

Christ Lutheran Children’s Center Parent Handbook Index

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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 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.

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. 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. 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.
5. 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.

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

7. 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.

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.

EVACUATION - Evacuation will take place if it is determined that it is safer outside than students and visitors can safely reach the evacuation location without danger.

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, counter tactics should the need arise. When center is in lockdown, Center Director or designee will override all key card access to the center. This procedure may involve barricading the door and readying a plan of evacuation.

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

Christ Lutheran Children’s Center is using all available credible guidance from the Ohio Department of Health, ODJFS, the Center for Disease Control, and the American Association of Pediatrics. While there is no single practice that entirely eliminates the risk of transmission. However, using a “Swiss cheese” strategy of layering efforts can dramatically reduce the risk of transmission. We realize that all sicknesses are not necessarily Covid-19 related; however, we will remain stringent with our communicable disease policy. When sending home a child due to sickness, parents must arrive within 30 minutes to pick up their child.

Your child will need to stay home if:

- he/she has a fever or has had one in the last 48 hours;
- he/she has an excessive cough or runny nose; (He/She must be home until symptoms are gone or we have a dr note stating he/she is non-communicable and can return to school.)
- 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
- Cough or runny nose
 - 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
 - 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

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. Parent must pick up within 30 minutes when called. 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.

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. 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 48 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. (If a child or teacher in the classroom is covid positive parents in the classroom will be notified.)

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.

Covid-19 Diagnosis

If an administrator, employee, or child care staff member employed by CLCC or a child enrolled in the center tests positive for COVID-19, the center shall:

1.) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a series incident pursuant to rule 5102:2-12-16 of the Administrative Code.

2.) Notify the health department by the next business day.

3.) If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center he or she must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.

*A classroom may close per direction of the local health department due to a positive diagnosis.

We will follow all guidelines per ODJFS and the health department. This will include closing the center for cleaning and quarantine per the direction of the the health department.

Medication Procedures

Medications and topical ointments must only be given to program administration. 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.

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 Conscious Discipline at CLCC. 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) to tell others of our needs, etc. Harmful behavior is stopped immediately, the danger explained. 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 Center staff member in charge of a child or a group of children shall be responsible for their discipline.
- 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.

- The Center's methods of discipline apply to all persons on the premises and are restricted as follows:
- There shall be no cruel, harsh, or unusual punishments such as, but not limited to punching, pinching, shaking, or biting.
- No discipline technique shall be delegated to any other child.
- No physical restraints shall be used to confine a child.
- 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.
- No child shall be humiliated or subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- 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)

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 is 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.

• 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 am for preschool. All children must be walked into the classroom and teacher needs to be ware 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 hands at school prior to dropping them off. **There is a \$1 per minute charge after 12:00.**

Full day Preschool - the program is open from 7:00 am until 5:00 pm (Summer hours), 7:00 am until 6:00 pm (School year hours) Monday - Friday year round. There is no childcare offered after 5:00 pm in the summer and 6:00 during the school year. A late fee will be charged for those children remaining after 5:00 in the summer and 6:00 during the school year. A late fee will be charged for any children here after close. (5:00 summer, 6:00 school year hours.) The fee will be \$1 per minute after 5:00 pm summer/6:00 pm during the school year. The late fee must be paid to the center within one week. Three late pick ups within a school year will result in dismissal from the center. All children must be walked into the classroom and the teacher needs to be aware they are being dropped off.

Parents are not to be on their cell phone while picking up their child. It is important that the teacher is able to communicate with you during pick up. Parents are to remain with their child when they pick up to their child until they get in their car. Please do not allow child to run through the hallways or parking lot without you beside them.

School Closings

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, email and on our Facebook page when we are closed due to inclement weather. 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.

Arrival and Departure

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.

Masks

- We are requiring all parents/guardians wear a mask when dropping off and picking up their child if they have not been vaccinated.
- Teachers will be required to wear masks only if they are not vaccinated.
- Children 3 and older are not required, but are encouraged to wear masks.
- All children will take off masks during nap time

Daily Schedule

Basic Daily Schedule for Full Day Preschool:

This schedule is flexible and subject to change depending upon the needs and schedules 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. - 6:00 p.m. Free Play, Outdoor Play or Large Muscle Room

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.

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.

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. (CLCC does not provide meals. Lunch will be brought from home) CLCC feels that nutrition is a very important part of your child's developmental growth. We recommend that you pack 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 1/2 oz. cooked lean meat, poultry or fish 3/4 cup cooked dried beans or peas

1 1/2 med. or large egg

3 Tbsp peanut butter

3 Tbsp cottage cheese

1 oz. cheese

Bread Group (1 serving required) 1/2 slice of bread

1 oz. dry cereal

1/4 cup cooked cereal, pasta, rice or corn grits 2-3 crackers

1/2 reg. biscuit, roll, muffin

1/4 reg. bun, bagel, English muffin 1 pancake 4" diameter

1/4 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

1/4 cup chopped fruit

3/4 cup of 100% fruit juice

1/4 cup of chopped vegetables 1/2 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)

3/4 cup milk (8oz.)

3/4 cup yogurt

3/4 oz. natural cheese

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.

Snacks

A morning and afternoon snack is provided by the Center for the children in the program. Snack 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! We request if you bring cupcakes, please bring the mini ones. Alternate healthy ideas are encouraged.

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.

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 or milk

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 best during this time.** 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. We thank you for your donations of snacks and your efforts that go into them.

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.

Parent Involvement

Visitations: Christ Lutheran Children's Center typically has an open-door policy. At this time we have restrictions due to covid.

Parent Volunteers: At this time we will not allow for parent volunteers until further notice.

Field Trips: At this time we will not go on any field trips until further notice.

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. **Until further notice all conferences will be via Zoom or phone call.**

Tuition

Two methods are available for tuition payment: automatic withdrawal & credit card. Tuition will be taken out weekly for all families. 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.

Tuition will be charged if the classroom is closed down due to covid. This is the only way that we will be able to keep our program going. If we are in the purple, and we are shut down tuition will stop the following week.

All fees must be paid for each week 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.

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.

What to Bring

- Two full changes of clothes in a labeled plastic bag with each clothing item labeled.
- Water bottle labeled with first and last name. (Must be sent home nightly and washed.)
- A labeled lunch. (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.
- **We do not allow toys from home.**

General Information

- 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 2 changes of labeled clothes in a large clear Ziploc bag to leave at school.
- 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.

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

Center Director

The Center will be closed on the following days for the 2021/2022 school year:

Labor Day (September 6)

October 19th - Conference day and teacher work day

Thanksgiving Day and the following Friday (November 25th and 26th)

Christmas Break full day (December 24, 27, 28, & 31 and January 3)

Christmas Break part day (December 20th-January 3)

Martin Luther King Jr Day (January 17)

Presidents Day (February 21)

Part day spring break - March 14-18

March 18 - Conference day and teacher work day

Good Friday (April 15)

Easter Monday (April 18)

Memorial Day (May 30)

June 6 for summer set up

July 4

August Staff Meeting and In-service Day (August 15th and 16th)

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