



Foundations Learning Academy

March 2016

Foundations Learning Academy

4630 Leap Court Hilliard, Ohio 43026

614-971-5074

Parent Handbook

Welcome to Foundations Learning Academy.

This hand book contains important information regarding our center. It is very important that you read this handbook and keep it for future reference while your child is enrolled in our program.

Philosophy and Goals

Foundations Learning Academy offers quality care and education for infants through kindergartners as well as before- and after-school care for children age's six to twelve. With an action packed summer camp program for school age children.

Our highly-trained staff teaches a well-balanced curriculum that supports the learning of young children in a caring in a comfortable environment that is conducive to the physical, cognitive, social, and emotional growth of each individual child.

At Foundations Learning Academy we build your child's academic foundation for success.

License

At the end of this handbook you will find an attachment about licensing and other valuable information. Please take time to read this important information.

Admissions

A child is considered enrolled at the center only after the registration fee has been paid and all required paperwork has been completed and turned into the Center Director and verified as complete. The enrollment paperwork includes: Basic enrollment and health information, a child's medical statement signed by a physician or certified nurse practitioner. The medical must be updated every 13 months. Any changes to this information must be communicated to the Center Director immediately so the current information is always on file.

Hours and Days of Operation

The center will be in operation Monday through Friday 6:30am to 6:00pm. A late fee of \$15.00 per 15 minutes will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day and New Years Day. Early dismissal will occur on Good Friday and Christmas Eve. Full tuition is due for the weeks in which these fall, as staff are given them as paid holidays.

Pecioustatus

Foundations Learning Academy's Pecioustatus app.

Parents and families

Get instant photos, alerts, updates daily sheets in the palm of your hand.

Save time-simple, fast, and easy-to-use

Protect your privacy- only student name and parental email address needed (we don't use addresses, birthdates or phone numbers)

Save money- the app is free for families, and works on any smartphone or device.

Pecioustatus is 100% add-free.

Staff/Child Ratios and Maximum Group Size

Center Foundations Learning Academy will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months-18 months)
1:7	Toddlers (18 months-30 months)
1:8	Toddlers (30 months to 36 months)
1:12	Preschoolers (3 years-4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	Schoolagers (eligible for school)

We will maintain a 1:5 ratio or 2:12 ratio in the infant room and a 1:6 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio signs posted at the entrance of each classroom area.

The maximum group sizes are as follows:

12	Infants
14	Toddlers 18 months-30 months
16	2 ½ - 3 yr olds
24	3 year olds
28	4-5 year olds
36	School age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to feel their school is a safe and comfortable place where they know what to expect and when to expect it.

Sample: Infant Schedule

6:30-8:00 a.m. Exploration of materials

8:00-9:00 a.m. Individual morning feedings/snacks (individual feeding schedules are followed throughout the day)

9:00-9:15 a.m. Personal care routines (diapering)

9:15-9:45 a.m. Stories/small group time

9:45- ? Morning nap (individual nap schedules are followed throughout the day)

10:30-11:00 a.m. Outdoor play (if not old enough to play the children will lay on blankets outdoor with toys and enjoy the sunshine).

11:00-11:30 a.m. Lunch

11:30-11:45 a.m. Clean up from lunch/personal care routines (diapering)

11:45 -2:15 p.m. individual actives for those awake

2:15-2:30 p.m. Snack time

2:30-3:00 p.m. Large motor activities

3:00- 3:30 p.m. Music time

3:30-4:00p.m. Sensory activities

4:00-5:00 p.m. Individual activities and personal care routines (diapering)

5:00-6:00 p.m. Quiet activities (stories, songs, ect.)

Sample: Toddler/Twos Schedule

6:30-8:30 a.m. Morning snack and free choice

8:30-9:00 Circle time (stories, songs, movement)

9:00-9:30 a.m. personal care routines (diapering and toileting)

9:30-10:00 a.m. Outdoor play

10:00-11:00 a.m. Large motor skill activities

11:00-11:15 a.m. personal care routines (diapering and toileting) and washing up for lunch

11:15- 11:45 a.m. Lunch

11:45-12:15 p.m. Wash up from lunch and prepare for naptime

12:15 -2:00 Nap time

2:00-2:15 p.m. personal care routines (diapering and toileting) and wash up for afternoon snack

2:15-2:45 p.m. Snack time

2:45-3:00 Clean up from snack time and wash up

3:00-3:30 p.m. Sensory activities

3:30-4:00 p.m. Outdoor time

4:00-4:30 p.m. Personal care routines (diapering and toileting)

4:30-5:00 p.m. Dramatic play

5:00-6:00 Quiet activities

Sample: Preschool and Pre- Kindergarten Schedule

6:30-8:30 a.m. Morning snack and self director center-based play

8:30-8:45 a.m. Clean up, morning jobs, restroom break

8:45-9:00 a.m. Morning circle time (morning message, calendar, weather, stories and movement)

9:00-10:00 a.m. Learning centers, sensory, motor, science, math, construction, dramatic play, and writing center

10:00-10:15 Clean up, wash up, restroom break and drinks before outside time

10:15-10:45 a.m. Outside time

10:45-11:00 a.m. Music and dance

11:00-11:15 a.m. Restroom time wash up for lunch

11:15-11:45 p.m. Lunch time

11:45-12:15 p.m. Wash up from lunch and prepare for naptime quiet activities

12:15-2:00 p.m. Nap time

2:00-2:15 p.m. Restroom break and wash up for afternoon snack

2:15-2:45 p.m. Snack time

2:45-3:45 p.m. Planed teacher activities science, language, and math skills

3:45-4:00 p.m. Afternoon circle time

4:00-4:15 Restroom break and drinks before outside time

4:15-4:45 p.m. Outside time

4:45-5:00 p.m. Wash up from outside time and drinks

5:00-5:15 p.m. Story time

5:15-6:00 p.m. Free choice time

Sample: Kindergarten Schedule

Morning Kindergarten

6:30-8:30 a.m. Morning snack and self director center-based play

8:30-8:45 a.m. Clean up, morning jobs, restroom break

8:45-9:00 a.m. Morning group time (morning message, calendar, weather, stories and movement)

9:00-9:15 a.m. Clean up and restroom break and drinks before outside time

9:15-9:45 a.m. Outside time

9:45-10:45 a.m. Learning centers, sensory, motor, science, math, construction, dramatic play, and writing center

10:45-11:00 a.m. Clean up, wash up, restroom break and before lunch

11:00-11:15 a.m. Organize and prep backpacks for school

11:15-11:45 a.m. Lunch time

11:45-11:55 a.m. wash up form lunch and prepare for bus departure

11:55 a.m. Bus departure

Afternoon Kindergarten

11:45-11:55 a.m. Arrival from school wash up for lunch

11:55 -12:25 p.m. Lunch time

12:25-12:40 p.m. Clean up and wash up from lunch and restroom break

12:40-1:15 p.m. Afternoon group time (afternoon message,calendar,weather,stories and movement)

1:15-2:00 p.m. Quiet activities

2:00-2:15p.m. Restroom break

2:00-3:00 p.m. Learning centers, sensory, motor, science, math, construction, dramatic play, and writing center

3:00-3:45 p.m. Music and movement

3:45-4:00p.m. Clean up and wash up for snack

4:00-4:15 p.m. afternoon snack
4:15-4:45 p.m. Homework, and free choice time
4:45-5:30 p.m. Outside time
5:30-5:45 p.m. Wash up from outside time and drinks
5:45-6:00 p.m. Clean up and prep to go home

Sample: School age schedule

Before school

6:30- 8:00 a.m. Morning snack and free choice awakening minds
8:00-8:15 a.m. Clean up and prepare for departure
8:20 a.m. Bus Departs

After School

3:45-4:00p.m. Arrival from school
4:00-4:15 p.m. afternoon snack
4:15-4:45 p.m. Homework, and free choice time
4:45-5:30 p.m. Outside time
5:30-5:45 p.m. Wash up from outside time and drinks
5:45-6:00 p.m. Clean up and prep to go home

Tuition/Fees and Payment Policies

Tuition is due weekly the first day of your child's scheduled attendance.

Vacations

The center must be notified of vacation dates at least two weeks in advance. If your child is off for a complete week you are responsible for 50% of your regular scheduled weekly tuition. (Maximum two weeks.) After two weeks parents are required to pay full tuition, or pay the re-registration fee.

Holidays Full tuition is due for any periods including holidays.

Registration Fee

An annual, non-refundable registration fee of \$50.00 individual and family \$100.00 is charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks

Tuition is due the first day of your child's scheduled attendance. A fee of \$25.00 will be charged to the account if payment is not received by the designated day. A \$25.00 fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in money order or cashier check until all account balances are settled. Foundations Learning Academy does not accept cash for a method of payment.

Late Pick-up Charges

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$15.00 per every 15 minute increments per child will be charged after 6:00pm. Please remember our staff are anxious to get home on time to their families and commitments.

Withdrawals

Parents wishing to withdrawal their child(ren) may do so at any time. A two week notice, in writing, is requested.

Permanent disenrollment policy

Any child can be permanently disenrolled due to the following:

Violent behavior of a child or parent, physical or verbal.

Safety concerns

Lack of payment

The health and safety of our children are our priority.

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television station 6 for closing information or listen to radio station WNCI 97.9. On these occasions, regular payment is expected.

Supervision Policy

At Foundations Learning Academy we put the health and safety of the children entrusted in our care first. Our teachers are alert to the safety needs of their children, anticipate possible hazards, and take all necessary appropriate precautionary and preventative measures.

Arrival/Departure

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Infants/Toddlers/Preschoolers

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

Supervision of 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 the adult supervision as long as the following conditions are met: school age children, 4th grade and older, may be engaged in safe activities without a child care staff member as long as the following conditions are met:

- children are within hearing distance of a teacher,
- the teacher checks on the children regularly until they return and
- the restroom is for the exclusive use of the center.

One group of no more than six school children, 4th grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Written permission is required for: school age children to leave the center for specific activities and for school age children to participate in other activities within the center.

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at the center from another program (Example: School ager arrives at the center after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

School Delays/Cancellations

Our program will operate a full day program for school agers when school is closed for vacations, delays or cancellations.

Release of a Child

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time they can bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will not be notified if necessary.

Custody Agreements

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

Transitioning

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

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local Children's Services Agency. The safety of the children is always our first concern.

Fieldtrips/Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Transportation will be provided for children four years of age and older and 40 pounds or more.

We will obtain written permission from you to transport to and from elementary schools and field trips.

Our vehicle bus/vans owned by the center, will have a fire extinguisher approved by state or local fire marshal, bodily fluid kit, and emergency roadside kit, and complete first aid kit containing all items prescribed by state licensing. This will be secured out of the reach of children but easily accessible to drivers.

Children will never be transported in a staff member's vehicle only in a center owned vehicle bus/van. All annual inspections will be current and all weekly and monthly inspections and emergency evacuation drills will be conducted and kept on file at the center using the ODJFS prescribed forms.

We will keep an accurate list of all children being transported.

Emergency medical transport and treatment authorization forms for each child being transported, the name of the school, the Director and emergency phone numbers accompany the vehicle.

The center will be in communication with drivers through cell phones and will follow strict transportation routes.

Field Trips

Parents will be notified in advance to any scheduled field trips.

Parents will be required to sign a field trip authorization form for each field trip that will include the following:

Date, time, location, anticipated time of departure from the center and time of arrival back at the center.

Emergency medical transport and treatment authorization forms for each child being transported, the name of the school, the Director and emergency phone numbers accompany the vehicle.

Each child will have identification on them listing the name and phone number of the center.

Before departing the center, an attendance will be taken of all children, and they will be marked on a separate attendance sheet, specifically created for the field trip. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center, as well as periodically on the field trip. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip the center will obtain written permission from the parent or guardian.

Staff members certified in CPR and first aid will be present on all field trips.

The driver will be certified in CPR and first aid.

Swimming Information/Water Activities

Your child may participate in water activities during the warm summer months.

Our center will obtain written authorization. School age children may attend public swimming facilities as part of their summer program. The center will follow all state regulations in regards to lower child staff ratios in relation to swimming. Preschool and toddlers may participate in splash days, have the opportunity to run through sprinklers, have the use of water tables and use water toys.

Parents will be asked to send your child to our center with the following;

Swim suit

Water shoes

Towel

Sunscreen

The Center will require written authorization for the application of sunscreen.

And any other necessary water items on these days.

Guidance Policy

All children at Foundations Learning Academy will be treated with love and respect, Employees are instructed to use positive discipline techniques to manage children's behavior that encourage self-esteem, self control, and self direction.

We do not use "TIME OUTS", rather we spend one on one time with the child so that he/she has the chance to regain control. Children are never punished for lapses in toilet training or for accidents such as spilled drinks or food.

The specifications of RULE 5101:12-22 OAC apply to any and all staff members and owner.

Meals and Snacks

Foundation Learning Academy provides a morning snack 6:30-8:00a.m for school age children 6:30-8:30a.m. for preschool and younger, lunch at 11:00 a.m. for a.m. kindergarten and younger, 11:55a.m. for afternoon kindergarten and an afternoon snack. 2:15p.m. for preschool and younger, 4:00p.m. for school age.

Healthy meals and snacks will be given to all children three times per day. Our center does not serve fried food of any type. Our center's menu includes food that meet the daily nutritional needs as well as state licensing requirements.

Meals at our center will be served family style, which include children table setting, serving and cleaning up.

A copy of our weekly menu is always available upon request. Please let us know if your child has any dietary restrictions. Our center is a Peanut Free environment. We encourage our families not to bring in food from home.

For those children not yet on table food, parents are responsible to provide a day's supply of meals, including prepared bottles that are labeled with your child's name, date, and contents.

Formula and food for Infants

Parents must provide a nutritional diet for their infant. All foods, including formula, jar foods, and cereals, must be supplied and labeled with your child's name, date and content.

Diapers

Parents of children enrolled that wear diapers must supply diapers and baby wipes to accommodate your child's needs. Parents are also responsible for replenishing as needed.

Accidents/Emergencies

Foundations Learning Academy has devised several procedures to follow in the event that an emergency would occur while your child is in our care. In the event of a fire, or tornado, staff will follow the written instructions posted in each classroom describing emergency evacuation routes and procedures to be followed to assure that the children have arrived at their designated areas. In order to prepare our children for

the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions or the loss of power, heat or water our evacuation destination is nearby the center but out of harm's way at Kroger. An evacuation sign will be posted on the front door of the center indicating that we have evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come pick your child up. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact parents as soon as the situation allows. An incident report will also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Disease and CPR. In case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid will be administered and parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital will all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid: the child receives a bump or blow to the head; the child has been transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If the child requires emergency transportation, the report will be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJEF office within twenty-four hours when there is a 'general emergency' or serious incident, injury or illness. The report must be provided to licensing staff within three business days of the incident.

Management of Illnesses

A qualified Registered Nurse has trained center staff in signs and symptoms of illness and in washing and disinfecting procedures.

A child isolated due to suspected communicable disease shall be;

Cared for away from other children.

Within sight and hearing of a staff member at all times

Made comfortable and provided a cot or crib. After the use of the cot or crib it will be disinfected and all linen laundered.

Observed for worsening conditions

Discharged to a parent, guardian or person designated by the parent or guardian as soon as possible.

A child may return to the centers program when all symptoms of illness have been absent for a complete 24-hour period without the aid of medication.

When a child is exhibiting signs of illness the Director will immediately notify the parent or guardian. If the Director is unable to reach the child's parent or guardian an emergency contact from the child's file will be notified.

Staff members showing signs of communicable disease will be excused from work until they are no longer contagious a (doctor's note may be required).

A mildly ill child may be allowed to remain at the Center.

Parents will need to provide documentation of their child's immunizations and any special health conditions.

Children will be sent home from the center if they exhibit one or more of the following symptoms.

Communicable Disease Management

Diarrhea (three or more loose stool within a 24- hour period)

Severe coughing

Difficult or rapid breathing

Yellowish skin or eyes

Redness of the eye, obvious discharge, matted lashes, burning, itching

100 degree temperature

Infected skin patches, spots, rashes

Dark urine/gray or white stool

Stiff neck

Sore throat/difficulty swallowing

Vomiting

Lice, scabies or other parasites.

Parents will be notified by a notice at the in their child's classroom of any communicable diseases in the center.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of outside time when the temperatures are very warm or very cold. Children will not be taken outside when temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone, warnings, ect. On day that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising within the children's classrooms. Please send your child with proper clothing so they may be comfortable and safe whenever we go outside. This includes snow pants, hats, mittens and boots in the winter time.

Administration of Medications, Food Supplements, Modified Diets, or Fluoride Supplements

Foundations Learning Academy will administer prescription medication if the prescription label contains the child's name, current date (within the last six months), an exact dosage to be given with the specific number of dosages to be given daily, and the route of administration. The prescription label shall be attached to the original container for each.

A prescription medication shall not be administered for any period of time beyond the date indicated by the physician or dentist, or six months, whichever comes first.

The doctor shall sin instructions for administration of each medication that continues to be administered longer than a six consecutive months.

Parents must complete a MEDICATION AUTHORIZATION FORM prescribed by ODJFS. Provided by the center in order to have medication administered to their child. The child care staff member responsible for administering medication shall verify by completing the medication form provided each time medication is given.

Foundations Learning Academy will administer food supplements or fluoride supplements. Parents will be required to have the ODJFS Request for Medication form for any food supplements or fluoride supplements . The child care staff member responsible for administering either supplement will verify by completing the medication form provided each time a supplement is given to a child.

Foundations Learning Academy will permit school age children to carry and use inhalers or medication when needed for emergency when proper documentation has been secured from the parent on form ODJFS 01217. The center director will assure that all staff members are made aware of all school age children that have immediate access to persona inhalers and of the ODJFS 01217 form.

Parent Participation

The Center Director is available at all times to assist parents with any problem or concerns related to the program. The Center schedules many special activities in which parents are encouraged to participate.

Parent –Teacher Conferences will be held in November and May. Each teacher will schedule individual conference times to discuss your child’s needs and celebrate you child’s progress.

Parents are encouraged to participate whenever possible in activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child’s progress or needs anytime. However, due to staff responsibilities and schedules, parents are asked to schedule an appointment with staff when it is necessary to engage

in lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

Child's teacher

Academy Director

Owner

Employees with concerns are asked to follow the same chain of command starting with the Academy Director.

occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staffs fully realize that you are entrusting us with your little ones and we want our relationship to be a good one.

Open Door Policy

We welcome your participation in your child's classroom. We appreciate parents sharing their time, family traditions, and talents and invite you to join us for events held throughout the year.

Evening and Overnight Care

This Center will not have evening or overnight care.

Non Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html>, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Children With Special Needs

Foundations Learning Academy acts in compliance with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of all children within the structure of our program, while maintaining a safe and healthy environment for all children and staff. Our Academy will make reasonable accommodations for children with full disabilities. We will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if we can meet each child's needs in our Academy.

**CENTER PARENT INFORMATION REQUIRED
BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the lobby area for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. (Parents are will not be permitted to interfere with the center's program.)

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

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://ifs.ohio.gov/cdc/childcare.stm>

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

Once again welcome to Foundations Learning Academy where we provide your child the academic foundation for future success.

Parent Acknowledgement

I have received a copy of Foundations Learning Academy's Policies and Procedures. I have also received a copy of the Foundations Learning Academy's Parent Handbook.

Parent's Signature _____ Date _____