

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

Rev. 12/15/08

Mission Statement - Using Christ as our example and in partnership with families, Linworth Children's Center 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.

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.

LCC Hours of Operation

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

Part Day Program - 9:30 a.m. - 12:00 p.m. or 12:30 p.m. - 3:00 p.m.

Kindergarten Bound Program - 9:30 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, a part day, and a full day kindergarten. During the summer months, LCC offers a summer program, Camp Odyssey/Quest, 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 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 Kindergarten classes when Worthington City Schools are on a 2-hour delay. Part Day and Kindergarten classes start at the regular times on these days (this is new for the 08-09 school year). The LCC Part Day Programs and Kindergarten will close when Worthington City Schools are closed for snow days. Parents can see the LCC school year calendar for specific dates.**

****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.**

****Full Day programs run year-round.**

****Full Day programs 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 a child arrives at the center, he or she must be accompanied into their respective classroom by an adult. Any needs for the child's day can be communicated to the teacher at that time.

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 vehicle running while dropping off or pick 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 was included in the enrollment packet, 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 teacher's professional conferences.

Emergency Closings

LCC does not delay or cancel the start of the Part Day and Kindergarten classes when Worthington City Schools are on a 2-hour delay. Part Day and Kindergarten classes start at the regular times on these days (this is new for the 08-09 school year). The LCC Part Day Programs and Kindergarten will close when Worthington City Schools are closed for snow days. There are no tuition reimbursements for emergency closings.

The LCC Full Day program remains OPEN regardless of the closings of various public and private schools during inclement weather. If the entire program closes due to inclement weather, it will be broadcast on local radio and TV stations.

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 entrance are monitored by a closed circuit TV surveillance system. There are monitors located in the LCC Office. All classroom exterior doors are locked. The only open door during LCC's hours of operation is the main door by the Church office.

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 metal cabinet in the LCC Office and the Bear 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 each classroom.
- * 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 attached map). 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 Administrator or another designated office person checks all remote areas before leaving the building.
4. Once outdoors Teacher #2 takes attendance.
5. The Administrator 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) 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. Administrator or another designated office person checks remote areas, takes portable 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. Several 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.
- Children under 40 pounds or less than 4 years old must ride in car seats in an LCC vehicle or parent's car. 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 wear temporary bracelets with the center's name, address and phone number.
 - 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 use school buses to travel to and from field trips.
- * Swimming (School Age children only)
- Children have the opportunity to visit the Westerville Community Center swimming pool.
 - As with field trips, parents are notified in advance and must complete the Swimming Permission Slip and return it to their child's teacher.
 - A full first aid kit and copies of medical and emergency forms are taken.
 - Parents are welcome and encouraged to accompany the group.
 - A teacher trained in First Aid and Communicable Disease Recognition will go on each trip.
 - Children are supervised by lifeguards and LCC employees with a minimum of 1 adult for each 6 children participating. Any child leaving the pool area (e.g., to visit the restroom) will be accompanied by an LCC employee.
 - Children must pass a swim test conducted by an LCC employee to swim in areas other than the shallow wading area (0 - 3 feet).

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 up dated form ASAP when a notice is received.
- * Pink Child Enrollment and Health Information form - includes 2 people who are authorized to act on behalf of the parent in case of an emergency or a child's illness when neither parent can be contacted.
- * Blue Child Development form - provides important developmental information to teachers.
- * Parent Review Statement - confirms that parents have been told the location of the Parent Handbook and understand that if desired they can sit down and review it with the LCC Administrator. The form also asks for permission to take and use pictures of children in center materials.

* 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.

*Orange ODJFS Medical /Physical Plan - parents will be asked to complete this if their child has special medical needs.

LCC's 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 Doctor, RN, or Red Cross representative. 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 one abnormally loose stool 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 - child may not return to school until there has been no fever for 24 hours.
- G. Untreated Infected Skin Patches/Unusual Spots or Rashes - it will be left to the discretion of the LCC Administrator 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 Administrator.

In order to ensure the health of all children and employees, it is imperative that everyone follows 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 medications 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 is filled out by parents. The medication authorization forms can be found in the LCC Office or from a child's teacher.

Special diets will be accommodated upon written request of the doctor and 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.

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, first aid kits, 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 usage and giving directions for use. 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 treatments needed if the child is exposed to the allergen. Along with this form they also receive a letter (2 copies) from the LCC Administrator giving them the opportunity to meet with the LCC Administrator and Teachers to discuss their child's specific needs should they feel it is necessary. One copy of the letter and the orange form should be returned to be kept on file in the LCC Office. A new orange ODJFS Medical/Physical form will need to be filled out every year.

Handling Food Allergies in the Classroom

If a child has a food allergy, the LCC employees will do their best to ensure the child does not eat or come in contact with that allergen. If a lunch or snack contains an ingredient that may cause a child to have an anaphylactic reaction the child will eat at a separate table. LCC's standard procedure is to wipe down eating surfaces with disinfectant before and after eating. Parents may be requested to only send in peanut free foods in lunches.

The children in the full day program are given 2 snacks during the day. As much as possible, LCC employees will ensure the item the child is allergic to is not in the snack they are given. If allergens are in most of the snacks 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 them to eat. Parents need to check this box periodically to make sure it is stocked. It would be also be helpful for them 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 and are signed by the LCC Administrator. Parents are required to sign the completed form, which is kept on file in the LCC Office.

Clothing

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 uniform everyday. 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 show 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 (wind chill and heat index factored in) drops below 20 degrees or rises above 100 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.

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

Any parent, custodian or guardian of 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 Administrator of his/her presence.

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

The licensing inspection reports and complaint investigation reports, for the current 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 / LCC RATIOS	STATE MAXIMUM GROUP SIZE
0-18 months	1:5 / 1:4	12
2 year olds	1:7 / 1:6	14
3 year olds	1:12 / 1:7	16
4 year olds	1:14 / 1:8	24
5 year olds/Kindergarten	1:18 / 1:12	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 applied to the first month's tuition. The Part Day program's registration fee is \$100; 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.

Payment

Full Day and Part Day payments are made monthly and are due on the 25th of each month for the following month. A late charge of \$25.00 will be applied after the 1st of the month, and a charge of \$50.00 will be applied after the 5th of the month; if payment is not made by the 14th, the child will not be able to return to the program until payment is made (the child's spot will be opened up to a family on the waiting list). If late payments are made more than 2 months, parents will be required to pay a month in advance to keep their child in the program. The fee for a returned check is equivalent to the fee charged to LCC by the bank. A child's records may be held if outstanding tuition remains when the child leaves the program.

Receipts and Tax Information

Families enrolled in the program that wish to receive a receipt for their child's tuition must request one in writing every month. Parents are asked to turn requests

for receipts into the tuition mailbox outside the LCC Office. LCC's Tax ID number is 31-064-7236.

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. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

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 Administrator will arrange a conference with parents to discuss solutions.

ABSENT 25 Days: The LCC Administrator 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, social, educational and intellectually stimulating environment for extended periods, they need to have time away from the others to relax and re-charge 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.

Home/School Connection

Communications

Class communications - Teachers communicate with families through 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 (P.M. schedule is 12:30 - 3:00 p.m.)

9:30 - 9:45	Arrival & Freeplay
9:45 - 9:50	Clean Up
9:50 - 10:10	Welcome Circle - introduction to the day, stories, songs & fingerplays.
10:10 - 11:10	Center Activities - manipulatives, dramatic play, floor play, etc.
11:10 - 11:15	Clean Up
11:15 - 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 age 3 and over. 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 Administrator 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, cake decorating, 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. Full day parents are welcome to come and have lunch with their child at any time.

Fundraisers are an important addition to the LCC budget. If parents know of any good projects, or if they would like to help out with fundraising, they can contact the LCC Office.

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 also has a strong Parent Teacher Fellowship program. The PTF offers a variety of opportunities for parent involvement. Several fundraisers are sponsored by the PTF throughout the year. These include Market Day, Box Tops, the Scholastic Book Fair, and the annual LCC Gift Fest. Proceeds from fundraising are used for the scholarship program or for teacher training.

Problem Solving

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 Administrator
- 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.

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 Administrator, 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 Administrator 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 Administrator to discuss the plan and seek their input and cooperation.

The LCC Administrator 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.

Enrollment Decisions

If a circumstance arises that a child is asked to leave the program by the LCC Administrator, their 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 developmental stage - what is appropriate for their age and stage?
- Pick your battles - sometimes, it is not worth the argument.
- Natural consequences - at times, the natural consequences can teach the best lesson.
- Positive statements/comments - stay positive.
- Choices and responsibility -good choices and responsibilities can improve their self- esteem.
- Keep the message simple -share the point in as few words as possible.
- Involve the child in decision-making, and show respect for their ideas.
- Think about the child's emotional needs - are they being met?

Resources for Tips on Positive Reinforcement and Discipline

Books

The Strong Willed Child - Dobson
The Girlfriend's Guide to Toddlers - Iovine
How to Talk So Kids Will Listen and Listen So Kids Will Talk - Faber and Mazilsh
Mom's Guide to Disciplining Your Child - Poretta and Lutz
What to Expect the Toddler Years - Eisenberg, Murkoff and Hathaway
Wonderful Ways to Love a Child - Judy Foed
Caring for Your School Aged Child - American Academy of Pediatrics
Your Baby and Child from Birth to Five - Leach
Discipline Book - Sears and Sears
The Baby Book - Sears and Sears
Parenting the Fussy Baby and High Needs Child - Sears and Sears
Caring for Your Baby and Child - Shelov
15 Minutes Alone with God - Barnes

Magazines

Child	Family Fun Family Issues
Parenting	Sesame Street Parents
Parents	

Internet Sites

www.naeyc.org	www.ctw.org
babycenter.com	Parent Time @aol.com
www.State.oh.us/ODJFS/CDC	

Scriptures

Psalms 127: 4-5, 128: 1-3	Genesis 33:5
Mark 12:28-31	Galatians 5:16
1 Peter 5: 5-6	Colossians 3:17
Proverbs	

Parenting Groups/Classes

T.A.P.P. Plus (The Art of Positive Parenting) - 224-8277
United Service for Effective Parenting of Ohio - 1-800-262-4KIDS
Pro-Mom: Mother's on Mothering -470-0444
Parenting Directions - 261-8055
Action for Children - 224-0222

Teachers

All Lead Teachers (2 per classroom) at LCC have a degree in Early Childhood Development or a closely related field and 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 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.

Older Elementary Students and 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 with out 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 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 date that best fits everyone's schedules.

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.

Meals and Snacks

Full Day Program

LCC will provide milk at lunchtime and daily snacks. All snacks will meet ODJFS nutrition requirements. 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 to 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. If food is sent in containers, they will be rinsed and sent back home in the lunch box. LCC will also have access to a microwave to warm up food for the children's lunches.

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.

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. If children's lunches are lacking in any of the food groups LCC is required by ODJFS to offer a supplement. If the teachers have to supplement a child's lunch, the parents may be required to pay a \$1.00 fee for each food group supplemented. 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 $\frac{1}{2}$ 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

PB and J in a pita pocket

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 w/ PB or 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

Wheat bread w/PB & J
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.
- * 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 needs to 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 Administrator. 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.

