Little Sprouts Learning Center
Weekday Preschool Parent Handbook

Welcome to Little Sprouts Learning Center (LSLC)
Your decision to send your child to our school reflects your concern as a parent to place your child in an environment reflecting Christian values and developmentally appropriate instruction. We will strive to make your child's involvement with our program a happy and worthwhile experience.

Mission Statement:
Growing Little Sprouts in mind, skill, and faith by using creative play, developmentally appropriate curriculum, and principle-based instruction.

Our Philosophy
We believe that young children are ready to learn about life and God's love. By using a well-balanced program of instruction and play, we will support a child's development in social, emotional, cognitive, physical, and spiritual areas. Each child is a unique individual and will be encouraged to learn and explore activities as they are able. We are interested in preparing children for formal schooling; however, our vision is focused on teaching principles that will prepare each child for a lifetime of growing in mind, skill, and faith.

We believe that a Christian preschool can benefit young children with these goals:

- Promoting development through work and play in a Christian environment with the guidance of a Christian teacher.
- Helping the children develop relationships with other children and assisting in the development of good personal habits.
- Broadening the children's interests and experience.
- Helping to broaden creative abilities.
- Assisting in gradual adjustment from home to school life.
- Helping a child learn how to cope with life at their own level of maturity.
- Aiding in understanding life situations in terms of God's Word and will.

Growing in Faith
All children, regardless of faith or church affiliation, are welcome at Little Sprouts Learning Center. We do believe that young children are capable of learning and understanding beginning concepts in the Christian faith. We refer to these concepts

as “Seeds of Faith” and your child will participate in age-appropriate Bible stories, songs, and games that teach about God’s love and care for them. Our children say “grace” before snacks and experience facets of Christian curriculum in many classroom activities each day.

Administrative Accountability
Little Sprouts Learning Center operates under the auspices of the LSLC Advisory Board and operates as a ministry of the Springdale Church of the Nazarene. Little Sprouts Learning Center is licensed by the Ohio Department of Job & Family Services. The laws and rules governing preschool care and licensing, as well as current inspection records are on file and available for review upon request in the office.

Our license is posted outside the Director’s office. We are licensed to serve 57 preschool age children per session. At all times, there will be at least one staff member teaching and caring for every fourteen four and five year old preschoolers and at least one staff member for every twelve three year old preschoolers. Classrooms will be opened with two adults per 12-15 students as per the policy of Springdale Church of the Nazarene with a maximum of 18 students. Children will be supervised at all times.

The Center’s Tax ID number will be provided to parents upon request.

Non-Discrimination Policy
Little Sprouts Learning Center will follow a non-discrimination practice in delivery of service to children and staff. There will be no preference toward or discrimination against any individual because of size, race, color, religion, national or ethnic origin, gender, or handicap.

Entrance Requirements
A child must be 3 years old on or before August 31 of the year for which he/she is enrolling to be eligible for enrollment. She/he must be able to take care of physical needs such as toileting and dressing with a minimum of assistance. Pull-ups are considered diapers, and any child wearing them is NOT considered toilet trained unless a medical condition exists. Health conditions and special needs will be considered on an individual basis.

A child must have an immunization record within 30 days prior to or after his/her first day of attending school. Immunization is required unless there is a health condition or special circumstance. The appropriate forms are available at the Welcome Counter.

Any custody paperwork must be on file as well. LSLC will only accept court (judge/referee signed) paperwork, not a notarized statement. Also, if there are any adjustments to custody (restraining issues ordered, etc.) they must be brought immediately to the attention of the Administrator.

Our Classrooms and Curriculum

At Little Sprouts Learning Center your child will enjoy a loving, caring environment. Each child will receive individual attention to help them reach their full potential. Our classrooms and facilities were built with little children in mind, and you will find our area fun, safe, and desirable for learning and growing.

The Little Sprouts Learning Center uses a variety of teaching materials to prepare your child for formal school as well as for lifetime learning. A comprehensive language arts program will teach children reading readiness skills. Our hands-on approach to learning will afford your child many areas of exploration and opportunities for self-directed discovery that will enhance his/her self-esteem. The physical development of your young child is important, too, and active play is a big part of our program. Learning through themes and interest areas will keep your child interested and engaged in active learning.

We use a developmental approach to learning in our classrooms. Each day, we offer appropriate play experiences using learning centers and small group activities that provide opportunities for: creative art, dramatic play, puzzles, games, manipulatives, hands-on science & discovery, outdoor play, math, language arts, personal discipline, social development, emotional well-being, health and safety.

Staff

Each of our Lead Teachers and Assistants have been carefully selected based on their experience with preschool-age children. Each member of the staff employed is a qualified and competent person to provide loving training and understanding care for the children. The LSLC staff agrees to and works within the philosophy of our school. All of them have training in many areas of child development and safety for kids and participate each year in staff training and continuing education instruction.

Program Choices for Three, Four and Five Year Olds

Wednesday/Friday AM: 9:30-11:45am, September through May

* 15 children per class for each session

Monday/Wednesday/Friday AM: 9:30-11:45am, September through May
* 15 children per class for each session

Monday/Wednesday/Friday PM: 12:15 – 2:30pm, September through May
* 15 children per class for each session

Preschool Schedule
Here is a sample schedule of a typical 3, 4 & 5 Year Old Preschool Day:
9:30-9:45am……Arrive in the classroom and work at table jobs
9:45-10:05am…..Circle Time/Wall Activities/Theme and Lesson Time
10:05-10:50am…Center Time/Small Group Activities
10:50-11:00am…Snack and Bible Story Time
11:00-11:20am…Recess/Wiggle Time
11:20-11:40am…ABC Time/Activity Time
11:40-11:45am…Carpet Time Review of Day
11:45am……...Dismissal

The afternoon class will begin at 12:15PM and follow the allotted time schedule for all activities as noted above.

Preschool Calendar
A calendar of each school year will be available in the enrollment packet. This includes start dates, holidays, conferences, special events, and end-of-year dates.

Registration Procedures
Registration will begin in February of each year for the following school year. An Open House will also occur in February. Please check the website for date and time information. To register for a preschool class, the proper registration form must be filled out and accompanied by the nonrefundable Application Fee of $50.

If class enrollment has reached maximum size, a waiting list will be established. (Openings often do develop in the summer.)

Tuition Fees and Payment Procedures
Little Sprouts Learning Center operates as a self-supporting educational ministry extension of the Springdale Church of the Nazarene Early Childhood Department. It is financed by tuition payments.

Tuition costs are:
<u>2 day</u> - Wednesday/Friday 9:30-11:45AM Total tuition = $1,125
Payment options: 1. $100/Aug., $125/month Sept. - April, $25/May OR
2. $135/month Sept. – April, $45/May

The monthly fee remains the same regardless of the number of days attended each month.

3-day-Monday/Wednesday/Friday 9:30-11:45AM **OR** 12:15 – 2:30PM

Total tuition = $1,125

Payment options: 1. $100/Aug., $125/month Sept. – April, $25/May OR
2. $135/month Sept. – April, $45/May

The monthly fee remains the same regardless of the number of days attended each month.

Tuition is due the 1st school day of each month and no later than the 10th day of each month. An assessment of $5.00 will be added to late payments. If tuition and late payment are not received by the end of the month, the child will not be allowed to attend school the following month. Tuition will be paid for each month by every student for the entire month regardless of days attended/missed unless the whole Learning Center is closed.

Late Enrollment

2-day program: $1,125 fee will be pro-rated according to the months of attendance.
3-day program: $1,125 fee will be pro-rated according to the months of attendance.

Late Fees

All children must be picked up on time. We understand that weather, traffic, and other emergencies can delay your arrival, and we want to work with you in those circumstances. We appreciate the consideration of parents who make provisions for inclement weather and traffic problems when possible. There will be a $1 charge per minute for any child who remains in our care beyond the first 15 minutes after a class has closed for the day. The fee will cover that time the teacher must stay after class to provide supervision for your child.

Termination of Enrollment Policy

A child's enrollment will not be terminated unless the parents have been informed of a problem and the program personnel have tried to work with the family to resolve the problem. Under most circumstances, the parents will be given 14 days' notice in order to make other arrangements. Little Sprouts Learning Center staff will assist the child in making a smooth transition to another program. Tuition will be reimbursed accordingly.

Examples of problems:

1. Tuition is not paid by the 15th of the month and hardship arrangements have not been made with the school.

2. The program and curriculum at LSLC prove to be inappropriate for the child.

3. A child does not meet the toilet training policy within a reasonable probationary period of one month. Medical conditions or other extenuating circumstances would be exceptions to this policy at the discretion of the Administrator.

Safety Policy

Arrival: Parent or person authorized by parent is to bring child into the building and wait at the child's cone with him/her until children are welcomed to the preschool classroom. No one besides parents or guardians will be allowed entrance to the building at the discretion of the directors.

Departure: Parent, or person authorized by parent is to pick up child from the child's cone in the atrium.

Supervision: No child shall ever be left alone or unsupervised. The adult/child ratio will be maintained at all times.

Telephone: A telephone is located at the Welcome Counter. Each classroom will have a walkie-talkie during all class meeting times.

Withdraw Policy

Parents who enroll their children may withdraw the child under the following conditions only:

A. The family moves from the community. (The tuition fee will be pro-rated for the days in attendance for the month.)
B. Mutual agreement between parents and school. (The tuition fee will be pro-rated for the days in attendance for the month.)
C. In case of a child's extreme illness or injury requiring hospitalization.
D. Upon written recommendation of a doctor.

In regard to conditions C and D above, the procedure shall be as follows:

1. After one week of continuous absence the school shall contact the parents as to the status of the child.

2. After two weeks of continuous absence, the parents shall submit, in writing, a request to maintain a place on the roster for their child and shall obligate themselves to continue making tuition payments.

3. If no request in writing is made, the child shall be removed from the roster and that place will be filled from the waiting list.

4. Parents may then re-apply and their child's name will be placed on the waiting list. The child will be re-enrolled if a place is available or when an opening occurs.

Other reasons for withdrawal:

- Lack of timely payment of tuition
- Continuous absence of child without excuse or parent contact
- Use of inappropriate language by parent or child
- Threatening or aggressive behaviors by a student or his/her family members
- Verbal or physical abuse towards others by a student or his/her family members

Arrival and Dismissal

We ask that families wait in their cars until the assigned drop-off or pick-up time. (Drop-off: 9:20am for morning, 12:05pm for afternoon. Pick-up: 11:45am for morning or 2:30pm for afternoon.)

All families will enter the preschool through the double atrium doors located under the awning and next to the LSLC door. Each family will go to their child's assigned numbered cone and wait with their child at the cone until they are welcomed into Little Sprouts at 9:25am or 12:10pm. Families will also wait at this cone to pick up their child each preschool day at 11:45am for regular pick-up or by 11:55am for our early/late program or 2:30pm for our afternoon program. Each child will have his/her temperature taken and attendance noted while waiting by their assigned cone.

A child shall not be released from the Center to any person other than the custodial parent or guardian without written consent from the parent or guardian. If a child remains at the Center **10 minutes** after dismissal time, a parent or an authorized alternate person will be contacted.

A special form will need to be filled out which indicates who can pick a child up from school. If someone NOT on the child's list comes to pick the child up, the teacher or assistant cannot dismiss the child to that person without written or verbal permission by the parent. This is especially critical in situations where non-custodial parents are involved. We require a complete copy of court orders you wish us to follow. A parent will be called if this situation should arise.

Assessment

Children will be assessed three times each school year and results will be recorded on the LSLC progress report. Results will be shared with parents at a fall conference in November. Progress reports will also be sent home in February and May.

Guidance and Discipline

It is the desire of the Little Sprouts Learning Center to provide a positive growth experience for every child attending our preschool. We realize that the children will come from various discipline backgrounds with differing temperaments. We have designed guidelines to give the teachers and assistants support when dealing with the preschool age children in their class. We believe in giving children age-appropriate boundaries for their behavior. When children make poor choices, they are given consequences for continuing their poor choices. We encourage children to "use their words" and model appropriate word use to help them solve their problems in the classrooms. This plan reflects state guidelines and applies to all staff members of LSLC.

The following will serve as a guide:

A. Expectations will be clearly posted in each classroom.

1. **Listen** and **follow** directions.
2. **Show kindness** to others with words or actions.
3. **Take** good **care** of our things.

B. Teachers and Assistants will use positive reinforcement as the main guidance and discipline method.

Examples: "I am glad to see you putting your hands in your lap. I see two children who have their eyes on me. Let's clap for Joe because he picked up the papers I dropped. Suzy is showing kindness by sharing crayons with Alice. John, please join Matt in taking care of our toys by putting them away gently."

C. A child that is disruptive will be guided toward changed behavior by:

1. A direct look or verbal warning from the Teacher or Assistant.
2. A one-on-one talk with the Teacher or Assistant.
3. A time out appropriate to age level (one minute for every year of age) or loss of privilege in a play area, play group, etc.
4. Teacher or Assistant will contact Preschool Administrator for assistance. Child may be removed from room and activity. Parents will be notified in person or by phone.

Notes:

- Extreme inappropriate behavior, such as foul language, physical harm to another, deliberate property damage or defiance demands immediate removal from the room and activity.

- At no time is a physical punishment warranted within the preschool setting, therefore, no spanking, jerking or hitting is appropriate. Words, many times are much more damaging than physical pain, therefore, at no time should a child be shamed or ridiculed by a Teacher or Assistant.
- LSLC staff will show Christ's love when guiding children.

Every attempt will be made to work with you and your child through this difficult time. If however, the aggressive behavior continues to present a hardship on the other children or prevent teachers from conducting their classes, you will be asked to withdraw your child from the program.

Introduction to School

At LSLC special attention is given to making the first days of school a comfortable and rewarding experience for all concerned. With this in mind, your child's teacher will contact you a few weeks before school opens to arrange for a time to get acquainted with you and your child in his/her classroom. This is called Meet the Teacher.

The first day of school your child will attend for <u>one hour only</u>. On the first day of school we ask parents <u>to remain</u> at school. Parents will meet in the Fireside room to get acquainted and to be close at hand if needed.

Your child needs to carry a backpack with him/her every day. Write your child's name on his/her backpack where it will be easily visible to the teacher. In the backpack, please provide a complete change of clothing, including underwear and socks, in a zip-locked bag labeled with his/her name. Your child MUST wear sneakers/gym shoes to preschool every day.

The second week of school will be the full 2 hours and 15 minute sessions.

During the first several weeks of school, the children in each class will be making an adjustment to a new situation and a new group of children. The teachers will be observing the composition of each class and may need to make a change for the advantage of the children. This change would involve a child changing classrooms, **not** a change of class time. Parents will be notified if such a change needs to take place.

On a daily basis, we encourage you to develop a routine for departure, which allows your child to feel comfortable but should not involve more than 5 minutes at the

most. If you are having a problem with separation, your child's teacher will be happy to help. Parents who wish to visit with each other are encouraged to do so in the atrium so as not to disturb the class.

Communication
LSLC Teachers and Staff will communicate with every family through email and a program called Dojo. Parents will be given information about Dojo at the Parent Orientation. Families are also invited to join our Facebook page (SNC Little Sprouts) as well as Instagram (@littlesprouts.snc) for additional communication about events for our preschoolers.

Social Media Policy
Young children love to see themselves in pictures! Little Sprouts Learning Center will not share children's names when posting pictures on Class Dojo, the barnyard TV, Instagram, or Facebook.

Parent Participation
Any custodial parent, custodian, or guardian, whose child is enrolled at the Little Sprouts Learning Center, shall be permitted unlimited access to the Center during its hours of operation if they need to contact their children; evaluate the care provided by the Center; or evaluate the premises. Upon entering the building, the custodial parent, custodian or guardian shall notify the Program Director or her designee of his/her presence.

Little Sprouts Learning Center encourages parents to participate in the preschool in several ways. Parents are invited to visit their child's classroom at any time. If you would like to spend an hour with your child, please notify his/her teacher the day before. It is preferable to have only one parent visit at a time. LSLC's Open House is scheduled for November. Parents will be invited to several classroom "events" throughout the year.
A sign-up sheet will be available for parents who wish to volunteer their help with their child's class parties for Fall Harvest, Christmas, and Valentine's Day.

If you have questions or concerns about your child or the program at LSLC, please contact your child's teacher or the school administrator. Your child's welfare is our primary concern. Conferences are scheduled for November and by request in April or May.

Upon request we will make available class rosters of names and telephone numbers of parents, custodians, or guardians of children attending Little Sprouts Learning Center. Parents may request to not be included in this class roster.

Attendance Policy

1. If you know in advance that your child will be absent for a day or several days, please notify your child's teacher verbally or in a written message including your child's name.
2. If your child is sick and you decide to keep him/her home from school that day, please call the school and leave a message. Your child's friends will be wondering where their friend is and will want to pray for him/her to feel better.
3. Occasionally a case of head lice may be identified. You are required to notify the school in this case and the school in turn must notify the other members. The child must stay home from school until all nits are gone from hair. When the child returns to school, they will only be readmitted after their hair has been rechecked by designated personnel and there is no evidence of lice or nits.

Health Policy and First Aid

1. A First Aid Kit is located at the Welcome Counter. All staff members are trained in First Aid. Cold compresses are located in the refrigerator behind the Welcome Counter.
2. Each child must have a printed list of current immunizations from the Doctor's office or a letter stating why immunizations aren't up to date on file before the first day of attendance.
3. If your child has any type of allergies or medical condition (e.g. food, animal, environmental), please note these on the enrollment form. This includes medicine or medical foods needed by a child with a specific condition or disability. In the case of allergies or medical condition that requires immediate medication as a response, the parent must fill out a medical authorization form. The parent and staff will agree upon a care plan before the child attends the first day. Parents will train staff in the care procedures for the child. No other medications will be given by the center.
4. School age children will not be able to carry inhalers. All medication will be kept at the front counter in a clearly marked cupboard and will be inaccessible to children.
5. Emergency phone numbers, student medical forms and addresses, and doctor's phone numbers are located in the office.

6. A daily health check will take place when the child arrives at preschool. Children will not be admitted to preschool if the staff member who greets the child considers the child ill. Children will be returned to parents or guardians if they show signs of any of the following:

a. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)

b. Vomiting more than one time or when accompanied by any other sign or symptom

c. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness

d. Yellowish skin or eyes

e. Redness of the eye, obvious discharge, matted eyelashes, burning, itching

f. Untreated infected skin patches, unusual spots or rashes

g. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound

h. Difficult or rapid breathing

i. Unusually dark urine and/or gray or white stool

j. Stiff neck with elevated temperature

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

l. Sore throat or difficulty in swallowing

7. If a medical emergency arises, the parent will be phoned and the life squad (911) will be called.
8. In case of serious incident, injury, or illness requiring emergency medical treatment or professional consultation or transportation for emergency treatment, the Administrator will notify the appropriate licensing office within 24 hours.

9. When an accident or injury occurs or when any other incident requires emergency transportation of a child, the Center will complete an incident report for the parent and the school file. A copy of the form will be given to the person picking up the child that day.

10. Dental emergency procedures will be located at the Welcome Counter.

11. By law, staff members are required to notify the local public children's services agency when the staff member suspects that a child has been abused or neglected.

12. Children with fever should remain at home for at least 24 hours after their temperature returns to normal.

13. Children who have contracted communicable or contagious diseases or illnesses, including chicken pox, lice, etc., should be kept home. LSLC

will need to be notified so that other preschool parents can be informed for their own child's welfare. Parents may be notified by a posted sign at the center, an email or a phone call.

14. No medication will be given at school. (Except in the case of #3 of this section.)

15. The preschool teacher is trained for signs and symptoms of disease and will conduct a daily health check. Adults working within the classroom, including classroom aides, parent volunteers, etc. will be trained in proper hand washing procedures and also in disinfecting procedures to help prevent the spread of communicable disease.

16. If a child already in school is suspected of needing isolation as in the case of fever, rash, nausea, vomiting, etc., he/she will be sent to the isolation area adjacent to the welcome counter to lay on a cot and rest while a parent is called. The child will be supervised at all times. Parents, guardians, or designated individuals on the Medical Emergency Form, will be telephoned to pick up the child. Linens and blankets used on the cot are cleaned and laundered before use by another child.

17. Use of spray aerosols shall be prohibited when children are present at the center.

* Children may return to preschool after illness if they have been fever free for 24 hours and all symptoms are improving.

Cleaning

Hands will be washed frequently upon entering the building and classroom and before leaving the classroom each preschool ay by children and staff in addition to the normal hand washing requirements set up by the ODJFS.

Frequently touched objects and surfaces will be sanitized frequently. Classroom toys, gym toys, and playground toys will be cleaned frequently.

Dress Code

Slacks, jeans, or shorts are recommended for boys and girls involved in active play. Since the children will be working with paints, glue, etc., and since accidents do happen, we advise that children not wear particularly "good" clothes. Children ***must*** wear sneakers/gym shoes to preschool everyday. Please send your child to school with hat and mittens when the weather so indicates. **Please label your child's jacket or coat with his/her name and show the label to your child.**

Recess/Wiggle Time

LSLC has its own outdoor, fenced-in, playground and use of an indoor gym in our facility. Decisions about where children will play each day are based on the weather as well as learning themes in the classrooms. Both play areas have age-appropriate equipment and easy access to water fountains and bathrooms. Children will not play outside in inclement weather (rain, snow, below 40^{o} or above 90^{o}).

Restroom Usage
All registering children are expected to be toilet trained before entering the preschool class. Children will be using the bathroom located off each classroom by themselves. Please be sure their clothing is easy and fast to pull up and down (belts and tights often present a problem for preschoolers so be sure they are really independent with them before wearing them to preschool). Pull-Ups are diapers and a child wearing them is NOT considered to be toilet trained. We are prepared for occasional accidents, but we are not equipped to change diapers, nor are we licensed to do so. Repeated occurrences of soiled clothing may result in a request for the child to be withdrawn from class. Health conditions and special needs will be considered on an individual basis.

Fire Emergency
Children will line up and exit front or back of building at marked exits. Fire routes are posted by each classroom door. Fire drills will be held each month at varying times. A record of the fire drills will be on file.

Tornado Emergency
Children in Yellow, Blue, Purple, and Green Preschool Rooms will leave their classrooms and assume a seated position on floor against the hallway wall. Tornado drills will be held on a regular basis.

General Emergency (A General Emergency includes any threat to the safety of the children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)

1. The building will remain locked at all times with access only to parents when the Administrator or Secretary permits entrance. If there is a threat of violence we will call 911 and attempt to move the children away from the threat to another area of the building or across the street to Maple Knoll Retirement Center.
2. For fire and tornado, the procedures outlined above will be followed. The center is not located on a flood plain.

3. In case of temporary loss of power, emergency lights will come on and preschool will stay in session. However, if loss of power is not temporary, parents will be notified. The center will then be closed until power is restored. In case of loss of heat or water, parents will be notified and the preschool will be closed until heat or water are restored.

Transportation

The Little Sprouts Learning Center is currently not authorized to provide transportation for children attending LSLC. No off site field trips will be taken this year. Little Sprouts Learning Center will not transport children off site for any reason. In case of an emergency, 911 will be called for transportation to a local hospital.

Car Pools

If you participate in a carpool with other parents, please wait until after the initial adjustment is made to school. Carpools should be limited to smaller groups of children for the safety of the children. A form is in the enrollment packet on which you may list those persons who may transport your child.

Cancellation Due to Weather

Little Sprouts Learning Center will notify families of changes in school openings because of adverse weather conditions by email and through the app, Class Dojo. There will not be an announcement on television or radio if preschool is closed for the day.

Bringing Items to School

A special "Show and Tell" bag will be sent home with your child sometime during the year. On the following school day your child will share with his/her classmates something that is very special to him/her. We ask that other personal belongings/toys/treasures not be brought to class at any other time during the year.

Snack Time

We ask parents to provide the snack and the drink for your child's class on a rotating basis. Your child's teacher will advise you of the procedure used for snack sign-up. We would encourage nutritious and healthy snacks and under Ohio Health Department regulations we are required to serve only prepackaged snack such as crackers or cookies that come in boxes or muffins or cereal bars which are individually packaged. We try to avoid snacks that have high sugar content. The following is a list of suggestions.

Snacks: soda crackers, Ritz crackers, graham crackers, wheat thins, oyster crackers, vanilla wafers, animal crackers, pretzels, cheese crackers, Goldfish, popcorn, Chex Mix, muffins, Granola bars, trail mix, oatmeal cookies, pudding cups, Jell-O cups, fruit chews, yogurt cups, cheese, apples, carrots, celery, raisins, applesauce.

- No items with peanuts or peanut butter can be served.
- Juice: Only juices that contain 100% fruit juice may be served. Small water bottles may also be provided if a family doesn't want to buy juice.

All snacks are voluntary – no child will be forced to eat a snack. Children with food allergies are given an alternative snack that the parents may provide from home.

Birthdays

Children may bring a special treat to school to share with classmates on this special day. We prefer simple cookies or smaller cupcakes. Please let us know a day in advance so that we can plan accordingly.

No birthday invitations will be distributed by any LSLC staff member or by a child in the classroom during the preschool day. Parents are welcome to hand out party invites at dismissal.

Please Note:

The policies and procedures published in this handbook are subject to change at any time under the Administrator's direction.

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, 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/chilcare.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.