



Zion Christian

Early Learning Center

Before/After Care

@ Canfield

A Handbook for Parents

400 Hilltop Blvd.

Canfield, OH 44406

330-565-9468 Fax 330-792-8012

school@zionohio.org

www.zcslearningcenter.com

Administrator-Toni Baker

Dear Parent/Guardian,

Welcome to Zion Christian Early Learning Center Before & After Care Program. We strive to always provide the very best care for your children while they are away from home. This is done in a safe, healthy enriched environment.

The following forms must be on file before your child can enter the program:

1. Registration for admission
2. Parent Handbook receipt form
3. Child's shot record
4. Emergency transportation authorization

Submit only if applicable to your child:

-Written plan for care of a child with special needs.

Thank you for choosing Zion Christian Early Learning Center Before & After Care for your child's care.

TABLE OF CONTENTS

Goals & Philosophies/Daily Program	4
Max Group Size/Assessments	4
ODJFS/Financial Policy/Enrollment/Disenrollment/Hours/Security	5
ZCELC Staff/Child's Weekly Schedule/Payment Schedule/Tuition	6
Reporting Off/Dropping Off/Signing In/Out	6
Snacks/Safety/Supervision Policy for Children/Parental Participation	7
Outdoor Play Policy/Policy Managing Communicable Disease	8
Medication Policy/Immunizations	9
Guide to Discipline/Daily Procedures/Days Closed/Weather Closing	10
Serious Illness or Incident/Disaster Plan/Drop-off/Smoke-Free/Weapon Free Policy/Breastfeeding	11

Zion Christian Early Learning Center Before & After Care

400 Hilltop Blvd.
Canfield, OH 44406
330-792-4066

The State Department of Human Services licenses Zion Christian Early Learning Center Before & After Care Program. The license is posted on the parent information board. Copies of the school's licensing information is available upon request and fire inspection can be found in the schools cafeteria. A toll-free license inspection number is also available upon request to any person who suspects a violation of the law by the center.

Goals & Philosophies

Zion Christian Early Learning Center is designed to give each child the best possible care available outside of the home. We do this by providing a setting that encourages the social, emotional, physical, and intellectual growth of each child. Early childhood should be a time of warmth, security, exploration, and discovery. Our program strives to nurture and encourage these qualities in our students.

The goals are accomplished through the children's experience of a warm and accepting atmosphere, where they are not pressured to succeed. They will enjoy a world scaled to and planned for them. It is our hope that the children's school experiences will enrich their home life.

The school is sponsored and operated by Zion Christian Early Learning Center and is operated by a Board of Directors, consisting of the pastor and seven members of the congregation who are appointed by the Congregational Council. The Administrator and teachers report to the Board.

Daily Program

The daily program at Zion Christian Early Center Before & After care shall include Early Childhood Education that aids children in their growth by using developmentally appropriate activities through planned lessons prepared by the classroom's lead teacher. The program consists of afternoon snack, planned activities, indoor/outdoor activities, as well as an area that children can work on their homework.

Max Group Size

36
1:18 teacher/child ratio

Assessments

School-agers are exempt from formal assessments, informal assessments can be done if needed.

Ohio Department of Job and Family Services

Zion Christian Early Learning Center is a licensed provider for the Ohio Department of Job and Family Services (ODJFS). Any complaints or suspected violation of the licensing laws may be reported to the ODJFS at 1-866-886-3537.

Financial Policy

Tuition price sheet is given upon enrollment. Registration is for a school year-month and tuition is to be paid by the week before service when submitting schedule. Please make checks payable to Zion Christian Early Learning Center. Please mark the date of the week you are paying for in the memo area.

1. A non-refundable registration fee (as listed on the insert included with this handbook) will be charged each year at the time of registration. Registration is valid for the current school year.
2. Days missed during the week cannot be made up at a later time. If you need to reschedule or schedule an extra day, you **MUST** speak with the Administrator to see if there is an opening. Any additional days will be billed at the hourly rate.
3. Parents are responsible for payment of full tuition for any week for which their child is enrolled, whether the child attends or not. This includes snow days. Please remember that school tuition is based on enrollment rather than attendance.
4. All “non-sufficient funds” checks are charged \$25.00.
5. Any payments received more than 5 days after the due date will be assessed a \$5.00 late fee per week.
6. Tuition must be paid when schedule is submitted to keep accounts current. No exceptions.
7. ZCELC Before & After Care is open Monday through Friday from 6:45-8:45 a.m. to 3:30-5:30 p.m. A late pick-up fee of \$10.00, per each additional 15 minutes, will be charged for any child picked up **AFTER** 5:30 p.m. Three late departures are grounds for dismissal.
8. The school’s tax identification number shall be given upon request.

Enrollment

Parents will be supplied with written information regarding the program and activities of the center. Enrollment is open to any child enrolled in Hilltop or CH Campbell Elementary. The school accepts any child regardless of race, religion, or national origin. Parents will be required to fill out and return the family information pack and immunization record before the child can attend.

Disenrollment

If your child will no longer be needing before or after care please just call the administrator to notify us that care is no longer needed. A child may be removed from the center at anytime for any reason deemed necessary by the administrator. Any past due tuition will be collected at this time.

Hours

Zion Christian Early Center Before & After Care is open Monday through Friday from 6:30-8:30 a.m. to 3:30-5:30 p.m.

Security

It is Zion Christian Early Learning Center Before & After Care’s policy that identification must be shown to the teacher at pick up. Only those listed on your child’s pick up list will be permitted to pick up your child. Please do not permit other people to come in behind you if you do not know them.

Zion Christian Early Learning Center Staff

ZCELC Before & After Care offers quality childcare with teacher /child ratios below the state requirements. The state requirements is as follows:

1/18 for school age children

Child's Weekly Schedule/Payment Schedule/Tuition

Children are scheduled each week according to the days/times that the parent has indicated on the classroom schedule. Parents with a varied schedule must fill in their schedules no later than Wednesday by 6:00 p.m. in the classroom. Times children are attending and parent initial should be put on the weekly schedule. For your convenience you may also e-mail your schedule to the administrator. Failure to fill in your child's schedule will not secure them a spot for that week. Parents may also call the administrator to give their schedule. You may leave your child's schedule on a voicemail if no one is available to take your call.

-Payments are due when schedules are submitted.

Reporting Off/Dropping Off

Children who will not be attending must be reported to the administrator one hour prior to their absence. Parents may leave a message on our voicemail if not available.

Children must bring personal items with them as they will not be permitted to go to their classrooms after 3:30 p.m.

Please use the parking spaces provided by Hilltop Elementary and be respectful of the designated handicapped parking spaces.

Siblings under the age of 16 are not permitted to bring children into the building OR to sign in or pick up.

When dropping off or picking up your child please remain off cell phones to have communication between you and your child's teacher. Parents should come into the classroom and have direct eye contact with staff.

Signing In/Out

Each student will be assigned to a specific classroom where the class sign in/out book is located. STATE LAW requires ALL students to be signed in upon arrival AND sign out upon dismissal by an AUTHORIZED ADULT. It is our policy that the pick-up person use their full, legible signature and write the time when signing children in and out. If someone other than a parent is picking up your child please notify teacher/administrator at drop off or call school office.

Please instruct anyone picking up your child to bring his/her photo identification. Any person who is not familiar to the staff and is not the usual pick up person will be required to show a photo ID.

- Anyone NOT listed on the authorized pick up list from the child's file WILL NOT be permitted to leave with the child UNLESS the school has been informed:
- In person by the parent OR
- By a hand-written, signed and dated note OR
- By a phone call from the parent
- Parents will be called to obtain verbal authorization for release of the child in any questionable circumstance.

If there are concerns regarding the dismissal of a child due to custody and/or legal arrangements, we must have a copy of legal papers showing custody and/or restrictions as to who may or may not pick up the child.

Once the parent or authorized pick up person arrives at the center, and children are signed out, the parent/pick up person is then responsible for their child(ren). PLEASE KEEP CHILDREN WITH YOU.

Snacks

Your child may eat breakfast at school. This meal must be provided from home and will be served no later than 15 minutes before school starts.

The afternoon snack will be provided by the center and will include food from at least two food groups. This snack menu will be posted on the Parent Board.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak to the Administrator to make special arrangements.

Safety/Supervision Policy for Children

The teacher and/or assistant in charge of a group of children shall be responsible for their safety.

1. School age children will always be within sight or sound of a staff member.
2. The teacher and/or assistant are always present to welcome your child when they arrive.
3. The administrator has a cellphone available for calls that need to be received or made.
4. Parents are required to sign their child in/out on the sheet located in children's classroom.
5. Parents are required to bring their child into the classroom in the morning session and make eye contact with a staff member and sign child in. Parents picking up in the afternoon must sign out.
6. No child will be released to any person not written on the child's pick up list. All person must be at least 16 years of age.
7. Photo ID will be required of anyone that the staff does not recognize.
8. School age children arriving by bus shall be met at the door by a staff member. If the situation arises where they don not arrive upon scheduled times, the Administrator shall begin a tracking process with the home school.
9. A monthly fire drill will be enacted at varying times each month. A schedule is posted in the natural disasters.
10. A plan is posted in each room explaining how to evacuate the school in case of fire, weather alerts and natural disasters.
11. In the case of an emergency, such as an accident or illness, parent will be contacted first. If parents cannot be reached, the emergency contacts will be called, followed immediately by the school doctor. If needed, 911 will be called.
12. No aerosol spray is used when children are in attendance (including sunscreen)
13. Teachers and staff members shall immediately notify the local public children's service agency if a child is suspected of neglect and/or abuse.
14. A written incident report will be given to the parent and one will be kept on file at the school when a child is injured.

Parental Participation

Your child spends a great amount of time with the caregivers and teachers at this school, we encourage your cooperation, participation, and assistance in our program. Teacher's are available to discuss a child's progress or needs at any time. However due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage them in lengthy conversations.

If parents have any concerns, it is recommended that the following chain of command be used until the problem is solved.

1. child's teacher
2. Administrator
3. Owner

Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. The following weather conditions shall prohibit children from walks and the use of outside playground facilities.

1. Low Temperatures (including wind chill) fall below freezing (25 degrees F)
2. Temperatures (including heat index) above 90 degrees F. When temperatures are above 70 degrees drinking water shall be made available to the children.
3. Heavy rain, lightning and thunder.
4. Severe weather conditions as determined by the National Weather Service.
5. National RED ALERT implemented or other unforeseen safety issues.
6. Inside large muscle area shall be used on days where outdoor play is eliminated for these reasons.

Policy on Managing Communicable Disease

A teacher trained in Red Cross Communicable Disease is always present when children arrive to recognize the signs of a communicable disease. A Communicable Disease chart is located in the Administrator's office. A daily inspection is given upon each child's arrival at school. The person bringing the child must wait until the inspection is over before leaving the premises.

Your child may not attend if:

1. He/she has vomited and/or had diarrhea in the past 12-15 hours.
2. He/she has a fever or has had one during the past 24 hour period.
3. He/she has a constant cough, whooping sound or difficult rapid breathing.
4. He/she has symptoms of possible communicable disease. (Sniffles, reddened eyes, sore throat, rash, headache or fever).
5. Signs of conjunctivitis red eyes, discharge from eyes, itchy eyes. When diagnosed, a child must be treated with medication for 24-hours before returning to the center.
6. Diagnosed strep throat, Scarlet Fever or Scarletina. Child must be treated with medication for 24-hours before returning to the center.
7. He/she has a heavy nasal discharge.

Your child will be isolated and sent home if he/she should show any of the following signs or symptoms:

1. Severe coughing (causing the child to become red in the face or to make a whooping sound)
2. Diarrhea (more than three times within a 24-hour period)
3. Difficult or rapid breathing
4. Conjunctivitis (Pink Eye)
5. Yellowish skin or eyes
6. Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness (consideration to circumstances such as teething, and inoculations will be given)
7. Untreated infected skin patches
8. Unusually dark urine and/or gray or white stools
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies or other parasitic infestation
11. Vomiting more than once or when accompanied by any other sign of illness
12. Sore throat or difficulty swallowing
13. If the were absent from school

Parents will be contacted immediately to come and pick up their child and will be asked to keep the child at home until complete recovery. It is requested that the child be picked up within the hour of when the phone call was made.

If a child is sent home with a fever over 100 degrees, they cannot return to the center for 24-hours and must have had a normal temperature for 12 hours without medication. Children must be symptom free. Children, who are not well enough to resume all scheduled activities, including outside playtime, **should be kept home.**

A mildly ill child, who is experiencing minor common cold symptoms and not feeling well enough to participate in activities, will be moved to an area not close to the other children and allowed to sit quietly and observe until time of departure.

If a child is sent home with a suspected case of head lice a note must be provided by a doctor stating that the child is clear of the communicable disease. A head check will be done by the administrator as well to ensure the child is nit free for as long as the administrator sees fit.

We will immediately report any pattern of illness that is unusual or beyond the expected number of cases to the local health department. The center will notify all parents or guardians in writing, if their child has been exposed to a Communicable disease.

The school's staff is trained in recommended hand washing procedures to manage communicable diseases among Employees. All children MUST wash their hands when entering the center. Parents or responsible person dropping off child must take child to sink where they can wash their hands before entering the classroom.

Medication Policy

A licensed dentist is on call for Zion Christian Early Learning Center during all hours of operation.

ZCELC will administer medication to a child only under the following conditions:

1. Prescription drugs will be given if the parent submits a written request. The appropriate form is available from the Administrator and must be completely filled out, signed, and returned before any medication will be administered. Medication must be in its original container with its original label attached
2. Non-prescription medications will not be given unless prescribed by a doctor. Appropriate health forms must be signed in order to do so.
3. All medications must be handed to the teacher daily.
4. Medications may not be stored in the child's cubby or book bag. (The only exceptions are school age children who require inhalers/insulin for medical conditions).
5. No one shall be able to administer medicine on school property except for designated school employees.

The staff will then keep track of the medication given by writing down when and how much was given, as advised by parent or physician.

With the number of children enrolled in our school, there is always the possibility that your child will be exposed to a contagious illness such as pink eye, strep throat, chicken pox, etc. It is our policy to inform all parents when their child has been exposed to such an illness. Please let us know as soon as possible if you are aware that your child has a contagious illness so that we may alert other parents. It is also the policy of Zion Christian School not to admit a child back to school until they have been on an antibiotic for a minimum of 24 hours. For the safety and health of all children involved, please keep your child home until, according to doctor's instructions, they are no longer contagious. If your child is sent home they are unable to attend the following day. ZCELC wishes to service all the medical needs your child has; however, we do not have a nurse on staff; therefore, we are unable to calculate or administer medication which result in our calculation. If your child has a special need, please help us to determine an action plan which will help us to care for your child in the best possible way we can. Sometimes a special care plan will be necessary and will need to be signed by the parent, physician and ZCELC staff.

We will no longer be administering over the counter medications (sunblock is the only exception). Prescription medications may still be administered with proper forms and scripts. You will need to check with the administrator to ensure that the forms are correctly completed. Epi pens and inhalers must have a prescription label on box as well as medication itself.

Immunizations

All children must be immunized unless they can provide a doctor or religious exemption. A current shot record must be submitted with parent information pack.

Guide to Discipline

The center environment is designed to allow children freedom of exploration, independence, and choice. The opportunity for interaction with people and inanimate objects helps children learn about themselves and the world. For this reason, learning to guide one's behavior in an adaptive way is very important.

We do not see discipline as punishment, but rather a redirection of inappropriate behavior. Behavior that is harmful is stopped immediately and the danger explained.

DISCIPLINE FOR INAPPROPRIATE OR DISRUPTIVE BEHAVIOR

1. Affirm the child's feelings: "You were so mad that Jimmy knocked down your building that you wanted to hurt him."
2. Set limits and offer an alternative: "You need to tell Jimmy with words not actions, how you feel. Maybe he can help you re-build your building."
3. Thinking time: If behavior problems still exist, the child may be required to leave the activity for the time to think about his actions. This time is no longer than one minute per year of child's age. After this time, the teacher will confirm that the child understands why they were removed from the activity and help direct them back into play.
4. If further action is necessary, the next step will be to contact the child's parents to discuss how we can work together for the benefit of the child. Children who have difficulty with hurting other or teachers may be removed from the center until they are over this stage.

FIGHTING AND BULLYING

There is a zero tolerance for fighting or bullying. You will be called to pick up your child if we see these behaviors. Should behaviors continue after 3 written warnings children will not be permitted to return to the program.

Under no circumstances will there be chastisement, corporal punishment or ridicule of any child!

Daily Procedures

Children must be escorted into the building and into their classrooms. Parents are not to leave until the child has been signed in and the parent has made the teacher aware of the child's presence. In the afternoon, the parent must tell the teacher he/she is there for the child and sign the child out. The sign-in sheet is located in your child's classroom. If your child is going to be absent or late, please notify the center by 6:30 a.m. or 1 hour before scheduled start time. Only adults are permitted to sign a child in or out of the program. Minors, including older brothers and sisters under 16 years of age, may not sign a child in or out of the Center.

If your child is to be picked up by someone not already listed on your child's pick up list, please tell the teacher or staff member who it will be or send a written notice. Otherwise, the child will not be released from school. The person picking the child up must show proper identification before the child will be released.

Each family can choose a 4-digit code upon enrollment. This code will be used by people other than those listed on your emergency contact list to convey important information to the school via telephone in case of emergencies or extenuating circumstances.

Days Center Will Be Closed

The Before/After Care will be closed anytime the school is closed whether it is a scheduled closing or a cancellation. ZCELC is only licensed to operate 6:30-8:30 a.m. and 3:30-5:30 p.m. We will not operate under a 2 hour delay.

Weather Closing Policy

The policy of our center is to remain open unless Hilltop Elementary School is closed.

Serious Illness or Injury

In the event of a serious illness or injury the staff will first contact 911 then the parents will be contacted. For a serious injury an incident report will be filled out. The parents will sign off and be given a copy of the report. The incident report will be sent to ODJFS after the administrator calls to report the incident.

If the parent does not give consent for emergency transportation they must fill out the correct box on the child enrollment and health information form giving directions to be taken.

Disaster Plan

***Fire Emergency**

- Ring fire alarm bell.
- Evacuate children out the nearest entrance as quickly and orderly as possible.
- Teacher should take a class list when evacuating in order to account for children after evacuation.

***Severe Weather Emergency**

- When weather warning sounds, children and teacher should go to the hallway in the middle of the building.
- Children and teachers should squat down in the hallway and cover their heads with their arm.
- Teacher should close doors to avoid flying glass.

***Earthquake Emergency**

- In case of earthquake, all children should get under a table or desk for protection from falling debris.

***Intruder Emergency**

- Take all children to the designated area away from all windows
- Teacher should take a class list in order to account for all children once they have reached the designated area.

Drop-off

Parents may drop-off their child at the cafeteria doors in the morning.

Smoke-Free/Weapon Free Policy

The Hilltop Elementary building is SMOKE-FREE. Also, Ohio State Law prohibits smoking within sight or smell of children at the center.

In addition, State law prohibits weapons of any type to be brought onto the school grounds or into the building.

Breastfeeding

Breastfeeding/pumping may be done anywhere not being used by schoolage children.

ACTION: Final

ENACTED
Appendix

DATE: 12/06/2016 8:34 AM

Appendix C to rule 5101:2-12-07 5101:2-12-07

Center Parent Information

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

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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