



EPWORTH

Early Learning Center

FAMILY HANDBOOK

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DIRECTOR'S WELCOME

Prospective Parents, Guardians and Caregivers,

I would like to thank you for entrusting us with the education of your child(ren). As a long-time, educator, I completely understand the importance of finding a program that is caring, nurturing, educational, aligns with your family's needs, and makes you feel welcome.

I have worked in Early Childhood Education since 2012. I attended Defiance College and Lourdes University to study Psychology and Sociology to learn how and why children interact in the world the way they do. I earned my Child Development Associate (CDA) and School Age credentials through the Ohio Child Care Resource & Referral Association and my associate degree in Pre-kindergarten Education from Miami University. In the fall of 2024, I plan to pursue my bachelor's degree in early childhood education online through the University of Cincinnati.

Our wonderful staff and I are excited to be part of your child's educational future. We look forward to working with all the families to establish positive relationships. Respect, knowledge, and trust are crucial parts of this relationship. Making sure families and teachers are all on the same page will avoid any communication issues and everyone benefits – especially the children. We want to ensure your children head off to school with skills that will allow them an easier transition into a life of learning.

If you have any questions or concerns the best way to get in touch with me is through email at: jessica@epworth.com or by calling 419.531.7632. If you would like to reach a teacher, please email ELC@epworth.com and include the teacher's name in the subject title and we will make sure it gets to the teacher.

Sincerely,



Jessica Brant
Director of Early Learning
Epworth United Methodist Church

OUR PROGRAM

Welcome to Epworth Early Learning Center (ELC). This handbook contains information regarding the Preschool rooms and the Children's Day Out (CDO) room. It is important that you read this handbook and keep it handy if your family is enrolled in this program. You are required to indicate on the Licensing Enrollment form that you have received and reviewed a copy of this handbook.

Our school enrolls students who are 2 years old - kindergarten. Epworth Early Learning Center is licensed to operate legally under the Ohio Department of Job & Family Services to serve a total of 127 children; of this number, 5 may be under the age of 2 ½. Our license is posted on the bulletin board at the top of the stairs at the ELC entrance. The laws and rules governing childcare are available for your review upon request. Our licensing records are also available upon request including compliance reports, evaluation forms from the health department, building inspections, and fire departments. The Ohio Department of Job & Family Services toll-free number is 1.866.635.37489. Any Person may use this number to report a violation by any program. The Administrator/ Director and each employee are required to report their suspicions of child abuse or child neglect.

Epworth Early Learning Center will live into its educational philosophy by providing early steps in cognitive, affective, and experiential learning through group interaction, large and small muscle development, and learning experiences in the academic areas contained in the Early Learning Content standards written by the Ohio Department of Education. We will also assist students in their development of self-identity, self-worth, awareness of being loved, and being able to love others.

OUR PHILOSOPHY

We believe that Epworth Early Learning Center should help children to develop physically, academically, emotionally, socially, and spiritually in a Christian environment. We endeavor to help parents strengthen the family by providing support, information, and resources. We strive to meet the needs of the children and our families in the community.

MISSION

Epworth's Early Learning Center provides an opportunity for children to develop a lifelong love of learning in a loving, faith-based community.

VISION

Epworth's Early Learning Center supports children's growth in academic, spiritual, and social development.

VALUES

Epworth's Early Learning Center values positive self-esteem, inclusivity, play-based active learning, Christian community, and school readiness

GOAL STATEMENTS

Social - The child will be encouraged to:

- become aware of others in his/her environment.
- observe and use acceptable manners.
- participate in large group experiences.
- participate in small group experiences.
- have a cheerful outlook toward school.
- listen to and respect peers.
- listen to and respect adults.
- become aware of daily routines.
- take responsibility for himself/herself and belongings.

Emotional - The child will be encouraged to:

- express his/her emotions in an acceptable manner.
- handle separation situations in an acceptable manner.
- develop self-control.
- develop confidence and a positive self-image.

Spiritual - The child will be encouraged to:

- understand and accept differences in people based on ethnic or cultural backgrounds.
- become aware that he/she is created God.
- develop an appreciation of God's world.
- develop an understanding that Jesus wants to be their friend.
- develop a spirit of love for one another because God loves everyone.

Academic - The child will be encouraged to:

- verbally express his/her thoughts to the best of his/her ability
- Follow simple directions.
- develop his/her listening skills and auditory perception.
- develop his/her vocabulary and word meaning.
- develop an interest in the written word through stories, signs, songs, poems, etc.
- develop an awareness between reality and fantasy.

Physical – Large (Gross) and Small (Fine) Motor Skills - The child will be encouraged to develop:

- a sense of body awareness
- large motor skills –
 - Locomotor – runs, jumps, hops, gallops, skips, climbs.
 - Non-locomotor – stretches, pushes, pulls, twists, and balances.
 - Manipulative – throws, rolls, catches, and bounces a ball.
- his/her small motor skills using appropriate materials – i.e., scissors, crayons, puzzles, pegs, blocks, stringing.

OVERALL, The child will:

- experience opportunities to develop an awareness of his/her physical and natural world.
- experience opportunities to develop an awareness of health and safety for himself and others.
- experience opportunities to develop an awareness of his/her place in the home, school, and community.

- experience opportunities to help develop his/her math concepts appropriate to his/her ability.
- experience a variety of musical opportunities through listening and participating.
- experience a variety of materials to help develop his creativity to the best of his/her ability.
- be encouraged to participate in a variety of readiness experiences through stories, classification games, finger plays, dramatics, games, etc.
- Experience opportunities to develop an awareness that God made them, God loves them, and Jesus wants to be their friend forever.

DIVERSITY

INCLUSION

Epworth Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging. We will make every reasonable accommodation to encourage the full and active participation of all children in our program based on their individual capabilities and needs.

MULTICULTURALISM

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

NON-DISCRIMINATION

At Epworth Early Learning Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

AMERICANS WITH DISABILITIES ACT

Epworth's Early Learning Centers does not discriminate against persons with disabilities based on disability. That is, we provide children and caregivers with disabilities an equal opportunity to participate in the ELC's programs and services. Our school will not exclude children with disabilities from the programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. We will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into our programs unless doing so would constitute a fundamental alteration. A service animal is not a pet, and the ADA requires modification of the "no pets" policy to allow the use of a service animal by a person with a disability unless the handler cannot control the service animal. This would require a consultation with our licensing specialist and the animal must follow the child care manual rulings on animals or pets in the program. This allowance would be on a case-by-case basis.

The Americans with Disabilities Act (ADA) covers preschools, child care centers and family day care homes. Information about the requirements of the ADA, as well as informal guidance in understanding and complying with the ADA, can be obtained by contacting the U.S. Department of Justice, Public Access Section of the Civil Rights Division, P.O. Box 66738, Washington, DC 20035-6738, or via phone at 202. 514. 0301.

Finding programs for children with disabilities can be especially challenging for parents. However, information and assistance are available from national and community organizations and parent groups to make the search easier. One of the organizations that can help parents of special needs children find resources is the National Information Center for Children and Youth with Disabilities (NICHCY). NICHCY can send you free of charge two especially useful publications, A Parent's Guide: Accessing Programs for Infants, Toddlers, and Preschoolers with Disabilities and A Parent's Guide: Accessing Parent Groups. NICHCY can also send you a State Resource Sheet that lists the addresses and phone numbers of the agencies and organizations in your State that can assist parents of children with disabilities, and a National Resource Sheet that lists addresses and phone numbers of the national disability's organizations and clearinghouses. NICHCY's toll-free phone number is 1.800.695.0285.

ENROLLMENT

Our **Children's Day Out** program accepts a limited number of 2-year-olds per session and is composed primarily of 2 ½ -year-olds and young three-year-olds who are not ready for a preschool environment. Our **Preschool Program** accepts children who fully potty trained AND are three(3) years old by August 1 of the current year.

A child is enrolled in Epworth Early Learning Center only after the registration fee has been received, the Director has confirmed the availability of space, and the required paperwork is received. We currently only serve families that are private pay. Epworth Early Learning Center does not accept students whose parents refuse to grant consent for transportation of their child in any emergency.

Upon enrolling, all children are required to have a file including but not limited to the following information: **enrollment packet**, copy of an **annual physical**, annual **immunization record**, **emergency contacts**, any **dietary restrictions**, and (if needed) a **medical health care plan**, **emergency medical & arrival/departure "pick up list"**, **emergency medical treatment authorization**, **medical consent form**, **family information**, **parent contact information**, **media release**, **DECA**, **DINA** and **Operation Safe Child permission slips**, and **Movie release**. Epworth ELC **does not accept** any child who is not current with their immunizations as prescribed by the Center for Disease control and American Academy of Pediatrics. All enrollment packets and medical care plans must be updated annually. Additionally, families must notify ELC of any changes in the information on file regarding your child. (Ex: change of address, telephone number, employment, etc.

Rosters of names, telephone numbers and email addresses of parents or guardians of children attending the center are available on request. This roster will not have information of those families who have indicated on the enrollment form that this information is not to be made available.

BASIC DAILY SCHEDULES

CDO	
AM Time	Activity
7:45 am - 8 am	Arrival
8:05 - 8:20 am	Morning Meeting
8:20 am - 8:35 am	Music and Movement
8:35 - 9am	Morning Choices
9am - 10:15 am	Free Play
9am - 10:15	Small Group Activity

AM Preschool	
AM Time	Activity
7:45 am - 8 am	Arrival
8:05 - 8:20 am	Morning Meeting
8:20 - 8:35 am	Journals
8:35 am - 9am	Morning Choices
9am - 10:15 am	Free Play
9am - 10:15	Small Group Activity

PM Preschool	
PM Time	Activity
12:20 pm - 12:30 pm	Arrival
12:35 PM – 1:05 PM	Lunch
1:05 PM – 1:20 PM	Morning Meeting
1:20 PM – 1:35 PM	Journals
1:35 PM – 2:00 PM	Morning Choices
2:00 PM –	Free Play

am	
10:15 - 10:30 am	Story time
10:30 am - 11 am	Lunch and Cleanup
11 - 11:30	Gross Motor
11:30 - 11:45	Puzzles/ Music
11:45 - 12pm	Dismissal Meeting

am	
10:15 - 10:30 am	Quiet Reading / Bathroom
10:30 am - 11 am	Gross Motor
11 - 11:30am	Bathroom & Lunch
11:30 - 11:50am	Music and Movement
11:50pm - 12pm	Dismissal Meeting

3:15 PM	
2:00 PM – 3:15 PM	Small Group Activity
3:15 PM – 3:30 PM	Quiet Reading / Bathroom
3:30 PM – 4:00 PM	Gross Motor
4:00 PM – 4:20 PM	Music and Movement
4:20 PM – 4:30 PM	Dismissal Meeting

RATES AND FEES

REGISTRATION

Applications are accepted beginning in February for the following academic year. There is a \$150 non-refundable registration fee and one month's tuition due when registration is submitted. This tuition payment covers tuition for your child's **last month** of attendance. Advanced tuition may be reimbursed if a one-month written notice is given to withdraw a child. Epworth ELC is a cashless program and as such will not accept any cash payments. All payments may be made through Brightwheel or via checks. Make checks payable to Epworth United Methodist Church. Please note "CDO" or "Preschool" on the memo line.

Mailing Address: Epworth United Methodist Church
c/o Children & Family Ministries
4855 W. Central Ave
Toledo, Ohio 43615

TUITION

PAYMENTS

Tuition prices are set for each school year September- May, School is in session for 9 months. Payments are set up in Brightwheel monthly. Tuition is due on the first of each month. Should any fees become delinquent **a late charge of \$25 per student or \$50 per family** will be assessed. Should tuition become delinquent for longer than 30 days your child(ren) will be unenrolled. Should a family choose to re-enroll their child(ren), please note that they will be enrolled following any applicable waitlist policy as outlined in this handbook and only after bringing their accounts fully current and paid. Should some unusual financial situation arise, please contact the director as soon as possible so we can make any special arrangements needed.

If a check, ACH, or credit card payment is returned to us because of insufficient funds, **you will be charged the amount of any applicable insufficient fund fees incurred by our bank. Currently, the bank fee is \$37.50, which is subject to change.**

The tax id is available upon request or can be found on your receipts from Brightwheel you receive to your email.

PRICING

SESSIONS

MORNING: 8am - 12pm



AFTERNOON: 12:30 - 4:30pm

One Day : M- T-W-Th

Two Days : M & W, T & Th

Three Days: M/W/F or T/W/Th or W/Th/F

Four Days; Mon - Th or Tues - Fri

Five Days: Monday - Friday

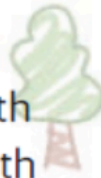
Two Days : M & W, T & Th

Three Days: T/W/Th

Four Days; Mon - Th

*4-Day & 5 day sessions are available **FIRST** priority to children of age to attend kindergarten in the fall of the following year.*

Monthly Tuition



1-day sessions \$205 per month

2-day sessions \$405 per month

3-day sessions \$608 per month

4-day sessions \$811 per month

5-day sessions \$1,013 per month

Tuition is due the first business day each month. A late fee of \$25 will be applied if tuition is not paid by the 10th of the month.

***** ANY session offered requires a minimum of (5) children enrolled by June 1 or they will not be offered***

WITHDRAWAL POLICY

Should it be necessary to withdraw the child for unusual circumstances, please contact the Director. Families must provide written notice of their intent to withdraw at least one month in advance of a student's last day in order to receive a refund for any tuition paid in advance. Charges will continue until the Director is notified in writing that the child has been withdrawn. Any unpaid tuition is due prior to the voluntary dismissal of a student. The school also reserves the right to request withdrawal of a child for whom the placement evolves as disadvantageous for his/her own development, progress, and/or the safety of themselves or other students/faculty.

CLASSROOMS

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Please inform staff of your intent to visit us during the school day in advance so we know to expect you. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of children, external doors will always be kept locked.

Our team will always do their best to speak with families. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

FAMILY PARTICIPATION

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

We welcome and encourage parental participation in our program. Just stop at the office and let us know when there are times you would like to read a story, help with arts, and craft, or assist a teacher with a fun activity. We will be happy to plan to include you in our program. Parents may wish to attend field trips, class parties and special luncheons or simply stop in to join in the daily fun. Any custodial parent or guardian of a child enrolled here is permitted unlimited access during its hours of operation for the purpose of contacting their children, evaluating the care provided or evaluating the premises provided that the Director or Administrator is aware that you are on the premises. The custodial parent or guardian must sign in at the front desk and show proper identification to receive a visitor pass. Visitor passes must be obtained when visiting the center anytime outside of normal drop off or pick up times.

Parent teacher conferences are held two times per year during the spring and fall. Signup sheets are usually posted detailing times to meet with your child's teacher, to schedule a time outside of the stated hour or to have a phone conference. Parents should contact the Director at any time if an individual conference is needed that falls outside the spring or fall conference schedule. If a child is having trouble adjusting or has behavioral problems, parents are expected to function as partners with the center and its staff in assisting



changes in attitude or behavior changes.

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

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

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

1. Parents should talk to their child's teacher FIRST.
2. If further assistance is required, Parents should then involve the program Director.
3. If the situation requires further action/resolution, the program director and/or the parents may involve Epworth's Director of Children & Family Ministries.

CURRICULUM & INSTRUCTIONAL PROGRAM

Epworth Early Learning Center uses the Creative Curriculum along with a daily emphasis on biblical teaching and principles. The Creative Curriculum uses exploration and discovery as a way of learning. Children's exploration and investigation of the world around them enables children to develop confidence, creativity, and lifelong critical thinking skills. Our theme-based, age-appropriate curriculum provides children with the opportunities to expand their awareness of the world in which they live. Daily routines and meaningful experiences help teachers respond to children's strengths, interests, and needs.

The Creative Curriculum has 38 objectives for development and learning that align with Ohio's Early Learning and Development Standards. The staff at Epworth Early Learning Center share God's love with the children. They introduce each child to the Bible through bible stories and bible songs. Staff teach children to talk to God through prayer and show God's love to others through sharing, being kind to one another.

TECHNOLOGY

Music is made available for listening in the classroom through tablets, radio, YouTube, Spotify, Apple Music, or Alexa. This music will be what the center deems appropriate listening material and will exclude explicit language or content.

Television/Movie viewing is a possibility at some points of time for children two years of age and older. We thoroughly consider each video before we decide whether it is appropriate for our center and children. We will watch TV shows or movies that are rated TV-Y, TV- Y7, TV-G, TV-PG, G without asking for a permission slip from parents to be signed. You will be notified of a movie day verbally and/or in writing through Brightwheel. Your signature agreeing to our policies is also agreeing to allow your child(ren) to watch movies with the ratings listed above.

TOILET TRAINING PROCEDURES (CDO)

Children who are not yet toilet trained are taken to the bathroom several times each day. They are also asked if they need to use the restroom. Diapers are checked or changed every 2 hours. If you do not agree with our diaper changing policy, please let the Director know in writing how you would like it changed to fit your child's needs. We require that parents provide only pull-ups with Velcro, diapers, and wipes for their own child. Parents will be warned when their child's supply is running low on daily sheets, but it is the parent's responsibility to make sure their child has the supplies they need each day. If your child runs out of pull ups or diapers, they are available at the center for \$3.00 each. **Diaper Cream:** Will be administered when parents feel it is necessary within our state mandated guidelines. Paper work must be filled out completely.

TOILET PROCEDURES (PRESCHOOL)

Your child must be completely potty trained to attend **preschool**. He/she should be able to manage bathroom needs independently including pulling their own pants up and down and fastening any buttons or snaps. Children in the preschool classes are **not permitted to wear pull-up pants to preschool**. Because zippers and buttons can be tricky for young children, pants with an elastic style waistband are highly recommended at the preschool age because they foster toilet independence.



HAND WASHING

Children are asked to wash their hands upon entering the classroom. They are also expected to wash their hands after toileting, after blowing their noses, before and after playing on the water table, before eating, and upon returning from outside play.

LESSON PLANS

Weekly plans are posted on the bulletin boards. We also email lesson plans and newsletters to all families. This offers a wonderful

opportunity for discussion "prompts" with your child about his or her day at school as well as a prompt for parents to continue the learning at home.

ASSESSMENTS

As a participant in the Step Up to Quality Program, all children enrolled at Epworth Early Learning Center up to age 5 must be screened within 60 days of enrollment and annually thereafter. Formal child assessments are conducted annually through ages and stages and when necessary for assistance in the classroom. How each child plays, learns, speaks, moves, and behaves all show clues and important information about a child's development. We know that it is important in the years of early education (birth -5) to set all our children up for success. Early intervention services, like those services that help a child learn

to speak, walk, or interact with others, can be effective and enhance a child's learning and development. Many learning disabilities, if noticed early enough, can be managed, or corrected to create better school success later. Access to a free online way for parents to check their child's development may improve the quality of life for some children. We work with Harbor Behavioral Health, Help Me Grow and other early intervention specialists to bring these services into the program to better assist our families.

ASQ 3 ACKNOWLEDGEMENT

As your child's provider, Epworth Early Learning Center uses the Ages & Stages Questionnaire (ASQ) with our students. The ASQ is a research-based developmental screening tool that can identify children's strengths, uncover new milestones to celebrate, and reveal any areas where a child may need support. It can also help caregivers understand your child's development and what to look for next.

By giving consent, you grant Epworth Early Learning Center permission to create an account for you and your child in the online platform that houses our ASQs - Sparkler. You understand and agree that information collected through the screening process will be entered into Sparkler by Epworth Early Learning Center as a Sparkler Sponsoring Partner. Any information gathered is treated privately to assist your child and family with developmental goals and milestones. The information is used by our Center and Educational Service Center of Northeast Ohio/Bright Beginnings and its subcontractors as the Help Me Grow Central Intake and Referral system for the state of Ohio; and the Ohio Department of Children and Youth . This information will be used to offer your family support to help your child develop. These supports are your choice to accept or decline as you see fit for your family and children. This resource is used to make sure all of children are successful in school and have every opportunity to be on the same page as their peers. All Sponsoring Partners are subject to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). The full Sparkler privacy policy and terms of service can be found at <https://playsparkler.org/privacy-policy-2/> .

A Sponsoring Partner's access and authority is limited only to those accounts which it supports. Parents may opt out of using Epworth Early Learning Center's access code (**OHEELC**) to remove access and switch to using access code OH at any time within the Sparkler app to continue to receive access to the services at no cost.

If you later decide to download the Sparkler: Play for Parenting app, your child's profile will be linked and shared with you. Parents and Sparkler account holders can only view the profiles of children they have created and/or that have been shared with them by another Sparkler user. I have read the information above, agree to all terms, and wish to have Epworth Early Learning Center complete the questionnaire(s) using Sparkler at no cost to me. This form is to inform you of the ASQ 3 screening process and tool we will use and to get informed consent for us to use these in the program to assist us in curriculum planning and to better understand your child and how to help them succeed in a classroom setting.

WHAT TO BRING TO SCHOOL

CDO

There are several things that need to be brought in the first day for CDO:

- All students are asked to bring a tote bag to and from school each day. This bag should be labeled with the child's name.
- 2-3 sets of seasonally appropriate change of clothes in the child's current size.
 - Include at minimum: a top, bottoms, and socks.
 - If potty training, please bring in at least 3 sets of clothes and a second pair of shoes.
 - Please include shorts or leggings with skirts or dresses

All items brought to school must be clearly labeled with the child's name. Student's bags must be "school friendly" and free from any items that could harm a child such as toenail clippers, rash cream, or bulb syringe.

Any medications found in the student's bag will be disposed of in a proper manner. There must also be a medication form signed for any medication form (available on request) signed for any medication (including diaper rash ointment) administered to students. All ointments need to be approved by the director and life altering medications need to be handed directly to the director.

PRESCHOOL

Items your child will need to bring in the first day of preschool:

- All students are asked to bring a tote bag to and from school each day to carry belongings and papers/crafts. This bag should be labeled with the child's name.
- Seasonally appropriate complete change of clothes (including underwear and socks) in the child's current size.

PRESCHOOL SHARING BAG

Your child will be coming home with the sharing bag during the year. There is a small card with directions attached to the bag. The one item to share should be small enough to fit in the bag. Please do not allow your child to bring toy weapons.

PERSONAL BELONGINGS

All children must refrain from bringing unnecessary items, i.e., toys, handheld games, jewelry, money, war toys/weapons including toy guns, swords, knives, or any other items of value. Our teachers are busy building an engaging classroom and cannot be responsible for each item a child may bring into the classroom. Epworth cannot be held responsible for any lost, stolen, broken or damaged items.

Please do not put important paperwork in your child's school bag. All paperwork should be handed to the teacher at the door.

ARRIVALS AND DEPARTURES

ARRIVAL AND DISMISSAL

We open at 8 AM . Please do not drop off your child prior to the opening. Children are to be escorted to the classroom door between 7:45 – 8:05 A.M. for the morning sessions and 12:20 – 12:35 P.M. for the afternoon sessions. Promptly pick up your child at 12: P.M. or 4:30 P.M.

DOOR PASSES

The entrance to the school is off Valleyview Drive, door # 5. Passes will be given to families on or before their first day of attendance. This pass is used for Epworth ELC staff to easily identify adults that are allowed to enter the facility. Families are given a standard of 3 passes per family. If you need more passes for other people regularly picking up your child or you lose your pass, please contact the ELC office at 49.531.7632 or email us at ELC@epworth.com. Families must present their door pass at the beginning and end of the school day. Epworth Early Learning Center will be secured but will be opened at 7:45 - 8 am, 11:45 am - 12:00 pm, PM schedule: 12:20pm - 12:35pm and 4:20 - 4:30pm

SUPERVISION OF CHILDREN

Upon arrival each day, the parent is to sign their child(ren) in on Brightwheel. The child is to be taken by the parent to the teacher, so they will know when that child has arrived. Upon departure each day, the parent will need to sign his/her child out, and the teacher will release the child to the parent. Parents are required to announce the arrival or departure of their child to the teacher.

ABSENT POLICY

In the event your child(ren) will be absent or sick we require notification of the absence or sick day in writing or recorded message. You may call our phone and leave a message detailing the absence and the reason at 419.531.7632, you may email us at ELC@epworth.com or you may send us a message through Brightwheel. After 2 days we will call to check in on you and your family. After 5 days without notification, your child may be withdrawn from enrollment.

AUTHORIZED & UNAUTHORIZED PICK-UP

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

LATE PICK UP

We close at 4:30 pm each day (unless we have children enrolled in extended care or it has been otherwise communicated). If you are unable to have your child picked up by that time, you must notify us. You can call us at 419.531.7632 or you can message us through Brightwheel. **Even with the**

notification, however, the additional charge for each child is a \$25 late fee per family and an additional \$1.00 a minute per child, according to the Epworth ELC clock after 12:05pm/4:35 pm.

Payment for this fee will be accepted in the form of a check or via Brightwheel. Repeat offenders may be asked to find a facility whose hours better accommodate their needs. If the Director has indicated the time to be after 12:05pm/4:35 pm then that verdict will stand without dispute.

SIGN IN AND SIGN OUT PROCEDURES

Parents are responsible for signing their child in and out daily. We will use Brightwheel for sign in and out. Parents need to use their mobile phone or the provided check-in kiosk to do this. Upon arrival, parents are required to sign their children in, walk them to their classrooms, and make verbal contact with the teacher. On departure, parents are required to make verbal contact with the teacher before taking their children out of the classroom and sign their children out before leaving the building. Under no circumstances are children to be sent in alone, left or picked up in the driveways or parking lot or to be passed over the fence. Please ensure that you always remain with your child during arrival and departure to ensure that no children are left unsupervised in the building.

RELEASE OF A CHILD

Staff will release children only to people on the Driver's form completed by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check the IDs of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and so they are not offended. The children's safety is our priority!

If the parent is unable to pick up his/her child, the parent needs to leave a note, message through Brightwheel or make a phone call to inform the Administrator that someone from the pickup list will be coming to get their child. The designated person will have to show a proper photo ID to be able to pick up the child.

Authorized pick up people are the adults each family designates are allowed to check their child out of the program on any given day. These authorized pickups are set up through Brightwheel in the parents' account. We also keep a copy in our front desk book to approve of unknown or unrecognizable pickups in addition to a government photo ID.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, is physically or emotionally impaired in any way that may endanger the child or does not have to proper state mandated safety seats (rear facing car seat, forward facing car seat, booster or other safety seat / device). To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Our children's and families' safety are our utmost concern. Any recurring situation may result in the release of your child from the program. Police will be notified if necessary.

CARPOOLS

The following information must be given in writing to your child's teacher before you begin carpools: drivers and phone numbers and a list of all the days for which they will be driving. You must use the

Drivers form given to you at the beginning of the year. If changes need to be made, notify the teacher.

CUSTODY AGREEMENTS

When a family has a custodial agreement, we must have a copy of the agreement indicating who has permission to pick up the child. We must adhere to the court orders as it appears on the page. If there is a dispute or argument over the custody agreement the Director will call the police to help manage the situation.

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We are not responsible for deciding which parent/guardian has legal custody where there is no documentation.

POLICIES, PROCEDURES, AND PRACTICES

CONTACT INFORMATION

We are located inside of Epworth United Methodist Church at 4855 W Central Ave. Toledo Ohio 43615. The school has its own entrance at the back(south) of the property at 3077 Valleyview Rd. Toledo Ohio 43615. The best way to contact us during daily operations is by email at elc@epworth.com. We use an app called Brightwheel to stay connected with parents or you can call and leave a message at 419.5317632. Our fax number is 419.531.7487 - please send all faxes Atten: Early Learning Center or ELC.

COMMUNICATION

1. So, we may ensure that we have up-to-date contact information for each family. Families will supply the program with up-to-date emergency contact information for their family and child(ren). When necessary, please complete the attached Emergency Contact Information Form and return it as necessary. It is the responsibility of each family to make sure their contacts are up to date in Brightwheel.
2. It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have with staff as soon as possible.
3. Staff will use multiple methods to communicate updates with families. Methods may include email, text, website, telephone, or social media. Families are encouraged to follow our Facebook page Epworth Early Learning Center for late-breaking program updates.
4. It is the family's responsibility to actively engage and follow up on communications.
5. In the event of an emergency or inclement weather, if it becomes necessary to close our program temporarily, we will message all families on Brightwheel immediately and/or reach out via phone or email.

BRIGHTWHEEL

We use an app called Brightwheel to connect with and communicate daily with parents. Parents will be invited via email and cell phone number. You will get a code sent to your phone and or email. You can interact through the internet, app, or email. Brightwheel allows us to do many things:

- Photos & Videos

- Daily info sheets
- Learning Activities
- Messaging and SMS
- Calendar of Events
- Incident Reports
- Student Milestones
- Student Enrollment
- Billing & Payments

Covid-19

The Covid-19 pandemic changed the way we look at Early Childhood Education and our daily practices and procedures in a group setting. Operational changes have been developed to support the health and safety of your children, your families, the staff and their families, and to do all we can to remain.

Communication is a cornerstone of our practices in building strong family/child(ren) relationships. Open communication is more important now than ever as we work together closely and communicate any concerns, questions, or needs. We will provide you with information as situations evolve and as experts determine appropriate public response. Please know that above all, our focus remains on keeping the families we serve and the children we care for as safe as we can given the uncertainty of this national health crisis.

LOCKED ENTRY

We are a locked facility and therefore our doors are locked during operational hours outside of drop off and pick up times. If you need access to the program or to pick up your child early, you would need to call, email, or message us to let us know to expect you and ring the doorbell outside of our double doors. **The official entrance to the ELC is Door #5 under the big archway. Parking will be available at the back (south) of the church off Valleyview Drive.** Families will enter through the main door and must present their door pass at the beginning and end of the school day.

Epworth Early Learning Center will be secured but will be opened at 7:45 - 8 am, 11:45 am - 12:00 pm, PM schedule: 12:20pm - 12:35pm and 4:20 - 4:30pm. Parents may ring the bell to gain access at any other time. Parents must escort their children to the classroom door. A teacher will take attendance using an attendance/dismissal sheet with the day, date and time clearly marked. Any special messages, medications, special pick-up notes, etc., are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, children are dismissed to their parents/guardians or a person for whom written permission has been given. Children are marked as dismissed by the teacher when they are given directly to the parent/guardian.

Teachers are not permitted to leave their classrooms unattended to open the door for parents. Those wishing to enter the building outside of normal pick-up and drop-off times must wait until someone is available to let them in, to ensure the safety of all children.

CELL PHONE USAGE

Drop off and pick up times for your child are the primary communication windows for staff and caregivers to connect with one another about your child(ren). To make the best use of these opportunities, as well as to be attentive to your child, we ask that you NOT use your cell phones at any time while here.

HOURS OF OPERATION

The Early Learning Center is available to serve our families Monday - Friday from 8:00 am until 4:30 pm. All students should be in the building by the starting time of their class (8am or 12:30pm). If there is a special circumstance like a doctor's appointment, then families should notify us of the schedule change the day before. In the event you have missed your scheduled day due to this policy we will not be able to accommodate a schedule change.

After 12:05pm/4:35 pm we do charge a late pick-up fee of \$25 charge plus \$1 per minute, per child after 12:05pm/4:35 pm. We understand that situations do occur, and you may need to be late, but we ask you to please respect the time of the teachers who are instructing your children by working to be on time.

HOLIDAYS

Our school is closed on the following holidays: **Spring Break, Labor Day, Thanksgiving Wednesday - Friday, Christmas - New Years 2 weeks.** If any of these holidays fall on a weekend, we reserve the right to close or reduce hours either the days before the holiday and/or the days following the holiday. ELC may close for Professional Development Day(s) up to 2 a year and will allow our teachers to take their continuing education classes and other important training to better serve our children and families. We may also delay or cancel class for Parent Teacher Conferences in the Fall and Spring. All holidays and other planned school closings would be communicated in advance on the program calendar. There will be no tuition reduction for holidays or professional development days as this has already been considered when deciding fee rates.

SNOW DELAYS/WEATHER CLOSINGS

As with all schools in the area, on rare occasions, it may be necessary to close due to poor weather conditions. Epworth Early Learning Center can have schedule changes due to weather such as, but not limited to, 2 hr. Delays, late starts, early dismissal or closings. **ELC follows Sylvania Schools for all delays or closings due to poor weather conditions.** If a level 3 snow emergency is issued by Lucas County while we are currently open, we will promptly notify parents and follow all closing procedures. Under extenuating circumstances, the Director may decide to close the school if the weather has taken a drastic change for the worse or circumstances beyond our control prevent us from opening.

If there is only a 2-hr. delay for Sylvania Schools, the morning Preschool and CDO sessions will be closed but the afternoon sessions will remain unaffected.

Please follow our usual communication methods for up-to-date information regarding an opening or closure. Parents will be notified through Brightwheel and/or email if the school closes for any reason. **If the center does delay/close for any reason, no discount will be given due to acts beyond our control.**

FOOD (MEALS AND TREATS)

Packed Lunch Guidelines: Beginning this year, each child will bring their own packed lunch from home. We no longer operate a snack rotation. Lunch will be eaten in the classroom and must meet all state child care licensing requirements. Each lunch must include the following four food groups, in at least the minimum serving sizes for children ages 2–5

Food Group	Required Amount (Ages 2–5)
Protein	1½ ounces
Grain	½ slice bread or ¼ cup pasta/rice/cereal
Fruit and/orVegetable	½ cup total (may be split between both)
Milk	¾ cup (6 ounces)

Examples of Age-Appropriate Serving Sizes

Protein (1½ oz):

- 2–3 thin slices of deli turkey or ham
- 1 cheese stick or 2 small slices of cheese
- 1 yogurt cup (6 oz)
- 1 hard-boiled egg
- 2 tablespoons of Peanut Butter / Sun Butter or seed spread
- ¼ cup beans or lentils

Grains (¼ cup or ½ slice):

- ½ sandwich (1 slice of bread)
- ¼ cup cooked pasta, rice, or couscous
- 4–6 crackers (Ritz, Triscuits, etc.)
- ½ small bagel or muffin
- ¼ cup dry cereal

Milk (¾ cup / 6 oz):

- 1% or skim milk (for all children ages 2+)
- Shelf-stable milk boxes, insulated thermoses, or fortified non-dairy milk substitutes are all allowed
- Milk must be included unless a medical exemption is on file

Fruit and/or Vegetables (½ cup total):

- ½ banana (sliced) or ¼ apple/pear (thinly sliced)
- 6–8 grapes (cut lengthwise for safety)
- ¼ cup cooked carrots, broccoli, or green beans
- ¼ cup applesauce or diced fruit in juice
- ¼ cup cherry tomatoes or cucumber slices (cut)

Important Notes:

- Lunches must include an ice pack. We cannot refrigerate or reheat food.
- Teachers are not allowed to cut or prepare food, so all items must be ready to eat.
- To reduce choking risks, all grapes, tomatoes, string cheese, and similar foods must be sliced lengthwise and into smaller pieces.

- Candy and soda are not allowed and will be returned.

Birthday & Holiday Treats

We love celebrating with our students! For birthdays and major holidays, you may send prepackaged treats like bakery cookies, pudding cups, Rice Krispies Treats, donut holes, or store-bought cupcakes. All items must be unopened. We cannot serve homemade items or anything that requires refrigeration or preparation. If families want to send in a special treat for a classroom celebration, they must provide enough for the entire class and ensure that all treats are pre-packaged – no homemade treats please- we may have children with food allergies. It is best practice to review treat ideas with your child's teacher or the director prior to bringing the item in.

Health, Safety & Food Licensing

All meals are eaten at a table with teacher supervision and modeling appropriate mealtime behavior. We promote safe eating habits, encourage independence and self-help skills, and never allow screens or electronic distractions during mealtime. We use this time to build community, practice manners, and encourage healthy eating. Children are supported in sitting upright, using child-sized utensils, and eating at a calm, unhurried pace. Fresh drinking water is always available in each classroom, and your child should also bring a labeled water bottle from home each day.

Epworth ELC is exempt from food licensure because we do not prepare or serve meals. All food is packed and provided by families. As such, our teachers are not permitted to reheat, cut, refrigerate, or prepare food in any way. All items must arrive ready to serve and packaged so that your child can manage them independently. (We can help open items, just as we have in past years.) We follow all applicable food safety guidelines under ODJFS Rule 5101:2-12-22 to ensure the safe handling, storage, and supervision of food provided from home. Per licensing and health department rules, unopened, pre-packaged items may be returned home, but any opened or partially eaten food will be discarded.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 85 degrees. All students shall go outside at least once daily, weather permitting. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities in the gym. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes coats, hats, and mittens in wintertime. If students are sick and unable to go outside, then they will not be allowed to attend until feeling better. Special accommodations will be made for students with documented asthma, who use an inhaler, require breathing devices while at the school, or who have other documented medical conditions that prevent them from engaging in outdoor play.

CLOTHING

Please dress your child in practical play clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Safety: One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. Please label all outerwear, boots, mittens, etc., with your child's name. Sandals, flip-flops, Crocs, and fashion boots (cowboy boots or dress boots) are not appropriate for play and if your child wears this type of shoe to school you may be asked to bring in an appropriate alternative or your child may have to sit out of large muscle play for their safety.

CLOSED-TOED SHOE POLICY

Children should refrain from wearing open toe shoes, shoes need to be supportive and fully closed. Shoes must have a cover over the toes and a back. For safety we strongly recommended tennis shoes, especially for outside play.

PROCEDURE FOR THE FIRST WEEK OF SCHOOL

A staggered entrance to school will occur during the first week. The first day your child will attend for one hour accompanied by a parent or an adult friend. The second day your child will attend by themselves during the regularly scheduled time. A parent meeting will also be scheduled during the first week of school. Please refer to the parent letter for complete details.

NURSING MOTHERS

Nursing mothers who need to breastfeed their child or pump breast milk may do so in a comfortable, quiet place. This may be done in our Nursing Mothers' room (ask the teacher for guidance to space if needed). We will provide you with a privacy sign so that no one bothers you while you are in there. If that location is occupied, please contact the main office and we will find you an alternative quiet space.



SUPERVISION, HEALTH, AND SAFETY

Epworth Early Learning Center practices behavioral guidance and positive reinforcement. The goal behind all positive guidance is to help the child develop self-control and self-discipline. The limits to a child's behavior must be simple enough for the child to understand. Positive reinforcement is for good behavior and continuously sets an example for the children and promotes each child's growth emotionally, intellectually, socially, and spiritually. A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff persons are alert to the safety needs of children, anticipate hazards, and take necessary appropriate precautionary and preventive measures. At no time will a child be left unattended. Staff will always supervise the children. If a child becomes ill, they may be isolated in an area of the school, not in use, but within the sight and hearing of a staff member.

RATIOS AND GROUP SIZES

Our classrooms follow strict ratio requirements that help to keep an environment that facilitates learning and safety. The teacher-to-child ratio is assigned by age. The ratios below are ordered in our usual classrooms for that age group.

<u>CDO Room:</u> 2-year-olds - 2 ½ One teacher to 7 students Two teachers to 14 students	<u>CDO Room:</u> 2 ½ - 3 yrs. old One teacher to 8 children Two teachers to 16 children	<u>Preschool</u> 3 yr. old – 4 yr. old's One teacher to 12 children Two teachers to 24 children	<u>Preschool:</u> 4 years olds One teacher to 14 children Two teachers to 28 children
<u>SUTQ Ratio (Gold Rating)</u>			
2 years to 2 ½ years old One Teacher to 6 students Two teachers to 12 students	2 ½ - 3 years old One Teacher to 7 students Two teachers to 14 students		

GUIDANCE AND MANAGEMENT POLICY

Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

If children are engaging in unacceptable behavior, we will use the following steps to help them correct their behavior.

1. Redirect the child.
2. Verbally approach the child about acceptable and unacceptable behavior
3. Help him/her identify the difference.

Staff members assigned to a child, or a group of children, shall be responsible for their discipline. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting. No discipline technique shall be delegated to any other child. No child shall be placed in a locked room or confined in an enclosed area such

as a closet, box, or similar cubicle. No child shall be humiliated or subjected to profane language threats, or derogatory remarks about himself or his family or other verbal abuse. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest, or toilet use.

Our philosophy on discipline centers around love and concern for all children involved. Primarily, correction is viewed as a teaching tool in the classroom. That is, students are learning how to self-regulate their impulses, curiosities, etc. It is the teachers' job to: (1) model proper behavior, (2) circumvent situations known to produce wrong behavior in children, (3) redirect children in the early stages of inappropriate behavior, and finally (4) discipline when & where needed. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. In all the four areas listed above, the significant part is the teacher's bond with the children so that they know and understand them and can predict when and where problems may arise. Circumventing and re-directing is preferred over the need to discipline. Children are reminded of the limits, in a calm, positive manner. If a child continues to go beyond these limits, the teacher will speak with the child regarding their choice of behavior. The child may be asked to choose another activity. In cases of continual misbehavior, the child is taken to the Director. At this time, the director will speak with the child about their behavior and encourage them to make positive choices. The child will sit with the director and will be given an individualized activity. The child shall remain there for a time appropriate to the child's age and circumstances regarding the situation.

Appropriate guidance and management techniques that we use include:

- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperating with others, and solving problems by talking things out.
- Separation from the situation, if used, shall last no more than one minute each year of the child's age. Upon the child's return to the activity, the teacher shall review the reason for the separation and discuss the expected behavior with the child.
- Holding the child for a short period of time, such as in a protective hug so that the child may regain self-control.

Expectations are set according to the age and ability of each individual child. Teachers will provide reasonable rules, determine logical consequences for breaking those rules, and be willing to give more responsibility to the children so they are ready to assume it. Teachers are responsible for classroom management, including modeling acceptable ways to always behave. Staff will intervene as quickly as possible to ensure the safety of other children.

If we continue to have discipline problems with a child, especially a problem where one child is hurting another child, we will write up a "discipline incident report." Behaviors which are not acceptable at school include, but are not limited to: foul language, name calling, any racial statements or actions, pushing, hitting, or kicking (other children or teachers), biting, temper tantrums,

taking clothes off in the classroom and not respecting another child's privacy, including inappropriate touching. If a child's behavior has been violent or injurious towards another student, a teacher, or him/herself, then that child is sent to the office and the parents are called.

BITING POLICY

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. If a child has a habitual problem, the center will follow the following procedure. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. The second time a child bites, the parent of the child will have a written discipline report sent home to the parent. If the problem continues, there will be a conference between the parent, the Director, and the child's teacher to create an action plan. We will collaborate with the families of each to keep them informed and to develop strategies for change. If it is a continual problem the child will be dismissed from the program.

RESPECTFUL BEHAVIOR

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

BODIES AND BOUNDARIES

There is a natural curiosity among children with regard to their bodies. When situations arise where we must speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affect their child(ren). If we have students who are inappropriately sharing or touching themselves or others, we will talk to the family to discuss the situation and how we can resolve this behavior. If an event/instance is so severe that it causes a safety risk to other students, we reserve the right to immediately remove a child from our program.

SUSPECTED ABUSE

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

FIELD TRIPS

Our students may take part in planned field trips throughout the year.

Parents will be notified in advance to:

- Destination, dates & time of trip
- Fill out a field trip permission slip with the child's name and dated signature of the parent.
- Transportation will be provided by parents/guardians. Parents will drop their children off at the designated location and pick them up from the designated location on time. Teachers and staff of Epworth are not permitted to transport children.

The following items are always available on the field trip:

- Teachers who are trained in First Aid, CPR, Child abuse awareness, communicable disease.
- ETA (emergency transportation authorization) forms for each child
- Health care plans
- Permission slips with parent's dated signature
- Emergency contact information
- Teachers will have clipboards with their individual class rosters on them to continually ensure that all children are always accounted for.
- There will be head counts taken on arrival, multiple times throughout the trip and before release to families.
- Each child participating in a field trip shall have identification attached to them containing the center's name, address, and telephone number.

Please note, children without signed and dated permission slips will not attend the field trip and no alternative care will be provided.

SCHEDULED ARRIVALS

If a child is scheduled to arrive at from another school, an event, or other activity and does not arrive as scheduled, Epworth ELC will make all reasonable attempts to contact parents and our emergency contacts. Without an answer or location of the child, the center will contact the transporting authority to determine the location of the child.

WELLNESS POLICY

You are the best judge of your child's health, and we trust you will not bring a sick child to school. However, if while in our care your child becomes ill, displays an unknown rash, or acts out of character, your child's teacher will consult the director and you may be called to take your child home. When called, you (or an alternate emergency person) are expected to come within an hour. This is to protect the health of your child and his/her classmates. Your cooperation is appreciated.

If a child has been diagnosed with an illness and another child shows any symptoms of that illness, the staff may send that child home. When a child is sick, the parent/guardian will be called and asked to pick up the child within one hour of the phone call. Children who are ill and waiting for a parent to pick them up will be made comfortable by the director, front desk or in an isolated portion of the child's classroom and supervised until the parent arrives. A note from the director will accompany the child sent home informing when the child may return. If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend school.

INJURY / MEDICAL SITUATIONS

Safety is a major concern with children and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with first aid supplies. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

1. Each child enrolled must complete an annual physical form.
2. Accidents can and will occur during a typical school day. In accordance with Rule 5101:2-12-35, an Incident Report shall be completed when the following occur: an illness, accidents, or injury which requires first aid; a bump or blow to the head; emergency transporting; or an unusual or unexpected event which jeopardizes the safety of children and staff, such as a child leaving the center unattended. A copy of this report will be given to the adult picking up that child the day of the incident and must be signed and dated. A copy will be given to the parent/ guardian the day of the incident. Staff always maintain rations and do everything in their power to prevent accidents when at all possible.
3. We require all medical emergencies beyond our expertise to be sent to the hospital. **We will not accept students who do not permit us to transport to medical facilities.** This means that we, the Early Learning Center, determine that an emergency is beyond our control. An ambulance will be called, and parents are notified to meet us at the hospital. We transport to ProMedica- Toledo Hospital/ Children's Hospital unless EMS is on bypass in which case this is beyond our control, and we will notify you where we have been bypassed to. Charges resulting from this source are the sole responsibility of the parent or guardian.
4. We maintain a written plan for medical and dental emergencies which include the immediate notification of the parent or guardian in the event of any accident, injury, or illness. In the event of an injury or illness that requires emergency medical attention, we would first call 911, and then we would notify parents by telephone.
5. In the event of an injury sustained while in our care, the Epworth Early Learning Center cannot be held responsible or liable for any illness or injury that may occur because of the incident

that occurred.

- i. An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:
 - 1. The child has an illness, accident or injury which requires first aid.
 - 2. The child receives a bump or blow to the head.
 - 3. Emergency squad must transport the child.
 - 4. An unusual or unexpected event occurs which jeopardizes the safety of the child.

EMERGENCY PROCEDURES

1. Dental Emergency
 - a. One staff member will stay with the child while the other staff member will assume responsibility for the rest of the group. Instructions on the Dental First Aid Chart posted in the room will be followed, parents will be notified, and an incident report will be completed. If blood is involved, vinyl or non-latex gloves will be used, and staff will sanitize afterwards following standard precautions.
2. Fire Drills
 - a. We are required to have monthly fire drills. Drills are held monthly at various times to be sure that fire emergencies are understood and easily managed.
 - b. A record of these will be maintained at the center. Epworth ELC staff will contact parents with our current evacuation location to come pick the children up as soon as possible. If a parent cannot be reached, we will contact emergency contacts listed on your child's enrollment information.
 - c. A plan is posted in each childcare room indicating staff responsibilities in case of a fire emergency, weather alerts and other emergency situations.
 - d. Fire Alarm will be used to signal drill. The teachers will take the attendance roster, secure the classroom, and exit the building with the children to the designated "safe place," which is the playground at the southwest corner of the parking lot. All children will be accounted for, and the administrator or staff in charge notified whether all children are present or if any are missing. We will not return to the classroom until all clear is sounded. The administrator or designee is responsible for contacting the fire department or 911 if the system is not automatic. Please talk to your child about the importance of practice drills. Practice fire drills at home.
3. Weather Alert
 - a. We are required to have quarterly weather (tornado) drills. Drills are held quarterly at various times to be sure that weather emergencies are understood and easily managed.
 - b. A record of these will be maintained at the center. Epworth ELC staff will contact parents with our current evacuation location to come pick the children up as soon as possible. If a parent cannot be reached, we will contact emergency contacts listed on your child's enrollment information.
 - c. A plan is posted in each childcare room indicating staff responsibilities in case of a fire emergency, weather alerts and other emergency situations.
 - d. The teacher will take the attendance roster, secure the classroom, and lead the children to the designated "safe place" – which is on the lowest level of the building – account for all the children, have children assume the safe position – covering head and neck. The administrator or staff in charge is notified if all children are present or if any are missing. Everyone will stay in the designated "safe place" until all clear is sounded. Tornado drills will be practiced during the months of September, March, April, and May.
4. Lockdown Drills:
 - a. Emergency lockdown drills will be conducted on a quarterly basis.
5. Emergency Evacuation (bomb threat, gas leak, etc.)
 - a. Teachers will take the attendance roster, first aid kit, emergency contact information for children, account for all children, and exit the building to the primary evacuation spot, which is the ELC playground at the southwest corner of the parking lot. Instructions from

emergency personnel will be followed as to whether to stay in that spot or proceed to a secondary evacuation location. An incident report would also be provided to the parents.

b. Threat of Violence

- i. Children will be secured in the safest location in the building or outside.

c. Loss of Power, Water, Heat

- i. Utility companies will be notified and factors such as safety and temperature evaluated. Should we lose water, power, or heat for more than 30 minutes we will begin notifying families, and the center will close.

EXPULSION

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. If a situation arises where a child is consistently endangering themselves, peers, or staff, it may become necessary to disenroll the child. Every attempt will be made to collaborate with the parents/guardians and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurrence. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

The following are reasons we may have to expel or suspend a child:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parents threaten physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff, families, or students

CHILD'S ACTIONS FOR EXPULSION: (these are examples not an exhaustive list of actions)

- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
 - Reported abuse or neglect occurring at the center.
 - Questioned the center regarding policies and procedures.

SCHEDULE OF EXPULSION

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate arrangements (one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.

If a child has had three incidents of inappropriate behavior (referenced above) the child is sent home. If a child must be sent home three times within a 1-month period for behavior, then he/she may be disenrolled from our program. Epworth Early Learning Center reserves the right to disenroll a child at any time if their behavior is consistently violent and/ or injurious to others. Any child can be dismissed for any reason, based on the discretion of the center. A child may be suspended due to excessive behavior issues. Epworth Early Learning Center's discipline policy is applicable to all staff. An ounce of prevention is worth a pound of cure, so we strive to make sure all the children are aware of the limits of an activity, and equipment involved, and their behavior with both, making so many disciplinary steps unnecessary.

TRANSITIONING CHILDREN

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required. Children's records will be transferred to new schools or programs in accordance with the parent's or legal guardian's written request. Records will be transferred to new schools or programs upon receipt of a written request form. Parents/legal guardians can obtain a Transfer Records Form sent to them via email from the office.

A parent/legal guardian must complete and submit the form via email. The office must verify that the person making the request IS the legal guardian of the child. After verification, the office will send a copy of the child's records via fax, scan, or email within one week. Original records are maintained in the office until they are no longer necessary for licensing procedures.

MANAGEMENT OF COMMUNICABLE DISEASES

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated and discharged to their parent/guardian:

- Diarrhea (3 or more abnormally loose stools within a 24-hour period.)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Temperature of 100 degrees Fahrenheit, taken by the no contact forehead, when in combination with any other sign or symptom of illness.
- Untreated infected skin patches, unusual spots, or rashes

- Usually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Sore throat or difficulty swallowing
- Vomiting more than once or when accompanied by any other sign or symptom of illness.
- If a child is unable to participate in the daily activities of the class.
- Evidence of untreated lice, scabies, or other parasitic infestations.

For the child to return he/she needs to be feeling well, the symptoms need to be gone, all live bugs and nits have been removed, and the child needs to be fever/symptom-free for a period of 24 hours. A doctor's note may be required. When the instructions on the childcare communicable disease chart posted in the childcare entrance hallway have been followed, the child may stay at school. If a child is experiencing minor cold symptoms but does not require isolation, he/she is welcome if he/she is able to participate fully in all activities. Parents will be notified by a sign on the door and **via email** if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

A staff member trained in first aid, CPR, prevention, recognition and management of communicable diseases, and child abuse awareness is present at the center during all opening hours. Our staff complete these training sessions, which include hand washing and disinfecting procedures. When a staff member/ teacher is ill and unable to work, a sub will take charge of the class until arrangements can be made for another teacher to take charge of the class. The replacement teacher is a qualified trained staff member.

ADMINISTERING MEDICATION

Epworth ELC will administer only life altering medications, i.e., epinephrine pens, breathing machines and inhalers, anti- seizure medication. All such medications must be filled out and signed by the child's physician. In addition, the physician must include an action plan to be followed for the specified life altering medication. (Health care plan). All medications must be given to the director.

- 1) All medically relevant modified diets must be prescribed by a physician or dentist who must complete and sign the proper form.
- 2) All prescription drugs must have a prescription label that contains the following information: child's name, current date, exact dosage, and number of doses.
- 3) All children with health conditions must have a health care plan on file with the center.
- 4) Non- prescription topical ointments and creams may be applied using the following rules:
- 5) No longer than 14 days for skin irritations or eruptions. Other daily use, no irritations, no longer than 3 months.
- 6) Section II on ODHS form 1217 and "note" area completed by parent or guardian including: name of ointment, cream or lotion, name of child, dated signature of parent or guardian.
- 7) Parents or guardians may cancel the request at any time.

Epworth will administer medications to a child only after the parent completes the Ohio Department of Job and Family Services 01217 Request for Administration of Medication and 01236 Child Medical/Physical Care Plan forms. All proper sections must be completed along with the physician's

signature and the medication given to the teacher. Medications will be stored in a designated area inaccessible to children. **Medications may NOT be stored in a child's cubby or book bag.**

Prescription medications must be in their original container **with the prescription label attached**, dated within the last twelve months, and administered in accordance with instructions on the label. **Non-prescription** medications must be in their original container and must also be administered in accordance with label instructions **which match the child's age and/or weight** or Box 2 of the JFS 01217

OTHER SAFETY REMINDERS

- The parking lot is busy at the opening and closing times of school. Escort and pick up your child at the classroom door.
- No smoking is allowed in the parking lot or in the building. In accordance with ODJFS rules, a "No Smoking" sign is posted inside the building. Parents will be notified if smoking occurs in the center outside of center hours of operation.
- In accordance with Ohio Revised Code Section 2923.1212(A): "Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."
- Use of spray aerosols is prohibited when children are in school.
- Work telephones are available in each classroom.

ODJFS REQUIRED POSTING

CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste.

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

Write or Call:

ODJFS

Bureau of Civil Rights

240 30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

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