. We also believe that rules are here to help the children become more responsible for their own behaviors, and show them the appropriate ways to behave. We believe that children learn best through redirection and positive reinforcement. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. As a center we set limits for the children of what is expected of them and what behavior is not OK. Please understand that these rules are there for the child and other children's safety. A list of unacceptable behaviors is below:

- No fighting of any kind
- Use walking feet when inside
- Be gentle with toys and furniture
- Use inside voices and keep your listening ears on
- No climbing on furniture or doors

- Friday is the only day for outside toys (show and share) unless the classroom teacher states otherwise.
- Must stay with parents during pick up or drop off- we ask that you pick up your younger children first (infant) then your older children for the safety of the other infants in the room and to help reduce foot traffic in the infant room.

Biting: although biting is a normal part of the growing process for toddlers, we understand that this can be a frustrating time for everyone. We will work with you and your child through this process. We reserve the right to remove a child for a period of time if the biting becomes excessive. Sometimes a smaller group program is necessary.

Staff members are responsible for the guidance and management of the group of children in their care. At no time is a staff member allowed to physically discipline a child, taunt, tease, shame, embarrass, threaten, or belittle a child. No child shall be punished for toileting accidents or by withholding food. All staff members must abide by rule 1501:2-12-22 of the Administrative Code.

When a child has behavior issues, the following actions may be taken:

1. Redirection- the teacher will look at why a child is breaking the rules and think of an alternative positive way for the child to work out his/her feelings and interest.
2. Encouraging the child to “use your words” “Hands are used for playing only”
3. Take a break- the child will sit out of the activity for a couple of minutes to re-group and regain self control. A teacher will then reinforce how to make good choices and assist the child in re-entering the group. At no time will a child ever be left alone.
4. Time out – during the time out a teacher will discuss why the child is sitting there and discuss a more appropriate way to handle the situation. If a child has more than one time a note will be sent home.
5. Behavior log- it might be necessary for a behavior log to be kept by the teacher to document his/her behavior to better assess when, with whom, or why this behavior continues.

A parent teacher conference may be necessary if improper behavior continues. We want to work together with parents because when parents and teachers work together the best results occur.

### **Termination of Childcare**

We reserve the right to suspend or terminate a child’s enrollment if a child is unable to adjust to our program, has a serious behavior problem, or is consistently insubordinate. Likewise, if a parent does not cooperate, comply with Little Feet’s procedures, or show courtesy to Little Feet’s employees, the child’s enrollment will be terminated. If your child is absent for 3 or more days without notice from the parent/guardian the child’s enrollment will be terminated. Little Feet reserves the right to terminate without notice.

## **Concerns/Chain of Command**

The ownership and staff of Little Feet Childcare strive to make your early education experience a rewarding one. We realize that there are many rules and procedures that may be difficult to understand initially and can be very confusing. It is our desire to build a long term relationship with your family, and we hope that you will address your questions and concerns first with your child's teacher, then with the director; if for some reason the director is unable to answer your question she will contact the owner and he will be in touch with you.

Ohio Department of Job and Family Services  
**CENTER PARENT 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.

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

Any parent, 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 evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

# Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

**Meals** CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups)
Milk	Milk	Milk
Fruit or Vegetable	Meat/meat alternate	Meat/meat alternate
Grain	Grain	Grain
Meat/meat alternate (may be substituted for the grain up to 3 times per week)	Vegetable (two different vegetables can be substituted for a fruit)	Vegetable
	Fruit	Fruit

## Participating

**Facilities** Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

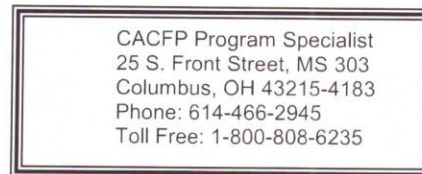
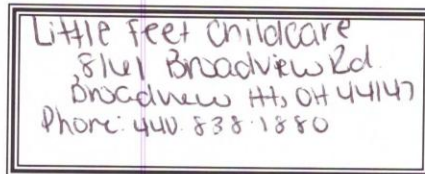
**Eligibility** State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

**Contact Information** If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Ohio Department of Education



## Nondiscrimination

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 communication 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. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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.

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