

PARENT HANDBOOK

Ascension Lutheran Early Childhood Center
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For the 2020 – 2021 school year,
some policies in this handbook are replaced by the
Transitional Pandemic Requirements and Best Practices for Child Care Centers
in the COVID-19 Addendum to the Parent Handbook.

“Let the little children come to me, for the kingdom of heaven belongs to such as these.”
Mark 10:14

September 2020

WELCOME TO ASCENSION LUTHERAN EARLY CHILDHOOD CENTER!

Ascension Lutheran Early Childhood Center offers Christ-centered classes for Preschool and Kindergarten age children.

The purposes of our school include the following intentions:

- to assist parents with the spiritual training of their child.
- to assist the child in developing a positive adjustment from home to school life, and in preparing each child for a happy and well-balanced adjustment to future school life.
- to encourage each child to think and act for himself while also learning to live in harmony with others.
- to promote an environment which fosters each child's self-esteem.
- to provide challenges at the child's level without fear of pressure and/or failure.
- to help children develop creative abilities by providing materials and experiences for such activities.
- to broaden each child's interests and open many doors of learning for them.
- to provide opportunities daily for each child to stretch and grow spiritually, physically, intellectually, emotionally, and socially.

This booklet is designed to acquaint you with our Christian Early Childhood Center and to present you with information that will help you to better understand and relate to your child during the early childhood years.

Your child's education is a cooperative effort between the home and the school. Therefore, we invite you to help us in making the early educational experiences of your child more effective as, together, we try to understand and help him/her grow and develop in happy, healthful ways. We trust that these experiences may be as delightful to you as we hope to make them for your child.

Join us, as we join you, to "Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

September 2020

ORGANIZATION

- This organization is a limited cooperative home-school partnership sponsored by Ascension Lutheran Church. It is based on and supported by parent participation in cooperation with the teachers. The managerial responsibilities are carried out by the ECC Director, who is hired by and reports to the ECC Board of Ascension Lutheran Church. The financial responsibilities are assumed by the parents through the payment and collection of tuition and fees.
- Ascension Lutheran Early Childhood Center is licensed to operate legally in the State of Ohio by the Ohio Department of Job & Family Services. The license, inspection reports, and compliance and complaint reports are posted on the bulletin board in the education wing. Our licensing record is also available for review from ODJFS. The laws and rules governing child care centers are available for review at our facility by request or are available on the Ohio Department of Job and Family Services website: <http://jfs.ohio.gov/cdc/childcare.stm>. Parents/guardians can call 1-800-686-1581 to report a suspected violation of licensing laws.

ENROLLMENT POLICY

- Ascension Lutheran Early Childhood Center recruits and admits students of any race, sex, color, and national or ethnic origin whose parents desire an early childhood experience taught from a Christian perspective, to all rights, privileges, programs and activities generally accorded or made available to students of the school.
Ascension Lutheran ECC does not discriminate in the enrollment of children upon basis of race, color, religion, sex or national origin or disability in violation of ADA act 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.
- Ascension Lutheran Early Childhood Center gives priority enrollment to families from Ascension Lutheran Church and to families currently enrolled in our program.

STAFF

- Special care is taken in hiring and training a professional teaching team. Staff members meet academic qualifications for their position along with possessing a genuine love for and interest in children and families. Staff members also receive state required training in First Aid, Child Abuse Recognition and Prevention, Child CPR, and the Management of Communicable Disease. At least one childcare staff member who has currently valid training shall be on-site during all operating hours (OAC 5101:2-12-10). Employees are also required to undergo a criminal records check – including both BCI and FBI records, national and state sex offender registries and statewide child welfare information.
- In addition to their teaching duties, staff members are required to complete a minimum of 6 hours of professional development training each year.

CENTER DAYS AND HOURS OF OPERATION/SCHOOL CALENDAR

- The ECC school year runs from mid-September through mid-May
- The ECC is in operation Monday through Thursday from 8:30 AM - 12:00 PM, except as noted on the school calendar. The Director has afternoon office hours, as needed.
- The school calendar is based on the school calendars of North Olmsted and Olmsted Falls Public School Districts; however, it is adjusted to fit our program. Parents and guardians will receive a copy of the school calendar at the annual parent meeting. It is also available on our website at www.alcecc.com.

PROGRAMS

PS 3's – 2 day and PS Y4's
Meet M/T or M/T/W
9:00 - 11:30 a.m.
3 yrs. old by Sept. 30 or 4 yrs. old by Jan. 31
PK 4's – 3 & 4 day
Meet M/T/W or M/T/W/Th
9:00 - 11:30 a.m
4 yrs. old by Sept. 30
Tot Time
2 & 3-year-old with a parent;
sessions as announced

PK 5 – 4 day
Meet M/T/W/Th
9:00 - 11:30 a.m.
5 yrs. old by Jan. 31
PK 5 +
Meet M/T/W/Th
9:00 a.m. - NOON
5 yrs. old by Sept. 30

All classes dependent upon enrollment. Classes will be added as needed.

GRACE DAYS

- Grace days are unscheduled days off such as for **WEATHER RELATED** closings or other types of emergencies. These days are included in our school calendar and will NOT be made up, unless there are an exceedingly large number of closings within one school year, in which case a decision to make up days would be made by the Director and the ECC Board.
- In the event of inclement weather, please listen for TV/Radio announcements of North Olmsted school closings. **Ascension will be closed when North Olmsted closes for weather.** If there is any other reason for closing school, you will be notified by email and/or phone.

SUPERVISION OF CHILDREN
STAFF/CHILD RATIOS AND GROUPING (OAC 5101:2-12-19)

- Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means ECC staff members have knowledge of children’s needs, accountability for their care, and knowledge of which children they are responsible for at all times. **NO child shall ever be left alone or unsupervised!** Children shall always be within sight and hearing of childcare staff members .
- Parents/guardians will be asked to fill in an authorization form at the beginning of the school year indicating who may pick up their child from school. This authorization form will be kept in the child’s file and will be updated at the request, in writing, of the parent or guardian. In the case of an emergency, if someone other than the parent or guardian is to pick up the child, the parent or guardian must first inform the teacher, and/or the Director, preferably in writing, giving as much information as possible about the person who will be picking up. Parents can also request additional car tags, if for instance, a grandparent will be picking up the child on a regular basis. ECC staff members will ask for identification of someone that they do know.
- ECC staff members shall be assigned to a group of children and shall have regularly assigned working hours to provide continuity of care and supervision to children. Each class shall have one teacher. However, there is also an assistant teacher available, as needed, during all class sessions. Parent/family helpers are utilized as often as possible in all our classes. The ratio of childcare staff members to children shall not exceed the state mandated ratios and group sizes will always be maintained .
- **Current state ratios are:**

3-year old’s	1:12
4 & 5-year old’s	1:14
- Our class size always fall within these guidelines and group sizes are always maintained for each age group.

TRANSPORTATION POLICY

- Transportation is the responsibility of the parents. Assistance will be given to those parents wishing to arrange carpools. The school accepts no responsibility for the transportation of children.

ARRIVAL/DEPARTURE PROCEDURE (OAC 5101:2-12-18)

- During the first two weeks of the new school year, parents/guardians must walk their child into and pick them up at, their classroom.
- The teacher will mark the child in and out (hours and minutes) on the attendance roster upon their arrival in the classroom and when they are dismissed at the end of the class period.
- Each classroom will also have an attendance chart located near the doorway so that the Director and assistant teachers can tell at a glance who has not arrived at school.
- Children will not be released to anyone younger than 16 years of age unless written permission, signed and dated by both the parent/guardian and the center Director, is in the child's file.
- If a child who normally arrives from another program or activity transported by a means other than his or her normal transportation, does not arrive as scheduled and parent or guardian has not contacted the center to verify an absence, a staff member will make every effort to contact the parent or guardian through the information provided in the child's file.

DROP-OFF/PICK-UP POLICY

- During the first two (2) weeks of school, we ask that parents bring their child into the building. After that, a drop-off/pick-up system may be used. When this begins, school personnel will be outside to assist your child in getting out of the car and into the building. If you arrive later than 9:05, you must park your car and bring your child into the building. At dismissal time children will be dismissed to parents in the hall first and then the other children will be brought out to the cars by school personnel. After your child has entered your vehicle please pull up and help your child get seat belted in.
- You are always welcome to come into the building to drop-off or pick-up your child.
- Cars should stay to the right side of the driveway and park in spaces along Northeast side of the building when child is walked in/out.
- CARS SHOULD STAY TO THE LEFT SIDE OF THE DRIVEWAY AND PULL UP TO THE DROP OFF ZONE when using the drop off/pick up system.
- FOR YOUR CHILD'S SAFETY, WE MUST HAVE A WRITTEN NOTE OR A PHONE CALL FROM YOU IF SOMEONE ELSE IS TO PICK UP YOUR CHILD. We reserve the right to ask for identification from that person (driver's license).

TUITION AND FEES

- Tuition, registration and supply fees are charged for all students. Tuition monies primarily cover staff salaries; Registration and supply fees are used for daily operating expenses. A non-refundable registration fee is paid at the time of registration. Tuition is set on a yearly basis and for your convenience will be divided into 9 monthly payments, with the first payment due in August and the last in April. There is a one-time supply fee due with the first tuition payment in August.
- Tuition payment forms will be provided by the school and monthly tuition payments are due by the eighth of each month. Other payment arrangements can be made by talking with the Director. Make checks payable to **ASCENSION LUTHERAN ECC**.
- Students enrolling after the first month's tuition has been paid will pay tuition based on a nine-month plan or as worked out with the Director.
- Parents/guardians will be responsible for any charges incurred for returned checks.
- Discounts are given on tuition and registration fees when two or more children in the same family are in attendance.
- Children's records will be released to other schools upon the written request of parents only if all tuition and fee payments are current or paid in full.

Questions regarding tuition should be directed to the Early Childhood Center Director.

OVERDUE TUITION POLICY

It is understandable that occasionally a parent or guardian may experience a financial setback that causes them to get behind on their tuition payments. While we understand this, we also depend on prompt tuition payments to meet our financial obligations, especially our staff payroll.

It is the responsibility of the parent or guardian to talk with the ECC Director if they are having difficulty staying current with tuition and fee payments!

Our policy when tuition payments are in arrears is to follow these guidelines:

- 1). A reminder notice and tuition statement will be attached to the tuition envelope.
- 2). The ECC Director will talk with the parent or guardian.
- 3). A meeting will be set-up with the ECC Director, the Pastor, and the parent or guardian.
- 4). The ECC Board, along with the ECC Director and the Pastor will determine the student's status.
- 5). The student may be removed from our roster until a tuition arrangement has been reached.
- 6). Outstanding payments may be turned over to a collection agency.

Our goal is to help parents/guardians find a workable plan! We are very willing to work with parents/guardians on this, but it is imperative that they communicate with us! All parents pay tuition and fees, and many find a way to make the payments even when experiencing a financial hardship. Implementation of this policy ensures that all parents/guardians share the financial responsibility.

- **LATE FEE** - A late fee of \$25 per occurrence may be charged if your child's tuition has not been paid within 30 days of the due date, unless you have talked with the Director.

TAX IDENTIFICATION NUMBER (OAC 5101:2-12-07)

- The Director will provide the center's tax identification number to parents/guardians upon request.

MATERIAL AND SUPPLIES

- We charge a one-time supply fee which is due with the first tuition payment in August. This covers the cost of most materials and field trips. However, it is occasionally necessary to charge a small additional fee on field trips and to ask for various items which might be found at home. In addition, we stretch our supply budget by asking for voluntary donations of consumable supplies (paper towels, tissues, etc...) on our HELPING HAND TREE located on the wall inside the main school entrance. Donations of consumable supplies greatly stretches our budget. This is a voluntary program; We appreciate your help by participating when and as you can!

REGISTRATION

- The sequence of registration times is:

January 1	Registration is open to members of Ascension Lutheran Church and to families currently enrolled in the program
February 1	Registration is open to the community.

- All registrations are processed on a first-come, first-served basis. A \$50.00 registration fee is required at the time of registration. This fee is not a part of the tuition and is non-refundable, unless your child cannot be placed in the program.
- The Director shall interview each child and their parent or guardian prior to the child's admission to the program.

ORIENTATION

- Parent Meeting - At this meeting we will provide parents with the necessary forms required to complete their child's enrollment. These forms must be returned prior to their child's first day of school in September. The meeting will cover school procedures and policies, as well as providing a time for parents to meet with their child's teacher.
- Home Visits - The Teachers will schedule home visits for children new to the program during late August and early September. These visits provide the teachers the chance to become acquainted with the child in their own environment and help ease the transition from home to school. Parents of children returning to a consecutive year in our program may schedule a home visit if they feel it is necessary to insure the child has a positive start to the new year (I.E. - a new teacher).

ORIENTATION (continued)

- **Open House** - An Open House will be scheduled during early September for all classes. Children and parents can visit and see the classroom set-up and children's mailboxes labeled with their name. This is also done to help ease the transition from home to school.
- **First Week** - Classes will follow an abbreviated schedule at the start of the school year. *Young 4's*, *Pre-School 4's* and *Pre-K* classes are all one-half hour shorter the first week of school. The regular class schedule will begin the second week of school. *Pre-School 3's* classes are one-half hour shorter during the first two weeks of school. A letter outlining the first week's schedule will be sent to each family early in September.

CURRICULUM

- Our curriculum is designed to be both age and developmentally appropriate. Activities are designed to enhance each individual child's physical, intellectual, emotional, social, and spiritual growth. Hands on learning is encouraged through participation in free play, art, religion, music, large motor, science, math, literature and language activities and is supplemented by occasional field trips, guest speakers and special activities.

DAILY SCHEDULE (OAC 5101:2-12-17) (See Addendum A)

- Daily schedules vary by age group but include blocks of time for both individual and group activities and include both structured time and free choice time. The schedule also includes a balance of active and passive activities. You can find your child's class schedule in addendum A at the back of this handbook.

PARENT CONFERENCES

- If at any time during the year the teacher observes a problem or special concern, you will be contacted and, if necessary, a special conference will be arranged. The teacher would appreciate knowing about anything special or unusual affecting your child or family: illness, new baby, death in the family, etc... The teacher can be reached either at home or by calling the Church Office.
- There will be a formal conference with parents for all preschool students about mid-year. There will be no school on conference days. A sign-up schedule will be available, and parents are asked to select a conference time. Should you need an appointment at other than the scheduled time, please contact the teacher.
- Student information will not be shared with anyone other than ECC Staff without written consent from child's parents/guardians. No child assessment information is reported to ODJFS.

TRANSITIONING CHILDREN TO NEW AGE GROUP (OAC 5101:2-12-18)

- Children will move to a new age group at the beginning of the school year. Teachers make home visits to children new to the program, and at the request of parents for children enrolled the previous year in one of our classes (I.E. - new teacher). Parents and children are invited to attend an open house to familiarize children with the school and the first week schedule is designed to help children transition into the class.
- Children may transition into a different group during the school year at the request of the parent's or guardian if it is determined by the Director, with input from the child's teacher and the parents or guardian that this move would be in the best interest of the child. The transition process would be determined by the Director, the teacher and the parents or guardian.

INSURANCE

- The church carries blanket accident and medical reimbursement coverage for all children enrolled in the school. This includes activities at school and at any school-sponsored activity.

FIELD TRIPS (OAC 5101:2-12-14)

- We do not currently take field trips, we bring field trips in. If we decided to take a field trip, these are the guidelines we would follow.
- Notification will be sent home with information about the trip and individual permission slips must be signed and returned prior to the trip. Written permission, required for ALL field trips, shall include: the child's name; the specific destination(s); the dated signature of the parent or guardian; the date of the field trip; and the approximate time frame the class will be on the trip.
- Parents will be needed to drive and accompany the children. Parents or guardians wishing to drive on field trips must present a valid driver's license and proof of insurance. The school may also require parents or guardians to sign a statement allowing the school to request a driver's license check through the school's insurance provider for the purpose of assuring that drivers accompanying classes on field trips have safe driving records. This information will be strictly confidential. This step has been added to help ensure the safety of all children when on a field trip. Please remember to fill your car with fuel *prior* to the trip.
- When children are transported away from school on a field trip, each child has an identification tag attached to him/her stating the teacher's name, school name, school address and phone number on the back.

FIELD TRIPS (OAC 5101:2-12-14) (continued)

- Staff members trained in First Aid, management of Communicable Disease, and CPR (OAC 5101:2-12-10) accompany the group and take along the first aid kit (OAC 5101:2-12-16) and permission slip signed by a parent or guardian. The school's policy for child guidance remains the same and is followed by all ECC staff members during a field trip (OAC 5101:2-12-19).
- Children are not permitted to ride in the front seat. At no time are children to be left unattended in a vehicle. ALL children and adults MUST wear seatbelts and parents will be required to provide an approved child restraint system for their child, if needed. The drivers shall see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles. Smoking is prohibited in all vehicles when occupied by children. Drivers must be a parent or family member of a child in our program, at least 18 years old, hold a currently valid driver's license, and not be under the influence of any substance which could impair driving abilities (includes medications).
- The teacher assigned to a specific group is responsible for his or her class group on a field trip. A checklist will be provided for use in supervising the group on and during the trip, helping to assure that all children are always accounted for .
- A cell phone must be available on all trips. The driver may not use the phone while the car is in motion. Cell phones are required in parent vehicles when they drive on a field trip.

PARENT VOLUNTEERS

- Parent helpers volunteer every day in our classrooms. Parents are asked to bring the snack and juice on the days that they are scheduled to help (napkins are provided). Your child's teacher will provide you with information as to ways you can assist in the classroom. Most importantly of all, we want you to make this a special day for your child; join in his/her play, meet their friends, be involved with their school life. Please be assured that the behaviors your child exhibits may not be the normal ones we see at school on a regular basis. This is their day and they want to have you to them self - to sit with them at group time, to read them a story, etc... We want you to HAVE FUN and ENJOY THIS TIME WITH YOUR CHILD! **Please make childcare arrangements for siblings.**

NOTES:

- Volunteers must be over the age of 16. If a child's sibling under the age of 16 wishes to help in the classroom when they have a day off from school, they MUST be accompanied by their parent.
 - All families will be included on the Parent Helper/Snack Schedule. If you are unable to arrange your schedule to come in on a regular basis (job or childcare) please talk to your child's teacher so she knows you won't be available. You will still need to send in the snack and juice on your scheduled day. Also, please let the teacher know when you have an available date so she can put you on the schedule.
 - If your child is sick you do NOT need to bring snack items to school. We always have extras. It will help us out if you can send in a replacement snack for our cupboard.
- Parents are always welcome to share their talents with us. Please let us know if you have a skill or occupation which you could share with our class (firefighter, doctor, dentist, nurse, artist, etc). We love to have visitors.

CUPS

- The school provides small plastic cups for the children to use at snack time. These are brought to school daily and then taken home. It is the responsibility of parent/guardian to make sure the cups are washed daily.

SNACKS (OAC 5101:2-12-22)

- Parents and guardians are asked to provide (on a rotating basis) the snack and juice for their child's class. We encourage you to provide small, nutritious snacks for snack time, and save special treats for birthday celebrations and party days. **A small serving, with an optional second helping, is preferable to a large, single serving.** We have provided a list of suggestions below (**NO PEANUTS or PEANUT BUTTER, PLEASE!**):

mini muffins	pretzels	Rice Krispie treats
vegetable sticks/dip	popcorn	animal crackers
graham crackers	fruit	Pudding
Jell-O jigglers	crackers & cheese	snack bags (Ritz bits, goldfish crackers, pretzels, Rice Chex, mixed in sandwich bags)
yogurt	small cookies - oatmeal, vanilla wafers	

- * Parents of children with allergies are asked to either check the daily snacks each day or provide the daily snack for *their* child. Parents will be informed of food allergies in their child's class at the beginning of the school year. Please avoid food containing these allergens when providing snacks for your child's class, if possible.
- Be aware that some foods are considered choking hazards for young children. Check these websites:
www.aap.org and www.nal.usda.gov/childcare/resources/choking.html
- When a child remains at school for a special event or program, parents must provide a lunch for that child. Safe storage is provided at the center, if needed. Parents or guardians and staff will be provided nutritional information for meeting 1/3 of the recommended daily dietary allowance for children and the information will be on file at the center. The center does have some extra food, but will contact parent or guardian before using.

BIRTHDAY CELEBRATIONS

- Parent helpers will be assigned on or as near to the child's birthday as possible. Summer birthdays will also be celebrated. Birthdays will be celebrated during snack time unless the teacher requests otherwise.

PARTIES

- During the school year we will be celebrating five holidays: Let's Pretend, Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are asked to volunteer for one party in their child's classroom. Party volunteers supply the snack and juice, party napkins, cups, etc...a craft project, and other items as determined by the volunteers and the teacher. Most parties will dismiss at 11 am.

DRESS

- We leave the matter of proper dress to the good judgment of the parents. We do recommend comfortable play clothes every day and tennis shoes or other rubber-soled shoes for safety in running and climbing. Please dress your child appropriately for weather conditions. Please mark all outdoor apparel with your child's name.

SCHOOL BAGS

- Children will be provided a tote-type school bag for their use. Should it be necessary, a replacement bag may be purchased from the school if extras are available.

SHOW AND TELL

- Show and Tell is an important language development and social skills activity. It is a time for your child to share special books, toys, or other interesting objects from home with his/her classmates. Each teacher will provide information regarding show & tell for her class(es).
- NO GUNS OR WEAPONS OF ANY KIND ARE PERMITTED!
- If your child brings items (toys, money, candy, etc...) to school on other than his/her show & tell day, they may be asked to leave them in their mailbox.

LIBRARY

- The Church Librarian provides a library time for each class once a month in the church library. At this time the children are permitted to check out one book for a one-month period. The book can be returned to school at any time during that month. There are no late fees charged. Parents are also encouraged to stop in the library and check out a book or Christian video and to visit Ascension's adult library.

CHAPEL

- The Pastor or Early Childhood Director will share a monthly children's message with the children in the church. Parents and siblings are invited to join us! Watch the monthly calendar for the dates.

ABSENCE POLICY

- If your child will be absent, we request that you call 440-777-6365 X103, prior to the start of the school day, and leave a message on the answering machine in the ECC office. Please state if this is due to illness or for another reason. If you know ahead of time that your child will not be in school, please let the teacher know.

BREASTFEEDING SPACE

- Mothers needing to breastfeed an infant or pump may use the Children's library, staff workroom, an unused classroom or any other unused space where they feel comfortable.

POLICY AND PROCEDURE STATEMENT (OAC 5101:2-12-15)

- The parent or guardian of each child is required to sign and date a statement verifying the review and receipt of the written policies and procedures of the ECC. This statement will be kept on file in the child's records.

NEWSLETTERS, CALENDARS, WEBSITE and SOCIAL MEDIA

- The ECC uses an email program to stay in touch with parents and families. “Snow days” is one type of notification you might receive in this way. Our website has links to forms and the school calendar along with other information. We also have a Facebook page where we post pictures of activities and school announcements. Teachers will send home weekly “Teacher NOTES” pertaining specifically to your child’s class. Please keep this information handy so you can refer to it during the month. This will assure that your child will not miss out on any special activities.

SCHOOL PICTURES

- Individual and class pictures are taken in the fall and are usually received before Christmas. Exact dates and information regarding the pictures will be sent home when it is available.
- Occasionally, ECC staff will take pictures of children for use in school projects, for a classroom photo album, or for displays. If you have any objections to your child being present in these pictures, please put it in writing and give it to the teacher.

PROCEDURES REGARDING CUSTODY AGREEMENTS

- Divorced/separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This shall be in addition to the authorization form on file in the child’s records indicating persons the parent/guardian has authorized to pick up their child. 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 on file limiting access and conditions of the nonresidential parent.

WITHDRAWAL POLICY

- The purpose of the school is to give opportunities for each child to stretch and grow physically, intellectually, emotionally, socially, and spiritually. We endeavor to provide the proper environment. If a problem or concern arises and the parents and teacher feel a thorough evaluation should be taken, the director shall be contacted. If after a study and conferences with the parents it is determined that the only solution is the withdrawal of the child from the program, every attempt will be made to reach an equitable agreement between the school and the parents, for the betterment of the child. The school reserves the right to make the final decision, if as determined by the director, it is unable to meet the needs of the child and every attempt will be made to help the parents secure placement in a program better suited to the child’s needs.

OUTDOOR PLAY POLICY (OAC 5101:2-12-11)

- Ascension ECC is exempt from this policy for our children who are in attendance for less than four hours per day. (5101: 2-12-17)
- Outdoor play in suitable weather is provided for preschool, and school-age children in attendance four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit. (5101: 2-12-17) (Considerations to determine suitable weather include, but are not limited to: snow, cold, ice, rain, thunder, lightning, temperature, humidity, wind and/or wind chill, pollen, and ozone levels).
- All classes spend time in the large muscle room on a weekly basis. The large muscle room schedule is posted in each classroom, the ECC office, and the muscle room.
- Classes occasionally go outside for an activity. On these occasions, there are always two adults with the group. The teacher can also maintain contact with an ECC staff member indoors by walkie-talkie.
- Weather permitting teachers/staff may take children to play in fenced area to east of building. This area meets the requirements for an outdoor play space. (OAC 5101:2-12-11)

CHILDREN'S ENROLLMENT & HEALTH INFORMATION (OAC 5101:2-12-15)

- **By the first day of school** each child must have on file the following forms required by the Ohio Department of Job & Family Services:
- Medical Statement (JFS 01305)
- The medical statement shall verify a date of exam within the past 12 months and be on file within 30 days of the child's date of admission and every 13 months thereafter. The medical form shall contain the following information: the child's name and date of birth; the date of examination; the signature, business address, and telephone number of the licensed physician or nurse practitioner who examined the child; a record of the immunizations that the child has had, specifying the month, day and year of each immunization; a statement that the health care professional listed above has reviewed the child's record against the immunizations recommended by the Ohio Department of Health; the statement that the child has been examined and is in suitable condition for participation in group care, and a statement of any immunization exemptions
- Enrollment & Health Information Form (JFS 01234) This form must be reviewed, revised as needed, and updated annually.
- The enrollment records shall include health records, emergency transportation information, and parent or guardian roster permissions. These shall be on file no later than the first day the child is in attendance and it shall be immediately accessible to the administrator.
- Statement verifying review and receipt of the center's written policies and procedures
- In addition, children's files will include, but are not limited to:
- Signed roster request form
- Copies of annual conference evaluations and/or assessments
- Signed pick-up authorization form
- Children with a health condition must have a completed medical/physical care plan on file. (JFS 01236)
- Children needing medication for asthma, allergies or treatment of a permanent medical condition must have a request for medication form on file. (JFS 01217)
- We will provide services to children whose parents or guardian chooses to refuse to grant consent for emergency transportation of their child, however, the parent or guardian must sign a statement and indicate what action the center should take in the event their child needs emergency care. Whether parents or guardians give or refuse consent for emergency transportation, parents and guardians will be notified immediately by a member of the ECC staff or by the church office, in the event their child needs emergency care.
- Children's records shall be confidential, except that they shall be available to the director's representative for the purpose of administering chapter 5101:2-12 of the Ohio Administrative Code. This means they shall be available for review by the licensing specialist assigned to inspect our program. A child's medical records may also be subject to review by the health department's representative for disease outbreak control and for immunization level assessment purposes.

CARE OF CHILDREN WITHOUT IMMUNIZATIONS (OAC 5101:2-12-15)

- Ascension ECC does not accept students without immunizations unless the child's doctor informs us in writing that there is a valid medical reason that the child cannot have a specific immunization.
- That child's parent or guardian will be notified either when a child has been exposed to a disease not covered by an immunization. All parents will be notified in the event a major outbreak of a specific disease occurs.
- Parents or guardians will be asked to keep the child out of school if a major outbreak of a disease the child is not immunized against occurs.

MEDICAL, DENTAL & GENERAL EMERGENCY PLAN (OAC 5101: 2-12-15)

- Medical, dental, & general emergency plan guidelines are posted in every classroom, the muscle room, the children's library, and by the phones in the ECC office, the church office, and teacher workroom. Building doors are locked during school hours, except at arrival & dismissal times. An emergency band radio is in the school office.
- In the event of a general emergency (I.E. - fire, storm, environmental situations or threats of violence, loss of power, heat or water) the children are our priority. Procedures will vary depending on the situation; however, our first step will be to see that the children are safe - that they have exited the building or are in a secure location. The Director will assess the situation and alert all staff members, and if need be, notify all parents/guardians.
NOTE: In the event we need to evacuate the building, the staff and children will gather at the back of the parking lot. After assessing the situation, if we need to move the children to another location, it will be either 1). The gazebo in North Olmsted Park or the Senior Center building (if open).
- First aid is given for minor cuts, scratches, scrapes, and bruises. In the case of an emergency and/or accident, we will follow the posted medical and/or dental emergency plans. First aid will be administered by a staff member.
- In the event of a serious incident, injury, or illness the staff member involved will notify the Director who will assess the situation. The Director (or authorized staff member) will call 9-1-1, notify parents, and retrieve the child's file. The staff member or the Director would accompany the child to the emergency room, taking along the child's medical records (and the parents would meet the child at the hospital). The staff member would stay at the hospital until the parent arrives.
- Children will be transported by the nearest Emergency Medical squad or by parents. They will not be transported by center staff or private vehicle unless the Director deems it to be necessary.

INCIDENT/INJURY REPORTS (OAC 5101:2-12-16)

- The childcare staff member in charge of a child or group of children shall fill out an incident/injury report on form JFS 01299 when any of the following occur:
 - Accident, illness, or injury which requires first aid treatment
 - Bump or blow to the head
 - Emergency transporting
 - Unusual or unexpected event which jeopardizes the safety of children or staff
- The report shall be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within 24 hours following the incident. Copies of the incident/injury report shall be kept on file at the center for at least one year.
- In the event of the death of a child at the center, a serious incident, injury, or illness to a child, or an unusual or unexpected event the center shall report it to <http://oclg.force.com> by the next business day. Written notification may be given to parents on form JFS 01156. (OAC 5101:2-12-16)

SAFETY POLICY

- The safety and health of your child is of primary concern to the school and staff. Therefore, certain guidelines have been established to carry out this policy.
- Employees will follow guidelines for providing both safe and sanitary equipment and environment as outlined in OAC 5101: 2-12-12 and 2-12-13.
- In accordance with state requirements, there will always be one staff member present who has been trained in First Aid, Management of Communicable Disease, Child CPR, and Child Abuse Recognition and Prevention. All staff members are required by state law (Ohio Revised Code 2151.421) to report their suspicions of child abuse or neglect. A parent or teacher suspecting child abuse or neglect can report their suspicions using the 696-KIDS phone number.
- To maintain the highest standards of safety for the children of this school, we include the following regulations:
 1. No child shall ever be left alone or unsupervised.
 2. We must have a written note or phone call from you if someone else is to pick up your child. If possible, have that person accompany you to school and introduce them to the staff. We may request identification. This is in your child's best interest.
 3. The staff always has immediate access to a working telephone. Emergency phone numbers and medical records for each child are easily available in the School Office.
 4. Fire and/or weather emergency drills are practiced monthly.
 5. Fire and weather emergency procedures and routes are posted in all classrooms.
 6. Fire extinguishers and alarms are in working order and are in the hall outside the classroom.
 7. Medical emergency procedures are posted on the cupboard doors in the classrooms and first aid supplies are in the teacher workroom and outside the muscle room.
 8. Aerosol sprays will not be used while children are present.

ADMINISTRATION OF MEDICATION, FOOD SUPPLEMENTS and MEDICAL FOODS POLICY (OAC 5101: 2-12-25)

- NO medication or supplement is given to a child by any ECC staff member unless a completed medication form (JFS 01217) is on file in the office. Forms are available from the Director. Because our students are all enrolled on a part-time basis, the only medications we generally accept forms for are those to be used for the emergency treatment of asthma or severe allergic reactions (I.E. - Asthma inhaler; EPI Pen) and those necessary for the treatment of a permanent medical condition (I.E. - Diabetes). All forms must be approved by the Director, and exceptions to the general policy will be made at her discretion. Emergency treatment supplies must be kept in the child's classroom in a cabinet that is out-of-reach of the children. When the class is not in the classroom, the teacher will take any emergency medication with them. In the event an emergency treatment is used, parents or guardians will be notified immediately.
- Parents of children who receive medicine or treatment for permanent medical conditions will be given copies of written records daily.
- Arrangements for a modified diet, if needed, will be determined by the Director and the child's parent or guardian.
- All medications and ointments with an approved medication form will be stored in the classroom out-of-reach of the children. School age children may ask the teacher if they need to use a lotion or ointment.
- Hand sanitizer and lip balm do not require a form. Lip balm should be placed in a small zipper bag with the child's name on it and given to the teacher.

MANAGEMENT OF ILLNESS POLICY (OAC 5101: 2-12-16)

- A staff member trained in the prevention, recognition, and management of communicable diseases or other illnesses shall observe each child daily before he/she enters the classroom. Any child who is suspected of having a communicable disease will not be allowed to stay. Your child should be kept home if he/she has a severe cold or symptoms of a disease. The parent or guardian shall be notified immediately of the child's condition when he or she has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to the parent or guardian.
 - Diarrhea. (Your child should not attend school if he or she has had three or more abnormally loose stools within a 24-hour period).
 - Severe coughing, causing the 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 eyelid, thick and purulent (pus), eye pain.
 - Temperature of 100E F. Taken by the auxiliary method when in combination with any other signs of illness.
 - Untreated infected skin patch(es), unusual spots or rashes.
 - Unusually dark urine and/or gray or white stool.
 - Stiff neck with elevated temperature.
 - Evidence of untreated lice, scabies, or other parasitic infestations.
 - Vomiting more than one time or when accompanied by any other sign or symptom of illness.
 - Sore throat or difficulty swallowing.

- A child isolated due to suspected communicable disease will be:
 1. Cared for in a room or portion of a room not being used with other children.
 2. Within sight and hearing of an adult always. No child will ever be left alone or unsupervised.
 3. Made comfortable and provided with a cot. (All linens used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent).
 4. Observed carefully for signs of worsening condition.
 5. Discharged to parent, guardian, or designated person as soon as possible.

- When returning to school, the child will be observed by a staff member to be sure they are not longer exhibiting signs of communicable disease.

- The guidelines and precautions for communicable disease also pertain to all staff member. Any staff member diagnosed as having a communicable disease will not return to school until all signs of the disease are no longer evident.

PREVENTATIVE PRACTICES

The center shall provide training for all staff in hand washing and disinfection procedures prior to working with children. All staff members will wash their hands upon their arrival at the center, after assisting a child with toileting, after any contact with bodily secretions, after cleaning, after toileting, before preparing or eating food, before and after handling medicine and/or completing a medical procedure in accordance with OAC 5101: 2-12-13. Staff may use hand sanitizer in place of soap and water until such time as they can get to a sink or if no sink is available.

Children wash hands upon arrival at school, before eating, after handling pets, after toileting, after coming in from outside, when they have bodily fluids on them, and when visibly dirty. Children over 24 months of age may use hand sanitizer in place of soap and water until such time as they can get to a sink or if no sink is available.

The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.

The center shall notify parents in writing within the next day of center operations when their child has been exposed to a communicable disease.

Center shall post the current version of the Ohio Department of Health Communicable Disease Chart (JFS08077) in a location readily available to center staff and parents. The chart is in the ECC office.

FIRE, LOCKDOWN and SEVERE WEATHER ACTION (5101:2-12-16)

- Fire drills are conducted monthly; severe weather drills are conducted during the months of September, March, April and May; lockdowns are practiced quarterly.
- In the event of a fire, the teacher and parent helper will lead all children to the outdoors following the plan posted in each classroom. The director and/or assistant teacher will check each room carefully, including the bathrooms, to be sure all children are out of the building. They will close doors after each classroom has been evacuated. Teachers will take attendance roster and emergency information binder out with them. All children will assemble in a safe area outside, near the back of the parking lot. The teacher will call roll to make sure all are present. The director will contact the proper authorities.
- In the event of severe weather emergencies, the children and teachers shall take cover in the hallway outside the muscle room or, time permitting, in the church basement. The adults will close all doors. The attendance roster and emergency information binder are used to account for the children.
- Fire and weather emergency procedures are posted in each classroom.
- In the event an emergency forces evacuation of the building, for an extended period, the staff and children will take shelter at the Senior Center at North Olmsted Park, on the corner of West Park & Lorain.

PARENT PARTICIPATION POLICY and PARENT ROSTER

- Occasionally, parents or guardians may need assistance with a problem or have concerns about an aspect of the program. If the concern is about something related to your child or his or her classroom, it is best to first discuss the concern or problem with your child's teacher. If she is unsure how to address the issue, or the parent or guardian feels that the issue has not been addressed satisfactorily, the teacher and/or parent/guardian should then approach the Director. If for some reason the parent/guardian feels uncomfortable discussing the issue with the teacher, they may bring it directly to the Director. If necessary, the next step would be to present the issue to the ECC Board for their input.
- Parents, guardians and other adult family members are encouraged to participate in our classrooms. (Volunteers must be over the age of 16. If a child's sibling under the age of 16 wishes to help in the classroom when they have a day off from school, they MUST be accompanied by their parent.) They are NOT included in meeting the staff/child ratios and are not left alone with the children. Parent and guardian volunteers are utilized daily in all our classrooms. Parents provide snacks and juice on a scheduled basis for their child's class. Parents are also encouraged to volunteer for one class party. Special opportunities for parent participation include, but are not limited to: Dads & Donuts, Mom's day Tea, ECC Sunday, the Year End Program and the School Picnic.

PARENT PARTICIPATION POLICY and PARENT ROSTER, con't.

- Parents meet with staff at the Parent Night meeting prior to the start of the school year. Parent/Teacher Conferences are scheduled annually, near mid-year, so that teachers can talk with parents about their child's progress. Parents are encouraged to contact teachers with questions and concerns throughout the school year.
- A parent roster for each class will be made available only to the parents of children in that class. The roster will be prepared with the information given by the parent. Only those individuals who indicate, by signing a statement, that they want their information included on this roster will be included and rosters will be furnished only to those parents who have signed a roster request form, to ECC staff members, and the church office. **These rosters are strictly to be used for school purposes during the current school year!**

PARENT RESPONSIBILITIES

- Ascension Lutheran Early Childhood Center counts on parents to make our program work. **THIS IS YOUR SCHOOL!** In enrolling your child in Ascension Lutheran Early Childhood Center parents are expected to assume the following obligations:
 1. Attend parent meetings as scheduled.
 2. Pay tuition and fees in a timely manner.
 3. Assist the teacher in daily activities according to the parent-helper schedule.
 4. Provide transportation for your child.
 5. Attend the orientation meeting.
 6. Participate in fund raisers.
 7. Read and observe the by-laws of Ascension Lutheran Early Childhood Center.
- Parents/Guardians have unlimited access to our facility. They are allowed and encouraged to visit the school at any time during the school year. No notification to teachers is necessary. However, they must notify the administrator upon entering the premises.

Parents who need assistance with problems or complaints concerning any aspect of the program should follow these channels:

1. Approach the teacher about this concern.
 2. If action is not taken to your satisfaction, approach the Director.
- It is also the parent's responsibility to:
 1. Call if their child will be absent from school. (440-777-6365 X103).
 2. Keep child home if ill and inform the school of any communicable disease.
 3. Be aware of school activities by reading the monthly newsletter/calendar and weekly teacher notes.
 4. Keep their child's records up to date as information changes (new job, phone, address, etc...). A form is provided.

GUIDANCE POLICY

Ascension Lutheran Early Childhood Center Child Guidance Policy

Ascension Lutheran Early Childhood Center (ECC) utilizes a positive approach to guiding behavior by providing a loving, Christian environment that welcomes children and families, respects individual differences, promotes self-control, encourages children to learn from their mistakes, teaches empathy and caring, and fosters positive self-image all within the framework embraced by our Christian faith that admonishes us to “Train up a child in the way he should go, and when he is old, he will not depart from it” (Proverbs 22:6).

Our Definition of Guidance:

Guidance is teaching children how to solve their problems rather than punishing children for having problems they cannot solve (Gartrell, 1998, p. 392). Guidance recognizes that a child is just that, a child, who is still growing, learning and developing and thus prone to “mistaken behavior” (as opposed to misbehavior) or, errors in judgment and action made in the process of learning life skills (Gartrell, p 408). Thus, guidance is teaching appropriate behaviors, actions and responses in a loving, encouraging and forgiving manner.

Our Encouraging Classrooms offer:

- **Developmentally Appropriate Practice (DAP)**

When we use the term developmentally appropriate practice, we mean that the teaching we do and the materials we use are tailored to “the age, stage and needs” of each child (Gartrell, p. 389). Young children learn best when actively involved in the learning process. Our curriculum offers a wide variety of hands-on activities that provide children with enough time to explore, discover, create, imagine, experiment and play. Providing a hands-on curriculum allows teachers to offer activities and materials geared to the individual children in their class, thereby accommodating the many levels of learning taking place in our classrooms on any given day.

- **Learning Centers**

Learning centers allow children to actively explore the environment thus permitting the child to *play with a purpose* (Gartrell, p. 126). Centers you may see in our classrooms include, but are not limited to dramatic play, housekeeping, art, music, science, blocks, library, writing, math, large muscle, and a sand, water, or sensory table.

- **Play, Play and More Play**

Play is empowering. It is the way a child learns to make sense of the world around them. Play not only gives children the freedom to make mistakes and experience disagreements but also the opportunities to resolve these difficulties as well (Gartrell, p. 77). Play provides a child with choices and, most importantly, it’s just plain, old-fashioned FUN!

- **Routines and Guidelines**

Routines provide young children with a sense of order and predictability. Our daily routine includes both active and quiet activities, yet also permits teachers to be flexible and accommodate unexpected happenings.

Guidelines are a positive way to provide standards for social living. Teachers may establish some guidelines for their classroom, particularly as they pertain to safety, prior to the opening of school, and may add others, often with input from the children in their class, as needed throughout the school year. Guidelines pertaining to the entire student body may also be in effect.

Our methods for guiding children's behavior:

- **Developmentally Appropriate Practice** - Offering a developmentally appropriate program includes providing an environment designed to meet the age and developmental needs of the children it will serve, which helps to minimize mistaken behaviors because children are able to derive meaning from and experience success in the learning environment.
- **Encouragement** - Staff members will use both private and public encouragement to recognize children's efforts and progress. Research by Hitz & Driscoll (1988) and Kohn (1993) confirm that carefully given encouragement recognizes effort, usually does not single out, and affirms self-esteem (Gartrell, p. 65).
- **Firmness** - Staff members will describe for children, in firm, yet friendly ways what behavior is expected from them. For example, reminding children to "use walking feet inside" or to "use words to solve a problem" are firm, yet friendly ways to guide their behavior. This form of intervention helps children develop a positive self-concept.
- **Guidance Talks** - These may take place after an incident as staff members initiate a private talk with a child that is intended to help them understand how the other person felt, what he or she can do to make things better and what they could do in this type of situation the next time around.
- **Guidelines** - *By using guidelines, teachers explain what productive behavior is; they do not just admonish against mistaken behavior* (Gartrell, p. 192). Staff members understand that children rely on having reasonable limits that are enforced in a consistent manner and that help them to learn acceptable behavior.
- **Humor** - Good-natured humor prevents mistaken behavior; it also diffuses problems that do occur (Gartrell, p. 291). Humor is an acceptable method to use to diffuse a tense situation. It is never used to make fun of or embarrass another person, either child or adult.
- **Interaction** - Teachers, and other staff members, interact with children throughout the course of the day, during freeplay times, as well as during group activities. Interaction helps guide behavior by establishing a positive relationship with each child and by allowing staff members to address situations before mistaken behaviors occur.

- **Intervention** - Staff members will intervene immediately whenever the safety of a child or a group of children is in question. Otherwise, they will use good judgment when making the decision to intervene and will do so in order to help the children involved learn to negotiate, mediate and reconcile their differences.
- **Redirection** - Redirection will be used, when needed, to assist a child in gaining control and to facilitate their re-entry into the activity at hand.
- **Role Models** - Children learn what they see. Staff members will consistently model appropriate behaviors for both children and parents.
- **Unconditional Positive Regard** - Unconditional positive regard is the full acceptance of every child as a developing human being and member of the classroom group regardless of what mistaken behaviors that child may show (Gartrell, p. 411). Children are a gift of God. Each one is a unique individual, entitled to develop at his or her own pace, and to be accepted, without question, as a member of the classroom community.
- **Withitness** - This is the equivalent of having “eyes in the back of your head” (Gartrell, p. 283). It is a skill that teachers (and usually moms) develop and use often as a guidance technique. Staff members practice “withitness” in the classroom by positioning themselves where they can observe the whole room, by continuously scanning the classroom, by anticipating incidents before they occur or, in general, by being aware of everything that is happening in their classroom at any given time on any given day.

Our Partnership with Parents:

Parents and families play an integral role in our guidance policy. As a parent, you are your child’s first and foremost teacher. In his book, *A Guidance Approach for the Encouraging Classroom*, Dan Gartrell points out that the child is an extension of the family unit. The teacher who knows and works with the family will be more successful in guiding the development of the child (p. 87). Our role is to assist you in the education of your young child. Often, this includes helping your child learn behaviors that are acceptable within the school environment and helping them develop social skills that will see them through from childhood to adulthood. Some ways that parents can help us in this effort are:

- Share pertinent information about your child with his or her teacher.
- Be actively involved in your child’s education.
- Observe regularly! Participate frequently! Volunteer often!
- Ask for information from your child’s teacher.
- Talk with your child about school daily.
- Listen to your child.
- Attend parent meetings and parent-teacher conferences.
- Be a positive role model for your child.
- Follow through with staff recommendations (Gartrell, p. 139).
- Stay informed about parenting, child development, and developmentally appropriate curriculum.
- Sign-up for a parenting or child development course. There is always something to learn!

Ascension Lutheran Early Childhood Center strives to provide the best possible preschool or kindergarten experience for your child. Physical punishment is never acceptable, and time-outs are not used. If necessary, the child will be removed to another area of the classroom or to the office, until they have regained control and feel able to return to the classroom environment. Children will always be under adult supervision . Parents will be kept informed of both positive and mistaken behaviors that their child exhibits at school. In this way, we can work together to assure that each child benefits, individually, from this policy. In all situations, confidentiality, along with professional knowledge, resources and referrals will be used as we work together to guide the development of your young child.

The specifications of rule OAC5101: 2-12-19 apply to ALL ECC staff, parents, and volunteers. See Appendix A to rule 5101: 2-12-19 for allowable and prohibited discipline techniques

References

Gartrell, Daniel. (1998). A Guidance Approach for the Encouraging Classroom. 2nd ed. New York: Delmar Publishing

Rule 5101:2-12-19

Allowable Discipline Techniques

The following techniques or practices may be used by all childcare staff members and employees of a licensed childcare center to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall **not** be used by any childcare staff member or employee of a licensed childcare center to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or highchairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period.

ADDENDUM A – DAILY SCHEDULES

PS 3'S – 2 day and PS Y4's

8:55 – 9:05	Arrival
9:05 – 9:15	Opening Group Time
9:15 – 10:05	Freeplay/Art/Clean-Up
10:05 – 10:30	Group Time: Calendar/Weather/Jesus Time/ Alf A. Bear/HWT/Music & Movement
10:30 – 10:45	Snack
10:45 – 11:05	Muscle Room (3-day class has MR 2X/week)
11:05 – 11:25	Group Time: Story Time/Show-n-tell
11:20 – 11:30	Closing/Dismissal

PK 4'S – 3 day & 4 day

8:55 – 9:05	Arrival
9:05 – 9:15	Group Time: Prayer/Attendance/Intro day
9:15 – 10:05	Free Play/Art/Clean-Up
10:05 – 10:15	Jesus Time
10:15 – 10:40	Group Time: Jobs/Letter People/HWT/ Music & Movement/Group Activity
10:40 – 10:55	Snack – Books
10:55 – 11:25	Group Time: Story/ Language Arts/HWT/Group Activity
11:20 – 11:30	Closing/Dismissal

*Schedule on Muscle Room Days

Muscle Room/Clean-Up	9:20 – 9:45	Free Play/Art/Clean-Up	9:45 – 10:20
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PK 5 and PK+

8:55 – 9:05	Arrival
9:05 – 9:15	Group Time: Prayer/Attendance/Intro day
9:15 – 10:00	Free Play/Art/Clean-Up
10:00 – 10:10	Jesus Time
10:10 – 10:25	Group Time: Story/ Language Arts/HWT
10:25 – 10:40	Snack/Books
10:40 – 10:50	Group Time: Music & Movement
10:50 – 11:25	Discovery Centers
11:20 – 11:30	Closing/Dismissal

*Schedule on Muscle Room Days

Muscle Room/Clean-Up	9:20 – 9:45	Free Play/Art/Clean-Up	9:45 – 10:20
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NOTE: Schedules may be adjusted or adapted during the school year based on recommendations from staff for their group of children.

NOTE: Times in the PK+ schedule will be adapted for the longer day. This class dismisses at NOON.

ADDENDUM B –

PLEASE NOTE:

The following licensing policies do not pertain to our program at Ascension Lutheran ECC:

5101:2-12-13 We do not brush teeth at our program

5101: 2-12-20 Children do not sleep or nap at school, however we do have a cot available, if needed

5101: 2-12-21 We do not offer evening or overnight care

5101:2-12-23 We do not offer infant care

5101: 2-12-24 We do not offer swimming or water activities

5101: 2-12-25 We do not allow our school age students to carry or use their own topical products

Appendix C - Center Parent Information

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

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

OAC 5101:2-12-07 requires that all parents, guardians, and employees be provided the information contained in this handbook. Current licensing information is available for review in the glass case locate near the ECC entrance.

Ascension Lutheran ECC is a smoke-free environment! (5101: 2-12-13)

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