



Welcome to the Grove City Christian Child Care. The childcare center exists as a Ministry of Grove City Church of the Nazarene to assist parents in fulfilling their God-given responsibilities in training their children. The services provided are designed to assist parents in meeting the demands placed on them in a contemporary life and reinforce Christian principles essential in making the home complete.

Grove City Christian Child Care Center is viewed as a supplement to the child's family by providing a warm, secure Christian environment outside the home. The purpose of the program is to guide and nurture each child in his/her spiritual, physical, mental, emotional and social experiences, to provide age appropriate educational and social experiences and age appropriate educational goals for continual growth and development. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

This handbook contains information regarding the Child Care program and School age wrap around. It is very important that you read this handbook and keep it available as long as your child is enrolled in our program. It will answer many of the questions you have about Grove City Christian Child Care Center. At the end of the handbook you will find an attachment about licensing. Please take the time to read this information. We look forward to serving you and your family.

If you would like to discuss our policies and procedures in further detail please call (614) 875-1917 and I will arrange an appointment with you.

Tina F. Skaggs  
Director

## Admission Policies and Procedures

To begin the enrollment process at Grove City Christian Child Care Center, an interested parent/guardian meets with the Director or Administrator to discuss the philosophy, policies and procedures of the Center. A tour of the facility is given and the specific program schedule in which their child will be placed is discussed. The Director acquaints the parent/guardian with the required state forms, which must be completed to be officially enrolled.

The enrollment packet includes

- Confidential enrollment forms
- An auto withdrawal form
- All About Me Form
- Routine transportation permission forms (if applicable)
- Student photograph consent form
- A copy of the Parent Handbook
- Child's Medical statement Form

The center cares for children whose parent /guardian declines immunizations and declines emergency transportation authorization.

When the enrollment forms are returned and the required deposit is paid, a date is scheduled for the child to begin.

**Any change in the information submitted at enrollment must be communicated to the office immediately so that current information is always on file. This is for the safety of the child.**

### Hours and Days of Operation

Grove City Christian Child Care Center is open the following hours Monday-Friday:

Full Day Program	6:30AM-6:00 PM	
Before School Program	6:30AM-8:30AM	*Bus pickup and drop off times vary
After School Program	3:00 PM-6:00PM	per school

For school age children, the program will accommodate school days off, including snow days, conference days, vacation days and holiday breaks. Only children enrolled in the program will be accepted on days when school is not in session. The center is not able to accept drop in children.

If a holiday falls on a weekend, management will determine the appropriate observed holiday and notify parents. The following are our observed holidays:

New Year's Eve *close at 3PM	Memorial Day	Thanksgiving
New Year's Day	July 4 <sup>th</sup>	Christmas Eve
Good Friday	Labor Day	Christmas Day

The Center will not close for snow days unless a level 3 weather emergency is declared and persons in the Columbus/Grove City area are ordered not to be on the roads. Local radio (Sunny 95 –WSNY 94.7) and television stations (Channels 4, 6 and 10) will be advised of our delays, cancellations or early closing. Parents should listen for instructions and plan accordingly. If during the day, we are already in session and Franklin County calls a level 3 emergency, we will close immediately. For our staff to have the same safety considerations, it is VITAL that you come right away to retrieve

your child. Do not call. Just come! Our phone lines need to remain open for emergencies.

### **Staff/Child Ratios and Maximum Group Size**

Grove City Christian Child Care Center will not exceed the following state required ratios and group sizes:

<u>Group</u>	<u>Staff/Child Ratio</u>	<u>Small Group</u>
<i>Infants 0-18months</i>	1:5 or 2:12	12
Toddlers 18-30 months	1:7	14
2 ½-3 year olds	1:8	16
3 year olds	1:12	24
4 to 5 year olds	1:14	28
School agers	1:18	36

Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at nap time as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio in the event of an emergency.

A minimum of two adults will be present when the center is in operation.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunchtime, outdoor play or special activities.

### **Curriculum and Daily Schedules**

Our curriculum is designed to meet the needs of each child as an individual. We take an active approach to learning and use an experience-based process to introduce cognitive concepts. We believe learning should be fun. Math and reading readiness, visual and auditory discrimination skills are presented in a variety of learning games and activities. Social and communicative skills are also emphasized. Nap time is part of our daily routine. Our program conducts developmental assessments. We don't conduct formal assessments or report child level data to ODJFS.

Each member of the teaching staff has been employed as a qualified and competent person to care for each child, according to his/her needs. Each staff member is required to obtain the necessary training in early childhood education and early child development as required by law.

#### **General curriculum activities include:**

Music	Large Motor Skills
Arts and Crafts	S.T.E.A.M
Language Arts	Outdoor Play
Bible Stories	Health and Safety

**Video Viewing Policy:** Because we believe that boys and girls learn best by being active participants in their environment, we limit video entertainment. If videos are shown, they will be "G" rated and deemed appropriate for young children.

The children's daily schedule is flexible enough to provide adaptability, when necessary, but structured enough to provide predictability for the children. We want them to view their Center as a safe and comforting place, where they know what to expect and when to expect it. A daily program/lesson plan for each age group is posted in the classroom.

The following are outlines of a typical day in each of our age groups. \* Times and activities may vary slightly per each individual classroom.

### **Nursery-3months to 12 months**

6:30 AM Center opens, children arrive  
Breakfast and free play  
Holding, rocking, cuddling and comforting each child as she/he desires.  
Variety of appropriate activities, games and play facilitated  
Diapering\*, bottles  
Snack for infants eating table food  
Naps, Circle time for older infants  
Large motor activities, wagon rides, outdoor play, stroller ride  
Lunch  
Planned activities  
6:00 PM Closed all children picked up

\*Diaper checks every 2 hours. Parent preference is available.

\*Space is provided for mothers to breastfeed and/or pump breast milk in the Nursery.  
Please see teachers in the Nursery for assistance.

### **18 Months to 36 Months**

6:30 AM Center opens, children arrive, table activities  
Children go to their own classroom with their group teacher  
Diapering\*, bathroom breaks for older toddlers  
Breakfast  
Circle Time  
Large muscle indoor or outdoor play  
Teacher defined activities- music, stories, art, and unit study  
Lunch in room  
Indoor or outdoor playtime  
Nap  
Snack  
Planned activity/ clean up/ prepare for outdoor/indoor play  
6:00PM Closed all children picked up

\*Diaper checks every 2 hours. Parent preference is available.

### **3 to 5 Year Old**

- 6:30 AM Center opens, children arrive, table activities  
Children go to their own classrooms with their group teacher  
Breakfast and clean up  
Bathroom break  
Opening circle time  
Center choice  
Gym or outside play  
Music, creative art  
Bathroom/wash hands  
Lunch time  
Bathroom, Story time  
Book look  
Naptime  
Bathroom, clean up, Snack  
Afternoon circle time  
Gym or outside playtime, directed activities  
6:00 PM Closed all children picked up

### **Before and After School Program**

- 6:30 AM Center opens, children arrive, table activities  
Breakfast, prayer, bathroom break, clean up  
Activity for the morning  
Devotions  
Dismiss for school
- 2:40 PM Students arrive  
Attendance, announcements, prayer, snack  
Bathroom break  
Free play, inside and outside (Centers and active play)  
Bathroom break  
Quiet time inside for homework and tabletop activities  
Group activity, centers
- 6:00 PM Closed all children picked up

## Tuition/Fees and Payment Policies

Grove City Christian child Care Center exists as a nonprofit organization with tuition and fees established to defray the primary cost of operation.

Tuition rates starting August 21, 2017:

Infants-Nursery	\$ 265.00 Weekly
Infants-Butterflies	\$ 260.00 Weekly
Toddlers	\$ 220.00 Weekly
Toilet trained 3-5 yrs.	\$ 200.00 Weekly

You may leave your child any or all hours the Center is open (6:30am-6:00pm). We do not have tuition rates for half days or hourly.

Tuition rates starting August 21, 2017:

Before and after School	\$ 100.00 Weekly
Before or After School	\$ 68.00 Weekly
* Spring break/Christmas/Summer	\$ 180.00 Weekly *

There is no additional fee for all day care due to snow days, or one day holidays.\* **The full day program rate is payable for Christmas break, Spring break and summer vacation.\***

**There is no provision for daily or part time tuition arrangements. We provide five day a week childcare.**

GCCCCC requires weekly Auto Payment Withdraw from your checking account or credit card on Mondays or Fridays. Forms are available at the office. A receipt will be issued upon request. A copy of your payment record and/or tax ID is available upon request.

In the event of illness, full payment is expected.

**Delinquent Accounts/returned checks /payments-** Delinquent tuition payments without satisfactory arrangements with the Director will prompt withdrawal from the Center until your account is brought current. A \$30.00 fee will be charged for any returned payments due to insufficient funds.

**Deposits** A deposit of one week's tuition is required to reserve a space when the Center has notified you that a space is available for your child. The deposit is held in your account to cover the last week that your child is enrolled.

**Discounts-**10% discount for family's that are members of the Grove City Church of the Nazarene, Sibling discount- 5% Discounts are given for full time care only. The Before and After School program is considered part time no discount is available for siblings

**Holidays:** Full tuition is due for any periods including holidays since the staff receives these days as paid holidays.

**Inclement Weather:** In the event the Center does not open due to inclement weather or other emergency, regular payment is expected.

**Late Pick up Fees:** Our Center closes **promptly at 6:00 PM**. If you cannot pick up your child prior to 6:00 PM, please contact someone from your pick up list to pick up your child before our closing time. **A late charge of \$20.00** for each 15 minutes or part thereof, will be payable with the next week's tuition. Please call in advance to notify the staff if you will be late. Repeated lateness will prompt the child's disenrollment. At one hour past normal pick up time, Franklin County Children's Services and Grove City Police will be notified.

When School-Age children are expected at the Center and don't arrive due to being absent from school or being picked up early, it causes alarm. We immediately call the school and/or parents to determine their location. This search takes valuable time from teaching and office staff. **Please report any absences for School-Age children to our office at (614) 875-1917.**

**Rate Increases:** You will be notified not less than one month prior to the effective date of any rate increase. Rates are reviewed annually by the Grove City Christian Child Care Education Committee.

**Schedule change:** Please complete a change of schedule form if your child is leaving for the summer/fall or no longer needs care.

**Vacation Credit:**

- Each child attending **full time** is allowed 5 vacation days per year.
- Not applicable for part time care or Hoover Rd. Half day Pre-School.
- A child must be enrolled four consecutive months before being eligible for vacation time.
- Vacation time is figured from September 1 to August 31.
- Vacation time can not be accumulated from year to year.
- Vacation time must be taken a full week at a time. (Monday – Friday)
- A child cannot attend during vacation.

A Vacation Request form must be completed and submitted at least one week prior to your vacation so that accurate records may be kept and your account adjusted.

**Withdraws-** Parents may withdraw their child at any time. **Please give a minimum of two weeks' notice**; the deposit will be forfeited if you do not give a minimum of two week notice. Please complete a change of schedule form.

## **Supervision Policy**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures. At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

**Arrival/Departure:** Parents are required to bring their children into the classroom. Any special messages, special pick-up notes, etc. are to be given to the teacher.

**Children may not be dropped off at the entrance of the building or be sent inside alone.** Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. **Parents are responsible for the supervision of their child coming into the building and leaving the building.** No child is permitted to be passed over the playground fence for pick up or drop off.

**Children arriving to the Center from Other Programs:** At times it may be necessary for a child to arrive at the Center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the Center that day and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the Center when their child is not going to be attending.

**Custody Agreements:** If there are custody agreements involved with your child you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child without proper documentation.

**Release of a Child:** Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority.

Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**School-age children** may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher
- The teacher checks on the children regularly until they return
- The restroom is for the exclusive use of the Center.



One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without an adult child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

**School Delays/Cancellation:** Our program will operate a full day program for school-agers when school is closed for vacations, delays or cancellations. See Tuition and /fee payment policies page 6 .

**Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, Center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

### **Transportation of Children**

The Center will not transport children in emergency situations. If a child requires emergency medical transportation, the parent or the emergency squad will be contacted. Transportation to the Center for the Before and After School Program is the responsibility of the parent or guardian. Grove City Christian Child Care Center does not transport children to and from school on a regular basis. Southwestern City Schools determine which schools they will transport to the center. Currently Highland Park, JCSommer, Monterey and GCCS are transported to and from the Columbus street location. Check with the center and/or your child's school for changes. Children in other school districts will have to provide their own transportation to and from the Center

**Field Trips:** We will be taking periodic field trips on the busses owned by the Center or the Grove City Nazarene Church. Before departing the Center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the Center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the Center will obtain written permission from the parent or guardian. On the day of a scheduled field trip, children must arrive at the Center by the departure time or the parent must make other arrangements for the day.

By enrolling your child in the Center, you agree to pay any additional costs associated with a field trip or make other child care arrangements for that day.

**The Center will be unable to provide care for children not participating in field trips.**

For the safety of the children, all children must wear field trip shirts issued by the Center on field trips. Please return your child's field trip shirt to the teacher after the field trip.

Children must wear seat belts while traveling in a car or van.

Emergency transportation authorization forms and health records for each child will be taken on all field trips.

A first aid kit will accompany all field trips. Center staff members trained in first aid will be present on all field trips.

### Summer School Age Program Schedule Field Trip Days

On field trip days, we will leave the center between 8:30 AM and 10:30 AM and return between 2:30 PM and 4:00 PM. (Times will vary depending on the trip). Departure and arrival times are posted on the Parents Bulletin Board located outside your child's classroom. Lunchtimes will vary, depending on the field trip, however we will attempt to eat as close to 11:45 as possible,

While at the Center, we will follow the Schedule for Non-Field Trip Days.

### **Swimming Information**

Outdoor swimming activities will be provided only for school-age children during the summer. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. It is the policy of Grove City Christian Child Care Center to take additional staff on field trips and swimming outings. Please check with your child's teacher for details; swimsuit, towels, sunscreen and schedule. If you would like for your child to apply our sunscreen, please fill out a sun screen form. See your child's teacher or the office for a sunscreen form. Apply a first dose of sunscreen at home before dropping your child off. If your child burns easily, please include a lightweight T-shirt that can be worn over a swimsuit.

## Guidance Policy

Grove City Christian Child Care Center staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) will be used. A child may be asked to sit for a short period of time to give him/her a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done at the time of the incident. No child will be unsupervised during a time out. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

The center shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent. This Guidance policy is consistent with rule 5101:2-12-19 appendix A.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

## Meals and Snacks

Grove City Christian Child Care Center all day programs provide breakfast, lunch and an afternoon snack. Before and After School program provides a breakfast each morning from 6:35 AM until 7:45 AM and an afternoon snack around 4:00 PM. The breakfast and the afternoon snack will contain at least two nutritional foods. **Please let the office and teacher know ahead of time if your child is not permitted to have any type of foods due to allergies or religious reasons.** A copy of our menu to take home is located on the parent information table.

When the kindergarten and school-age children attend the Center for the Full Day program, on some days parents may be required to provide a lunch for their child. The school age calendar/menu will reflect these days. This meal must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. Please no peanut butter. We are a nut free center. All food items must be stored in a lunch box/bag clearly marked with your child's name. Should your child require vitamins or a special diet, you must have a written prescription or statement signed by a licensed physician. You will be asked to substitute with acceptable food items.

## Accidents/Emergencies

Grove City Christian Child Care Center has devised several procedures to follow in the event that an emergency would occur while a child is in the Center's care. In the event of a fire or tornado, staff would follow the written instructions posted in the classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the Center does conduct monthly fire drills and periodic tornado drills and safety drills. Should we need to evacuate due to fire or weather conditions or the loss of power, heat or water to the Center our emergency destination will be another part of the building if the entire building is not affected, otherwise we will evacuate to The Purple Door Church 2684 Columbus street. A sign will be posted on the front door of the Center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

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

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurred.

## Management of Illnesses

The Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. **We ask that you not bring a sick child to the Center.** They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature one hundred and one degrees Fahrenheit (**one hundred degrees Fahrenheit if taken axillary**) when in combination with any other signs or symptoms of illness
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness will be isolated and discharged to his/her parent or guardian or person designated by the parent or guardian. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot or crib and any linen used will be washed and disinfected before being used again. If a child does not feel well enough to participate in Center activities the parent will be called to pick up the child.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness.

**Children will be readmitted to the Center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.**

## Medication Policy

### **The administration of medication is best done in the home.**

Medication administration in childcare poses an extra burden for staff and creates added safety risks. Therefore, Grove City Christian Child Care will administer prescription medication to physically stable children with written approval of the physician, director and parent(s)/legal guardians. Medication administration at Grove City Christian Child Care will be performed by staff that has completed Medication Administration training and will be limited to the following:

- A request for Administration of Medication for Child Care Form JFS01217 must be completed.
- It is a medication prescribed by a physician. The prescription is in the original labeled container and contains the child's full name, current dispensing date within the previous twelve months, exact dosage and directions for use.
- Specific time to be administered will be determined by the parent/legal guardian and by child care staff.
- The first dosage of the medication has been given at home so as to watch for adverse reaction to the medication.

**Nonprescription medication-** Form JFS01217 must be completed. The medication or product is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child and follows the above medication policy. The original container needs to have the child's name written on it. Please stop at the office for this form.

**Medication needs to be handed to the office staff.** Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. School age children are NOT permitted to carry their own medication and ointments.

**Prescribed medication can be administered to children with specific health conditions under the following conditions:**

- The child's condition is/and remains stable.
- A Child Medical/Physical Care Plan for Child Care form JFS 01236 completed and on file prior to attendance or upon confirmation of a health condition.
- Request for Administration of medication form JFS 01217 completed by parent/guardian.
- Staff training and properly maintained equipment has been provided by the parent.
- The Child Medical/physical care plan is updated as needed for changes and at least annually by the parent.

Parents/legal guardians may administer medications to their own stable child during the childcare day.

If the center suspects that a child has a health condition, the center may require a physician's statement within a designated time frame.

"As needed" or PRN doses of medication will not, for any reason, be administered by staff/teachers at any time. This excludes the administration of an Epi-Pen for anaphylaxis.

**\* GCCCCC will not administer injections or maintain infusion devices. This excludes the administration of an EpiPen.**

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis.

We will limit the amount of time outside when the temperature is very warm or very cold. Please fill out a sun screen form if you would like for us to apply sunscreen. Apply the first dose of sunscreen before dropping off your child. Your child's teacher will have this form or pick one up in the office. Stop at the office with questions about sunscreen.

If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes boots, hat and gloves, as well as long pants and a warm jacket. Sturdy sandals, not flip flops are preferred for the safety of little toes on the playground.

## **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the Center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun. Please feel free to contact the lead teacher to make special arrangements for Birthdays. For security purposes, **ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.** Parent volunteers are appreciated and we gratefully anticipate your talent. We encourage parents to volunteer on party days and field trips.

Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Director
3. Education Committee

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. We fully realize that you trust us with your little ones and we want our relationship to be a good one.

## **Photography**

Grove City Christian Child Care Staff members will take pictures of students and class room events, field trips, etc. throughout the year. The photos will be used for classroom albums, graduation slide shows, monthly newsletters, church community service project promotions, individual parent emails/texts. The photos will not be used in social media unless a written consent form is signed.

## **Toys and Clothing**

We cannot be responsible for toys and personal items brought to the Center. When a child brings his/her own toys, it can create a conflict and result in loss, breakage, and hurt feelings. Violent games and guns/weapons are not appropriate. Some music or video games may also be deemed inappropriate.

Please make sure that everything that belongs to your child is marked with his/her name. A lost and found box is kept under the Parent's Information table.



## CENTER PARENT LICENSE INFORMATION

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

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

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

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

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

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

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

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

Director  
Tina F. Skaggs

Assistant Director  
Kellie Castle

Hoover Road Pre-School Coordinator  
Christie Barton

Hoover Road Wrap around Coordinator  
Stephanie Clark

