

Beavercreek Christian Learning Center

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Parent Handbook



*Owned and Operated by
Beavercreek Church of the Nazarene
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TABLE OF CONTENTS

Introduction	Page 4 - 5
Purpose	
Licensing	
Staff and Training	
Babysitting Outside of BCLC	
Daily Program	
Hours of Operation	
Policies, Procedures and Related Information	Pages 5 - 14
Tuition	
Delinquent Account Policy	
Custody Situations	
Bad Weather	
Toileting	
Biting	
Holidays	
Kindergarten Holidays	
Christmas Break	
Spring Break	
Absences	
Vacation Policies	
How to Use Your Vacation Days	
Withdrawal from Center	
Birthdays	
Toys	
Clothing	
Lost and Found	
Your Child's First Day (What to Expect) When There Are Concerns	
Parent Participation	
Outdoor Play	
Transitioning Children	
Discipline Policy	
Behavior Contract	
General School Rules	
Minor Offenses	
Major Offenses	
Corrective Action Plan	
Suspension	
Expulsion	
Biting	
Health and Safety	Pages 14 - 19
Safety Information	
Field Trips	
In Case of Emergency	
Health	
Allergies	
Lice Policy	
Management of Illness	
Prescription Medication	
Non-Prescription Medication Policy	
Nutrition	
Physically Challenged Children's Policy	

Miscellaneous	Page 19
Preschool and Pre-Kindergarten Program Information	Page 19-20
Half Day Program Timeline	
Full Day Program Timeline	
Preschool Program	Page 20 - 22
Highlights of Preschool Curriculum	
Sample of Preschool Day	
Pre-Kindergarten Program	Page 22 - 23
Highlights of Pre-Kindergarten Curriculum	
Sample of Pre-Kindergarten Day	
Kindergarten Program	Page 23 - 27
Highlights of Kindergarten Curriculum	
Sample of Kindergarten Day	
School age Program	Page 27 - 28
Sample of Before and After Schedule	
School age Children Arriving and/or Picked Up From School	
School age Rules and Discipline	
Van Rider Policy	
Summer Program	Page 28 - 29
Field Trips	
Swimming Information	
Ohio Department of Job & Family Services	Page 30
Ohio Child & Adult Care Food Program (CACFP)	Page 31-32

PURPOSE

Beavercreek Christian Learning Center is a non-profit organization and was established as a service to the families and children of the community regardless of race, color, religion, sex or national origin. This service has grown from a sincere love for children and a desire to help achieve proper development and adjustment. Beavercreek Christian Learning Center provides the highest quality care in a safe and friendly atmosphere. Recognizing the importance of balanced growth, our staff provides opportunities for the physical, social, emotional, intellectual and spiritual development of the children in our care.

LICENSING

Beavercreek Christian Learning Center is fully licensed by the Ohio Department of Human Services. We have regular inspections by the Greene County Health Department and the Beavercreek Fire Department. The laws and rules governing child day care and licensing, as well as, current inspection records are on file and available for review in the office.

Our license is posted in the Main Entryway. At this time we are licensed to serve eight (8) toddlers, one hundred eleven (111) preschoolers and one hundred seventy four (200) school age children. At all times there will be at least one staff member caring for: every eight (8) toddlers, every twelve (12) three year olds, every fourteen (14) four and five year old preschoolers, and for every eighteen (18) schoolagers. This ratio will be met for all special outings as well as routine trips.

STAFF AND TRAINING

Each member of the staff employed is a qualified and competent person to provide loving and understanding care for the children. The Learning Center Staff is dedicated to providing the best possible environment for your child's growth and development. Staff is chosen for their love of

children as well as their specific qualifications. Our teachers and aides are either certified, or are working towards certification by the Ohio Department of Human Services in Child Development. We also have staff that holds Associate and Bachelor Degrees in many fields, including education. Some staff also holds their Child Development Associate Credential.

A qualified Physician or Registered Nurse trains our staff members in First Aid, Communicable Diseases, Child Abuse and CPR.

BABYSITTING OUTSIDE OF BCLC

In the event a staff member chooses to baby-sit a child attending BCLC, outside normal working hours of BCLC, it is the position of BCLC that the staff member is acting outside the purview of his/her employment capacity with BCLC and is now acting in the relationship of being employed as an independent contractor with that particular parent, guardian or custodian of the child being babysat. BCLC is relieved of any and all liability caused by any action of the BCLC staff member who is now working under that independent contractor relationship with the particular parent, guardian, or custodian providing babysitting services to the child and said BCLC staff member acting as an independent contractor is performing said services at his/her own risk and peril.

DAILY PROGRAM

A carefully supervised and balanced program is offered to assist play, language arts, reading readiness, music, stories, art, science, health, physical education and crafts, all of which provide for an educational experience of lasting value to the physical, mental and emotional development of the child.

HOURS OF OPERATION

Parents must bring the child to the center and pick him/her up between the hours of 6:00 a.m. and 6:00 p.m.

If your child is enrolled in our Half-Day Program then pick-up is by 12:30 p.m.

If your child is enrolled in our All Day Program then pick-up is 6:00 p.m.

A late fee of \$1.00 per minute is charged and paid directly to the Caregiver.

If the center is not notified of a late pick-up, staff members will attempt to contact the child's parents at 15 minutes past closing. At 30 minutes past closing, staff members will attempt to contact the emergency contact persons noted on the enrollment application. At one hour after closing, any child not picked up will be released into the custody of the local police department.

TUITION

We operate on a "**Flat Fee**" Tuition Schedule. Tuition is paid weekly and is due on the **FIRST DAY** your child attends each week. Your fee remains the same each week. Exceptions are Christmas Week* and when vacation days are applied to your account.

FEES DUE UPON ENROLLMENT:

- \$25.00 non-refundable registration fee/\$15.00 each additional child
- Deposit equal to weekly tuition applied to last week of enrollment when 2 week notice given in writing (forms available in BCLC office).
- \$55.00 book fee for Kindergarten enrollment (non-refundable)
- Activity fee \$40.00—\$55.00 per child (school year Sept.-May)

ADDITIONAL FEES:

- \$10.00 **Late fee** if tuition is not paid by Wednesday of each week, unless prior arrangements have been made with Administrator.
- \$25.00 **Return check fee.** After (2) checks have been returned all payments must be in the form of cash, money order or cashier's check.

When BCLC is closed on a holiday and this falls on your child's scheduled day, you are still obligated to pay for that day unless you notify the office to apply a vacation day.

*See Page 7 for further information about Christmas Week

DELINQUENT ACCOUNT POLICY

If your account is 1 weeks over due, you will have 1 week to bring your account current. After 1 week, if you have not brought your account current your child will no longer be able to attend BCLC.

CUSTODY SITUATIONS

In the event of a custody case, BCLC will request a copy of the court order stating the person(s) having temporary or permanent custody of any child enrolled in our center. A child will not be released to a non-custodial parent without written permission from the custodial parent.

BAD WEATHER

In the event of a Level 3 Snow Emergency, BCLC will be closed. We also may close or delay our opening or close early due to bad weather. Watch Channel 7 and/or Channel 2 or listen 1290 WHIO AM or K99.1 FM radio for news of a delay or closing. If we close early due to bad weather, we will call you with at least a 2 hour notice of closing.

If Beavercreek or St. Luke's Elementary have delays or early dismissals, we provide transportation to and from the schools. We also provide all day care if these schools are closed.

TOILETING

BCLC is not licensed to care for non-potty trained children. Your child needs to be potty trained before attending. We understand that accidents will occur and we are willing to work with the child and parents. If there are excessive accidents, we will call the parent/guardian to see if there might be a medical problem. If it is determined that your child is not yet mature enough to sustain potty control at school, we ask that you give your child a period of time away from school to complete their potty training. We will hold your child's spot for one month (no tuition is paid during this time). If after one month, your child is not yet ready, we will move your child to a waiting list. When your child is completely trained, we will re-enroll, if space is available. It is so important that a child is not rushed into toilet training. If a child is forced too early, he/she may develop medical problems as a result.

HOLIDAYS

The Learning Center will be open Monday through Friday, except for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Week of Christmas**

KINDERGARTEN HOLIDAYS

The following holidays: Columbus Day, Martin Luther King Jr. Day, Presidents' Day, Christmas Break and Spring Break are non-curriculum. BCLC is open but Kindergarten academic activities will NOT be taught. If you choose not to bring your child, you are still obligated to pay tuition for that day unless you apply a vacation day.

CHRISTMAS BREAK

We close for approx. 5-6 days during Christmas - typically the week of Christmas. This schedule may vary depending upon when Christmas falls. Check your yearly BCLC Calendar to determine the exact days. BCLC does not charge tuition for the week we are closed.

Several weeks before the Christmas Holiday, we will post sign-up sheets on each class clipboard. You are to indicate if your child will be in attendance during this week. That will help us staff ac-

cordingly. Attendance can be low during this week. We provide activities to enhance the physical, intellectual, emotional and social aspects of your child's development during this week. Because attendance can be low, many classes are combined to make one class and teachers may split their work week. If you choose not to attend, you are still obligated to pay for your child's scheduled days unless you apply vacation days.

SPRING BREAK

Sign-ups will be posted on the class clipboard for you to indicate if your child will be in attendance. Activities are provided to enhance the physical, intellectual, emotional and social aspects of your child's development during this week. Because attendance can be low, many classes are combined to make one class and teachers may split their work week. If you choose not to attend, you are still obligated to pay for your child's scheduled days unless you apply vacation days. We are closed on Good Friday.

ABSENCES

Please call into the BCLC Office and let us know if your child will be absent from school. This includes school age parents.

If your child is absent more than three weeks because of an extended illness, 50% of the weekly tuition may be charged to reserve the child's place in the class.

VACATION POLICIES

The following procedure may be followed for using vacation/sick leave credit upon enrollment: Each new school year you will earn one(1) vacation day on the first day of the month. You can only use them as they are earned. Example: On September 1 you will receive your first vacation day and then the first of the month for the next eight (8) months. If your child is enrolled for the Summer you will also receive one (1) vacation day per month.

Unused vacation days from the school year will carry over into the summer but will NOT carry over into the new school year. All days must be used by the end of summer and CANNOT be used to leave the summer session early.

HOW TO USE YOUR VACATION DAYS

Call or come by office and let us know that you wish a vacation day to be applied.

- Vacation days can only be applied when your child is not in attendance at BCLC.
- They cannot be applied to days that your child was in attendance.
- Vacation days can be applied to holidays that BCLC is closed.
- It is your responsibility to notify us in a timely manner that a vacation day is to be applied to an absence. We will not apply back further than 2 weeks for any given absence.

WITHDRAWAL FROM CENTER

When you no longer need our service, please submit a written two-week notice. At that time, we will apply your one-week deposit that was paid at enrollment. Forms are available in the BCLC office.

SUMMER POLICY

- Currently enrolled students are required to pay a **one week deposit at registration.**
- Returning students are required to pay a **two week deposit at registration.**
- Deposit will be applied the **last week of summer.**
- If you register for summer and then pull out you will not receive your summer deposit back and your child(ren) will be removed from the fall rosters and put on the bottom of our waiting list.**
- If your child is a summer only enrollee and you pull them before the summer ends you will not be able to attend the next summer.**

BIRTHDAYS

We encourage you to send a treat on your child's birthday. It is his/her special day. Their celebration time will be held at snack. Check with your child's teacher for any other special restrictions information. Remember that BCLC is a nut free center. We cannot serve products that

contain uts or nut-by products (M&M's, Kroger cupcakes, etc.). Please read labels and if you are unsure please call the office for approval. Here is a list of approved classroom treats: Oreo cookies, Chips Ahoy Cookies (chocolate chip only), Fudge Stripes Cookies, Go-gurt, Fresh Fruit, Twinkies or Hostess Cupcakes, Skittles or Tootsie Rolls, Pretzels, Popsicles, Fruit Snacks, String Cheese and Crackers, Snack Packs of Pringles, Jello and Pudding Cups or Cupcakes/Cookies (homemade only).

TOYS

Children may **NOT** bring toys to the center. We cannot be responsible for broken, lost or taken toys. An exception will be made for a special blanket, pillow or stuffed animal for naptime, show and tell/share time however, these must fit inside their cubby (**Label Everything**). Children will not be permitted to play with their show and tell item. After showing this item they will return it to their cubby or backpack.

CLOTHING

Children should be comfortably dressed in washable play clothes. **An extra change of clothing needs to be provided at all times for each child in case of an accident.** Please put extra change in a Ziploc bag so that when clothes are soiled, they can be returned to you in the bag. **All clothing brought should be clearly marked for identification, including hats, gloves and boots.** There will be outdoor play periods in winter if the temperature is at or above freezing (32 degrees) therefore, dress your child accordingly.

LOST AND FOUND

There is a lost and found box located outside the office area. Check this box periodically for lost items. **It is very important that you label your children's coats, hats, scarves, shirts, etc... with their name.** This box is cleaned out periodically and all items not claimed are donated.

YOUR CHILD'S FIRST DAY AT BEAVERCREEK CHRISTIAN LEARNING CENTER

Prior to this day we must have the following:

Registration Day:

- Record Form
- Registration Fee, Deposit, and Activity Fee (Kindergarten Book Fee if applicable) **must be paid on Registration Day**
- Child Enrollment and Health Information, Medical Statement, Application, and Accountability Form

First Day of School:

- School supplies (school year only), Change of clothes (labeled)
- Nap items (labeled) if applicable

You and your child should have met his/her teacher during your initial tour of our building, but if you have not; please make an appointment to do so. It is very important for your child to see this new environment. Meeting the teacher will also help to make the first week's adjustment much easier.

The following suggestions should help make the "First Day" a happy and positive experience for you both:

- Arrive 15-20 minutes before you need to leave so you won't be rushed. Your child needs to see and feel that you are relaxed and comfortable with our center.
- Take your child and belongings to his/her new classroom. Place your child's change of clothes, blanket, etc. in the tub with his/her name on it. **REMEMBER TO LABEL EVERYTHING.** Sign your child in on the sign-in sheet.
- Everyone must enter the building on the south side (BCLC office entrance). Before 7:30 a.m. children are to be taken to cafeteria or gym.
- After 7:30 a.m. take your child to his/her class and spend some time discovering the room. Getting your child involved in an activity usually helps make the separation easier.
- After talking with your child's teacher and spending some time with your child, tell your child that you have to leave now. Statements such as: "Mommy has to go to work now, but I'll be back to pick you up this afternoon." or "I have to go now, but

I'll be back after lunch to pick you up and you can tell me all about your day." usually helps your child understand that you are leaving but you will be back.

- Give your child a hug and a kiss and leave the room. Please do not go back into the room. This is upsetting and confusing to your child. Feel free to call the office later in the morning to inquire how your child is doing.

BE AWARE... The second day may be more difficult. It is very normal for children to take a couple of weeks to fully adjust to a new environment.

WHEN THERE ARE CONCERNS

Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make an appointment with staff when it is necessary to engage in any lengthy conversation. Teachers want to be able to focus on you and your child at these times.

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

Child's Teacher
Program Director
Administrator
Pastor
Advisory Board

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

PARENT PARTICIPATION

It is our goal, as your children grow and change, to provide them with the highest quality educational program and experiences to encourage their development in language, social skills, motor coordination and self-confidence. We feel this is best accomplished through a close relationship between parents and staff members in matters regarding your children.

REGULAR OPPORTUNITIES TO PARTICIPATE INCLUDE...

Field trips
Holiday parties & programs
Occupation visits
M.A.D. 4 Teachers (parent support group)

PLEASE FEEL FREE TO...

- ☐ Meet with the Teacher, Program Director or Administrator to discuss concerns.
- Take time each day to talk with your child's teacher.
- ☐ Join us for lunch (no additional charge for this)
- ☐ Visit the center anytime. All parents have unlimited access to the center during the hours of operation for the purpose of their child and evaluating the premises and/or program (stop by the office first).

PLEASE LOOK FOR...

Teachers have the option to provide you with daily and/or weekly evaluations. Please check with your child's teacher on their class policy.
Progress reports on which each teacher documents your child's development is shared with parents during annual conferences.
Important sign-up's, flyers and information posted on your class clipboard and e-mails.
Other important information posted on the window outside the office and bulletin board.
A snack & lunch menu is put in your family folder, posted outside your child's classroom.
A Parent Roster for your child's class is available upon request. This is a list of

parent's names and phone numbers of children in each class whose parents have authorized the distribution of this information.

OUTDOOR PLAY

Children will play outside when weather is appropriate, at or above 32 degrees. Please dress in appropriate shoes. If BCLC has "Bike Day", children can bring their bikes, roller blades, skateboards, scooters, etc... and use them provided proper headgear is worn. Head injuries may result due to no helmet being worn. Opportunities for Bike Day but not limited to are St. Jude's Bike-a-thon held every spring and during our Summer Program.

TRANSITIONING CHILDREN

Children promote up to the next age group in the fall. If children are struggling with their class they may need to move up or down in age group levels; BCLC will notify parents to obtain support and consent; develop a plan and time period for the transition to take place. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next class.

DISCIPLINE POLICY

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against authority is rebelling against what God has instituted, and those who do so will bring judgment upon themselves." Romans 13:1-2

At Beavercreek Christian Learning Center (BCLC), the Bible is our authority for teaching and training children. Discipline is part of that training which is always positive even though at times it may seemingly have a negative side to it. Discipline, when applied correctly, is always positive and is carried out in the following manner:

1. **Positive Reinforcement** is discipline brought about by reinforcing what is acceptable and right. Many different kinds of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, a trip to the treasure chest, verbal praise, and public recognition. Good behavior is well recognized and encouraged at BCLC.
2. **Non-Reinforcement** Training may be used for student's actions done out of childishness, because of immaturity, and those done out of foolishness or rebelliousness. Immature acts are handled by helping the student recognize acceptable behavior and training the student positively.

Consequences are part of our training and discipline is used to teach responsibility. These are administered consistently and are clearly defined to the student beforehand. They are used to help correct unacceptable behavior. These inappropriate acts are handled with time-out or loss of privileges. They are always administered with love and firmness. If a child is disruptive in a classroom situation and others cannot learn, is disrespectful of peers and their materials, or is creating a safety problem to other children, he/she may be isolated from the group for a period of time. The child will still be under the supervised direction of the teacher. Our goal in discipline is to train children to use self-control, develop respect for authority, and learn to express themselves in socially acceptable ways.

BEHAVIOR CONTRACT

Parents/guardians are expected to be supportive of all school rules. The behavior contract outlining general school rules as well as unacceptable behavior and their consequences are provided below as part of the student enrollment package. Both parents/guardians and students are expected to read and sign the behavior contract prior to the first day of attendance at BCLC. This document will be kept in the child's folder as an agreement of expected student conduct between BCLC, the parents/guardians, and the child.

GENERAL SCHOOL RULES

1. Prompt and cheerful obedience to all school staff is expected at all times. Talking back will not be tolerated.
2. Common courtesy and respect for other people, their person and their property, must be shown at all times. BCLC has a hands-off policy to all students including no tackling, wrestling, karate-type play, etc., for the protection of the students.
3. Students must remain in their appointed places, under proper supervision, at all times. Running or hiding from teachers will not be tolerated.
4. Students are expected to conduct themselves in a responsible manner. Lying or speaking in a disrespectful manner will not be tolerated.
5. Students and parents/guardians of students who are responsible for causing damage whether by accident or on purpose, will be expected to make full restitution in financial cost for school property and other student's property.
6. Students must get their teachers permission before bringing anything to school that is not normally used in the school program (such as breakable or live 'shares').
7. The school assumes no liability for lost or stolen items - including share items and all personal property.
8. Students may not leave BCLC classrooms. Playgrounds, or other BCLC facilities unless accompanied by an adult.
9. Older and younger siblings of children in the BCLC program may not play on the BCLC playgrounds/FLC/Kids gyms during normal school hours.

MINOR OFFENSES

For offenses deemed less serious (minor offenses), the discipline process is carried out as part of the normal teaching processes in a given day (time out, loss of privilege) and will be documented by the staff. Repeated minor offenses may result in a written warning that must be signed by the parent /guardian and returned to the teacher. After two written warnings, a parent/teacher conference may be scheduled to develop a Corrective Action Plan which must be supported and enforced by the parent/guardian and teacher. Failure to show improvement after the Corrective Action Plan is in place may result in suspension and/or expulsion from the program.

MINOR OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

Back talking to staff
Not listening to directions
Name calling/teasing
Being disruptive/loud
Antagonizing/starting trouble
Bringing items that are not necessary
Play fighting/or wrestling
Going into other students or staff belongings
Lying/deceiving

MAJOR OFFENSES

In more serious offenses (major offenses), the parents/guardians are notified with a written referral. Repeated major offenses may result in a parent/teacher/director conference to develop a Corrective Action Plan which must be supported and enforced by the parent/guardian and the BCLC staff. Failure to show improvement after the Corrective Action Plan is in place may result in suspension and/or expulsion from the program.

MAJOR OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

Fighting/pushing /kicking students or staff
Foul language
Going into unauthorized areas
Throwing objects endangering the safety of others. (Sticks, rocks, wood, balls, etc.)
Destroying BCLC equipment or property
Stealing
Endangering the safety of others

Excessive and repeated minor offenses

For extremely serious offenses, or repeated offenses, the child will be immediately taken to the Administrator which at that time may recommend a Corrective Action Plan and/or suspension depending on the circumstances.

BCLC reserves the right to suspend and/or terminate childcare services immediately when the health, welfare or safety of other children is at stake.

This Discipline Policy is used as a **guideline only**. We reserve the right to bypass corrective procedures based on the severity of the action.

CORRECTIVE ACTION PLANS are used to clearly define unacceptable behaviors and to implement a plan of action to correct behavior. Behavior contracts are reviewed after two weeks and four weeks. Children who improve on the contract are moved to probationary status for the remainder of the school term. Children who show no improvement and/or parents /guardians who do not support the terms of the contract may not be able to continue at Beaver Creek Christian Learning Center.

SUSPENSION* is used for serious rebellious acts to staff, continuous disobedience, bodily injury, property damage, serious inappropriate behavior and outright and deliberate acts of defiance. Children who have 1 or more suspensions may generally be placed on a corrective action plan.

*Suspension is for program days and starts the next program day. (The weekends and holidays do not count).

EXPULSION is the loss of the student's placement at BCLC and is for the most serious acts. Students who receive 2 or more suspensions in a year may be subject to expulsion depending on the circumstances. Students who fail to improve over a four week period of time on a Corrective Action Plan may be subject to expulsion. Expulsions are recommended by the directors to the Administrator and Pastor. The subsequent decision of the Pastor and BCLC Administrator will be final.

BITING

We encourage children to use their words instead of biting. Your child's teacher will inform you if your child is biting. We ask that you talk with your child and keep in contact with your child's teacher with ways we can help stop this behavior. We are willing to work with you to correct this problem. If your child does continue to bite after all attempts to correct have failed, we will ask that you withdraw your child from the center.

We consider biting to be serious offense. We understand that there are many circumstances that can lead a child to bite. If your child bites, we will investigate the circumstances regarding the offense and make our determination accordingly. The determination of consequences depends upon the seriousness of the event. Consequences could include any of the following: a warning, suspension, removing your child from the program or other consequences we deem appropriate. In a spirit of cooperation, if your child should break the skin, we reserve the right to request testing for communicable diseases.

SAFETY INFORMATION

A childcare staff member in charge of a child or a group of children will be responsible for their safety.

No child will be left unsupervised at any time.

- **Each child must be signed in and out upon arrival and departure by the parent or guardian.** This form is located on a clipboard in the child's classroom. **The parent or guardian must accompany the child to the appropriate classroom and make the teacher aware of their presence.** The parent or guardian must pick up the child at their classroom

and make the teacher aware that they are here to take the child.

- If the child is to leave the center with someone other than their parent/guardian it is the parent's responsibility to inform the office and their child's teacher. If your emergency contact, other family members arrive to pick up your child and you have not notified us of this change, we will contact you to verify. You may notify us in advance of a change in pick-up. The person picking-up is to come to the office and we will verify their identification and direct them to the child's classroom. All persons must bring picture identification to the office, as well.
- All teachers have access to a working phone with emergency numbers posted near it. A first aid kit is kept in the office and closet by FL 1. We have monthly fire drills and practice for weather alerts. Attendance is taken following all drills.
- An Emergency Medical Plan is posted in all classrooms, explaining what to do in case of fire and weather alerts. There is also a diagram showing evacuation routes.
- No aerosols are used around children at this Center.
- All outlets in the center are covered while not in use.
- Incident reports are completed any time a child is injured. Parents must sign this report and leave it with the Center. Parents will be given a duplicate copy.
- If child abuse or neglect is suspected. Children's Services will be notified. BCLC is mandated by law to report any suspicions of child abuse and neglect.

FIELD TRIPS

Pertinent information regarding field trips is sent home prior to all trips. These policies are followed on all trips:

- Each child must be 40 lbs. and 4 years old (State of Ohio Requirement)
- Each child must wear a seat belt.
- All children are supervised by an adult at all times.
- A first aid kit and a person trained in first aid are available while on the trip.
- Every child, while on the field trip, must wear a tag with our school name, address, and telephone number or BCLC t-shirt. During the summer, children wear BCLC t-shirts.
- Teachers must have signed permission slips, emergency forms and health records for all children on all trips.
- During participation in any recreational or instructional swim program, prior written permission for each child to participate will be obtained from the parent or guardian. BCLC staff will supervise the activity in addition to instructors of the swim program. This permission form must include the child's ability to swim.

IN CASE OF EMERGENCY

1. No child is left alone or unsupervised.
2. A staff member trained in first aid will attend to the child involved.
3. If necessary, the Beavercreek Emergency Squad will be called and parents will be notified immediately.
4. In the event that a child must be transported, a staff member will accompany the child to the emergency facility and remain there until the parent or guardian arrive. ****Please note: Permission to transport must be given on their EMT form before a child may be in attendance at BCLC. If permission is not given then the child MAY NOT attend BCLC.**
5. Those children not involved in the emergency will be supervised in the area or taken to another area where appropriate supervision can be maintained.

HEALTH

As Beavercreek Christian Learning Center is licensed by the state of Ohio there are state laws

that must be strictly adhered to at all times.

Medical forms may be obtained from the office and must be signed and dated by a licensed physician. If the child's medical form expires the child may not return to the center until a new form is completed.

We do not care for sick children. Parents are responsible for their own sitter when a child is sick. When teachers become ill a qualified substitute will be called to take the class.

Many activities are outside so a child that is not well enough to be outside should not attend the learning center.

Untreated illnesses or injuries must have medical clearance from your family physician before your child will be permitted to return to the center.

Our center desires to provide conditions that encourage cleanliness and good health practices among the children. A child should not be brought to the center with a temperature of 100 degrees or more, vomiting, diarrhea or a rash. A child becoming ill after arrival at the center will be placed in isolation in the office, made comfortable on a cot and the parents will be notified. An adult will be in sight of the child at all times. The child **MUST** be picked up within the hour. The child is not to return to the center within twenty-four (24) hours after the fever is completely gone and/or they are symptom free from any of the following illnesses.

Temp. of 100 degrees or more
Severe Coughing
Conjunctivitis
Stiff Neck
Vomiting
Yellowish skin or eyes
Green or yellow discharge from nose
Diarrhea
Redness of the eye
Untreated infected skin
Unusually dark urine
Gray or white stool
Difficult /rapid breathing
Evidence of lice/scabies

ALLERGIES

BCLC is a Nut free center. We do not serve products that contain nuts or nut by-products (example: M&M's, Kroger cup cakes, etc.). Please read the labels, if unsure please contact the office for approval.

If your child has an allergy to nuts, dairy, or any other substance, please notify the office upon enrollment. There are additional forms to fill out according to State of Ohio requirements. Forms are also required for Benadryl, Epi-Pens, etc...

LICE POLICY

If your child is sent home with head lice he/she **CAN NOT** return to the Learning Center until they are **completely nit free**. He/she will need to report to the office prior to going to class, so the office staff can check your child for nits.

Second Occurrence:

You will receive a letter from the office stating that he/she needs to be nit free before returning.

If you need additional help you may contact the Greene County Combined Health District at 426-6351.

Third Occurrence:

A letter will be sent stating that your child may not return to the Learning Center until the following steps have been completed.

We need to receive a letter from your physician stating that child and family members are nit free.

The Health Department must put in writing that they have inspected the home and have determined that everything has been done to eliminate the head lice.

A child that has been exposed to a contagious disease outside of the center should stay home during the incubation period. A communicable disease chart is posted in the office.

A notice may be sent to the parents of the children in the class to let them know that their child has been exposed to a communicable disease.

MANAGEMENT OF ILLNESS

If a school age child requires the use of an inhaler, their inhaler along with their medication form, will be kept in the teacher's backpack. If child MUST have immediate access due to severe asthma, it must be kept on their person (not stored in backpack or cubbie). Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

PRESCRIPTION MEDICATION

1. Item must be in the original container with the prescription label stating:
 - a. Child's name
 - b. Prescription date (must be within last 6 months)
 - c. Exact dosage to be given
 - d. Number of doses to be given daily
 - e. Method of administration (by mouth, in ear)
2. Parent must complete a Request for the Administration of Medication Form, which is available in the office.
3. Medication will be administered up to the expiration date or 6 months from the date, whichever comes first.
4. Parent leaves the request form, the medicine and measuring spoon in the office.
5. **ALL MEDICATION MUST BE DROPPED OFF IN THE OFFICE. IT CANNOT BE LEFT IN A CHILD'S BACKPACK EVEN IF IT IS JUST BEING TRANSPORTED FROM CAREGIVER TO CAREGIVER.**

NON-PRESCRIPTION MEDICATION POLICY

1. Item must be in the original container with the original label attached.
 - a. The label needs to specify appropriate dosages based on child's age and weight.
 - b. Dosages shall not exceed manufacturer's recommended dosages.
2. Item must have a label affixed to the container stating:
 - a. Child's Name
 - b. Current Date
 - c. Name of Medication
 - d. Dosage and Time to be given (12:30 p.m.) **and** Method of Administration
3. Section II on Request Form □ instructions must contain:
 - a. Child's Name
 - b. Name of Medication
 - c. Dosage and Time to be Given (12:30 p.m.)

- d. Parent's Signature and Instructions
 - e. Date
 - f. Child's date of birth
4. Tylenol or non-codeine cold medications will be given for no more than 3 consecutive days.
 5. Items used for skin irritations, will be used for no longer than 14 consecutive days.
 6. Other lotions and creams to be used for non-irritations will be administered no longer than 3 months.

NUTRITION

A nutritious snack will be served during mid-morning and mid-afternoon. A hot lunch may be provided to all students, which constitutes one third of the child's recommended daily dietary allowances. **Breakfast will be offered to children arriving BEFORE 6:40 A.M. so they have time to finish their breakfast and leave to go to the gym by 6:50A.M.**

If you desire to pack your child's lunch, the following guidelines must be met or your child's lunch may not be served:

Age Group 3-5 Years:

- One meat or cheese serving = 1 1/2 ounce or 6oz. Yogurt
- One bread serving = 1/2 slice
- Two fruit and/or vegetable servings = 1/2 cup (may include 100% yogurt)

Age Group 6-12 Years:

- One meat or cheese serving = 2 oz. or 8oz. Yogurt
- One bread serving = 1 slice
- Two fruit and/or vegetable serving = 3/4 cup (may include 100% juice)

BCLC provides the dairy group with a 8 oz serving of whole milk.

The Child and Adult Care Food Program is available to all regardless of race, color national origin, age, sex, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250

PHYSICALLY CHALLENGED CHILDREN POLICY

It is our intent to provide childcare services to children without regard to physically challenging conditions. Admission of a child will be made as long as it does not:

- Constitute a danger to that child
- Require supervision and/or educational services beyond that reasonably expected of the existing staff.
- Require specialized equipment not present in or available to the center.

MISCELLANEOUS

The Center reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and/or the Center to continue enrollment.

We request that all messages be in writing. Verbal statements often get lost in the transfer.

We gladly accept suggestions and ideas regarding our center and encourage open communication between parents, teachers and administration.

All children's records are kept in the office.

The Department of Human Services' Toll Free Complaint number is 1-800-282-1190.

PRESCHOOL, PRE-KINDERGARTEN INFORMATION:

The following pages will talk in greater detail about our Preschool, Pre-Kindergarten programs. Below is a basic timeline of our Half Day and Full Day Program. Children in the Half Day Program eat lunch and then join other children for social play and interaction until 12:30 p.m. Children in the Full Day Program go to nap after lunch.

HALF-DAY PROGRAM TIMELINE

8:30 - 11:30 a.m. Preschool & Pre-Kindergarten Programs
11:30 a.m. Preschool Lunch; Pre-Kindergarten Social Play
12:00 noon Preschool Social Play; Pre-Kindergarten Lunch
12:30 p.m. Preschool & Pre-Kindergarten Pick-Up
Once the children eat lunch, they gather together for social interaction either on the playground or gym.

Pick-up is 12:30 p.m.

FULL DAY PROGRAM TIMELINE

6:00 - 6:40 a.m. BCLC opens and serves breakfast in the Kitchen/Dining Area
6:40-6:50a.m. Children finish up with breakfast before leaving to go to gym
6:50 - 7:30 a.m. Children play in the gym
7:30 - 8:30 a.m. Children are in their classrooms, social interaction & development
8:30 - 12:00 a.m. Preschool & Pre-Kindergarten Programs
11:30 a.m. Preschool Lunch; Pre-Kindergarten Social Play
12:00 noon Pre-Kindergarten Lunch; Preschool begins Nap
12:30 p.m. Pre-Kindergarten children begin Nap
2:00 p.m. Children rise from nap, restroom time
2:30 - 3:30 p.m. Snack times / Class activities
3:30 - 4:30 p.m. Social play / Playground or Gym time
4:30 - 5:30 p.m. Class activities
5:45 - 6:00 p.m. Combining classes, children gather by the office for parent pick-up
6:00 p.m. Center closes

All children picked up after 6:00 p.m. will be charged \$1.00 per minute. Fee is to be paid directly to caregiver in cash.

PRESCHOOL PROGRAM

For children 2 $\frac{1}{2}$ through 4 years of age, we offer a half-day and a full day program, which includes preschool education.

The preschool program is designed to provide children with opportunities for social interaction and development, getting along with others, "using their words", introductory academic principles in language and math, activities to enhance fine and gross motor development. The Ohio Department of Job & Family Services and Ohio Department of Education requires that we meet the Academic Content Standards for math, language, science and social studies.

HIGHLIGHTS OF OUR PRESCHOOL CURRICULUM

Social:

Share with others
Use words when angry
Redirect aggression
Resolve play conflicts in a positive manner
Separate from parents

Pro-social:

Can follow three simple directions

Care for and help others
Takes turns, picks up toys

Large Motor:

Run with control over speed and direction
Clap hands, move feet and legs in rhythm
Hop on one foot
Toilet by self

Fine Motor:

Use crayons properly
Use scissors with thumb up*
Washes hands
String large beads

Math:

Count to 5-10, depending on age*
Sort by color and/or shape*
Hold up fingers to tell age
Recognize 8 basic colors
Recognize triangle, square, circle, rectangle, diamond, and oval*

Language:

Recognize name, tells full name
Respond with words when a statement is directed
Name three body parts
Maintain attention for 5 minutes while story is read*
Write some alphabet*
*Denotes curriculum for older preschoolers

SAMPLE OF PRESCHOOL DAY

8:30—8:45	Welcome children to classroom.
8:45—9:25	Circle Time * "Tree" - Name recognition, counting, classroom assignments * Calendar—Day of week, month, counting * Alphabet Bag—Draw out different items relating to letter * Devotion—From Children's Bible * Prayer Skills addressed: Social, Math, and Language Development
9:25—9:45	Snack * Open napkins * Practice please and thank you * Blessing of food Skills addressed: Social, Following Directions, Manners, and Sharing
9:45—10:00	Physical Science * Outside playground or Muscle Room depending upon weather Skills addressed: Social, large motor, self esteem, balance, coordination
10:00—10:15	Story Time * Story told Monday and repeated every day thereafter to enhance language development, verbal skills, memory and comprehension
10:15—10:30	Teacher Directed Projects * Craft * Music & Movement, which allows expression, rhythm, coordination * Games—Color, Shape, Alphabet Bingo / Math Graphing & Sorting Skills enhanced: Following directions, self-esteem, counting, colors,

- shapes, etc.
- 10:30—11:15** **Social Development**
Core Centers:
 * Family Living—Problem solving, self help, abstract thinking
 * Blocks—Spatial awareness, cause & effect, hand-eye coordination
 * Reading Centers—Reading/writing readiness
 * Manipulative—Math, science, sorting, patterns
Rotating Centers:
 * Art—Rotate different items out for creative art time such as playdoh, finger paints, “dobbers”, scissors, glue, etc. Skills enhanced: Fine motor coordination, language development
 * Sensory Table—Rotate different items in table dependant upon themes such as water, snow, noodles, Jell-O, rice, hay/straw, etc. Skills enhanced: Fine motor, cause & effect, taking turns, science, math.
- 11:15—11:30** **Clean-Up and Restroom / Lunch at 11:30 a.m.**
12:00—12:30 **Social Play and Interaction in Gym or Playground.**

PRE-KINDERGARTEN PROGRAM

For children 4 through 5 years of age, we offer a half-day and a full day program, which includes pre-kindergarten education. You must attend 5 days a week.

The pre-kindergarten program is more structured than preschool. It is designed to prepare children for promotion to Kindergarten. We provide children with opportunities for social interaction and development, school skills & behavior, beginning academic principles in language and math, writing, activities to enhance fine and gross motor development. The Ohio Department of Job & Family Services and Ohio Department of Education requires that we meet the Academic Content Standards for math, language, science and social studies.

HIGHLIGHTS OF OUR PRE-KINDERGARTEN CURRICULUM

Social:

- Speaks in four to six word sentences that are intelligible
- Play roles confidently in dramatic play
- Communicates ideas and feelings
- Respect others
- Redirect aggression
- Keeps up with belongings

School Skills and Behavior

- Able to walk in line
- Waits turn to speak in a group
- Sit down in a group of children, focus & listen for 15 minutes
- Obeys basic group rules
- Finishes projects, assignments, tasks

Large Motor:

- Can throw, catch, and kick a ball
- Walks up/down steps
- Walks backwards quickly, skips

Fine Motor:

- Holds pencil/crayon with one hand
- Puts together a 25 piece puzzle
- Draws a person with recognizable features
- Writes own name (left to right)

Math:

- Identifies and knows meaning of numbers
- Compare quantities by more, less, as much as, etc.

Compare objects by size, color, height, length

Language:

Know address and phone number
Familiar with letters by sight or memory
Recognize printed words

SAMPLE OF PRE-KINDERGARTEN DAY

8:30—8:45	Welcome children to classroom
8:45—9:30	Circle Time * Pledge of Allegiance / Welcome Song * Calendar—Day of week, month, counting * Alphabet Bag—Draw out different items relating to letter * Devotion—From Children's Bible * Prayer * Writing Practice Skills addressed: Social, Math, and Language Development
9:30—9:50	Snack In Classroom or in Dining Room * Blessing of food, open napkin, practice please and thank you Skills addressed: Social, Following Directions, Manners, and Sharing
10:00 - 10:30	Physical Science * Outside playground or gym. Skills addressed: Social, large motor, self-esteem, balance & coordination. Children learn organized games as well to enhance following directions and team building concepts.
10:30—11:30	Teacher Directed Lesson Time * <u>Class Project</u> - students do different activities relating to themes, letters, and numbers of the week. Cutting, coloring, writing, following directions enhanced.

KINDERGARTEN PROGRAM

BCLC offers a full day Kindergarten Program for:

- Children who have turned 5 by September 30.
 - Children who are referred by our BCLC Pre-K Teachers.
 - Children who pass our Kindergarten screening given by our Kindergarten Teachers.
- Our Kindergarten Program is licensed through the Ohio Department of Human Services. Our Kindergarten Teachers are certified in Education. The Ohio Department of Job & Family Services and Ohio Department of Education requires that we meet the Academic Content Standards for math, language, science and social studies.

We use a phonics based program along with whole language. Using both programs enables children to learn to read with phonics and also to learn to read by sight words. With this program children are introduced to reading through different books. Children work on an individual basis and if they are not ready to read they are not pushed. They work as a group on a new concept, then move onto working individually to enhance what they have learned. We use hands-on experience and workbooks to enhance the children in reading, writing, math, science and social studies. They learn their address, counting by 2's, 5's & 10's, telling time and counting money. The children have devotions everyday while learning & reciting memory verses.

HIGHLIGHTS OF KINDERGARTEN CURRICULUM

Writing

Correct letter formation - left to right/ top to bottom
Write numbers and letters randomly, phone number and address

Math

Predict numbers before and after
Sort and graph, Estimate
Practice adding two numbers together without manipulative
Recall and explore geometric shapes

Language Arts

Historical events
Sight words
Language experience stories

Social Studies

Students will be introduced, involved and interacting with the world, cultures and people around them by drawing upon a series of relationships to family, school, classmates, community and world.

Science

Students will be involved in units of study such as plants, animals, and habitats, living and non-living things, rainforests, magnets, seasons, weather, and health habits. Students will participate in experiments, predictions, graphing, book studies, exercise and gym class, and group investigations.

Social Skills

Students will be expected to show growth in the areas of:
Following directions
Taking turns, Sharing
Using words when upset, Cooperating with others
Self-help skills

SAMPLE OF KINDERGARTEN DAY

8:45 - 9:30

Meeting Time

Story, Calendar, Weather, Poem, Flags
Morning Message, Number (days of school)
Letter Introduction/Review

9:30 - 9:50

Language Arts

- * Phonic based activities (short vowel, long vowel words)
- * Introduce sight words
- * Journal writing/Word Wall activities to enhance sight word recognition
- * Review letters and enhance letter/sound understanding
- * Rhyming, blends
- * Big books with repetitive language and familiar words for enhancing recognition
- * Proper letter formation
- * Encourage invented spelling for journaling

9:50 - 10:20

Restroom & Snack

10:20 - 10:30

Shared/Guided Reading, Writing

- * Familiar texts or books, poems, etc. with repetitive language and sight words, color words, etc. that are being covered

Interactive Writing

- * Students and teacher work together to create poems, stories, etc. Includes mini-lessons on capitalization, punctuation, spacing & more.

10:30 - 10:40

Song/Game

Involving numbers, letters, cooperation

10:40 - 11:05

Math

- * Work with number recognition and counting to 100 (2, 5, 10's)

- * Review shapes
- * Number words
- * Symmetry
- * Addition
- * Graphing/Estimation
- * Time (1 hr, $\frac{1}{2}$ hr, quarter hr)

Social Studies

- * Our country, overview of a variety of other countries and cultures. Community (helpers), President's and other important history figures Cooperation, families

Science

- * Exploration of physical science, earth and space science, and life science in some of the following units: Weather, Health/Nutrition/Magnets/Animals/Planting & Growing

11:05 - 12:00 Literacy Time - Each week a new goal/objective is set for each of the centers. This may include phonics, writing, math and other objectives. The students are assigned to a center in which they perform the given activity. The teacher monitors work and activities to ensure an understanding of materials and ideas introduced or being reviewed.

Listening - music, books on tape

Writing - dry erase boards, lined & blank paper, crayons, and markers

Science - sensory, science experiments

Language/books - alphabet games, easy readers, big books, theme & Letter related books, rhyming games, felt board

Math - counting cubes, counting games, tangrams, geoboards, peg Boards, balance scales

Reading Groups with teacher - one on one time reading with or to the teacher/phonics and shared/guided reading

12:00 - 12:10

Restroom

12:10 - 12:30

Bible & Devotion

12:30 - 12:50

Lunch

12:50 - 1:15

Recess

1:15 - 1:45

Choice Centers/Art/Music

Similar to Literacy Time; this however, includes dramatic play, blocks and art activity. The student uses the planning board to choose a center. They will review activities, games, etc. performed in centers such as math, language, science, etc. The students must participate in each of the centers before repeating a center. This is a time for work or cooperative learning, making independent choices appropriately and reviewing objectives and goals covered during the year.

1:45 - 2:00

Final Meeting

Pack bags, Review day, Messages, Clean room

SCHOOLAGE PROGRAM

We offer a program for 1st through 5th grade children attending Beaver Creek Public Elementary Schools and St. Luke's Elementary for before and after school care.

When schools are delayed due to bad weather, we accommodate those children and transport to school. When schools are closed due to bad weather, teacher in-service or scheduled holidays we accommodate those children, also. For planned closings, we post sign-up sheets on each class clipboard for you to indicate if your child will be in attendance. This helps us staff accordingly.

SAMPLE OF SCHOOLAGE BEFORE AND/OR AFTER SCHEDULE

6:00 - 6:40 a.m.	Open and Breakfast served
6:40 - 6:50a.m.	Children finish up with breakfast before leaving for gym
6:50 a.m.	Parkwood Bus picks up
6:50 - 7:00 a.m.	Open play in gym
7:00	Line up and get ready to load van or vans
7:05	Van leaves for Shaw, Main, Valley, Fairbrook & St. Luke
1:45 p.m.	Vans leave for pick-up at Shaw, Main, Valley & Fairbrook
2:10 p.m.	Vans return to BCLC for drop-off
2:25 p.m.	Parkwood Bus drops off
2:10 - 2:25 p.m.	Children arrive and are dropped off at church entrance. They are greeted by a staff member and helped off the vans. They enter the building and report to their assigned classrooms. Attendance is taken; they put their coats, backpacks in their laundry basket and use restroom.
2:25 - 3:00	Homework and/or Quiet Reading
3:05 p.m.	Children arrive from St. Luke
3:00 - 3:30	Bathroom and Snack
3:30 - 4:00	Physical Development - Outdoor Play or Indoor Gym
4:00 - 5:15	Extra homework time as needed. Activities covering Art, Social Studies, Science, Game Day, Prop Boxes are offered. Videos are offered once a week/30 minutes.
5:15 - 5:45 p.m.	Classes are combined and children play games - such as Jeopardy, Wheel of Fortune, etc...
5:45 - 6:00 p.m.	Children are brought over to office hallway and await parent.

SCHOOLAGE CHILDREN ARRIVING OR PICKED UP FROM SCHOOL

Children scheduled to be picked up by BCLC and are not at school then BCLC has the following plan: If picking up at school; check with school official on premise for child's whereabouts. Upon arrival at BCLC we will notify the office; parents will be contacted to ascertain the child's whereabouts. For this reason, it is very important that parents contact the center when their child is not going to be attending.

VAN RIDER POLICY

We provide transportation to and from Beaver Creek Elementary Schools, St. Luke's Elementary and for field trips. To maintain safety, children are to adhere to the following Van Rules:

- Stay seated with your seat belt tightly fastened.
- Remain in your seat until the van has come to a complete stop.
- Talking voices only - no screaming or yelling.
- Backpack items remain in your backpack.
- Hands and fingers inside the vans - not outside the windows.
- No food, drinks or candy permitted to be eaten on the van.

Children may have "assigned seats" if behavior concerns occur on the van.

If your child does not adhere to the rules noted above and conducts himself in an unsafe manner, van privileges may be removed. During the school year, this could result in losing your child's before and after care position. During the summer, this could result in losing your child's field trip privileges.

Our utmost priority is to provide safe transportation for your child to and from their school and extra curricular events. We appreciate your support in helping us enforce safety. The van rider policy is not meant to be all-inclusive. Additions to and deletions from or modifications of this policy may be made anytime it is determined necessary for the safety and well being of all the students.

SUMMER PROGRAM

BCLC's summer program consists of many fun activities throughout the day. Indoor activities include but not limited to, art, playing in their centers, gym and muscle room. Outside activities include but not limited to, carnival, sprinkle day, bike day, or just playing on the equipment. With some days getting pretty hot, we make sure the children get plenty of water and they don't spend too much time outside in the heat. The other children Kindergarten (and 40 lbs.) through 5th grade go on field trips. Kindergarten and school age children may go swimming. All these activities need permission slips signed by a parent or legal guardian.

Each child will receive a field trip packet indicating all trips planned and the cost associated with each. Parents sign-up and pay all field trip fees at the beginning of the summer. You are also required to purchase a field trip t-shirt that is worn on all field trip days. We keep the shirt here and clean it after each field trip. It goes home with you at the end of the summer.

Preschool children who can't go on field trips have "in-house" field trips such as, petting zoo, kangaroo castle, mobile planetarium, etc.

All in all, it's a fun and busy summer planned just for your children's enjoyment.

FIELD TRIPS

We will be taking periodic field trips, which will also be done with a trained staff member in the bus/van. Before departing the center, a name to face count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another name to face count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

SWIMMING INFORMATION

Swimming activities will be provided only for school age children (K-5th) during the summer. We will take the children on designated days (weather permitting). A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance.

Younger children will also be provided with water play opportunities at the center. These would include sensory tables filled with water, sprinkler, etc. Please remember to send bathing suits, water shoes, towels, and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimwear.

"The policies included in this handbook are guidelines only and are subject to change as BCLC deems appropriate and necessary. From time to time you may receive notice of a new or modified policy, procedure, benefit or program."

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in the Learning Center foyer 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.
The department's website is <http://jfs.ohio.gov/cdc>.

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

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.
JFS 01237 (9/2006)

HERE HEALTHY EATING BECOMES A HABIT Ohio Child and Adult Care Food Program (CACFP)

Each day CACFP serves 2.6 million children nutritious meals and snacks as part of their day care. Ohio Department of Education office of Child Nutrition Services Child and Adult Care Food Program 65 S. Front St., Room 715, Columbus, OH 43215-4183. 1-800-808-MEAL, www.cns.ode.state.oh.us August 2000.

WHAT IS THE CACFP?

- The United States Department of Agriculture (USDA), Food Nutrition Service (FNS) operates the CACP through grants to States. In Ohio, The Ohio Department of Education, Office of Child Nutrition Services, operates the CACFP.
- Child and Adult Care Centers and organizations enter into written agreements with each state agency to accept responsibility for CACFP operations at their organization.
- The CACFP reimburses these centers and organizations for nutritious meals and snacks served to children who are enrolled for care at participating child care centers, day care homes and adult day care centers.
- CACFP also funds meals served to children in homeless shelters and snacks served to youths in after school programs.

OHIO CACFP PARTICIPATION

1. 856 Child Care Centers—Serving 45,357 children each day
2. 643 Head Start Centers—Serving 22,801 children each day
3. 106 Outside—School—Hours Centers—Serving 2684 children each day
4. 60 Youth Development Centers—Serving 1665 children each day
5. 45 After School At-Risk Snack Sites—Serving 415 children each day
6. 4 Homeless Shelter Centers—Serving 94 children each day

Ohio CACFP operates each day in 1714 centers and serves 73,894 children nutritious meals and snacks as part of their day care.

CACFP NUTRITION TRIVIA

1. A CACFP breakfast provides 1/4 of the child's daily nutritional needs*
2. A CACFP lunch provided 1/3 of the child's daily nutritional needs*
3. In an average week, a child attending a center that receives CACFP benefits is offered 9 -10 different kinds of fruit and vegetables, 3 different kinds of breads, and different kinds of meat.*
4. Children learn better when they have enough food from all the food groups-grains, meat, dairy, fruit, and vegetables.
5. Children have less sickness when they eat nutritious and well-balanced meals on a daily basis.
6. Eating habits learned as a child are practiced in adult years.*

DID YOU KNOW.....

1. Your child or other family member is in care at a center that receives federal dollars for serving meals to enrolled children.
2. These meals must meet federal nutritional guidelines. The CACFP meal pattern varies according to age and types of meal served.
3. You should never be charged a separate fee for the meals served to your child while they are in care at the center.

MEAL REIMBURSEMENT IS BASED ON....

1. The number of meals served to each enrolled child.
2. The number of children enrolled for care in the free, reduced price, or paid category.
3. The assigned rate for breakfast, lunch, supper, or snack meals.

If you have questions or concerns about the Child and Adult Care Food Program. At your center contact:

Beavercreek Christian Learning Center
1850 N. Fairfield Rd.
Beavercreek, OH 45432
937-426-0079
937-426-2490 Fax

This institution is an equal opportunity provider.

To protect your children and others, who receive the nutrition benefits of the CACFP, all meal service sites must meet the state and local health and safety codes.

If you have concerns about the meals or snacks that are served, call the Ohio CACFP office.

Misuse of program funds lead to significant losses in program dollars and public confidence.

If you are concerned that program funds are misused, call the Ohio CACFP Office or USDA HOTLINE 1-800-424-9121, Office of Inspector General, P.O. Box 23399, Washington, DC 20026 -3399

USDA Nondiscrimination Statement Update

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

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