

Beavercreek Christian Learning Center

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Parent Handbook

Owned and Operated by
Beavercreek Church of the Nazarene
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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 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 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 administration staff are certified in First Aid, Communicable Diseases, Child Abuse and CPR and one person is present in the center at all times. Our teaching staff are certified in First Aid and CPR.

BABYSITTING OUTSIDE OF BCLC

In the event a staff member chooses to babysit 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 6:30 a.m. and 6:00 p.m.

If your child is enrolled in our Half-Day Program pick up times are the following;

Preschool Half Day- 12:00pm

Pre-K Half Day- 12:30pm

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

A late fee will be applied to your account in the amount of \$1.00 per minute, when your child is picked up after their scheduled departure time.

If the center is not notified of a late pick-up, staff members will attempt to contact the child's parents and emergency contact persons noted on the enrollment application. At 30 minutes after closing, if we have not heard from the parent/guardians or emergency contacts we will have to notify the local police department.

TUITION

We operate on a “Flat Fee” Tuition Schedule. Tuition is always due by Friday at 6:00pm for the current week. Forms of payment include; cash, check or credit card. You can set up a checkings/savings account or credit card for weekly recurring payments which will be run every Monday. Payment can also be made online at myprocare.com. (Please see office for more details!)

FEES DUE UPON ENROLLMENT:

- \$50.00 non-refundable registration fee/\$25.00 each additional child
- Deposit that equals the first week of tuition, which will be applied to your first week
- Activity fee (amount disclosed upon enrollment)

ADDITIONAL FEES:

\$25.00 Late fee if tuition is not paid by Friday of each week, unless prior arrangements have been made with Administration.

DELINQUENT ACCOUNT POLICY

If your account is 2 weeks overdue, your child will not be able to attend until a payment in full is paid.

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 inclement weather, BCLC will delay or close for the safety of the staff and parents. BCLC will post any closings/delays through Channel 7 (WHIO), Facebook (Beavercreek Christian Learning Center) and through our parent/communication page KidReports. If Beavercreek or St. Luke’s Elementary Schools are delayed or have early dismissals, we do provide transportation to and from the schools but have limited spots available. If Beavercreek or St. Luke close due to weather, we do provide all day care to school age students without additional fees.

TOILETING

BCLC is not licensed to care for non-potty trained children. Your child needs to be potty trained before attending. Potty training is defined by when a child is able to acknowledge that they need to use the bathroom, be able to dress themselves, and also be able to properly wipe themselves. 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**

***BCLC has one scheduled professional work day that is held the Friday before the fall session starts.**

KINDERGARTEN HOLIDAYS

In addition to the holidays listed above;

Columbus Day,
Martin Luther King Jr. Day,
Presidents' Day,
Christmas Break
Spring Break

These are non-curriculum days for Kindergarten, 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; however you can not use vacation days for the week that we do not bill out.

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 accordingly. 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-up's 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, we require a two-week written notice. Forms are provided in the office. If your withdrawal is less than two weeks, you will be charged a fee for early withdrawal, which will be equivalent to one week of your child's tuition and your account must be at a zero balance on the last day your child attends. You will not be able to use any of your accrued vacation days.

SUMMER POLICY

If your child is currently enrolled into the BCLC fall program, you will be required to pay a one week deposit for the summer program. If your child continues into the fall program for the following year, that deposit will be applied to the first week of the fall session. If your child will not be returning, your deposit will be credited to your account the last week of the summer session.

If your child is only being enrolled into our summer program, you will be required to pay a deposit equivalent to two weeks of tuition. This deposit will be credited back the last two weeks of our summer program unless you withdraw your child before the end of summer, you will not be able to receive your deposit back. If your child is a summer only enrollee and you pull them before the summer ends they 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 nuts 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 are discouraged from bringing their toys from home, an exception would be if the class is having a show and tell day. Toys from home can pose some distractions to the child throughout the day, and we want to set our students up for success! We also cannot be responsible for broken, lost or taken toys. Special blankets, pillows or stuffed animals for naptime are more than welcome.

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
 - 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

Drop off is normally harder for the parent, rather than the child. The best method for dropping off your child on the first day is just to drop and go. 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, Office Manager or Assistant Director, Program Director. 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, Assistant Director or Program Director 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 will be sent out. Other important information posted on the window outside the office and bulletin board. A snack & lunch menu is available in the office upon request.

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, rollerblades, skateboards, scooters, etc... and use them provided proper headgear is worn. Head injuries may result due to no helmet being worn.

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. 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

At Beaver Creek 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 redirection 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 parents.

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. Our system called Procure will be used for attendance purposes.

The parent or guardian must accompany the child to the appropriate classroom and make the teacher aware of their presence 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 in the basement. 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 100.4 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.) 15 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 from 6:30-7:00am. 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.

OHIO DEPARTMENT OF JOBS AT FAMILY SERVICES (ODJFS)

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. Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.