

Thank you for choosing

Church of the Saviour Early Learning Center
for your childcare.

Please find attached your copy of the parent handbook.

Please sign the second page and return it to the ELC
acknowledging that you have received a copy.

Thank you in advance!

CHURCH OF THE SAVIOUR
EARLY LEARNING CENTER
PARENT HANDBOOK



A STEP-UP-TO-QUALITY STAR-AWARDED CENTER!

2537 LEE ROAD
CLEVELAND HEIGHTS, OHIO
216 321-1685

CHARLENE WILLIAMS, DIRECTOR

CHURCH OF THE SAVIOUR
EARLY LEARNING CENTER'S
PARENT HANDBOOK



Please don't forget to read all about
my Early Learning Center.

I have received a copy of the ELC Parent Handbook. I understand it is my responsibility to read and abide by all the policies and procedures.

SIGNATURE:

Welcome to Church of the Saviour Early Learning Center!

INTRODUCTION

We are delighted that you have chosen our Center for your child's preschool experience.

You and your family are encouraged to visit our Center prior to the first day of enrollment to give our teachers and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The purpose of this handbook is to provide you, the parent, with as much information as possible about the daily operation and policies of our program. We believe that an understanding of how the Center operates fosters good communication between home and center, resulting in an improved quality of care for the children.

While the document is lengthy, we ask that you take time to read it thoroughly and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our Center. If you have concerns that are not addressed in this handbook, feel free to call the Center's Administrator or the Assistant at any time. (216-321-1685)

Our History and Philosophy

The Church of the Saviour Early Learning Center (ELC) was founded as an outreach program of the Education Ministry of the Church of the Saviour United Methodist Church. The ELC was separately incorporated on December 8, 1975 but serves as a ministry of the church to provide quality childcare for children of the surrounding communities. It opened its doors in September 1976.

We believe that children are precious and must receive care from adults that are caring and capable. We believe that children learn by doing. By providing a variety of developmentally appropriate experiences in a warm, nurturing environment, a child can know that they are a unique individual who has a special place in this world. The ELC's focus promotes the total growth and development of the individual child: physically, socially, emotionally, cognitively and creatively. Children are encouraged to learn and explore at their own speed in areas that interest them. The ELC's environment is not a substitute for the child's family life but supplements the care and protection that the child receives from the parent or guardian. An atmosphere of friendliness and respect between the ELC Staff and the parents is important in helping a child feel that they have a special place in the ELC and that there is continuity and consistency between the ELC and the home.

The ELC welcomes those of diverse faiths, ethnic origins and race. While diversity may include different faiths, gender roles, socioeconomic status and ethnicity, it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but

encompasses their home culture and experiences as well. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at the ELC:

- Our Child Enrollment Form encourages families to share their home traditions with us.
- We are approved by the Ohio Department of Job and Family Services to enroll families that qualify to receive tuition assistance.
- We are a Step-Up-to-Quality star-rated Early Learning Program.
- We collaborate with Cleveland Heights and University Heights School Districts to ensure that children with suspected special needs are assessed and have the best resources available to them to meet their needs.
- We encourage families and members of our community to visit with us throughout the year, to share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

We are pleased that you have chosen to include us in the growth and development of your child(ren).

Vision Statement

The Vision Statement of the Early Learning Center is:

- to provide a culturally sensitive learning environment to give children the foundation for becoming highly productive adults in society.
- to become a center that is sought out by surrounding educational institutions for student teaching and internships, using both proven and innovative educational measures.
- to employ highly qualified, professional staff.

Mission Statement

The Mission Statement of the Early Learning Center is:

- to provide high-quality, Christian childcare & education for children of families in the surrounding community
- to provide caring, highly qualified staff for the supervision of children
- to provide developmentally age-appropriate experiences promoting growth
- support & nurture our families and staff in the care-giving role.

Licensing

The ELC is a nonprofit program, licensed by the City of Cleveland Heights and the State of Ohio. Licenses are posted in the Administrator's office. Licensed centers are inspected bi-annually. The ELC's licensing record, including licensing inspection reports, complaint

investigation reports, and evaluation forms from the building and fire departments, is available upon request from the Ohio Department of Job and Family Services (ODJFS). We comply with all ODJFS requirements regarding proper child/staff ratios and group sizes.

Any parent of a child enrolled in the ELC shall be permitted unlimited access to the ELC during all hours of operation for the purpose of contacting their children, evaluating the care provided by the ELC or evaluating the premises. Upon entering the premises, the parent or guardian must notify the Administrator of their presence.

The Administrator's hours of availability and child/staff ratios are posted in the ELC for your review.

The ELC serves children ages 6 weeks through 7 years. School-age children from kindergarten through first grade may attend our K-Club Program during the school year, August - May. Children who are promoted to Kindergarten from COTS ELC Pre-K classrooms in June are invited to come back to the ELC during the next school calendar year, on the days that we are open when Cleveland/University Heights and Shaker Heights schools are closed. This is a total of 16 potential dates during the school year.

We may offer a school-age summer camp to our K-Club Members only which may operate June – July, depending on parent need and staffing. Interested parents should sign up during open registration (early spring) and pay the activity fee by the due date to guarantee the K-Club child a slot in the summer program. For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Step Up to Quality

Step Up to Quality (SUTQ) is Ohio's quality rating and improvement system for early learning and development programs. The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) use a comprehensive, one-to-five-star rating system to assess ODJFS- and ODE-licensed early learning and development programs that choose to exceed minimum health and safety standards. Rated programs require ongoing professional development for teachers and staff, use child assessments to guide learning and development, and take additional steps to help prepare children for kindergarten.

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GENERAL INFORMATION

Hours of Operation

The ELC is open from 7:00 a.m. to 5:50 p.m. Monday through Friday.

Contacting the ELC

If at any time you need to contact us, please call the center at 216-321-1685. There are times when we are not by the phones. In the event you cannot reach ELC personnel, the line will automatically roll over to our voice mail system. Feel free to leave a message for any of the ELC's employees. In the event of an emergency, hang up and dial the main office number of the Church of the Saviour at 216-321-8880. Please give your name and clearly state the nature of the emergency. Messages may also be sent by email to cwilliams@cotselc.org or faxed to 216-321-3019.

My Procure

Your child's records are located at a secure site on MyProcure.com. The best way to access this link is from the home page of our website (COTSEL.org). Contact the office to receive your Welcome Letter. You will log on to MyProcure.com to receive your confirmation code and login information. While monthly statements are emailed for all accounts, parents are encouraged to check MyProcure.com frequently for their current tuition due. Parents without Internet connection will receive "hard copies" of tuition statements and center communications, but this must be specifically requested.

Yearly Scheduled Closings

The ELC will be closed on the following days:

New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Friday before Labor Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.

The ELC is also closed for vacation the week between Christmas and New Year's Day. **There will be no tuition charge for the week in which New Year's Day occurs.**

Unscheduled Closings

The ELC may be closed for the following reasons:

1. On rare occasions, it may be necessary to close the ELC due to poor weather conditions. When Cleveland Heights or University Heights School Districts are closed due to inclement weather, the ELC will also be closed. At such times, watch TV Fox 8 News for these school district closings.
2. We will be closed in the event of unsafe conditions such as property damage, lack of water, heat, or power in the building. Notification of such closings will be sent by email.

School District Vacations

Our K-Club program will operate a full day program for ELC Pre-K graduates when the schools are closed for vacations as outlined in the calendar, excluding the week the center is closed between Christmas and New Year's Day.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the ELC's Board of Trustees or the ELC Director.

GENERAL POLICIES

Enrollment

Children aged 6 weeks through 7 years are eligible for enrollment at the Early Learning Center (ELC).

Initially, a pre-admission interview will be conducted with the parent(s), the child and the Administrator. The parent(s) will also receive a tour of the facility and are permitted access to all areas of the ELC at this time.

Following the pre-admission interview and tour of the facility, an initial non-refundable \$75.00 family registration fee is to be paid. This fee will include two entry swipe cards* to enter the ELC once the child is completely enrolled and begins attendance. If there is a wait list for the child's classroom, this \$75.00 will hold the child's place on the wait list. If there is no wait list, a start date may be determined between the parent(s) and the Director once this registration fee has been paid.

Two weeks prior to your child's first day at the ELC an enrollment packet must be completed and returned, along with:

1. a non-refundable security deposit equal to one week's tuition (according to your child's classroom assignment);
2. first week's tuition is due on Monday of the week the child starts attending the ELC.

***Lost entry swipe cards must be reported immediately to the office for deactivation and the safety of your children.** Replacement cards cost \$12.00.

Required Enrollment Documents

All required documents must be returned to the ELC two business days prior to your child's start date:

- Child Enrollment and Health Form (JFS 01234)
- Child Medical Statement (including immunization record) (JFS 01305)
- Family Information (JFS01511)
- Tuition Express Electronic Funds Transfer Form
- Request for Administration of Medication (JFS 01217)
- Basic Infant Information (JFS 01218)
- Diaper Changing Schedule
- Sleep Position Waiver (JFS 01235)
- Child Pick-Up Form
- Photo Release
- Child Enrollment Contract
- Infant Meals-Parent Preference
- Childcare food program forms (2 USDA Forms)

Any change to this information must be communicated **to the office immediately** so that current information is always on file. **This is for the safety of your child.** Medical forms (including immunization records) signed by a physician or certified nurse practitioner are **required for enrollment**. Immunizations must be updated annually.

Guaranteed Child Admission

If you would like the ELC to hold an **available space** for more than **1 week after your initial requested start date has been granted**, payment for that space will be due the beginning of **week 2 and thereafter** until your child's officially starts. If you decide not to enroll

your child **neither the security deposit nor the registration fee will be refunded.**

Withdrawal & Dismissal Policy

When you decide to withdraw your child(ren) we require a two-week written notice. You are required to pay tuition for your child's final week of attendance; your **security deposit** will not be used towards tuition. Any account past due at the time of withdrawal will be paid through our electronic withdrawal option. You will receive a security deposit refund on your child's last day if all fees are paid in full, you have provided a two-week written notice, AND you return your two entry swipe keys. **Failure to provide a two-week written notice and return the entry keys will result in no refund.**

The Director reserves the right to cancel the enrollment of a child at their discretion, for the following possible reasons but not limited to:

- 1) Non-payment or excessive late payments of tuition and fees;
- 2) Not observing the rules of the ELC as outlined in the parent agreement;
- 3) Child has special needs that we cannot adequately meet with our current staffing;
- 4) Physical and/or verbal abuse of staff or children by parent or child;
- 5) Expired immunizations and/or medical forms, or lack of immunizations;
- 6) A child's behavior becomes a consistent serious threat to themselves, other children and or/adults; or
- 7) Failure to adhere to agreed child attendance schedule. (If a child is excessively absent, we will assume the parent does not have a real need for childcare and will assign the space to someone else.)

The Director of the ELC may give little or no notice of dismissal based on the best interest for the overall well-being of the Center and other children.

Re-enrollment policy

If you withdraw a child for 6 months or longer a previous registration fee **DOES NOT apply.** **A new deposit** is required upon re-enrollment. If you withdraw your child for the summer and would like to guarantee a space for the fall, there will be a charge of one-half the tuition rate (according to the classroom assignment) to hold your child's space. However, if you choose not to guarantee a space you risk the chance of a space not being available in the fall.

Families of children who wish to enroll in the **K-Club** program (School Age Child Care) must register for the fall term by July 30th to guarantee admission in the fall.

Drop-off and Pick-up Policies

In accordance with fire regulations and to ensure the safety of all concerned, you should park **only** in the designated parking spaces.

- **DO NOT LEAVE YOUR CAR RUNNING.**
- **Children are not to be dropped off in the parking lot or at the door.**

You are expected to accompany your child into the ELC and help them remove their outer clothing. You must sign the attendance sheet in your child's classroom with your full name (not initials) and the time of arrival and departure. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the

classroom. It is important for the teacher to keep a watchful eye on all the children in their care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist. Children should be in their classrooms by 9:00 a.m. if they are eating breakfast at the ELC. Unless your child has a doctor's appointment, **everyone is required to be at the Center no later than 10:00 a.m.** Please call the ELC as early as possible if your child will be absent or late.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of the ELC reserves the right to deny a person's request to pick up a child.

Your child's classroom teacher may be available at pick-up time for a few short questions. For longer discussions or particular concerns please schedule an appointment. Teachers are required to stay focused on the children.

At the end of the day, you are expected to assume full responsibility of your child once you enter the classroom and sign them out. For your child's safety please do not allow your child to wander (or run) through the ELC alone. PLEASE hold your child's hand as you leave the premises. We work very hard to teach your children the expectations of the ELC. Your child has waited all day to see

you and is excited when you walk in the door. At pick up, please put away your cell phone and give your full attention to your child.

Any special messages, medications, special pick-up notes, etc. are to be given to the ELC office.

Late Pick-Up (& Fee)

Enrolled children should be picked up by 5:50 p.m. daily. If you realize that circumstances beyond your control are going to delay pick up, please call one of the persons designated on your enrollment form to pick up your child and **a phone call is required to the ELC at (216) 321-1685. This is important because many children fear they have been forgotten when parents do not arrive at their usual time.** Upon pick up you (or your designee) **must** sign the attendance sheet and late pick-up form.

Children picked up after closing (5:50 p.m.) will be charged \$1 per minute, per child, which will be collected with the next tuition payment. The person picking up will be required to sign a late pick-up form. Families who pick up late more than 3x in a one-year period will pay \$5 per minute, per child after 5:50 pm. **Beginning with the 4th late pick-up in a 1-year period, late pick-up fees must be paid the same day or upon your child's return to the ELC the following school day.** **NO EXCEPTIONS!** Please remember, our staff is anxious to get home to their families on time. Failure to pay late pick-up fees within 30 days will result in disenrollment.

Custody Orders/Pick up by Custodial or Non-custodial Parent
In cases of legal separation or divorce,

the child will be released only to the parent having legal custody, unless the custodial parent indicates otherwise, by **written consent. We must have a copy of the custody decree in order to enforce this.**

The ELC will require pictures of individuals and a copy of any pertinent legal documentation such as separation agreement, custody agreement, or restraining order to be placed in the child's file.

In a case of separation without legal status (parents living apart), one parent may request that the Center's Staff not allow the other parent to take the child. **HOWEVER**, we **cannot** legally deny either parent permission to pick up the child. We **must** release the child to either parent since both have custody until the separation has been legalized. It is the responsibility of parents to maintain appropriate behavior in the presence of children. Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care.

The ELC must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Center's Director. We expect parents to comply with custody arrangements without ELC personnel assistance.

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. **The person must have a photo identification. Please inform the pick-up person that we will copy the I.D. and place a copy in your**

child's file. Your child's safety is our priority.

Our Staff will not release children to anyone, including parents, who appears 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. Contact the Administrator if you have any questions or concerns. If the Administrator is unavailable, the ELC's designated staff person will be available to assist you.

Children Arriving at the ELC from Other Programs

At times it may be necessary for a child to arrive at the ELC from school or another program. 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 ELC 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 ELC when their child is not going to be attending.

Supervision Policy

Infants/Toddlers/Preschoolers

At no time will a child be left unattended. Our 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 hearing of a staff member.

Supervision of School Age Children

School age children may run errands within the ELC. They may use the restroom when they are accompanied by a partner. The teacher will check on

them regularly until they return. Our restrooms are exclusively for the use of our children & staff during the ELC hours.

State-Mandated Group Size and Teacher/Child Ratios

State-mandated staff/child ratios are adhered to and children are supervised at all times, including outdoor time, routine walks and indoor play. (For specific ratio requirements, see pg. 25)

Confidentiality Policy

All ELC's records are kept confidential in compliance with federal law. They are kept in a locked file cabinet where unauthorized persons cannot access them.

Parents have the right to see their enrolled child's records, or request a copy of the records, if needed. An ELC staff member must be present during the viewing.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The ELC will provide the same adult supervision for these excursions as provided while inside the ELC. Your child's teacher will have you sign the walking permission slip for your child to participate in all walking excursions. You will be notified of all field trips. We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from

participation in a field trip for safety, health or disciplinary reasons.

For all field trips, these safety measures are followed:

- 1) A first aid box that meets state requirements and a person trained in first aid shall be available on each field trip or special outing.
- 2) All children on the field trip must wear a tag or a Tee shirt with the ELC's name, address and telephone number.
- 3) An emergency transportation authorization and each child's health record shall be available on the field trip.
- 4) The child/staff ratio requirements shall be met at all times when children are transported on field trips.
- 5) Written permission is needed from the parent for each child participating in an activity off the ELC's premises.

The church's bus which is used by the ELC, meets the motor vehicle safety and lighting requirements as well as child-restraint system requirements.

Child Abuse and Neglect

All staff members are trained in the recognition and prevention of child abuse and are mandated reporters of child abuse. They are required under Section 2151.421 of the Ohio Revised Code to report any suspected child abuse or neglect. Staff members will immediately report any reasonable suspicions to the Administrator, and the Administrator will make a report to the child abuse hotline, 696-KIDS.

Special Needs

We do our best to accommodate children who are hard of hearing, developmentally

delayed, requiring special diets, etc. Parents need to provide IEP's and any other detailed information authorized by a licensed physician regarding their child's special needs at the time of registration. This information can help us determine if we are able to provide quality care.

Babysitting

The ELC strongly discourages its employees from providing any private childcare services (babysitting). While we cannot prohibit our employees from engaging in such outside activities, the ELC will not become a party to it and therefore will take no responsibility or liability for incidents arising from the situation.

Guidance Policy

We try to minimize conditions which may illicit inappropriate behavior by using positive guidance methods and by keeping children engaged in learning activities. Our goal is to maintain a happy, kid-friendly learning environment. However, despite our best efforts, we still have occasional problems with behavior. 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 goal is to help all children learn to respect others, how to share and take turns, to play cooperatively and constructively. These are all learned behaviors which take a lot of practice. Those children who make many mistakes need our help and support to change their behaviors. 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. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishment for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the ELC.

ELC parents can help us by not making negative comments about any child in front of other children or parents. If you have a specific concern about another child, please ask to speak with the teacher **privately** or call the Administrator. We will not discuss someone else's child with you, but we will listen to your concerns and take action to correct the problems.

Any child whose behavior becomes a consistent serious threat to themselves, other children and/or adults, will be removed from the classroom and asked to leave the ELC. The Administrator would be in communication with the parents prior to this occurring. Every attempt will be made to work with the parents and the child to correct the behavior. We will help parents get needed services by making referrals to appropriate agencies. However, the safety of children is always our primary concern.

If the child demonstrates behavior that requires frequent "extra attention" from the staff members, we may choose to develop and implement a behavior

management plan. This plan would be developed in consultation with the parents, teachers and the Director.

Any parent/guardian or adult dropping off or picking up a child, who exhibits inappropriate conduct or language, will be asked to leave the premises and to withdraw the child from the ELC.

Parent Responsibilities

It is the parent's responsibility to:

-Pay tuition promptly (see pg. 16 for details).

-Notify the ELC of any changes in the following:

- home phone numbers
- cell phone numbers
- work phone numbers
- contact phone numbers
- home addresses
- email addresses
- child's schedule
- list of people authorized to pick up your child

-Abide by all ELC policies.

-Complete all required forms.

-Notify the ELC if your child will be late or absent (prior to 10:00a.m.).

-SACC parents-notify the ELC if you will drop you child off at school or pick them up so our driver won't wait for them.

-Inform your child's teacher about your child's likes and dislikes, fears, habits, positive or negative influences on their life, problems with other children or changes in the home which may affect their behavior.

Parent Information/ Communication

Proper communication between our parents and the ELC staff is extremely important. The ELC will be sending home information on a regular basis electronically. Infant and toddler parents will receive daily reports. You are

welcome to arrange a meeting with your child's teacher at any time.

Parents should do their part to read information by checking the following:

1. ELC's bulletin boards
2. The ELC newsletter
3. Your child's locker/cubby
4. Emails from the ELC

Information is presented on bulletin boards at the bottom of the stairs (in the stair well), across from the reception desk and on the bulletin boards inside each classroom.

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 (request a conference at any time)
2. Director
3. Board of Trustees

Please bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. The Staff fully realizes that you are entrusting us with your child's care and we want our relationship to be a good one.

Issues or concerns not resolved with the Director should be emailed to the ELC Board directly. Concerns should be sent to: elcboard@cotselec.org

Parent Roster

A roster of parents' names and phone numbers will be compiled for all children and may be made available to parents upon request. Parents who do not want to be included on the roster should make this known on the Child Enrollment Form in the registration packet.

Parent Participation

Parents are encouraged to participate whenever possible in the various activities sponsored by the ELC. The

following are some examples of the activities that provide parents an excellent opportunity to become involved.

Volunteers are always welcomed in the classrooms, on field trips, class parties, special luncheons and programs.

Fundraisers may be scheduled during the school year to help defray the cost of field trips and provide for the overall enrichment of the ELC's programs and activities. All ideas are welcome and participation is encouraged.

The Parent Committee was formed to expand parent participation in the ELC's activities and foster good working relationships among the teachers, administrative staff, Board of Trustees and parents. The Committee may assist with the planning and coordination of special events such as the annual holiday program, open house activities, field trips, and fund-raising drives. Parents interested in this committee should indicate so on the COTSEL Registration Form.

Open House is an annual event, held in the fall, that gives parents an opportunity to understand the overall goals and objectives of the ELC, as well as the specific objectives of each classroom.

During this event, teachers are available to provide a brief tour of their classroom and to give an overview of the classroom curriculum.

Special Programs such as graduation, holidays, and visiting programs (Zoo tracks, Opera, etc.) occur throughout the year. The children's eagerness to participate in these programs is indicative

of the nurturing learning atmosphere that the ELC provides.

The Board of Trustees includes a parent representative at ELC board meetings (when available). We require a one-year commitment for this position.

The Board determines and establishes ELC policy, prepares and approves the budget, oversees the finances and sets the tuition rates, evaluates the quality of all programs, and sets the goals and objectives for the Center. **Parents are invited annually to participate in an anonymous survey. The results are used to create a Center Continuous Improvement Plan.**

We are a small, nonprofit, program sustained mainly by tuition dollars. Donations of time and money are important to the financial health of the program. Your assistance in one or more of these activities not only would be greatly appreciated but would serve to enhance the ELC's service to children and families. The Director or designated staff person will be happy to provide further details.

Nap Time/Treasures and Possessions

All children take an afternoon nap or rest period. Each child will be provided their own sleeping crib/cot to be used during the rest period. Guidelines per age group are as follows:

Infant 1

- 6 weeks – 12 months may have a **swaddling blanket only**. *Crib blankets are not permitted.*
- Depending on the crib assigned your infant, a playard sized crib

sheet (25.5 in x 38 in) may be needed or a fitted crib sheet size (28 in x 52 in).

- Sheets may be purchased at the ELC front desk.
- Sheets will be sent home regularly on Fridays for laundering. Please be sure to return the sheet on the next school day.

Infant 2

- 12 months – 18 months may have a blanket.
- Only a playard sized crib sheet (25.5 in x 38 in) may be used for Infant 2.
- Sheets may be purchased at the ELC front desk.
- Sheets will be sent home regularly on Fridays for laundering. Please be sure to return the sheet on the next school day.

Toddlers/Pre-Schoolers

- 18 months to 5 years old may have a blanket.
- A small pillow may be brought from home if desired.
- Your child may bring a special comfort item such as a stuffed animal if needed.
- Bedding will be sent home regularly for laundering. Please be sure to return the bedding on the next school day.
- Cots are cleaned, whenever they become soiled, and when they are reassigned to another child.

SACC

- 5-7 years old may have a blanket.
- A pillow may be brought from home if desired.
- Your child may bring a special

comfort item such as a stuffed animal if needed.

- Bedding will be sent home regularly for laundering. Please be sure to return the bedding on the next school day.
- Cots are cleaned, whenever they become soiled, and when they are reassigned to another child.

All Ages Beyond Infant 1

Your child will need a pillowcase for storing their blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are to be taken home each Friday to be washed and returned on the next school day.

Sometimes children need to bring special toys or new-found treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated. The ELC will not be responsible for any lost items.

Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities. Water activities, sand play, and occasional

bathroom accidents necessitate that an extra set of clothing be kept at the ELC at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

Bodies and Boundaries

There is a natural curiosity among children with regards to their bodies. When situations arise when we have to 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).

Biting Policy

The ELC recognizes that biting sometimes occurs when young children are together. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right things for children to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment

for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we take the following measures:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Examine our program and practices to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to child who was bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

Biting is always documented on an incident report form. When children bite, their parents are informed personally and privately the same day and we document it on an incident report. When a child is bitten, their parents are informed personally that day and given an incident report. One copy is given to parents, and the other copy is kept in the child's file. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

When there are episodes of ongoing biting with a particular child, the parents and staff develop a plan of specific strategies, techniques and timelines to address it. This plan (outlined above) may include professional intervention, suspension or temporary disenrollment (Legg, 1993; Banks and Yi, 2004).

Caregivers receive training on biting. In addition, we have current resources available on biting available for staff and parents. We encourage parents to bring their concerns and frustrations directly to the teachers.

Birthday Celebrations

Parents are welcome to bring in a **store-bought treat** to share with their child's classmates on birthdays or special occasions. Celebrations are to start after 3:00 p.m. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children. Ask your child's teacher for suggestions. Parents are always welcome to attend their child's birthday celebration.

If a birthday is to be celebrated away from the ELC and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. The ELC will not distribute mailing lists or phone numbers.

Photographs and Publicity

Photographs of the children in our programs may be taken from time to time. When you enroll your child at the ELC, you grant the Church of the Saviour ELC permission to use your child's likeness in any and all of its publications including but not limited to audiovisual presentations, promotional literature, advertising, website entries, newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child to be used without compensation or other consideration is part of this agreement. Your child's photo will also be displayed in their classroom.

FINANCIAL POLICIES

Tuition

Tuition is set each year by the Board of Trustees to meet the needs of a quality program. Tuition rates are generally set at the beginning of August but may be changed at other times. There is typically a 2-5% annual tuition increase. Monthly tuition statements will reflect the current rate. A 10% discount will be applied to the lower rate full tuition of a second child enrolled in the ELC from the same family. This discount does not apply for the K-Club/SACC class except during the summer when your child is enrolled as a full-pay day camper. (See Fee Schedule on pg. 28 for current tuition rates.)

There can be **no tuition reduction** for a child's illnesses, family emergencies, Dr's visits, hospitalizations, vacations, or for emergency closings such as snow days, power outages or lack of heat or water. Staff salaries and other fixed expenses are tied directly to the number of enrolled students and are not reduced as a result of student illness, variable vacations, etc. However, tuition **will not be charged** when the ELC is officially closed for the week between Christmas and New Year's Day.

We cannot make allowance for any days missed in your regular attendance schedule.

Tuition assistance may be available through the Cuyahoga County Department of Jobs and Family Services for those who qualify.

K-Club Tuition

The K-Club tuition is due up front for the semester (or entire year).

Tuition Payment Options

You may pay monthly, bi-weekly or weekly.

- Monthly Payments are scheduled the first Monday of each month.
- Bi-weekly payments are scheduled every other Monday for the upcoming two weeks.
- Weekly payments are scheduled every Monday.

Tuition must be paid using **Autopay** done by arrangement with the Business Office using credit/debit card or checking/savings account.

There is a 2% fee per transaction when using debit/credit cards. If withdrawal from a checking/savings account is the method used, the fee is \$1/transaction.

The ELC emails monthly statements of tuition accounts. An end of the year statement and our tax ID number is available upon request.

ODJFS Assistance

Parents who are receiving ODJFS child-care assistance must pay the full regular tuition rate until the authorizing paperwork is received by the ELC from ODJFS billing. Upon our receipt of ODJFS payment, your account will be credited towards the coming weeks' co-pays, if any. If your co-pay is zero, a refund will be issued for the weeks paid while waiting for recertification.

You are responsible to pay the ELC your ODJFS co-pay on Monday each week. Falling behind in paying the weekly co-pay may result in the ELC notifying ODJFS of the delinquency, and the benefits being lapsed. **If your ODJFS benefits lapse it is your responsibility to pay the full tuition amount until ODJFS notifies the ELC otherwise.**

THE TIME, ATTENDANCE AND PAYMENT (TAP) SYSTEM is the system that ODJFS uses to keep track of children's' daily attendance and payments for childcare. It is the responsibility of the parent to use the TAP system to enter the time the child arrives and leaves the ELC daily. Failure to enter TAPs daily may result in you being responsible for tuition fees not paid by ODJFS and or your child not being enrolled at the ELC.

THE ELC WILL TAKE LEGAL ACTION TO RECOVER ANY UNPAID TUITION AND LATE FEES.

Fees

Auto-payments which are declined on Monday are considered late and a **\$10/week late-payment fee** will be added to the account balance. Tuition payment delinquencies **must** be minimized in order to assure adequate operational funds.

There will be a **\$35.00 returned payment fee** charged for any autopay that is declined by the bank.

It is recognized that occasionally problems arise, making tuition payment a hardship. The Administrator will make every effort to work out reasonable arrangements with parents experiencing these hardships, **if they communicate their situation and adhere to an agreed-upon payment plan.**

Arrears

Without the previously referenced communication regarding hardship, accounts in arrears (more than two weeks) are frozen and admission to the

ELC is restricted until the account is settled with the ELC Business Manager.

Tuition Express Forms must be filled out during enrollment, choosing either a credit/debit card or a checking/savings account. A change in payment method can be done at any time simply by contacting the Business Manager for a new Tuition Express Form, completing and returning it via email or by bringing it to the ELC front desk. Such changes made prior to noon on Monday will be effective for that current week's payment.

Fee Schedule (see pg. 30)

FOOD/NUTRITION INFORMATION

Meals/Milk/Snacks/Food Allergies

The ELC provides meals. All meals are properly proportioned and contain foods that meet the U.S.D.A. Child and Adult Care Food Program's nutritional guidelines. This facility is operated in accordance with their policy which does not permit discrimination because of race, color, sex, age, handicap or national origin.

Breakfast is served at 9:00 a.m., lunch between 11:30 a.m. - 12:30 p.m., and snack around 3:00 p.m. A daily menu is posted on the wall in each classroom including the infant room. Each of the snacks will contain at least two nutritional foods.

Milk

Parents of infants under 12 months have the option of supplying daily milk/formula and food or accepting the food and formula offered by the ELC. Those 12

months and older will receive the milk and other required food items for toddlers posted on the menu.

Mothers are welcome to breastfeed and/or pump onsite during the day. A comfortable chair and privacy are available in room 093 and the lower level Women's lounge/restroom.

The ELC will provide milk for lunch and two snacks with water for each day.

- Children 6 wks – 12 months will receive breast milk or formula (parent- or ELC-provided).
- The ELC will provide whole vitamin D milk for children between the ages of 12 and 24 months.
- 1% milk will be provided for children from 25 months to 7 years of age.
- Children 12 mo to 7 yrs of age who cannot have cow's milk will be given a substitute milk.

Food Allergies

Please let us know in advance if your child is not permitted to have certain types of foods due to allergies or religious beliefs. It is the parent's responsibility to notify both the ELC Director and the classroom teacher. An Allergy Action Plan and a Medical Action Plan are available in the main office and **must be filled out** if a child has an allergy or medical need.

Parents will be required to provide nutritious substitute foods for those items on our menu which their child cannot have. These substitutes must consist of nutritional foods from the following food groups: protein, grain and fruit/vegetable. If your child needs special milk, please provide it. The lunches and

milk will be stored in the Center's refrigerator.

Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available. Lunch boxes that have a frozen pack inside are recommended.

Meals

Parents may bring breakfast for their children provided the child eats their food at the scheduled breakfast time, i.e. 9:00 a.m. Breakfast food must be simple and self-serving (e.g., yogurt, breakfast bar, dry cereal, fruit). The teachers are not responsible for preparing breakfast but will help with the clean-up process.

The ELC offers lunch daily for all children. The children participate in preparing snacks as much as possible; snacks are served family style.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for your child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun alternatives upon request.

Candy, Gum and Other Food

Candy or gum from home are not allowed in the classrooms during the school day. As they often create behavior problems, any such items brought from home will be taken away from the child. The exception is special days (birthdays and parties) which must be pre-arranged with the classroom teacher. For these events,

parents are allowed to bring pastries, ice cream and punch, all of **which must be store purchased. For distribution within the classroom, No foods prepared at home will be permitted.**

EDUCATIONAL PROGRAM

Curriculum

The ELC has adopted *The Creative Curriculum Gold* for use in planning your child's day. Our teachers utilize this curriculum to develop lesson plans that allow children the freedom to experiment, explore and experience the world around them. The ELC's focus promotes the total growth and development of the individual child: physically, socially, emotionally, cognitively and creatively. Children are encouraged to learn and explore at their own speed in areas that interest them.

Children are screened by a staff member within 60 days of enrollment and annually. Results of the screening are shared with parents.

Staff members conduct formal assessments twice per year using Teaching Strategies GOLD. This information is used by teaching staff to prepare for parent-teacher conferences and to enhance and/or individualize classroom plans.

Daily Routines

Every classroom has their daily routine posted on the parent information board and includes a copy in their classroom lesson plan. The Infants Rooms' schedule for activities is flexible as their care is based on their individual needs.

Typical Daily Schedule (pg 28)

Bottles and Pacifiers

You may send extra bottles (infant rooms) and/or a pacifier for your child. Staff will make every effort to keep track

of these items but will not be held responsible if lost. When you **are ready to wean your child**, please speak with your child's teacher so a consistent strategy between home and the ELC may be established.

Diapers & Toilet Training

Parents will supply all diapers and wipes at the ELC. Diapers are changed every two hours but checked every hour. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks and outer clothing. We do not allow the use of "pull-ups" at the ELC during training. They seem to only delay the toilet training process plus require extra time to change.

K-Club/SACC

Children who are promoted to Kindergarten from COTS ELC Pre-K classrooms are invited to come back to the ELC during the next school calendar year, on the days that we are open when Cleveland/University Heights and Shaker Heights schools are closed. This is a total of 16 potential dates during the school year for childcare.

Summer Camp

The ELC may offer Summer Camp for K-Club children. Parents must register their

children for our **summer camp** during open registration (in early Spring) and pay the activity fee by the due date to guarantee their child a space in the **summer camp**.

Parent Conferences

The ELC has an **open-door** policy. Parents are encouraged to visit the ELC at any time during hours of operation. Conferences are held at least two times per year. Additional conferences may be held at the parent's or teacher's request but must be scheduled in advance. **Staff cannot interrupt classroom activities and meet with parents on a drop-in basis.**

HEALTH-RELATED POLICIES

Immunizations and Physicals

The ELC requires children to be immunized according to American Academy of Pediatrics (AAP) guidelines. We support the current vaccine schedule that is recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics.

A Health Appraisal Form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination. **Immunizations must be current and are required for enrollment.** *Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren). Updates must be reported to the ELC Director in writing.

Wellness Policy

You are the best judge of your child's health. 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 the ELC; please keep them home. We encourage parents to develop alternate sick-care arrangements as a back-up plan.

If your child becomes ill while in our care, policies have been developed by the State as a way to protect the health of all children enrolled. A communicable disease chart designed by the Ohio Department of Health is posted in the staff lounge. These guidelines allow minimal interpretation by staff. If your child exhibits any of the specific symptoms listed in these guidelines, we are required to contact you immediately and request that you arrange to pick up your child within the hour. This is to protect the health of your child and their classmates. Your cooperation is greatly appreciated.

The ELC shall immediately notify the parent of the child's condition when a child has been observed with any of the following signs and symptoms of illness:

1. Temperature of 100 degrees F. taken by the axillary method (under arm), along with a combination with any other sign or symptom of illness.
2. Diarrhea (abnormally loose stool), two or more times.
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, pus, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or white-gray stool.
9. Stiff neck with elevated temperature.

10. Evidence of untreated lice, scabies or other parasitic infestations.

11. Sore throat or difficulty in swallowing.

12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child sent home from the ELC with any of the above symptoms may not return until:

- The child is symptom free for 24 hours and fully able to participate in regularly scheduled activities, such as defined in this handbook; and
- The child has been seen by a physician and has been diagnosed and treated as required by Ohio law; or
- The child has been seen by a physician, who has determined that the child's illness is not contagious and has verified this in writing for the ELC's records.

More specifically, your child may return to the ELC after:

- Obtaining written verification from a doctor.
- Is fever-free for 24-hours without the aid of Tylenol, or other fever reducing medications.
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

***If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or designee.**

A child experiencing minor cold symptoms may stay in the ELC provided they are not exhibiting any of the above symptoms. The moderately-ill child will be monitored for worsening conditions throughout the day.

Administration of Medication

Prescription and over-the-counter medications (with the exception of topical ointments and lotions) are administered by a person trained in medication administration. These medications are stored in the ELC office. **Our strong preference is to have medications administered at home and not at the ELC.** If it is necessary for the ELC to administer medication, we prefer that this be done at noon. Except for emergency medications, the ELC shall not administer any medication, food supplement, medical food or topical product until after the child has received the first dose or application at least once prior to the ELC administering a dose or applying the product, to avoid unexpected reactions. The following criteria must also be met per State licensing:

1. Requirements for prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen-day period:

a. The parent must complete and sign a "Request for Administration of Medication".

b. "Request for Administration of Medication" must be completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant.

c. The medication must be stored in the original container with a prescription label that includes the child's full name, a current dispensing date within the

previous twelve months, exact dosage and directions for use.

2. Requirements for nonprescription medications, food supplements or medical foods:

a. The medication or product must be stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.

b. "Request for Administration of Medication" must be completed and signed by a licensed physician, licensed dentist, advanced practice nurse, or certified physician's assistant. (This excludes topical preventative products and lotions unless instructions exceed the manufacturer's instructions or use.)

c. The parent must complete and sign a "Request for Administration of Medication".

3. Requirements for topical products and lotions:

a. The product must be stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child.

b. The parent must complete and sign a "Request for Administration of Medication".

c. The ELC shall ensure to apply the nonprescription topical products and lotions according to the manufacturer's instruction.

Medical Emergency Procedures

In the event of a medical emergency, EMS will be summoned, parents will be contacted, and emergency first aid will be given. A staff member will remain with the child at all times until a parent arrives. An incident report will be written. In the event a child swallows a potentially poisonous substance, the Poison Control Center will also be called, first aid

administered as directed by a physician, and all other procedures will be followed.

Cuts/scrapes/bruises

If your child has a minor accident/injury at school, appropriate first aid will be given and a teacher will write the details of the occurrence in an incident report. This form will be given to the parent(s) upon pick up. A copy with the parent's signature acknowledging receipt will be placed in the office file.

SAFETY-RELATED POLICIES

Safety

The ELC staff is responsible for the safety of all children in its care. No child will be left alone at any time. At least one person trained in first aid will be available at all times. In case of an injury or emergency situation, the ELC has a well-developed action plan which is posted in the Administrator's office and in each classroom.

Fire drills

Emergency evacuation procedures are conducted monthly. Records of these drills are kept in the Administrator's office and posted on the Parent Board across from the reception desk.

Accidents/Emergencies

The ELC has devised procedures to follow in the event that an emergency would occur while a child is in the ELC'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 ELC

conducts monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the ELC, our emergency destination is the hallway leading to Calvary Hall. A sign will be posted on the front door of the ELC indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contact person as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parent as soon as the situation allows. An incident report would be provided to the parents.

There is immediate access at all times to a working telephone within the classroom for use by the childcare staff/parents.

Fire emergency and weather alert plans, which explain actions to be taken by staff in case of emergencies, are posted in each classroom.

Students will remain sheltered until the all-clear signal is sounded.

This Early Learning Center Parent Handbook Revised: July 2023

The Church of the Saviour
Early Learning Center is
proud to be a Step Up to
Quality star award winner!

Appendix A

State-Mandated Staff/Child Ratios & Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	10
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36

Appendix B

Typical Daily Schedule - (*daily lesson plans are posted in the classrooms*)

Time	Infants Schedule
7:00 - 8:00	arrival
8:00 - 9:00	breakfast - according to mom's printed schedule
9:00 - 9:30	diapering
9:30 - 10:00	story time, art, or gross motor manipulation
10:00 - 11:00	stroller ride
11:00 - 11:30	diapering
11:30 - 12:00	lunch
12:00 - 12:30	diapering
12:30 - 2:30	quiet time
2:30 - 3:00	diapering
3:00 - 3:30	snack
3:30 - 4:00	music and movement
4:00 - 4:30	fine motor manipulatives/music
4:30 - 5:00	diapering
5:00 - 5:30	interactive floor and small group play
5:30 - 5:50	prepare for departure/caregiver info exchanged

Time	Toddlers Schedule
7:00 - 8:30	Arrival/free play
8:30 - 9:00	cleanup
9:00 - 9:30	breakfast
9:30 - 10:00	cleanup/toileting
10:00 - 10:30	circle time and special projects
10:30 - 11:00	outdoor play/gross motor
11:30 - 12:00	lunch
12:00 - 12:30	hand washing/quiet activity/books
12:00 - 12:30	diapering
12:30 - 3:00	quiet time
2:30 - 3:00	diapering
3:00 - 3:30	snack
3:30 - 4:00	toileting/hand washing
4:00 - 4:30	outdoor play
4:30 - 5:00	hand washing/ special project
5:00 - 5:30	toileting/hand washing
5:30 - 5:50	table toys/departure
Time	Preschool Schedule
7:00 - 8:40	Arrival/restroom/math & manipulative

8:45 - 9:00	Cleanup/wash hands
9:00 - 9:30	Breakfast
9:35 - 9:55	GREEN GROUP – circle time YELLOW & WHITE GROUP – large motor activity; one-on-one learning (if third teacher is present)
10:00 – 10:20	YELLOW GROUP – circle time GREEN & WHITE GROUP – large motor activity; one-on-one learning (if third teacher is present)
10:25 – 10:45	WHITE GROUP – circle time GREEN & YELLOW GROUP – large motor activity; one-on-one learning (if third teacher is present)
10:55 – 11:15	Outdoors
11:20 – 12:00	Restroom/wash hands/lunch
12:10 – 3:00	Restroom/wash hands/nap time
3:05 – 3:30	Story time/finger play/rhymes
3:35 – 3:50	Wash hands/snack time
3:55 – 4:30	Free choice
4:30 – 5:50	Staggered dismissal/Fridays – show and tell/table toys

Time	K-Club Schedule
7:00 – 9:00	Arrival/restroom/handwashing
9:00 - 10:00	Breakfast
10:00 – 12:00	Activity
12:00 - 1:00	Lunch
1:00 – 2:30	Quiet time/ rest
3:00 - 3:30	Snack
3:30 – 5:45	Leisure Activities
5:45 – 5:50	Wind down time/dismissal
	(Tentative Schedule)

**Appendix C
(Fees as of April 2023)**

FEE SCHEDULE (as of April 2023)	
Registration	\$ 75.00
Annual Activity Fee	\$ 35.00
Replacement entry swipe key - each	\$ 12.00
Tuition	
Infant	\$ 320.00
Toddler	\$ 300.00
Preschool	\$ 280.00
K-Club (for ELC Pre-K Graduates only)	
Cleveland Hts/University Hts Aug-Dec	\$ 100.00
Cleveland Hts/University Hts Jan-May	\$ 175.00
Cleveland Hts/University Hts Full Year	\$ 250.00
Shaker Hts Aug-Dec	\$ 175.00
Shaker Hts Jan-May	\$ 175.00
Shaker Hts Full Year	\$ 275.00
Summer Camp - when available	
Activity Fee	TBD
Weekly Charge	TBD
Late Payment Fee	\$ 10.00
Returned Payment Fee	\$ 35.00
Late Pick-Up Fee	
Per child, per minute	\$ 1.00
After 3rd incident (4th and following), per child, per minute	\$ 5.00
Crib Sheet	\$ 10.00
Graduation Fee - varies - usually less than \$35	

NOTE: Fees may be increased 2-5% annually; this page may not reflect the latest rates.

Appendix D



United States Department of Agriculture

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Appendix E

Cuyahoga County WIC Program (CCWP) || **Effective April 1, 2023**

Hours of Operation: 8:30 a.m. – 4:30 p.m. / May close for lunch 12:45 – 1:15 p.m.

Please call one of the WIC offices listed below for more information or to schedule an appointment.

Westside WIC Program Locations	Phone(s)	Days of Operation
Administration , Memphis-Fulton Shopping Center 5202 Memphis Ave, Cleveland 44144 (Admin open: 8 a.m. – 5 p.m.)	216-957-9421 Fax: 957-9422	Mon thru Fri
Brooklyn , Memphis-Fulton Shopping Center (entrance in rear) 5202 Memphis Ave, Cleveland 44144 (next to MH Brooklyn Health Center)	216-957-9832	Tues & Fri
Lakewood , 15224 Madison Ave, Lakewood 44107	216-228-2180	Mon, Wed, & Fri
MetroHealth Medical Center, Women's & Children's Pavilion, 2 nd Fl. 2500 MetroHealth Dr, Cleveland 44109	216-778-4932	Mon thru Fri
Ohio City Health Center, MH 4757 Lorain Ave, 1 st Fl., Cleveland 44102	216-957-4921	Tues & Thurs
Parma / Snow , MH Parma Medical Center 12301 Snow Rd, East Entrance, 4 th Floor, Parma 44130	440-592-3353	Mon & Thurs
Parma / State , UH Parma Health Education Center 7300 State Rd, 1 st Floor, Parma 44134	440-886-1752	Mon, Tues, Wed, & Thurs
Westown Physician Center, Westown Square 10654 Lorain Ave, Cleveland 44111	216-671-3679	Tues, Wed, Thurs, & Fri

Eastside WIC Program Locations	Phone(s)	Days of Operation
Bedford Medical Offices, MetroHealth (MH) 19999 Rockside Rd, Bedford 44146 (corner of Warrensville Center Rd)	216-957-5180	Mon, Tues, Wed, & Thurs
Broadway Health Center, MH, Broadway Shoppes 6835 Broadway Ave, Cleveland 44105	216-957-1950	Mon, Wed, & Fri
Buckeye Health Center, MH 2816 East 116 th St, Cleveland 44120	216-957-4370	Wed
Cleveland Heights Medical Center, MH 10 Severance Circle, East Entrance, 1 st Floor, Cleveland Hts 44118	216-297-2370	Mon, Tues, & Fri
Euclid Shore Cultural Centre 291 East 222 nd St, Room 127, Euclid 44123	216-731-6166	Mon, Tues, Wed, & Fri
Glenville Community Health Center, MH (aka: J. Glen Smith Health Center) 11100 St. Clair Ave, 2 nd Floor, Cleveland 44108	216-957-5635	Thurs
University Hospitals (UH) Rainbow Center for Women & Children 5805 Euclid Ave, Room 101, Cleveland 44103	216-675-6605	Mon & Thurs

↻ Days and hours of operation are subject to change. To confirm, please call 216-957-9421 ↻

This institution is an equal opportunity provider.

Cuyahoga County Women, Infants, & Children (WIC) Nutrition Program

WIC Provides Nutrition Education, Nutritious Foods, & Breastfeeding Support

To be eligible to participate in this nutrition education program you must:

- ◆ Be pregnant, breastfeeding, or postpartum (having a baby less than six months old); OR
- ◆ Be an infant or child up to five years of age (up to the child's 5th birthday).

You must also:

- ◆ Have a nutritional need; AND
- ◆ Have household income that is less than or equal to the Ohio WIC program gross countable income guidelines for economic unit size provided in the following chart:

Ohio WIC Program Gross Income Guidelines Effective July 1, 2023, to June 30, 2024	Economic Unit (Family Size)		Annual Income	Monthly Income	Twice Monthly Income	Biweekly Income	Weekly Income	Hourly Wage based on 40-hour work week
	<ul style="list-style-type: none"> • A pregnant woman counts as two (2) • A foster child counts as one (1) 	1		\$ 26,973	\$ 2,248	\$ 1,124	\$ 1,038	\$ 519
2			36,482	3,041	1,521	1,404	702	17.55
3			45,991	3,833	1,917	1,769	885	22.13
4			55,500	4,625	2,313	2,135	1,068	26.70
5			65,009	5,418	2,709	2,501	1,251	31.28
6			74,518	6,210	3,105	2,867	1,434	35.85
7			84,027	7,003	3,502	3,232	1,616	40.40
8			93,536	7,795	3,898	3,598	1,799	44.98
For Gross Income Guidelines for Larger Families Please Call 216-957-9421								

For Information Call: 216-957-WIC1 (9421)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave SW, Washington, DC 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or
(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Cuyahoga County WIC Program Reference Guide ♦ 2023 – 2024

What is WIC?

The Special Supplemental Nutrition Program for women, infants, and children (WIC) is a short-term intervention program designed to influence lifetime nutrition and health behaviors in women, infants, and children.

Who is Eligible?

- Women who are:
 - Pregnant;
 - Breastfeeding—up to one (1) year postpartum; or
 - Postpartum—for up to six (6) months after the termination of a pregnancy by birth, miscarriage, or abortion.
- Infants & children younger than five (5) years old.

Other Eligibility Requirements

- Meet gross income guidelines.
- Be a resident of Ohio.
- Be at medical/nutritional risk as determined by a nutrition health professional at the local WIC office.

NOTE: U.S. citizenship is not a requirement for eligibility.

How to Become a WIC Participant

- **Call 216-957-WIC1 (9421)** to be referred to the WIC office closest to you.
- **Call the WIC office** to find out when you can come in to undergo a simple health screening to determine medical/nutritional risk.
- **Bring proof of income for everyone in your household (economic unit) who works** such as:
 - Last three (3) paycheck stubs.
 - Individuals with proof of Medicaid, Ohio Works First, or the Supplemental Food Assistance Program (SNAP) automatically meet income eligibility.
- **Bring proof of identification for yourself and eligible child(ren)** such as:
 - Birth certificate, driver's license, or State identification (ID) card.
 - Baby's crib card or hospital record.
- **Bring proof of residency** such as:
 - Ohio driver's license or State identification (ID) card.
 - Utility, telephone, or credit card bills.

Health Benefits of WIC

- Premature births reduced.
- Fetal death rate reduced.
- Low birth weight reduced.
- Long-term medical expenses reduced.

WIC Offers (at no cost)

Nutrition Education:

- Individual nutrition counseling
- Group nutrition education sessions

Supplemental Ohio WIC Authorized Foods issued on an electronic style benefits transfer (EBT) card

[i.e., WIC Nutrition Card (WNC)]:

WIC provides a monthly prescription of nutritious foods tailored to supplement the dietary needs of participants such as:

- Eggs
- Juices
- Milk
- Baby foods—at 6 months old
- Cereals
- Dry beans, peas, lentils
- Dry Infant cereals—at 6 months old
- Fruits & vegetables
- Peanut butter
- Whole grain foods

For breastfeeding mothers only:

- Additional food benefits plus canned tuna or salmon.

Breastfeeding Support:

Participants receive encouragement and instruction in breastfeeding methods.

Referrals to a Variety of Health & Social Services such as:

- Dental Services
- Early childhood intervention
- Food pantries & hunger centers
- Head Start
- Health care/medical services such as family planning, prenatal care, & immunizations
- Healthy Start, Ohio Works First, Medicaid, & the Supplemental Food Assistance Program (SNAP).
- *United Way First Call for Help Referral Line: Dial 211 or 216-436-2000*
- *MetroHealth Information & Referral Line: 216-778-7878*

☞ Voter registration available at WIC clinic locations.

Benefits Received Through WIC

	Women			Children	
	Pregnant	Post-partum	Breast-feeding	Infants	13 mos to 5 yrs old
• Breastfeeding Support—Information & promotion of breastfeeding.	✓		✓		
• Health Screenings	✓	✓	✓	✓	✓
• Nutrition Education—for parents/caregivers as well as children 13 months to 5 years old.	✓	✓	✓		✓
• Supplemental Ohio WIC Authorized Foods (includes formula if needed)	✓	✓	✓	✓	✓

Ohio WIC Program Gross Income Eligibility Guidelines effective July 1, 2023, through June 30, 2024

Economic Unit (Family Size)	Annually	Monthly	Biweekly	Weekly	Hourly*
1	\$ 26,973	\$ 2,248	\$ 1,038	\$ 519	\$ 12.98
2	36,482	3,041	1,404	702	17.55
3	45,991	3,833	1,769	885	22.13
4	55,500	4,625	2,135	1,068	26.70
5	65,009	5,418	2,501	1,251	31.28
6	74,518	6,210	2,867	1,434	35.85

NOTE: Gross income is before deductions. Households with gross incomes up to 185% of the federal poverty line are eligible. *Hourly wage is based on a 40-hour work week.

**For more information call
216-957-9421 (WIC1)**

This institution is an
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Revised 07/08/2022

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Cuyahoga County Women, Infants & Children (WIC) Program

Promotional Materials Order Form

WIC materials may be ordered by completing this form & mailing or faxing it to:

Cuyahoga County WIC Program (CCWP) Fax: 216-957-9422
Administrative Offices
 5202 Memphis Ave., Cleveland, OH 44144-2231 Phone: 216-957-WIC1 (9421)

*Call if you would like to learn what other educational materials are available for order.

Please Send Me	Quantity (Each)
Flyers—WIC Eligibility Information, Income Guidelines, & Clinic Locations in Cuyahoga County (English)	
Flyers—WIC Eligibility Information, Income Guidelines, & Clinic Locations in Cuyahoga County (Spanish)	
Brochures—WIC Eligibility Information (English)	
Brochures—WIC Eligibility Information (Spanish)	Not available
Referral Forms for Cuyahoga County WIC (For Health Care Providers Only. Must be completed by referring physician/agency & include required medical/nutritional data.)	
Ohio WIC Prescribed Formula & Food Request Forms (For Health Care Providers Only. Must be completed by referring physician/agency & include required medical/nutritional data.)	
Other—Specify:	

Contact Person:
Name of Agency/Organization/School/Health Care Provider:
Address:
City/State/Zip: Phone:

For WIC Administrative Office Use Only	Date Request Received:	Date Order Filled:	Order Filled by:
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Appendix F

Good nutrition today means a stronger tomorrow!

Building for the Future

with
CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

Church of the Saviour Early Learning Center, 216-321-1685

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture

Food and Nutrition Service FNS-317

November 2019

¡Buena nutrición hoy significa un mañana más saludable!

Construyendo para el Futuro

con
CACFP

Esta guardería infantil recibe ayuda del Child and Adult Care Food Program para servir comidas nutritivas a sus niños.



**Comidas servidas aquí
deben de seguir los requisitos nutricionales establecidos por
USDA.**

¿Preguntas? ¿Inquietudes?

Church of the Saviour Early Learning Center, 216-321-1685

Aprenda más información sobre CACFP en el sitio web del USDA:

<https://www.fns.usda.gov/>

USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

United States Department of Agriculture

Food and Nutrition Service FNS-317 Noviembre 2019