

*"Train a child in the way
He should go and even
When he is old he will not
Turn from it...."*
Proverbs 22:6

Dear Parents,

Let me take this opportunity to welcome you and your child to our family here at Church of the Lakes Child Care Center. A family is the way we like to think of ourselves at the Child Care Center. We believe your child to be a blessing with special and unique individual abilities and needs. Our hope is that the love of Jesus Christ will be shown to your children through the care and support given to them by our staff. We are looking forward to a glorious year full of growth, learning, and above all fun. We look forward to working in a close partnership with each of you to provide an environment conducive to the proper development needed for your child. Parents, we want you to remember that to a very high degree you will influence the success of any program and for that reason; we ask your support, cooperation, and assistance in helping your child make this very important step in life. You are always welcome to visit so you can get to know us and our program better.

Sincerely,

Lisa Wright
Director

Dear Parents and Child,

Church of the Lakes welcomes you to our Child Care Ministry. It is our mission to reflect the light of Christ to all. Children are God's special gifts and it is our intention to provide a safe, supportive, and Christian atmosphere for them to grow. Jesus said, "Let the children come unto me and do not hinder them, for to such belongs the kingdom of God." We hope to love out these words through our caring staff, through teaching the stories of faith, through prayer, and singing. Our desire is that the children will discover a wonderful place to grow physically, emotionally, and spiritually. We look forward to working with you to make this dream come true.

Bryan George
Pastor of Church of the Lakes

Our Mission

To provide a quality Christian-based learning environment that meets the individual needs of the children of the community.

Philosophy and Goals

Church of the Lakes was established to provide a quality, Christian-based learning environment that meets the individual needs of the children. The staff recognize the importance of balanced growth so they provide opportunities for mental, physical, and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

The Goals of the Center are:

- To help each child become aware of himself/herself as a unique child of God and maintain the child's positive self-image...
- To create an atmosphere of love in which a child may develop his/her creativity.
- To be a model of Christian ideals and cultural values
- To establish appropriate modes of behavior in social situations
- To maintain the child's positive self-image
- To enable a child to understand the principles of sharing in play situations
- To provide an environment conducive to the development of gross and fine motor skills as well as to aid in the child's development of listening and conversation skills.
- To help the child achieve a sense of independence appropriate to his/her age level
- To provide an environment in which a child may develop his/her creativity.
- To prepare a child for Kindergarten

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.

Admissions:

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received

and reviewed and approved by the administrator. 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 must be updated every 13 months.

Forms Required:

1. JFS 01234- Child enrollment & health info. For children
2. JFS 01305- Childs medical statement for childcare
3. Enrollment/Tuition agreement Preschool/childcare
4. Stretch –N-Grow permission slip
5. Newsletter Information
6. Information for your child's teacher
7. Student pick-up authorization

Hours and Days of Operation

The center will be in operation Monday through Friday 6:30am to 6:00pm. A late fee of \$10.00 will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the day after Thanksgiving, Christmas Break, New Year's Day, and Good Friday.

The Preschool and Childcare Center will be closed on the following days:

- Labor Day
- Thanksgiving Day (and the day before and after)
- Christmas Break (same as Jackson Local Schools)
- Good Friday
- Memorial Day

There will be days when there will be no preschool and only childcare:

- **Presidents Day**
- **Martin Luther King's Day**
- **Columbus Day**
- **A major Election Day**

Fees will not be waived or refunded for school days missed due to family vacations, illness, or for any other reason. The parent/guardian understands that the only days they will not be billed for (only for childcare children) are the days the Childcare Center is closed. There are no adjustments on fees for days where there is no preschool.

Dis-Enrollment

Dis-enrollment of a child will happen if a child is emotionally not ready to attend. It can also happen, if a child needs additional services that our staff cannot provide.

Supervision Policy

Arrival/ Departure:

Children MUST be brought to their classroom upon arrival. Staff MUST know the child has arrived. Likewise, staff must be informed when a child is picked up. Parents MUST sign the child in/out.

Child Abuse Reporting:

All staff members are required by law under section 2151.421 of the revised Code to report any suspicious child abuse and neglect. The safety of the children is always our first concern.

Guidance Policy:

Discipline comes from the word disciple, which means to follow. It is our policy to develop children in a positive and individualistic manner. Our discipline, therefore, is handled accordingly. We discipline with kindness and respect toward each individual with constant goal of developing positive self-image in each child, while at the same time, the child is encouraged to become a part of the group through group participation. We employ the following techniques.

- *Positive Reinforcement:*
Commenting on children doing the “right” thing
- *Positive Redirection:*
Removing the child and giving them an appropriate activity
- *Time Out:*
Used when a child cannot cope with a particular situation. In such cases, the child is taken out of the group, but not out of the room, and works on a one-to-one basis with a book, play dough, etc., for a brief period of time.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to disenroll 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. 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.

Ohio Department of Job and Family Services are very specific on the requirements that need to be in the children's lunches. We provide a morning snack at 10:00am, lunch at 11:30am, and an afternoon snack around 2:30pm for those children here all day. Each of the snacks will contain at least two nutritional foods. Parents are required to provide a lunch for their child.

This meal must consist of nutritional food from the following food groups:

- Protein (1 ½ oz)
- Grain (1/2 slice bread or ¼ cup pasta etc.)
- Two foods from the fruit/vegetable group (1/2 cup)

Fluid milk is also required which the center will provide. All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored on the lunch cart by the sign in table, please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). These will be provided at a charge of \$1.00 per item.

We do have microwaves available to heat up items for your child. Thank you for your cooperation in this matter. We can all work together to ensure healthy eating habits for the children.

Snacks

A parent can provide a snack ONLY if the child has a food allergy or dietary restriction. Our snack menus are posted outside the childcare office. 100% fruit Juice is served with the morning snack. Those children here all day have an afternoon snack and skim milk is served.

Daily Schedules

The childrens' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

6:30- 7:30	Arrival- Free choice in the Noah's Ark Room
7:30	Staff gather their children from the Noah's Ark Room & take them to their assigned classroom

9:00	Preschool Starts
9:00- 9:15	Circle time, weather, stories, songs
9:15- 9:30	Bible Songs (Mondays/ Tuesdays)
	Bible Stories (Wednesdays/ Thursdays)
9:30- 11:15	Learning Centers/ Morning Snack/ Bathroom Gym/ Outside
11:15- 11:30	Closure (story, songs, finger plays)
11:30	Departure for Preschoolers
11:30- 12:30	Bathrooms, Lunch, Gross Motor
12:30- 2:30	Rest Time or Playgroup (Cooking, Art Projects, Free Play, and Outside/Gym)
Playgroup is divided up into small groups. During small groups the children are exposed to cooking experiences that encourage math, science and language skills.	
2:30- 3:00	Snack
3:00- 6:00	Gym/ outside time, centers in closing classroom

*****PM Preschool classes follow the 9:00- 11:30 Preschool Schedule*****

Staff/ Child Ratios and Maximum Group Size

1:8 Toddlers (30 months- 36 months)

1:12 Preschoolers (3 yrs- 4 yrs)

1:14 Preschoolers (4 yrs until eligible for Kindergarten)

The maximum group sizes are as follow (classroom size):

16 2 ½ - 3 year olds

24 3 year olds

28 4-5 year olds

Maximum group size is defined as 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.

Because we desire to provide a higher level of quality care we will strive to maintain the following ratios:

2 : 12 for 2 ½

2 : 16 for 3's

3 : 24 for 4's

2 : 18 for 5's

These lower ratio's, we also base on the room size.

An uninterrupted time between 9:00- 11:30 will make for a better learning atmosphere, so if your child is enrolled for preschool only, arrive no later than 8:55 and pick him/her up by 11:30.

A class roster including the names and telephone numbers of parents/ guardians of children attending the center are available upon request.

A current Medical Statement Form signed by the child's physician must be submitted on or before the child's enrollment date and is due annually thereafter.

Immunizations

If a classroom has a child with a communicable disease, it is posted outside of the classroom. We do accept children who are not immunized due to religious or medical beliefs.

Each child must be fully toilet trained. Each child must be self-sufficient in the following:

- **Able to go into the restroom by him/her self (with staff at the door)**
- **Able to pull down clothing**
- **Able to wipe correctly**
- **Able to pull up and fasten clothing**
- **Able to flush and wash hands correctly**
- **NO "PULL UPS" OR DIAPERS ARE PERMITTED**

Please do not have your child bring in toys from home into the classroom unless it is for show and tell. We do not take responsibility for any lost or damaged items.

School Delay/ Cancellations

All cancellations will be announced on WHBC radio station and channels 3, 5, & 8. Church of the Lakes Child Care will not be listed individually- we will be closed for Pre-school only, when Jackson Local Schools are closed. Child care will still be provided unless it is a level 3 and drivers are asked to stay off the roads.

Outdoor Play

There is an outdoor playground beside our Sanctuary equipped with a variety of educational equipment designed to meet the developmental needs of all of the age groups. Everything has been carefully planned to meet the highest standards for cleanliness, safety, and comfort. Children are closely supervised during play and when going to and from the playground. Children have access to water and bathroom facilities. Child-teacher ratios are maintained at all times on the playground. Cell phones can be used to summon another adult if needed.

On days that outdoor play is not provided due to weather conditions, we will include a time for indoor gross motor activities. We have a large Activity Center where the children can ride tricycles, play with balls, use a tumbling mat, and other fun age appropriate toys.

Children enrolled all day need boots, a warm coat, hat and gloves. Please label all of your child's items to ensure that your child wears the correct items. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings etc.

Water Activities/Swimming

No swimming is ever provided. We provide water tables on the playground during the summer months.

Transportation

Our center does not provide transportation. We never leave our building for field trips.

Parental Participation

We believe communication between home and school is essential. The school provides newsletters to parents informed of the events and activities at the school. We ask that you check the "Parent Board" located outside your child's classroom, for important information and daily activities. We will also conduct a parent/teacher conference, to be held in the spring. Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during the hours of operation. Parents may wish to attend class parties or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. A formal parent conference is held every spring for all children.

If parents have any concerns or questions at any time it is recommended that the following chain of command is used until an answer is found.

1. Child's teacher
2. Administrator
3. Janet Zimmerman Director of Christian Education

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

ADDITIONAL INFORMATION

Children should be dressed in comfortable play clothes, such as gym shoes, pants, and top. All outer wear should be marked with the child's name: especially jackets, sweaters, boots, mittens, hats, and scarves.

On your child's first day, please bring:

- Large, clear zip lock bag labeled with your child's name
- 1 pair underpants
- 1 pair outer pants
- 1 shirt
- 1 pair socks

****Remember to send in a change of clothing according to the season****

The teacher will determine other items that will be needed for the classroom and the list will be provided at orientation or during the first week of school.

For those children enrolled in full day childcare, parents have the option for their child to nap and we ask that a blanket is furnished for naptime. A small pillow and/or small stuffed animal are optional. Please put nap items in a bag that can be carried on the child's back labeled with his/her name on the outside. Nap items will be sent home on the child's last day of school for the week for laundering.

Birthdays will be celebrated. Please notify your child's teacher if you will be bringing in a treat from home to share with the class. For those children that have a summer birthday, they have the option to celebrate their special day towards the end of the school year.

For continued quality program, we request that your child attend the days registered. If changes need to be made, feel free to discuss this with the administrator. Due to ratio requirements, we are not always allowed to accommodate changes.

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 the 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 April, May, June 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 Dominoes in Shakertown. If the immediate area

must be evacuated we will evacuate to the Lake Cable Clubhouse. 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 be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact emergency contacts as listed on your child's enrollment information.

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 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

Church of the Lakes Child Care Center provides children with a clean and healthy environment. However, we do realize that children may 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 at 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- in combination with any other signs of illness

- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing 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
- 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 (we have a nit FREE policy), scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door 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 or other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications:

The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications (some examples would include but are not limited to Tylenol, Motrin, Dimetapp, Cough Medication, Topical ointments etc) must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. **We do not administer over the counter medications.**

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 regarding this.

Arrival & Departure Procedures

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, medications, special pick-up notes, etc are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick-up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in.

We highly value your child's safety and well-being. Not all staff knows all parents. Because of this, we must request picture I.D. from anyone that we individually or personally do not recognize. This procedure is not implemented to be an inconvenience for you. This is for your child's safety only.

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 child care 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 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.

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>