

## PARENT POLICY HANDBOOK





4545 Hector Avenue  
Cincinnati, Ohio 45227  
513-551-3586 Telephone  
513-271-4941 Facsimile  
[www.redbrickchildcare.com](http://www.redbrickchildcare.com)

Dear Parents,

I want to welcome your family to Red Brick Childcare, LLC. To help my In-Home Childcare business operate smoothly, you will need to comply with my policies listed in the Parent Policy Handbook, Registration Form, and form JFS 01337 which can be printed out online at [www.redbrickchildcare.com](http://www.redbrickchildcare.com). Please look them over carefully as it is important that you are aware of all my policies. I want you to be able to make your decision about childcare based on the terms that I provide.

A little about me...

Hello my name is Tina Holmes and I am the owner of Red Brick Childcare, LLC. I have been a licensed family childcare provider since 2009 through the State of Ohio. As a highly experienced childcare provider, I enjoy working with children of all ages and their families. I have demonstrated competence in working with young children and have been awarded the Child Development Associate (CDA) Credential in 2016. As a member of the Ohio Child Care & Referral Association(OCCRA) network I have also earned the Early Childhood & Afterschool Professional Level IV status. As a member of the Early Childhood network in Madisonville I collaborate with other Early Childhood Professionals to create developmental activities for infants, preschoolers, and toddler children which align with Ohio Early learning standards. I also have a Baccalaureate of Science Degree from the University of Cincinnati and actively participate in continuing education programs of 6 or more credit hours each year to advance professionally.

With my background and knowledge, I will offer stimulating, developmental activities when your child/ren is ready for them through exploration, repetition and while at play. Activities will include music & movement, science, social studies, outdoor play, pre-reading, and pre-math skills along with practical life and sensory activities like: art, crafts, manipulatives, dramatic play. I believe that learning should be fun, filled with laughter and a lot of questions, but most of all it should be tailored to your early learners physical, intellectual, social, and emotional needs in a natural learning environment. I strive to provide an atmosphere that fosters learning, models respect, patience, and one which is empathic to others in every activity.

Your child/ren will learn important values such as patience, sharing, responsibility, compassion for self and others, communication and teamwork. Children enrolled in my program will also learn the basics of education such as the alphabet, numbers, colors, shapes, their name, how to paint, play with dough, cut with scissors, color with crayons, and the beginning stages of reading and writing.

I view your child/ren, family and community as partners. For this support system to thrive we must have an open and honest communication dialog. Please feel free to share with me your concerns, problems, and situations to ensure all facets of your child/ren needs are being met. Red Brick Childcare is a place where you can watch your child/ren love, learn, live and grow. I look forward to working with you to provide the best possible care!

Yours Truly,

*Tina Holmes*

### **Hours of Operation:**

Red Brick Childcare is Open Monday through Friday 7a.m. until Midnight. Saturday and Sunday hours are available upon request. Please call if you will be late in arriving or absent for the day.

### **Enrollment Requirements:**

All of the following forms including a verification of a medical exam by a health care professional and up to date immunizations must be submitted and completely filled out before a child enters the program. All required forms listed below will be available online at [www.redbrickchildcare.com](http://www.redbrickchildcare.com) and should be updated annually by parent/guardian. If parents/caretakers do not agree on the enrollment forms for our staff to contact emergency services in the case of an emergency, we have the right to deny your application for enrollment.

### **Required Information and Forms Needed:**

- **Signed Parent Policy Handbook**
- **Registration Form Contract**
- **Child Enrollment and Health Information:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01234>
- **Child Medical Statement:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305>
  - Children attending kindergarten and above in an elementary school are exempt from this requirement.
- **Field Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01226>
- **Routine Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01225>
- **Swimming Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01227>
- **Sleep Position Waver:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01235>
  - Applies to infants only, children less than 18 months old.
- **Basic Infant Information:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01218>
  - Applies to infants only, children less than 18 months old.
- **Child Care Plan:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01236>
  - If you've answered yes on page 2 of form 01234.
- **Request for Administration of Medicine:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01217>
  - If you've answered yes on page 2 of form 01234.
- **Family Information Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01511>

### **Care of Children Without immunizations:**

A record of the child's up-to-date immunizations (or affidavit for exclusion from immunizations) must be submitted on or prior to the first day of attendance.

#### ***The affidavit must be a statement...***

- From a physician that an immunization against the disease is medically contraindicated for the child.
- From a physician that an immunization against the disease is not medically appropriate for the child's age.
- From the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience including religious convictions.

***Note: A child care position will be considered open and available until the first week's fee and all required forms have been received by the provider. Positions will not be held for more than two weeks beyond the signed contract date without a security deposit. The security deposit will be applied to the final weeks of care if proper termination notification is given. No money will be refunded in case of default by the parent(s)***



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### **Attendance Arrival and Departures:**

Arrival and departure from Red Brick Childcare, LLC. is as follows:

Children are to arrive at their correct schedule attendance time dressed properly for the weather of the day. School age children with written parental permission may walk upon arrival and departure to and from childcare home by themselves. All other non-school age children should be walked to and from childcare home front door at 4545 Hector Avenue upon arrival and departure of care.

It is normal for some children to have difficulty separating from parents. Please make drop off is brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-by kiss, and a reassuring word that you will be back are all that is needed. Children are always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick up times as well. Please be in control of your child during these times. If we are inside, do not allow your child to go out the door without you. If we are outside, do not allow your child to leave without you. I also ask that your child stays by you while walking to the car.

Drop-off and pick-up times are not a good time to discuss serious problems. I am not comfortable discussing a child in the presence of anyone, but their parents. Topics that concern day-to-day events or light-hearted discussions are fine.

Parents are required to inform me in person and or in writing if someone other than parents are picking up. The authorized person to pick up must show their I.D. and be of 18 years or older before I will release the child into their care.

### **Absences / Holidays / Vacations:**

Parents / Guardians understand the following are the providers paid holidays and Red Brick Childcare, LLC. will be closed: **News Years Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.**

***Please Note: If the above Holiday falls on a Saturday, we will be closed the Friday before. If the Holiday falls on Sunday, we will be closed the following Monday.***

For voucher pay parents unless stated otherwise 'BSDC' before school daycare or 'ASDC' after school daycare will be closed during Cincinnati Public schools winter recess, spring recess, summer recess and teacher instructional or records day please note: If you need care for your child during this time please let me know prior, I will only provide care if there is a space available during your needed time slot and you have approved hours. Five paid personal days and ten unpaid vacation days will also be taken by the provider each year with a 3-week advance notice. Child absences due to (illness, parent days off, etc.) will not reduce your fee for care. For voucher pay parents your child is allowed up to but no more than 10 absences days during a six-month voucher period, after the third day of absence not due to illness I will report to HCJFS those absence days and this could lead to grounds for terminating your childcare contract **SEE** (reasons for termination).

### **Child Care Staff Member and Substitutes:**

Although I will make every attempt to be available each day, there will be occasions when another childcare staff member or substitute will be here because I cannot due to illness, vacations, or other time off. You will be notified as soon as possible if this occurs. I would strongly suggest that you have some kind of back up childcare lined up for these times. If you need help finding a backup childcare provider, please let me know. Please be assured that all child care staff members or substitutes have had BCI/FBI checks and are certified in first aid and CPR pursuant to Ohio revised code 5101:2-13-08.

### **Changes in Your Child's Schedule:**

If you need to bring your child later than your scheduled time or if you will be picking your child up between 11:30 and 3:00, please let me know. While I want to encourage you to visit any time during the day, I need to know if children will be arriving or leaving during mealtime, naptime, or activity time. Tell me as soon as you know there will be a change in your schedule, so we can find the best way to accommodate that change. Please email me appointments and other planned absences if your child will not be here. For unplanned absences, please call or email the night before or at least 1/2-hour before your child's scheduled arrival time.



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### **Child Care Tuition Fees and Payment Policies:**

Tuition is based on the current fee schedule and your child's age & days and hours listed for care on the registration contract agreement. Tuition payment for private pay parents or co-payments assigned by the Hamilton County Job and Family Services (HCJFS) in accordance with your childcare connection authorization for voucher pay parents may be made weekly, biweekly or monthly in cash, by check, money order, or through automatic ACH withdrawal at [www.kidkare.com](http://www.kidkare.com). (Parents are encouraged to take advantage of the convenience of automatic payments). All tuition fees and payments must be made in advance on Sunday for the following weeks care before service is provided. No refunds are given for late arrivals, early departures, parental vacations or exclusion due to illness.

### **Current Fee Schedule:**

Infants – 6 weeks to 18 months - \$200.00  
Toddler – 18 months to 36 months - \$180.00  
Preschool – 36 months but not ready for Kindergarten \$160.00  
School Age – \$75.00  
School Age Summer – \$130.00  
Drop in Rate: \$11.50/hour for one child, \$14.50/hour for two children, \$3.75/hour for each additional child.

### **Contracted Year:**

My contracted year runs from September to September. This is the time when I renew contracts and increase tuition rates if needed (based on the age of your child, changes in schedule, hours, etc.).

### **Child Care Tuition Late Fees:**

Tuition fees that are not paid on Sunday by 5:00 p.m. for the following week are considered past due, and a charge of \$10.00 per day starting Sunday, including weekends, will be assessed to your account until fees are paid in full. If tuition fees are underpaid and/or overdue for two consecutive weeks' child care may be suspended until full payment is received.

### **Child Care Overtime Rate Fees:**

An overtime rate will be charged of \$5.00 per family for every 15 minutes you are late picking up your child (ren).

### **Child Care Tuition NSF Fees / Non Transaction Accounts:**

Parent / Guardian further agrees to pay an \$80.00 service fee for all charges incurred by Red Brick Childcare, LLC. due to any non-sufficient funds check or any returned payment fees for Non-Transaction Accounts using [www.kidkare.com](http://www.kidkare.com). If three separate checks are returned due to NSF or any returned payments for Non-Transaction accounts while using [www.kidkare.com](http://www.kidkare.com) all subsequent tuitions payments must be made in cash or money order.

### **Child Care Tuition Transportation Fees:**

Transportation Fees are \$10.00 a day for drop off or pick up from another existing facility. This fee will be added to your Tuition fee only if you have requested this service.

### **Receipts and W-10 Forms:**

A receipt will be provided or emailed once payment is received for childcare. Annual W-10 tax forms will be provided at the end of the year. If your job has childcare reimbursement program, you provide me with the forms to complete as needed. You are encouraged to check with your employer to see if this form of assistance is provided.

### **Disenrollment / Termination Procedures:**

Either parent/guardian or Red Brick Childcare, LLC. may terminate their contract with a two-week notice / 10-day advance notice. If you paid a security deposit, it will be credited toward payment only if this notice is given. If you choose to terminate care without proper notice, your deposit will be forfeited and two weeks' pay will be due and immediately payable. For voucher pay parents please note: non-payment of voucher fees will result in Red Brick Childcare, LLC. contacting HCJFS for nonpayment of delinquent voucher fees, upon your termination notice all fees are due at the end of your voucher period or on the day you agreed to pay your copayment (fee determined by HCJFS). Failure to pay delinquent voucher fees must be taken care of before future child care applications will be approved. If violations of this agreement occur, you may be given immediate termination from Red Brick Childcare, LLC. and all security / holdings deposits will be forfeited

### **Reasons for Termination:**

- ☐ Violation of Enrollment and / or Parent Policy Handbook.
- ☐ Repeated Absences ☐ Repeated NSF checks
- ☐ Parent / Provider differences ☐ Child Behavior ☐ Other

### **Occupancy and Open Door Policy:**

My home is licensed for up to twelve children, and I am available to provide care for children ages 6 weeks to 12 years old. I have an open door policy for all parents. This means you can stop by during business hours unannounced. Of course, for safety purposes, my door will be locked. Parents are also free to call and check on their child at any time. Please leave a message if I didn't answer, and I will return your call in a timely manner. Another way to get a hold of me is through my cell phone. There will be opportunities throughout the year for parent involvement and activities. To schedule a conference, we are available Monday through Friday between 8:00 a.m. to 4:30 p.m. to meet with a member of Red Brick Childcare LLC. regarding your child.

### **Curriculum and Assessments:**

We use Creative Curriculum by Teaching Strategies and conduct formal assessments on enrolled children pursuant to 5101:2-17-02 of the Administrative Code. Each day will contain a variety of activities both provider directed and child-initiated. These activities are designed to foster large and small group interaction and individual skill development. The curriculum also involves the use of cognitive and hands on activities, which include music, art, sensory stimulation, imaginative play, and manipulative. For active large muscle play, each day's schedule incorporates the use of outdoor play or a large muscle activity if indoor if the weather is bad. For more information, please visit <http://teachingstrategies.com/about-us/>

### **Daily Reports:**

At the end, every day you will receive a "Daily Report" via email or your communication preference. These reports will give you an insight of what your child/ren daily activities were, what they ate, how they napped, and how their day went.

### **Supplies Needed:**

Parents and guardians will provide diapers, wipes, any ointments for diaper changing for children who are not yet toilet trained & bottles for drinking. Please bring diapers and wipes to leave at daycare, I will notify you if items are running low. Parents and guardians will provide a change of clothes per season to keep at daycare until needed or replaced when needed. Parents and guardians also need to provide sunscreen.

### **Supervision Child Guidance and Management Policy:**

Administrator and Staff of Red Brick Childcare, LLC. will practice and model redirection behavior management techniques with verbal commands and eye messaging for each child in home if they act out. If behavior continues child will be removed from activity and positive good behavior reminders will be encouraged.

### **Infant Care:**

Every baby is unique and young infants thrive on the warmth and caring that come from close relationships with caregivers. At Red Brick Childcare, our goal is to learn each baby's individual eating and sleeping patterns, how he/she approaches new objects and people, and how he/she prefers to be held for feeding, sleeping, or comforting. Remember, parent and teaching staff communication is an essential component to quality care. Staff will follow infant feeding guidelines established by the USDA Child and Adult Care Food Program (CACFP). Parents will need to provide individual feeding instructions on form JFS\_1218 to the classroom staff updated at least every 120 days.

- All infants 18 months and younger will be assigned a crib.
- All diapers will be checked every 2 hours or as needed.
- All infants will be provided tummy time each day.

*For more infant care feeding policies please see Meals below:*

### **Meals:**

Meals are included in the weekly cost for your childcare. Parents and guardians will provide Infant Formula for children 12 months old or younger, labeled with the child's name and date. If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, date expressed and the date of receipt. There is an onsite space at the facility upstairs first door on the right for mothers to breastfeed and or pump breastmilk. Red Brick Childcare, LLC. will follow the USDA guidelines & process for feeding infants' solid food only when the infant is developmentally ready to accept this type of food. Children 12 months to 24 months of age shall receive whole homogenized Vitamin D fortified cow's milk unless otherwise directed in writing by a licensed physician. Children over 24 months of age shall receive fluid milk that is Vitamin D fortified. Low fat and skim milk shall be Vitamin A and Vitamin D fortified. Meals to be served and meal times are listed below.

Breakfast: 6:45 a.m. / 8:45 a.m.

A.M. Snack: 10:45 a.m.

Lunch: 11:45 a.m. / 12:45 p.m.

P.M. Snack: 3:00 p.m. / 4:30 p.m. Dinner: 6:30 p.m. / Evening Snack: 8:30 p.m.

These times are approximate and subject to change according to daily activities. If your child prefers certain foods over what is being served here, you are welcome to bring in a bag lunch. I do, however request it be healthy food, no candy, chips, etc. All foods and bottles brought from home must be labeled with child's first and last name.

Red Brick Childcare is part of the Child and Adult Care Food Program (CACFP) is a United States Department of Agricultural (USDA) program that provides reimbursement for serving nutritious meals to children that are in licensed childcare homes. Through nutrition education the CACFP also helps to develop positive eating habits for young children enrolled in family Childcare homes and centers across the nation.

### **Nap and Rest Time:**

A scheduled rest time will be provided to each child from 1:00pm – 3:00pm. Within the time, a 30-minute rest period is required for all children. For children who do not sleep regularly they will be allowed to engage in a quiet activity following the 30-minute rest period, until rest time is over. Cots will be provided for children 18 months and older, and cribs will be provided for children younger than 18 months. The daycare will provide blankets, sheets, and pillows, and children can bring their own or a stuff animal to sleep with.

### **Toilet Learning:**

Toilet learning will be initiated by the parent or child. If and when the child can successfully use the toilet at home for an extended period of time I will then continue toilet learning here. The child will wear a diaper or pull up until he/she becomes fully trained. Soiled clothing will be sent home in zip lock bags.

### **Transportation | Field Trips | Water Swimming Activities Policies:**

Children and staff members may participate in routine nature walks in the area around the facility of Red Brick Childcare LLC. Written permission is required for all children enrolled in the program to attend routine, field, or water trips, forms are listed below.

- **Field Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01226>
- **Routine Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01225>
- **Swimming Trip Form:**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01227>

If Parent permission is not granted or forms are missing the necessary information that enrolled child will not be included on the routine trip or field trip and will remain at the facility with other staff members.



### **Emergency Information Updates Policies:**

Parents must submit in writing any changes of employment, home address, phone numbers, physicians and dentists, and names and information of alternate emergency contacts. In the event of an emergency or illness requiring a child to be picked up, the first name listed on the contact list will be called. If that person is unable to be reached within a reasonable time the next person will be contacted. Please make your contacts aware that they may be called. Children with an illness should be picked up within the hour of the call. If caretakers do not agree on the enrollment forms for our staff to contact emergency services in the case of an emergency, we have the right to deny your application for enrollment. State law requires all emergency information to be updated yearly. This is extremely critical for the safety and well-being of your child.

### **Emergency / Disaster Serious Emergencies and Accidents Policies:**

For a serious emergency, due to (bomb threat, flood, gas leak, fire, loss of power, heat or water) children will be evacuated from Red Brick Childcare, LLC. and seek shelter in a safe designated area listed below. For a general emergency, due to weather children will be relocated to basement area of Red Brick Childcare, LLC. in designated storm shelter area. If needed children will be evacuated to corner of Lucerne and Roe Street, the backup location will be Roe St. and Whetsel Avenue corner. Parents will be notified of any emergencies or disaster via phone and will be required to pick up children from designated locations within the hour.

- **Lockdown threats:** If a dangerous or threatening incident occurs in or around the school, or a dangerous person is suspected to be in the area we will be notified by the police to begin lockdown procedure. In the case of a lockdown, all doors will be locked, and children will be escorted to a safe place with their teacher, until the appropriate password has been given to all teachers and staff. An incident report will be sent home explaining the situation.

### **Serious Incident/Injuries Policies:**

Administrator and Staff of Red Brick Childcare, LLC. shall document the incident/injury on the JFS 01299 "Incident/injury report" The completed report shall be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the home. In situations requiring emergency transportation, the incident/injury report shall be available at Red Brick Childcare, LLC. for the parent or guardian within at least twenty-four hours following the incident/injury and the Administrators representative will need to be contacted within 48 hours. Report copies shall be kept on file at Red Brick Childcare, LLC. for at least one year. and shall be available for review by the Administrators representative.

### **Administration of Medicine Policy:**

Red Brick Childcare LLC. will not administer any medicines, food supplements, or modified diets that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Child Care Plan form:

- **Child Care Plan**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01236>

No child will be given any medicines without their parent's written consent on form:

- **Request for Administration of Medicine**  
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01217>

If a child requires emergency medicines (inhalers, epi-pens etc.), the parents must inform Red Brick Childcare LLC by email and an inhaler must be on site, always.

### **Arrangements will be made for immediate access to any emergency medications for all school age children enrolled in the program, for example:**

- Epi pens will be kept with the student with a labelled spare pen held in First Aid Room.
- Asthma medication will be kept with the student with labelled spare inhalers and equipment held in the First Aid Cabinet.
- Any medicines such as Ritalin which requires double locking will be kept in a locked metal box in a locked cupboard in the First Aid Cabinet.

It is the responsibility of the parents to ensure that the medicine is not out of date. Children who require emergency medication will not participate in school trips if they do not have their medication on site to take with them. Parents need to inform Red Brick Childcare LLC. by email if their child no longer requires their emergency medication



### **Management of Illness Policy:**

If care is provided for a child who has an ongoing health condition that requires child specific care or may require a medical procedure, food supplement, or modified diets the parent/guardian shall complete form JFS 01236 & form JFS 01217. The center staff shall implement the plan. This requirement does not include short term illnesses, unless the child care staff member needs to perform a medical procedure for the child. A separate plan must be written for each condition that requires different actions to be taken.

Administrator or Staff of Red Brick Childcare, LLC shall immediately notify the parent or guardian of the child's condition when or if a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged and will need to be picked up within the hour by his parent or guardian or person designated by the parent or guardian:

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eye.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Parents and guardians will be notified that their children have been exposed to communicable disease by Administrator communication face to face conversation, phone call, email, or via memo.

### **First Aid:**

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of administration of medicine, food supplements, modified diets or minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would 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 with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport

### **Confidentiality | Needing Assistance:**

Due to confidentiality issues, information regarding children and their family's health, property, behavior, or any other information is considered confidential and will only be shared with licensing and childcare staff. Red Brick Childcare, LLC will at no time share any of the above information to any parent. If parents need assistance with problems or concerns they should contact the Administrator at Red Brick Childcare, LLC. via phone 513-551-3586 or email [tinia@redbrickchildcare.com](mailto:tinia@redbrickchildcare.com)

I/We have read, fully understand and agree to abide with all policies and procedures as described in this Parent Policy Handbook / Ohio department of Job and Family Services Type A Parent Information Form JFS 01337 / Registration Form Contract. I/We understand that Red Brick Childcare, LLC. may amend the policies at any time by giving the parents/guardian a copy of the new or updated policy at least two weeks prior to becoming effective. I/We have received a copy of the Parent Policy Handbook and all other applicable forms.

This contract is entered into by the parents/guardians and Red Brick Childcare, LLC. and will remain in effect until termination of care OR the signing of a new contract. By signing below, all parties agree to the contract terms and understand this is a legal binding document.

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Parent or Guardian

Date

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Parent or Guardian

Date

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Red Brick Childcare, LLC. Administrator

Date

