PREMIER KIDS ACADEMY

The World Is Our Stage

PARENT HANDBOOK

Updated July 2026 — Includes New Ohio Child Care Rule Changes

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Licensed Child Care Center — Ohio Department of Children and Youth (DCY)

What's New — July 2026 Rule Update Summary

◆ Ohio child care licensing rules were revised. This page summarizes what changed. Full details appear in the marked (◆) sections throughout this handbook.

Ohio's child care licensing rules have been updated. Premier Kids Academy has reviewed the revised rules — including the new supervision rule, the prohibited discipline techniques in Appendix A, and the required written policies in Appendix B to Rule 5180:2-12-07 — and has updated this handbook to match. Sections that changed are marked with a ◆ symbol.

Key changes at a glance

- Supervision now focuses on situational awareness — knowing where each child is, what they are doing, what risks are present, and being close enough to respond immediately.
- A list of prohibited discipline techniques (Appendix A) has been added to our Guidance & Discipline Policy.
- Four required written policies have been added: Inappropriate Language/Media/Behavior, Social Media, Emergency Medical Devices & Medications, and a written Security Plan.
- Milk is now offered based on parental preference; a milk-preference field has been added to enrollment and meal forms.
- Meal pattern reminder: meals include all five food groups; breakfast includes three of five; snacks include two of five.
- Proof of immunization is now due within 30 days of the child's start date.
- New and retired state forms (new enrollment forms and incident report DCY 01299; retired DCY 01201 and DCY 01242).
- All water bottles must be labeled with the child's name.

NOTE: Our licensing agency is now the Ohio Department of Children and Youth (DCY), which assumed child care licensing responsibilities previously held by the Ohio Department of Job and Family Services (ODJFS). Some existing forms and references may still show “ODJFS” during the transition.

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Welcome to Premier Kids Academy

Welcome to Premier Kids Academy! This handbook contains important information about our Infant, Toddler, Preschool, and School-Age enrichment programs. Please read it carefully and keep it as a reference for the duration of your child's enrollment. We are thrilled that you have chosen us to be a part of your child's growth and development.

Program Philosophy

Premier Kids Academy was established to provide quality, loving care for children ages 3 weeks through 14 years. Our staff recognizes the importance of balanced development and provides opportunities for mental, physical, and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own pace in areas that interest them.

- We believe that respecting diversity is one of Premier Kids Academy's greatest strengths.
- We are sensitive and responsive to children and families with special needs.
- We believe each child should be given opportunities to develop to their highest potential.
- We believe enthusiasm, pride, love, and understanding should characterize all human relationships.
- We believe the home and center environment both play an important role in a child's learning.
- Our parents can be assured their children will be taught to cooperate, think, and respect the rights of others.

Mission Statement

The name “Premier Kids Academy” reflects our commitment to providing comprehensive child care that is Safe, Educational, and Fun. We serve as a full-time nursery and day care facility for families, as well as an after-school care program for children of working parents.

We recognize that parents face the daily challenge of finding dependable, affordable, and quality care. Premier Kids Academy's primary function is to provide children with a safe, diverse, and educational environment—giving parents the peace of mind that their child is in exceptional hands.

Licensing

Premier Kids Academy is licensed to operate by the Ohio Department of Children and Youth (DCY), the state agency now responsible for child care licensing. Our license is posted near the front door entrance and is available upon request.

- A toll-free number is listed on the facility's license and may be used to report suspected violations of the licensing law or administrative rules.
- All parents and authorized visitors are required to sign in upon arrival.
- Parents are welcome to visit the center at any time during hours of operation.
- Parents may join their child for lunch on any day.
- Licensing inspection and complaint investigation reports are posted in a conspicuous location within the facility.

Admissions

A child is considered enrolled ONLY after the following conditions are met:

- The registration fee has been received.
- The administrator has confirmed availability of space.
- All required paperwork has been submitted, including basic enrollment and health information.
- A medical form signed by a physician or certified nurse practitioner is submitted **within 30 days of admission** and updated every 13 months.

All children are required to attend a walk-through tour of the facility prior to their first day. Any changes to enrollment information must be communicated to the office immediately to ensure your child's safety.

◆ **Updated July 2026: New state enrollment forms are now in use, and they include a milk-preference field (see Meals & Snacks). Proof of immunization is due within 30 days of your child's start date.**

NOTE: Full-time children must attend no less than 33 hours per week. Part-time children must attend no less than 10 hours per week. After 20 absence days are used, the full tuition remains due. Excessive attendance issues will be reported to DCY and may result in termination of county vouchers.

Attendance & Disenrollment Policy

Children who are absent from the program for two (2) consecutive weeks without prior communication and approval from the administrator will be subject to automatic disenrollment. Parents must maintain open communication regarding planned absences. Tuition continues to be owed during any absence period, as you are paying to hold your child's spot.

Parents are required to provide a two (2) weeks' written notice upon voluntary disenrollment. Failure to do so will result in an obligation to pay tuition for those two weeks.

Tuition, Fees & Payment Policies

Once a child's enrollment or re-enrollment date has been confirmed, there will be no refund of tuition.

NOTE: TUITION IS DUE EVERY MONDAY for the week childcare is provided, until the student is formally withdrawn from the center.

Weekly Tuition Rates

Age Group	Full-Time	Part-Time
Infant (3 weeks – 18 months)	$325.00/week	$200.00/week
Toddler (18 months – 3 years)	$300.00/week	$200.00/week
Preschool (3 – 5 years)	$290.00/week	$200.00/week
School-Age (5 – 14 years)	$250.00/week (Summer)	$180.00/week (School Yr)

Full tuition is expected during illness, time off, holidays, and closures. You are paying to hold your child's enrollment spot, not solely for time in the facility.

Registration Fee

A non-refundable registration fee of $25.00 per child is required to process enrollment paperwork. Payment may be made by cash, check, or money order.

- A $20.00 returned check fee will be charged for any check returned unpaid by the bank.
- Parents with two (2) returned checks must make all future payments by cash or money order.
- Tuition assistance through Cuyahoga County Jobs & Family Services may be available to qualifying families. Please contact the department for guidelines and application information.

Late Payment Policy

- A late payment fee of $20.00 will be added to your account every Tuesday for any tuition that is one (1) or more days past due.
- Accounts that are two (2) or more weeks in arrears may result in termination of enrollment.
- Children may not attend the center if tuition is not paid in full for the week.
- Premier Kids Academy reserves the right to take legal action to recover any unpaid tuition and late fees.

Late Pickup Policy

Our center closes promptly at 6:30 PM. Late pickup fees are assessed per minute, per child, and increase with each offense. All times are based on the center's clock.

- 1st Late Pickup: $2.00 per minute
- 2nd Late Pickup: $3.00 per minute
- 3rd Late Pickup: $4.00 per minute
- 4th & Subsequent Offenses: Fee increases by $1.00 per offense, up to a maximum of $10.00 per minute

Example: A child picked up at 6:40 PM on a second offense would incur a fee of: 10 minutes × $3.00 = $30.00.

Late pickups are tracked on a rolling 30-day basis per child. Families are permitted a maximum of 10 late pickups within any 30-day period. If this limit is exceeded, the child will be temporarily suspended from the program for a minimum of 3 days (at the Director's discretion).

Hours & Days of Operation

The center operates Monday through Friday, 7:00 AM to 6:30 PM.

NOTE: No drop-off is accepted after 10:00 AM. No exceptions unless the child has a same-day medical appointment (see Arrival & Departure section).

Observed Holidays

Premier Kids Academy will be closed on the following holidays. Full tuition is due for any week in which a holiday falls, as staff are provided these as paid days off.

- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July (July 4 & 5)
- Labor Day (August 30 & September 2)
- Columbus Day
- Veterans Day
- Thanksgiving (3 days)
- Christmas (3 days)
- New Year's Day & the day after

Staff-to-Child Ratios & Maximum Group Sizes

Premier Kids Academy adheres to all state-required ratios and strives to exceed them to deliver a higher quality of care.

Age Group	Required Ratio	Max Group Size
Infants (0–12 months)	1:5 or 2:12	12
Infants (12–18 months)	1:6 or 2:12	12
Toddlers (18–30 months)	1:7	14
Toddlers (30–36 months)	1:8	16
Preschoolers (3–4 years)	1:12	24

Age Group	Required Ratio	Max Group Size
Preschoolers (4 yrs – Kindergarten)	1:14	28
School-Age (Kindergarten+)	1:18	36

We strive to maintain a 1:3 ratio in the infant room and a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled during nap time (up to 1.5 hours), provided all children are resting quietly and sufficient staff remain in the building to meet the standard required ratio in the event of an emergency.

Supervision Policy

◆ Updated July 2026: Ohio's new supervision rule. Supervision now focuses on situational awareness, not simply being present in the room.

Ensuring the health and safety of every child in our care is the primary responsibility of our staff. Supervision means active, attentive awareness at all times.

Every staff member must:

- Leave no child unsupervised.
- Know each child's physical, developmental, and behavioral needs, and parent preferences.
- Maintain situational awareness at all times.
- Be aware of what each child is doing.
- Be near enough to protect children, meet basic needs, and respond to emergencies.
- Be near enough to observe, respond to, and anticipate foreseeable hazards.
- Be able to summon another adult in an emergency.

Technology such as mirrors or digital tools may supplement direct observation, but it may never be the only method of observation.

Staff standard:

> *"Supervision means I know where each child is, what each child is doing, what risks are present, and I am close enough to respond immediately."*

Infants, Toddlers & Preschoolers

No child will ever be left unattended. Staff must supervise children at all times, including during nap time. If a child becomes ill, they may be isolated in an unused area of the room but must remain within sight and hearing of a staff member.

School-Age Children

School-age children may run errands inside the building or use the restroom alone or in groups of no more than six without direct adult supervision, provided:

- Children remain within hearing distance of their teacher.
- The teacher checks on children at least every 5 minutes.
- The restroom is for the exclusive use of the center.
- Children suspended from school are not accepted on suspension days.

Non-Discrimination Policy

It is unlawful and contrary to the values of Premier Kids Academy 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.

Arrival & Departure

Parents are required to walk their children into the classroom and sign them in on the clipboard at the door (or via Brightwheel). Staff must be made aware of each child's arrival before the parent departs. Children may not be dropped off at the building entrance and sent inside alone.

- Children must arrive by 10:00 AM each day. The door code deactivates at 9:58 AM to allow for sign-in and walk-in by 10:00 AM.
- Late arrivals are not permitted under any circumstances, except when the child has a same-day medical appointment. In such cases, the child may arrive no later than 11:30 AM with a valid doctor's note confirming the child was seen that morning.
- At pickup, parents must make contact with the supervising staff member to ensure the child's departure is noted.
- Parents are responsible for supervising their child before and after sign-in.
- No child may be passed over the playground fence for drop-off or pickup.

Release of a Child

Children will only be released to individuals listed on the authorized pickup form. In an emergency, a written and signed note from the parent is required before an unlisted individual may pick up a child. Staff will verify photo ID for anyone they do not recognize.

Staff will not release any child—including to parents—if the individual appears to be under the influence of drugs or alcohol. Emergency contacts will be called, and police will be notified if necessary.

Children Arriving from Other Programs

If a child is scheduled to arrive from another program (e.g., a part-time Head Start program) and does not arrive as expected, we will contact the parent to confirm the schedule and then reach out to the sending program. Parents must notify us any time their child will not be attending.

School Delays & Cancellations

When schools are closed for scheduled vacations, delays, or cancellations, Premier Kids Academy may operate a full-day program for those students, provided adequate staffing is available. Students suspended from school may not attend Premier Kids Academy before 2:30 PM on the day(s) of suspension.

Custody Agreements

If custody issues exist regarding your child, you must provide the center with court documentation indicating who is authorized to pick up the child. The center may not deny a parent access to their child without proper legal documentation.

Transitioning Between Classrooms

You will be notified when your child is ready to move to the next classroom. A transition plan, including a start and end date and a transition schedule, will be developed and signed by the parent. Parent-requested transitions will be considered if they are in the best interest of the child and space is available.

Child Abuse Reporting

All staff members are mandated reporters of child abuse and neglect under Section 2151.421 of the Ohio Revised Code. If staff has reasonable suspicion that a child is being abused or neglected, they are required by law to report it to the local public children services agency. The safety of children is always our first concern.

Guidance & Discipline Policy

Premier Kids Academy believes that helping children develop self-control is essential. Our goal is that each child will learn self-discipline through consistent, loving guidance. Children will always be treated with dignity and respect.

We use positive reinforcement (acknowledging children for doing the right thing) and positive redirection (removing the child from a situation and offering an appropriate alternative). Short, age-appropriate time-outs may be used within the classroom when a child needs time to regain control.

Staff will not impose punishment for failure to eat, sleep, or for toileting accidents. This policy applies to all staff and parents while on the premises.

Prohibited Techniques (Appendix A)

◆ Updated July 2026: The following techniques may NOT be used by any child care staff member or employee as a way to control or discipline children.

1. Abuse, endanger, or neglect children, including shaking a baby.
2. Use cruel, harsh, unusual, or extreme techniques.
3. Use corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints.
6. Restrain a child, except for a short protective hold used to help the child regain control.
7. Use prone restraint.
8. Place children in a locked room or enclosed area.
9. Confine children to equipment such as cribs or high chairs.
10. Humiliate, threaten, or frighten children.
11. Use profane language or verbal abuse.
12. Make derogatory or sarcastic remarks about children or families.
13. Punish children for failure to eat, failure to sleep, or for toileting accidents.
14. Withhold food, snacks, treats, beverages, water, rest, or toilet use.
15. Punish an entire group for the behavior of one or a few children.
16. Isolate or restrict children from activities for an extended period of time.

Violation of any item above is grounds for immediate disciplinary action, up to and including termination, and will be reported as required by law.

Enrollment Trial Period

All children are on a 2-day trial period upon first enrolling to ensure they are not a harm to themselves or others. If safety concerns arise during the trial, the child will not be fully enrolled.

Suspension

Based on the severity of a behavior, a child may be suspended for 2 to 7 days to allow time to address the behavior. Examples include biting, throwing furniture, fighting, using inappropriate language, or touching others inappropriately.

Termination

Termination is a last resort and occurs after a behavior improvement plan has been implemented, outside resources have been engaged (e.g., Help Me Grow, Beechbrook), suspension has been utilized, and the parent has been asked to assist in correcting the behavior. Additional grounds for termination include:

- Parents arguing with or threatening staff
- Unpaid childcare balances
- Conflicts of interest

- Lack of communication via Brightwheel regarding required conferences, screenings, or plans

Conflict of Interest

In the event of a conflict of interest between a family and any of our childcare centers, the center reserves the right to refuse enrollment or terminate care. This decision will be made in the best interest of maintaining a safe and harmonious environment for all children and families. We prioritize the well-being of all and will take necessary steps to preserve a conflict-free environment.

Accidents, Emergencies & Incidents

Premier Kids Academy has comprehensive procedures in place for emergency situations. In the event of fire or tornado, staff will follow written instructions posted in each classroom and guide children to designated evacuation spots. Monthly fire drills and periodic tornado drills are conducted to keep children and staff prepared.

In the event of an environmental threat or threat of violence, staff will secure children in the safest location available, contact and follow the directions of proper authorities, and notify parents as soon as the situation allows.

A staff member trained in First Aid, Communicable Disease Management, and CPR is present at all times. In the case of a minor injury, staff will administer basic first aid. For serious injury or illness, parents will be contacted immediately. If the situation is life-threatening, EMS will be contacted, parents notified, and a staff member will accompany the child to the hospital with all available health records.

NOTE: Staff members may not transport children in personal vehicles. Only parents or EMS may transport.

◆ Updated July 2026: Incidents are now documented on the new state incident report, DCY 01299. These are the only incident reports we use.

An incident/injury report (DCY 01299) will be completed and provided to the parent on the day of the incident when any of the following occur:

- The child sustains an illness, accident, or injury requiring first aid.
- The child receives a bump or blow to the head.
- The child must be transported by emergency squad.
- An unusual or unexpected event occurs that jeopardizes the child's safety.

For emergency transport situations, a report will be made available within 24 hours. DCY licensing personnel will be contacted within 24 hours for any general emergency or serious incident, and a written report will be provided to licensing staff within 3 days.

Surveillance Camera Policy

Premier Kids Academy uses surveillance cameras throughout the facility to promote the safety and security of all children and staff. Please note the following:

- Cameras are used for live monitoring only. They do not record or store footage.
- Cameras are placed in common areas (hallways, entry/exit points, outdoor play areas). They are NOT installed in restrooms or changing areas.
- Access to live camera feeds is limited to authorized management and designated staff members during operational hours.
- Camera feeds are strictly for internal use. They are not available for parental or public access.
- All camera usage complies with applicable local, state, and federal privacy laws.
- Families are encouraged to contact staff directly with any questions about their child's day and well-being.

Required Written Policies (Appendix B to Rule 5180:2-12-07)

◆ New — July 2026: Appendix B now requires the written information given to parents and employees to include a written security plan, a policy prohibiting exposure of children to inappropriate language/media/behavior, a social media policy, and (if applicable) a policy for emergency medical devices and medications. All four are now in effect.

Policy A — 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.*

Policy B — Social Media

> *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 only be shared through approved center platforms, and only when parent authorization is on file. Employees may not discuss confidential child, family, employee, or center matters online.*

Policy C — Emergency Medical Devices and Emergency Medications

Premier Kids Academy does not stock, store, or administer any medication — including emergency or rescue medication — and our staff are not trained or authorized to administer medication or operate emergency medical devices. This policy describes how we keep children safe when emergency medication or care may be needed.

- **No administration by staff:** Staff do not administer any medication of any kind and do not keep emergency medication on site. We do not accept the risk of administering medication without trained, authorized personnel.
- **Parent responsibility:** If a child may require emergency or rescue medication (for example, for a severe allergy, asthma, or a seizure condition), the parent/guardian must keep that medication with them and remain reachable and on standby during the child's attendance so they can respond or come to the center immediately if needed.
- **Self-administration exception:** A school-age child who has a written care plan on file and can independently self-administer their own medication (such as an inhaler) may do so. Staff do not administer or assist beyond supervision.
- **If emergency care is needed:** If a child experiences a medical episode, staff will contact the parent/guardian immediately and, for prompt medical attention, escort the child to the adjacent urgent care facility located next door.
- **Life-threatening emergencies:** In any life-threatening emergency, staff will call 911/EMS immediately, notify the parent/guardian, and follow the Emergency & Serious Illness procedures in this handbook. A staff member will remain with the child until a parent or EMS assumes care.
- **Documentation:** Any medical episode or emergency is documented on the incident report (DCY 01299) and the parent is notified the same day.

Policy D — Security Plan

> *The center will limit access to the building and child care areas to parents, guardians, authorized pickup persons, approved employees, approved volunteers, approved visitors, licensing representatives, emergency responders, and other persons specifically authorized by the center. Visitors must follow sign-in, identification, supervision, and access procedures. Children will only be released to a parent, guardian, or a person authorized in writing by the parent or legal guardian.*

How Premier Kids Academy limits access:

- All exterior doors remain locked during operating hours. Entry is granted only through the front entrance after staff verification.

- Entry is controlled by keypad door codes. Parents are issued a parent door code and staff are issued a separate staff door code. Codes are assigned individually and may not be shared. Anyone without a code is admitted only after staff verification.
- Door codes are deactivated promptly when a family disenrolls or a staff member leaves, and are changed periodically to maintain security.
- Photo identification is required for any pickup person who is not known to staff, every time, without exception.
- Children are released only to the parent, legal guardian, or a person listed in writing on the child's authorized pickup form.
- All visitors and volunteers sign in and out, wear a visitor badge, and are supervised by an approved employee at all times.
- Licensing representatives, government officials, and emergency responders are granted access as required by law.
- Staff are trained to challenge and redirect any unauthorized person to the office immediately.

Orientation

Starting a new program can be both exciting and challenging for young children. Our orientation process helps children gradually familiarize themselves with their new environment and allows parents to get to know the teachers and daily routines.

Please note: Parents may not sit inside the classroom during regular class hours. This is to protect the privacy of other families and to ensure a safe, distraction-free learning environment. If you wish to observe your child's progress, please schedule a dedicated time with administration.

Recommended Orientation Schedule

- Day 1: Arrive at 10:00 AM, stay with your child, and take them home at 11:00 AM.
- Day 2: Arrive at 9:00 AM. As your child settles in, you may step outside. Take them home after lunch.
- Day 3: Arrive at 8:00 AM (before breakfast), then return to pick up at 4:00 PM (after nap time).

Children who attend over 10 hours without prior notification to the center will be charged for an additional day.

Daily Schedules

The following schedules are guidelines. There is flexibility in programming throughout the day based on the needs of the children.

Infant Daily Schedule (6 Weeks – 17 Months)

7:00 – 8:00 AM	Arrival, greeting, and free play
8:00 – 9:00 AM	Breakfast, diaper changes, nap, free play, and interaction
9:00 – 11:30 AM	Nap, free play, reading, sensory activities, motor skill development, social/emotional development, exploration
11:30 – 12:00 PM	Lunch and diaper changes
12:00 – 3:00 PM	Nap and diaper changes
3:00 – 6:30 PM	Diaper changes, nap as needed, interaction, reading, motor skills, sensory play, departure

Toddler Daily Schedule (18 Months – 3 Years)

7:00 – 8:00 AM	Arrival, greeting, and free play

8:00 – 8:30 AM	Restroom, handwashing, breakfast
8:30 – 9:00 AM	Cleanup and free play
9:00 – 11:30 AM	Morning meeting, math, science, blocks, art, outside play, dramatic play, music, movement, socialization
11:30 – 12:30 PM	Restroom, handwashing, lunch, cot setup
12:30 – 3:00 PM	Nap time
3:00 – 4:00 PM	Restroom, handwashing, snack
4:00 – 6:30 PM	Indoor play, gross/fine motor, music, art, math, dramatic play, stories, cleanup, departure

Preschool Daily Schedule (3 – 5 Years)

7:00 – 8:00 AM	Arrival, greeting, and free play
8:00 – 8:30 AM	Restroom, handwashing, breakfast
8:30 – 9:00 AM	Cleanup and free play
9:00 – 12:00 PM	Morning meeting, math, science, art, dramatic play, outside play, field trips, story time, music, counting, writing, self-concept
12:00 – 1:00 PM	Restroom, handwashing, lunch, cot setup
1:00 – 3:00 PM	Nap time
3:00 – 4:00 PM	Cots away, restroom
4:00 – 4:30 PM	Snack
4:30 – 6:30 PM	Math, language, science, outdoor play, music, art, problem solving, stories, gross/fine motor, departure

School-Age – During School Year (August – June)

2:30 – 4:00 PM	Children picked up from school
4:00 – 6:30 PM	Snack, homework, outside play, computer, art, music, reading, dramatic play, social skills, games, departure

School-Age – Summer (June – August)

7:00 – 8:00 AM	Arrival, greeting, free play
8:00 – 8:30 AM	Restroom, handwashing, breakfast
8:30 – 12:00 PM	Morning meeting, outside play, field trips, art, dramatic play, reading, writing, parks, music, show & tell
12:00 – 1:00 PM	Restroom, handwashing, lunch
1:00 – 4:00 PM	Outside play and movies
4:00 – 4:30 PM	Restroom, handwashing, snack
4:30 – 6:30 PM	Outside play, art, music, quiet activities, self-expression, departure

Naps & Bedding

Each child will be provided their own sleeping cot for rest time. Cots are cleaned on a regular schedule and disinfected whenever reassigned to a new child or soiled.

- Please provide your child with a crib-size blanket. A small pillow may also be brought if desired.
- Bedding is sent home weekly for laundering. Please return it on the next school day.
- Children may bring a small comfort item (stuffed animal or “blankie”) for nap time.
- Children who do not sleep will remain on their cot with a quiet toy or puzzle. They may not get off the cot unless for a restroom break, as this is necessary to maintain proper ratios during nap time.

Clothing

Please dress children in washable, durable, and comfortable clothing. All buttons, zippers, and snaps should be sturdy enough for the child to manage independently.

- Each child must have at least one seasonally appropriate change of clothes in their locker at all times.
- Please label all personal items clearly. The center is not responsible for lost items.
- The center maintains a small emergency clothing supply. If your child wears center clothing home, please wash and return it the following day. Donations of underwear, pants, and socks for the emergency box are always appreciated.

Safety

Childcare staff are responsible for the safety of every child at all times. No child will ever be left alone.

- A person trained in First Aid is on-site at all times.
- Monthly fire drills are held at varying times. Records are maintained in the Administrator's office.
- Smoking is prohibited in all areas of the center.
- Spray aerosols are prohibited when children are present.
- No outside toys from home are permitted.
- Parents must park in designated spaces. Cars should never be left at the curb or left running unattended.

Outdoor Play

Daily outdoor play is included in our program based on research showing health benefits and Ohio state requirements. We will limit outdoor time in extreme weather conditions.

- Children will not be taken outside when the temperature (with wind chill or heat index) falls below 20°F or rises above 90°F.
- Outdoor time may also be adjusted for rain, severe weather, ozone warnings, or similar conditions.
- On days without outdoor play, indoor gross motor activities will be scheduled.
- Please send your child with seasonally appropriate clothing, including snow pants, hats, mittens, and boots in winter.

Emergency Center Closing

Premier Kids Academy reserves the right to close the center under the following circumstances. Parents will be notified promptly via Brightwheel in all cases.

Power Outage

If a power outage occurs, staff will assess whether it is safe to continue operations. Any outage lasting longer than one (1) hour is considered a safety concern, and all children must be picked up immediately. Parents will be contacted and asked to pick up their children as soon as possible.

Insufficient Staffing

If unforeseen circumstances result in staffing levels insufficient to ensure child safety, the center may close temporarily. Parents will be notified promptly with an explanation and an expected duration, and asked to pick up their children as soon as possible.

Severe Weather

The center will follow all local government guidelines regarding severe weather, including storms, blizzards, or extreme temperatures. If a Level 3 travel advisory is issued, the center will close. Parents will be notified of the closure and asked to pick up their children as soon as safely possible.

Health & Communicable Disease Management

To minimize the transmission of illness, Premier Kids Academy follows all Ohio Department of Health guidelines designed to protect the health of children and staff.

◆ Updated July 2026: Proof of immunization is due within 30 days of the child's start date. Child and employee medical statements are no longer used — a TB screener is used instead.

- Proof of immunization is due within 30 days of the child's start date.
- Each child must have a physical exam completed no more than six months prior to enrollment and annually thereafter.
- New enrollees must submit a completed medical form within 30 days of admission.
- The center will provide one month's notice before an annual physical becomes due.
- If an updated medical form is not submitted when due (or a note confirming a scheduled appointment), the child may not return until the form is received.

Immunization Schedule

Children must be immunized in accordance with the ACIP (Advisory Committee on Immunization Practices) recommended schedule, including vaccines for DTP, Polio, MMR, HIB, and Hepatitis B.

Premier Kids Academy will enroll children without immunizations provided that a medical statement signed by a physician or certified nurse practitioner is on file and updated every 12 months.

Management of Illnesses

We ask that parents do not bring a sick child to the center. Children will be sent home. Please have a backup care plan in place for illness days.

A child displaying any of the following symptoms will be isolated and discharged to a parent or emergency contact:

- Temperature of 100°F or higher in combination with any other sign of illness
- Diarrhea (more than once per day)
- Hand, Foot, and Mouth Disease (HFM)
- Severe coughing (whooping, red or blue face)
- Difficult or rapid breathing
- Yellow skin or eyes
- Undiagnosed or untreated skin rash (other than diaper rash)
- Thick yellow or green nasal discharge
- Nausea or vomiting (two or more times in a day)

- Symptoms of pink eye (redness, discharge, morning crusting, matted lashes, itching, burning, or swelling)
- Infected skin patches
- Dark urine or gray/white stools
- Stiff neck or sore throat/difficulty swallowing
- Evidence of ringworm, pinworm, lice, scabies, or other parasites
- Inability to participate in regularly scheduled activities

Children will be readmitted after at least 48 hours of being fever-free and symptom-free. For HFM, chicken pox, measles, or any condition involving open sores, we will not accept a doctor's note to return to school while sores are still present. Each case will be evaluated individually.

Parents will be notified via a door sign if children have been exposed to a communicable illness.

Medication & Special Diet Policy

Premier Kids Academy does not administer any medications to children, and staff are not trained or authorized to do so. Medications may not be stored in a child's cubby or bag, with the exception of an inhaler or similar medication for a school-age child who has a written care plan on file and can self-administer. Parents may come to the center at any time to administer a medication to their child.

◆ Updated July 2026: The center does not stock or administer any medication, including emergency or rescue medication. If a child needs emergency care, staff contact the parent immediately and take the child to the urgent care next door; 911/EMS is called in any life-threatening emergency. See Policy C — Emergency Medical Devices and Emergency Medications for full details.

Food Supplements & Modified Diets

If your child requires a food supplement or modified diet, written documentation from your physician is required. Please speak with the administrator for more details. Meat substitutions may be made for religious purposes.

Meals & Snacks

The center provides breakfast, lunch, afternoon snack, and dinner. A daily menu is posted on the center's bulletin board. All meals meet USDA food program regulations and are designed to provide at least one-third of each child's recommended daily nutritional needs.

◆ Updated July 2026: Milk preference & meal-pattern requirements.

Milk Preference

- Milk is now offered based on parental preference. Each family's milk preference will be documented and honored, unless another rule, a medical need, or center policy applies.
- A milk-preference field has been added to our enrollment and meal forms. Please complete it.
- This does not remove requirements for medical foods, food-group elimination, allergies, or cultural/religious diets.
- If an entire food group is eliminated or a medical food is administered, written physician instructions are required.
- For cultural or religious diets, written parent instructions are required unless the special diet is part of the center program.

Meal Pattern

- Meals must include food from all five food groups.
- Breakfast must include food from three of the five groups.
- Snacks must include food from two of the five groups.

Food from Home

Cultural and religious dietary needs are taken into consideration when planning menus. If your child has a diagnosed food allergy or specific nutritional concern, you must notify the center in advance so we can provide an appropriate substitution.

NOTE: Parents may not bring outside food into the center for children, except for field trips, special parties, or religious purposes. Outside food may not be used as a substitute for preferences. We are a NUT-FREE and SEAFOOD-FREE facility. We do not serve pork.

If your child does not eat meat, you may provide a ready-to-eat protein daily. It must be placed in a labeled lunch container. Staff will not cook or heat it. Containers are not stored in the center's refrigerator and must be picked up and dropped off daily.

Field Trips & Transportation

The center schedules field trips throughout the year. An additional fee may apply for some activities.

Field Trip Safety Policy

- A first-aid kit and a staff member trained in first aid will be present on all field trips.
- Each child will have identification attached to them with the center's name, address, and phone number.
- Emergency transportation authorization and health records will be available for each child on every trip.
- State-required staff-to-child ratios will be maintained at all times during trips.
- Written permission from a parent is required for each trip, including the child's name, destination, parent signature, and date.
- Attendance counts will be taken before departing the center, upon arrival at the destination, upon leaving the destination, and upon returning to the center.
- Each staff member will be assigned specific children to supervise during the trip.
- All field trips will be conducted on the center's own bus.

Transportation

Premier Kids Academy provides limited transportation between 2:00 PM and 4:30 PM for school pickups. Written permission slips are required for all routine trips and special activities.

The center will not transport children in emergency situations. If emergency transport is needed, the parent or EMS will be contacted. A staff member with current First Aid, Communicable Disease, and CPR certifications will be present on all routine transportation.

Swimming Information

Swimming activities are available only to children whose parents have provided written permission. Swimming trips are scheduled at the Beachwood Recreation Center during designated times. A certified lifeguard and childcare staff will actively supervise all children at all times.

Younger children may participate in water play at the center using sprinklers and small wading pools (no deeper than 24 inches). Written permission is also required for standing water activities. Please send bathing suits, towels, and sunscreen. If sunscreen is provided, a medication form must also be completed.

School-Age Transportation & Release Policy

At Premier Kids Academy, the safety and supervision of all children is our top priority. The following policy outlines procedures for children leaving the program via outside transportation.

Standard Release Procedure

Children will only be released to authorized individuals or approved transportation providers listed by the parent/guardian. Identification may be required at the time of release. All releases must comply with Ohio licensing supervision requirements.

Parent-Requested Transportation Without Staff Escort

If a parent requests that a child be released to transportation without a staff escort:

- A Transportation Release & Responsibility Agreement must be completed and approved in advance.
- Staff will remain in ratio and will not leave the classroom to escort children outside.
- Children will be released at a designated time and location within the building.

By choosing this option, the parent assumes full responsibility for coordinating with the transportation provider, confirming pickup times, and managing all communication regarding delays or changes. Premier Kids Academy is not responsible for missed transportation, delays, or safe arrival at the final destination once the child has been released.

If Transportation Does Not Arrive

If transportation does not arrive as scheduled, the child will remain under Premier Kids Academy's supervision and the parent will be contacted for further instructions. Additional fees may apply if care extends beyond scheduled hours.

Parents who prefer continued supervision during transitions may personally sign out their child or arrange for an authorized adult to pick up directly. Premier Kids Academy reserves the right to deny or discontinue this release option at any time if it is determined to be unsafe or non-compliant with licensing requirements.

ECE & Head Start Partnership

Premier Kids Academy is partnered with the Early Childhood Enrichment Program and the Step Forward Program for Head Start. These programs operate August 1 through May 30.

- Part-time care hours: 9:00 AM – 12:00 PM (includes hot breakfast)
- Full-time care hours: 9:30 AM – 4:30 PM (includes hot lunch and snack)
- Children must be picked up by 12:00 PM or 4:30 PM, based on their program. Late pickup fees apply.
- Summer camp is not included in these programs and is charged at the standard private rate.

Infant Care

We are pleased to serve pumped breast milk upon parent request. Milk must be properly stored, labeled, and dated. Unused pumped milk will be discarded after the child refuses the remainder of a feeding. Please provide enough milk for the full day. If your child runs out, you will be contacted to provide more or come in to feed.

Parents are welcome to breastfeed in a private area in the employee break room, which will be made clean and comfortable for your privacy.

Diaper Changes

Infants and toddlers are changed every two hours and as needed. If parents have concerns about this schedule, please speak with the Administrator.

- 3–4 labeled bottles are required daily and must be taken home each day for cleaning. Staff do not wash bottles or cups on-site. If no bottles are brought, the child cannot stay for the day.
- All bottles and pacifiers must be labeled by parents.
- **All water bottles must be labeled with the child's name.** (Updated July 2026)
- Please check your child's bin daily for clothing and diaper needs. Diapers and a change of clothing must be available by 10:00 AM for the child to remain at the center.

- Please do not send infants with hair beads, pull-out barrettes, or jewelry. These items are choking hazards.

Infant Formula

The center provides Similac 360 formula. If your infant uses a different formula, please provide enough for the entire day. Formula may be prepared by the parent or by staff.

Table food is not provided for infants under 4 months. Starting at 4 months, age-appropriate table food will be offered based on food program guidelines. Infants are fed on schedule and additionally whenever they show signs of hunger.

Hair & Bead Policy

For the safety of all children aged 5 and under, Premier Kids Academy enforces a No Hair Bead Policy. Hair beads present choking hazards and risks of insertion into ears or nose. Parents and guardians are asked to please not send children to the center wearing hair beads.

Emergency & Serious Illness

In the event of a serious emergency, illness, or injury, the parent or guardian will be contacted immediately. An incident report will be provided. If a child must be taken to the hospital, parents will be notified. The center does not provide transportation—parents should contact the nearest emergency department directly.

Child Pickup Policy for Illness or Behavioral Concerns

If a child is reported sick or is exhibiting behavior that requires immediate removal from the classroom, the child's guardian will be contacted. If the child is not picked up within two (2) hours of notification, it will result in automatic termination of enrollment.

- Step 1: A message is sent to the parent/guardian informing them of the child's condition or behavior.
- Step 2: A reminder call is made to confirm the message was received.
- Step 3: If the child is not picked up within two hours, a termination letter will be issued.

Incident Reports

In the event a child is scratched, injured, or hurt by another child, staff will promptly complete an incident report (DCY 01299). This report will be shared with the parents of all children involved to ensure transparency.

Autism, Behavioral Support & One-on-One Services Policy

Premier Kids Academy is committed to providing an inclusive environment for all children. We welcome children with autism spectrum disorder (ASD), developmental delays, behavioral needs, and other special needs whenever we can safely meet their needs within our current staffing capabilities.

To ensure the safety and success of all children in our care, the following policy applies:

1. Required Support Services

If a child has been identified through an IEP, IFSP, medical provider, therapist, behavior specialist, or other professional as requiring one-on-one support, behavioral intervention services, or specialized supervision, the family must arrange for those services to be provided during the child's attendance at Premier Kids Academy.

2. RBT, Therapist, or Aide Attendance

Children requiring one-on-one support must have their assigned Registered Behavior Technician (RBT), therapist, aide, or other approved service provider present and actively providing services while attending the center.

3. Absence of Support Personnel

If the assigned RBT, therapist, or support provider is unavailable, absent, or unable to attend, Premier Kids Academy reserves the right to deny attendance for that day if the child's needs cannot be safely met within standard classroom staffing ratios.

4. Staffing Limitations

Premier Kids Academy staff members are childcare professionals and are not behavioral therapists, intervention specialists, or medical providers. While staff will support all children to the best of their abilities, the center cannot provide specialized one-on-one behavioral or therapeutic services unless those services are supplied by the family through an approved provider.

5. Safety Considerations

This policy is in place to protect the health, safety, and well-being of the child requiring services, other children enrolled in the classroom, and staff members. Situations involving elopement, self-injurious behaviors, aggression, or other behaviors requiring continuous individualized supervision may require additional support personnel to be present.

6. Individual Accommodation Review

Premier Kids Academy will review accommodation requests on a case-by-case basis and will work collaboratively with families, therapists, and service providers to determine reasonable accommodations that can be safely implemented within the childcare setting.

NOTE: Failure to maintain required support services may result in temporary exclusion from care until appropriate support personnel are available.

ADA Policy

Premier Kids Academy accepts children in full compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities.

While Premier Kids Academy opts out of administering routine medication, staff are trained to refer to the Office of Civil Rights or the Bureau of Civil Rights for any ADA-related questions. Parents always have the right to come to the center and administer medications themselves.

Premier Kids Academy provides access to a variety of special education programs and related services for students identified with disabilities through an evaluation process defined by the Individuals with Disabilities Education Improvement Act (IDEA). Free assessments are available to families. If a disability is identified, the child may receive appropriate services through an Individualized Education Program (IEP). Parents are encouraged to be active participants in this process.

Title II of the ADA and Section 504 of the Rehabilitation Act protect all individuals from discrimination on the basis of disability. This protection applies to students, families, and all individuals who access our programs and facilities.

For questions about ADA procedures or programs, contact our Office of Administration at 440-209-2296.

Potty Training & Transitioning

Children must be fully potty trained before transitioning to the preschool classroom. A child is considered fully potty trained when they can:

- Independently communicate the need to use the restroom
- Wipe themselves
- Remain dry for two (2) or more consecutive weeks with no accidents

Until fully potty trained, children must wear training plastics over underwear or pull-ups in the classroom for hygiene purposes. No underwear is permitted until a child is fully trained. Staff will assist with the process within the limits of classroom ratios, but the center is not solely responsible for potty training.

Grace Period

Children who are not fully potty trained upon entering the preschool classroom will be given a one-month grace period. During this time, staff will provide additional support and resources to assist parents and children.

Transition to Toddler Class

If a child is unable to complete potty training within the one-month grace period and space is available in the toddler room, the child may be transitioned back. Please note that toddler tuition rates will apply if this transition is made.

Parent & Staff Communication

Open communication between parents and staff is essential throughout the potty training process. Our staff will maintain confidentiality and work collaboratively with families to ensure a consistent approach between home and school. Resources and guidance are always available upon request.

Observations, Screenings & Assessments

Premier Kids Academy uses The Creative Curriculum Developmental Continuum, Teaching Strategies GOLD, and parent questionnaires to assess each child. Assessments are completed within 60 days of enrollment and bi-annually thereafter. Results are used to create individualized goals and teaching strategies for each child.

Assessment results and goals are shared with families through emails, phone calls, or conferences. If a teacher has a high level of concern based on assessment results, the administrator and parents will be notified and a follow-up screening will be completed within 60 days. If significant concerns are identified, a referral to a partner organization will be made within 60 days.

NOTE: Teachers are not qualified to diagnose learning disabilities. They will share only what is concluded from assessments and screenings, and will provide recommendations and ongoing support in the appropriate manner for each individual child.

Child-level data is not reported directly to DCY. Data is shared with our partners (Beechbrook and PEP), who conduct their own assessments and report to the state if required.

Parent Participation

Parents are encouraged to be involved in the life of the center. There are several ways to participate:

- Volunteers are always welcome in classrooms and on field trips.
- Bulletin boards and newsletters keep parents informed about scheduled activities, weekly menus, and important updates. Volunteers are welcome to help maintain and contribute.
- One to two fundraisers are scheduled per school year to support field trips and program enrichment. All ideas and participation are welcome.
- A parent committee meets to enhance parent engagement and strengthen the relationship between families and staff.

Celebrations

Premier Kids Academy celebrates many holidays (Christmas, Valentine's Day, Halloween, etc.) with class parties. The center will provide some refreshments; parents are also welcome to bring store-bought treats for the class.

If your child would like to celebrate their birthday with classmates, parents may provide store-bought refreshments. Please advise the teacher in advance. Party favors may be included but please use discretion regarding balloons or small items that may pose a choking hazard.

All candy treats will be placed in your child's locker to be enjoyed at home. Parents are strongly encouraged to attend all events.

Parent Responsibilities

To ensure the best experience for your child and a smooth operation for our program, parents are responsible for the following:

- Notify the center of any changes in home address, work address, or phone numbers.
- Pay all applicable fees on time.
- Complete all required forms promptly.
- Notify the center if your child will be late or absent.
- Inform your child's teacher about your child's likes, dislikes, fears, habits, and any changes at home that may affect behavior.
- Notify the center if anyone other than a pre-authorized person will be picking up your child.
- Contact the Director or Executive Director with any questions or concerns. A designated staff member will assist if they are unavailable.
- Check the bulletin board and your child's locker daily for program updates and menus.
- Attend your child's annual parent-teacher conference and feel free to request additional meetings as needed.
- Make early arrangements for your child's annual physical so that medical forms are on file by the due date.
- Do not bring outside food or toys into the building.
- Inform the center of any medical conditions or special circumstances involving your child.

Lost Items Policy

- Do not send valuable jewelry, hair accessories, electronics, or toys from home. The center cannot be held responsible for lost or damaged personal items.
- Each child should arrive with only necessary items: a change of clothes, diapers, bottles, etc. All items must be clearly labeled.
- A designated Lost and Found area is maintained on-site. Parents are encouraged to check it regularly.

Online Reviews Policy

Premier Kids Academy values open, honest communication. Our administrator is on-site daily and is always available to address concerns, questions, or complaints in person. We strongly encourage all parents to bring any issues directly to administration before seeking outside resolution.

NOTE: Parents who have not first attempted to address a concern directly with administration are asked to refrain from posting negative public reviews. Constructive feedback shared with us directly allows us the opportunity to resolve issues and continue to improve our program for all families.

Center Parent Information

The following information is required by the Ohio Administrative Code and must be provided in writing to all parents, guardians, and employees.

- The facility is licensed to operate legally by the Ohio Department of Children and Youth (DCY). The license is posted near the front door entrance and available upon request.
- A toll-free number listed on the facility's license may be used to report a suspected violation of licensing law or administrative rules.
- All staff are mandated reporters of child abuse and neglect under Section 2151.421 of the Ohio Revised Code.
- Any parent, custodian, or guardian of an enrolled child shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their child or evaluating the care being provided. Upon entering, notify the Administrator of your presence.
- Access to the center will be prohibited immediately after a child is permanently disenrolled.

- Rosters of parent names and phone numbers are available upon request. Any parent who does not wish to be listed may request exclusion.
- Licensing inspection reports and complaint investigation reports for the current licensing period are posted in a conspicuous location for review.
- Full licensing records, including compliance forms and evaluation reports from building and fire departments, are available for review through the state at the Ohio child care licensing website.
- It is unlawful for this facility to discriminate in the enrollment of children on the basis of race, color, religion, sex, national origin, or disability.

Meetings with Teachers & Photography Consent

To ensure teachers can maintain full attention on child safety during arrival and departure, face-to-face conversations with parents are not permitted at drop-off or pickup. Teachers will communicate via Brightwheel for brief questions or updates. For longer conversations, please contact administration to schedule a dedicated meeting time.

Parent-teacher conferences are held twice per year. During these conferences, we review child portfolios, assessments, observations, and screening results, and establish yearly goals. We also distribute a parent survey so we can better serve your family's needs.

Photography Consent

By checking “Yes” on the photography consent in your enrollment packet, you acknowledge and grant permission for your child to be photographed or video recorded during normal daycare hours, field trips, or activities. These images may be used to promote Premier Kids Academy's childcare services in print or online.

NOTE: Under our updated Social Media Policy (see Required Written Policies), employees may not post images or information about enrolled children on personal social media. Center-approved photos are only shared through approved center platforms and only when parent authorization is on file.

This consent remains in effect for the duration of enrollment. If you wish to revoke this permission, you must provide a written notice to the Administrator. No compensation will be provided for participation.

Classroom Supplies, Bins & Daily Responsibilities

To maintain cleanliness, organization, and clear communication, we have established the following policies:

- Daily Bin Checks: Parents of all children are required to check their child's bin at drop-off and pickup to ensure adequate supplies of diapers, pull-ups, and a change of clothes.
- Bottles & Cups: Parents must take home all bottles and cups daily. Staff will not wash them on-site.
- **Water Bottles:** All water bottles must be labeled with the child's name. (Updated July 2026)
- Parent Communication: Teachers will no longer send daily messages reminding parents about supply needs. It is the parent's responsibility to check the bin and stay stocked.
- Labeling: All belongings must be clearly labeled with the child's name. With 10 or more children per classroom, this is essential to prevent mix-ups.
- Insufficient Supplies: If a child arrives without enough diapers or pull-ups, parents will be contacted immediately to provide them or pick up the child.
- Accidents & Clothing: If a child has an accident and has no spare clothing, parents will be called to drop off clothes or pick up the child. Staff will not be laundering individual items.

Disaster Plan

In accordance with Ohio child care licensing rules, the following plan outlines how Premier Kids Academy will prepare for and respond to emergency situations. This plan is available to all staff and employees in the main office and is reviewed annually.

◆ Updated July 2026: An Emergency Preparedness Response Plan (EPRP) now replaces the previous emergency plans. Our existing emergency procedures below are used to complete the EPRP on file.

Weather Emergencies & Natural Disasters

In any weather emergency, staff will monitor radio or television for updates, follow instructions from police, fire, and safety officials, and evacuate to the safe location posted on the building's evacuation plan. An attendance roster will be taken at all times. Parents will be contacted as soon as possible.

- Severe Storms: Children will be moved away from all windows.
- Tornado: Children will be moved to the lobby, assume the safe position (covering head and neck facing an interior wall), and kept there until the warning passes.
- Flooding: Staff will monitor for updates. If advised to evacuate, we will do so immediately and notify parents.
- Winter Weather: If a Level 3 travel advisory is issued, the center will close. Each parent will be notified directly.
- Earthquakes: Children will be moved to identified safe spots (under sturdy furniture, in a wood-framed doorway, or against an interior wall) and remain there until the earthquake passes.

Lockdown or Evacuation Due to Violence

Staff will secure children in the shelter-in-place area, contact 911, and follow all law enforcement instructions. Parents will be contacted as soon as the situation allows and an incident report will be filed.

Lockdown Location: 5171 Mayfield Road, Lyndhurst, OH 44124

Hazardous Materials, Gas Leaks & Bomb Threats

Staff will take the attendance roster, first aid kit, and emergency contact information and evacuate children to:

- Primary Location: 5145 Mayfield Road (next door)
- Secondary Location: 5161 Mayfield Road

Staff will follow all emergency personnel instructions. The state will be notified within 24 hours. If parents cannot be contacted, children will be taken to the Lyndhurst Fire or Police Station.

Outbreaks & Infectious Disease Emergencies

The center will contact the local or state health department immediately. Specific prevention and control measures will be implemented as directed. All parents will be notified of the outbreak. Infected children will be excluded, and thorough cleaning and sanitization procedures will be followed.

Loss of Power, Water, or Heat

Staff will contact the utilities company to report the outage and assess expected duration. Factors such as temperature, daylight, refrigeration needs, and sanitary hygiene practices will be evaluated to determine whether children may safely remain. Any outage lasting longer than one hour requires all children to be picked up immediately. DCY or the local health department will be consulted if needed.

Fire

Fire extinguishers are located in the kitchen, the office, and near each exit door. If a fire cannot be quickly extinguished, children will be evacuated immediately before calling 911. Children will assemble at the designated meeting place—the trees in the front yard. Staff will account for all children, call 911, and remain at the location until an “all clear” is given.

Parent Reunification Procedures

- Staff will carry the attendance roster at all times and account for all children.
- Evacuation maps are posted at all exit doors.
- Parents will not be permitted to remove a child until all children are accounted for at the evacuation site.
- Once the situation is safe, parents will be directed to the pickup location.

- If parents cannot be reached, emergency contacts will be called. If neither can be reached, children will be taken to the Lyndhurst Fire or Police Station.

Assistance for Infants & Children with Special Needs

Physically challenged children will be assisted to exit the building. Infants will be carried by staff. If more than two infants are present, emergency evacuation cribs will be used.

Emergency Contact Numbers

All Emergencies	911
Fire Department	440-442-1214
Police Department	440-442-1234
Ohio Edison	1-888-544-4877
Dominion Gas	1-800-362-7557
Water Department	216-664-3130
Poison Control	1-800-222-1222
Administrator (Tanisha Jamison)	440-488-7341

All staff participate in fire and disaster drills. Fire drills are conducted monthly; disaster drills are conducted quarterly. All drills are documented.

School-Age Homework Completion Policy

Premier Kids Academy provides a designated 30-minute Homework Time each afternoon following snack for our school-age students.

During Homework Time:

Children will be asked one time if they have homework and will be given the opportunity to complete it.
Teachers will provide reasonable assistance with homework to the best of their ability. However, Premier Kids Academy teachers are not private tutors and cannot guarantee that every assignment will be completed or corrected.
Children are expected to take responsibility for knowing what assignments they have and bringing the necessary materials from school.
Children will not be forced, repeatedly pressured, embarrassed, or disciplined by Premier Kids Academy for refusing to complete homework.
If a child states that they do not have homework or refuses to participate in Homework Time, the teacher will document this in Brightwheel so the parent/guardian is aware.
Once the parent has been notified, Premier Kids Academy's responsibility regarding that day's homework is complete.

Parents/guardians are responsible for establishing their own expectations and consequences at home regarding homework completion. Families may choose to require their child to complete homework during aftercare, address refusal at home, or have the child complete the assignment after pickup.

Our goal is to provide children with a quiet, supportive opportunity to complete schoolwork while maintaining a positive after-school environment. We are happy to help, but homework completion ultimately remains the responsibility of the student and parent/guardian.

Parent & Staff Signature Page

Premier Kids Academy — 5171 Mayfield Rd., Lyndhurst, OH 44124 — (440) 209-2296 — Handbook Updated July 17, 2026

After reading this handbook, please sign and return this page to the administrator before your child's first day at the center (or upon receipt of this updated edition). Feel free to ask the administrator any questions about the policies contained in this handbook.

I acknowledge that I have received a copy of the Premier Kids Academy Parent Handbook (Updated July 2026) and have had the policies reviewed with me. I agree to follow all policies outlined within, including the July 2026 Ohio rule updates:

- The new supervision rule and situational awareness standard.
- The prohibited discipline techniques (Appendix A).
- The Inappropriate Language, Media, and Behavior policy.
- The Social Media policy.
- The Emergency Medical Devices and Emergency Medications policy.
- The written Security Plan.
- The meal, snack, and milk-preference requirements.
- The updated immunization, forms, and health requirements.

Parent / Guardian

Parent/Guardian Name (print)	Child's Name
Parent/Guardian Signature	Date

Staff Member

Employee Name (print)	Position
Employee Signature	Date
Administrator Signature	Date Received

Please return this signed page to the front office. A copy will be placed in your child's file or your employee file.