

Greater Expectations Learning Center

Family Handbook



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The **Mission** of Greater Expectations Learning Center is to provide a safe, nurturing environment where children will be educated through cognitive learning, artistic expression and imaginative play. Our **Focus** is to provide the necessary tools to promote self-confidence, self-awareness and foster a love of learning.

Welcome to Greater Expectations Learning Center. This handbook contains information regarding our toddler, preschool, and school-age program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about our Center.

Philosophy

Our program's philosophy is expressed throughout everything that we do at Greater Expectations Learning Center. We believe in the 'constructivist' model of progressive education. We trust this model will help our children to become lifelong learners. It allows our teachers to provide intentional and purposeful activities through social interactions which is an expected standard for our Center.

Purposeful planning promotes an atmosphere that is safe, warm, friendly and for developmentally appropriate activities for children ages 6 weeks to 12 years of age. The educational model that we use allows us to set goals to encourage children to learn as individuals by exploring through experimentation, and examples which fosters self-expression.

The goals we set for our children enables them to actively 'construct' their understanding of the world based on their experiences and social interactions. Highscope, the curriculum we have selected is based upon the progressive educational philosophy of John Dewey and Lev Vygotsky that stresses the importance of children building meaning through social interactions. Our children derive meaning from their active participatory play and through their reflection of that play. We believe this is how young children scaffold their knowledge.

We involve family in all we do. We recognize the importance of the family unit and we value the role family plays in the learning process. Goal setting is done in collaboration with the parents/guardians. We entrust that having families present in our center, whether physically or through our classroom environment allows for easy transitions and a welcoming warm environment. Together with family we watch "our" children grow thrive and meet the goals that have been set.

We believe that our teachers should not only provide meaningful experiences but do so through the alignment of our curriculum and the Ohio Early Learning and Development Standards for our preschoolers and the Common Core State Standards for our school age children. We have confidence that having our children develop meaning throughout their learning process through play and guided by the intentional efforts of our teaching staff is exactly how to develop lifelong learners.

License

The laws and rules that govern the learning center are posted. The center is in compliance with health, building and fire regulations.

At the end of this handbook you will find an attachment about licensing and other important information. Please take the time to read the material.

We are a 5 STAR learning center which means we have worked hard to get to high quality. Our program meets the requirements the state has put into effect to be granted the highest quality possible.

Our Summer Camp is ACA accredited. This means that we get visited by an approved visitor to ensure that we are following the ACA standards set by the Camping Association.

We are a We Thrive center, continuing to strive to have the healthiest and most active children possible.

We participate in the Strengthening Families program that is offered through 4C for Children and is a program that assists our staff in training and education to help support us with providing the most up to date resources and care for the children.

Admissions: A child is considered to be enrolled in the center only after the registration packet and fee has been received, the director confirms the availability of space and the required paperwork is turned in. This includes basic enrollment and health information. Any changes to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission (shot records for school-age children). This medical must be updated every 12 months. Once the enrollment has been taken care of our Front Desk staff will schedule new families for an Orientation. You will be given a tour of the center, opportunity to speak with your child's new teacher and go through all of the important information you need for your family to be successful here at GELC! This is the perfect opportunity for you to ask questions!

Hours and Days of Operation: GELC will be in operation Monday through Friday from 6:00 a.m. until 6:00 p.m. All children should arrive by 9:00 a.m. with a grace period until 9:15am. The doors will remain locked from 9:15-3:30pm. Unless we receive a phone call that your child will arrive late due to an appointment or uncontrollable situation, we will not allow the child to attend that day.

The Center will be closed the following holidays:

- Martin Luther King Birthday
- Good Friday

- Memorial Day
- Fourth of July
- Family Picnic Day (date will vary)
- Labor Day
- Election Day
- Thanksgiving and the day after
- Christmas Day and the day after
- New Year's Day
 - Early dismissal will occur on Christmas Eve and New Year eve

Full tuition is due for each week of the year.

Staff/Child Ratios and Maximum Group Size

The GELC abides by State laws regarding staff/child ratios. Children are divided into groups according to age and or ability:

Staff to Children	Maximum Group Size	Category	Ages of Children
1:4 or 2:8	8	Infants	0-12 months
1:5 or 2:10	10	Infants	12 months-18 months
1:6 or 2:12	8	Toddlers	18 months- 36 months
1:10 or 2:16	16	Preschoolers	3 years- 4years
1:12 or 2:20	22	Preschoolers	4 years until Kindergarten
1:15 or 2:30	30	School-agers	K-11+

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

Example of a Daily Schedule

6:00-8:00 Health Check, Supervised free choice time, hand wash
 8:00-9:00 Breakfast
 9:00 – 9:15 Potty / Toileting Time, Wash hands
 9:15-9:30 Circle Time
 9:30-10:30 Group activities: self-selected/ Teacher facilitated activities.
 10:30-10:45 Potty/ Toileting Time, Wash hands
 10:45-11:30 Outdoor Play
 11:30-12:00 Wash hands, Lunch
 12:00 -12:15 Clean up, Potty/Toileting Time, Wash hands
 12:15 -12:30 Story Time
 12:30 -2:30 Nap Time
 2:30 -3:00 Put away cots, Potty/Toileting Time, Wash hands
 3:00 -3:15 Snack Time
 3:15- 4:00 Outdoor Play

4:00 - 4:15 Potty/Toileting Time, Wash hands
4:15 - 4:45 Art and craft, etc.
4:45 -5:00 Clean up
5:00 - 6:00 Free Choice until Departure

****Please note that in the INFANT rooms the schedule is based on the individual needs of the child.***

****Schedules change based on the age and individual needs of the children in each classroom.***

Tuition/Fees and Payment Policies: Tuition fees and co-pay fees are due weekly on Monday. If fees are not paid before Friday a charge of \$5.00 will be added each day until all fees are paid. All fees must be paid by check or money order to GELC. Please **NO CASH**. Returned checks will be charged \$25.00. After the first returned check the fee will have to be paid by money order only.

Full Time Infants	\$276.00
Part Time Infants	\$177.00
Full Time Toddler	\$241.00
Part Time Toddler	\$142.00
Full Time Preschool	\$207.00
Part Time Preschool	\$90.00
Full Time School Age	\$110.00
Part Time School Age	\$76.00
Full Time School Age Summer Program	\$189.00
Pre Camp 6am-9am	\$15.00
Post Camp 4pm-6pm	\$15.00
Both Pre and Post Camp	\$25.00
Part Time School Age Summer Program	\$123.00

Second child discount 25% off.

If a child is absent during any part of the week, parents are charged for a full week. In the event of illness full payment is expected except for extended illness. An extended illness is when an illness keeps the child out of the center for more than 5 consecutive weekdays, in which case a doctor's note will need to be provided. At that time half payment is required to maintain the child's spot in the program.

Registration Fee: A non-refundable registration fee of \$25.00 per child is charged. The registration fee must be paid before the child can be considered enrolled. (Registration fee will be waived for parents receiving childcare assistance).

Transportation Fee: All School Age children that are transported by our center vehicles will be charged a \$25 transportation fee.

Vacations: The center must be notified of vacation dates at least two weeks in advance. Each child is granted 5 free vacation days (after 90 days of attendance) these days may be used individually or for an entire week. If the child is on vacation more than 5 days, the normal fee will be charged after the first week.

Holidays: Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

Absent Days: Full tuition is due for all days. If you receive Hamilton County Vouchers, you may use an absent day, but your full fee is still due (per ODJFS).

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important so that we can prepare your child since many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute will be charged after 6:05p.m. We will make every attempt to contact you or a relative, but any child that is not picked up by 7:00 p.m. we must call the proper authorities. If tardiness becomes a continual problem (after 3 times) your child will not be able to attend the center the next day.

Unpaid late fees will have to be paid within the week.

Please remember our staff would like to get home to their families on time.

Withdrawals: Parents who wish to withdraw their child may do so at any time. If there are any balances that need paid, parents are expected to pay them at the time of withdrawal. We would appreciate if a two week notice is given in writing. Parents that receive funding from Department of Human Services will have to pay on their balances or they will be reported and their services will stop until your account is paid in full. If you need your child's paperwork transferred, please request a Record Transfer form and we will gladly transfer your paperwork.

Center Closings due to Weather or Emergencies: We will make every attempt to open the center on time. If we open late we ask that you be patient and understanding. Information concerning closure or delays will be broadcasted on WXIX (Channel 19) and WLW (Channel 5). We will also send out an all call alerting all of our families about the delay or closure. Should the weather worsen prior to our regular closing time, you will be asked to pick up your child early. Should an emergency arise and the center needs to close early, every attempt will be made to contact the parent or designated person to pick the child up immediately. Please make sure that you keep all information up to date with the front desk and your child's teacher so that we can reach you when needed.

School Age Children Scheduled School Days Off: We will run a program when the schools that we serve have a scheduled school day off, or they have called school for inclement weather. A schedule for the year is kept at the Front Desk if you would like a copy of it. In case of a Snow Day, or Emergency, please contact the Front Desk and we will do everything we can to accommodate those days.

Children will go outside to play every day. However, if the weather or safety issues arise, we will limit that time. This could be due to the outside temperature (25 to 90 degrees Fahrenheit is considered suitable weather), humidity, wind chill, ozone levels, the pollen count, lightning, heavy rain or ice.

Supervision Policy: It is of utmost importance and the responsibility of the staff to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary, appropriate, precautionary and preventative measures.

Arrival/departure: A guardian is required to sign a written list of all person(s) other than yourself permitted to accompany your child to and from the Center. Each child must be signed IN and Out daily on the attendance sheet located at each classroom by the door, as well as signed in and out through ProCare which is installed on the computer at the front door of the program. Any special messages, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff members to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after sign-out. No child is permitted to be passed over the playground fence for pick up or drop off. Persons without your permission will not be allowed to leave the Center with your child. You must notify the Center when you want to add a name or delete a name from the list in writing with a parent/guardian signature. Persons who are picking up for the first time will be asked to show proof of identification for the protection of your children.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and sound of a staff member.

Infant Care: Diapers will be checked at least every 2 hours, however, if a baby needs to be changed the staff member will change the babies as needed. Napping and Resting will not be scheduled in accordance with the classroom, it will happen as the individual child needs a nap or to rest.

Transportation of School Age children: Our routine trips, to and from school, are done by center vehicle. Field trips will either be taken by center vehicle or a chartered bus. During enrollment, the bus rules and expectations will be gone over and reviewed with the children.

Transportation: At no time will a personal vehicle be used to transport children. All Center vehicles have been inspected, insured and all staff members that have the ability to drive our vehicles have been trained, taken the ODJFS Drivers training as well as the training that is requested from our insurance company.

Water Activities and Swimming: During the hot summer months all of our enrolled children will engage in some type of water play. Their teachers will let you know what days they will participate so that you can pack and prepare for it.

Children arriving to the Center from Other Programs: At times it may be necessary for a child to arrive at the center from another program (Example: School Age child arrives after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending. 513-448-0882

Release of a Child: Staff will release children only to persons on the release form provided 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 ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there is custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without the proper documentation.

Transitioning:

Into our program: We offer tours for interested families. If the family would like to have the child "try out" the classroom, they can stay in the room during the hours of 9:30am-11:30am for a trial day. During this trial day we highly suggest an Individual Orientation meeting involving the Parent/Guardian, and Lead Teacher. During this meeting, the group would discuss the child's Yearly Goals and Intake Form as well as any other pertinent information (Medical Physical Care Plan, etc.). If this cannot happen during the Trial Day, the Parent/Guardian and Lead Teacher should set up time to meet. Once all paperwork is turned in and reviewed by Administration, the Lead Teacher will prepare the classroom for their new student.

Examples:

- Name tag for cubby and hook in classroom
- Daily sign-in ready for the child (depending on age of child)
- Family Book ready and waiting
- Equipment labeled for individual use

Within our program: You will be notified when your child is ready to move to the next classroom. As part of the procedure, center staff and Parents/Guardians will work together to develop a transition plan. This plan will include the beginning and ending date of the transitioning period, transition activities and a transition schedule. The plan will be signed by the Parent/Guardian and center staff. 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 available in the next room.

Out of our program: When a parent/guardian is dis-enrolling their child we will make sure that they receive the child's portfolio, family book, a goodbye note from the teaching staff and opportunity to say goodbye to their friends. If they are transitioning to Kindergarten, the students will receive all of the above (unless they have enrolled in the School-Age Program) plus they will have the opportunity to graduate from Preschool at our Graduation Ceremony where they will receive a book-bag filled with all sorts of Kindergarten Readiness supplies.

Child Abuse reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local Children's Service Agency. The safety of the children is always our first concern.

Guidance Policy: Greater Expectations Learning Center's staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they, in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. Staff will not impose punishments for failure to eat, sleep or toileting accidents. Food will not be withheld nor physical activity be used as a form of discipline. The discipline policy applies to all parents while they are at the center.

To keep all children safe, when it comes to violent acts and bullying, we are a no tolerance center. We will use our Discipline Notification form to communicate the details of the situation. The center has the right to suspend children for events that are deemed necessary, but our typical route is as follows:

- 1st Write Up: Staff engage in conversation with child and document the behavior.
- 2nd Write Up: Staff and Parent engage in conversation with child and document the behavior.
 - A Behavior Plan will be put into place
- 3rd Write Up: Staff, Administration and Parent engage in conversation with child and document the behavior.
 - A review of the Behavior Plan will happen at meeting
 - 1 Day suspension will be given
- 4th Write Up: Staff, Administration and Parent engage in conversation with child and document the behavior.
 - 2 Day suspension will be given
- 5th Write Up: Staff, Administration and Parent engage in conversation with child and document the behavior.
 - 3 Day suspension will be given
- 6th Write Up: Staff, Administration and Parent engage in conversation with child and document the behavior.
 - 4 Day suspension will be given
- 7th Write Up: Child will be terminated from program

***This procedure is a typical model, we reserve the right to change this model depending on the factors involved in the incidents leading up to the write-up.**

Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of ALL children is always our primary concern. The Lead Teacher and Administration would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This rule applies to all employees at the center.

Meals and Snacks: The Greater Expectations Learning Center provides two well balanced meals, Breakfast and Lunch, and one snack. The meals and snack meet the nutritional requirements. Menus are posted at the informational station by the door to the classrooms. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Breakfast 7:15 a.m. – 8:30 a.m.

Lunch 11:30 a.m. – 12:00 p.m.

Afternoon Snack 2:45 p.m. – 3:30 p.m.

*If you would like to contribute a recipe we will give your family credit on our menu!
Remember we are a nut free facility.

We Thrive: Our center is a “We Thrive” center. This means we maintain these goals to ensure healthy living:

Physical Activity

We provide infants a safe setting that facilitates physical activity and does not restrict movement for prolonged period of time, promotes the development of movement skills, and allows infants to form small and large muscle activities.

Toddlers and pre-school age children will engage in 60 minutes of unstructured physical activity per day while at the childcare facility, including indoor and outdoor time. Unstructured physical activity is child-initiated physical activity that occurs as the child explores his or her environment.

Toddlers and preschool age children will have 60 minutes of structured physical activity. Structured physical activity is developmentally appropriate physical activity that is guided by the caregiver.

We provide active time for SA children to help them meet the national recommendation of 60 minutes of activity per day.

Except for scheduled rest time, naptimes or meal times, children will rarely be seated for periods lasting no longer than 30 minutes.

Physical activity will positively be promoted here through actual space and equipment. Staff will encourage children to be active and will join in with children during active play.

Active play will never be withheld from children as a punishment.

We will support parent's effort to provide physical activity opportunities for their children. Support may include; physical activity education opportunities, sending home activity info such as flyers, handouts and pamphlets, posting activity ideas and games and tips on the center's website.

Screen Time

Computer time will be limited to a maximum of 30 minutes per week for children 2 years of age and older.

Television and videos will not be used during instruction time for any age group.

Computer time will not be used for children under 2 years of age.

Food Served

All foods served meet or exceed state and federal guidelines for child nutrition and follow the recommendations of the Healthy Children Healthy Weights program.

Nutrition Education

We will provide visible support for good nutrition in classrooms and common areas through the use of posters, pictures and displayed books

We will support parent's efforts to provide a healthy diet. Support may include: nutrition education opportunities offered at least twice a year, sending home nutrition info, posting nutrition tips on the center's website, and providing nutrition analysis of our menu.

Celebrations

Celebrations that involve food will be limited to one party per classroom per month. Each party will include no more than one food or beverage that does not meet the Healthy Children Healthy weight nutrition guidelines.

The center will celebrate holidays with mostly healthy foods or non-food treats.

Food and Behavior

Food will not be used as reward or punishment. All children are encouraged, but not forced to eat or taste all of his or her food.

Staff will help children to determine whether or not they are hungry before serving more food, or full before removing their plate.

Menus will be a combination of new and familiar foods as well as from a variety of cultures. Staff will encourage children to try new food.

Meals will be served family style. Children will serve themselves with adult supervision.

Staff members will eat the same foods as the children and will sit and join the children at each meal or snack. Children with special needs will have meals planned with professional and family consultation.

Breastfeeding

We are committed to providing support for breastfeeding mothers, this includes providing an opportunity to breastfeed in the morning, lunchtime and evening and hold off on giving a bottle, if possible, when mom is due to arrive. In the event that the parent or guardian does not provide a quantity of breast milk to meet the infant's daily requirement, infant formula will be provided.

Tobacco

Tobacco use is strictly prohibited on our whole property by any person.

Tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, clove cigarette and any other smoking product, spit tobacco, smokeless, dip, chew and snuff in any form.

Nutrition Guidelines: For children aged 12 months and older

Our menus include a combination of new and familiar foods as well as foods from a variety of cultures.

Foods served will:

- Have no more than 35% of its calories from fat
- Have no more than 10% of its calories from saturated and trans fat combined.
- Have no more than 35% of its weight from added sugar.
- Be low in sodium and will contain no more than 230mg of sodium per serving for chips, cereal, crackers, French fries, baked goods and other snack items.
- Will contain no more than 480mg of sodium per serving for pastas, meats, and soups.
- Will contain no more than 600mg of sodium for pizza, sandwiches, and main dishes.

Drinks:

- Water will be freely available so children can serve themselves both indoors and outdoors.
- Only skim or 1% milk fortifies with vitamin A and D will be served to children 2 and older.
- Only 100% fruit juice will be served and will only be given to children 8 months and older.
- Children will receive no more than 6oz per day of juice.

We Offer:

- Fruit to children at least 2 times per day
- Canned fruit in its own juice, fresh or frozen
- Vegetables steamed, boiled, roasted, or lightly stir-fried with little added fat
- Fried or pre-fried meats or fish once a week or less
- Fried or pre-fried potatoes once a week or less
- High fat meats like sausage, bacon, hot dogs, or bologna once a week or less
- High fiber, whole grain foods, at least 2 times per day
- Sweet's or salty foods less than once a week or never

Snacks served will make a positive contribution to children's diet and health, with an emphasis on serving fruits and vegetables as the primary snack and water or milk as the primary beverage.

**If a parent feels it is in the best interest of their child to pack their lunch, that is fine, however they must adhere to our We Thrive policies above as well as adhere to our procedure that we are a Nut Free Facility.

Accidents/Emergencies: The center has devised a Risk Management Plan to follow in the event that an emergency should occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions our emergency destination is outside on the right side of parking lot against the fence. If the immediate area must be evacuated we will evacuate to Family Video down the street on the corner of Daly Road. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In case of loss of power, heat, or water to the center we will contact utility companies. Depending on the time frame we will make the determination whether the center would close.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will execute a Lock down to secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. As we practice Lock Down drills you will be notified 24 hours in advance by call multiplier.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the same day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of children or staff. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

For emergencies, such as, loss of electricity, loss of water and any unforeseen events that would hinder operation of the center during operation hours, parents will be contacted and expected to pick up the child in a timely manner.

You can request a copy of our Risk Management Plan at any time if you have questions or concerns.

Management of Illnesses: Greater Expectations Learning Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home. Please also plan ahead and have a backup care plan in place if you are not able to take off from work/school.

A child with any of the following symptoms will be immediately isolated in either main office spaces and discharged to the parent or emergency contact:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four 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 or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they

will be kept within sight and sound of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

During enrollment, if you refuse to grant consent for transportation to the hospital, we will call you to explain the situation and follow your wish. In the case that you and your additional contacts can't be reached, the Directors will make the call as to how to proceed with the incident.

Medications: Only emergency medications such as epi-pens and inhalers will be administered. If a child needs any over the counter or prescription medications the parent would need to come and administer the medication. All medications must be turned in at the front desk with all proper paperwork prior to the child starting.

Even though ODJFS states that a school age child can carry their own medication, we still follow our own procedures. Administration and staff keep all emergency medications.

The center will administer food supplements or modified diets to a child only after the parent and doctor completed a Request for Medication Form.

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 on a daily basis. 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) drop below 32 degrees or rise above 90 degrees. (Please see the Child Care Weather Watch Chart posted on the 2nd floor Parent Information Board) 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. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time. Any child in attendance for four or more consecutive hours will have outdoor play.

Parent Participation: Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend class parties, special luncheons or simply stop in to join the daily fun. Parents are encouraged to share any specialty skills with the children such as storytelling, music, or cooking. A volunteer sign-up can be found at our Front Desk.

Family Committee and Café's: Quarterly our center holds a Family Committee Meeting as well as Parent Café's. For more information on becoming involved...please see the Front Desk. We would love to have you. Child care and dinner is provided during these two activities.

Conferences: 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.

Scheduled Conferences happen two times throughout the year, in the Fall and in the Spring. At this time, the teachers will review with the families how the child is doing, go over our Screenings and Assessments as well as make Educational and Developmental goals for each child. If you can't make your conference in person, we are always willing to schedule a phone conference.

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. Child's Teacher
2. Director of Operations (Joy)
3. Executive Director (Mary)

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

Additional Policies

Hygiene and Rest

All children are instructed in personal hygiene. They are reminded to wash their hands after toileting, before eating, and after outside play.

Cots are disinfected daily and personal blankets brought into the center from home are encourage to be washed weekly.

Naps are from 12:30 -2:30 p.m. Children's names are labeled on their cots and blanket for easy recognition.

Pillows are not allowed for napping.

If a stuffed animal or "lovey" is needed for nap time, please feel free to pack one in the child's book-bag. The stuffed animal will remain in the bag until nap time and will be put immediately back in the bag.

Employee Conflict Resolution Policy:

When having a conflict with a co-worker, first try to have a professional conversation with that person (never in front of children). If you would like a third party in attendance, please ask to schedule time with the Administrator or Director.

If the conflict continues then schedule a meeting to discuss the conflict with the Administrator and/or Director and an Action Plan will be brainstormed and implemented after approval.

Allow for open and consistent communication so that everyone can be aware of how the conflict is resolving itself.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Miscellaneous

Please do not send any personal items from home (cell phones, tablets, money, toys, gum, or candy, etc.) to the school with your child unless requested to do so by your child's teacher.

If a cell phone is necessary, please understand that we will ask the children to keep them in their book bag and/or cubby until they are picked up by their family. At no time will the staff be held liable for cell phones. At no time will other children be held liable by the center for another child's cell phone.

THE CENTER WILL NOT BE RESPONSIBLE FOR THESE ITEMS: If your child should bring toys or any other items home from the Center, please return them to your child's teacher immediately.

GELC is a weapon free facility. Anyone in possession of a weapon will immediately be withdrawn from the program. Toy weapon play will NEVER be encouraged at our program.

GELC is a drug free facility. No child should be sent with medication. If they need medication, please talk to the director about how we can accommodate that child's need.

Parents who wish to celebrate their child's birthday at the Center may do so. Arrangements should be made with your child's teacher in advance. We ask that you at least give a two-day notice.

The Center will keep detailed records of attendance, health, and vital information on file for each child enrolled. Parents and Guardians are required to report all changes of address, telephone number, emergency numbers, etc. to keep our files up to date. The records are available to all staff in case of an emergency. An Information Update sheet can be found at the front desk for your convenience.

In case of accidents please send a change of clothing in a clearly marked plastic bag. This includes 1 pair of socks, underpants, undershirt, shirt, and pants. It is important that if any article of clothing is sent home wet, please replace it the next day so your child will not have to spend the day in wet clothing. Please label all clothes such as boots, sweaters, mittens, coats, and hats.

Attach mittens by string or elastic to coats.

If your child is not yet fully potty trained, please bring diapers, pull-ups and wipes by the end of every week. The center does NOT supply these items.

We will be actively potty training your child in our Preschool program. Success will not occur without the help of the family. Our goal is to help your child develop at a pace that is right for them.

Children should wear appropriate forms of dress and maintain habits of cleanliness. Clothing should be suited to the season and occasion, we do go outdoors. Causal and comfortable clothes that children will not be afraid to soil would be most beneficial. Please let them wear clothing that they can put on and take off themselves.

Contact Information: We must have accurate contact information for each parent. If there are any changes with your contact information it must be updated as soon as possible. It is your responsibility to make sure we have your updated information. All phone numbers MUST be working numbers. If contact information is not up to date and contacting you becomes a continual problem, we will have to contact the proper authorities. An Information Update sheet can be found at the front desk for your convenience.

"211" INFORMATION: Call 211 which is a free, confidential phone number that can connect them to local health and human services 24 hours a day, seven days a week. Families can call the number for referrals to local food pantries, employment and training services, support groups, resources for aging parents, addiction services, or many other services.

Breastfeeding Mothers: We want your stay with us to be as pleasant and peaceful as possible. If you need to breastfeed your baby, or pump while here, we will direct you to our staff lounge, or Dining Room so that you can do so in comfortable privacy.

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

The 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 a child enrolled in 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 Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent 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 request that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation 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. The department's website is:

<http://jfs.ohio.gov/cdc/childcare.stm>.

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.

Parents, after reading the handbook please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Greater Expectations Learning Center and have had the policies reviewed with me. I agree to follow all policies outlined with

Signature of parent/guardian

Date