

Parent Handbook



A MINISTRY OF GRACE LIFE NAZARNE CHURCH

6000 JOHNSTOWN ROAD
NEW ALBANY, OH 43054
614-855-7317

Director; Pastor Steve Brown
Assistant Director; Pastor Anita Walker

We are a Christian Child care with the sole purpose of
caring for God's Children, 6 weeks through 5th grade.

Welcome

Thank you for enrolling your child in Grace Life Christian Child Care. It has been a blessing to have had the opportunity to provide Christian care for the little ones of our community for over 20 years. Child care plays an enormous role in the growth and development of nearly 12 million children in our country today. The quality of care that these children receive can affect them for the rest of their lives and we want to make a positive impact on your child. Our staff provides spiritual training as well as the tools necessary to enhance social and academic success. We are blessed to offer your child this gift that will last for a lifetime. We welcome you to Grace Life Christian Child Care where our “soul” purpose is caring for God’s kids!

Philosophy and Goals

Grace Life Christian Child Care (GLCCC) was established as a ministry of Grace Life Nazarene Church and is a non-profit organization. We strive to create a program for the children of the community that will provide quality care in a Christian atmosphere. Our purpose is to supply an environment for children to learn and play while away from their homes that is safe and secure. Our main goal is to have a program that will stimulate the growth and development of each child intellectually, physically, socially, and spiritually. Each child is encouraged to progress at his or her own rate. We also strive toward giving each child enriched experiences, teaching self-discipline and the ability to make good choices.

License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. The laws and rules governing child care are available at the Center for any parent's review. The Center's licensing records, including compliance reports and evaluations from the health, building and fire department, are available from those departments. You may call 1-866-886-3537 with any questions. The license capacity in each category is written on the license.

Admissions

A child is considered to be enrolled in the Center after the registration fee and a deposit in the amount of the first week's tuition have been received. The administrator must also confirm the availability of space and the required paperwork is completed. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form, signed by a physician or certified nurse practitioner, is required to be submitted within 30 days of admission. This medical form must be updated every 12 months until school age. The enrollment paperwork must also be updated annually.

We do not discriminate in the enrollment of children based upon race, color, religion, sex, or national origin. However, after enrollment, if a child fails to function successfully because of medical, emotional, behavioral, or other limitations, assuming all state guidelines and ratios are being observed, parents will be notified and asked to remove their child from the Center.

Hours and Days of Operation

The Center will be in operation Monday through Friday 6:45am to 6:00pm. The Center will close to observe the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Years Day. Full tuition is due for the weeks in which these days fall, as staff are given them as paid holidays. Parents will be notified in advance as to what day the Center will observe a holiday which falls on a weekend. **In addition to these holidays, we will also be closed one day per year for a “Teacher Work Day”. You will be notified well in advance of the date chosen. Full tuition is due for this week as well.**

Staff/Child Ratios and Maximum Group Size

GLCCC will not exceed the following state required ratios:

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| 1:5 or 2:12 | Infants (0-12 months) |
| 1:6 or 2:12 | Infants (12 months-18 months) |
| 1:7 | Toddlers (18 months-30 months) |
| 1:8 | Toddlers (30 months to 36 months) |
| 1:12 | Preschoolers (3 years- 4 years) |
| 1:14 | Preschoolers (4 years until eligible for kindergarten) |
| 1:18 | Schoolagers (Kindergarten to 5 th) |

Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room and a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at naptime as long as all children are resting quietly 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 are as follows:

- 12 Infants
- 14 Toddlers 18months-30 months
- 16 2 ½ -3 yr olds
- 24 3 year olds
- 28 4-5 year olds
- 36 Schoolage children

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

Daily Schedules

The curriculum includes age-appropriate activities for continual growth and development in physical, mental, emotional, social, and spiritual areas. Self-directed as well as teacher-directed activities will provide opportunities to create, and explore the environment, learn problem-solving and personal interaction skills. The children will also be to learn concepts through first-hand experiences.

Class activities to prepare the child for readiness in reading and math will be included. Bible stories and everyday life application will be shared. Music, art, science, health and safety will be included in the curriculum.

All children 4 and under are required to take a nap or rest each day. A day at the Center can be very long and busy for small children and we feel that rest time is a very important part of our day. Each child is provided with a cot. A small labeled blanket and pillow should be brought from home for nap time. A security toy may also be brought in but may only be used for nap time. Infants are provided a crib assigned to them individually. However, no pillows, blankets, or security toys are allowed in cribs. Sheets should be taken home every Friday to be washed and returned the next week. A copy of the daily schedule is posted in each classroom.

Assessments

Our teachers will give children periodic assessments and offer the parents an opportunity for a conference. These assessments are for the child's and parent's benefit only. The findings will not be shared with any other entities. Child level data is not reported to the Ohio Department of Job and Family Services.

Infant Schedule

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|-------------|--|
| 6:45-8:00 | Individual Activities-Exploration of materials |
| 8:00-8:45 | Snack (Individual feeding schedules are followed throughout the day.) |
| 8:45-9:00 | Clean up snack, Diaper Checks (Individual nap schedules are followed throughout the day.) |
| 9:00-10:00 | Outside Play/Indoor Gross Motor Activities |
| 10:00-10:45 | Lunch |
| 10:45-11:15 | Clean up from lunch, diaper checks, prep for nap |
| 11:15-1:30 | Nap, individual activities for those awake |
| 1:30-2:15 | Clean up, diaper checks |
| 2:15-3:45 | Small group time-exploration of materials |
| 3:45-5:00 | Outside Play/Indoor Gross Motor Activities |
| 5:00-6:00 | Individual activities until child is picked up |
| | <ul style="list-style-type: none">• Diapers are checked and changed every 2 hours or more frequently, as needed. Individual feeding schedules and nap schedule for younger infants.• If at all possible we prefer no pick up/ drop off between 11:00-2:00 for nap |

Toddler Schedule

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| 6:45-8:00 | Drop off/Supervised Free Play |
| 8:00-8:30 | AM Snack |
| 8:30-9:00 | Clean Up/Diaper Checks/Toileting Older Children |
| 9:00-10:00 | Outside play (weather permitting) or Group Activities |
| 10:00-10:15 | Diaper Checks/Toileting Older Children |
| 10:15-10:45 | Gym |
| 10:45-11:00 | Wash hands, Prepare for lunch |
| 11:00-12:00 | Lunch in the room, Clean up, Diaper Checks/Toileting Older Children, stories, songs, quiet activities |
| 12:00-2:00 | Nap |

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| 1:30-2:30 | Individual activities as children wake up, Diaper checks/Toileting Older Children |
| 2:30-3:00 | Snack |
| 3:00-4:00 | Outdoor Play |
| 4:00-4:15 | Diaper Check/ Potty |
| 4:15-5:00 | Gym/ Large Motor activities |
| 5:00-6:00 | Diaper Checks/Toileting, self selected activities, all learning Centers open |
| | • If at all possible we prefer no pick up/ drop off between 11:30-2:00 for nap |

Preschoolers:

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| 6:45-8:30 | Arrival and free choice |
| 8:30-9:00 | Breakfast Snack |
| 9:00-9:30 | Circle, sharing and reading time |
| 9:30-11:00 | Arts and Crafts |
| 10:00-11:00 | Learning Stations-Sensory Motor, Science, Construction |
| 11:00-11:15 | Story time, Hand washing |
| 11:00-11:30 | Lunch |
| 11:45-12:15 | Potty break |
| 12:15-2:30 | Nap |
| 2:30-3:00 | Potty break, Snack |
| 3:00-4:00 | Outside or indoor play |
| 4:00-4:45 | Story and activity |
| 4:45-6:00 | Free Play and Departure |

Pre-K:

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|-------------|---|
| 6:45-8:30 | Arrival and Free play |
| 8:30-9:00 | Breakfast Snack |
| 9:00-9:30 | Outside or gym play |
| 9:30-10:00 | Learning Activities |
| | Circle time |
| 10:00-11:00 | Arts and Crafts, clean up |
| 11:30-12:00 | Lunch, Gym play |
| 12:00-12:30 | Outdoor Play (weather permitting) |
| 12:30-1:00 | Story time |
| 1:00-2:30 | Nap (optional) |
| 1:00-2:30 | Craft, Free play |
| 2:30-3:00 | Snack |
| 3:00-3:30 | Outside or classroom activity |
| 3:30-4:00 | Gym or Outdoor Play |
| 4:00-5:00 | Finish classroom activities, books, puzzles |
| 5:00-6:00 | Free Play and Departure |

Kindergarten Enrichment and School Age for all day at the Center:

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|-------------|---------------------------------------|
| 6:45-8:30 | Arrival and free play |
| 8:30-9:00 | Breakfast Snack |
| 9:00-9:30 | Outside or gym play |
| 9:30-10:00 | Learning Activities, Circle Time |
| 10:00-10:30 | Arts and Crafts |
| 11:30-12:00 | Lunch |
| 12:15-1:00 | Learning Activities, Circle Time |
| 1:00-2:00 | Arts and Crafts |
| 2:00-3:00 | Snack, Outside or Gym play |
| 3:00-6:00 | Free Play/homework time and departure |

Kindergarten Enrichment and 1st grade when attending school

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| 6:45-8:30 | Arrival a.m. snack and free play |
| 8:20-8:30 | A.M. Kindergarten put on bus |
| 8:30-10:30 | Learning Activities, Circle Time, Arts and Crafts |
| 10:30-11:00 | Clean up, bathroom breaks and wash for lunch |
| 11:30-11:50 | Lunch, Gym play |
| 11:55 | P.M. Kindergarten put on bus |
| 12:20-12:30 | A.M. Kindergarten arrive from bus |
| 12:30-1:00 | Bathroom breaks wash and eat lunch |
| 1:00-3:00 | Learning Activities, Circle Time, Arts and Crafts |
| 3:00-3:45 | Clean up, bathroom breaks |
| 3:45-4:30 | Get children off the bus/ wash, snack |
| 4:30-4:45 | Bible story |
| 4:45-5:00 | Clean up prepare for Gym |
| 5:00-6:00 | Gym prepare for departure |

School Age when attending school for the day

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| 6:45-8:40 | Arrival a.m. snack and free play |
| 8:40-8:50 | Depart on bus to school |
| 3:45-4:30 | Get children off the bus/ wash, snack |
| 4:30-4:45 | Homework time / Bible story |
| 4:45-5:00 | Clean up prepare for Gym |
| 5:00-6:00 | Gym prepare for departure |

Tuition

Rates are reviewed in the fall of each year and are subject to change as conditions dictate. It is our goal to provide quality care at competitive rates.

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| Infants (6 weeks to 18 months) | \$270 weekly/full time only |
| Toddlers (18 months to 3 years) | \$235 weekly/\$60 daily |
| Preschoolers (3 to 5 years) | \$225 weekly/\$55 daily |
| Kindergarten Enrichment | \$180 weekly/\$45 daily |
| No additional fee will be charged for any days that school is not in session. | |
| Before and after school (1 st to 5 th) | \$95 weekly (New Albany Students) |
| An additional \$20 will be charged for any days that school is not in session. | |
| Before OR After School (1 st to 5 th) | \$85 weekly |
| An additional \$20 will be charged for any days that school is not in session. | |
| School Breaks or Summer (K to 5 th) | \$200 weekly |
| Weekly Tuition for students being transported from Gahanna or Johnstown | \$95 |

Multiple Child Discount: Families with more than one child will receive 5% off their total regular weekly charge.

Payment Policies

The payment policy is set up to meet your needs in a simple weekly payment routine. At the time of enrollment you will be asked to sign a payment agreement stating the days your child will be attending, the amount of tuition, and the rules governing payments.

- Tuition is always paid in advance, starting at the time of enrollment.
- Payments are due on Monday for the current week of care.

- We offer a 24 hour grace period. If payment is not received by 6:00 PM on Tuesday, a \$20 late fee will be assessed.
- There will be a \$25.00 charge for returned checks. After receiving two returned checks, you may be required to pay by cash.
- If your account falls behind two weeks, you will be given notice of the need to settle your account immediately or your child will be withdrawn. Re-enrollment is subject to paying all outstanding balances, re-enrollment fee, and space availability.
- When a holiday falls on a week day, you will be charged a full week's tuition.
- Full tuition is due regardless of absences throughout the week.
- If you are part-time you are required to pay for the amount of part-time days that you are scheduled regardless of attendance. This helps us to be more efficient with our staffing.
- If more than one week is used for vacation, you will need to pay the full tuition fee for that amount of time to assure your child's place at GLCCC.

Fees

- **Enrollment Fee:** There is a \$50 non-refundable fee due at the time of registration. This fee serves as your school supply fee for the first year of enrollment.
- **School Supply Fee:** There is a \$50.00 non-refundable school supply fee for the first child in your family. The fee for each additional child is \$25.
- **Late Payment Fee:** If payment is not received by 6:00 PM on Tuesday, a \$20 late fee will be assessed.
- **Transportation Fee:** A \$20 weekly fee will be applied for students who need transportation to/from school. New Albany/Plain Local provides bus transportation so this fee does not apply.
- **Late Pick-Up Fee:** A late fee of \$15.00 will be charged from 6:05 to 6:15. There will be an additional charge of 15.00 from 6:15 to 6:30. This charge will be reflected on your statement. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is required. This is important as many children fear they have been forgotten when parents do not arrive at their usual time.

Vacations: After three months of enrollment, full and part-time annual students will be allotted one week vacation of their regularly scheduled days per calendar year, per child. Please give advance notice of the use of vacation time so that we can keep accurate records and adjust your account accordingly. Seasonal students are not eligible for vacation time. Any missed time for breaks or vacations will need to be paid in full to assure your child's spot at GLCCC. Vacation time cannot accumulate or carry over into the next year.

Sick Times: In an effort to provide a healthy environment, each family will receive 5 floating sick day credits per child for each calendar year. These additional days are offered to you in the event of illness or family emergency. Please notify the office if you would like to utilize this credit. If an extended leave of absence is needed (ie. Hospital stay or illness) please notify the director so that special arrangements can be made. Please notify the office if your child will be absent so that we can keep attendance records current.

Extended Leaves: In order to guarantee a space for your child after an extended leave, you may choose one of the following options:

- Temporarily withdrawal your child and place a "Deposit to Hold" for re-enrollment.
- Families may have their child attend a minimum of three (3) days (pre-scheduled with the office) and pay all part-time fees including field trip and activity fees. You will also be eligible for the 1 (one) week's paid vacation.

Closings: The Center will close on the following days: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Years Day, **Teacher Work Day**. Full tuition is due at your regular weekly rate.

Withdrawals: If for any reason you need to withdraw your child from the Center, we must have a two week notification prior to departure. If appropriate notice is not given, you may be charged for those weeks.

Inclement Weather: On rare occasions, it may be necessary to close the Center due to poor weather conditions. We will make every effort to open our doors at the normal time. If Franklin County is under a level 2 snow emergency, the Center will be closed. Watch ABC/Fox Newscenter and Channel 10 for closing information. We will also be reporting to 104.9 The River on the radio. On these occasions, regular payment is required.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. All children will be supervised at all times by staff. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their child into the classroom or gymnasium and initial the classroom roster of the supervising staff member. Any special messages, special pick-up noted, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or sent inside alone. At the time of pick up, parents are asked to sign out their child with the supervising staff member by initializing the classroom attendance roster. Parents are responsible for the supervision of their child before and after sign-in/sign-out.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Children Arriving to the Center from Other Programs: If a child fails to arrive at the Center from another facility as scheduled, we will first contact the parent. If the parent is unaware, we'll then contact the other program. 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.*

School Delays/Cancellations: Our program will operate a full day program for schoolagers when school is closed for vacations, delays or cancellations. Only at a level 2 or greater snow emergency will we be closed.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please inform individuals on your list that a photo ID is required. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody concerns 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.

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, Center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

Fieldtrips/Transportation of Children:

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the vans owned by the Center and a staff member with first aid/communicable disease and CPR trainings will be present in the van. **Fieldtrips:** We will be taking periodic field trips, which will also be done with a trained staff member in the van. Before departing the Center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the Center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in any field trip, the Center will obtain written permission from the parent or guardian. Each child will wear an ID tag with the Center's name, address, and phone number. Each time a child goes on a field trip they will need a signed permission slip. Permission slips will be posted on the parent information bulletin board. All ratios will be observed for field trips. A First Aid Kit will also be available on all trips and each child will wear a child restraint system while riding in the van. Emergency contact information, emergency transportation authorization and health records will be taken with the children.

Swimming Information

For swimming field trips, a special swimmer/non-swimmer form must be signed by the parent or guardian before the child will be allowed to go to the outing. It will state the child's name, permission to participate, and whether the child is a swimmer or non-swimmer. Ratios will be observed during all swimming activities. All swimming facilities will provide lifeguards. The child care staff will not provide this service. The swimming pool used by the Center will be approved by local authorities.

Child care staff members accompany and supervise children during swimming activities at the approved off-site swimming pool. A supervised wading pool on Center property is used for our pre-school.

Younger children will be provided with water play opportunities at the Center. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits, towels and sunscreen for your children if they are allergic to the type that the Center uses. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swim-suit.

Guidance Policy

GLCCC staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication

with the parents prior to this occurring. The Center's guidance and management policy is signed by all employees upon hiring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Meals and Snacks: Formula and/or infant foods are to be provided by the parent or guardian

daily, until the child is 12 months of age. Written instructions are to be given to the staff person in charge. Bottles are to be dated and labeled with the child's name. Table foods will be introduced when the parent informs the Center the child should begin having them.

A.M. Snack, lunch and P.M. snack are served daily at the following times: breakfast- 8:00-9:00; lunch- 10:00-12:00; snack- 1:30 to 3:30. The main meal is lunch and will include foods from the four basic food groups which supply one third of a child's daily dietary allowance. The a.m. and p.m. snack will include two foods from the four basic food groups. Menus are available upon request for all food served. Please let us know ahead of time if your child has any type of food allergies or religious beliefs concerning food.

If your child has a lunch sent in it must meet all the dietary guidelines. The meal may be supplemented by the center if the meal does not meet all requirements. A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by The United States Department of Agriculture (USDA), child and adult care food program child care component as identified in 7 CFR 226.20 (Sept. 1, 2004). This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

Mother Care Room: We have a private room for moms who wish to breastfeed or pump. The

room is open throughout our daily hours of operation and is located near our infant room.

Accidents/Emergencies: The center has devised several procedures to follow in the event that

an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the 5/3 Bank of New Albany. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment forms.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases, Child Abuse and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Management of Illnesses: GLCCC provides children with a clean and healthy environment.

However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses in the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Conjunctivitis (pink eye)
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Positive strep culture or staph culture

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. If the child appears to remain ill, the director will call the parent or guardian. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again. The child should be picked up no later than one (1) hour after the parent or guardian has been notified.

Parents will be notified via email if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Immunizations: In an effort to provide an overall healthy environment, GLCCC reserves the right to refuse the enrollment any child whose parent chooses not to have them immunized.

Transportation for Emergency Medical Help: In an effort to provide complete care for each child's physical well being GLCCC reserves the right to refuse the enrollment of any child whose parent chooses not to allow them to be transported a medical facility for emergency care.

Medications: Only staff that have taken the class for administration medication may be to give a child their medication after the parent or guardian has completed the ODHS form 1217. Also the State of Ohio requires that a personal prescription filled by a pharmacist on a physician's order must be labeled and bear the child's name, physician's name, and directions for administering. Medication administration may not differ from the physician's recommended dosage. Medication may be administered for three days.

Staff members may administer special diet with doctor's written form and signature. The parent will need to complete form 1217 with the above information.

School age children will not be allowed to carry their own inhalers or medication. Inhalers will be handled by staff that are authorized to administer medication.

Non-prescription, fever-reducing medication that does not contain aspirin or non-prescription cough/cold medications that do not contain codeine may be administered by the center without instructions from a physician if the following occur:

- There are written instructions on ODJFS form 1217 from the parent. It should include name of medication,

- name of child, birthday of child, date of prescription, and the parent's or guardian's signature.
- The medication is in the original container with the original label attached.
- The label specifies the appropriate dosages based on the child's age and weight.
- The dosages administered by the Center shall not exceed the manufacturer's recommended dosages.
- If the medication does not specify dosage for the age of the child then a doctor's note is required specifying dosage amount.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details.

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. 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.

Bringing Toys to School

Children should only bring toys or games to school if it is sharing day for their classroom. Extra toys, games, and cards provide distraction during teaching times. If games, toys or cards are brought into the classroom the teacher's have been instructed to have the child put the item in their cubby/book bag until the parent picks up the child. If problems continue, the teacher/administrator may confiscate items. Parents will be notified of each incident. Please know that even items sent on sharing day have the risk of being broken or lost. It is not the responsibility of the Center or it's teachers to keep track of/or replace any toys, games, or cards that are brought to the Center. Trading cards are not to be traded at the center.

Parent Participation

Parents are encouraged to participate in their child's program. If you are able to assist with field trips or special parties, please let your child's teacher or the director know.

Parent conferences will be scheduled bi-annually or you may schedule one any time during the year by contacting the director. We try to keep all the parents informed and updated with a monthly newsletter including activities, announcements and other important information.

If a parent or guardian or employee has any concerns or problems with any aspect of child care operations it is recommended that the following chain of command be used to obtain a solution:

1. Contact the child's teacher
2. Contact the office staff
3. Request meeting with the Director
4. Request meeting with the GLCCC Board
5. Request meeting with the Lead Pastor

Parent Roster

Rosters of the names and telephone numbers of the parents or guardians of the children enrolled at GLCCC are available upon request. The rosters will not include the name or telephone number of any parent who requests his/

her name not be included. Be sure to check the box of your choice on the back of the enrollment form.

Instructions to Parents

Bring an additional change of clothing (in a large size zip-lock bag or other heavy duty plastic bag), including socks and underwear. Please label all clothing items that your child brings to the Center. Please dress your child in appropriate play clothes for the weather. We will go outside as often as the weather permits (snow days are the most fun). Simple clothing that is washable will allow your child to participate comfortably in all activities.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

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

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

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

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

Acknowledgement of GLCCC Policies:

I acknowledge that I have received a copy of the parent handbook for Grace Life Christian Child Care. I agree to follow all policies outlined within.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

