OH State Specific Policies

Ratios and Group Size

Age	Ratio	Group Size
0-12 months	1:5 or 2:12	12
12-17 months	1:6	12
18-29 months	1:7	14
30-35 months	1:8	16
3 year olds	1:12	24
4 year olds	1:14	28

Communicable Disease Reporting Guidelines

A complete list of reportable excludable communicable diseases, can be found at:

- Class A – immediately by phone; follow-up reports should be directly entered into the Ohio Disease Reporting System (ODRS).
- Class B and C – direct entry into ODRS.
- Local health jurisdictions should assure that reports entered into ODRS are complete; supplementary surveillance information as outlined in Section 3 should be mailed to ODH at the following address:

Ohio Department of Health
Bureau of Infectious Diseases
246 N. High St.
Columbus, OH 43215

24-Hour State Central Registry Hotline

For complaints regarding possible child abuse or neglect, call the Child Abuse/Neglect Hotline toll free number: Ohio Department of Job and Family Services child abuse hotline- 855-O-H-CHILD (855-642-4453)

Inclusion Policy

At Lightbridge Academy, we are dedicated to creating a nurturing and supportive environment where every child can thrive, regardless of their abilities or needs. Our center is committed to inclusivity, and we believe that every child deserves the opportunity to grow, learn, and play in a space that embraces their unique strengths and challenges.

We recognize that children with special health care needs and disabilities bring valuable perspectives and qualities to our family. To support their growth, we strive to provide tailored resources, more individualized attention to meet each child's specific needs, and partnerships with specialists to provide the child with more one on one care. Additionally, our teachers help to support our children by adapting materials or instructions, providing more time to complete a task and partnering with the

family /school district to obtain additional support, research and resources. Lightbridge Academy will strive to provide all reasonable accommodations to ensure this is a safe, inclusive and appropriate for your child to be in while in group care.

Please note that our program requests a copy of your child's IFSP/IEP, if applicable.

Food and Dietary Policy
In locations where hot lunch is offered as an additional service, centers partner with local food vendors to provide the meals. Menus are planned with nutritional requirements in mind ensuring that each meal provides one-third of a child's recommended daily dietary allowance.

Reporting of Screenings & Assessments
The center conducts twice yearly family teacher conferences in addition to ongoing individual child observations throughout the year. Assessment of children's development is conducted based on the Seedlings Developmental Milestones. Formal screenings and assessments may be completed by an outside organization. Parents may arrange formal screenings and assessments at any time. Findings of those assessments may be reported to ODJFS at the discretion of the child's parents.

Emergency Transportation
In the event of a medical emergency, the center will make every effort to contact the child's parent or guardian. If the parent or guardian refuses emergency transportation, the following procedures will be followed to ensure the safety and legal compliance of the center:

Documentation of Refusal
- Upon enrollment, the parent or guardian must complete and sign a Transportation Refusal Form, acknowledging their decision and understanding the potential risks involved.
- This form will be kept in the child's file and made available for licensing review.

Alternate Emergency Plan
- Parents / guardians must provide a written alternate emergency plan, including:
  - The name and contact information of the individual who will assume responsibility for the child in an emergency.
  - The designated emergency medical facility the child may be taken to by the parent or designee.

Staff Responsibilities
- In the event of an emergency, staff will:
  - Administer first aid as trained and appropriate.
  - Contact emergency services if the situation warrants.
  - Notify the parent or guardian immediately and follow the alternate emergency plan if transportation is refused.

Reporting Requirements

- Any serious incident, including refusal of emergency transportation, will be documented using Incident/Injury Report and reported to the Ohio Department of Children and Youth as required.

Limitations of Refusal

- If the child's condition is deemed life-threatening and the parent or designee cannot be reached, the center reserves the right to act in the best interest of the child, including contacting emergency services for transportation.

Policy on Attendance and Absences

Regular attendance is essential to your child's development and success in our program. It also helps maintain appropriate staffing ratios and ensures consistency in classroom routines.

Daily Attendance

- Children are expected to attend on the days for which they are enrolled. Substituting days is not permitted outside of extenuating circumstances.
- Attendance is tracked daily and reviewed regularly. Parents may request a copy of their child's attendance record at any time.
- Absences due to illness, vacation, or other personal reasons must be communicated to the center administration team.
- We ask that parents notify the center by 9:00 AM if their child will be absent for any reason.

Absence Procedures

- Notification may be made via phone, email, or through the Lightbridge Journey App.
- Please include your child's name, classroom, and reason for absence.
- If a child will be absent for more than five consecutive days, parents must notify the Center Director in writing.
- Extended absences may require re-evaluation of the child's enrollment status.
- Unscheduled absences without communication will result in follow-up from the center to ensure the child's well-being.
- Tuition is charged regardless of attendance; absences do not result in tuition credit.

Scheduled Arrival from Another Program

- If a child is scheduled to arrive from another program (e.g., school bus drop-off) and does not arrive, staff will:
  - Immediately contact the parent or guardian.
  - Notify the sending program to confirm departure.
  - Follow emergency procedures if the child's whereabouts cannot be confirmed.

Water Activity & Swimming Policy

To ensure the safety of all children during water-related activities, our center complies with the standards set forth by the Ohio Department of Children and Youth (ODCY) and the Ohio Administrative Code.

Written permission from a parent or guardian is required before a child may participate in any water activity, including swimming.

Supervision & Staffing

- Children will be under constant supervision during all water activities. Staff will maintain sight and hearing supervision at all times.
- Staff supervising water activities will be trained in infant/child CPR and first aid.
- Staff-to-child ratios will comply with Administrative Code.

Facility & Environmental Safety

- Swimming pools used for child care activities will meet local health department safety and inspection standards.
- Documentation of pool inspections and lifeguard certifications will be maintained on file.
- Water tables and splash pads will be emptied and sanitized daily to maintain hygiene and prevent contamination.

Health & Emergency Protocols

- Children with open wounds, skin infections, or other health concerns will be excluded from water activities.
- The center maintains a written emergency plan that includes procedures for water-related incidents.

Outdoor Learning Environment Policy

Outdoor play is a vital part of your child's daily experience at Lightbridge Academy. Our Outdoor Learning Environment (OLE) supports physical development, social interaction, and overall well-being in a safe and engaging setting. This policy aligns with Ohio licensing requirements and our internal standards.

Outdoor Schedule

- Children will go outside twice daily, weather permitting, meeting or exceeding Ohio state requirements.
- If outdoor play cannot occur due to weather conditions, teachers will plan indoor activities for gross motor skills in the multipurpose room.

Supervision

- Teachers will maintain Ohio state ratios at all times during outdoor play:
- Active supervision is required:
  - Teachers will be positioned strategically for full visibility.

- Teachers will engage with children while monitoring safety.
- If a teacher needs to leave the OLE, coverage will be arranged to keep ratios intact.

Safety Rules

- Children must wear appropriate footwear, including during water play.
- Unsafe practices (e.g., riding down slides with children) are prohibited.
- Food and drinks will not be consumed while walking outdoors.
- Broken toys will be discarded immediately and reported to the office.
- Garbage and debris will be removed from the OLE after every use.
- Emergency exits and first aid kits will be accessible during outdoor play.

Weather Guidelines

- Outdoor play occurs twice daily, weather permitting. Only the administrative team may shorten or cancel outdoor time due to weather conditions.
- Teachers will follow local temperature and weather guidelines to determine safe outdoor durations.

Infant Care Policy

At Lightbridge Academy, your baby's safety, comfort, and development are our top priorities. This policy explains how we care for infants every day.

Safe Sleep

- Babies are always placed on their backs to sleep.
- Cribs are kept clear, no blankets, pillows, or stuffed animals are permitted.
- Only fitted sheets and approved sleep sacks are used. Swaddling is not permitted.
- Teachers conduct regular sleep checks while infants are sleeping.
- Room temperature is kept between 68–72°F for comfort.

Feeding

- We follow your baby's individual feeding plan.
- Bottles must come to school labeled with your child's full name and date.
- Breast milk and formula are stored safely and discarded after 1 hour of feeding.
- Babies are always held during feedings, bottles will never be propped.

Diapering & Hygiene

- Diapers are changed every 2 hours or as needed.
- Teachers wash hands and sanitize surfaces after each change.
- Gloves are worn for all diaper changes.

Development & Play

- Daily tummy time when your baby is awake.
- Gentle sensory and language activities to support growth.

Communication

- Through the Lightbridge Journey App, you will receive a daily report including feedings, diaper changes, naps, and activities.