



# PARENT & STUDENT HANDBOOK

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513-424-6788  
[www.ELC.mcseagles.net](http://www.ELC.mcseagles.net)



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The Early Learning Center (ELC) of Middletown, Ohio is a ministry of Grace Baptist Church. The ELC operates as a part of Middletown Christian Schools, which is a non-public school, chartered by the Ohio Department of Education.

Our center is licensed by the Ohio Department of Job and Family Services (ODJFS) to serve a capacity of 154 children: of this, 32 children may be under 2 ½ years of age. An infant is defined as a child 6 weeks to 18 months of age. A toddler is defined as a child 18 months to 3 years. A preschooler is any non-school age child older than 3 years. A day care child is a school-age child in Kindergarten through Grade 5 who attends before and/or after school.

Your comments and questions are always welcome. The director and staff strive to keep parents informed of activities and events at the center in the following ways: information placed in student cubbies, ELC Facebook page, posted signs in the ELC office and classrooms, monthly newsletters, email, [www.ELC.mcseagles.net](http://www.ELC.mcseagles.net), One Call. If you have any questions or concerns about the program, please call the ELC office at 513-424-6788.

## **PHILOSOPHY**

“Lo, children are an heritage of the Lord” (Psalm 127:3). Middletown Christian Schools is committed to serve Christian families in the responsibility to train and educate their children in the nurture and admonition of the Lord. The education of children is the prerogative of the parents and not of the state. As a ministry of Grace Baptist Church, Middletown Christian Schools serve as an extension of the Christian home in reinforcing the Biblical teachings of the home and church. The doctrinal position of Middletown Christian Schools is that of its parent organization, Grace Baptist Church.

## **STATEMENT OF FAITH**

The doctrinal position of Middletown Christian Schools and Middletown Christian Early Learning Center is that of their parent organization, Grace Baptist Church, and is partially given in the following statements.

1. We believe the Bible to be inspired, the only infallible and authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Ghost.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful man, a regeneration by the Holy Spirit is absolutely essential.
5. We believe in the creation of man by the direct act of God as recorded in the Book of Genesis.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
7. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

## OBJECTIVES

- ❖ To provide care for children of our community while away from their parents, giving primary attention to their safety, well-being, emotional, and social growth. The preschool curriculum is designed to aid children in developing Reading Readiness Skills, Number Skills, Language Skills, Development of Motor Skills, Christian Principles, Character Building, Community Awareness, Music Appreciation, and Art & Craft experiences.
- ❖ To provide guidance for preschool children that will enable them to adapt to adults other than their parents and to children their own age.
- ❖ To share with the children cultural and Christian values through stories, songs, prayers, play, and social conduct.
- ❖ To assist in the development of skills and aptitudes of the child.

## POLICIES

### DAYS & HOURS OF OPERATION

We are open from 6:30 a.m. until 6:00 p.m. Monday through Friday. We are closed on the following days:

- ❖ New Year's Day
- ❖ Martin Luther King, Jr. Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ The Friday/Monday in August before the Fall session begins (*teacher in-service*)
- ❖ Labor Day
- ❖ Thursday/Friday of Thanksgiving week
- ❖ Christmas Eve and Christmas Day

Please refer to the **school calendar** for any additions or changes to these dates.

### AGES & ENROLLMENT

We provide preschool and childcare for the following ages: infants (6 weeks to 18 months of age); toddlers (18 months to 3 years of age); preschoolers (3 to 5 years of age). We also provide a structured childcare service before and after school for students in Kindergarten through Grade 5. Our summer program includes full-day care and a well-planned program with many activities for children ages 2 ½ years through Grade 5. Infant/toddler care is available year round.

Only someone who has custody of a child (parent, grandparent, aunt/uncle, etc.) may enroll the child in the ELC. If there is a court-ordered custody agreement for a child, a copy of it is required to be on file in the ELC office prior to enrolling the child in any of our programs.

## SCREENINGS and ASSESSMENTS

Parents must complete an Ages and Stages questionnaire upon enrollment and before the first day of class. This form is updated annually or upon request. This provides information about your child's development and skill level. Teachers use these questionnaires as a guidance document to formulate classroom lesson plans and an individualized plan of action for each child.

Assessments are completed using Teaching Strategies Gold. This is an online system completed by the teachers throughout the year. Teachers also create a portfolio for each child documenting their development. This information is shared with parents at Parent/Teacher conferences or upon request. As a star rated program with Step Up To Quality, required child level data is reported to ODJFS as requested.

## RATES

There is a registration fee of \$50 per preschool child and \$30 for school age children. These are due for each session, Fall and Summer. An activity/curriculum fee is also due for each session. The detailed and up to date Financial Policy sheet is available at the ELC office and posted on the ELC website.

Tuition is paid each week in advance through Tuition Express. Delinquent payment without arrangements with the school office prompts withdrawal from school until satisfactory financial arrangements are made.

Please make checks payable to MC ELC. A tax statement will be issued upon written request.

**Late Pick-Up Charges:** Any parent or guardian who arrives **after** the 6:00 p.m. **closing time** (or 11:30 a.m. for the Lions class) will be charged \$5.00 **per child** at the start of each new 5-minute time period. Example: If the parent arrives between 6:01 and 6:05, the charge will be \$5.00 per child. We do understand that an emergency may arise. If you find that you are going to be late to pick up your child, please call the office at 513-424-6788 and let us know.

## ILLNESS

**If your child is not well enough to fully participate in classroom activities, you may be contacted to pick them up.**

1. As children enter the group, they will be observed by a person who is trained in first aid and to recognize the common signs of communicable diseases or other illness.
2. All staff members are familiar with the signs of communicable disease. Children will be sent home for any of the following reasons:
  - ❖ temperature of at least 100 degrees when in combination with any other symptom
  - ❖ diarrhea (3 or more abnormally loose stools within a 24-hour period)
  - ❖ severe coughing causing child to make a whooping sound or to become red or blue in the face
  - ❖ difficult or rapid breathing

- ❖ yellowish skin or eyes
  - ❖ untreated infected skin patches
  - ❖ unusual spots or rashes
  - ❖ unusually dark urine and/or grey or white stool
  - ❖ stiff neck with elevated temperature
  - ❖ evidence of lice, scabies, or other parasitic infestations
  - ❖ sore throat or difficulty in swallowing
  - ❖ vomiting more than one time or when accompanied by any other symptom
3. If a child shows any signs of illness, ELC staff will take the following steps:
    - ❖ Isolate the child immediately from other children. Parents will be called at this time. **If any of the above symptoms are present, the child must be picked up.** No child is ever left alone or unsupervised.
    - ❖ Provide the child with a cot and his blanket when appropriate.
    - ❖ Take the child's temperature by axillary (armpit) method and record.
    - ❖ Wash hands thoroughly after caring for a child who is ill.
  4. We will send home the child's personal items (nap bag, etc) to be cleaned. After the child is discharged to the parent, ELC staff will sanitize the cot with germicidal detergent. **A child may not return to school the next day went sent home from school for illness/symptoms.** In addition, a child must wait 24 hours after a fever and all symptoms are gone to return to school. **If a child is sent home due to a suspected communicable illness, we require a doctor's note stating that the child is no longer contagious and is able to return to school.**
  5. The Communicable Disease Chart is located in the ELC office.
  6. The center will care for "mildly ill" children. A mildly ill child is one who **does not show any symptoms** from item #2 above. Example: a child says he has a tummy ache when he arrives but shows no other signs of illness. If your child feels worse during the day, we will call you so you can pick up your child.
  7. The ELC staff is trained by an approved individual/organization in hand washing, first aid, CPR, and communicable disease.
  8. If there is an outbreak of an illness, we will inform the parents by posting a sign by the impacted classroom indicating exposure date and symptoms to watch for.
  9. Our employee illness policy is the same as our student illness policy. A staff member will be sent home if the above signs are present. They may return 24 hours after a fever has gone down and all signs of illness are gone.
  10. LICE: We have a **no nit** policy. If a child is sent home due to lice/nits, they may not return until all lice and their eggs (nits) have been removed. Upon return to the ELC the child will be checked discretely **before** they are permitted to rejoin their class.
  11. BED BUGS: If a bed bug is found on your child or if the source of the bed bug is not known and a bed bug is found in your child's classroom, you will be notified. Bed bugs are usually active at night when they will bite the child creating a swollen and itchy area

on the skin. If you notice clusters of bites, usually in a line, your child may have been bitten by bed bugs and you should contact your physician for proper care and treatment. You may refer to this web site [www.centralohiobedbugs.org](http://www.centralohiobedbugs.org) for more information.

If a child is found to have bed bugs while at school, the child will be discreetly removed from the classroom so that the director or other trained staff member may closely inspect the child and their belongings. If bugs are noted, all school items will be placed in a plastic bag and sent home with the child. The parents will be given information on how they can clear their house of the infestation and the procedure needed for the child to be readmitted to the Early Learning Center. (Section 6002–6004 of the PPM)

Please plan for an **emergency sitter** in case your child becomes ill at school. We cannot allow ill children to remain at school.

## **MEDICALS AND MEDICATIONS**

A Child Medical Statement for Child Care (JFS 01305) must be updated and signed each year by your child’s doctor. This is a state law and we ask that you be prompt in renewing this form. Forms are available at the ELC office and on the ELC website ([elc.mcseagles.net](http://elc.mcseagles.net)).

### **Immunization Policy**

If a parent chooses to refuse some or all immunizations required by ODJFS, they must sign section C of form JFS 01305. Parents should understand the risks involved with choosing to send their child to the ELC and possible exposure to communicable diseases.

### **Administration of Medication**

- 1,     **Prescription medication, food supplements, and modified diets:** The center must receive and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the prescribed form provided by the state. The center must also receive written instructions from the parent or guardian on the form. A prescription label serves as written instructions for medications and food supplements as long as the following are met:
  - A.     The label contains the child’s full name, a current date (within the last twelve months), exact dosage to be given, and the means of administration.
  - B.     The prescription label is attached to the original container.
  
2.     **Nonprescription medication:** Only fever-reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center without written instructions from a licensed physician, if the following are met:
  - A.     A Request for Administration of Medication form (JFS 01217) must be completed by both the pediatrician/physician and the parent/guardian.
  - B.     Medication is in the original container with the original label attached.
  - C.     The full name of the child who is to receive the medication is printed on the container.
  - D.     The center administers the medication for no more than three consecutive days at one time.

3. **Nonprescription topical products or lotions:** The center may apply nonprescription topical products or lotions if the following are met:
  - A. **Preventative topical treatments only such as diaper cream/ointment:** The center shall secure written instructions from the parent or guardian on the prescribed form provided by the state. The form shall be valid for no longer than twelve months. In addition, the center shall follow manufacturer's guidelines regarding application.
  - B. **Treatment ointments such as diaper cream/ointment, etc.:** The center must have written instructions on the "Request for Administration of Medication" form completed by a physician for the treatment.
  
4. A school-age child will be supervised when using inhalers or medication as needed for emergencies. A consent form must be signed by the parent. All medications must be kept in the ELC office while child/medications are on site.

## **EMERGENCIES AND ACCIDENTS**

In case of an accident or emergency, the parent will be contacted as soon as possible. If we determine an emergency, we will call 911. An incident report will be filled out. One copy will be kept in the child's folder and one copy will be sent home with the parent. **It is vital that we have complete and up-to-date information for each child.** The Child Enrollment & Health Information form (JFS 01234) is completed with the enrollment application and is absolutely necessary in case of emergency. Please keep us informed of any changes of address, phone number, employment, doctor, etc., so that we can update your child's records.

A staff member is always available who has had appropriate training required by ODJFS.

Phones are immediately accessible in the front office, all classrooms, and the kitchen. Each of those locations contains an Emergency Medical, Dental, and General Information packet.

### **Incident/Injury Report**

An incident/injury report will be completed by the ELC staff member in charge of the child if any of the following occur:

- ❖ An illness, accident, or injury which require first aid treatment
- ❖ A bump or blow to the head
- ❖ Emergency transporting
- ❖ An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended

The center shall document the incident or 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 center. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of the incident/injury reports shall be

kept on file at the center for at least one year and shall be available for review under the direction of the director or the director's representative.

The center director or designee report to OCQLS within twenty-four hours any of the following:

- ❖ Death of a child at the center
- ❖ Serious incident, injury, or illness to a child as defined in paragraph C of rule 5101:2-12-34 of the Administrative Code
- ❖ An unusual or unexpected event as described in paragraph A (5) of this rule

Written notification shall also be on the JFS 01299 Incident/Injury Report. This does not replace reporting to public children's services agency if there are concerns of child abuse or neglect.

## **SAFETY**

No child is left alone or unsupervised.

We have weather alert practice drills, quarterly lock-down drills, and monthly fire drills. The staff is informed of their responsibilities and action to take in case of any emergency to ensure the safety of the children. A plan for fire and weather emergency is posted in each classroom.

**Fire Inspection:** A yearly fire inspection is conducted by the Middletown Fire Department.

**Field Trips:** We take the school age children on field trips. A permission form must be signed for every field trip. If you do not wish your child to go on a field trip, you may have to wait and bring your child to the ELC after the class returns from the trip. You are welcome to accompany the children on any field trip. State-required paperwork must be completed ahead of time. Each child will have the school name, address, and phone number (on a t-shirt, wristband, nametag, or other means) before leaving on a field trip. Each teacher has a list of all the children present, plus the daily attendance sheets. We do a head count on the bus departing, returning, and at various intervals during the field trip. A first-aid kit which meets state requirements is taken on all field trips as well as a staff member who is trained in first-aid. At no time will a child be in more than two feet of water without a written permission form from their parent/guardian. The ELC uses a bus or other approved vehicle on all field trips.

**Water/Swimming Policy:** A permission form from a parent/guardian is required for all swimming/water activities. Infant/Toddler and Preschool children participate in water activities mainly in the summer. School-age children (Kindergarten through Grade 5) are eligible to participate in pool activities. The field trips are always fully-staffed and the swimming pool has lifeguards on duty at all times. The children will have the school identification on their persons. While at the pool, the teachers walk around and monitor the children. The children are chaperoned at all times.

Parents should always use the designated parking area. **Do not park in the pull-through area directly in front of the ELC.** This area is **for emergency vehicles and school buses.** Please do not drive to the playground to pick up children as that could result in an accident. Please drive no



further than the church pillars. Between the hours of 7:30-8:00 a.m. and 2:30-3:00 p.m. please observe the MCS carline and drive around the church building.

For safety and security, your child must be checked in and out on the computer each day. If you want someone to pick up your child other than those you have listed on the emergency form as having permission, you must fill out an **Authorized Pick-up or Drop-off form** at the office or send an email to a member of the office staff. For the safety of your child, phone calls are not accepted. The person who you grant permission to pick up your child must show their ID to our office staff before we will release your child to them. If your child will be absent, please call the office at 513-424-6788 to let us know.

**Always take your child to their classroom and be sure the teacher acknowledges their presence before you leave.** When picking up your child, always make sure the teacher is aware that they are leaving.

Attendance is taken upon arrival of children from another school on a bus. If a child is not present, we will call the parent. If no one can be reached, we will call the school if a parent has not notified the ELC of their child's absence.

There is immediate access at all times to a working telephone in all parts of the building.

At no time will spray aerosols be used when children are present.

Your children's safety in all situations is our greatest concern. We have an emergency plan at the ELC in the event of any type of emergency: weather, lockdown, other.

- ❖ We follow the posted Emergency Plan and go to the Big Room.
- ❖ Our pantry is stocked with a supply of food and water. Additional water is available for flushing toilets, if necessary.
- ❖ We are stocked with flashlights, batteries, radios, etc.
- ❖ Make sure your children have extra clothes here, as well as their blankets and pillows.

#### STAFF/CHILD RATIOS

AGE OF CHILDREN	STAFF-TO-CHILD RATIO
6 weeks – 18 months	1:5/2:12
18 months – 2 ½ years	1:7
2 ½ – 3 years	1:8
3 years; one 2 ½-year-old may be included	1:12
4 and 5 years; not in school	1:14
school age and above	1:18

The maximum group size at any one time during the day will not exceed twice the maximum number of children allowed per childcare staff member for the youngest child.

## SUPPLIES

**Classroom supplies:** A supply list is given upon enrollment and supplies are due by the child's first day of attendance in the Ladybugs, Froggies, Owls, Foxes, Bears, Raccoons, Tigers, or Lions class.

**Clothing:** Parents are required to provide a **change of clothes for their child**. If a child soils their clothes and a change of clothes is not available, the parents may be called to pick up their child or to bring a change of clothes. If a change of clothes is provided by the ELC, a charge will be added to your account. A partial refund will be applied once the clothing items are cleaned and returned.

**Blankets:** Your child will need a **small blanket** for nap time. A small pillow is permitted if desired. These should be labeled clearly with your child's name. These items will be sent home every Friday for laundering and must be returned to the school on your child's next school day.

**Toys:** We cannot assume responsibility for the care of toys from home. Children may bring toys as long as the child assumes full responsibility for them. Neither the staff nor the director is responsible for any lost, stolen, or broken toys. Please do not allow your child to bring expensive play items at any time. For classroom management purposes, individual classroom rules may differ from those stated here.

**Media:** If a student brings electronic devices (cell phones, tablets, iPads, etc.) to the ELC, the devices **must** be kept in the student's backpack and remain in the off position. If a device is found to be out of a student's backpack, it will be confiscated, and the student will receive a behavior note. In addition, parents may be required to come to the ELC office to retrieve their child's device. The Apple Watch or similar multifunctional watch/electronic devices shall be used only as a time device with other applications (including Wi-Fi access) disabled.

There may be designated times that electronics may be used. This is at the teacher's discretion and may not be every day. The ELC is not responsible for any damaged, lost, or stolen items.

## CHILD GUIDANCE

Child training and guidance are handled with kindness, consistency, and understanding. Attention is given to specific needs of each individual child, while at the same time encouraging the child to become part of the group and participate accordingly. We will work with you to help your child learn what is and is not acceptable behavior.

Preventative discipline is encouraged. Methods of discipline we use are as follows:

- ❖ Talk with the child. Explain why the behavior was not acceptable and what the child could have done instead. Brainstorm what can be done in a similar situation in the future.
- ❖ Teach the child to tell the teacher rather than retaliate. We believe this is scriptural (Romans 12:17-21).
- ❖ Isolate the child. Have the child sit away from the group for a short time.
- ❖ Explain carefully so the child understands why their actions were not acceptable. Remind the child what is acceptable.
- ❖ Tell the child that you are not pleased with their actions but that you still love them.

- ❖ Reassure the child that God loves them.
- ❖ Reiterate any point that you believe the child does not understand.
- ❖ Fill out a Student Behavior Form for the school and parent's records.

Child guidance for all school-age children (Kindergarten through Grade 5) will be consistent with the discipline policy given in the Middletown Christian Schools Student Handbook.

Whatever the method of child guidance, the teacher will put forth effort to help the child understand the situation and that she is not displeased with the child himself, but with the child's behavior. The teacher will reassure the child of her love and God's love for the child. We emphasize the respect of others in a kind, loving, consistent, Christian manner.

Staff responsibility: Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

## **GUIDANCE AND MANAGEMENT POLICY**

The specifications of the child guidance and management policy apply to and are read by all employees of the center.

### **When a child's behavior is unacceptable, the ELC staff member SHALL:**

- ❖ Use developmentally appropriate techniques suitable to the child's age and the circumstances.
- ❖ Encourage the child to use age appropriate, established "calm down" area or techniques designed for the specific classroom.
- ❖ Use developmentally appropriate separation from the situation only as necessary.
- ❖ Communicate and consult with parents or guardians to implement any specific behavior management plan. This plan must be consistent with the requirements of this rule.

When these methods are no longer successful, a meeting with the parent/administrator will be held. At this meeting options for intervention will be discussed. The ELC partners with multiple community programs to provide outside assessment and assistance with ongoing behaviors. A plan of action will be developed with a follow up meeting scheduled.

There may be times where a child would need to be suspended or expelled from the program for a short time due to the severity of the behaviors. This would be discussed with the parent and a plan of action would be determined by the ELC Director. School age children will adhere to the same policy as Middletown Christian Schools.

### **When a child's behavior is unacceptable, the ELC staff member shall NOT:**

- ❖ Abuse or neglect children.
- ❖ Utilize cruel, harsh, unusual, or extreme techniques.
- ❖ Utilize any form of corporal punishment. No corporal punishment is allowed by anyone on our premises.

- ❖ Delegate children to manage or discipline other children.
- ❖ Use physical restraints on a child.
- ❖ Restrain a child by any means other than holding them for a short period of time, such as in a protective hug, so that the child may regain control.
- ❖ Place children in a locked room or confine children in any enclosed area.
- ❖ Confine children to equipment such as cribs or highchairs.
- ❖ Humiliate, threaten, or frighten children.
- ❖ Subject children to profane language or verbal abuse.
- ❖ Make derogatory or sarcastic remarks about children or their families.
- ❖ Punish children for failure to eat or sleep or for toileting accidents.
- ❖ Withhold any food (including snacks and treats), rest, or toilet use.
- ❖ Punish an entire group of children due to the unacceptable behavior of one or a few.
- ❖ Isolate or restrict children from all activities for an extended period of time.

## **DISENROLLMENT OF A CHILD**

Occasionally it is necessary for the center to ask parents not to return their children to the center. When this occurs, any tuition paid but not used will be refunded to the parent or guardian. At the center's discretion, a written care plan may be set up for a four-to-six-week time period prior to disenrollment to allow for progressive growth in the child's learning and behavioral skills. This probation and/or care plan will be discussed with the parents so that a coordinated effort can be made to the benefit of the child.

### **Some reasons for disenrollment are:**

- ❖ Chronic discipline problems (such as, but not limited to, unruly behavior or endangering other children)
- ❖ Emotional, social, behavioral, or physical problems that are best treated at a specialized facility
- ❖ Chronically delinquent account or outright failure to pay tuition
- ❖ Inappropriate parental attitude, conduct, or behavior

## **SNACKS & LUNCH**

No items containing nuts or made in a facility containing nuts may be brought into the building.

The ELC provides morning and afternoon snacks and has lunch catered through a local catering service. Menus are posted in the classrooms and on our website: [www.ELC.mcseagles.net](http://www.ELC.mcseagles.net).

The foods served to the children are age appropriate and should not present a choking hazard. They are cut into age-appropriate sizes to prevent choking situations.

**Snacks:** A morning and afternoon snack which include one item from two of the four basic food groups is served daily to all children in attendance.

**Lunch:** A lunch which includes items from the four basic food groups (protein, grain, vegetable, and fruit) is served daily to all children in attendance. If you pack a lunch for your child, it must include the four basic food groups in appropriate quantities. If it does not, we will substitute. **All items packed must be nut-free (and not made in a facility containing nuts).**

Lunch is served between 10:30-11:30 a.m. Please provide your child lunch if they will arrive after 11:30. If your child will arrive to school between 10:30 and 11:30 and you would like them to have the school lunch, please call the office at 513-424-6788 before 10:00 a.m. to let us know.

## **INFANT CARE**

We strive to make your child's transition into the classroom setting positive and enjoyable for both you and your little one. Your child will be assigned a crib solely for their use while in our classroom. We provide and regularly launder crib sheets. Please provide a sleep sac for your infant to use during nap times. This will be sent home every Friday to be laundered and returned.

**NAPS/FEEDINGS:** We attempt to follow the schedule you provide us as much as possible. We have a refrigerator, microwave, and smart bottle warmer in our classroom. We ask that you bring in enough premade bottles for your child each day. LABEL each bottle with your child's initials, current date, and expressed date if nursing. You may also bring in baby food or cereal if desired. We provide bibs for each feeding and child-sized utensils. Empty/unused bottles will be sent home daily.





School policy states that diapers will be checked every two hours and changed if soiled. Please provide an ample supply of diapers and wipes labeled with your child's name. Extra supplies are kept in a storage basket under your child's crib. When we begin to run low on diapers or wipes, a note will be sent home on your child's Daily Information Sheet.

In addition to basic care, we provide many opportunities and experiences to help your child develop a love for learning and exploring.

## **FORMULA AND BREASTMILK**

If a mother wishes to pump/breastfeed their child while at the ELC, a designated nursing area is provided on site. Please contact the ELC office to make arrangements.

## NUTRITIONAL LUNCH REQUIREMENTS

REQUIREMENT	EXAMPLES	REQUIREMENT	EXAMPLES
<b>1 serving of fluid milk</b> 	Fluid milk (chocolate, skim, whole, soy)	<b>2 servings of vegetables and/or fruit</b> (one serving of each is recommended) 	100% fruit juice; sliced carrots, cucumbers, apple slices
<b>1 serving of meat or meat alternative</b> 	Lunchmeat, cheese, beans, eggs, poultry, fish	<b>1 serving of bread or bread alternative</b> 	Bread, crackers, rice, enriched cereals

**Special Diets:** Please make sure to tell us of any allergies or need to omit certain foods from your child's diet. Certain allergies may require parents to provide snacks and lunch for their child. If your child has a modified or restricted diet and the appropriate foods were not sent to school, the ELC will contact the parent. Modifications require the parent to complete a health care plan and provide medical documentation.

**Treats:** If you wish to send special treats on your child's birthday, please make advance arrangements with your child's teacher and carefully follow our treat\* policy. **Products that contain nuts (or made in a facility containing nuts) may not be brought into the building.** In addition, some children at our school have food allergies that are not nut-related. For the health and safety of all our students, those who wish to send special treats must select from the approved items listed in our policy. We appreciate your understanding and help in keeping all children at the ELC safe. \*Please visit our website, [www.ELC.mcseagles.net](http://www.ELC.mcseagles.net), Snacks & Lunch tab, Food & Snack Policy to read our General Food Policy, Nutritional Lunch Requirements, **Policy Regarding Treats, and Safe Treat List.**

## OUTDOOR PLAY POLICY

The center provides outdoor play each day in suitable weather for toddlers, preschool, and school-age children who are in our care for four or more consecutive daylight hours, with the exception of extreme temperatures, wind chill factor, and inclement weather. This center has large-muscle play equipment in a big indoor playroom. We have a fully fenced-in playground for preschoolers. Our preschool playground equipment are on a surface of 6 inches of rubber mulch.

The school age playground is located at the end of the parking lot and is designed for children in Kindergarten through Grade 6. There are climbing pieces, basketball goals, picnic tables, and open space for the school age children to play. There is an equipment bag that provides items such as jump ropes, chalk, various balls, and more. The gym at the Grace Baptist Church (on campus) is also used by the school agers for playtime.

All playgrounds are inspected quarterly, and state inspected at least once a year.

When there are unsuitable weather conditions such as tornadoes, severe thunderstorms, extremely high temperatures and humidity, or local, state, or national disasters, children will play indoors instead of outdoors.

## **OPEN DOOR & PARTICIPATION**

We have an open-door policy. We welcome parents to participate in all activities at the center: parties, chapel, special days, field trips, and so on. If you would like to visit in your child's class other than during drop-off, pick-up, or special days, please let someone in the office know.

Any parent, guardian, or custodian 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 ELC, a visitor shall notify someone in the office of their presence.

Parents will have the opportunity meet with the teachers formally in November and March of each year through Parent/Teacher Conferences. Sign ups will begin several weeks prior to the conferences. Conferences are typically held in the evenings and are strongly encouraged in person to facilitate a partnership between the parent/teacher.

There is an annual MEET and GREET before the fall session for children/parents to come in, see the classroom, and talk with the teacher. This is typically the day before Fall session in August.

If you have concerns or questions, please contact your child's teacher or the administrative staff. Teachers/Staff can also be contacted via staff email, ProCare messaging, and phone call anytime a question or concern arises.

We want preschool to be a wonderful experience with lasting fond memories for your child. Please do not hesitate to talk with us.

## **LAWS & REGULATIONS**

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

A toll-free 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 childcare are available for review at the facility upon request.

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

A list of the names and telephone numbers of the parents or guardians of the children attending the facility is available upon request. The list will *not* include the name or telephone number of any parent who specifies that.

The licensing inspection reports and complaint investigation reports for the current licensing period are posted in a conspicuous place in the facility for review.

The licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in accordance with the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. This includes, but is not limited to administering medication or care procedures to children with disabilities.

## **SCHEDULE**

The Fall session begins mid-August and ends the Friday before Memorial Day. Summer session begins the Tuesday after Memorial Day and extends till mid August. Specific dates are provided on the yearly calendar posted on the ELC website.

A copy of your child's busy day is posted in their classroom. A sample schedule is posted at the end of the handbook.

A change in your child's regularly scheduled days must be requested in advance through the office and will be considered on a case-by-case basis.

## **INCLEMENT WEATHER**

If weather is so severe that we need to close, it will be announced on our Facebook page, through the ProCare app, and/or via the One Call system. If you have questions, call 513-424-6788.

## **SUMMARY OF POLICY AND FINANCIAL AGREEMENT**

Please retain this copy of the policy and financial agreement for your records. Parents are required to check and initial the enrollment form which states that they have received and read this handbook. This must be completed before the child's first day at the Early Learning Center.

- ❖ All families are required to be enrolled in the Tuition Express plan **prior to attending**. This will allow tuition pre-payments to be made directly from your bank account or credit card. Failure to enroll or to fund the account will result in the withdrawal of your child.
- ❖ Vacation Credit: This is a time when a child may miss school without being charged the full tuition for the time missed. These days are prorated based on time of enrollment. A child must be enrolled 1 year to utilize these benefits.

**The time frame is between 9/1-8/31 for vacation credits to be used each year.**

- Each child enrolled 5 days/week year-round is allowed 10 absent days per year at 50% credit.
- Each child enrolled 3 days/week year-round is allowed 5 absent days per year at 50% credit.
- To receive this credit you are **required** to submit an Absent Notification Form to the office one week prior to your vacation.



- ❖ Tuition Express payments process automatically early every Friday morning. If you do not want your payment to run automatically from your chosen TE source, you must make payment or arrangements in the office by 6:00 p.m. on Thursday.
- ❖ Occasional days that are missed will still be charged.
- ❖ All holidays will be charged if that day falls on the child's scheduled day to attend.
- ❖ Our hours of operation are 6:30 a.m. to 6:00 p.m. There is a \$5.00 charge per child for every five minutes the child is picked up late (after 6:00 p.m. or after 11:30 a.m. if enrolled in the Lions class).
- ❖ If you need to withdraw your child from the program, please fill out a Student Withdrawal Form in the office. We require a two-week notice for withdrawal.

**Miscellaneous Fees**

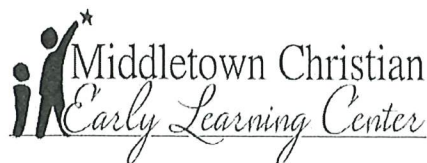
Diaper/Wipe	\$1 per change if we use ELC supplies
Mask fee (school age)	\$1 per mask
Blanket/Towel fee	\$3 per usage
Late Pick-up	\$5 per child per 5 minutes
Change of Clothes	\$3/per change; refund of \$2 upon return of laundered clothing
Late Payment	\$5/day for each day the account is not paid in full following the Friday of billing
Special Milk Replacement	For modified diets; fee based on replacement cost

**COUNTY ASSISTANCE POLICY & PARENT/GUARDIAN AGREEMENT**

To provide continued quality service to all our families we have implemented a **County Assistance Policy**. Parents who have been approved for county assistance will receive a copy of the policy and acceptance forms to sign, signifying their agreement with the policy.

Parents must comply with the requirements of this program to continue to receive county assistance. Backswipes must be completed within the week of the child's attendance.

Families are required to pay other incidental fees (i.e. curriculum/activity/cancellation/etc) besides tuition. These fees must be paid in full before a child's scheduled session begins.



## DAILY SCHEDULE

TIME	ACTIVITY	HOW WE LEARN & GROW
6:30—8:00 a.m.	Exploration of Environmental Possibilities	As children arrive, they are given the opportunity to explore the possibilities for learning that the environment offers and make choices about the materials they wish to engage with.
8:00—8:30 a.m.	Breakfast	Breakfast is a shared time. The older infants and teachers sit together socializing by practicing sign language and listening to rich vocabulary.
8:30—9:00 a.m.	Cleanup and Diaper Changes	Teachers engage one on one with infants during diaper changes through a variety of interactive conversation, songs, or stories.
9:00—10:15 a.m.	Small Group Time; Teacher Time; Music & Story Time	Teachers facilitate and support the children's play and expand the children's interests with a wide variety of interactions and activities. Some or part of this time may be outside when weather permits.
10:15—10:30 a.m.	Cleanup and Wash Hands	Infants are encouraged to put toys on the shelf. They learn to take pride in helping clean the room. Children practice taking care of their own needs by learning to wash hands one on one with a teacher.
10:30—11:15 a.m.	Lunch	Lunch is a shared time. The older infants and teachers sit together and socialize by practicing sign language and listening to rich vocabulary.
11:15—11:45 a.m.	Cleanup and Diaper Changes	Teachers engage one on one with infants during diaper changes through a variety of interactive conversation, songs, or stories.
11:45 a.m.— 2:00 p.m.	Older Infants Nap Time	The room is darkened, and soothing music is played. Children are given time to self soothe to sleep, but assistance is provided when needed.

<b>TIME</b>	<b>ACTIVITY</b>	<b>HOW WE LEARN &amp; GROW</b>
11:45 a.m.— 2:00 p.m.	Younger Infants Free Play or Nap Time	Teachers spend time reading and interacting with infants who remain awake. We often play quietly on the floor with toys.
2:00—2:30 p.m.	Diaper Changes	Teachers engage one on one with infants during diaper changes through a variety of interactive conversation, songs, or stories.
2:30—3:00 p.m.	Free Play; Music Time	A wide variety of music is played, and teachers and children interact with the music. Children who are not interested in participating in music are given the option to choose a play area.
3:00—3:30 p.m.	Snack Time	Snack is a shared time. The older infants and teachers sit together socializing by practicing sign language and listening to rich vocabulary.
3:30—4:30 p.m.	Small Group Time; Teacher Time; Music or Story Time	Teachers facilitate and support the children's play and expand the children's interests with a wide variety of interactions and activities.
4:30—4:45 p.m.	Cleanup and Diaper Changes	Teachers engage one on one with infants during diaper changes through a variety of interactive conversation, songs, or stories.
4:45—6:00 p.m.	Floor and Toy Play	Children choose what to play with during this time. Teachers are available and often interacting with the students during play. Many pickups occur during this time and children are encouraged to wave and say goodbye to their friends for the day.

## ELC Basic Daily Schedule

During the school year

Time	Preschool or School Age	Activity
6:30 a.m.	PS; SA	ELC opens
6:30-7:50 a.m.	SA	Before school care
7:30 a.m.	SA	AM snack
7:50 a.m.	SA	MCS children are escorted to school
8:00—8:20 a.m.	PS	AM snack
8:15 a.m.	PS	Lions class students arrive (class begins at 8:30)
9:00-9:20 a.m.	PS	Chapel on Friday's
9:00—10:30 a.m.	PS	Creative Development on Thursdays
10:30-11:00 a.m.	PS	One 4's class visits MCS library on a Tuesday as scheduled
10:30-11:30 a.m.	PS	Lunch
11:30 a.m.	PS	Lions class dismiss
12:00 p.m.	PS	Half-day students dismiss
12:00-2:00 p.m.	PS	Nap/quiet time for all-day students
2:15-2:45 p.m.	PS	PM snack
2:30-6:00 p.m.	SA	After school care
2:30 p.m.	SA	PM snack
6:00 p.m.	PS; SA	ELC closes