

Linworth Children's Center Parent Handbook
7070 Bent Tree Blvd.
Columbus, Ohio 43235
Phone 336-9559 Fax 336-8486
Website: www.linworthcc.org
Email: alambertlcc@gmail.com

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Mission Statement

Using Christ as our example and in partnership with families, Linworth Children's Center (LCC) will guide children in serving God and community, teach them appropriate developmental skills, and lead them in creating a safe, loving and friendly environment.

Purpose

The purpose of Linworth Children's Center is to minister to the overall needs of young children and their families in the community as an educational mission. Parents may request a copy of the Linworth Children's Center Bylaws from the LCC Office.

Philosophy

The LCC program was created to allow children to grow cognitively, socially, emotionally, physically and spiritually. This will be done by exploring their God-given talents in an environment where children can be creative, develop problem-solving skills, explore their world, and learn Christian values.

Days & Hours of Operation

Monday - Friday

Full Day Program - 7:00 a.m. - 6:00 p.m.

Part Day Program - 9:00 a.m. - 12:00 p.m.

Kindergarten Bound Program - 9:00 a.m. - 1:30 p.m., Monday - Thursday and a Friday Enrichment Program is available

Kindergarten Program - 9:00 a.m. - 3:00 p.m., Monday - Thursday and a Friday Enrichment Program is available

Kindergarten & Kindergarten Bound Extended Care - 7 -9 a.m. and 1:30 - 6:00 p.m.

Ages

LCC serves children ages 6 weeks through Kindergarten. LCC has three programs; a Full Day, Part Day and KB/Kindergarten. During the summer months, LCC offers a summer program, Camp Odyssey, for school age children. Interested individuals can check with the LCC Office as to what the current enrollment options are for their child.

Nondiscrimination Policy

LCC recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. LCC will not discriminate on the basis of race, color, disability or ethnic origin in the hiring of its certified or non-certified personnel.

Important Information to Remember

**Part Day and KB/Kindergarten programs will follow the Worthington City School's calendar for holiday and vacation breaks, as well as snow days. LCC does not delay or cancel the start of the Part Day and KB/Kindergarten classes when Worthington City Schools are on a 2-hour delay. Part Day and KB/Kindergarten classes start at the regular times on these days. The LCC Part Day Programs and KB/Kindergarten will close when Worthington City Schools are closed for snow days. Parents can reference the LCC school year calendar for specific dates for holidays and breaks.

**Part Day programs begin in August and run through the beginning of June. The Worthington City Schools schedule is followed for start date, end date, Christmas Break, Spring Break, Martin Luther King Day, and President's Day. There are no tuition refunds for breaks and holidays. See note below on how tuition is calculated.

**Full Day programs run year-round.

Full Day, Part Day, Kindergarten and Kindergarten Bound will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Christmas. **LCC will also be closed the week between Christmas and New Year's Day. Tuition prices remain the same that month due to tuition being calculated for the year and then divided into equal payments for simplicity.

****All programs at LCC are closed for a Staff Training week each year between the summer and school year sessions.** Tuition prices will also remain the same that month due to tuition being calculated for the year and then divided into equal payments for simplicity.

**If a child is enrolled and then taken out of the program, the registration fee will be lost. If the child has already begun the program, a 30-day written notice must be given to leave the program and avoid additional charges. If the number of days a child attends is being reduced, a 30-day written notice is also required.

**Emergency closings will not result in a tuition reimbursement.

Arrival

When children arrive at the center, they must be accompanied into their respective classroom by an adult. Any needs for the day can be communicated to the teacher at that time. Any child being dropped off at the center by another program will have arrangements made by the parent and the teacher for the teacher to greet the bus and pick up the child.

Departure

For the safety and security of each child; parents, caregivers, or carpool members must check out the child with a teacher. If a child leaves LCC with someone other than his/her parent, or the persons designated on the pick-up form, the LCC Office MUST have a written note indicating the name of the person to whom the child is being released. If a parent or anyone designated by a parent to pick up a child has not been seen by the teacher before, photo identification will be required.

LCC closes at 6:00 p.m. NO children may be left after this time. Parents who arrive after 6:00 p.m. will be charged a penalty of \$1.00 per minute, per child, beginning at 6:00 p.m. (i.e. if a child is not picked up until 6:06 p.m., the parent will be charged \$6.00 in late charges). The same policy applies for part day children being picked up throughout the day. These pick-up policies will be strictly enforced. Parents who chronically violate this policy are subject to denial of services.

Traffic and Parking Safety

Parents may use the parking lot off Federated Boulevard. Parents need to be sure to park in a marked parking space, leaving the aisles clear for other drivers. For the children's safety, parents should not leave their vehicles running while dropping off or picking up a child. Also, children should not be left in a vehicle when dropping off or picking up a child. Only vehicles with a Handicapped Parking Permit may park in the handicapped marked spaces by the front doors.

School Closings and Calendar

The LCC school calendar, which is distributed at the beginning of each school year and is available in the LCC Office, indicates those days when Kindergarten, Part Day and Full Day programs are closed for holidays as well as the week of Staff Training, Christmas break, Part Day conferences, and part day closures due to the garage sale.

Emergency Closings

Weather Closures

LCC does not delay or cancel the start of the Part Day and KB/Kindergarten classes when Worthington City Schools are on a 2-hour delay. Part Day and KB/Kindergarten classes start at the regular times on these days. The LCC Part Day Programs and KB/Kindergarten will close when Worthington City Schools are closed for snow days. There are no tuition reimbursements for emergency closing.

Public Health Closures

When LCC or a portion of LCC is mandated to be closed by the Health Department families may make a request to the LCC Office for a one-time (not one-time per closure), one-week per child, tuition refund to cover that time period. This policy only applies to the full day program.

Emergency Plans

In case of a serious injury or accident:

- 911 will be called.
- Parents will be contacted. If neither parent can be reached, then the emergency contact listed on the pink emergency form will be called.
- The child will be transported by EMS, if necessary, to an appropriate emergency medical facility.

In case of an emergency building evacuation:

- The building will be evacuated according to the appropriate emergency evacuation procedure, and 911 will be called.
- Parents will be contacted. If neither parent can be reached, then the emergency contact listed on the pink emergency form will be called.

Health & Safety

The health of all children is very important to LCC. A current medical examination form filled out by a physician **MUST BE ON FILE** in the LCC Office. The child's physical examination must have been within 12 months of his/her beginning the program. Medical forms are good for one year from the date of the examination. When the medical form is approaching its yearly renewal, parents are asked to obtain an updated form signed by the child's physician.

If a child is not feeling well or is showing signs of illness, he or she should be kept at home. This lessens the spread of illness among children and employees.

Should a child become ill during the school day, s/he will be isolated from other children and a parent or guardian will be contacted. Once contact with the parent or guardian has been established, it is expected that the child will be picked up immediately.

In the event the parent or guardian cannot be reached, the persons designated on the emergency form will be contacted. As the center is not equipped to accommodate sick children, no child shall remain longer than 90 minutes after contact has been made. Parents are advised to have a back-up procedure arranged.

Security

Hallways, the playground, the Muscle Room and the LCC entrances are monitored by a closed-circuit TV surveillance system. There are monitors located in the LCC Office. All doors to the building are locked. LCC has a security system. Full day parents, KB/Kindergarten parents, and parents with children in afternoon programs will receive key fobs. Part day morning parents will ring the buzzer to get access to the building.

Child Custody Policy

Custodial parents or guardians are permitted unlimited access to the center. Nonresidential parents are permitted access to the center, unless a more restrictive court order is on file with the center. A nonresidential parent needs to report to the LCC Office before visiting a classroom. Current custody agreements must be on file in the LCC Office and updated as changes are made in order for LCC to honor the agreement.

General Safety Information

A medical and dental emergency plan on red poster board is posted in each classroom by the phone and in the LCC Office. A full first aid kit is located in the LCC Office and the Turtle classroom on the first floor. Partial first aid kits are found in all other classrooms. A full first aid kit is taken on all trips outside the center.

* Teachers are trained in CPR, First Aid Procedures, Communicable Disease Recognition and Prevention; and Child Abuse and Neglect. In the case of a serious injury or accident, 911 will be called, the child will be transported by EMS, and the parents will be contacted.

* No child is left unsupervised at any time (children are supervised by sight and sound at all times).

- * Children are not released to persons other than parents without WRITTEN CONSENT or a phone call (in an emergency only) from the parent and presentation of identification.
- * Telephones are available in the LCC Office and most classrooms.
- * Monthly fire drills are held. Records of monthly fire drills are kept in the LCC Office.
- * Tornado procedures are also practiced seasonally.
- * Fire and Severe Weather Evacuation plans are posted in each room and are as follows:

Linworth Children's Center Emergency Evacuation Procedures

FIRE

1. When alarm sounds, children immediately line up at the door and follow Teacher #1 to exit. Follow one of the alternate plans A (RED) and B (BLUE) to the outside of the building (see diagram on map on red poster in classroom). Proceed to the south east corner of the parking lot past the basketball hoop near the field.
2. Teacher #2 takes red student information notebook and attendance book, turns off lights, closes classroom door, checks the bathroom area and exits.
3. The Director or another designated office person checks all remote areas before leaving the building.
4. Once outdoors Teacher #2 takes attendance.
5. The Director or another designated office person takes attendance reports from each classroom to ensure all students are out of the building.
6. Classes may enter the building once the "all clear" has been given.

Tornado

1. When alarm sounds, all classes proceed carefully to assigned location (marked on the map on the red poster in the classroom) with Teacher #1.
2. Teacher #2 opens windows, turns off lights, and takes red student information notebook and attendance book from classroom. Doors should be left open, blocked open when possible.
3. Director or another designated office person checks remote areas, takes cell phone, battery operated radio, and first aid kit with flashlight to marked area.
4. Children squat on the floor with arms folded over their heads.
5. Classes may return to their classrooms when in-charge person has determined conditions are safe.

- * If LCC is forced to evacuate the building, classes will be moved across the street to the Claremont Nursing Home and parents will be contacted.
- * LCC employees are required to notify local children service agencies if abuse or neglect is suspected. LCC employees are trained in child abuse recognition.

- * Use of aerosol sprays is prohibited when children are in attendance.
- * A written incident report will be completed whenever first aid is given and if it is necessary to transport a child for emergency medical treatment.
- * Field Trips:
 - Parents are notified of the destination in advance and are given permission slips that must be signed and returned.
 - A child that is 4 to 8 years old or shorter than 4 feet 9 inches must have a federally approved booster seat while riding in a motor vehicle. Children's car seats need to be labeled with their name, and teachers need to be informed of the need to use a car seat.
 - A full first aid kit and copies of medical and emergency forms are taken on all field trips.
 - Children must wear wristbands with the center's name, address and phone number on all field trips.
 - Parents are welcome and encouraged to accompany their child's class on field trips.
 - A teacher trained in First Aid and Communicable Disease Recognition will go on each trip.
 - The school age children may use school buses to travel to and from field trips.
- * Water Activities
 - LCC follows all ODJFS rules for water safety
 - Parents will sign a permission form for water activities
 - All water activities are held on-site

Children's Forms

The following forms **MUST** be on file in the LCC Office prior to a child's first day of school and **MUST** be updated annually:

- Yellow Medical form - good for one year after a child's last physical. Parents will receive a reminder when their child's medical form is about to expire and are asked get an updated form ASAP when a notice is received. If a child is not immunized, we require a note from a physician indicating if it is for medical or religious reasons.
- Pink Child Enrollment and Health Information form - includes one person who is authorized to act on behalf of the parent in case of an emergency or a child's illness when neither parent can be reached. Parents must sign on page 2 of

this form giving LCC permission to secure emergency transportation service in the event of an emergency in order to have their child attend LCC.

- Blue Child Development form - provides important developmental information for teachers.
- Photo and Email Release Form - This form asks for permission to take and use pictures of children in center materials and on the center website. It also asks for information on email address use.
- Orange ODJFS Medical /Physical Plan - parents are required by ODJFS to complete this if they indicated that their child has a medical condition on the Pink Child Enrollment and Health Information Form.

Parents need to let the LCC Office know of any changes in address, telephone numbers, emergency contacts, etc. at any time during the school year.

Communicable Disease Policy

At all times of operation, LCC is staffed with at least one person trained in Identification and Management of Communicable Diseases. Courses are given by a certified trainer. All employees adhere to routine practices of hand washing and disinfecting procedures. Children must be well enough to participate in all areas of the daily program including outdoor activities when they are sent to school. The following policy has been dictated by the Ohio Department of Job and Family Services and is adhered to by LCC. The center also abides by the policies of the Ohio Department of Education as it pertains to the Kindergarten program.

These precautions shall be taken for children suspected of having a communicable disease:

- * LCC will immediately notify the parent or guardian of the child's condition when a child 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 his parent or guardian. The LCC policy for readmitting the child is also listed.
- * Please be advised that the LCC reserves the right to request a physician's note of re-admittance upon the child's return to school.

A. Diarrhea (more than two abnormally loose stools within a twenty-four-hour period) - child should not return to school until diarrhea has ceased for at least 24 hours.

- B. Severe Coughing - child may return to school when coughing ceases or when an explanation can be provided by a physician.
- C. Difficult or Rapid Breathing - child may return to school when condition ceases or when an explanation can be provided by a physician.
- D. Yellowish Skin or Eyes - child may return to school when color returns to normal or when an explanation can be provided by a physician.
- E. Conjunctivitis (Pink Eye) - child may not return to school until 24 hours after the start of treatment with antibiotics.
- F. Temperature of 100 degrees or above without medication - child may not return to school until there has been no fever for 48 hours
- G. Untreated Infected Skin Patches/Unusual Spots or Rashes - it will be left to the discretion of the LCC Director whether or not a doctor should be contacted for examination and further instructions.
- H. Unusually Dark Urine and/or Gray or White Stool - child may return to school when an explanation can be provided by a physician.
- I. Stiff Neck - child may return to school with an explanation and further instructions from a physician.
- J. Sore Throat or difficulty in swallowing - child may return to school when symptoms have ceased or when an explanation can be provided by a physician.
- K. Vomiting - child may return when vomiting has ceased for 24 hours.
- L. Evidence of Lice, Scabies, or other parasitic infestation - child will be checked by the LCC Office before being permitted back into the classroom.
- M. Children who may not be exhibiting any of the above symptoms, but who are not feeling well, and who are discernibly uncomfortable, inconsolable, needing continuous one-on-one attention, and who are unable to participate in group activities

may be excluded from the program. This determination will be made by the child's teacher and the LCC Director.

In order to ensure the health of all children and employees, it is imperative that everyone follow these guidelines. While LCC's administration is sensitive to the fact that parents have responsibilities, when children return to school too soon, their resistance is low. This makes them more susceptible to recurring illness, and they may still be contagious to other children and employees. When an employee is sick s/he will be sent home and a substitute will be called in to maintain the staff/child ratio.

LCC will notify parents through written correspondence if their child has been exposed to a communicable disease. A complete communicable disease chart is posted in the LCC Office.

Medication & Medical Conditions

All medications or topical lotions (i.e. sunscreen or diaper rash creams) require a medication authorization form before they can be administered or applied. LCC will administer prescription medications as long as it is in the original container with the label still intact. Over-the-counter medication may be administered to a child if it adheres to the guidelines specified on the medication to be given (for example: if "not to be given to children under two without written consent from a doctor" - then LCC would need written consent from a doctor to administer the medication) and a medication authorization form filled out by parents. The medication authorization forms can be found in the LCC Office or obtained from a child's teacher.

Parents are required to apply sunscreen to their child prior to bringing them to school for the day. Sunscreen will be reapplied throughout the day as needed.

Special diets will be accommodated upon written request of the parents. Any special diet eliminating an entire food group will need to have a medication form filled out by a doctor and renewed every 6 months.

For safety reasons, LCC requests that medication not be sent in a child's bag. Parents should give it to the child's teacher and make sure appropriate information has been furnished and forms are filled out. School-aged children may not carry their own meds.

Allergies

Parents need to be sure to indicate on the enrollment, developmental and medical forms any foods or other materials to which their child may be allergic. This information will be posted in each classroom, and in the LCC Office. In the case of severe allergies where epi-pens are needed, parents need to fill out a Medical Authorization Form authorizing use of the epi-pen. Children's epi-pens will be kept in their classroom's first aid kit and taken on all trips outside the building.

Parents will be given an orange ODJFS Medical/Physical Plan Form if they have indicated (by either verbal communication or indicating it on a form) to the LCC Office their child has an allergy. On this form they will indicate what their child is allergic to, what symptoms to watch for, and treatment needed if the child is exposed to the allergen. A new orange ODJFS Medical/Physical form will need to be filled out every year.

Handling Food Allergies in the Classroom

Linworth Children's Center is a PEANUT FREE SCHOOL. All lunches and snacks that are sent into the building need to be peanut free. Items to avoid when packing your child's food are peanuts, peanut butter, peanut butter cookies, peanut crackers and tree nuts.

For all other food allergies, teachers will ensure to the best of their ability that the item the child is allergic to is not in the snacks they are given. If allergens are in most of the snack items, parents will be asked to keep snacks on hand for their child. When the children take turns bringing in snacks, parents will be asked to bring in a container of special snacks that are safe for their child to eat. They will be used to supplement on days when the snack served in the child's class is not okay for him/her to eat. Parents will be asked to check this box periodically to make sure it is stocked. It would also be helpful for parents to provide a list of snacks that the child can eat so they can be included in the group snack as often as possible.

Accidents/Injuries

An incident report is completed whenever an accident or injury occurs. Forms are filled out by the employee observing the incident or by the person in charge. Parents are required to sign the completed form, which is kept on file in the LCC Office.

The staff shall complete the JFS 01299 and provide a copy to the child's parent or the person picking up the child on the day of the incident or injury if:

- a. A child becomes ill and requires first aid or receives an injury which requires first aid treatment.
- b. A child is transported in accordance with this rule to a source of emergency assistance.
- c. A child receives a bump or blow to the head.
- d. An unusual or unexpected incident occurs which jeopardizes the safety of a child or employee of a center, such as a child leaving the center unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.

If there is a serious incident, we will

1. The center shall log in to <http://oclqs.force.com> by the next business day to report the incident and complete the JFS 01156 "Serious Incident Reporting for Child Care"
2. This notification does not replace reporting to the public children services agency (PCSA) if there are concerns of child abuse and neglect as required by rule 5101:2-12-19 of the Administrative Code.
3. The center may print the completed JFS 01156 and give to the parent to meet the parent notification requirements.

Diaper Changes & Clothing

LCC changes children's diapers a minimum of every two hours unless a parent requests more frequently. LCC frequently checks diapers between changes.

Since "play is the work of children", children need to be dressed appropriately to participate in all activities. The Kindergartners are required to wear their school uniforms every day. All children need to wear closed toe and closed heel shoes. No sandals or flip-flops are permitted. Although smocks are provided for the children for messy and wet projects, accidents do occur.

Parents are asked to leave a complete extra set of clothing at school (shirt, pants/shorts, underwear, socks) with their child's name on each item. These will be used in case juice, water or paint is spilled on them as well as for toileting accidents. Parents of infants and children who are going through toilet training are encouraged to bring a couple of extra outfits to keep at school.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in the LCC program on a daily basis. LCC will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 25 degrees or rises above 90 degrees. Parents need to send their child with appropriate outdoor clothing, especially in the winter when HATS, MITTENS and BOOTS are needed DAILY. All items need to be labeled with the child's name. Parents are required to apply sunscreen to their child prior to bringing them to school for the day. Sunscreen will be reapplied throughout the day as needed.

If a child has asthma and has an outdoor play restriction based on air quality or ozone levels, parents need to notify the LCC Office in writing.

Licensing Information

The Linworth Children's Center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted on the bulletin board outside the LCC Office. The LCC Kindergarten operates under the Ohio Department of Education's supervision.

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

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

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

The licensing inspection reports and complaint investigation reports, for the current license, are posted on the bulletin board outside the LCC Office. The licensing record including compliance report forms, complaint investigations reports, and

evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. The school license states the number of children in each age category that LCC is licensed to serve.

Although the LCC's ratios are much lower, the following are State laws governing all childcare programs in Ohio:

AGE	STATE RATIOS	STATE MAXIMUM GROUP SIZE
0-18 months	1:5	12
2 year olds	1:7	14
3 year olds	1:12	16
4 year olds	1:14	24
5 year olds/Kindergarten	1:18	36

Respect Zone Policy

LCC requires all parents and visitors to behave in an appropriate manner any time they are in the children's center building, at an LCC sponsored event, on an LCC center-sponsored field trip, or during any communication with an LCC employee.

During these times, all parents and visitors must conduct themselves in a professional manner. This includes, but is not limited to, speaking in an appropriate, non-threatening voice to all individuals including their own children, not using swear words or foul language, using a voice level that is appropriate for an environment with young children, and respecting the physical space of the LCC employee with whom the parent or visitor is communicating.

Failure to follow this policy may result in the discontinuance or denial of services.

Enrollment Information

Registration

At the time of registration, parents must submit the enrollment form accompanied by a registration fee of which a portion is used for the \$50 supply fee. The Kindergarten/Kindergarten Bound registration fee is \$100, Part Day program's

registration fee is \$100 and payment of the last month's tuition; the Full Day program's registration fee is \$150.

Nondiscrimination Policy

LCC recruits and admits students of any race, color, disability or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Payments and Financial Policy

Tuition payments for Linworth Children's Center are due on the 25th of the preceding month for the following month. All tuition is payable on a monthly basis, unless arranged differently with the Business Manager.

A late charge of \$25.00 will be applied to payments made after the 5th of the month. If payment is not made by the 10th of the month, your child will not be able to return to the program until payment has been made. In addition, if late payments are made more than two times, you will be required to pay a month in advance for your child to stay in the program. If you leave the program with a balance due your account will be transferred to a collection agency. If you need to set up a payment plan, please contact the Business Manager.

Payments may be dropped off at the center in the locked payment box located outside of the LCC Office on the 2nd floor. Checks should be made payable to LCC. We also offer a payment option online at linworthcc.org. There is no charge for paying online with a check. There is a 3% fee for paying by credit card online.

If you submit a check that is deposited and returned by our bank you will be responsible for any fees associated with the late payment in addition to replacing the funds on the check. We understand that this may happen on occasion but if you have more than one check returned you will be required to pay one month in advance for your child to stay in the program.

Please remember a change in the number of days per week that your child attends, or a withdrawal from the program must be put in writing and provided to the LCC Office at least 30 days in advance.

For children new to the program the first month's tuition is due on or before your child's first day

If you would like a monthly receipt, please request from the office. An end of year tax statement will be available by request in January. A child's records may be held if outstanding tuition remains when the child leaves the program

Financial Assistance

Information on LCC's Financial Assistance Program is available in the LCC Office. Proof of income is required from all families requesting financial assistance. Any family receiving financial assistance from LCC will be required to volunteer at a minimum of one LCC event during the term of the assistance.

Information on Transitioning Classrooms

Parents will be notified when their child is ready to move up to the next classroom. As part of the procedure, teachers will develop a transition plan. This plan will include the beginning and ending date of the transition period and a transition schedule. The plan will need to be signed by the parent.

Absences

If a child is absent for illness, vacation or any other reason, payments are still due according to the plan established at the time of registration. LCC classrooms are staffed based on the number of children enrolled.

The Kindergarten attendance policy states:

Each student attending LCC needs to have regular attendance. Regular attendance is important in the overall learning process. Each student is expected to be prompt to school and be ready at the beginning of each school day. When students arrive late, it not only interrupts their learning but the learning of other students.

Student attendance at the elementary level is primarily the responsibility of the parents/guardians. Students will not be retained wholly on their attendance record. Parents are required to contact the school when their child will be absent. If this doesn't occur, the school will contact the home. The school will use the following guidelines concerning students with multiple absences:

ABSENT 10 Days: The school will send a letter of notice home to parents.

ABSENT 20 Days: The LCC Director will arrange a conference with parents to discuss solutions.

ABSENT 25 Days: The LCC Director may make a referral to the appropriate social service agency or law enforcement agency.

Withdrawal

As stated on the registration form, in the event of vacation or an illness or any other prolonged absence from the school, tuition must be paid in full. No refunds are provided. In the event of a withdrawal from LCC or decrease in the number of days attending, parents must give a 30-day written notice or pay one month's tuition. Parents must notify LCC of the intended withdrawal in writing.

Rest Time for Full Day Children

When children are in a group environment for extended periods, they need to have time away from the others to relax and recharge their energy. In order to appropriately address this need, and comply with the Ohio Department of Job and Family Services requirement, there will be a quiet rest time for all children who are registered for a program that is longer than four hours. LCC will furnish cots or cribs (for children under 18 months) so that each child has a space of his/her own. The length of time of the quiet/rest period will be determined by the needs of the children in each class. Children do not have to fall asleep, but they must rest quietly on their cot. All children must have their own blanket or sheet (crib sheets work nicely for going over the top of the cot) for their cot. If a child likes to use a pillow, parents may send a small one with a washable cover. If a child would like a soft item to sleep with, it needs to be labeled with their name.

Communications

Class communications - Teachers communicate with families through emails, daily letters and regular newsletters. These keep parents informed of current themes, special events or other on-going activities in a child's class, and help parents to be involved in their child's day at school. Teachers ask that parents communicate to them any unusual situations or changes at home, such as a sick grandparent, a relative or friend visiting for an extended time, a parent going out-of-town, divorce, future arrival of sibling, etc. These situations could have a direct affect on a child's

behavior. A teacher who is aware of such situations is in a better position to help the child adjust to the situation.

Center communications - Parents can check their child's classroom board for information about events at the center or contact the LCC Office.

Schedules

Sample Daily Schedule for Full Day Preschool

7:00 - 8:55	Freeplay
8:55 - 9:00	Clean Up
9:00 - 9:10	Welcome Circle - introduction to the day
9:10 - 10:25	Center Activities - manipulatives, dramatic play, floor play, sensory, art and open snack
10:25 - 10:30	Clean Up
10:30-10:45	Small Groups
10:45-11:15	Large Muscle Time
11:15 - 11:30	Morning Circle - stories, song, and fingerplays
11:30 - 12:00	Outdoor Time
12:00 - 12:30	Handwashing and Lunch
12:30 - 12:55	Quiet Time with books, puzzles, and table toys. Potty and hand washing as needed before nap.
12:55 - 1:00	Clean Up
1:00 - 3:00	Nap/ Rest Time
3:00 - 3:45	Open Snack and Freeplay
3:45 - 4:30	Computer/Library or Muscle Room
4:30 - 5:00	Outdoor Time
5:00 - 5:10	Storytime
5:10 - 6:00	Freeplay and Easy Art

Sample Daily Schedule for Part Day Preschool

9:00 - 9:15	Arrival & Free play
9:15 - 9:30	Clean Up
9:30 - 9:45	Welcome Circle - introduction to the day, stories, songs & fingerplays.
9:45 - 10:45	Center Activities - manipulatives, dramatic play, floor play, etc.
10:45 - 10:50	Clean Up
10:50 - 11:30	Small Groups
11:30 - 12:00	Outdoor Time
12:00	Departure

Conferences

Scheduled parent/teacher conferences are held at school twice a year for children ages 3 and over. Children are assessed prior to parent/teacher conferences and assessments are kept in the classroom. Assessments are not shared with the Ohio Department of Job and Family Services. However, if a parent has any concerns regarding their child or the program, they should feel free to make an appointment to meet with their child's teacher or the LCC Director at a mutually convenient time to discuss the issue. LCC employees are always open to listening to parents' suggestions or concerns.

Parent Involvement

LCC has an "open door" policy concerning observation and visitation. Parents are always welcome and encouraged to visit whenever they wish. It is helpful if a parent lets the teacher know in advance when they are coming in. Parent participation in classroom activities (playing an instrument, telling or reading a story, going on a class field trip, etc.) will greatly enhance a child's preschool experience. Parents can check with their child's teacher to see how they can best fit into the activities for the day.

Parents are encouraged to join classes on field trips and for other special events. No siblings are permitted to accompany the classes on field trips. Full day parents are welcome to come and have lunch with their child at any time.

Classroom rosters are available to all parents who have children enrolled in the program. These rosters should only be used for school purposes. Rosters will be made up of parents who have given consent to be put on the class roster by indicating so on the Child Enrollment and Health Information form and Parent Review Statement.

LCC offers a variety of volunteer opportunities for parents. These include assisting with Box Tops, the Scholastic Book Fair, Super Games, Celebrate Children's Week, and the annual LCC Gift Fest. Proceeds from fundraising are used for the scholarship program, teacher training, and classroom enhancements.

Animal Policy

The only animals permitted in the Linworth Children's Center building must be part of the LCC program or approved by the LCC Director to be in the building.

Problem Solving for Parents

Parents are encouraged to openly express concerns about their child or the program. It is important to have a common understanding of the goals and expectations for each child. This may be done through several channels:

- 1.) Classroom teacher(s)
- 2.) LCC Director
- 3.) LCC Advisory Board

Generally, it is recommended that discussions begin with the person closest to the concern (i.e. the classroom teacher(s)). If needed, concerns may be directed to the LCC Office. All such communications are dealt with in a confidential manner.

Problem Solving for Employees

Any employee that has a concern is encouraged to openly express it to the director. If needed, after talking with the Director, the employee can approach the LCC Advisory Board.

Discipline Policy

The word discipline means to teach or lead. Consequently, the LCC policy on discipline starts with re-directing a child's behavior. Teachers avoid using negatives while helping children learn what they may do, i.e., "We stand on the floor," rather than "Don't stand on the chair".

No child is permitted to physically harm another child or child's belongings. Should such behavior occur, the injured child is treated first. Then the other child is helped to recognize how he/she has hurt the child. Both children will be encouraged to talk the problem out and make sure everyone is feeling okay.

On occasion, children are helped to remove themselves from the group to take "a break". At such times, a teacher will guide the child to understand the transgressions and help redirect them back into the group.

Under no circumstances shall employees use corporal punishment. This applies to all employees and childcare staff members. No child shall be physically restrained, unless it is necessary to protect the child's safety or that of an employee or other children. Should the need arise; parents are informed of a child's inappropriate behavior. The LCC Director, teachers, and parents will work together to establish an appropriate plan of action to help the child.

LCC's philosophy on discipline is that it is teaching, not punishment. It is firm and loving, immediate, appropriate, and limited in time. There will be no cruel, harsh, or unusual punishment. No child will ever be physically punished, isolated or humiliated. No discipline technique shall be delegated to another child.

If a child exhibits persistently unacceptable behavior, as documented and dated by his/her teachers, it will be dealt with in the manner described below.

Teachers will meet with the LCC Director to discuss behavior and develop a plan to meet the individual needs of the child. His/her parents will be called to meet with the teachers and/or LCC Director to discuss the plan and seek their input and cooperation.

The LCC Director may contact appropriate professionals for guidance. All action will be taken with approval of the parents. If parents do not grant approval, LCC reserves the right to terminate enrollment.

Parents will be expected to follow through on recommendations of professionals. If parents do not follow through on recommendations, LCC reserves the right to terminate enrollment.

If after following all recommendations and referrals, it is determined by LCC that continued enrollment is not appropriate; LCC reserves the right to discontinue services. In such a circumstance any unused portion of service fees paid to date will be refunded and parents will not be held responsible for fees for the remainder of the school year.

Elementary Aged Student Conduct Policy

Good conduct is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in such a way that the rights of others are not violated. Elementary aged students are expected to conform to school regulations and accept directions from school personnel. LCC will not tolerate violent, disruptive or inappropriate behavior by its students. The actions listed below are grounds for disciplinary action:

- harassment, bullying or intimidation of other students. Bullying is defined as "any intentional, persistent and repetitive written, verbal, graphic,

electronically transmitted, or physical act that a student or group of students exhibits toward another student and the behavior causes mental or physical harm to the other student or is sufficiently severe that it creates an intimidating, threatening or abusive educational environment for the victim.”

- causing physical injury or threatening to cause physical injury to any person
- refusing to obey a reasonable request or directions given by school personnel
- causing or attempting to cause damage to private property
- causing or attempting to cause damage to school property
- abusing computer hardware or software
- using electronic devices that are not provided by the school without permission
- theft of another student's property or school property
- using profane, vulgar or abusive language or gestures

Disciplinary action will be decided by the LCC Director and the teacher and may include suspension and/or expulsion from LCC.

There are no tuition reimbursements for suspensions.

Enrollment Decisions

If a circumstance arises that a child is asked to leave the program by the LCC Director, his/her parents will have the right to appeal for reinstatement at the next scheduled LCC Board meeting.

Ideas for Parents for Positive Reinforcement and Discipline Techniques

- Focus on good behavior - focus on and reward the good behavior.
- Think about what is causing the behavior - what is behind the actions?
- Child's development stage - what is appropriate for their age and stage?
- Pick your battles - sometimes it's not worth the argument.
- Allow for natural consequences - at times the natural consequences can teach the best lesson.
- Use positive statements and comments - remain positive.
- Give choices and allow for responsibility - these can improve their self-esteem.
- Keep the message simple - share your thoughts in as few words as possible.
- Involve the child in decision making and show respect for their ideas.
- Think about what the child's emotional needs are and if they are being met

Teachers

All Lead Teachers at LCC have a degree in Early Childhood Development or a closely related field and/or equivalent experience in working with young children in many

different areas. Teaching Assistants and Substitutes have experience working with young children and their families and most are extending their studies in the Early Childhood field. LCC is very proud of their teachers and knows that they are the key to its quality programming. Parents are asked to let their child's teacher know when they have been helpful or made a difference in a child's day so they will know they are appreciated.

Student Volunteers

Older elementary kids (that have completed 4th grade) will have the occasional opportunity to be helpers around the center. They will not be allowed to leave the classroom without the teacher's permission and will be checked up on every 5 minutes. LCC employees will monitor the children either by sight or sound.

Middle school students under the age of 15 that are in the building doing volunteer work must be at least 12 years old and have completed the Red Cross Babysitting Course. They will never be left unattended with children and will be directly supervised by the LCC employee assigned to the classroom. LCC feels that children coming in to volunteer at LCC will bring additional social interactions for the young children, give more opportunities for one on one time, and expose them to a different level of role modeling.

Birthdays

If parents would like to celebrate their child's birthday with a special treat, they need to check with the child's teacher at least a week in advance, so they can decide on an appropriate time and treat.

Things to Leave at Home

- * Toy weapons (teachers may have special rules about other toys)
- * Gum and candy
- * Toys with small pieces
- * Fragile or special toys that may upset a child if it gets damaged
- * Sandals (they don't work well on a mulched playground)
- * Any clothing that can't be stained during projects or snack. Teachers do their best to keep smocks on the children during messy projects.

Lost or Stolen Items Policy

Linworth Children's Center is not responsible for any lost or stolen items. This includes any items that children, parents or anyone associated with a child attending LCC brings into the center with them or has on the church property for any reason at any time.

Meals and Snacks

Full Day Program

All snacks at LCC will meet ODJFS nutrition requirements and will be PEANUT FREE. If children would like to bring in a snack to share on occasion or for a special event, the parents should check with the child's teacher to see how it would best fit in with the classroom schedule.

Parents can see the nutritional requirements below for packing their child's lunch. Ice packs need to be used in children's lunches. Parents need to label every container and the child's lunch box with their name. LCC will also have access to a microwave to warm up food for children's lunches.

LCC offers a space for on-site breastfeeding or pumping in mothers are interested.

Part Day Program

Part Day children will take turns bringing snacks to share with their class. Each class will have a special snack container that will be passed to the child when it is their "snack day". The teachers have a list of fun snack ideas that work well for the preschool classroom. Parents need to ensure that snacks sent in to LCC are PEANUT FREE.

Nutritional Requirements of Lunches

A child's growing body requires a healthy and balanced diet to help it grow and develop properly. A good diet also helps a child perform better mentally and physically. The eating patterns and food preferences a child is choosing now will form their life long habits. To ensure a child grows and performs at his/her best ability, ODJFS and LCC require that children's lunches meet 1/3 of the recommended daily dietary allowances. Parents can see the attached charts for

further information and requirements. Parents are encouraged to pack a balanced lunch each day for their child. Each lunch must include a minimum of:

Food Group	Serving Size (ages 1-6 yrs.)	# of Servings
Meat/ Meat Equivalent Meat, fish, poultry or egg or cheese or cooked dry beans/peas or peanut butter	1 - 1 $\frac{1}{2}$ oz. 1 - 1 1/2 med./lg. 1 - 1 $\frac{1}{2}$ oz. $\frac{1}{2}$ - $\frac{3}{4}$ cup 2 - 3 tablespoons	1
Bread/Bread Alternative Group	$\frac{1}{2}$ slice	1
Milk (provided by LCC)	$\frac{1}{2}$ - $\frac{3}{4}$ cup	1
Fruit and/or Vegetables **	$\frac{1}{4}$ - 1/2	2

** (one daily serving high in vitamin C and one rich source of vitamin A 3 times a week). Two servings of fruits and/or vegetables are necessary. If no vegetables are included, then two fruits need to be part of the lunch. If no fruits are included, then two vegetables need to be part of the lunch.

A range of serving sizes is given because sizes vary depending on your child's age. The smaller portions would be appropriate for children ages 1-3 and the larger for children ages 3-6.

Fun and Easy Lunch Ideas

Protein/Meat Group

Cold pizza

Ham/Chicken Chunks

Lunchmeat rolled with cream cheese and cut into spiral circles

Cheese cubes

Taco meat with tortilla chips

Spaghetti and meat sauce

Tuna salad

Hard-boiled egg

Hot dog

Baked beans

Hamburger strips with ketchup for dip

Chicken strips

Vegetables

Raw broccoli trees with dip

Carrot and celery sticks

Frozen peas or corn

Ants on a Log (celery, cream cheese and raisins)

Cucumber circles

Green beans

100% vegetable juice

Fruits

Canned fruits w/ mini marshmallows

Apple wedges

Raisins

Dried fruit mix

Frozen fruit mixed into pudding

Orange wheels

Applesauce

Banana

100% fruit juice

Breads, Cereal, Pasta, Rice Group

Crackers/Pretzels

Soft tortilla shells

Rice and cheese

Spaghetti noodles

Macaroni

Pita pockets

Bread sticks
Bagel

Other Important Reminders

- * Parents need to call the Center or leave a note with their child's teacher if their child is going to be absent.
- * Children need to bring a backpack or bag clearly labeled with their name to school each day.
- * Parents are required to apply sunscreen to their child prior to bringing them to school for the day. Sunscreen will be reapplied throughout the day as needed.
- * If a child becomes ill at home with a communicable disease that was not evident on the last day the child attended the center, parents are asked to please notify the center.
- * The schedule for each classroom's daily routine will be sent home by the teachers as will other information pertinent to each individual classroom.
- * Parents are asked to please check in and out with their child's teacher daily and check for any notices the teacher may have posted on the parent board. Special attention should be paid to permission slips, which need to be signed and returned before the day of the field trip. Parents are asked to be sure on the day of a field trip that their child is dressed appropriately and is at school before the departure time.
- * Incident Reports are written when a child is involved in any altercation with another child or with a teacher, when the child intentionally tries to hurt another person, or attempts to take or destroy someone else's property. The original of this report is sent home to the parent and a copy is placed in the child's file. These reports are used to record only those incidents of a serious nature, and are not written for the usual arguments between children.
- * Pictures of the children are taken at times by the Children's Center employees or other persons having the approval of the center. The pictures are for educational, informational, or promotional purposes and are not used for profit.
- * The Center has observers and student teachers in the classrooms at various times during the year.
- * Visitors in the building are to report to the Children's Center Office and are not permitted to roam about the building unidentified. Teachers will not permit any stranger in the classroom or playground unless that person has been brought to the classroom/playground by the LCC Office staff and is introduced as an observer.

Thank You

LCC wants to thank every parent in our program for sharing their children with us. It is a blessing to be "Watching them Grow". Please remember, parents are a vital part of our program and are encouraged to visit and volunteer whenever possible. If parents ever have concerns, they are encouraged to talk with their child's teacher or the LCC Director. LCC is happy all the parents and children in our program are part of the Linworth Children's Center Family at Linworth United Methodist Church.