

TABLE OF CONTENTS

STATEMENT OF PURPOSE AND MISSION.....	2
GENERAL INFO/RATIOS.....	3
ABSENCE REPORTING.....	3
PRESCHOOL CURRICULUM AND PROGRAM INFORMATION.....	4-5
SCHOOL-AGE CURRICULUM & PROGRAM.....	5-6
SUMMER CAMP.....	6-7
DROP OFF AND PICK UP PROCEDURE.....	7-8
CONFERENCES/EARLY SCREENING/IDEA.....	9
FIELD TRIPS AND TRANSPORTATION SAFETY.....	9-10
PLAY POLICIES (Outdoor/Indoor).....	10-11
COMMUNICABLE DISEASE POLICY.....	12
MISBEHAVIOR/BULLY/DISCIPLINE POLICY.....	13-14
FEE SCHEDULE AND PAYMENT POLICY.....	15-16
BEAVERCREEK CITY SCHOOL CLOSINGS AND POLICY.....	17
WITHDRAWAL POLICY.....	17
BREAKFAST, SNACK, AND LUNCH POLICIES.....	18
BIRTHDAY AND HOLIDAY TREATS.....	19
DISASTER/EMERGENCY PLAN.....	19-21
MEDICATION POLICY.....	21-23
FIRST AID STAFF RESPONSIBILITIES.....	23
PANDEMIC ADDENDUM.....	25

Our Parent Handbook is subject to revisions throughout the year.

For the most current revision, please refer to our website: <https://polcbeavercreek.org>

WELCOME!

Precious Ones Learning Center (POLC) is owned and operated by Beavercreek Christian Church as a means of outreach, service, and education for the community. Various activities and services are offered to children 2 ½ years through 12 years old, Monday through Friday.

Roles and Responsibilities of the staff at Precious Ones Learning Center:

Terri Fleck, terri@beavercreekchristian.org, Beavercreek Christian Church's Director of Operations and Resources, oversees the operations at Precious Ones Learning Center.

Ashley Walker, ashley@beavercreekchristian.org, our Children's Center Director, is the link between the families, church, and the staff. Ashley provides strategies to fulfill POLC's mission and the goals of the center by managing staffing, budgeting, communications, billing, and professional development. Ashley uses her training from Conscious Discipline to integrate classroom management and social-emotional learning not only in the classroom but via staff training, family connections, and community networking.

Dee Sprong, dee@beavercreekchristian.org, our POLC Office Administrator, handles statement inquiries, receipts for dependent care savings accounts, and registration paperwork all while supporting our teaching staff and families.

Precious Ones Learning Center strives to hire staff that will keep your child/children safe, demonstrate the love of God, help your child grow socially and spiritually, and work together as a team with your family! At a minimum, each one of our staff members, as directed by the Ohio Department of Job and Family Services (ODJFS), must be 18 years old, have graduated from high school, will have undergone local and FBI background checks, will be trained in recognizing Child Abuse, Communicable Diseases, First Aid, CPR, and have gone through the ODJFS orientation. Most of all, each one of our teachers loves God and loves kids!

STATEMENT OF PURPOSE AND MISSION

POLC's purpose is to create a Christ-centered, child-focused place where parents, teachers, and leaders can come together to provide growth opportunities for children, in the emotional, social, intellectual, and spiritual foundations.

GENERAL INFORMATION

Precious Ones Learning Center is in operation Monday through Friday from 6:30am to 6:00pm and is licensed by the Ohio Department of Job and Family Services. The license is posted on the wall outside the office.

The laws and rules are available at the center. The center's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are posted on the office bulletin board. The Ohio Department of Job and Family Services has a toll free number for any person to use to report a suspected violation by the center, 1-866-886-3537.

POLC is a NON-SMOKING facility. No smoking is allowed on the church property or any area surrounding the facility. No aerosol sprays shall be used at any time when children are present at the center. No child is to be left alone or unsupervised. The Site Coordinator, Director, or a Preschool Teacher will greet each child as they arrive. Each parent must sign their child in and out on the computer in the hallway. School age children will be checked in by our staff after school upon arrival. Parents must sign their child out.

Please report any absences on our voicemail option #2, or via email at: attendance@beavercreekchristian.org.

The POLC office is located in Room 108, the first room on the left after entering the educational wing.

The license capacity for the center is listed on the license right outside our office. The center observes the following staff/child ratios and small group sizes maintained for each age group:

Age Groups	POLC Staff to Child	POLC Group Sizes	Ohio State Ratios:
Toddler (30-36 mo.)	1 to 7	2:14 in class	1 to 8
Preschool (3 -4 years)	1 to 10	2:20 in class	1 to 12
Pre-Kindergarten (48 mo < school age)	1 to 12	2:24 in class	1 to 14
School-Age (K-5 th)	1 to 15	2:30 in class	1 to 18

At the Director's discretion, POLC may default to Ohio State ratios.

During the pandemic crisis of 2020, POLC follows the ODJFS, the Director of the Ohio Department of Health, and Governor of Ohio's ratio requirements.

PRESCHOOL CLASSES and PRESCHOOL CHILD CARE

We offer Preschool and Pre-K classes in the morning for fully toilet trained children ages 30 months - 6 years old from 9:00 am - 12:00 noon. Drop off times are between 9:00am - 9:15am and pick up times are 12:00pm - 12:15pm. Our minimum schedule requires two days per week during the school year and for our summer programs.

Prior to a child attending POLC we must have the State of Ohio enrollment and POLC enrollment forms completed along with a registration fee. Precious Ones Learning Center will not provide care for children whose parents refuse to grant consent for transportation to the source of emergency treatment on the State of Ohio Enrollment form.

Preschool students are required by law to have an Ohio Child Medical Statement for Childcare (JFS 01305) completed by their physician within 30 days of the first day of their attendance, then every 13 months thereafter.

It is POLC policy that enrolling preschool students be immunized with MMR, DTaP, IPV, Hep B, Hep A, PCV, Hib, and Varicella vaccines. POLC feels that this measure will protect our children and staff and prevent the spread of disease.

If your child arrives before preschool, your child may bring prepared breakfast foods and eat them until 8 AM. If your child arrives after 8 AM, the parent is required to stay onsite with their child until all of the food is consumed.

If your child will be spending the day with us, pack a lunch for your child. (See *pg.20 for details on packed lunches*).

If your child will be napping with us you may bring a pillow/blanket and/or favorite stuffed toy to use for nap time. The items brought here for nap may stay here throughout the week but must be taken home every Friday for washing.

PRESCHOOL & PRE-K CURRICULUM

POLC preschool curriculum focuses on the State of Ohio's Early Learning Content Standards. Content areas include readiness and writing, numbers and math, language and literacy, science, and social-emotional awareness. Skills will be developed through hands-on learning centers and gross motor play using a combination of **The Creative Curriculum** and **Learning Without Tears**.

PRESCHOOL CHAPEL

Our weekly Chapel time offers an opportunity for all classrooms to come together for Bible stories, to sing praise songs, and pray together. Mrs. Kristi, the Children's Minister for BCC, is a great asset to have to help lead these chapel opportunities for our preschoolers. POLC currently uses **GROW** curriculum for both our preschool program and our Elementary students.

GENERAL CLASS SCHEDULES (schedule will vary slightly depending on class placement)

PRESCHOOL CLASSES (*before & after preschool care available from 6:30a.m.-6:00 p.m.*)

6:30	Center opens. Teachers greet children and child-choice activities are available. At 8:00 a.m. students transition from the classroom to the gym for gross motor play.
9:00-9:15	Preschool children arrive. Teachers greet children as they enter and engage in child-choice activities.
9:15-9:30	Morning welcome and circle time including responsibilities for the day, songs, finger plays and story time.
9:30-10:00	Learning Centers provide activities related to the theme in each of the following areas: Blocks, Language Arts, Home Living, Manipulative, Dramatic Play, Art, and Science
10:00-10:30	Snack Time
10:30-11:00	Gym Time/Playground Time includes organized games with children; music activities; large motor skill activities
11:30-11:45	Circle Time and Daily Review
12:00	Parent Pick-Up for Preschool Only

AFTERNOON PRE-SCHOOL CHILD CARE

12:00 – 1:00	Lunch, clean up, restroom
1:00 - 2:30	Rest time for nappers/gross motor play for non-nappers
2:30 - 3:00	Wake up/return to classrooms and eat snack
3:00 - 4:00	Class activity/Centers
4:00 - 4:30	Gym Time/Playground
4:30 - 6:00	Centers/Peer and individual play encouraged

SCHOOL AGE PROGRAM

Our before and/or after-school program includes daily devotional/Bible time, 30 minutes of homework time, organized game play, open gym play and snack. Minimum enrollment for the before and/or after school program is 2 days per week.

School-aged students with IEPs (Individualized Educational Plan) are required to have a copy of their IEP included in their registration documents prior to acceptance. Failure to disclose an IEP gives POLC the right to suspend or terminate care.

School aged children Kindergarten and up may run errands inside the building to get book bags, use the bathroom, get a drink of water with a buddy, as long as the child is within sight and/or within hearing distance of a staff member at all times. We maintain a staff/child ratio of 1 to 15 in the school-age classroom.

Absences for after-school care need to be reported to the POLC office via phone or email: attendance@beavercreekchristian.org. If your child does not ride transportation to POLC at the end of

the school day due to clubs, appointments, etc., your child will be marked as absent and will not be allowed to attend unless prior arrangements are made. Verbal confirmation required.

GENERAL SCHOOL AGE CLASS SCHEDULES

KINDERGARTNERS - 5th GRADERS (times may vary)

- 6:30-7:00** Quiet center activities/Homework
- 7:00-8:00** Brain building Go Noodle activities and devotion
- 8:00-9:00** Students prepare to transport to schools

**SCHOOL DAY : Fairbrook, Main, Valley and Trebein 9:00 a.m. - 3:45 p.m.
Parkwood or Shaw 8:15 a.m. - 3:00 p.m.**

- 3:00-4:00** Arrival from Schools
- 4:00-4:30** Snack Time
- 4:30-5:00** Homework Time or Quiet activity in the classroom
- 5:00-6:00** Center activities/Outside/Gym

SUMMER CAMP

POLC offers Summer Camp weeks for preschool and school-aged children with a 2-day per week minimum. Schedules and activities vary each year, please see the current year's Summer Camp brochure for more information as well as a schedule of daily activities. Brochures are published each spring and are available by contacting the POLC office or visiting the POLC website.

During our Elementary Summer Camp program we take weekly field trips. The ratio for school age children during a field trip will be 15 students to 1 teacher. Children shall be assigned to specific child care staff members and will be supervised during all field trips at all times. The children will be transported in POLC vehicles. The drivers of our vehicles are staff members trained in driver safety, first aid, and communicable disease. Attendance is taken when the children enter and exit the vehicle; as well as while on the field trip. A name to face attendance will be taken as the children enter the vehicle and again as they return to POLC.

Permission slips for field trips will be provided and must be signed by a parent/guardian and returned to the school in order for each child to participate prior to departure.

Staff will ensure that children wear school identification in the form of a POLC t-shirt; to include school name, address and phone number, while off premise.

Swimming & Water Safety Policy

During our summer program our school aged students go to a local swimming pool or water park. We require written permission by the parent or legal guardian to permit the children to participate in the field trip and swimming activities, this permission slip includes the location of the public swimming pool/water park.

Prior to taking the children swimming we must have the following:

- a completed permission slip which includes the child's swimming abilities, as indicated by the parent or guardian.
- a sunscreen medication form.
- a non-aerosol sunscreen for each child.

Our center will provide a **staff/child ratio of 9 to 1 or smaller for swimming activities**. We will separate the children based on their swimming ability. Non-swimmers will not be permitted to play in water deeper than 3ft. Each staff member will be assigned a small group of children. He/she will maintain attendance and direct supervision over their group of children, staff will be actively participating in the swimming activities and shall be able to see all parts of the swimming area including the bottom of the pool at all times. Before the children enter the pool and each time they participate in swimming/water activities our staff shall review all swimming/water safety rules with the children in their group. Staff will assist each child with sunscreen application at rest-break periods. T-shirts provided by POLC will be worn by all children who are attending the field trip, including while swimming. T-shirts of the same color are worn throughout the entire field trip to aid in sun protection as well as identification of staff and children. During any adult swim breaks at the pool facilities visited, the children will exit the water, re-apply sunscreen, have a water break, and rest before returning to play.

DROP OFF & PICK UP PROCEDURES

The Center opens at 6:30am for full-time students. Students must be signed in on our computer check in kiosk located in the entrance hallway. Students should be dropped off with our opening staff member who will take attendance as the children arrive. The children will be invited to engage in story time, centers, play in the gym, or another quiet activity until their respective teacher arrives. Preschool teachers arrive at 8:55 am and collect their students in the gym and go to their class. Parents may drop off pre-school only students with their teacher in their classrooms between 9:00am - 9:15am.

If your child's arrival will be after 10 AM, please call the office and let us know they will be coming in late so we will maintain enough staff to safely accommodate them and maintain ratios.

LATE PICK UP

POLC closes at 6:00pm. A \$2 per minute fee is due at the time of pickup, payable to the staff member who was caring for your child after hours. This payment is paid directly to the staff member caring for your child/children. The charge will be added to your account and is expected to be paid within 7 days. If your child is left at the center past 6:00 p.m. the staff member on-site will begin calling the parents for pick-up. If your child is left at the center past 6:30 p.m., the staff member on-site will call the non-emergency number for the police department and turn the child over to the responding officer.

A family will be asked to leave the center/discontinue care if a child is picked up late more than 3 times.

PICK UP AUTHORIZATION

Any person picking up a child from the center will have his/her name listed by the parent on the enrollment form on file in the office. Parents must sign the children out on our computers located in the entrance hallway. If teachers do not recognize the adult as the parent requested to pick up the child, teachers will:

1. Check the enrollment form for proper authorization from parents.
2. If an adult is authorized to pick up a child, the teacher will **check i.d.** to verify the identity of the adult.
3. If the name is not on form, staff will check with the person in charge to see if they received a phone call or written notification.
4. If written authorization is given, the teacher will then **check the picture i.d. of a person picking up a child.**
5. If no written authorization is given, the teacher will call the parent to ask if this person has permission to pick up the child. Parents must describe and identify physical features and any other pertinent information in order to verify that this is the person who is permitted to pick up their child. **Teacher will then check the picture i.d.**
6. A staff member will manually sign out a child who is being picked up by an adult not listed on our computer system. After identifying the adult the Staff member will use the person's full name for check out.
7. **No child will be released to any adult, other than the parent, without proper authorization and identification.**

PARENTAL INVOLVEMENT

Any custodial parent, custodian, or guardian of a child enrolled in our center shall be permitted unlimited access to the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, or evaluating the premises.

We welcome you to participate in our field trips and our classroom parties when room capacity and building rules allow. Upon entering the premises, the custodial parent, custodian, or guardian, shall notify the Director or Site Coordinator of his or her presence. Our Ohio state child care license states that a parent can volunteer in their child's classroom 3 or fewer times per month. If a parent volunteers more than 3 times per month, background checks and non-conviction statements are mandatory. See the Director for more information.

Contact information of the parents or guardians of children attending the center are available by class or by individual, upon written request for center related business only. Please do not use this information for sales and soliciting. The contact information will not include the name or telephone number of any parent who requests his or her name or telephone number not to be included.

The Director or Site Coordinator of the center is available to assist parents and employees with problems or concerns at the center. Please see the office bulletin board for the Director or Site Coordinator's availability. Precious Ones Learning Center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, ability or national origin.

PARENT CONFERENCES

Individual conferences are scheduled in the spring of each year. Parent-teacher conferences may also be scheduled at any time during the year upon the request of either the parent or the teacher. Because your child's first 5 years of life are so important, we want to help you provide the best start for your child. Your child's teacher will be collecting data through observation and work samples throughout the school year to maintain your child's portfolio and work on specific developmental skills. As we gather this information from the beginning of the year we will share any particular concerns that may warrant an earlier conference time. As an additional service to you, Goodwill-Easter Seals offers a free screening each Fall for our registered students. Easter Seals uses the Denver Developmental Screening test which screens for cognitive problems in preschool children. The test is grouped into four categories; social contact, fine motor skill, language and gross motor skill. Our Easter Seals representative may suggest completing a parent assessment at home using an ASQ, and returning the ASQ to your teacher in order to better serve your child.

EARLY PERIODIC SCREENING, DIAGNOSTIC, AND TREATMENT FOR CHILDREN

EPSDT is key to ensuring that children and adolescents receive appropriate preventive, dental, mental health, and developmental, and specialty services. Our administrative staff can help you with more information or you can check out the website at:

<https://www.medicaid.gov/medicaid/benefits/epsdt/index.html>

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.

Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3-21) receive special education and related services under IDEA Part B. Our administrative staff can help direct you to services or you may access the web-site at: <http://idea.ed.gov/>

TRANSITIONING

Children promote up to the next age group in the fall. Children are not typically moved to the next age group during the school year. Transitions are made based on the Beaver Creek City School calendar beginning in August, and "Meet the Teacher" nights are available to help children transition to their next class right before classes for the Fall begin.

PRESCHOOL FIELD TRIPS

Our Preschool program does not offer off-site field trips due to car seat regulations. In lieu of off-site field trips, we will have special guests visit us at POLC throughout the year such as firemen, policemen, dental hygienists, musicians, museum personnel, etc as building rules allow.

TRANSPORTATION SAFETY PROCEDURES

We provide transportation before and after school to students of POLC who attend the Beaver Creek City Schools. If you have made arrangements to have your child transported to Beaver Creek Elementary schools, the student must be to POLC no later than 20 minutes prior to bus departure. It is our goal to keep the children as safe as possible while transporting them on our buses. The safety procedures to be followed by our students while on the vehicles are as follows:

1. Children will be seated and secured in a seat belt. Shoulder strap seat belts when available and lap belts when applicable.
2. Seat belts must be fitted and fastened properly until the vehicle comes to a complete stop. Seat belts will be checked by the driver before departure to confirm each child's safety.
3. Children will remain seated until the door has been opened by the bus driver or another adult. Doors will be opened and closed by adults only; no child will open or close doors.
4. Children will not climb over the seats in the van or bus.
5. Children will keep their entire body including hands, head and feet, as well as personal items to themselves at all times.
6. Children will listen and obey the adult in charge of the vehicle at all times.
7. Children will be kind and use good manners to the driver and others riding in the vehicle.
8. All voices will be kept at an inside-voice noise level in order for the driver to hear and adhere to their surroundings.
9. Children will keep their whole body including their head, hands, feet inside the vehicle at all times.

DISCIPLINE PROCEDURES FOR TRANSPORTATION

If a child does not adhere to the above mentioned transportation safety procedures the following steps will be taken:

- 1st offense - Verbal warning
- 2nd offense - Parents will be notified verbally and the child will have an assigned seat on the vehicle for a specific period of time.
- 3rd offense - Parents will be notified in writing. The child will be suspended from riding our vehicles for a period of 3 days.
- 4th offense - Parents will be notified in writing. The child will lose all transportation privileges and will no longer be transported by our vehicles; for the remainder of the year or summer camp program.

PLAY POLICIES (Outdoor and indoor)

Outdoor Play Policy

We provide outdoor play each day in suitable weather for every preschool and school age child in attendance for more than four consecutive daylight hours. The only considerations may include rainy days and temperatures under 25° Fahrenheit or exceeding 90° Fahrenheit and/or Wind-chill or Ozone Action Day/Heat Advisories. We provide medication forms for application of sunscreen during summer months. Child care staff members shall watch for potential hazards while children are outdoors and will be actively participating in play to prevent injury.

Shoe Safety

Please have your children wear appropriate shoes and clothing as related to the seasons and activities they have at school. We ask that children wear athletic/gym shoes to help protect their feet. If your child wants to wear sandals, backless slip-ons or other open toe shoes; please have your child bring athletic/gym shoes for outdoor playtime or gym time. If your child's shoes are considered unsafe for certain activities, they may not be permitted to participate and will be given an alternative activity that will be safe.

Indoor Play Policy

We have a large gym inside the center for large motor skill play when our outside playgrounds cannot be accessed due to weather. We provide constructive play as well as free play, while maintaining our staff/child ratio. Child care staff members shall watch for potential hazards while children are indoors and will be actively participating in play to prevent injury.

COMMUNICABLE DISEASE POLICY

1. In the event of the following symptoms, the parents will be contacted, and the child will be sent home:
 - a. A temperature of 100 degrees Fahrenheit or higher. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer will be sanitized after each use.
 - b. Diarrhea (3 or more abnormally loose stools within a 24 hour period)
 - c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - d. Difficult or rapid breathing
 - e. Yellowish skin or eyes
 - f. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
 - g. Untreated, infected skin patches, unidentifiable rashes or spots on skin
 - h. Unusually dark urine and/or gray or white stool
 - i. Stiff neck with elevated temperature
 - j. Evidence of untreated lice, scabies, or other parasite infestations
 - k. Sore throat or difficulty in swallowing
 - l. Vomiting more than one time or when accompanied by any other sign or symptom of illness

These rules apply in determining illness in teachers as well.

2. Children are typically isolated in the office area with an adult, unless the office is being used for another purpose.
3. When a parent is contacted to come and pick up a sick child, the parent will pick up and remove the child from POLC within 60 minutes. Children are not allowed back to the center until they have remained symptom-free for at least 24 hours or have a doctor's note stating they are non-contagious.
4. All parents will be notified of exposure to communicable diseases by school and classroom postings.
5. An ODHS Communicable Disease Chart is posted in the office.
6. POLC will follow Greene County, ODJFS and World Health Organization guidelines concerning pandemic and other times of crisis.

COVID-19 POLICY

If your child comes in contact with someone who tested positive for Covid-19 while not wearing a mask, they will be asked to be quarantined for 10 days. If the child takes a Covid-19 test after contact with a person who tested positive and the results are negative, they may return after 7 days from the date of testing.

If your child tests positive for Covid-19, they will need to quarantine for 10-14 days (based on symptoms) after the positive test result before returning to POLC. The office will need to be informed for proper contact tracing.

MISBEHAVIOR

POLC is trained to utilize a behavior method called Conscious Discipline created by Dr. Becky Bailey. Every child and teacher at Precious Ones Learning Center is expected to follow our centers guidelines:

1. Be safe.
2. Be seen.
3. Be heard.
4. Be kind.
5. Be able to listen.

Safety is our goal and in order to keep our students and staff safe we ask them to abide by the above guidelines. POLC staff uses Conscious Discipline techniques to implement the following:

Composure: teaching a child anger management and delay of gratification.

Encouragement: teaching kindness, caring and helpfulness.

Assertiveness: teaching healthy boundaries and bully prevention.

Choices: teaching goal achievement and impulse control.

Empathy: teaching emotional regulation and perspective taking.

Positive Intent: teaching cooperation and problem solving.

Consequences: teaching how to learn from mistakes.

As with all behaviors, there are factors for determining consequences including age, development, degree of harm, surrounding circumstances, past incidences, and relationship between the parties involved. POLC strives to keep every child and staff member safe keeping these factors in mind and reserves the right to terminate care if the student is consistently unable to gain control and persists in aggressive behaviors that pose a threat to their peers and/or staff. Discipline shall be related to the misbehavior and administered immediately.

Precious Ones asks that the students and staff follow these rules:

1. Obedience to requests is expected at all times. Talking back is not respectful.
2. Common courtesy and respect for other people, their person, and their property, must be shown at all times. POLC has a hands-off policy to all students and staff including no tackling, wrestling, biting, kicking or hitting.
3. Students must remain in their appointed places, under proper supervision, at all times.
Running or hiding from teachers is not okay. The staff are responsible to keep students safe, and students need to help stay safe by being seen or telling the staff member where they are going if they are a school-aged student with a buddy.
4. Students and teachers are expected to conduct themselves in a responsible manner. Lying or speaking in a disrespectful manner will not be tolerated.

5. Students must get their teachers permission before bringing anything to school that is not normally used in the school program. Toys from home need to stay in book bags in order to keep younger children safe and to prevent misunderstandings. Show and tell and special days will be communicated to children and parents.
6. The school assumes no liability for lost or stolen items -including shared items and all personal property.
7. Students may not leave POLC classrooms, playgrounds, or other facilities unless without first informing the teacher and accompanied by an adult approved on the POLC student's pick-up list. This includes field trips during summer-camp. If a student is picked up off-site, the responsible teacher must be contacted and aware of the early dismissal.

When misbehavior occurs in the classroom, on the bus, in the gym, or on a field trip, the following steps are put into place:

#1: The teacher gives the student a warning by gaining their attention and making sure the warning is clear and understood.

#2: If the child does not listen to the staff member and continues the behavior deliberately, the child is separated from the other children in order to calm down and be able to understand the request. Parents will be notified verbally.

#3: If the child continues to misbehave, the administrator or another staff member will remove the child from class and counsel with him/her and work with the teacher to direct more constructive behavior. Parents will be notified in writing from the administrator or teacher. The child's return to the classroom environment is dependent on their success.

#4: Parents will be notified in writing. Students will be suspended from care for a period of time at the Director or Site Coordinator's discretion. The student will not be allowed to ride the bus or participate in scheduled field trips, for the duration of the suspension.

POLC may implement a behavior plan if disruptive behavior reoccurs. POLC staff are here to keep your children safe, and we want to communicate clearly with students and parents.

PETS and ANIMALS

On occasion, dogs and other domesticated animals may be present at our facility. Every domestic pet that comes on-site is up to date on their immunizations. If a POLC student comes in contact with an animal while at POLC, they are required to wash their hands after touching or interacting with the animal. No animals are housed on-site at POLC, but are kept in homes and well cared for.

EMPLOYEES BABYSITTING OUTSIDE OF POLC

In the event a staff member chooses to baby-sit a student enrolled at POLC, outside normal working hours of POLC, it is the position of POLC that the staff member is acting outside the purview of their employment capacity with POLC and is now acting in the relationship of being employed as an independent contractor. POLC is relieved of any and all liability caused by any action of the POLC staff member who is now working under that independent contractor relationship with the particular parent, guardian, or custodian. A consent to hold program harmless form is available in the POLC office and required prior to employing a staff member for babysitting services.

FEE SCHEDULE

We follow the Beaver Creek School Calendar for the following fee schedule with the following dates:
 Preschool: 8/16/20 through 5/19/21 and School Age: 8/12/20 through 5/21/21.

All programs will require a \$50 annual family registration fee due at the time of registration.
 Registration Fee is waived for BCC members. Active Duty Military will receive a one-time \$50 registration credit.

<u>Morning Preschool</u>	
Hours 9:00 a.m. - 12:00p.m. Ages 2 ½ and toilet trained through Pre-K:	
2 days per week (Tuesday/Thursdays)	\$46/week
3 days per week (Monday/Wednesday/Friday)	\$69/week
5 days per week (Monday - Friday)	\$110/week

Before preschool care 6:30-8:45 (add on item) offered at \$5/day.

<u>Morning Preschool and Daycare</u>	2 days per week	3 days per week	5 days per week
Hours 6:30 – 6:00. Ages 3 and toilet trained through Pre-K for full day care:			
Weekly Fee:	\$85	\$127.50	\$190

Beaver Creek Preschool – Before and after school care and full day Friday care are available on request.

<u>School Aged Students</u>	2 days per week	3 days per week	5 days per week
All Beaver Creek City Schools			
*Before School only weekly fee:	\$34/week	\$51/week	\$85/week
*After School only weekly fee:	\$38/week	\$57/week	\$95/week
** Before AND After School weekly fee:	\$57/week	\$85.50/week	\$142.50/week

***Before OR After School pricing includes coverage for delays and early dismissals. School Closings, scheduled or unscheduled, will incur a \$15/day per child additional fee.**

****Before AND After School pricing includes coverage for delays and school closings, whether scheduled or unscheduled.**

<u>Summer Camp Students</u>	2 days per week	3 days per week	5 days per week
Choose a minimum of 3 weeks to attend. \$50 registration for Preschool \$150 registration for School Age			
Preschool ONLY 9-12 T/TH, M/W/F, or 5 days	\$46/week	\$69/week	\$110/week
ALL DAY Ages 3-12	\$85/week	\$127.50/week	\$190/week

PAYMENT POLICY:

Tuition is due the **FIRST DAY** of the week your child is scheduled. If your account becomes 2 weeks overdue, you will have 2 weeks to bring your account current. If after 2 weeks you have not brought your account current, your child will no longer be able to attend POLC. Weekly tuition remains the same, even if your child is ill or on vacation. No credit is given for closing due to circumstances beyond our control. Payments can be made by credit or debit card, check or money order - **no cash please**. If a check is returned, there will be a **\$20.00** fee applied to your account.

Prior to the first day of your child's attendance during the school year, or summer camp attendance, each child's ledger needs to be at a zero balance. You may not carry a balance for care over into a new billing schedule.

SUMMER PAYMENT PLAN

Tuition is due each Monday but can be paid as far in advance as you would like. Minimum reservation is 3 weeks. Total activity fee is based on the number of weeks reserved for the Summer Break. You will be charged for the program you choose regardless of absences. Only full weeks can be credited if you have made your 3 week commitment.

LATE FEE CHARGES

Late pick up will be addressed verbally with parents as a courtesy one time. Parents are expected to pick up children promptly at 12:00pm for preschool and 6:00pm for full day and after school children.

Once late pick up has been addressed a late fee of \$2.00 per minute is due ***at the time of pick up*** payable to the Center's staff member caring for your child. If a child is onsite at 6:00pm, parents will be phoned immediately. If the parent or an authorized person does not come to pick up by 6:30, the local police department will be contacted and the child will be released into the custody of the local police department. Cellular time clocks will be used to determine actual time.

STUDENT ACCOUNTS WITH 2 PARTY PAYERS

Student accounts with multiple payers, as in the event of divorced parents, are required to stay current to receive care. If one payer falls delinquent the student will no longer receive care after 30 days. POLC will do it's best to respect the privacy and court documents of each party, but care without payment is unavailable.

POLC WILL BE CLOSED THE FOLLOWING and tuition charged for the following dates:

-Labor Day 9/6/21

-Thanksgiving Friday 11/26/21

-New Years 1/1/21

-Thanksgiving 11/25/21

-Christmas 12/25/21

-Good Friday 4/15/21

**If a holiday falls on Saturday we will be closed Friday, if a holiday falls on Sunday we will be closed Monday.

POLC will be CLOSED and tuition will not be charged for a staff training day: TBD

BEAVERCREEK CITY SCHOOL CLOSINGS

POLC will be **OPEN** during the Beaver Creek City Schools Spring break*. Beaver Creek City Schools Spring break **has not** been calculated into your monthly tuition. Attendance is made at least 30 days prior to the childcare date in order to schedule staffing. Registration can be submitted via email at: ashley@beavercreekchristian.org.

Beaver Creek City Schools pre-scheduled closings are available for childcare only. Reservations are required at the beginning of the month that the holiday falls. Reservations are required for: Thanksgiving Week, Columbus Day, Christmas Week, MLK Jr Day, Presidents Day, & Spring Break. A reminder will be sent out for all of these childcare days.

If child care reservations are less than 10% of our total enrollment during a Beaver Creek City School closing POLC may close and no tuition will be charged. We will let you know as soon as possible.

Additional Fees for any mandated extensions of the school year calendar due to school closures or inclement weather:

*Students will be charged \$42.50 for full day care. Please see pandemic addendum for more information.

During a Beaver Creek City School delay*, POLC will conduct normal operating hours. Preschool will be held as normal. School age children may come to POLC in the morning; we will provide transportation to school.

During a Beaver Creek City School closing*, there will be no Preschool classes. POLC will be open for child-care needs only.

*Pricing for closing is listed on our tuition schedule on page 15.

If POLC is ever closed due to weather; it will be posted on the local news channels, social media, and Brightwheel.

Arrival after 10 AM: When schools are closed (including summertime), if your child's arrival will be after 10 AM, it is mandatory you call the office and let us know they will be coming in late so we will maintain enough staff to accommodate them.

SCHEDULE CHANGES

If it is necessary to make changes to your child's POLC schedule, please email ashley@beavercreekchristian.org or write a note and submit the note to the office for approval.

WITHDRAWAL

If it is necessary to withdraw your child, please notify the office via written note or email to: ashley@beavercreekchristian.org. This way we can see that your child has a smooth transition in his/her last days at the Precious Ones Learning Center. **A two week written notice** and/or the prorated amount of monthly tuition are required upon withdrawal.

BREAKFAST

We do **NOT** provide breakfast. Children may bring prepared breakfast foods and eat them until 8 AM. If your child arrives after that time you will be requested to stay with your child until he/she has finished eating as the children will be playing in the gym.

SNACKS

A snack will be given in the morning and in the afternoon. This snack is provided by the center and the foods served are posted on the front office bulletin board.

LUNCH POLICY

Preschool children who stay all day and school age children staying all day must pack a nutritious lunch. POLC has microwaves available for foods that require **warming**. Precious Ones Learning Center is not licensed to "prepare" uncooked foods such as "Easy Mac", etc. The lunch/meal should meet one-third of the recommended daily allowances as specified by the USDA. *Please see the Meal Pattern for Children provided on this and the next page of this handbook.*

Although fast food is convenient, fast food is not permitted on premises during lunchtime as this undermines efforts to teach healthy habits to children. Parents may check their child out and take them off campus during lunch. No more than one candy item is allowed to be packed in lunch boxes as "dessert." Please do not pack soda, energy drinks, or sugary drinks in lunchboxes. POLC offers water and 4 oz of milk during lunches, and serves water, 100 % juices, and milk for snacks.

ODJFS requires that each student's lunch constitutes at least one third of the child's recommended daily dietary allowances, including foods from all four basic food groups including two foods from the fruits and vegetable groups, and reflecting the developmental stage of each child. POLC will provide 4 oz. milk. Cheese, applesauce or raisins will be given to complete the lunch/meal as needed on a daily basis. If supplements need to be given on a regular basis your account will be charged \$2.00 each time this is necessary. When sending lunch with your child, please include a cold pack as we have limited refrigerator space and health regulations need to be met. Individual servings or individual packages of food or drink that have been served to a child are discarded if not consumed during meal or snack time. Food or drink that is individually packaged and the package has not been opened may be sent home.

Child Care Food Program Meal Pattern for Children ages 3-12

Lunch and Supper Meal patterns

	Ages 3-5	Ages 6-12
Milk	¾ cup	1 cup
Meat and Meat alternatives	1 ½ ounce	2 ounces
Vegetables	¼ cup	½ cup
Fruits	¼ cup	¼ cup
Grains	½ ounce equivalent	1 ounce equivalent

https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf

BIRTHDAYS AND HOLIDAYS

All birthday and holiday treats must be store bought in order to create a safe place for children with allergies. We require prepared items for student treats because of clearly labeled allergens and manufacturing regulations.

ALLERGIES

To help keep your child safe, please provide completed a medical care plan (JFS: #01236) if your child has a food allergy, religious exemption from certain foods, or requires the use of alternative milks.

2021-2022 DISASTER PLAN

POLC has devised several procedures to follow in the event that an emergency would occur while a child is in POLC's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom and below, describing emergency evacuation routes and the procedures to be followed to assure that the children are safe and families are reunited.

In most emergencies there are two options: **Shelter In Place** or **Evacuate**. POLC uses Brightwheel and is able to see messages through the app as well as make emergency phone calls. It is the goal to keep families informed of any issues or threats at POLC. We will use Brightwheel to contact families in the fastest way possible.

POLC will **Shelter In Place** during weather emergencies including thunderstorms, tornados, flash flooding, major snowfalls, blizzards, ice storms or earthquakes.

POLC will **Evacuate** due to threats of violence, hazardous material spills, gas leaks, outbreaks, or bomb threats.

POLC's controlled evacuation site is: Kirkmont Presbyterian Church at 3377 Shakertown Rd.

The Kirkmont Presbyterian Church phone number is: 937-426-8471.

Ashley Walker, Director, can be reached on her cell phone at: 937-929-9398.

Dee Sprong, Office Administrator, can be reached on her cell phone at: 937-371-4548.

In either instance, shelter in place or evacuate, children will be within state ratio with a teacher. The teacher will take a name to face attendance every time the child is moved or transported and every hour until the child is reunited with their family.

Shelter in Place Weather Emergencies

Tornado Warnings: Typically March through August

Procedure for tornado drill and tornado emergencies is as follows:

In the event of a tornado WARNING in our area, the Director or Site Coordinator will notify all teachers and staff in the building, via walkie-talkie and cell phone text, that a warning has been issued via the emergency weather radio. Teachers of Preschool children will take children to Room 113. If school age children are on-site, they will go to the interior infant and toddler rooms across from the gym and/or the large bathrooms. Children are to sit against the inside walls, knees drawn up, and heads down with arms over heads. If time permits, teachers will cover the students with blankets to avoid flying glass.

“WATCH” means conditions are right for a tornado.

“WARNING” means a tornado has been sighted.

Fire Drills - Fire drills will be held monthly. A record of the fire drills will be maintained at the center and posted at the entrance to the school alongside the latest ODJFS licensing visit. A fire emergency and weather alert plan is posted in each classroom. Procedure for fire drill and for actual fire emergencies is as follows: **Children will be directed to walk immediately to the closest exit door and as a class proceed outside to the nearest numbered meeting point. WE WILL NOT TAKE TIME TO PUT COATS ON.**

All teachers and children will remain outside until given signal by the Director or Site Coordinator as to the safety of re-entering the building.

Natural Disaster - In the unlikely event of an evacuation due to loss of power, water, heat, or environmental emergency, families will be notified of a controlled evacuation via text and email. Children and staff will be shuttled via POLC buses to Kirkmont Presbyterian Church at 3377 Shakertown Road **ONLY IF IT IS SAFE TO DO SO**. Each teacher will be responsible for lining up their own class, taking a name to face attendance, getting their students on a bus, and caring for the children until families are reunited. Each POLC bus has a copy of every student’s contact information as a precaution. The Director and Site Coordinator will be responsible for gathering additional student information, first aid kits and vehicles and assisting in the transportation of the students and staff to Kirkmont Presbyterian Church. Once at Kirkmont, the decision will be made if we need to evacuate the students and staff further away from POLC, or remain sheltered in place. Kirkmont offers us shelter, wi-fi, landlines, and restrooms until every student is safely returned to their family.

Parents will be contacted as soon as the situation allows. A report of the incident will also be provided to the parents. We will notify parents via text message if it is possible to access our student software, e-mail via Mailchimp, post notices on our front doors, on Facebook, via WHIO, and begin to call each parent personally until every family is reached. If internet and phone service is unavailable our procedure will be the same. We will meet at Kirkmont Presbyterian Church only if it is a safer option than shelter in place. Children or staff needing special assistance will be recognized by their teacher or fellow staff, and administration will be notified that extra help is needed. Medications will be gathered and taken with the child if time and situation allow.

Loss of power or heat- (Making our building temperature lower than 65° F) In the event of power or heat loss, Dayton Power and Light will be contacted and POLC staff will make a determination as to whether to evacuate or shelter in place, and which option is the safest and will keep the children the warmest. Parents will be notified as soon as possible via Brightwheel or email, whichever is available at the time.

Flooding - In the event of flooding, damage or loss to the first floor of Precious Ones Learning Center, if it is safe to do so, the students and staff will head upstairs to the second floor of Beavercreek Christian Church. Access to the staff and children can be had by driving around to the back of

the building and entering the church staff office entrance using the same code that you use at the POLC entrance.

Threats of Violence - POLC staff is trained in the ALICE approach to threats of violence. Our staff has been trained to Alert, Lockdown, Inform, Counter, and Evacuate. During yearly POLC staff development training, staff take the time to train and put into practice their ALICE training. In the event of an active shooter situation, the administration has requested that POLC staff follow these guidelines if they evacuate the school:

-Get out and away from the building as quickly as possible, student safety is of utmost importance.

-Once safely away from the building, the teacher will call 911 and inform the dispatcher of their location. A police vehicle and/or ambulance will be sent to the location by the dispatcher. The teacher and the students will not return to the building without police approval.

-The police will have communication with other emergency services and give the teachers and families any information necessary.

-Once the officer has given the teacher the go ahead, the teacher may start contacting parents and telling families of their offsite location. Parents will meet their student at the location determined by the police officer. Students will not be released to anyone but their parent/guardian or someone specified by a parent/guardian during the phone call.

-Parents and teachers will NOT return to POLC until the police have cleared the site. Closures will be announced via Facebook, email, text, and WHIO.

POLC administration will contact the Beavercreek Police Department (937) 426-1225 in the event of any threats or security or medical concerns. POLC will utilize Beavercreek Christian Church's safety team and the Beavercreek Police Department for staff training.

Transportation or Field Trip Disaster – Students and teachers involved in a transportation disaster or a disaster or emergency while off-site on a field trip will have their emergent needs met by calling 911. After the driver or teacher calls 911 and engages emergency help the driver or teacher will call the office at POLC and the office staff and administration will contact the emergency contacts of each student and staff member to inform them of the emergency and the steps to respond. The safety and health of all of our students and staff is our greatest concern.

MEDICATION POLICY

Only our Director or Office Administrator will be permitted to accept Medication or Medication Authorization forms and administer medication. Office personnel will be available most days from 9am-5pm. Medications can not be accepted without the Request for Administration of Medicine for Child Care (JFS 01217) and a Medical Care Plan (JFS 01236) completed when applicable. Medication Administration or Medical Care Plan forms will not be accepted without the medication they are intended for and the explicit directions in administration. The Director or Site Coordinator will be

notified ASAP upon receiving any medications. In order to administer prescription medication, there must be either written instructions completed on the prescribed form from a physician, dentist, or certified nurse practitioner, or the medication must be in its original container with a prescription label attached.

Medication Authorization forms will be logged in a Medication log book. Each student's medication including dosage spoons, spacers, etc...will be clearly labeled and secured. Medication will be logged and stored properly in a medication container in the POLC office.

It is ODJFS rule that a medication must be administered at least once at home prior to using the medication at the center, in order to determine if the child will have complications or reactions.

If a child's Medical Care Plan requires staff to be trained on medical procedures, the parent or guardian must contact the Site Coordinator to schedule a date to train our staff. Training times must accommodate all parties involved. If a child requires a Medical Care Plan the child may not attend POLC until all staff has been trained, all paperwork has been completed and all medication is on file at the Center. Medical Care Plans will be distributed to the child's teacher, placed in each of the Center's vehicles, and stored in the Medical Care Plan log book. The Site Coordinator will do a monthly review of all forms and medications. Updates will be completed as needed, staff will be notified accordingly.

If the medication is a topical sunscreen or an Epi-pen our trained staff will administer as needed. In an emergency, if the Director, Site Coordinator, or Office Personnel is not available, a lead teacher may administer prescribed medication as needed. *If the medication is prescribed for daily use, a lead teacher may administer when state ratio allows.*

Medication may be given by the Director, Site Coordinator, or Office Personnel if JFS form 01217 is complete and it is a prescribed drug in its original container with the following information:

Name of child

Time medication given

Name of medication given

Amount of medication given

Signature of person giving medication

These items will be recorded on the ODJFS Request for Administration of Medicine for Child Care form JFS 01217 and kept in the child's permanent file.

Non-prescription drugs may be given as long as the administration is notified, and the proper forms (Request for Administration of Medication Form Child Care- JFS 01217) are completed and on-site. If the medication does not have a dosage listed for the age of the child it is being given to, the child's Physician must complete Box 2 of the ODJFS form that will be provided by the center's administrative staff.

Only nonprescription fever reducing medications which do not contain codeine or aspirin may be administered at the center. These can only be given in the following circumstances:

Written instructions, which do not exceed manufacturers recommended dosages, from the parents/guardians are obtained on the prescribed form. Medication must be in the original container with label attached, which specifies dosages. The child's name must be on the

container. The center must document when they administer medication on the prescribed form. Administered dosages may not exceed prescribed or manufacturers recommended dosages. Medication shall be stored out of the reach of children. Medication must be administered to the correct child, in the correct amount, at the correct time.

No medication will be kept in the classroom, with the exception of rescue meds, chap-stick or sunscreen. All other prescription medication will be kept in the office in a medical file on the office counter.

School age children may carry and use inhalers or emergency medication. As required by Ohio State law, a written plan shall be on file for children who have medical/health conditions, including school age children who carry an inhaler or emergency medication. The plan must be completed by the parent/guardian, signed by the parent/guardian, signed by the staff who are responsible for the child, the administrator, and the professional trainer (if applicable). The plan must include the child's name, the instructions for the medical procedures, the signatures of the staff trained to perform the procedures, and parent/guardian permission. All necessary medical supplies shall be taken on all routine and field trips

FIRST AID STAFF RESPONSIBILITIES

An incident report will be completed when an accident or injury occurs. This report will be duplicated and signed by the parent and teachers involved; actively or as witnesses. Parents will keep one copy, and the other copy will be kept in the child's file in the office.

A. Injury/illness requiring immediate emergency medical/dental treatment

Examples: Uncontrollable bleeding

Seizures (convulsions)

Shock (respiratory and or cardiac)

Fractured/broken bones

Severe head or mouth injury

Steps that will be followed:

1. Call paramedics/ambulance 911 to transport the child to the hospital.
2. Provide first aid treatment.
3. Adult (staff member) stays with a child at all times.
4. Secure child's medical information form and emergency contact numbers. These forms may be found in each child's individual file in the office.
5. One staff person will accompany the child to the hospital.
6. Notify the Director, Site Coordinator, or person in charge, who will notify the child's parent or emergency contact person.
7. A written report of the accident shall be completed by the end of the day by the staff member who was supervising the child. The Incident Report (ODJFS 01299) form shall be completed in duplicate, signed by the parent, and a copy should be sent home with the parent the same day the accident occurs. Make sure the child's birth date is on the form and that all the dates are filled in. The Directors name and phone number are listed on the form.

B. Injury illness requiring medical attention (non-emergency)

C. Examples: Extreme vomiting/diarrhea

Fever 100 degrees or above
Severe pains, especially abdominal
Cut that requires stitches

Steps to Follow:

1. Provide first aid treatment
2. Notify the Director, Site Coordinator, or person in charge, who will notify the child's parent or emergency contact person.
3. In cases of extreme vomiting, severe pains, and cuts requiring stitches and if unable to contact any of the above persons, the child should be transported to the Emergency Room of the hospital with the child's Emergency Transportation Authorization form located in the child's file in the office.
4. Written report of the accident shall be completed by the end of that day by the staff member who was supervising the child. The Incident Report form shall be completed in duplicate, signed by the parent, and a copy should be sent home with the parent the same day the accident occurs. Make sure the child's birth date is on form and all dates are filled in.

C. Injury/illness requiring first aid treatment only:

Examples: Minor cuts, scrapes, bumps

Vomiting/diarrhea, fever, headache
"I don't feel good"

Steps to follow:

1. Provide first aid treatment and take the child's axillary temperature.
2. Notify the Director, Site Coordinator, or Office staff who will notify the child's parent if needed.
3. At discretion of Director, Site Coordinator, and/or parent, one of the following actions will be taken:
The child will be taken home or the child will remain in the program but will not participate in strenuous activities. The child will then return to routine program activities.
4. Written report of the accident shall be completed by the end of the day by the staff member who was supervising the child. The Incident Report form shall be completed in duplicate, signed by the parent, and a copy should be sent home with the parent the same day the accident occurs. Make sure the child's birth date is on form and that all the dates are filled in.

Ohio Department of Job and Family Services
Center Parent information required by Ohio Administrative Code

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

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.