

The Children's Center of First Baptist Church

Parent Handbook

January 2017



3630 Fairmount Boulevard
Shaker Heights, Ohio 44118

(216) 371-9394

Fax: (216) 932-8554

www.firstbaptistcleveland.org

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

The administrator and each employee of the center 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 services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center 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.

It is unlawful for the center 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.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

We welcome you to our family at The Children's Center of First Baptist Church. The purpose of this handbook is to provide you with as much information as possible about our daily operations and Center policies. We strive to ensure the highest quality of care for all children enrolled in our program. Our goal is to establish good communication between home and the Center. While this document is lengthy, we ask you to please take the time to read it. There is a place on the enrollment form for your signature to confirm that you have read and understand the Parent Handbook and our policies.

If you have any questions concerning the content of the handbook please feel free to speak to the Director. Our doors are always open.

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PHILOSOPHY, GOALS, MISSION AND VISION OF THE CHILDREN'S CENTER

We believe in creating a positive relationship between home and the Center. Early childhood development specialists agree that personality, identity, and language are predominantly formed by the time your child reaches six years of age. A child's family is his or her primary learning source, and we see ourselves as a valuable resource for your child during these formative years. We believe our developmentally appropriate program supports imagination and helps children to develop a love for learning. Our curriculum supports Christian values.

We are committed to the well-being of your child's social, emotional, cognitive, and physical development. As we are committed to your children, we are also committed to the growth and development of our staff. We provide on-going training centered on specialized early childhood topics and tuition assistance is available for staff who desire to further their education.

As a ministry of First Baptist Church, The Children's Center is committed to the care and the development of young children and the support of their families. We believe children thrive best in an atmosphere built on trust, respect, and love.

The Children's Center mission is to:

- ❖ provide a high quality, Christian, early childhood program that optimizes children's growth and development
- ❖ support and nurture families and staff in their caregiving role
- ❖ model best practices for the field of early childhood education
- ❖ demonstrate Christian faith by actions

The Center's vision is that:

- ❖ children will grow to be vibrant, healthy and compassionate adults
- ❖ all children and families have access to a safe, high quality and developmentally appropriate programs
- ❖ we attract and retain the most highly qualified and professional staff
- ❖ we are recognized as the Center of choice for early childhood programs

The Children's Center will:

- ❖ treat all persons with respect, dignity, compassion, grace, integrity, honesty and humanity
- ❖ build open and honest relationships through communication
- ❖ build positive team and family spirit
- ❖ be positive and passionate about the importance of quality care
- ❖ work together with the Church and community, focusing resources toward improving outcomes for children and families
- ❖ be adventurous, creative and open-minded in embracing and driving change that is in the best interest of children and families
- ❖ be life-time learners, in continuous pursuit of personal and professional growth
- ❖ advocate for the needs of children and families

GENERAL INFORMATION

FINDING YOUR WAY AROUND THE CENTER

The Center's office is located on the first floor, near the Portico entrance. Classrooms for children 6 weeks to 30 months of age are located on the Center's first floor. Classrooms for children 30 months through 5 years old are located on the Center's second floor. The Muscle Room designed for preschoolers and toddlers is located downstairs in Fellowship Hall near the Portico entrance.

ORGANIZATION

The Children's Center is a non-profit organization dedicated to providing high quality center-based childcare services for families in our community. Ministry teams (Children's Center Cluster, Property & Finance and FBC Council), composed of members and staff of First Baptist Church, determine the policies for the Center. The Center Director reports to the Senior Pastor and is responsible for the management of the Center's activities and hires the necessary staff to implement our mission.

CENTER ADDRESS, TELEPHONE & FAX NUMBER

The Children's Center of First Baptist Church
3630 Fairmount Blvd.

Shaker Heights, Ohio 44118

Center Telephone Number (216) 371-9394

Email fbccchildrenscenter@gmail.com

Main Church Number (216) 932-7480

Fax (216) 932-8554

Website www.firstbaptistcleveland.org

SERVICES

The Children's Center provides care for children ages 6 weeks through 5 years of age. Spaces are filled on a first-come, first-serve basis. Church members and current families receive priority for available spots. The Center operates year-round, with the exception of noted holidays and in the event of an emergency closing. Our open door policy is extended to all parents. The custodial parent/guardian of a child enrolled in the Center is provided a key fob that allows unlimited access to the Center during the hours of operation. Please contact the Center to inform us of your visit.

HOURS OF OPERATION

The Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The Center closes promptly at 6:00 p.m. Parents arriving later than 6:00 p.m. will be charged a late fee of \$1.00 for every minute past 6:00 p.m.

ENTERING & EXITING THE BUILDING

Parents may use either the Portico or Wheaton entrance to enter or exit the building.

HOLIDAYS

The Center will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Full tuition is applied to the weeks containing a holiday. Holidays that fall on a Sunday shall be observed on the following Monday; those that fall on a Saturday shall be observed on the preceding Friday.

CONTACTING THE CENTER

There are times when staff members are busy meeting the children's needs, and therefore are unable to answer the Center's telephones. In the event you cannot reach Center personnel by the fourth ring, the line automatically will roll over to our voice mail system. Feel free to leave a message for any of the Center's employees. In the event of an emergency, hang up and dial the main office number of First Baptist Church at (216) 932-7480. Please give your name and clearly state the nature of the emergency. Messages may also be sent by email to fbccchildrenscenter@gmail.com or faxed to (216) 932-8554.

SECURITY AT THE CENTER

Parents are required to purchase a key fob that allows access to the Center, Monday - Friday from 7:00 a.m. to 6:00 p.m. Parents who arrive later than 6:00 p.m. must use the intercom to gain access. Key fobs are assigned to specific persons and should not be shared with others who are authorized to pick up a child. Alternate pick up persons should buzz the office to be identified with their photo I.D. If a person is unknown, please do not permit them to enter with you.

GENERAL POLICIES

ENROLLING YOUR CHILD/ADMISSIONS

To enroll a child, parents pay an initial non-refundable, registration fee of \$100. An annual registration fee of \$50 is due each September. An initial deposit equal to one week's tuition is held in a liability account for your child's last week of care. A two-week notice is required for a refund of the tuition deposit.

An Enrollment Form must be completed and reviewed with an administrator before the first day of enrollment. All contracts and emergency forms must be completed in their entirety prior to admission. The Children's Center will only provide services to parents who grant consent for transportation to the source of emergency services.

A Child Medical Statement must be completed by the child's doctor and received within 30 days of the child's start date. **Medical Statements and Enrollment Forms must be updated annually. Immunizations must be current and are required for enrollment.**

NON-DISCRIMINATORY POLICY

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability (no wheelchair access), ancestry, national origin, age or sex.

CHILDREN'S RECORDS/RELEASE OF RECORDS

The center maintains enrollment, health, attendance, screening and parent teacher conference information for each child. Records are confidential, but are available for parent review at any time. Children's records are released to another agency or new setting with written consent of the parent/guardian or a court order. A form for this purpose is available in the Center office.

RELEASE OF CHILDREN

Children will be released only to those persons whose names are listed on the Enrollment Form. If siblings are picking up they must be at least 18 years of age. A photo I.D. is required. Written parental authorization is required in advance if a person not listed on the Enrollment Form is scheduled to pick up the child. In an emergency, a telephone call to the Center notifying us who will be picking up the child is acceptable.

SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS

At no time will a child be left unattended. Staff will supervise children at all times, including nap time. 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.

STATE MANDATED GROUP SIZE & TEACHER/ CHILD RATIOS

Staff child ratios are followed and children are supervised at all times including outdoor time, routine walks and water play.

AGE	FBCCC MINIMUM RATIO	FBCCC MAXIMUM GROUP SIZE	STATE MINIMUM RATIO	STATE MAXIMUM GROUP SIZE
Birth – 12 months	1:5, 2:12	12	1:5, 2:12	Group 12
12 – 18 months	1:6, 2:12	12	1:6, 2:12	Group 12
18 – 30 months	1:7	14	1:7	Group 14
30 – 36 months	1:8	16	1:8	Group 16
3 years	1:10	20	1:12	Group 24
4 years	1:12	24	1:14	Group 28
5 years	1:12	24	1:14	Group 28

CUSTODY AGREEMENT PROCEDURE

The Center respects that some families will have court ordered custody agreements. It is the responsibility of parents to be honest and mature in their efforts to maintain appropriate behavior in the presence of children. We expect parent's to comply with custody arrangements without Center assistance.

DROPPING OFF & PICKING UP YOUR CHILD/ARRIVAL & DEPARTURE

Please take your child to the appropriate room and be certain the staff member knows she/he has arrived. Toddler and preschool groups combine early in the morning and later in the evening. When picking up your child, please be certain the staff member acknowledges your arrival and the release of your child to you.

ABSENCE NOTIFICATION REQUEST

Please notify the Center if your child will be absent. If your child is ill, please let us know the nature of the illness and if it was diagnosed as contagious.

COMMUNICATIONS

We believe that communication between the Center and our parents is crucial. We recognize that full-time childcare is an adjustment for parents as well as for children. We encourage parents to call as often as they need in order to feel secure about their child's care. Parents are always welcome to visit and are encouraged to volunteer their time to help with classroom and Center activities.

A daily report will be available to parents of infants through 2 year olds upon departure. Other parent information, take home papers and art projects are placed on your child's clipboard or in their cubby. Classroom handbooks contain more specific information including the classroom email.

The Center publishes a monthly newsletter containing Center-wide events, dates and the lunch menu. It is emailed to parents and is posted on the website.

All concerns and suggestions can be made directly to the Center administration. The goal is to encourage parents and teachers to communicate daily to resolve issues that may arise. We strongly encourage relationship building for the better of the Center.

PARENT SURVEY

Annually, The Children's Center solicits feedback from parents through a formal, anonymous survey. The surveys may be NAEYC surveys used in the accreditation process or one created by the center. The results are used to create a Center Continuous Improvement Plan. Results of the parent survey are reported in the Center newsletter.

FIELD TRIPS

The Center does not plan field trips away from the Center that require transportation. The preschool classes occasionally walk to neighborhood destinations. Parents are notified and permission is required.

BIRTHDAYS

Celebrations are an important part of a child's birthday. Parents are asked to bring a healthy or non-food favor. Due to severe allergies, all sweet treats will be sent home.

GUIDANCE (DISCIPLINE) POLICY

Developmentally Appropriate Program

The basis of all of the child guidance at The Children's Center starts with factors that are outside the child. We meet the physical needs of children by providing nutritious meals and snacks, providing a soothing rest time, and providing outdoor play when weather permits. We have trained and caring staff members. We have plentiful equipment that is appropriate to the age of the children in each classroom. We plan age appropriate activities and programs that are stimulating and enjoyable. We are committed to enhancing self-esteem. Children learn self-control when adults treat them with dignity. Teachers always attempt to "redirect activities" in order to circumvent inappropriate behavior and facilitate positive peer relationships. The following behaviors are taught early and reinforced constantly:

- Every child shall respect the body space of others.
- All children help at clean up time. Children need to clean up an activity before moving on to the next one.
- Children need to ask permission to leave the classroom. Children are always accompanied by a teacher upon leaving the classroom.
- Walking feet are required in the halls and classrooms.
- Guns or other war-like toys may not be brought to school or constructed.
- Polite words are encouraged when referring to one another. "Please" and "Thank You" are commonly used in communication.

General Guidance

When children have trouble getting along with classmates we utilize guidance strategies that help them develop pro-social behaviors. Mostly we use techniques like redirection, distraction, and ignoring. The consequences are natural and logical. For instance if a child purposely splashed water out of the sensory table, she will be directed to clean it up.

In our preschool rooms, much more time is spent talking about how others feel when we say or do things that are hurtful. As a Christian program, there is no other important tenet than "Do unto others as you would have them do unto you." We use classroom conflicts as "teachable moments." We encourage children to express a range of emotions, but only in ways that do not harm others. We want feelings and interactions to be genuine. To that end, children are not forced to apologize. Learning how to peacefully resolve conflicts is a skill that will serve children well their entire life.

When there is a need for correction, a child's teacher(s) may:

1. Explain and discuss the appropriate behavior done in a quiet and gentle way.
2. Give the child choices. The child chooses to either practice appropriate behavior or move to another area.
3. Remove the child to a quiet, but not isolated area, if the behavior persists.

4. Utilize bodily restraint only if a child is in danger or is endangering another child.
5. Call for a parent-teacher conference if the behavior persists. The teacher will suggest a plan that incorporates the parent's cooperation in the behavior modification plan.

Parent Communication/Conferences

We believe that parents are the most important adults in the lives of their children. Meaningful conversations should happen between parents and teachers regularly to discuss both positive and challenging situations. Parent conferences will be conducted twice per year, but can be scheduled at any time as requested by the parent or teacher.

Challenging Behavior and Developing Concerns

At times, children present behaviors that become concerning to staff or parents. The Children's Center is committed to helping all children participate successfully in the program. We also want to cultivate a climate where getting outside help is accepted and encouraged. While we are experts in child care, we do not have the skills and expertise to deal with every situation. Outlined below is our strategy for dealing with challenging behavior such as aggression (biting, scratching, hitting) and tantrums as well as addressing concerns that are developmental or medical.

1. Level One: When teachers are concerned about a child, they will observe the child closely. Observation will include anecdotal notes, running records and checklists. Teachers will use this information to look for patterns or clues to help the child. The teacher will make adjustments while continuing to observe. Teachers will also discuss specific concerns with a child's parents. It is expected that parents and teachers will work cooperatively in this process to find root causes of behavior and developing strategies to help a child participate successfully in the program.
2. Level Two: Some behavior and challenges require additional input. The administrators may observe a particular child when a teacher or parent has concerns about that child. Sometimes, an outside observer such as the director or a consultant brings a more objective analysis, or may see factors in the environment or in staff behavior that appear to be influencing the child's behavior. Additional strategies and insights will be shared and a plan of action developed if necessary. Parents will be informed about this process and contacted for a meeting to exchange observations and information.
3. Level Three: When teachers and administrators have not been successful in changing behavior, parents and center personnel will meet to develop a written plan for intervention. This plan will include an overview of the problematic behavior, the changes that are desired, an intervention plan

- and a timeline. For some concerns this plan may include a requirement for professional intervention.
4. Level Four: When parents do not follow up on a written plan or when we are unable to help a child participate successfully in our program, a family may be asked to find care outside the center. Families will be asked to leave immediately if a child poses a serious threat to the well-being of other children or staff.

Biting

The Children's Center recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right things for toddlers to do, we know that they bite for variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Examine our program and practices to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

Biting is always documented on an incident report form. When children bite, their parents are informed personally and privately the same day and we document it on an incident report. When children are bitten, their parents are informed personally that day and given an incident report. One copy is given to parents, and the other copy is kept in the child's file. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

When there are episodes of ongoing biting with a particular child, the parents and staff develop a plan of specific strategies, techniques, and timelines to address it. This plan (outlined above) may include professional intervention, suspension or temporary disenrollment (Legg, 1993; Banks and Yi, 2004). Toddler caregivers receive training on biting. In addition we have current resources available on biting available for staff and parents. We encourage parents to bring their concerns and frustrations directly to the teachers.

INCIDENT/INJURY REPORTS

Incident/injury reports are completed when your child is injured, has an accident, or requires emergency transportation. Parents/guardians or the authorized person picking up are asked to sign the report and are given a copy. A copy is kept on file in the office.

CHILD ABUSE REPORTING

All staff of the Center are required to complete a course in the recognition and reporting of child abuse. Staff will, as required by law, report any suspected abuse or neglect to the Child Abuse Hotline (216) 696-KIDS.

SPECIAL NEEDS

Due to the number of stairways in our building, we are unable to provide care for children with mobility issues. We do our best to accommodate children who are hard of hearing, developmentally delayed, requiring special diets, etc. Parents need to provide detailed information authorized by a licensed physician regarding their child's special needs at the time of registration. This information can help us determine if we are able to provide quality care.

BABYSITTING

The Children's Center strongly discourages its employees from providing any private childcare services (babysitting). While we cannot prohibit our employees from engaging in such outside activities, The Children's Center will not become a party to it and therefore will take no responsibility or liability for incidents arising from the situation.

CENTER TERMINATION

We consider it a privilege to attend The Children's Center. We reserve the right to terminate child care services for reasons such as, but not limited to: accounts two-weeks past due, our inability to adequately care for a child, or offensive parent behavior. The Director of the Center may give little or no notice based on the best interest for the overall well-being of the Center and other children.

FINANCIAL POLICIES

TUITION & FEES

The administrative staff, as directed by the Property & Finance Committee of First Baptist Church, establishes fees. Tuition rates are generally set at the beginning of September, but may be changed at other times. There is typically a 3-5% annual tuition increase. Statements will be rewritten to reflect the current rate set at that time. Parents are required to annually renew forms, registration fees, and update medical forms. Tuition is billed weekly. All payments must be made **in advance of services provided**. Childcare will be discontinued for non-payment of tuition. The tax identification number will be made available for income tax reporting. Checks should be made payable to FBCCC.

REGISTRATION

A \$100.00 non-refundable fee is paid at the time of registration. A \$50.00 annual re-registration fee is due at the beginning of each school year.

INITIAL DEPOSIT

One week's tuition is required prior to enrolling at the Center, to be held and credited toward the last week of service. This deposit will be returned upon withdrawal from the Center with a two week written notice.

SIBLING/MEMBER DISCOUNTS

When families have more than one child enrolled in the Center, a 10% sibling discount is offered toward the tuition of the oldest sibling enrolled. A 10% discount is offered to members of First Baptist Church.

VACATION CREDIT

The Center offers a 50% discount for families taking two consecutive vacation weeks or more during the year. Parents are responsible for their regular weekly tuition rate with the discount. Parents must notify the Center office in writing prior to the vacation time in order to receive the discount.

LATE FEES

A late fee of \$1.00 per minute is charged when a child is picked up after 6:00 p.m. This fee is paid directly to the staff member responsible for the child.

NSF FEE

A fee, equal to the amount assessed to The Children's Center, is charged to accounts for returned payments from the bank or our online service. After two returned checks, the Center reserves the right to require payments by cash or money order.

WITHDRAWAL NOTICE

Two weeks prior to the date of withdrawal, parents are required to give written notice to the Director. Failure to provide notice results in a forfeiture of deposits.

ARREARS

Accounts in arrears (two weeks) are frozen and admission to the Center is restricted until the account is settled with the Center Bookkeeper.

PARENT REFERRAL PROGRAM

We believe your experience in our Center will be a positive one. As a parent, you may be asked to recommend a childcare program to others. We show our appreciation to parents for referrals to our Center. A tuition credit of \$50.00 will be posted to your child's account for every full-time child enrolled.

FOOD AND NUTRITION INFORMATION

FOOD FROM HOME (12 month and up)

The Center requests that parents refrain from bringing food from home. Many children have food allergies and sensitivities that are triggered by eggs, wheat, dairy, nuts, etc.

BREAKFAST SNACK

The Center provides a breakfast snack, served between 8:15 and 8:45 a.m., for children beginning at 12 months of age. Breakfast items may include toast, English muffin, bagel, cereal, French toast, or waffles. Milk is provided. Please feed your child at home if you plan to arrive later than 8:45 a.m.

SNACKS

An afternoon snack is served after nap time.

INFANT NUTRITION and BREASTFEEDING

Parents of children 6 weeks to 12 months of age provide all necessary breastmilk or formula bottles and baby food for their children. The Center provides meals and snacks for children on table food. As children try new foods from our menu, parents complete the Food Program Sign-up Form. On this form parents can indicate specific foods your child can and cannot eat. We are happy to provide you with helpful information about infant feeding and county-mandated nutritional requirements.

Mothers are welcome to breastfeed and/or pump onsite during the day. A comfortable chair is available each infant classroom. If privacy is desired, space is available in the ladies lounge or Church library.

OLDER INFANT, TODDLER & PRESCHOOL NUTRITION

The Children's Center provides lunch for older infants through preschoolers. We are required to follow the State of Ohio nutritional guidelines for children. The Center has a fully licensed kitchen and dining area where children 2 ½ - 5 years old eat. Meals are served family style. This encourages self-help skills and helps children learn manners. Talk to our chef about your child's special dietary needs. We strive to accommodate reasonable requests.

The following recommended servings will be offered daily to your child at lunch according to the USDA standards.

1 serving of Dairy

1 serving of Grain

1 serving of Protein

2 servings of Fruit and/or Vegetable

The Center provides organic milk at breakfast and lunch. A child is never forced to eat anything he does not care for, however all items must be offered.

EDUCATION PROGRAM

CURRICULUM

Our teachers allow students the freedom to experiment, explore and experience the world around them. The Children's Center has adopted *The Creative Curriculum* for use in planning your child's day. Learning centers are carefully designed to allow the children to develop at their own pace. Learning about shapes, colors, numbers, letters, and oneself is incorporated into daily activities. As the children get older, more time is spent on readiness activities. Because preschool children learn by doing, activities focus on hands-on involvement. For example, rather than talking to a group of children about the concept of measurement, we might bake a cake!

The goals we have in mind when we plan our activities include:

- Offering children positive experiences in a classroom setting; i.e., providing opportunities for learning in a group, taking turns, sharing classroom materials and following directions.
- Encouraging children in self-expression with adults and in peer groups.
- Providing children with a variety of learning experiences through art, music, language, science, and dramatic play.
- Guiding children in the discovery of their gifts and allowing them the joy of trying something new.

SCREENING AND ASSESSMENT

Children are screened by a parent or staff member within 60 days of enrollment and annually using the Ages and Stages Questionnaire (ASQ). The ASQ is a broad questionnaire that covers several developmental domains. Results of the screening are shared with parents.

Staff members conduct formal assessments twice per year using Teaching Strategies GOLD. This information is used by teaching staff to prepare for parent-teacher conferences and to enhance and/or individualize classroom plans. In the future, the Center's participation in programs such as Step Up to Quality may require that child level data be reported to ODJFS. Parents will be notified if this becomes a requirement.

CHRISTIAN EXPERIENCE

Our Center is a ministry of First Baptist Church and Christian Education is part of our developmentally appropriate curriculum. The children are introduced to Bible stories, songs and art activities. Toddlers and preschoolers enjoy weekly Chapel Time. The student body of our Center is diverse, therefore, the lessons are presented in a respectful, non-denominational format. The Christian experience is most evident in how we treat people, using the Golden Rule as a guide.

GENERAL ROUTINE & DAILY SCHEDULE (PRESCHOOL)

7:00-8:45	Arrival Time, Breakfast Snack
9:00-12:00	Classroom Time, Enrichments, Gross Motor
12:00-1:00	Lunch Time
1:00-3:00	Nap/Rest Time
3:00-5:30	Snack Time, Afternoon Activity Time, Gross Motor, Playground
5:30-6:00	Free Time, Tabletop Activities, Dismissal

- Each classroom has a posted schedule of their specific daily events.
- Children benefit by arriving by 9:00 a.m. so they can fully participate in the day's activities.

GENERAL ROUTINE & DAILY SCHEDULE (TODDLER)

7:00-8:45	Arrival Time, Breakfast Snack
9:00-12:00	Classroom Time, Enrichments, Gross Motor, Diaper Changes
12:00-1:00	Lunch Time, Diaper Changes
1:00-3:00	Nap/Rest Time
3:00-5:30	Snack Time, Afternoon Activity Time, Gross Motor, Playground, Diaper Change
5:30-6:00	Free Time, Tabletop Activities, Diaper Change, Dismissal

- Each classroom has a posted schedule of their specific daily events.

GENERAL ROUTINE & DAILY SCHEDULE (INFANT)

7:00-8:45	Arrival Time
9:00-12:00	Classroom Time, Enrichments, Gross Motor, Diaper Changes
12:00-1:00	Diaper Changes
1:00-3:00	Diaper Changes, Activities, Outdoor/Indoor Time
3:00-5:30	Afternoon Activity Time, Gross Motor, Playground, Diaper Change
5:30-6:00	Activities, Diaper Change, Dismissal

- *Each child will have their own schedule based on meeting their needs for sleep, diaper changes, feeding and play. The teachers will work with parents to develop a typical schedule.

INFANT PROGRAMMING & CARE

In the infant rooms, we provide a variety of experiences on a daily basis. These include Playing with Toys, Imitating and Pretending, Enjoying Stories and Books and Connecting with Music and Movement. Each child is assigned a crib and children nap on demand. Diapers are checked every two hours. Parents receive a classroom welcome packet with more detailed information.

TODDLER PROGRAMMING & CARE

Experiences focus on playing with toys, imitating and pretending, enjoying stories and books, connecting with music and movement, creating with art, tasting and preparing food, exploring sand and water and going outdoors. Diapers are checked every two to three hours. Children nap after lunch for approximately two hours. Parents receive a classroom welcome packet with more detailed information.

TOILET TRAINING

It is the Center's goal to ensure that each toddler successfully masters this developmental milestone. Teachers work with the parents and individualize this process to suit the child's needs. There are certain developmental signs that may help you determine whether or not your child is ready to begin the toilet training process.

- The child should be able to communicate his needs and follow a one-two direction.
- The child should be able to pull up and pull down his clothing.
- The child openly expresses his interest in the toilet.
- Age is a variant factor; however it is the Center's policy to introduce toilet training at the age of 24 months as children begin to sense urination.

When you are ready to begin this process, please speak with your child's teachers in order to ensure consistency between home and school.

PRESCHOOL PROGRAMMING & CARE

Activities in our program focus on social, emotional, physical and cognitive development. Activities and studies are developed to encourage problem solving and cooperative skills while expanding the children's knowledge base. We introduce early math, literacy, science, and social studies concepts that are age appropriate. The students will be encouraged to be learners, thinkers, explorers and problem solvers. They will learn to function as individuals as well as being a part of a group. Children nap or rest after lunch for approximately two hours. Parents receive a classroom welcome packet with more detailed information.

EXPRESSIVE ARTS/ENRICHMENTS

Children explore their artistic, spiritual, and creative sides. Special classes include Spanish, Chapel Time, Music & Movement, Yoga and Art. The Center values these opportunities and incorporates them into the children's weekly schedule as part of our offered curriculum. Music & Movement is provided for all children. Art and Yoga begin at 18 months. Toddlers and preschoolers attend Chapel Time and Spanish is for children 2 ½ years and older.

OUTDOOR PLAY

Outdoor play is a required part of the daily routine for children over 12 months. We consider it comfortable for play when the temperature is between 40-80 degrees. If the temperature is above 20 degrees, including wind chill or under 90 degrees, including the heat index, we limit outdoor time and use caution. Outdoor play is limited when there are other considerations including ozone levels, pollen count, lightening, rain or ice.

WATER PLAY

Water play with sprinklers and sensory tables is part of summertime activity for toddlers and preschoolers. Each classroom is assigned a day for water play. Sunscreen is applied as authorized by parent.

EVALUATIONS & PARENT CONFERENCES

Child assessment is built into curriculum and is used in preparation for parent teacher conferences. Teachers schedule conferences in the spring and fall to discuss your child's progress. All parents receive a written report of their child's progress twice each year. Parents are welcome to request an informal conference at any time.

TRANSITIONING/ADJUSTING TO A NEW ENVIRONMENT

New experiences can sometimes be very tiring or over-stimulating. Each child is unique in adjusting to new situations. The following are some pointers that may help you as your child transitions.

- Transition time allows your child the opportunity to adjust to his new surroundings. Plan to spend some time in the classroom with your child before the first day of attendance.
- Talk positively with your child about things he will be doing here.
- If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance.
- If new experiences have upset your child in the past, please discuss this with your child's teachers. We can help ease his fears through play, art, and sympathetic conversation. Your child's overall well-being is paramount to us.
- When it is time for your child to transition to a new classroom, you receive an email. Additionally, a transition notice is prepared to gather input from teachers and parents. Your written input is helpful to the new classroom staff. Please complete, sign and return this form to the Center office.

HEALTH RELATED POLICIES

ANNUAL PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

A current medical statement signed by your child's doctor is required within 30 days of admission to the Center. A complete listing of all immunizations must be attached to the Child Medical Statement form as well as the doctor's signature indicating your child has been examined and found to be in suitable condition for group care. Children should receive comprehensive health screenings during well-child examinations. The American Academy of Pediatrics (AAP) publishes recommendations for preventative pediatric health care. A copy of the chart is available in the center office. Health forms are required to be updated annually.

IMMUNIZATIONS

The center requires children to be immunized according to AAP guidelines. We support the current vaccine schedule that is recommended by the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) and the [American Academy of Pediatrics](#).

MANAGEMENT OF COMMUNICABLE DISEASE

In order to minimize transmission of illness, the following policies have been developed by the state as a way to protect the health of all children enrolled. Although unfortunate, a child may become ill at the Center. We encourage parents to develop alternate sick care arrangements as a back-up plan.

A communicable disease chart designed by the Ohio Department of Health is posted in the first floor hallway. These guidelines allow minimal interpretation by staff. If your child exhibits any of the specific symptoms listed in these guidelines, we are required to contact you immediately and request that you make arrangements to pick up your child within the hour. The Center shall immediately notify the parent of the child's condition when a child has been observed with signs and symptoms of illness.

A child is considered to be sick when exhibiting any of the following symptoms:

1. Temperature of 100 degrees F. taken by the axillary method (under arm), along with a combination with any other sign or symptom of illness.
2. Diarrhea (abnormally loose stool), two or more times.
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, pus, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or white-gray stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies or other parasitic infestations.
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child sent home from the Center with any of the above symptoms may not return until:

- The child is symptom free for 24 hours and fully able to participate in regularly scheduled activities, such as defined in this handbook; and
- The child has been seen by a physician and has been diagnosed and treated as required by Ohio law; or
- The child has been seen by a physician, who has determined that the child's illness is not contagious and has verified this in writing for the Center's records

When a diagnosis of illness is reported (i.e. pink eye, strep throat) an Exposure Notice is posted on the door of the specific room. If two or more classrooms are involved, Exposure Notices are posted on the door at each entry.

A child experiencing minor cold symptoms may stay in the Center provided he is not exhibiting any of the above symptoms. The moderately ill child will be monitored for worsening conditions throughout the day.

ADMINISTRATION OF MEDICATION

Prescription and over-the-counter medication (with the exception of topical ointments and lotions) are administered by a person trained in medication administration. These medications are stored in the Center office. **Our strong preference is to have medications administered at home and not at the Center.** If it is necessary for the Center to administer medication we prefer that this be done at noon. Except for emergency medications, the Center shall not administer any medication, food supplement, medical food or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. The following criteria must also be met per state licensing:

1. Requirements for prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen day period
 - a. The parent must complete and sign box one of the "Request for Administration of Medication"
 - b. Instructions in box two of the "Request for Administration of Medication" must be completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant. OR If the medication is stored in the original container with prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use, box two does not need to be completed.
2. Requirements for nonprescription medications, food supplements or medical foods
 - a. The medication or product must be stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.
 - b. Instructions in box two of the "Request for Administration of Medication" must be completed and signed by a licensed physician, licensed dentist, advanced practice nurse, or certified physician's assistant, this excludes topical preventative products and lotions unless instructions exceed the manufacturer's instructions or use.
 - c. The parent must complete and sign box one of the "Request for Administration of Medication".
3. Requirements for topical products and lotions
 - a. The product must be stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child.

- b. The parent must complete and sign box one of the “Request for Administration of Medication”.
- c. The center shall ensure to apply the nonprescription topical products and lotions according to the manufacturer's instruction.

SAFETY RELATED POLICIES

EMERGENCY CONTACT & PICK-UP

We must be able to reach a responsible adult who is available to pick up your child at any time. This person(s) must live in the Cleveland area within 45 miles of the Center. If a non-acute emergency occurs, we will contact you immediately and your child will need to be picked up within an hour. Emergency contact and pick up information must be updated annually. If your personal data changes beforehand, please notify the office.

EMERGENCY CLOSING

The Center may delay start or close in the event of extreme weather or emergency situations such as loss of water or heat. Information can be found via local television stations and their internet sites. We will also send email messages and post information on our website. It is the parent’s responsibility to find alternative childcare in the event of non-scheduled emergency closings. Because the Center must continue to pay its staff, no tuition credit will be given for emergency closings.

DRILLS

In order to ensure the children and staff can exit the building quickly, we schedule practice fire drills once a month at various times. Evacuation routes are posted in each classroom. Weather drills are practiced March through September. Emergency/lockdown drills are conducted quarterly.

EMERGENCY PROCEDURES

The Center has established several procedures to follow in the event that an emergency, serious illness or injury occurs while a child is in the Center’s care.

EVACUATION, SHELTERING, RELOCATION

Depending on the nature of the emergency we may evacuate the building, relocate to a safe location or shelter-in-place. Types of emergency situations include weather and natural disasters, emergency outdoor or indoor lockdown, hazardous spills, gas leaks or bomb threats, outbreaks or epidemics, loss of power, water or heat and other threatening situations.

Any time the children are relocated, either in the building or off-site, staff members take the first aid kit, emergency medications and parent contact information (enrollment forms). Staff members who are trained in First Aid and CPR are available at all times. Parents will be contacted as soon as possible.

SERIOUS ILLNESS

If a child shows signs of serious illness, EMS may be summoned and if transportation is required a staff member will accompany the child. Examples include seizure, allergic reaction, loss of consciousness, high fever, etc. Parents will be called immediately. An incident report will be prepared for the parent/guardian. Parents are responsible for payment of all emergency transportation.

SERIOUS INJURY

Depending on the severity of the injury EMS may be summoned and if transportation is required a staff member will accompany the child. Parents will be called immediately. An incident report will be prepared for the parent/guardian. Parents are responsible for payment of all emergency transportation.