

Christ Lutheran Children’s Center Parent Handbook

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CHRIST LUTHERAN CHILDREN'S CENTER

Christ Lutheran Children's Center is a nonprofit, church-sponsored school for young children and their families. Our mission is to provide a quality, Christ-Centered program that will benefit children, the parents, families and the community.

Purpose/Objectives: A child enrolled in Christ Lutheran Children's Center should:

- Mature intellectually, physically, emotionally, socially, and spiritually
- Develop skills, attitudes and habits which will help set a firm foundation for experiences in future years.

Program Experiences:

- Communication skills: listening activities, directions to be understood and followed, basic concepts developed, vocabulary enrichment, dramatic play, songs and stories;
- Coordination and perceptual skills: finger plays, rhythms, exercises, free play, picture books, manipulatives, creative art experiences;
- Emotional and social: interacting with other children and adults, caring for physical needs with less and less assistance, learning values consistent with Christian principles;
- Spiritual: participate in monthly Chapel Time with the Pastor, say grace at mealtime and snack time and celebrate Christian holidays.

Our Philosophy:

Christ Lutheran Children's Center strives to focus on the whole child rather than one developmental area; seven "selves" are fostered:

- The **creative self** covers the areas of self-expression through the use of art materials and music and creativity as expressed in play and applied in thought.
- The **physical self** includes not only large and fine muscle development, but also handling routines, since such things as eating, resting, and toileting contribute to physical comfort and well-being.
- The **emotional self** considers ways to increase and sustain mental health, to use Conscious Discipline to foster self-control, to cope with aggression and to foster a positive self-image.
- The **social self** entails ways to build social concern and awareness, learning to enjoy work and learning to value the cultures and differing abilities of other people.

- The **cognitive self** (intellectual) is considered in terms of language and the development of specific learning abilities such as basic skills and concepts.
- The **spiritual self** discovers that he or she is loved by God and increases awareness of God's world and his or her place in it.
- The **language self** includes basic language acquisition that aligns with our program philosophy and considers both family and community perspectives.

Our Goals

For the child:

1. To provide opportunities for meaningful play that are based on the child's individual needs, interests, handicaps and abilities, and that will build important foundations for future reading skills and other pursuits.
2. To provide appropriate play experiences that contribute to the total development of the child, as listed above.

For the parents and families:

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interest and needs of the young child.
2. To provide opportunities to grow in the understanding of child development through a planned educational program and by working as a classroom volunteer.
3. To provide opportunities for families to gather for fun and fellowship.

For the community:

1. To help meet the needs of the community for a quality early childhood education facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.

Our Curriculum

At Christ Lutheran Children's Center we use the Creative Curriculum. With the Creative Curriculum, the teachers offer many opportunities for the children to play and explore to enhance their learning. The curriculum is based on individual and group interests and development. All lessons are aligned with the Ohio Early Learning and Development Standards. The curriculum helps the teachers offer developmentally appropriate opportunities that support active learning and promote children's progress in all

developmental areas. Creative Curriculum also helps our teachers to be their most effective, while still honoring their creativity and respecting their critical role in making learning exciting and relevant for every child.

Our Assessment System

Christ Lutheran Children's Center uses Teaching Strategies Gold for their assessment system. Teaching Strategies Gold (TSG) is an authentic observation -based assessment system for children from birth through kindergarten. It blends ongoing observational assessment for all areas of development and learning with performance task for selected predictors of school success in areas of literacy and numeracy. TSG can be used to assess all children, including English-language learners, children with disabilities, and children who demonstrate competencies beyond typical developmental expectations. The primary purpose of TSG is to document children's learning over time, inform instruction and facilitate communication with families.

Admissions

A child is considered to be enrolled in the center only after the registration form and fee has been received, the administrator confirms the availability of space and the required paperwork is received. The following paperwork must be received by the child's first day of school:

- CLCC Registration
- Child Enrollment and Health Information (JFS01234)
- Medical/Physical Care Plan - if applicable (JFS 01236)
- Administration of Medication - if applicable (JFS 01217)
- Medication pertaining to allergy as listed in the JFS 01236 and JFS 01217
- Signed food restriction if applicable
- Child Medical - updated annually (JFS (01305)
- Parent Handbook statement
- ASQ (within 30 days)
- Family Information (JFS 01511)
- Simply Giving
- Children's Center Agreement
- Walking field trip form (JFS 01225)
- Administration of Medication for Sunscreen - if applicable (JFS 01217)

*All children enrolled at CLCC must be up to date on immunizations.

*All children enrolled must give CLCC permission to transport in case of an emergency

Days and Hours of Operation

Part-day Preschool: Arrival time is 8:45 a.m. for part day preschool. All children must be walked into the classroom and teacher needs to be aware they are being dropped off. Parents need to remain with their child in the hallways at all times during drop off and pick up. It is important to have your child here on time so that they do not miss important morning routines. Please have your child go to the restroom and wash hand at school prior to dropping them off. Dismissal time is at 12 :00. If you realize you are going to be late, please call us when possible. There is a late charge of \$1 per minute after 12:00.

We follow the Bexley School System's inclement weather closings for both full day and part day preschool. We will notify families via WBNS 10 TV, remind text alerts (if signed up) and on our Facebook page. When Bexley schools are closed for winter break and spring break, the part day preschool program will also be closed. Check your Center calendar for exact closing dates of both full day and part day programs. If you are wondering at any time if there is or is not going to be school on a certain day, you may call the Center that morning for an updated voicemail message.

Full-day Preschool program is open from 7:00a.m. until 6:00p.m., Monday – Friday, year round. There is no childcare offered after 6:00p.m. A late fee will be charged for those children remaining after 6:00p.m. The fee will be \$1 per minute after 6 pm. A late slip must be signed by the parent and teacher in charge. The late fee must be paid to the Center within one week. Consistent lateness will be cause for dismissal from the Center. All children must be walked into the classroom and teacher needs to be aware they are being dropped off. Parents need to remain with their child in the hallways at all times during drop off and pick up.

Staff/Child Ratios and Maximum Group Size

Christ Lutheran will not exceed the following state required ratios:

1:8 or 2:16 **Older Toddlers (2 1/2 -3)**

1:12 or 2:24 **Preschool (3-4)**

1:14 or 2:28 **Preschool (4-5)**

Because we desire to provide a higher level of quality care we will strive to maintain a 1:6 in our older toddler/young 3's. In all other preschool classrooms we strive to maintain a 1:10 ratio. Ratios for toddlers and preschool may be double for 2 hours at nap-time as long as all children are resting on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes allowed by state are as follows:

2 1/2 - 3 years old – 16

3-4 years old – 24

4-5 years old – 28

Maximum group defined by the number of children in one group that may be care for at any time. Limitations do not include nap-time, lunch time, outdoor play or special activities.

Arrival and Departure

Each child must be personally escorted to the classroom door. Never drop a child off at the Center's entrance. If someone other than parents or persons indicated on the emergency form is picking up your child from school, please send a note with your child stating the name and telephone number of that person. Persons not recognized by the staff will be asked for identification for your child's protection. If you have made car-pool arrangements and we have been informed, it will not be necessary to notify us each time. Only authorized persons may remove a child from the Center. If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. On hot days, teachers shall be mindful of the effect of the heat on children by providing opportunities for shade, allowing children to have access to water and limiting the amount of time the children are outdoors. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time.

Daily Schedule

Part Day Preschool Program

MWF (AM) 8:45 a.m. – 12:00 p.m.

TTh (AM) 8:45 a.m. – 12:00 p.m.

M-F (AM) 8:45 a.m. – 12:00 p.m.

(Scheduled classes are subject to change depending on enrollment.)

Basic Daily Schedule for Part-Day Preschool:

This schedule is flexible and subject to change depending upon the needs of the children.

8:45 a.m. - Arrival and free play - at this time each child has the choice of a wide range of activities in a planned environment. Examples include: creative art, dramatic play, blocks, science and math activities, books, learning games, manipulatives, etc.

10:10 a.m. - Clean-up

10:20 a.m. - Group time-language experience, story, creative drama, conversation, etc.

10:35 a.m. - Snack

10:45 a.m. - Large muscle activities - inside in the Large Muscle Room or outside on the playground or front lawn.

11:10 a.m. - Group time - music experiences, creative movement, songs, musical instruments, fingerplays, etc.

12:00 p.m. Dismissal

Extended Lunch Program:

12:00 to 1:00 p.m. Children attending the Part day Preschool program may sign up on a daily basis for the extended lunch program. This allows the child to stay at school for 1 hour after preschool or to arrive 1 hour early for afternoon classes and eat lunch at school. Lunches are to be provided by the parents following state guidelines. The cost for this program is \$10 per day.

Basic Daily Schedule for Full Day Preschool:

This schedule is flexible and subject to change depending upon the needs of the children.

7:00 a.m. – 9:00 a.m. Arrival and Free Play

9:00 a.m. – 9:15 a.m. Group Time (Language and Music)

9:15 a.m. – 10:00 a.m. Large Muscle Activities

10:00 a.m. - 10:30 a.m. Restroom, Wash Hands, Snack

10:30 a.m.- 11:30 a.m. Free Play (Art, Dramatic Play, Manipulatives)

11:30 a.m.- 12:00 noon Large Muscle Time, Prepare for Lunch

12:00 noon - 1:00 p.m. Lunch and Preparation for Nap

1:00 p.m. - 3:00 p.m. Nap

3:00 p.m. - 3:15 p.m. Snack

3:15 p.m. - 5:30 p.m. Free Play, Outdoor Play or Large Muscle Room
5:30 p.m. - 6:00 p.m. Free Play and Dismissal

Basic Daily Schedule for Older Toddler/Young Preschool

7:00 - 8:15	Drop off, Free Play, Quiet Reading, Clean-up
8:15 - 9:00	Potty/Diapers/Free Play
9:00 - 9:30	Outside/Muscle Room
9:00 - 9:25	Wash hands, Devotion, Jobs, Songs, Prayer
9:25 - 10:15	Small Group Activities, Open Snack
10:15 - 11:00	Potty Diapers/Free Play
11:00 - 11:20	Clean-up, Story Time, Music
11:20 - 11:30	Potty/Diapers, Coats
11:30 - 11:50	Outside/Muscle Room
11:50 - 12:30	Wash hands for lunch/Eat lunch
12:15 - 1:00	Diaper/Potty Rest on cots, read books, talk quietly
1:00 - 3:00	Nap/Rest
3:00 - 3:30	Diapers/ Potty /Put Away cots/ Free play
3:30 - 4:00	Muscle Room/Outside
4:00 - 5:00	Snack, Free play, Clean-Up
5:00 - 5:30	Diapers/Potty/Free Play
5:30 - 6:00	Outside/Muscle Room/ Dismissal

Afternoon activities include lunch, free play, a short quiet time, arts and crafts, large muscle play (indoors and outdoors), and a group time. The schedule will be flexible and subject to change depending upon the needs and interests of the children.

What to Bring

- A change of clothes in a labeled plastic bag with each clothing item labeled.
- A back pack or tote bag to carry things to and from home and school.
- Water bottle labeled with first and last name. (Full day only) (Must be sent home nightly and washed.)
- A labeled lunch. (Milk provided.) See end of this section for lunch information.
- A small blanket may be brought for naps. It should be taken home every Friday to be laundered. Also, if desired a **small** pillow and cuddle toy to help comfort.
- **Toys should be left at home.** We offer a wide variety of activities and cannot be responsible for toys brought from home. Play guns, knives and war toys are never allowed. You will be notified if your child's teacher decides upon a special "show and tell" day.

Quiet time /Nap time

All toddler and preschool children have a nap/quiet time set aside each afternoon after lunch. We encourage the children to rest and lie quietly. Any child who does not fall asleep after an appropriate length of time during the designated nap/quiet time shall have the opportunity to engage in quiet activities.

Each toddler or preschool child shall be assigned an individual cot for sleeping/resting. No child is permitted to rest, nap, or sleep on the floor. Each child should have a small blanket and pillow for nap time. Parents/Guardians are responsible for laundering blankets at least once weekly. All cots are cleaned and disinfected weekly unless soiled between weekly cleanings.

Diaper Changing Procedures for Toddlers

Diaper checks/changes occur on a routine basis every two hours or if a child is soiled between those times.

Lunch Information

Child Care Center Licensing Law requires that, any child who is in attendance at the Center entirely between the hours of eleven a.m. and one-thirty p.m., inclusively, shall be served a meal (provided by the Center or brought from home) which constitutes one-third of the child's recommended daily dietary allowances. The meal shall include, at a minimum, one food from the meat/meat-equivalent group, the bread/bread alternatives group, the milk group and two foods from the fruit/vegetable group. The food prepared or brought shall be in quantities reflecting the developmental stages of the child. (See Appendix A to rule 5101:2-12-22).

Examples of recommended serving sizes:

Meat Group (1 serving required)

1 ½ oz. cooked lean meat, poultry or fish

¾ cup cooked dried beans or peas

1 ½ med. or large egg

3 Tbsp peanut butter

3 Tbsp cottage cheese

1 oz. cheese

If a peanut butter sandwich is sent, make sure that another source of protein is included like ½ slice of cheese or boiled egg. The required 3 Tbsp. of peanut butter is a lot and makes for a very hard to swallow sandwich.

Bread Group (1 serving required)

½ slice of bread

1 oz. dry cereal

¼ cup cooked cereal, pasta, rice or corn grits
2-3 crackers
½ reg. biscuit, roll, muffin
¼ reg. bun, bagel, English muffin
1 pancake 4" diameter
¼ waffle 7" diameter

Cookies, cakes, donuts and pastries are not included in this group.

Vegetable/Fruit Group (2 servings required)

1 med. apple, banana, orange or other fruit
¼ cup chopped fruit
¾ cup of 100% fruit juice
¼ cup of chopped vegetables
½ cup of leafy raw vegetables

Fruit Rollups, Fun Fruits, Fruit Pies and Fruit Punches less than 100%, such as Capri Sun, do not constitute appropriate items from the fruit and vegetable group.

Milk Group (1 serving required)

¾ cup milk (8oz.)
¾ cup yogurt
¾ oz. natural cheese
1 oz. processed cheese

The Center does provide 1% cow's milk everyday for lunch. If your child has a dairy allergy or does not drink cow's milk (proper paperwork needed) the parent will be obligated to provide liquid alternate.

Extra food items such as cookies, cupcakes, chips, etc. are discouraged in a packed lunch. We do allow it in moderation when the child has eaten their "growing" foods first. We are obligated by the Licensing Law to check a child's lunch each day to see that it meets the requirements. A note will be sent home if a food group is missing and there will be a \$1.00 charge for each item supplemented. Thank you for your cooperation!

Tuition

Two methods are available for tuition payment: automatic withdrawal & credit card. If you have questions about your account, please contact Christ Church Business Manager, Keri Layman at 235-2314, Ext. 16 or at klayman@christbexley.org. Even though the Center is a non-profit school and sponsored by Christ Lutheran Church, it is none the less self-supporting and relies on regular payments and donations to be able to pay the staff and operate a quality program.

All fees must be paid for each week (Full day) or each month (part day) before a child can continue enrollment. Unpaid balances will result in immediate withdrawal. Any unpaid tuition any past due accounts will be handled by the Church Business Manager and if necessary the Center's Attorney.

*If you have any changes in your automatic withdrawal there will be a charge of \$20 per change.

*If you have a NSF or a declined credit card you will be charged \$38 per incident.

*** Please note that the total Part Day Preschool tuition has been divided into 9 equal payments for your convenience.**

The fees are the same for members of Christ Lutheran Church as for non-members. It is unlawful for Christ Lutheran Children's Center to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin or disability in violation of the ADA of 1990.

Withdrawals

All parents are required to give at least two weeks notice in writing to the Director before withdrawal of their child. An absence of two weeks without proper notification to the Director shall be considered a withdrawal from the program and a forfeiture of your child's position in the class. If two weeks advance notice is not given, two weeks tuition will be expected from the time notice is given.

Licensing

Christ Lutheran Children's Center is licensed by the State of Ohio Dept. of Job and Family Services. The license is on display in the hall outside of the classrooms. The laws and rules governing a childcare Center are available for review upon request. Our Center's licensing record includes, but it not limited to, compliance report forms, evaluation forms from the health, building, and fire departments which inspected the Center. This is posted within the Center. The Department of Job and Family Services has available a toll free number (1-866-635-3748) which any person may use to report a suspected violation by the Center.

Christ Lutheran Children's Center is licensed to accommodate 125 children, with only 5 children allowed under the age of 2 1/2.

Parent Involvement

Visitations: Christ Lutheran Children's Center has an open-door policy. Any parent or guardian of any child enrolled in either program may come and go without

forewarning, unless a parent is forbidden by court order. A parent of a child enrolled at the Center who is not the child's residential parent shall be permitted unlimited access to the Center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the Center, the parent or guardian shall notify the administrator or designee of their presence. However, keep in mind that unexpected visits may be disruptive and upsetting to a child's daily routine. There are planned opportunities for visiting the Center during the year. The Director will be notified of the visits by the parent or guardian. If your child is having a difficult time transitioning into the classroom, parents may call to check on their child or to speak with their child if needed.

Parent Volunteers: Throughout the school year, parents will be needed to assist in and out of the classroom with projects, trips, and other special activities.

Field Trips: If a classroom goes on a field trip, parents will be needed to volunteer to drive. Parents must have proper insurance and seat belts/car seats to drive on field trips. A first aid kit is taken on all field trips.⁶ In the event of a field trip, each child must be in a car seat. Each child must use a 5 point harness if they are not **both** 4 years old **and** 40 pounds. If they are **both** 4 years old **and** 40 pounds they can use a booster seat

- a. A first aid box goes on all field trips as well as any necessary medication.
- b. A teacher who has had current first aid training and CPR will accompany each group that takes a field trip.
- c. Each child attending a field trip will have identification attached which includes the Center's name, address and telephone number.
- d. All drivers on field trips must have valid drivers' licenses and liability insurance.
- e. Permission slips (JFS 01226) signed and dated by the parent or guardian must be returned before a child may attend a field trip.
- f. Emergency transportation and health forms must accompany the class.
- g. A teacher accompanying the class will also have completed training in the prevention, recognition and management of communicable diseases, child abuse recognition and prevention, first aid and CPR.
- h. All teachers will do a child count/name to face several times throughout the trip. This will include child count/name to face during every transition.

Conferences: We will have two “formal” conferences and “progress” reports during the year, one in November and the other in April. If parent signs permission form, also be glad to hold a conference at any time with parents at parents’ request. the information can be shared with that child’s school district if requested. Teachers and/or the Director will set up a meeting between these times if requested by parent.

General Information

- The conference room will be available for mother’s who would like to breast feed or pump if needed.
- Children should wear comfortable play clothes and suitable shoes since they will be actively engaged in a variety of learning experiences. Since coats, sweaters, boots, hats and mittens often look alike, please be sure your child’s name is on **all** of his/her belongings.
- Occasional accidents are expected so you will need to send a change of labeled clothes in a large clear Ziploc bag to leave at school.
- The bulletin boards outside the classrooms are information Centers for school activities. Please check them often.
- All center forms must be completed prior to the first day of school. A medical statement signed and dated by a physician must be returned to school prior to the first day. The medical statement is valid for one year from the date of the exam. This is a state requirement for licensing.
- Please call the Center and leave a message if your child will be absent for any reason.
- During warm weather months, children may participate in water play activities, such as sprinklers and wading pools. All toddlers using wading pools must complete a 01227.
- Wading pools shall be made inaccessible to the children when not in use.
- Wading pools will be filled with less than 10 inches of water.
- Wading pools shall be emptied and sanitized after each use.
- The center shall supervise children at all times while a wading pool is in use and shall be able to clearly see all parts of the wading area.

Snacks

Each part day family is asked to donate the snack for their child’s preschool classroom during the school year. There will be a calendar outside the classroom to sign up on days that are convenient for you. A nutritious, low-sugar snack is encouraged.

A morning and afternoon snack is provided by the Center for the children in the Full Day Preschool program. However, donations are welcome.

If your child has an allergy or dietary restriction (proper paperwork needed) the parent will be obligated to provide alternate snack.

Birthdays: Birthdays are special. Feel free to send a special snack! You are welcome to join your child for the day.

Snack Suggestions

Fruit cut into pieces (with or without “dip”-strawberry flavored yogurt)

Cheese cubes (good with pretzel stick “handles”)

Bread sticks

Snack mixes, raisins, cereal, etc. (**no nuts please**)

Finger jello

Finger-size sandwiches

Pretzels

Snack crackers

Crackers (plain or with peanut butter or cream cheese)

Bagels (with or without toppings)

Rice cakes with cheese, peanut butter or toppings

Vegetables-carrot or celery sticks, turnip slices, cherry tomatoes, broccoli or cauliflower buds (with or without dip)

Quick breads (banana, pumpkin, applesauce, etc.)

Apple slices spread with peanut butter or with cheese

Pear slices with cream cheese

“Bugs on a log”-celery sticks spread with cream cheese or peanut butter, with raisin “bugs” set on top (“Bugs on a boat”, apple slices treated the same way)

To drink: 100% fruit juices, milk, lemonade made with small amount of sugar or honey.

Think: Protein, whole grains, low sugar, very little or no artificial colors or flavors.

Snacks do not have to be elaborate nor expensive. A simple snack is certainly sufficient especially taken into account that lunch is not long after preschool ends for the morning. Prepackaged or individually wrapped items are fine but may cost a bit more.

When preparing snacks please keep in mind the same health and sanitary practices we use when cooking with the children. Snack time is not only a special time for children to look forward to (especially when it is their turn to bring the snack basket) but is also an important learning time for social skills, self help skills (such as pouring) as well as other skills. We thank you for your donations of snacks and your efforts that go into them.

The Discipline Policy of Christ Lutheran Children’s Center

Discipline: At the Children’s Center, discipline is not punishment; it is a way of teaching children to feel respect for themselves, others and the environment in which they live. We

use positive feedback for appropriate behavior. As much as possible, classroom activities are designed to foster appropriate behavior (sharing, waiting a turn, walking in the halls, following simple directions, using “words”: instead of “fists”) to tell others of our needs, etc. Inappropriate behavior not harmful to anyone is ignored or the child is quietly redirected to another activity. Harmful behavior is stopped immediately, the danger explained in a firm voice. We reinforce positive behavior with smiles, hugs, eye contact, positive verbal feedback, etc. We also provide activities which can help a child “work out” angry feelings such as: pounding at the workbench, pounding clay or play dough, and large muscle activities.

- A. A Center staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. Children are encouraged to resolve conflicts peacefully through problem solving strategies. Children are also encouraged to verbalize their feelings and listen to one another’s messages. After repeated attempts are made, children may still need a short time away to regain control. Time away is in the classroom within close range of the teachers. The teachers and children will talk together before the children re-enter the group.
- C. The Center’s methods of discipline apply to all persons on the premises and are restricted as follows:
- D. There shall be no cruel, harsh, or unusual punishments such as, but not limited to punching, pinching, shaking, or biting.
- E. No discipline technique shall be delegated to any other child.
- F. No physical restraints shall be used to confine a child.
- G. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- H. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse.
- I. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- J. Techniques of discipline shall not humiliate, shame or frighten a child.
- K. Discipline shall not include withholding food, rest or toilet usage.

In addition:

- Teachers will role model appropriate behavior.
- Teachers will redirect children when needed
- Teachers will support the children’s growth and development with activities and materials that engage and challenge them but avoid frustration
- Teachers will make routines that are predictable
- Teachers will use positive reinforcement in the classroom

- Teachers will get down on the child's level
- Teachers will praise good behavior
- Teachers will teach about empathy and foster empathy

The parent or guardian of a child enrolled at the Center shall save this copy of the Center's discipline policy. All Center staff members shall receive a copy of the discipline policy for review before employment. (This policy is in accordance with the Ohio Department of Job and Family Services)



The Safety Policy of Christ Lutheran Children's Center

1. No child will ever be left alone or unsupervised. Teachers will supervise primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (i.e., those who can use the toilet independently)
2. Parent (or persons bringing child into school) must accompany the child into the building and accompany him/her to the classroom. A teacher will be located at the door of each classroom during the arrival and departure for each class. No child will be allowed to leave the building with person(s) not listed, given authorization or without written permission from the parent or guardian. All custody paperwork must be given to the office to ensure proper procedures are followed.
3. A telephone is located in the center office. A phone is at all times accessible to teachers in the building.
4. At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they have to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

5. A monthly fire drill (all year around) and tornado drill (March-September) will occur in the center. There will be a lockdown drill 4 times annually.

7. When an accident or injury occurs or when emergency transportation of a child has occurred, the Center shall complete a report explaining the incident.

An incident report will be made for any incident where a child has been injured or has had a behavioral issue. The incident report will include what happened to the child, where the incident happened, and what teachers were present. The incident report will not name any other child involved in the incident by name.

8. The use of spray aerosols is prohibited when children are in attendance at the Center.

9. Center staff members shall immediately notify Franklin County Children Services when child abuse or neglect is suspected. (This policy is in accordance with the Ohio Department of Job and Family Services)

Emergency Operation Plan

We have a comprehensive Emergency Operations Plan that outlines specific procedures in the event of the following emergencies: earthquake, fire, severe weather/tornado, flood, blizzard/ice storm, active shooter, hostage, bomb threat, gas leaks, hazardous materials and spills, biological hazard, loss of water, power and heat, outbreaks, epidemics or other infectious disease emergencies, missing child, kidnapping, field trip incident, and loss of communication. Staff members will review this plan and annually thereafter. It is imperative that parents have an understanding of the plan.

All staff members are trained on the Christ Lutheran Children's Center Emergency Operations plan. Staff are trained on the assignment of their responsibilities. The plan of action will be dependent on the situation. In an emergency we may follow one or more of the actions below.

EVACUATION - Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill, etc.) and staff, students and visitors can safely reach the evacuation location without danger.

REVERSE EVACUATION - Reverse evacuation should occur when conditions are safer inside the building than outside, generally when conditions involve severe weather, community emergencies, or a hazardous material release outside of the school building.

LOCKDOWN - Lockdown is the initial physical response to provide a time barrier during an emergency. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure may involve barricading the door and readying a plan of evacuation or counter tactics should the need arise. When center is in lockdown, Center Director or designee will override all key card access to the center.

SHELTER IN PLACE - The shelter-in-place procedure provides a refuge for children, staff and the public inside the center during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

In an emergency, the center director or designee will decide on the safest course of action. In the event of an evacuation, staff will take necessary medication, attendance roster, parent contact information and first aid kit and children will be brought to their “safe” location. At that time teachers and administrators will verify attendance. The teachers and administrator will account for all children immediately. If the center is evacuated, nobody will be allowed to return to the center until an “all clear” has been given.

In the event of tornado/weather shelter in place, teachers will take the attendance roster and parent contact information. Staff will take the children to their designated “safe place”. The teachers and administrator will account for all the children and have the children assume the safe position-covering head and neck. Classrooms will stay in “safe place” until the all clear is sounded.

In the event of serious injury or illness, a staff member will stay with the child and summon additional help if needed. The staff member will quickly complete an assessment: Appearance, Breathing, and Circulation. Staff member trained in First Aid/Communicable Disease will determine if EMS needs to be contacted. Staff will check child’s health information to determine if a Medical/Physical Health Care Plan has been completed for the child and parents will be contacted. The Center Director or designee will go with child to the hospital if they are transported until parent is able to meet them.

Below are some important things to know if there is a disaster during school hours:

In the event of an emergency **DO NOT CALL THE SCHOOL**. We will notify parents via Remind, mass email or phone for reunification process. It is important that all families sign up for remind at the beginning of the year. It is also important that paperwork is updated so that we have current emergency contact numbers.

Each emergency presents a unique set of variables. Those variables include nature of emergency, time of emergency, estimated duration of emergency, impact on immediate safety of children, direction given by law enforcement and emergency services agencies, and others. **The Center’s highest priority is to first evaluate and respond to the**

emergency and ensure the immediate safety of the children; and then to notify parents/guardians if the individual emergency dictates.

Do Not Drive on CLCC property during a center emergency- CLCC property must be clear of cars to allow for emergency vehicles. Park your car safely nearby and walk to the center. Do not leave your car in the street where it will block other cars or emergency vehicles.

Evacuation From Immediate Area - Conditions may be such that it is necessary to remove students from the immediate area. An instant alert system (Remind) will communicate to parents /guardians, when possible, the location of students. A notice will also be posted on the front door of the school with the location of the students.

Communicable Disease

Your child's health is of major importance to all of us. Upon enrollment, we must have a completed health form signed by your child's physician. Your child may be sent home if symptoms of illness appear during the day. In such cases, he/she is immediately isolated from the others, and the parent is contacted.

Please keep your child home from school if:

- he/she has a fever or has had one in the last 24 hours;
- he/she has a heavy nasal discharge;
- he/she has a constant cough;
- he/she is fussy, cranky or generally not him/herself;
- he/she has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, plus a fever).

The Management of Communicable Diseases at Christ Lutheran Children's Center

1. At all times there will be a staff person present who has completed six hours of training in the diagnosis and treatment of communicable diseases and who is able to observe each child daily upon entering a group.

2. The following precautions shall be taken for children suspected of having a communicable disease.

a. The Center will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

b. A child with any of the following signs or symptoms shall be immediately isolated and discharged to his/her parent or guardian:

The following are the symptoms for discharging a child from the center

- diarrhea (more than one abnormally loose stool within a 24-hour period).

- severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- difficult or rapid breathing.
- yellowish skin or eyes.
- redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- temperature of 100 degrees taken by the axillary method, when in combination with any other sign of illness.
- untreated infected skin patch(es).
- unusually dark urine and/or gray or white stool.
- stiff neck with an elevated temperature
- evidence of lice, scabies, or other parasitic infestation.
- Untreated infected skin patches, unusual spots or rashes.
- sore throat or difficulty in swallowing.
- vomiting more than one time or when accompanied by any other sign or symptom of illness

c. The Center shall follow the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses.

d. A child isolated due to suspected communicable disease shall be:

- made comfortable and provided with a cot until a parent arrives. Any linens and blankets used by the ill child shall be laundered before being used by another child and before returning to school. After use, the cot shall be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- observed carefully for worsening condition.

3. This policy will be available to all parents of children enrolled in the Center.

a. Each staff person will be trained in signs and symptoms of illness. At all times there will be at least one person who has completed a six-hour course in communicable diseases. All staff persons will be instructed in proper hand washing techniques and disinfection procedures.

b. A staff person who is ill will be instructed to not be present at the Center. A substitute teacher will be used to replace the regular classroom teacher. If a teacher becomes ill during the day, an attempt will be made to replace that teacher with a substitute teacher during the hours the Center is open. The teacher who is ill will remain as isolated as possible from the children in the classrooms.

- c. A child with any symptoms as listed in No. 2b will be discharged from the Center as soon as possible.
- d. As listed under No. 2, a child who is ill will be isolated and discharged. The child will be readmitted to the Center once the symptoms which led to the isolation and discharge are no longer visible and the child has been symptom free for at least 24 hours
- e. The Ohio Department of Health “Child Day Care Center Communicable Diseases Chart” will be posted outside the Center’s Conference Room.
- f. When a child has been exposed to a communicable disease, a note will be sent posted by the classroom door to inform them of the disease.
- g. Staff will complete an incident report for the child. If blood or bodily fluids are involved, staff will wear gloves and follow standard precautions for clean up.

Medication Procedures

Medications and topical ointments must only be given to program administration. No medication or ointments shall be brought directly to the classroom. Only prescription medications will be accepted to administer to children. The only exception to this is sunscreen, lotion and diaper cream used to prevent, not treat, a condition. Sunscreen, lotion and diaper cream will be kept in the designated area in the child’s classroom.

- Only prescription medications that are required to be given to a child during the hours that he or she is in our care will be permitted. If the medication can be given at home, we will not administer it.
- All medication must be accompanied with a completed ODJFS Administration of Medication Form and Healthcare Plan Form (if applicable).
- No medication, food supplement or special diets will be administered without written consent from a parent or physician on the prescribed state form.
- All medication will be stored out of reach of children. Medications requiring refrigeration will be stored separately from food items.

Minor cuts are treated with soap and water and bandage only. If the injury is of a more serious nature, we will make an immediate attempt to contact the parent and/or the child’s physician. If necessary, we will also call an emergency squad. It is to your child’s advantage that you keep the Center telephone numbers, emergency numbers and other pertinent numbers up-to-date. A written incident report will be given to the parents in the event of an accident.

The Emergency and Accident Policy of Christ Lutheran Children's Center

1. If a child becomes injured or ill and requires emergency treatment, the child will be transported to Nationwide Children's Hospital via ambulance. Parents will be notified immediately. The Director or a Staff Member will accompany the child along with emergency transportation authorization form and health records. The adult shall remain with the child until the parents or guardian arrives to assume responsibility for the child's care. An incident report shall be completed and given to the parents.
2. When a Staff member needs to accompany a child, a substitute will enter the classroom to maintain child/staff ratio.

The Problem Solving Policy of Christ Lutheran Children's Center

In the event that a problem arises with a child, the following steps will be taken:

1. The teachers will observe and document the behaviors.
2. A conference will be called where goals will be set by staff and parents.
 - a. A behavior plan will be implemented. It will include strategies to modify the inappropriate behavior.
3. Interventions will be sought involving staff and parents:
 - a. Permission will be given by the parents for other professional observations and consultations.
4. A second conference will be called where previous goals will be evaluated and new goals may be set.

If at any time, CLCC management feels that a child is a danger to themselves or to others, we reserve the right to immediately dismiss the child. CLCC also reserves the right to dismiss a child if at any time the staff feels threatened by his or her parent.

Parents/Guardians who need assistance with problems or complaints related to the child care program are encouraged to make an appointment with the Director to discuss the matter.

From the Director...

I hope your experience with us here at Christ Lutheran Children's Center will be a positive one. Please know that your child's best interest is of primary concern to me and the entire staff. If you ever have any questions, concerns or suggestions, please feel free to discuss them with me. My office door is always open.

Renee Cloyd
Director

The Center will be closed on the following days for the 2018/2019 school year:

Labor Day (September 3)
Thanksgiving Day and the following Friday (November 22nd and 23rd)
Christmas Eve (December 24)
Christmas Day (December 25)
Day After Christmas (December 26)
Part Day Christmas break (December 25-January 5)
New Year's Eve (December 31)
New Year's Day (January 1)
Martin Luther King Jr Day (January 21)
Presidents Day (February 18)
Professional Development Day (March 22)
Good Friday (April 19)
Easter Monday (April 22)
Memorial Day (May 27)
June 3 for summer set up
July 4th
August Staff Meeting and In-service Day (August 13th and 14th)

Regular tuition is due for the above closed days that fall on a weekday.