



**CHILDREN'S LEARNING CENTER
PARENT HANDBOOK
2019-2020
(Effective July 1, 2019)**

Licensed by Ohio Department of Education

5 Star Step Up To Quality Program



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MID-EAST CHILDREN'S LEARNING CENTER STAFF AND GOVERNING BOARD

Our mission is to create a welcoming environment that inspires a love of learning.

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√ Us on Facebook

MID-EAST CAREER AND TECHNOLOGY CENTERS DIRECTOR SCOTT SABINO

EARLY CHILDHOOD EDUCATION PROGRAM INSTRUCTOR/DIRECTORKATIE LUCAS

PRE-K TEACHERRACHEL BECKERT

PRE-K ASSISTANT TEACHERASHLEY SPRANKLE

EARLY LEARNING TEACHER.....DONNA COVIC

EARLY LEARNING ASSISTANT TEACHER TOMARA TAYLOR

CHILDREN'S LEARNING CENTER MISSION STATEMENT

The Mid-East Children's Learning Center opened in September 1969, as a part of the Early Childhood Education Program at the Mid-East Career and Technology Centers. The Center has a two-fold mission:

1. Career-Technical education of students enrolled in the Early Childhood Education Program at the Mid-East Career and Technology Centers, Zanesville Campus. Students are involved in observing, planning, implementing activities, and teaching children from three to five years of age.
2. Provision of developmentally appropriate child care services for children three to five years of age. The child care component of the program offers center-based programs and is open from 7:30 a.m. to 4 p.m., five days a week according to the calendar of the Mid-East Children's Learning Center. We enroll approximately 60 children. Children are enrolled on a first-come, first-serve basis; however, priority will be given to children who have attended the program during the previous school year.

The Ohio Department of Education licenses the Center. The license is posted in the Center office. The laws and rules governing child day care are available in the Center office for review upon request. The Ombudsman number for the Ohio Department of Education is 1-877-644-6338. Currently, our licensed capacity is 77 children.

PROGRAM PHILOSOPHY AND GOALS

The primary goal of the Mid-East Children's Learning Center is to provide care and experience that will provide optimum development of each child regardless of race, color, creed, religion, gender, disability, or national origin. We recognize that each child is unique and the program offers activities geared to the individual needs of the child.

The Mid-East Children's Learning Center believes that a high quality early childhood program provides a safe environment that promotes the physical, social, emotional, and cognitive development of young children.

The Mid-East Children's Learning Center provides opportunities for optimal learning through active exploration and hands-on experiences with concrete materials in a developmentally appropriate curriculum.

The Mid-East Children's Learning Center strives to provide for a wide range of developmental interests and abilities based on teachers' observations and recordings of each child's special interests and developmental progress.

The Mid-East Children's Learning Center will strive to provide an atmosphere that is understanding and accepting of all cultural and ethnic beliefs. We recognize the importance of sharing diversity with our children and will incorporate multiculturalism in our daily practices.

The Mid-East Children's Learning Center staff and students respond positively, quickly, and directly to children's needs, desires, and messages and adapt their responses to children's differing styles and abilities.



Your child is enrolled, in a learning and development program with a level of quality that exceeds Ohio's child care licensing standards.

High-quality learning and development programs are important because early experiences last a lifetime. Your child has approximately 1,892 days from the time he or she is born until kindergarten. What happens on this journey lays the foundation for success in school and life.

A Step Up To Quality **Five-Star** rating means your child is in a program that has demonstrated the highest level of quality. Below are some of the ways a program can provide increased quality at the five star level.

- **There are more staff members per child.** Teachers have more time to support your child's individual development and learning. This is important because 90 percent of brain development occurs by the time your child is 6 years old.
- **The administrator and teachers have higher educational qualifications.** The administrator and most teachers have a bachelor's or master's degree and many years' experience working with young children. These qualifications benefit your child's development and learning.
- **The administrator and teachers complete more than 20 hours of specialized training every two years.** The administrator and teaching staff are committed to expanding their education and skills to better support your child's development and learning.
- **Teachers develop lesson plans that support each child's growth.** Teachers plan intentional and purposeful activities and experiences that meet the needs, interests and abilities of children. These activities and experiences support them and their development.
- **Program staff completes assessments to evaluate and improve the learning experience.** Assessments with your child help keep track of his or her growth over time. This lets teachers adjust how they offer experiences to your child daily.
- **Families and the community are valued.** Programs work with families and neighborhood organizations to provide more opportunities for children.
- **The program provides at least three of the following to staff:** health insurance, paid leave, tuition reimbursement, and discount on child care, paid professional development, retirement, flexible spending account, one hour of paid planning time weekly, paid holidays or life insurance.
- **The program supports and values employees and retains good teachers.**

To stay current with information regarding early learning and development programs in your area and statewide, visit www.earlychildhoodohio.org.



Mid-East Children's Learning Center Calendar 2019-2020



August 7	Parent Orientation 9am-10am
August 8	Screening Day 8:00am-4:00pm
August 22	Meet the Teacher 5:30-6:30pm
August 26	Preschool Opens for 2019-2020
September 2	Preschool Closed (Labor Day)
November 21-22	Preschool Closed (Home Visits)
November 27-December 2	Preschool Closed (Thanksgiving Break)
December 23-January 3	Preschool Closed (Winter Break)
January 20	Preschool Closed (Martin Luther King Day)
February 17	Preschool Closed (President's Day)
April 8	Preschool PM Parent/Teacher Conferences
April 9	Preschool Closed (AM Parent/Teacher Conferences)
April 10-13	Preschool Closed (Spring Break)
May 22	Preschool Last Day

Calendar is subject to change.

Family Event Calendar (Information Flyers will be sent out for each event with details)

September 26	Stem Night@5pm
October 21-25	Book Fair Week
October 22-23	GRAND Event
October 24	Family Night @5pm
November 20	Field Trip/Early Dismissal@2pm
November 26	Harvest Luncheon @11am Dismissal@12:30pm
December 17	Pajama Party
December 18	Snowman Day
December 19	Cookie Swap
December 20	Gingerbread Workshop Early Dismissal 1pm
March 2-6	Right to Read Week
March 12 and 13	Mother's Tea @1:30pm
March 26 and 27	Donuts with Dad @ 8am
May 14	Family Superhero Event @5pm
May 21	Hawaii Celebration/Early Dismissal @1pm

Family events are subject to change.

SERVICES PROVIDED

The Mid-East Children's Learning Center is available to all individuals regardless of race, color, creed, religion, age, gender, disability, or national origin. The Center will provide developmentally appropriate individualized activities for all children.

The Center will work with a family and support agencies to fulfill the requirements of an Individualized Family Service Plan. Our program is based on typical and atypical early childhood education development and is shared, articulated, and implemented by all program participants.

We promote the concept of integration; that children with or without disabilities share a common setting, good relationships, and developmentally appropriate activities. We are child focused in our goals and objectives in all developmental areas. We implement these goals and objectives by adapting regular activities and materials to meet children with or without special needs.

We are collaborative and comprehensive in our planning; which is based on individual child performance. If the Center cannot provide a positive experience, the family will be referred to Starlight, MRDD, Guernsey, Licking, Morgan, Muskingum, or Perry County Jobs and Family Services, Muskingum County Health Department, Muskingum County Children's Services, Alfred S. Carr Center or an organization for the specific disability.

A child is considered to be enrolled only after the registration fee has been paid and all required paperwork is received. A child may be enrolled without a complete medical and dental examination ONLY if the parents provide the Director with dates of the SCHEDULED appointments. Prior to enrollment, parents need to complete the following steps:

1. Pay the \$50 non-refundable registration fee
2. Meet with the Director/Tour the Center and determine schedule
3. Turn in the completed paperwork:
 - a. Enrollment Application
 - b. Parent Agreement / Contract
 - c. General Release Form
 - d. Family / Child Profile
 - e. USDA Enrollment Form / Income Eligibility Form
 - f. Medical Form or date of scheduled physical
 - g. Dental Form or date of your child's scheduled dental visit
 - h. Custody papers if applicable
 - i. A copy of child's birth certificate
 - j. Income verification (preschool grant applicants only)
4. Read the handbook, return the signature page.
5. Attend Meet the Teacher and Parent Orientation
6. Participate in one home visit yearly and/or parent conference.

TUITION INFORMATION

Hours of Operation

The Center is open from 7:30 a.m. – 4 p.m., Monday through Friday. The Center operates according to the calendar of the Mid-East Children's Learning Center in conjunction with Mid-East Career and Technology Centers. Please see current calendar on page 8 of this handbook.

Late Pick Up Policy

Staff is scheduled until 4 p.m. daily. Staff is not compensated for staying after 4 p.m. There are many things that must be done each day to prepare. Parents who leave their child later than 4 p.m. or contracted time will be billed as follows:

- \$20 for late pick up regardless of pick up time.

More than two late pickups will require a meeting with the Director to work out a solution to the problem. If your child is not picked up within twenty minutes of the center closing, staff will begin calling emergency contacts on your emergency card.

Private Pay Tuition and Fees

The following is an explanation of private pay tuition fees:

- Registration: \$50 per child (renewed annually and non-refundable)

<p style="text-align: center;">Early Learning or Pre-K FULL DAY Program Monthly Tuition (3-5 Years of Age) 7:30a.m. - 4:00p.m. or as scheduled</p> <p><i>2 Day Program (Tuesday/Thursday) \$250.00</i></p> <p><i>3 Day Program (Monday/Wednesday/Friday) \$350.00</i></p> <p><i>5 Day Program (Monday-Friday) <u>\$425.00</u></i></p>
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<p style="text-align: center;">Early Learning ½ Day Program Monthly Tuition (3-5 Years of Age) 8:30a.m. - 11:30a.m.</p> <p><i>2 Day Program (Tuesday/Thursday) \$125.00</i></p> <p><i>3 Day Program (Monday/Wednesday/Friday) \$150.00</i></p> <p><i>5 Day Program (Monday-Friday) \$200.00</i></p>

***Please note there is NO ½ day Pre-K Program
***All tuition paid after due date is applied a late fee.

Early Childhood Education Grant

The Early Childhood Education Grant was designed to ensure that all children enrolled in programs under the jurisdiction of the office of Early Learning and School Readiness are provided a quality, comprehensive program in a safe environment. Children eligible for services under this program must meet the following guidelines:

1. **Be four-years of age by September 30 and NOT age-eligible for kindergarten.**
2. A birth certificate is required to be on file for age verification.
3. Income verification must include any of the following: Individual Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.
4. Income must be below the 200% poverty level (Refer to the following chart for eligibility)
5. A completed grant application.

Early Childhood Education Grant Tuition

<p style="text-align: center;">Early Learning (4 Years of Age) or Pre-K (4-5 Years of Age) GRANT Program 8:00AM - 3:00PM</p> <p>_____ 5 Day Program (Monday-Friday) **All fees are paid monthly</p>
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Refer to the following chart for grant eligibility:

Grant Tuition/Income Guidelines

Refer to the Chart below to determine if your tuition may be pro-rated based on income.

Office of Early Learning and School Readiness						
United States Department of Health and Human Services 2019 FEDERAL POVERTY GUIDELINES						
Size of Family Unit	100 % Poverty Level	125% Poverty Level	150% Poverty Level	175% Poverty Level	185% Poverty Level	200% Poverty Level
1	\$12,490	\$15,613	\$18,735	\$21,858	\$23,107	\$24,980
2	\$16,910	\$21,138	\$25,365	\$29,593	\$31,284	\$33,820
3	\$21,330	\$26,663	\$31,995	\$37,328	\$39,461	\$42,660
4	\$25,750	\$32,188	\$38,625	\$45,063	\$47,638	\$51,500
5	\$30,170	\$37,713	\$45,255	\$52,798	\$55,815	\$60,340
6	\$34,590	\$43,238	\$51,885	\$60,533	\$63,992	\$69,180
7	\$39,010	\$48,763	\$58,515	\$68,268	\$72,169	\$78,020
8	\$43,430	\$54,288	\$65,145	\$76,003	\$80,346	\$86,860
Family units with more than 8 members	Add \$4,420 for each additional	Add \$5,525 for each additional	Add \$6,630 for each additional	Add \$7,735 for each additional	Add \$8,177 for each additional	Add \$8,840 for each additional

Mid-East Staff Discount

Any staff member of Mid-East who enrolls their child in the Children’s Center will receive a **10% discount** on their monthly tuition statement.

Tuition Payments

Tuition fees are due the first Friday of the month. A \$20.00 late fee will be applied to all tuition payments received after the due date. In the event a payment is late more than one time, the child will not be able to attend until the payment is made in full. Monthly statements will be sent to each family with the amount owed for tuition.

Late Fee

Fees unpaid on the due date will receive a late fee of \$20.00

Tuition Explanation

The Children’s Learning Center operates in relation to the school calendar for the Mid-East Career and Technology Centers therefore tuition is the same amount each month regardless of days in operation. The tuition has been averaged for the year. Adjusted tuition is only given for unscheduled closings, such as snow days. Tuition has already been adjusted for scheduled closings.

Payment Methods

Fee payments are made in the Children’s Learning Center office. Checks or money orders are requested. Make checks and money orders payable to: **Mid-East DO NOT INCLUDE THE WORDING PRESCHOOL OR CHILDREN’S CENTER ON THE PAYABLE TO LINE.**

Checks must be free from error. Markings or white out will not be accepted on any checks. This is a requirement of the Financial Institutions.

Cash payments must be placed in an envelope with the account name and amount enclosed marked on the envelope. We ask that you DO NOT give money to students. A locked drop box is located in the parent reception area for your convenience. Please do not leave tuition payments on the office desk or with staff.

Returned checks will acquire a \$35 charge and must be paid within five business days with cash or money order.

Withdrawing from the Program

Families of children, who must withdraw for any reason, are required to give a one week notice to the Center. Tuition credit will **NOT** be given to families who withdraw from the program.

PARENT INVOLVEMENT

Parents are welcome to visit the Center at all times. Parents who need assistance with problems or concerns should talk with the classroom teachers and/or administrator. In addition to informal methods of communication between parents and staff, the Center also provides formal avenues of communications. Parents may request a conference at any time with the teachers and/or administrator.

Meet the Teacher / Home Visits / Parent Conferences

Meet the Teacher is held in August. Home visits are conducted in November with each family. Parent/teacher conferences are scheduled in the spring. Additional conferences are held at the request of the teacher and/or parent.

Roster of Children

The Children's Center compiles a roster of all children enrolled in the Center. The roster is available in the Center office. The roster is for distribution to Center families and will not include name, address, or telephone number of any parent who requests his/her information be omitted.

Parent Visits

We encourage parents to visit the Center any time during the day. Parents should feel free to observe or interact with their children as their time permits. We encourage parents to visit their child's classroom to share any skills or talents with the children such as, woodworking, cooking, places visited, etc. Such involvement can be arranged by talking with the classroom teachers.

Parent Involvement

The Children's Center believes that Parent Involvement is vital in a child's educational experience. Parent involvement is crucial to the success of our program. Parents are viewed as the first teacher of a child and the most important person in a child's life. We do not supersede or replace parents; we are here to be their support and guide. Parent volunteers are important and must be included in the program. Teaching staff will survey the families and see where they feel comfortable volunteering. Examples include: reading to the children, speaking on a topic of interest, volunteering in the room, making teaching materials, donating materials for an activity, field trip chaperone, leading an event, etc.

Grievance Procedure

Families are actively encouraged to be involved in all aspects of our programming, which is based on the principles of providing exceptional learning experiences for children. For families to have confidence in the quality of care provided by our service; it is important that they are aware of their ability to influence the nature of the service. This means that families know they have a right to comment on any action or decision which has consequences for themselves or their children. This grievance policy is formal recognition of each family's feelings regarding center policy and procedure. As such, in the event that a family has any type of grievance with the center, its policies, or its practices, a written notice should be presented to the Instructor/Director. Once the director has received the written grievance, a meeting will be scheduled to discuss and attempt to resolve the grievance or to clarify center policy/procedure to the involved parties. The meeting will be an opportunity to voice concerns/grievances and to come to a decision that is clearly defined to all those involved. Parents may need to accept a compromise, or may need to accept their needs cannot be met. Acceptance of that eventual outcome will only come out of an atmosphere of acceptance and positive feelings towards grievances at the time when the grievance is first raised. Every attempt will be made to ensure a parent's comfort in understanding and accepting center policies and procedures.

Meals with your Child

Parents who would like to enjoy a meal with their child must come during lunch and eat the food that is served at the Center. Please let the classroom teacher know before 8:30 AM if you will be attending lunch.

Newsletters

Important notices for parents will be published in a monthly newsletter. Newsletters will be provided in paper and electronic form.

EARLY LEARNING PROGRAM

The Early Learning Program offers a stepping stone for children ages 3 – 4 years of age into preschool. There are two enrollment options: full-day and part-day. Class time is 7:30 a.m. – 4 p.m. (or as scheduled for private pay families) or 8:30 a.m.-11:30 a.m. Grant families are only eligible 8:00 a.m.-3:00 p.m.

The Early Learning curriculum is taught using Creative Curriculum. The Creative Curriculum includes learning centers; math, science, creative art, language, blocks, dramatic play, and sensory experiences. These learning centers involve children's ideas and interests that are incorporated in the planning. A planned music and large motor/outdoor play time is included in the program. Children are involved in the planning; teachers are aware of children's interests and incorporate those in the planning.

Preschoolers are cared for by a preschool teacher, assistant teacher and Early Childhood Education I and II students. The teacher/child ratio is 1:10 while high school students are not present, with a maximum group size of 20. While high school students are present the ratio is 1:4.

Children enrolled in the Early Learning Program will participate in planned learning activities. Families who attend the Half-Day Session for one year are encouraged to enroll their child/children in the Early Learning or Pre-K Full Day Classroom. This decision will be discussed with the director.

PRE-K PROGRAM

The Pre-K program provides experiences for children between the ages of 4 and 5 years that focuses on Kindergarten readiness skills. Class time is 7:30 a.m. - 4 p.m. or as scheduled for private pay families. Families enrolled on the Grant are eligible for 8 a.m. - 3 p.m.

Preschoolers are cared for by a preschool teacher, assistant teacher and Early Childhood Education I and II students. The teacher/child ratio is 1:10 while high school students are not present, with a maximum group size of 20. While high school students are present the ratio is 1:4.

The preschool curriculum is taught using the Creative Curriculum Method. The Creative Curriculum includes learning centers; math, science, creative art, language, blocks, dramatic play, and sensory experiences. These learning centers involve children's ideas and interests that are incorporated in the planning. Children are involved in the planning; teachers are aware of children's interests and incorporate those in the planning. The curriculum includes kindergarten readiness skills that are linked to the Ohio Early Learning Development Standards.

CLASSROOM POLICIES

Clothing

Children should be dressed in clothing that is washable and suitable for play. For safety on the playground, children should wear canvas or leather sneakers or athletic shoes to school each day. Jackets, hats, mittens are necessary for cold weather. Hats for hot, sunny days are permitted but will be removed while inside the building. All clothing must be labeled for easy identification.

All children must have an extra set of clothing provided for the current season. The clothing must be labeled and stored in the child's cubby.

Classroom Schedule

The daily schedule is posted in the classroom. Parents are provided a copy of the daily schedule at parent orientation. The daily schedule is posted in the parent reception area and additional copies are available.

Supplies Needed for Preschoolers

Early Learning	Pre-K
Extra set of clothing (each season) labeled clearly with child's name on tags.	Extra set of clothing (each season) labeled clearly with child's name on tags.
1 SMALL blanket for nap time. NO larger than a large bath towel size.	1 SMALL blanket for nap time. NO larger than a large bath towel size.
<u>1 can shaving cream</u>	<u>1 can shaving cream</u>
Small tube of SPF 50 sunscreen	Small tube of SPF 50 sunscreen
Sunscreen stick for face labeled with name	Sunscreen stick for face labeled with name
<u>1 large bath towel</u>	<u>1 hand towel</u>
<u>1 box baking soda</u>	<u>1 box baking soda</u>
1 box of Dixie Cups	1 box of Dixie Cups
<u>1 box gallon size Ziploc bags</u>	<u>1 box quart size Ziploc bags</u>
<u>1 pack Command Hooks</u>	<u>1 pack Command Hooks</u>
<u>1 box sandwich size Ziploc bags</u>	<u>1 box 2 or 2.5 gallon size Ziploc bags</u>
Primary Lined Composition Book	Primary Lined Composition Book
Toothpaste	2 bottles of glue

Kindergarten Transition Procedure

As children transition from one educational setting to another, from preschool to kindergarten, it is our goal to provide a strong support for both the child and family. Preschool teachers will begin planning activities in March to assist with the transition and to help answer any questions the children might have about their new educational setting. Parents will also be provided information about the transition and will have the opportunity to be actively involved in the transitioning process through ideas/suggestions, volunteering, and /or providing classroom assistance during transitioning activities. The purpose of this module is to identify challenges and successes families may face as well as activities to assist in helping parents and students feel comfortable and respected, and supported by teachers.

Assessments/Screenings

Children enrolled in the preschool programs are screened using the Pre-Brigance instrument at Screening Day and last six weeks of school. Children scoring at-risk levels are referred for services through a partnering agency.

On-going assessment is an important part of a successful learning environment. The preschool teacher uses the Creative Curriculum to assess the children's achievements throughout the year. There are three checkpoints in the school year that the assessment is recorded. The preschool teacher uses this assessment in guiding their curriculum.

Children are assessed with the Early Learning Assessment the first and last six weeks of our school year. Information from the assessment is used to guide and facilitate the teaching in the classroom.

The ASQ-SE is a social-emotional assessment completed by the parent and reviewed by the preschool teacher. This assessment is completed at the Screening Day or Meet the Teacher event.

Parents give consent for the assessment/screenings to be completed and information reported to the Ohio Department of Education upon enrollment. All assessment information is shared with parents at conferences or upon the request of the parent.

A progress report will be given to parents in the fall, and spring. The progress report focuses on academic skills. These screenings/assessments will help the teachers provide individualization to each child's learning needs.

MEALS AND SNACKS

Breakfast

A nutritious morning breakfast of milk, bread/cereal or meat/meat alternate and fruit product will be served each day beginning at 8 until 8:30 a.m.

Lunch

Our lunch order is placed at 8:30 a.m. each day. If your child is not going to attend on his/her scheduled day, you MUST call the classroom teacher before 8:30 a.m. to notify staff of your child's absence.

740-586-6362 for Early Learning

740-586-6361 for Pre-K

Snacks

A nutritious snack consisting of juice or milk, fruit or vegetable, and meat/meat alternate or bread products is served each afternoon between the hours of 2 and 3 p.m.

Special Diets

In cases of special diets where foods need to be eliminated from the child's diet, parents need to provide a written doctor's statement. The special diet will be posted in the kitchen and classroom.

Menus

Menus for the month are posted on the bulletin board in each classroom and the parent reception area. Menus are distributed each month in the parent baskets.

CACFP Nondiscrimination Statement/Poster

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 2050-9410 or call 202.720.5964. USDA is an equal opportunity provider and employer."

HEALTH AND COMMUNICABLE DISEASE POLICY

Every child must have a health examination within 30 days of enrollment. All immunizations must be up-to-date for admission to the program.

Required immunizations can be waived if there are medical reasons. A physician's statement is required. Objections to immunizations based upon religious grounds are valid with a written statement signed by the parent or guardian.

All staff and students have completed pediatrics first aid, communicable disease, and recognition of child abuse and neglect in-service training required by the Ohio Department of Education. The Center follows the Ohio Department of Health "Communicable Disease Chart" for appropriate management of suspected illness. A chart is located in the office and each classroom.

The teaching staff will complete health checks on each child arriving at the Center. The teaching staff will check to see if the child is free from symptoms of communicable illness including fever, eyes that are red or containing discharge, skin rashes, or the presence of nits and lice.

The following precautions are taken for children suspected of having a communicable disease:

1. The Center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. Any child who is suspected of having a communicable disease is isolated and waits in the designated isolation area.
3. A child with a communicable disease is only permitted to return to the Center with physician's approval.
4. We isolate a mildly ill child and care for him/her until the parent, parent designee or guardian can arrive.
5. Signs or symptoms of illness for **IMMEDIATE** isolation and discharge:
 - a. **Temperature of 100 degrees Fahrenheit taken by auxiliary method when in combination with other signs of illness;**
 - b. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
 - c. Severe coughing causing child to become red or blue in the face or make a whooping sound;
 - d. Difficult or rapid breathing;
 - e. Yellowish skin or eyes;
 - f. Conjunctivitis (pink eye);
 - g. Untreated infected skin patches;
 - h. Unusually dark urine and/or grey or white stool;
 - i. Stiff neck;
 - j. Evidence of lice, scabies or parasitic infestation.A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the administrator and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms including, but not limited to:
 - a. Unusual spots or rashes;
 - b. Sore throat or difficulty in swallowing;
 - c. Elevated temperature;
 - d. Vomiting
6. If your child becomes ill while at school, he/she will be isolated from the other children and you will be notified of your child's condition. The child must be picked up within 30 minutes. A \$10.00 fee will be charged for each additional ten minutes a child is left in our care (\$1.00 per minute). Doctor notes will not be accepted for stating that a child is able to attend preschool when a fever is present. State policy does not allow it.
7. A child who is isolated uses a cot that is sanitized before and after use. All linens and blankets used by an ill child are laundered before being used by another child. The child is closely monitored until the parent, parent designee, or guardian arrives.
8. **The Children's Learning Center has a Lice FREE Policy. Any child who is infected with Head Lice cannot return to the Center until all lice are gone.**

Medication

No medication, vitamins, or special diets are administered unless instructions to do so are written, signed, and dated by a health professional and prescribed for a specific child. Forms are available from the director. Prescription medication must be in its original prescription container. This includes over the counter medication such as Tylenol, cough medicine, etc. Over the counter medication cannot be given to children without health professional and parent authorization.

Re-admittance After Illness

Children on medication that are no longer contagious according to their health professional are permitted to return to the Center. Children may return to the Center with their health professional's permission. Children will be readmitted to the Center after the teacher and/or director has checked them.

Immunizations

Parents are required to show evidence of children's immunizations. The usual schedule is as follows:

- | | |
|--------------------|---|
| • Newborn | Hepatitis B |
| • 1-2 Months | Hepatitis B, Rota |
| • 2 Months | DTaP, Hib, IPV, PCV |
| • 4 Months | DTaP, Hib, IPV, PCV, Rota |
| • 6 Months | DTaP, Hib ⁴ , PCV, Rota ² |
| • 6 Months-4 years | Influenza (Yearly) |

- 6-18 Months Hepatitis B, IPV
- 12-15 Months Hib, MMR, Varicella, PCV,
- 12-23 Months HepA (2 doses)
- 15-18 Months DTaP, Hib
- 2-6 Years HepA Series
- 4-6 Years DTaP, IPV, MMR #2, Varicella, MCV

Dental Examination

All children must complete a dental examination within 90 days of enrollment. If your dentist will not examine your child due to age, a written note from the dentist is required.

Proper Hand Washing

Proper hand washing techniques will be taught and encouraged throughout the center. Directions for preventing the spread of germs and sneezing, coughing techniques are posted in the classrooms and in the bathrooms.

Upon arrival to the Preschool classroom all children must wash their hands before engaging into an activity. Parents/guardians must accompany them during handwashing.

BEHAVIOR MANAGEMENT / DISCIPLINE POLICY
(3301-37-10)

We believe the purpose of guidance and discipline is to support the child’s growth toward mastery of self-control. Children are considered as individuals and each situation will be handled in ways that support the child’s growth and development. Basic techniques include positive reinforcement, distraction, redirection, modeling appropriate behavior, as well as manipulation of the environment. If the child is unable to function within the situation, he/she may be isolated from the class until he/she feels ready to modify the behavior. Isolating a child gives him/her the opportunity to:

1. Reflect on his/her behavior.
2. Decide when he/she is ready to rejoin the group.
3. Develop self-control.

Discipline Policy Statements

1. There shall be no cruel, harsh, corporal punishment such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. All staff members have reviewed and signed a written copy of the discipline plan. The signed copy is located in the staff member’s file.

SAFETY POLICY

1. The teaching staff responsible for daily attendance will greet children upon arrival.
2. Children will be greeted by their first name by all teachers shortly after arrival.

3. Children will be released only to parent or designee as listed on the application. The teaching staff will bid farewell at departure.
4. Children will be under supervision at all times.
5. Staff has access to the telephone in the Center office and classroom for emergencies at all times.
6. Emergency Medical Services will transport children attending the Center to the hospital of the parent's choice, if reasonable and if consent is given. This information is located on the Emergency Medical Authorization.
7. Planned evacuation information for fire, tornado and emergency lockdown / evacuation drills are located near exits in each classroom. The Children's Learning Center conducts two practice safety drills during the school year. Parents will be notified when the drills occur.
8. Fire drills will be held monthly at varying times. Tornado drills will be held during the spring and fall at varying times.
9. All staff and student teachers are trained in Pediatric First Aid, Pediatric Communicable Disease, and Recognition of Child Abuse and Neglect. New staff added after that date would attend training at the next available session.
10. A first aid box is located in each classroom in a cabinet labeled with a large red cross on white background:
 - **CLASSROOM 5001: BACK WALL CABINET BY STORAGE**
 - **CLASSROOM 5008: BACK WALL CABINET BY STORAGE**
11. There is a first aid box in each room to be taken on all field trips.
12. Children enrolled at the Mid-East Children's Learning Center will have identification on their clothing during field trips. Identification includes the Center's name, address, and telephone number. The child's name will be omitted for the safety of the child.
13. Toxic materials are stored in locked cabinets out of the reach of children. Spray aerosols will not be used at any time when children are present.
14. An incident report will be completed when an accident or injury occurs.
15. All necessary emergency information for each child is located on the Emergency Medical Cards located by the door in each classroom. Each child's complete folder is located in the top drawer of the filing cabinet in the Center office.
16. All children **MUST** be signed in and out using the Pro Care System.
17. All parents are responsible for ensuring their child is placed in child restraints appropriately in their vehicle

CHILDREN'S CENTER POLICIES

Absences

If children are to be absent, *you are **REQUIRED** to call* the Center by 8:30 a.m. Please call your child's classroom teacher and leave a message at: 740-586-6362 for Early Learning
740-586-6361 for Pre-K

Absences may also be reported via email with the classroom teacher.

Arrival and Departure

Parents must sign in and out using the ProCare System. Children are not permitted to be left without completing this procedure. Parents are required to walk their children into the classroom. Parents will make sure the children wash their hands before participating in any activity that is going on in the classroom. Parents must accompany and supervise their child(ren) to and from the car. Our parking lot can be very busy at times. Careful supervision is a requirement for the safety of your child. Signing out is also required at the end of the day. Staff is not responsible for the supervision of children once they have been signed out for the day.

Punctuality helps set the tone of the day and reduces confusion in the classroom. While we understand that each family has different needs and that occasionally emergencies may arise that could set you back in arriving on time, we ask that on those occasions, you bring your child quietly into the classroom, allowing the teacher to continue teaching with as little interruption as possible. Therefore, we request that your child please arrive at the beginning of class and conclusion of class. Circle time is an important part of your child's day. The children's ability to concentrate is comprised when their attention is diverted away from the group activity by late arrivals. Just as importantly, children who are late miss a very important part of their school day. Teachers and staff spend time immediately before and after class handling record keeping, cleaning, preparing the classroom, and discussing children's progress. It is absolutely essential that this time be kept free for these duties.

Birthday Celebrations / Holiday Celebrations

We love to celebrate birthdays. Parents who would like to provide a snack for birthday celebrations should consult with the teaching staff in their child's classroom. **ONLY nutritious snacks are permitted. Teachers will provide a list of healthy snacks that may be provided. If you wish to provide something healthy that is not on the list it must be pre-approved by the classroom teacher. Cookies, cupcakes and other high in fat foods are NOT permitted.** When planning a celebration for your child outside the Center, please distribute party invitations through the mail or by placing invitations in children's cubbies.

Holiday celebrations are kept minimal to respect everyone's different religious beliefs. .

Calamity Day

The Mid-East Children's Learning Center will not be in operation if the Mid-East Career and Technology Centers high school classes are closed due to inclement weather. If Mid-East Career and Technology Centers – Zanesville Campus, is on a delay, the center will be on two-hour delay, we will open at 9:30 a.m. Please watch or listen to local media for closing announcements, sign up for "Remind" texts.

Cell Phones

In order to respect the educational environment of the classroom, parents are NOT permitted to talk on cell phones inside the center.

Child Abuse / Neglect

After careful consideration and reviewing documentation of observations the director is required by law to notify the local public children services agency when any Center staff member suspects that a child has been abused or neglected.

Consent to Leave

Parents agree to leave the program with a person on the authorized list, or taxicab and to reimburse the program for the cost of the cab, when a staff member believes that the safety of the child is better served if the parent does not drive.

Emergency Evacuation/Closure

In the unlikely event that Mid-East Career and Technology Centers is unexpectedly closed due to any type of threat, your child must be picked up immediately upon your notification to. If you cannot pick up your child, a designee must be sent to pick up your child.

Expected Parent Behavior

Parents must behave in a manner that is in keeping with the center's policies and procedures when dropping off or picking up a child. Because our facility is located inside a larger educational facility, we must expect appropriate behavior from our parents at all times. Parents must refrain from using any form of corporal punishment inside our facility (spanking) and must be respectful of the educational environment by using appropriate vocal volume in the preschool classroom and hallways. It is not appropriate in any instance to use foul language when speaking to your child or to threaten your child in any manner. It is very important that all adults model appropriate behavior for our children. If you have any questions regarding this policy, please speak to the Instructor/Director who will be happy to assist you.

Field Trips

Several field trips will be scheduled throughout the year. Each field trip is planned with the educational benefits of the trip in mind. The top priority of staff members is the safety of each child who is enrolled in our care. Staff members and high school students are assigned small groups of children and are responsible for the safety of the children in their group. Children who are not enrolled in our program are not permitted to attend field trips. This includes siblings, other family members, or friends of the family. A limited number of parents may attend the field trips. This information will be provided on the field trip permission form.

Hand Washing

Upon arrival parents will take their children to wash their hands. This policy supports the prevention and control of the spread of germs.

Items/Food from Home

Children should not bring any toy from home unless specifically asked to do so (Show and Tell). Personal toys can easily be misplaced or cause conflicts over sharing. Toy guns and other weapons are never allowed. In addition, the toys and educational materials that are in the center are checked for safety on a regular basis. Bringing toys from home may place children in harmful situations, should the toy be in disrepair or not in keeping with the safety standards of our program.

Please do not bring food from home. It can present sharing issues when not enough is available for the other children. In addition, many of our children have food allergies and we cannot expose those children to foods that could prove to be life threatening for them.

Contact Information

It is imperative that you keep all contact information updated for yourself and for the additional contacts on your child's paperwork. In the event that your child gets ill or injured, it is imperative that we be able to contact a parent or emergency contact immediately. If phone numbers, addresses, or cell phone numbers change, please let us know immediately.

Mandated Reporters

The staff members by law are mandated to report suspected child abuse or neglect to the local child protective agency.

Outdoor Play

The Center provides opportunities for children to play outside daily. In the best interest of the health and wellness of children, there will be NO outdoor play when the temperature is **below** 25° F. This refers to the actual temperature or temperature with wind chill factor. If a child is too ill to take part in outside play, he/she should not attend the center.

Parent Agreements

Under the laws of the state of Ohio both parents may have the right to pick up their child, unless a court document restricts the right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official document (e.g., current restraining order, the custody decree, divorce decree stating sole custody). Without that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

Parent Evaluation

We encourage parents to provide ongoing feedback regarding the Center's program. Parents are also given the opportunity to complete an evaluation form in the spring of each school year.

Pets / Classroom Pets

No pets are allowed in the classroom or in the playground premises.

Potty Training

All enrolled children are required to be potty trained.

Release of Children

By Ohio state law, children will be released to those persons authorized by you, the parent. Full names of authorized persons are listed on the Emergency Authorization form. Please make any necessary changes in writing. Authorized persons may be asked to show photo identification to the child's teacher. Authorized persons must be 18 years of age and hold a valid driver's license.

Safety Seats / Seat Belts

Children transported in vehicles must be buckled securely into car safety seats/seatbelts that meet state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. Another person on the authorized list will be called if this requirement is not met.

Security System / ProCare

We have a security door that permits only authorized individuals with the required code to enter the Children's Center. The code is given at enrollment. All family members who are authorized pickups will be required to be registered into the ProCare System.

Transportation

Transportation is not provided for families of the Children's Center. Transportation is the responsibility of the parent. Transportation is only provided for field trips. A school bus will be taken for all field trips.

Vacation

Families who take vacation during the school year will NOT receive any tuition adjustment.

Withdrawals by Director

The Children's Center staff strives to meet the individual needs of every child. If in the professional judgment of the staff and faculty, a child needs a different type of care than we can provide, the center will discontinue care for the child after a two week notice. All efforts will be made to work with the parents and the child prior to making this determination. Discontinuation of care will be applied only after all other efforts have been exhausted. In addition, parents are expected to be respectful of our program as well as our staff, high school students, and our educational setting. Parents must follow the grievance procedure outlined in this handbook and may never speak in a manner that may be considered offensive to staff, students, or visitors. Respect between parents and staff members will be mutual. The Instructor/Director reserves the right to terminate service to any family who chooses not to adhere to this policy.

If you have questions and wish to contact ODE, please do so by phoning the toll free number 1-877-644-6338 or the TTY number 1-888-886-0181. You will need to be directed to the Office of Early Learning and School Readiness. If you would like a copy of an inspection report for an ODE licensed site, please visit the ODE website www.ode.state.oh.us

EQUAL EDUCATION OPPORTUNITY

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The District Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Be advised that the handbook serves only as guidelines and should situations occur not addressed specifically in the handbook the building administrator and/or designee shall have discretion to address any and all situations not defined or clearly defined in the handbook.



ACKNOWLEDGEMENT OF HANDBOOK

This is to certify that I, _____, Parent/Guardian of
_____, have read the 2019-2020 Mid-East Children's Learning Center
Parent Handbook and understand its contents.

Parent Signature _____ Date _____

***Please detach this page and return with completed Enrollment Packet.