



# 2026 Summer Fun Program

## Parent Handbook

The Friendly House  
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Dear Parents and Guardians:

Welcome to the Friendly House Summer Fun Program!

The goals of the Summer Fun Program evolve around our purpose of providing a safe, enjoyable, and educational experience for children of varied social, economic, religious, and ethnic backgrounds. Children share experiences in winning, losing, creating, and making friends while developing mentally, socially, physically, and spiritually.

This handbook is designed to give parents and guardians helpful insight into the Summer Fun Program offered by Friendly House. It includes information about activities, policies, and procedures. Please read this handbook and keep it as an easy reference during the summer.

Many thanks go to the Staff at Friendly House for their continued dedication and energy to the Summer Fun Program, and to the parents and guardians of all children enrolled in the program.

The Friendly House strives to provide an atmosphere where children can enjoy, grow, and learn while in a safe and clean environment.

If you have any questions about the content of the handbook, please contact me at 419-522-0521. I look forward to the weeks ahead getting to know you and your child.



Sarah Takos  
Preschool Administrator &  
Program Coordinator

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## ***Friendly House Mission Statement***

Directing programs toward the strengthening of family life and character building by providing recreational, educational, health and fitness, crime prevention, preschool and camping programs to our immediate neighborhood and our community, at a cost that everyone can afford.

## ***Summer Fun Program General Information***

The Friendly House Summer Fun Program is located on site and has been in operation for over 50 years. Children enrolled in the program must have completed Kindergarten through 6<sup>th</sup> grade, ages 5 to 12. Children who turn 13 during the summer are still permitted to participate for the duration of the program as long as they will be entering 7<sup>th</sup> grade the upcoming school year. Program hours are Monday through Friday from 8:30am to 5:30pm. The program uses the full facility at the Friendly House and includes a kitchen, dining area, bathrooms and activity rooms including a full-size gym. All children in the program have access to the gym, game room, computer lab, arts & crafts room, library, playgrounds, and lounge area. The swimming pool is available for the children to use at designated, pre-announced times. Due to state ratios, the Summer Fun Program will enroll students up to mandated ratio standards. The current ratio for classrooms is 1:17 (staff: student) with classes not exceeding 34.

Some of our staff have been with the Summer Fun Program for many years. All staff have certifications or have had training suitable for work with children of this age. Staff also work with other educational services and trainers throughout the year. Background checks are performed on all staff every four years, per our State License through the Ohio Department of Education (ODE). Friendly House is also a "Gold Rated Step Up To Quality (SUTQ) Center". SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed licensing health and safety regulations.

Please make sure to go over this handbook including behavioral expectations with your child. You may always schedule an appointment to speak with the Program Coordinator to discuss our program or to inquire about what opportunities there are for you to get involved. Please ask a staff member if you have questions.

## ***Admission and Fees***

To be enrolled, all parents/guardians must complete a registration form for each child, as well as any additional included forms such as the Income Eligibility Application, the Child and Adult Food Care (CACFP) Enrollment Form, Medical Forms, Routine Permission Forms, Swim Permission Forms, Disciplinary and other policy acknowledgements. It is required that parents agree and sign the Permission to Transport Policy in the Summer Fun registration forms. Parents who do not agree to this policy may not register their child into the program.

**NOTICE: It is the parent's responsibility to discuss all of the Friendly House Summer Fun Program policies that relate to your child including the Behavior Management and Supervision Policy as well as our Respect Guidelines and Bullying Notice with your child. Both the parent and the child are required to sign they understand these policies.**

Friendly House has moved to online registration and a new application is required for each child. All forms must be filled out completely. We will not accept forms with missing information or are unsigned. Registration is on a first come, first serve basis and spots will not be held.

The fee for the Friendly House Summer Fun Program is \$50.00 per child for the 9-week program. Your completed registration form and payment are due at time of registration. After two days of attendance, there are no refunds. If the program is full your child will be placed on a waitlist. Receipts are given at the time of registration and payment records are kept in the office.

## ***Schedule of Operation***

Beginning June 8<sup>th</sup> through August 7<sup>th</sup> the Summer Fun Program will run Monday through Friday from 8:45 am to 5:30 pm, for children who have completed grades K-6. If you arrive before 8:45 am, please remain in your vehicle until 8:45 am. Parents must enter Friendly House and sign their child in and out. Upon arrival, children should put their belongings away in the assigned coat room and meet in the gym for morning announcements. The children are then divided into activity groups by age and occasionally by gender. Groups are rotated to each activity throughout the day. Lunch is served daily at noon and snack time is at 3:25 pm. Daily activities include

gym, game room, arts & crafts, library, computer lab & outdoor play. There is a scheduled Rest Period each day. Children are expected to sit or lay quietly without disturbing those around them for the time allotted.

All children are to be picked up **before** 5:30 pm but may be picked up at any time while the program is in session following our check-out policy.

Note: Friendly House will be closed on July 3rd for the July 4<sup>th</sup> holiday. This year the actual holiday falls on a Saturday.

Sample Daily Schedule (subject to change daily)

|                     |                               |
|---------------------|-------------------------------|
| 8:45 – 9:15 am      | Arrival - Gym                 |
| 9:15 – 9:30 am      | Morning Announcements/Groups  |
| 9:30 – 10:40 am     | First Activity                |
| 10:40 – 11:55 am    | Second Activity               |
| 11:55 am – 12:05 pm | Clean Up/Wash Hands           |
| 12:05 – 12:40 pm    | Lunch                         |
| 12:40 – 12:45 pm    | Clean Up and Announcements    |
| 12:45 –2:00 pm      | Third Activity – M/W Swimming |
| 2:00 – 2:30 pm      | Rest Period                   |
| 2:30 – 3:30 pm      | Fourth Activity               |
| 3:30 – 3:35 pm      | Clean Up/Wash Hands           |
| 3:25 – 4:10 pm      | Afternoon Snack               |
| 4:10 – 4:20 pm      | Clean Up and Announcements    |
| 4:20 – 5:30 pm      | Transition Out Activity       |

***Late Pick-Up***

Children must be picked up **before** 5:30 pm daily and we ask that parents arrive by 5:20 pm. A late fee of \$5.00 for every 15 minutes late will be charged for pick up after 5:30 pm. Late fees will be invoiced. Continuous late pickups may result in removal of the child from the program. If children are not picked up by 6:00 pm, with no previous notice and failed attempts to reach parents/guardians and emergency contacts, Mansfield Police Department will be called.

A staff member must be aware when you are dropping off and picking up your child. You must accompany your child into the Friendly House to complete drop off. You must come in to pick your child up. We will not accept phone calls to send a child outside to a waiting vehicle/parent. You

will be invoiced late fees if your camper is not picked up by 5:30 pm. Late fees are due prior to continued enrollment into Friendly House programs.

|                   |                           |                           |
|-------------------|---------------------------|---------------------------|
| <u>Late Fees:</u> | <b>\$5</b> 1-15 minutes   | <b>\$10</b> 16-30 minutes |
|                   | <b>\$15</b> 31-45 minutes | <b>\$20</b> 46-60 minutes |

***Transportation***

The Friendly House Bus and Minibus will transport to and from field trips. The bus includes one driver with a Commercial Driver's License with a passenger endorsement and two Friendly House staff members. Transportation and Safety Rules are posted in the vehicles and all children are required to adhere to bus rules.



**Bus Rules**

1. Be courteous and respectful, no profane language.
2. Do not eat or drink on the bus.
3. Keep the bus clean, and deposit trash in the trash can.
4. Cooperate with the bus driver/monitor. Inside voices only.
5. Do not smoke.
6. Do not destroy property.
7. Stay seated in your seat at all times, stay out of the aisle.
8. Keep hands and feet inside the bus.
9. The bus driver/monitor is authorized to assign seats.

There is no from-home or to-home transportation during the Summer Program. Parents/guardians are responsible for all transportation outside of field trips.

***Notification of Bus Emergencies***

If the bus or vehicles are more than ½ hour late arriving back from a field trip, parents/guardians will be notified by phone. If there are any other vehicle emergencies involving children, parents will be notified by Friendly House Staff.

## ***Field Trips and Special Events***

Friendly House Summer Fun participants may take several field trips over the summer. Participation on field trips can depend on several things - such as type of trip, the activity and good behavior.

**NOTICE: A child's behavior does determine if they are eligible for field trips. Poor behavior is noted through behavior forms. Attendance on field trips is the decision of the Program Coordinator.**

A permission slip will usually be sent out at least one week before the event. All children must have a completed and signed permission slip to attend these events. Field trips are not a guaranteed activity. Parents will be required to sign Routine Field Trip Permission Forms for times students walk to non-typical areas of Friendly House property such as the Green Space on the corner of Mulberry and Springmill Streets or to the Sand Volleyball Pit.

## ***Attendance Policy***

There is no attendance requirement for the Summer Fun Program and parents/guardians are not required to let us know when their child is not going to be at Friendly House. However, if your child has not attended consistently for two weeks without notice, our office will call to inform you that we will consider your child withdrawn from the program and, if needed, fill their spot with a child from the waitlist. For your child to return after withdrawal, re-enrollment would be required, and they may need to be placed on a wait list.

## ***Check-In & Out – Attendance System***

To ensure the safety and protection of each child, it is required that parents accompany their child into the Friendly House, sign in and be certain a staff member is aware of their presence before leaving. Also, when picking up a child, please sign the child out and notify a staff member that the child is leaving. In addition to attendance sheets, we utilize an online attendance system. You will have a numeric ID & password that will check your child in and out. If you do not have your ID and password, please see the front office.

**NOTICE: Children are not allowed to check themselves in or out, parents/guardians are required to do this daily. Failure to check in and**

## **out may result in your child being removed from the program.**

The online attendance system is located in the lobby at Friendly House. It is especially important to use this system when picking up or dropping off at a time other than normal drop off/pick up hours of 8:45-9:00 am and 3:30-5:30 pm. Please be sure to let office personnel know of the arrival/departure of your child so all youth leaders may be informed as we are responsible to always know the whereabouts of all children. We document the arrival and departure of each child to ensure proper supervision. Parents must provide the names of all persons who are authorized to pick children up. Photo identification will be necessary if staff members are not familiar with a person picking up children. Please make sure that the person picking up the child has the ID and password used for the online attendance system. We will not release your child to anyone without your consent; therefore, advise us in advance to avoid complications. To prevent a parent from access to a child, court documents stating the custody agreement or restriction must be on file.

Children can be picked up from Friendly House at any time the program is in session. Children are only released to the parent, guardian, or other contact listed on the enrollment form. If your child needs to be released to someone else, Friendly House must have written permission from the parent or guardian detailing who will be picking up their child, including full name and approximate time of pick up. Anyone picking children up must come into the building to pick children up. We will not accept phone calls to send a child out to a waiting vehicle. If Friendly House is informed that a child is supposed to be dropped off by another adult that is not their legal guardian and they do not show up. A Friendly House staff member will call the legal guardian from the child's application, starting with the first person and moving to the second person. We will do this to find out if the child is attending that day and to inform the parent or guardian that the child has not been dropped off.

### ***Custody Policy***

A custodial guardian must complete the application process for the student. The custodial parent is required to list emergency contacts on the application. Custodial guardians are assumed to be the birth parents unless documented guardianship is provided in writing by a court of law. The custodial guardian must provide advanced written notice of anyone besides a guardian who will be picking up a student.

## ***Meals***

The Friendly House participates in the Summer Food Service Program (SFSP) for the Summer Fun Program. Meals will be provided to all children without charge and are the same for all children regardless of race, color, national origin, sex, age or disability, and there will be no discrimination during the meal service. Meals provided will include lunch at noon and an afternoon snack around 3:00pm. Your child may bring their lunch if they choose to do so. Lunch must be in disposable bags or containers. Milk (1%  $\frac{1}{2}$  pint) will be provided by the Friendly House. Menus are posted on our website as well as on bulletin boards in Friendly House. Planned menus are subject to change without notice depending upon availability of menu items.

Friendly House provides one-third of the child's recommended daily dietary allowance during their meal. If you are providing your child's lunch, we require that you do the same. This includes one item of food from each of the four food groups; protein, grain, fruit/vegetable, and dairy. Meals cannot be heated up during lunch. If your child's packed lunch does not meet the daily dietary allowance, we will supply the necessary food to meet standards.

If your child requires a modified diet (i.e. gluten free, vegan, vegetarian, non-dairy, etc.) written instructions from the child's health care provider must be submitted and kept on file. Please speak with the program coordinator for more details about how to accommodate the modified diet. Children should bring their own clean and sanitized reusable water bottle marked with their name daily. Unless approved by the Summer Fun Staff, no child is to have outside meals or snacks during scheduled mealtimes, and this includes candy or outside food deliveries. Snack is around 3:25 pm daily. It may be a piece of fresh fruit and milk, or a juice and granola bar. This will not be a complete meal. If you wish to provide an additional snack for your child, it must be in a disposable bag or container.

## ***Swimming***

The Friendly House Summer Fun Program will have swim periods during



the program. Children will be notified ahead of time so parents can plan. These pool times are only open to children who are enrolled in the Summer Fun Program. All swimmers must have a bathing suit, towel and \$1.00 to swim.

Each child must pass a swim test to be able to swim in the deep end of the pool. Life jackets are always available for the pool. Lifeguards are not counted in staff to child ratio; therefore, when engaged in water activities supervision of children shall also include additional Youth Leader staff members to meet ratio requirements.

### ***Outdoor Play***

Unless there is inclement weather or safety concern, children in the Summer Fun Program can expect to spend a good portion of time outside during the day. Considerations may include, but are not limited to, temperature, humidity, wind chill, ozone levels, pollen count, lightning rain or ice. Children who are scheduled for the daily Gym activity will be going outside. Outdoor play will be cancelled due to thunderstorm and/or tornado, extreme heat/humidity, pollen count, flooding or lightning.



## ***What Should Children Wear***

Play clothes are most comfortable. Children must wear closed toed shoes. Tennis shoes are preferable. *Open-toed shoes and 'heelys' type shoes are not permitted.* Shoes should never be removed, unless permission is given or an activity requires it like swimming. All clothing, bags, coats should be labeled with the child's name.

## ***What Not to Bring***

Since we cannot guarantee the safe return of personal belongings, we ask that all personal items be left at home. This includes, but is not limited to, toys, electronics, jewelry, money, etc. If these items are brought into the Friendly House, it is the responsibility of the child. Friendly House assumes no liability for lost, stolen or broken items. If brought, all these items will be held in the office until the end of the day and then returned to parents. If tobacco products, vapes, alcohol, drugs, firearms, or other weapons are brought to Friendly House, parents will be notified immediately, and it will result in the disenrollment of the child.

## ***Cell Phones***

*Cell phones should be left at home.* If your child must bring a cell phone, it will be kept in the office until pick up time. If you need to reach your child, please call the main office and the staff will relay a message to them. Children are not permitted to make phone calls or use their cell phone to go online during the Summer Fun Program.

## ***Photo and Social Media Policy***

When participating in Friendly House activities the children may be photographed for print, video, or electronic imaging for the sole purpose of promoting the Friendly House image. The images will be sole property of the Friendly House. Children are not to be on cell phones and/or take photos or video of other children or staff. Staff are not permitted to take photos of children unless they are a member of Friendly House leadership for the sole purpose of promoting Friendly House.

## ***Parent Visitation and Volunteer Opportunities***

If you need to visit, please contact the office by phone to schedule a visit. Please observe the following guidelines:

1. Inform the child and office you will be attending.
2. Do not ask your child to meet you at a certain time or place. We will

have someone escort you to your child.

3. You must check in at the front office upon arrival. You will be given an identification tag that must be always worn.
4. While observing your child you are asked to stay in the background and observe unless you are invited to participate. This invitation will be extended by the youth leader.
5. Please refrain from speaking with the youth leader at length. They have the responsibility of supervision and should not be away or distracted from the group.

We hope that parents will want to take an active role in our program and we offer opportunities for parents to volunteer their time during program hours. Please contact the Program Coordinator to discuss how you can help Friendly House help your children and the community.

## ***Communication***

To keep in touch with the parents and guardians in the Program, it is mandatory to keep your personal information updated. Please report any changes to telephone numbers, emergency contacts, employment or addresses with the office. Although this information is kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians.

**NOTICE: Multiple failed attempts at contacting parents, guardians, and/or emergency contacts will result in dismissal from the Summer Fun Program.**

If the Friendly House will not be open due to inclement weather or emergency, we will notify all local television and news outlets. This will be like a school closing. Friendly House will routinely post on our social media and our website any news and information pertaining to upcoming events, menus as well as other important policy notices. Please follow Friendly House at: [www.friendlyhouseonline.com](http://www.friendlyhouseonline.com) and follow Friendly House on Facebook to stay informed. If we are unable to continue with the program because of an emergency at the Friendly House, including transportation, we will contact parents to pick up at Friendly House. Parents will be notified via phone or text and we will publish the information on WMFD and our social media.

Parents may always schedule a meeting with a staff member and the

Program Coordinator. Please feel free to direct any questions or concerns related to the Friendly House Summer Fun Program, children or staff members to the Program Coordinator or Assistant Director at any time.

### **Respect Guidelines**

Friendly House is a safe, caring community where individual differences are valued, where people are supported in reaching their personal goals, and where everyone can have fun. Because creating such a community requires the commitment of all participants, we ask everyone to agree to the expectations listed below. Children and parents/guardians should review and discuss these guidelines together before submitting registration forms. All rules are discussed and emphasized daily.



- All will show respect for others.
- All will show respect for self.
- All will show respect for the environment and facilities.
- All will show respect for everyone's health and safety.
- If a child has difficulty following these expectations at Friendly House, the staff will follow the Behavior Management Policy listed below.

### **Behavior Management and Supervision**

The children and staff of Friendly House are asked to *treat each other with respect, tolerance, kindness, and consideration*. These rules and behavior expectations will be explained to the children clearly and reinforced in a consistent manner. Socially appropriate behavior of children and staff is expected. The usual manner of discipline shall be to first issue a warning, talking to and explaining to the child why we need to observe the rules. Children will be given reminders and redirection to encourage positive behavior. All children are expected to apologize for their inappropriate behavior, whether verbal or physical. If children need a time-out they will be

taken to the lobby to “take a break” or sit off to the side of an activity. The staff member and child will discuss the behavior before the child may return to activity.

Children are supervised while in activity areas, at meals, during transportation and on field trips at all times. We are required to keep a ratio of 1 staff member to 17 children at all times (field trips have a higher ratio). Children may be dismissed from an activity area to go to the restroom or go to a water fountain or to the office as necessary and may not be supervised. Children are expected to be independent enough to be able to do this unsupervised and return to their activity without supervision. Those children who are unable to do this or are found to be a flight risk will not be able to remain in the program. Friendly House is unable to provide 1:1 supervision.



## ***Bullying Notice***

Friendly House is committed to each child's success in learning and enjoying their time with a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. We have conversations with the children regarding what bullying looks like and ask to be notified if a child feels they are being bullied. Friendly House works to ensure that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with their friends and staff daily. Some children will not let staff know if they are being bullied. If you suspect bullying, harassment or inappropriate behavior, we encourage you to contact Friendly House immediately so corrective action can be taken.

## ***Warnings, Suspensions and Expulsions***

Friendly House has a warning and suspension system in place for continual misbehavior. Warnings and suspensions are written up by the staff member giving the punishment. After verbal and written warnings, come suspensions in one, three, and five-day increments. If behavior is severe, the staff member may waive the warning and automatically suspend the child, regardless if it is a first offense.

After the 3<sup>rd</sup> suspension parents must meet with the staff before the child may return to the program. Any further behavior issues following the conference between the staff and parents will result in the child being expelled from Friendly House. Suspensions may be bypassed directly to expulsion based upon the severity of the behavior. Some examples are bringing a weapon to the Friendly House, fighting, discriminatory language, or injuring another child. These examples are not inclusive.

Automatic suspensions and/or expulsions from the program, depending upon severity, include the use of inappropriate and/or discriminatory language or hand gestures, blatant disrespect, bullying and purposeful physical harm to another child or staff member, not returning to an assigned area or being a flight risk.

## ***Parent and Guardian Code of Conduct & Accountability***

Friendly House was established to support families in our community. We strive to provide all children enrolled in our programs a safe, healthy, and most of all a fun place for children to learn and grow. We cannot do this without cooperation from you - the parent/guardian. Friendly House will occasionally need to discuss your child's behavior with you. We expect that parents will listen to our concerns and needs with an open mind and help the staff with solutions to support your family. Friendly House staff is available by phone or in person when you need to discuss concerns.

Friendly House has no tolerance for inappropriate behavior by parents. Verbal abuse, intimidation, or threats in any form to staff members will result in you being banned from Friendly House and your child being removed from all Friendly House programs, including, Friendly House Membership, Afterschool Programs, Evening Programs, Preschool, Happy Hollow Day Camp and Hidden Hollow Camp.

## ***Emergency Procedures***

An emergency transportation form, supplied by the program, must be completed, and signed by parents/guardians, which puts our Medical and Dental Emergency Plan into action if needed. Parents are required to approve the consent to transport in our enrollment forms. Friendly House will not offer childcare services to those who do not approve this consent. The EMS shall be called at 911 if the situation is beyond our capability. Many staff are certified in Red Cross First Aid, CPR, Communicable Disease, and Child Abuse and are responsible to give proper first aid treatment to a child. A staff member shall accompany the child to the designated hospital or clinic. Parents shall be contacted immediately as to the situation and location of their child.

To ensure the safety of your child we always have immediate access to a working telephone. In the event of a thunderstorm and/or tornado, extreme heat/humidity, pollen count, flooding or lightning children will shelter in the game room area. In the event of an emergency or other cause for evacuation, children will be bussed to Mt. Calvary Church, 343 North Main Street, Mansfield, OH 44903. Parents/guardians will be called in addition to an alert on WMFD and social media accounts.

## ***Parental Notification & Reunification***

In the event of an evacuation, parents/guardians will be notified as soon as the children are in a safe environment and all their needs are met. This will be done primarily by phone and by the Friendly House website if necessary. For emergencies that result in the loss of communication such as phone and internet please watch the news (WMFD) and listen to the radio (Y-105) for updates.

For non-evacuation emergencies that are not life-threatening, we will notify parents/guardians either by phone or at the end of the day. If necessary, a letter explaining the nature of emergency and action taken will be sent home.

In the event of an evacuation, parents/guardians will be reunited with their children at a location deemed safe by emergency personnel. We will refer to the child's enrollment form for individuals who are allowed to pick up each child. We will follow our normal policies regarding identification checks if necessary.

## ***Health Policy***

To safeguard your child's health, we insist that no child be brought to Friendly House that is ill. A child with any of the following symptoms: temperature of 100 degrees or higher, diarrhea (more than 3 abnormally loose stools within a 24-hr. period), severe coughing (causing the child to become red in the face or to make a whooping sound), difficult or rapid breathing, yellowing of the skin or eyes, redness of the eye, or obvious discharge/matted eyelashes, untreated skin patches, spots or rashes, stiff neck with elevated temperature, evidence of untreated lice or other parasitic infestation, vomiting, or sore throat with difficulty swallowing or a child who displays a cause for medical concern will be immediately isolated and discharged to the parent, emergency contact or designated person. Any child demonstrating signs of illness not listed above will be placed in a quiet area and observed for worsening symptoms. A staff member will call and release the sick child to the parent, guardian, or designated person if the situation warrants that action.

**NOTICE: If your child is sick with a fever or has multiple symptoms including nausea, chills, aches, cough - keep them at home.**

For re-admittance: Parent/Guardian must provide the office with a Doctor's release or action taken in accordance with control measures of the Ohio Department of Health as stated on the Communicable Disease Chart which is posted in the office. Parents are asked to notify the center when their child has been exposed to any communicable disease so that we may notify all parents by means of a flyer at the time of pick up.

## ***Communicable Disease***

If there is an outbreak of a communicable disease, as defined by the Ohio Department of Health, during the Afterschool Program, a notice will be put up near the office. If the condition is severe, the local Health Department will be contacted. If head lice is reported, either by schools or visually by staff, a lice check will be performed, and the parents will be notified for immediate pickup. A child will be allowed to return to the program after an effective treatment. An Afterschool Staff Member will check the child before they are permitted back in the program. To prevent the spread of head lice, children should be encouraged not to share hair accessories, combs, brushes, and clothing.

Any child with a communicable disease must have a signed doctor's note

clearing them to return to the Afterschool Program. In some head lice cases, a doctor's note will also be required for return. This decision is left to the Program Coordinator or other Friendly House Leadership.

### ***Children Without Immunizations***

For any child who is not up to date with immunizations, Parents must have a signed statement from a physician stating why the child is not immunized. (i.e., religious reasons, etc.) Friendly House offers all children first aid based upon physical need, regardless of immunization status.

### ***Emergency Medical Policy***

Since your child will be in our care, it is extremely important that we are prepared to assist him/her at any time should a medical problem or emergency arise. You have received a medical form that must be completed by the parent/guardian. Please make sure it is filled out completely and signed in the required areas. The rescue squad is called in an emergency beyond our capability. Because we are in a childcare setting, in most instances, you are our initial point of contact. It is important that in the event of an emergency, we have a valid telephone number where we can always reach you or a designated person. Our daily responsibilities include caring for minor first-aid injuries and administering other over the counter medication as indicated on your child's health form, administering prescription medication from home, keeping records, and communicating with parents.

### ***Permission to Transport***

In the event of an accident or emergency, every effort will be made to contact the parent, guardian, or emergency contacts. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital chosen by emergency personnel.

Parents are required to approve the Permission to Transport section in our registration forms as stated, "Friendly House has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported." In the event of transport, a staff member of Friendly House will accompany the child to the hospital and stay until a parent or guardian arrives.

**NOTICE: Friendly House will not offer childcare services to those who do not grant permission to transport.**

### ***Suspected Abuse and Neglect***

All staff at Friendly House are mandated reporters and as such are required by law to report all suspected abuse or neglect to the appropriate Child Services Agency.

### ***Release of Liability***

Friendly House appreciates your trust in the care of your children. All normal precautions will be taken to ensure your child's safety, and well-being. Friendly House fees do not include accident insurance and no liability is assumed by Friendly House. It is the parents' responsibility to make sure your child's health history on file is correct. The registered child has permission to engage in all Friendly House activities except as noted by the examining physician and the parents.

### ***Medication Policy***

If your child is taking prescribed medicine which must be administered at Friendly House, please be sure you have filled out the request for administration of medicine form. Medicine must be current, in the original container with the first name, last name, the dosage, expiration date and the time the medication is to be administered.

The container is to be given to office personnel. Children are not allowed to carry physician prescribed pill/liquid forms of medication. All medication is kept in a locked area unless it needs refrigeration. Prescription and over-the-counter medications, vitamins, or special diets/ supplemental food will be administered if the signed Administration of Medication form has been completed and signed by a parent/guardian and/or licensed physician. Friendly House will administer medication as prescribed. If your child requires medical foods, they must be supplied by the parent with the appropriate medical forms. Children are allowed to carry inhalers and EpiPens if the Administration of Medication form has been completed and signed by a parent/guardian.

### ***Children With Special Needs (ADA Compliance)***

Friendly House strives to let every child, including those with different abilities and/or disabilities attend the Summer Fun Program. Parents should discuss with Friendly House staff at registration all your child's special

needs. Friendly House will do our best to accommodate your needs. A child must be independent enough to be dismissed from an activity, go to a restroom and return to their assigned activity without constant supervision. Staff to child ratios are maintained at 1 staff member to 17 children. We do not provide 1:1 supervision.

Parents should make sure to completely fill out the Additional Health History & Medical Information form. Medication is administered by trained office personnel. For children with disabilities, care procedures as outlined in the enrollment forms as prescribed by the child's physician will be followed. In some cases, it may be necessary for the family to provide an aide for the child at your own expense. If a child's behavior becomes unmanageable while at the center, parents/emergency contacts will be called for the child to be picked up.

### ***Licensing Information***

The Friendly House is licensed by the Ohio Department of Job & Family Services. Our Summer Fun Coordinator has a Bachelor of Science Degree in Education. Both licenses are displayed in the Preschool Center. The Summer Fun Program is governed by and meets the requirements set forth by the Ohio Department of Job & Family Services, the State Board of Health, the State Fire Marshal, The Ohio Board of Building Standards, and is inspected and licensed by the Richland County Health Department. The rules of the Center and the laws that govern it are available upon request.

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

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

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

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

Write or call:

HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave., Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child for your child, please visit [www.jfs.ohio.gov/cdc/families.stm](http://www.jfs.ohio.gov/cdc/families.stm).

***USDA CACFP Non Discrimination Statement:***

Our food service program meets the requirements of the United States Department of Agriculture (USDA) and as such receives partial reimbursement for our food purchases. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, 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 our 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 (AD-3027) found online at: [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.

***To Make A Complaint***

To make a complaint regarding the Summer Fun Program you may contact:

|                                                 |                |
|-------------------------------------------------|----------------|
| Program Coordinator, Sarah Takos                |                |
| Assistant Director of Friendly House, Greg Mead |                |
| Director of Friendly House, Terry Conard        |                |
| All above can be reached Monday - Friday 9a-5p  | (419) 522-0521 |
| Richland County Children Services               | (419) 774-4100 |
| Richland County Health                          | (419) 774-4500 |

According to ODJFS rule 5101:2-18-19 a copy of all written information required to be given to the parent or guardian shall be available for review by ODJFS.

***Friendly House  
Logo Store***

Order your child some  
Summer Fun SWAG –  
and have them wear their  
swag on Mondays and  
Fridays to Friendly  
House. Scan this QR  
Code and order right from  
your phone.



***Connect with  
Friendly House  
ONLINE and  
on Social Media***

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

[www.facebook.com/thefriendlyhouse/](http://www.facebook.com/thefriendlyhouse/)

