

# 2023 HANDBOOK FOR PARENTS

Welcome to Immanuel Child Development Center

A Mission of Immanuel Presbyterian Church

3445 Clifton Avenue  
Cincinnati, Ohio 45220

Director: Greg Windle

Cell: (513) 324-2618

Office: (513) 861-2692

Email: [windlegreg@immanuelpresby.org](mailto:windlegreg@immanuelpresby.org)

# HANDBOOK FOR PARENTS

## TABLE OF CONTENTS

Program Information.....	1
Program Offerings/Hours of Operation.....	1
Teachers/Ratios/Group Sizes.....	1
Mission Statement.....	2
Philosophy.....	2
Sample Daily Schedules.....	3
Preschool & Pre-Kindergarten Sample Schedule.....	3
Toddler Sample Schedule.....	3
School Age After-School Sample Schedule.....	4
School Age Summer Camp Sample Schedule.....	4
Necessities.....	4
Clothing.....	4
Toothbrush/Toothpaste.....	4
Potty Training/Diapers or Pull-ups/Wipes.....	5
Blanket and Pillow.....	5
Nap/Rest Time.....	5
Cubbies.....	5
Articles brought from home.....	5
Meals and Snacks and Dietary Restrictions.....	5
Holidays and Special Occasions.....	6
Transportation of Children/Field Trips.....	6
Swimming and Water Safety.....	6
Immanuel Policies and Procedures.....	7
Guidance Policies.....	7
Safety Policies.....	7
Incident/Injury Report.....	9
Communicable Disease Policy.....	9
Administration of Medication, Vitamins, and Food Supplements.....	9
Enrollment Policy.....	10
Custody Agreements.....	10
Withdrawal.....	11
Dismissal.....	11
Transitioning of children.....	11
Tuition/Fees, and Payment Policies.....	11
Tuition Payments .....	11
Additional Fees.....	12
Tuition for Electronic Childcare (ECC).....	12
School Closings.....	14
Holiday Closings.....	14
Snow Closings/Delays.....	14

# HANDBOOK FOR PARENTS

## TABLE OF CONTENTS CONTINUED

Pick-up List (authorized escorts), Arrival and Departure Policies.....	14
Pick-up List (authorized escorts).....	14
Arrival/Including School Age After-School.....	14
Departure.....	15
Late Arrival Policy.....	15
School Age After-School Policies.....	15
Children’s Files.....	16
Medical Examinations.....	16
Child Enrollment and Health Information form.....	16
Child Abuse & Neglect.....	16
Notifications .....	17
Nondiscrimination Statement .....	17
Reporting of Suspected Violations and Access to Rules & Regulations.....	17
Center Funding .....	17
Americans for Disability Act .....	17
Concerns.....	18
Additional Parent Information.....	18
Conference Days.....	18
Parental Visitation.....	18
Parental Participation.....	18
Parent Contact Information.....	18
Daily Reports and Sample of Daily Report .....	19
Holiday Closing Schedule .....	20

## WELCOME TO IMMANUEL CHILD DEVELOPMENT CENTER

Immanuel Child Development Center (Immanuel C.D.C.) is owned and operated by Immanuel Presbyterian Church and has been providing families with a quality preschool program since 1929. As a main mission of the church, tuition for all families is subsidized.

### Program Information

Our program is a non-religious developmentally appropriate preschool program as described in further detail on subsequent pages. The program comes under the authority of the Church Session through the Child Development Advisory Committee.

Although religion is not in our curriculum, we do offer a non-denominational religion program as a way of further sharing and appreciating our differences. Children do not have to attend this program which is offered for preschool and pre-kindergarten children. The group meets for about one-half hour twice a month, and it is run by several church volunteers and includes story time and music.

### Program Offerings/Hours of Operation

We are licensed by the State of Ohio to care for 127 children year-round (25 of which may be under 2 ½ years of age). For quality, our school year enrollment is limited as follows:

- Toddler (18 months old to age 3) year-round enrollment: 5 or 6 in a classroom for ages 18 months to 24 months, 6 or 7 in a classroom for ages 24 months to age 3.
- Preschool (3 and 4 years old) year-round enrollment: 10 in one classroom
- Pre-kindergarten (4- and 5-year-old) year-round enrollment: 12 in one classroom
- School-Age program enrollment: 16 for after-school and 18 or 30 for summer camp

We offer Monday through Friday year-round programs during the following hours:

**(Our program is currently only open from 8:00 a.m. – 5:30 p.m.)**

- Toddlers (18 months old to age 3) full-day (8:00 a.m. – 6:00 p.m.)
- Preschoolers (3- and 4-year-old) full-day (7:00 a.m. – 6:00 p.m.)
- Pre-kindergartners (4- and 5-year-old) full-day (7:00 a.m. – 6:00 p.m.)
- School-Age Children: summer camp (7:00 a.m. – 6:00 p.m.) & after school programs.

### Teachers/Ratios/Group Sizes

To maintain quality in our program we attract quality staff with many years of experience by providing above average compensation as well as excellent benefits. To further increase quality in our classrooms, we keep group sizes small and have low ratios as follows:

	<u># Children in our classrooms/# staff:</u>	<u>Allowed by State of Ohio:</u>
Toddler 18 – 24 months:	5 or 6 children/1 teacher	14/teacher & assistant
Toddler 24 – 36 months:	6 or 7 children/1 teacher	16/teacher & assistant
Preschool (ages 3 & 4):	10 or 11 children/1 teacher	24 with teacher & assistant
Pre-kindergarten (ages 4 & 5):	12 or 13 children/1 teacher	28 with teacher & assistant
School-Age after school:	16 children/1 teacher	36 with teacher & assistant
School-Age summer camp:	18 children/1 teacher	36 with teacher & assistant
or School-Age summer camp:	30 children/2 teachers	

## 2.

For birthday parties, field trips, library trips, nap and playground/muscle room times, end of the day closing and other special activities, we may join groups together. We also let our toddler group join our preschool group at times to help with transitions. Also, our class sizes may reach maximum ratios for brief periods of times at the end of the day, when children are transitioning from one class to the next, and at times when children's birthdates require, we wait a month or so before transitioning them into the next age group.

### Mission Statement

It is our purpose to give children opportunities to construct knowledge in the areas of social, emotional, cognitive, and physical development. And we are mindful that those who teach continually learn for success.

It is not a goal of our school to instruct the children in any religious doctrine, but rather to live with them and their families in such a way that they experience something of what it means to be children of God.

We believe that every person is a unique creation and beloved by the creator, God. Consequently, each person has a worth beyond accounting and has a valuable contribution to make to our life together. Therefore, we will try consistently to treat every member of every family with whom we meet love and respect. Further, we will teach the children entrusted to us, loving, caring ways to relate to each other.

We believe that God is Just. Therefore, we will strive to be trustworthy ourselves and to teach the children to be fair in their relationships with others.

We believe that God allows us to choose freely how we will live. Therefore, we will give children safe choices and allow them insofar as it is possible, to experience the natural consequences of their decisions.

We believe that God endows every person with creative potential and intends that people be responsible stewards of the rest of creation. Therefore, we will seek to provide every child with opportunities to explore his or her own creativity, to learn for the purpose of understanding, and to develop the ability to think logically, organize coherently, plan constructively, and evaluate with humility, humor, and hope.

We believe that God forgives us. Therefore, we will strive to teach forgiveness by both precept and example to the end that teachers, students, and parents learn to forgive themselves and each other and live life more fully, not hampered by the fear of failure, but with confidence and courage.

### Philosophy

Immanuel C.D.C. facilitates learning in the early childhood years by following a constructivist philosophy of child development. Through the work of Erickson and Piaget we recognize that the social, emotional, cognitive, and physical development of children occurs in a relatively orderly sequence and that our curriculum and guidance of children should be driven by the stages of development that children are in.

Opportunities are created to help children develop in a way that leads to success in learning now and in the future. Children must be able to think for themselves, to solve problems and to get along with others, and these abilities are acquired when we encourage them to explore their environment, to solve problems that have meaning for them, and to work cooperatively with others to complete tasks. Through experimenting, making mistakes, and trying to problem solve when mistakes are made, children are constructing knowledge and learning.

It is our goal to meet the social, emotional, cognitive, and physical needs of each child and to recognize that just as there are many differences in children, so too should there be many different teaching strategies in response to these differences.

### Sample Daily Schedules

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 school as a safe and comforting place, where they know what to expect and when to expect it.

The term "free play" means children choose from the various learning centers found throughout the classroom and from special art and sensory activities the teacher has planned. During this time, the teacher moves around from child to child to facilitate play, question, and assist in learning. Current daily schedules are posted in each classroom.

We call one of our preschool classrooms pre-kindergarten (pre-k), with curriculum designed to be more challenging. Children are placed in the classroom based on social skills rather than by age. However, all children attend pre-kindergarten at least one year prior to departing for kindergarten. The pre-k environment becomes more structured as the year progresses, with additional academic group times are added to the curriculum, and homework will be assigned as needed.

#### **Preschool & Pre-Kindergarten (Pre-k) Sample Schedule (currently open 8 a.m. – 5:30 p.m.)**

7:00 - 8:30	Breakfast/Free Play in the Breakfast/Nap Room (at 8:30 everyone goes to the restroom and then to their classrooms).
8:30 - 9:45	Classroom Activities/Free Play
9:45 - 10:00	Restroom Break
10:00 - 10:20	Snack
10:20 - 10:50	Group Time: reading, music, movement, interactive reading, math
10:50 - 11:00	Restroom Break
11:00 - 11:45	Muscle Room or Playground
11:45 - 12:00	Restroom Break
12:00 - 12:30	Lunch
12:30 - 1:00	Cleanup, Brush Teeth, Read Books on Cots
1:00 - 3:00	Nap or Quiet Time Activities
3:00 - 3:15	Restroom Break, return to classrooms.
3:15 - 3:30	Snack
3:30 - 4:00	Group Time: reading, music, movement, interactive reading, math
4:00 - 4:45	Free Play
4:45 - 5:00	Cleanup/Restroom Break
5:00 - 6:00	Playground or Muscle Room

#### **Toddler Sample Schedule (currently open 8 a.m. – 5:30 p.m.)**

8:00 - 8:30	Breakfast in classroom/Free Play/Clean-Up
8:30 - 8:50	Rest Room Break/Diaper changing
8:50 - 9:30	Muscle Room and/or Playground
9:30 - 9:45	Rest Room Break/Diaper changing
9:45 - 10:00	Snack
10:00 - 11:00	Free Play/Clean-UP
11:00 - 11:15	Group Time: reading, music, movement, interactive reading, math
11:15 - 11:30	Rest Room Break//Diaper changing
11:30 - 12:00	Lunch, Brush Teeth
12:00 - 12:30	Rest Room Break/Diaper changing/Brush Teeth
12:30 - 1:00	Reading/Quit Time

4.

1:00 - 3:00 Nap or Quiet Time Activities  
3:00 - 3:20 Rest Room Break/Diaper changing  
3:20 - 3:35 Snack  
3:35 - 4:15 Free Play/Clean-Up  
4:15 - 4:25 Rest Room Break/Diaper changing  
4:25 - 6:00 Muscle Room and/or Playground

#### **School Age After-School Sample Schedule (currently only open 4:00 p.m. – 5:30 p.m.)**

2:00 - 3:00 Free Play  
3:00 - 3:45 Playground or Muscle room  
3:45 - 4:00 Restroom  
4:00 - 4:20 Snack  
4:20 - 5:15 Homework Time and Quiet Free Play in Classroom  
5:15 - 6:00 Muscle Room or Playground

#### **School Age Summer Camp Sample Schedule (currently only open 8 a.m. – 5:30 p.m.)**

7:00 - 8:30 Breakfast/Free Play  
8:30 - 9:30 Muscle Room and/or Playground  
9:30 - 11:40 Classroom Activities/Free Play  
11:40 - 12:00 Restroom Break  
12 :00 - 12:30 Lunch  
12:30 - 1:30 Free Play/Art Activities  
1:30 - 2:30 Muscle Room or Playground  
2:30 - 2:40 Rest Room Break  
2:40 - 2:55 Snack  
2:55 - 5:00 Art/Free Play/Movie  
5:00 - 6:00 Muscle Room or Playground

#### Necessities

A list of items needed for your child's first day is included in an enrollment packet, received separate from this handbook.

#### **Clothing**

Please dress children in washable, non-restrictive clothes that are easy for them to handle. Young children are often involved in messy or vigorous activities, and we do not want them to be overly concerned about their clothing. Also keep in mind that the children will be climbing and doing other activities that make slick soled shoes dangerous. Please bring your child in gym shoes or other soft soled shoes.

All children need to have a set of extra clothing kept at the center. This should include pants, shirt, underwear, and socks. In the winter, please dress your child appropriately; we do go outside, and the children must have hats, gloves, and coats.

#### **Toothbrush/Toothpaste**

Please bring a tube of toothpaste for your child's first day and if you would like a toothbrush. Brushing teeth is part of our curriculum. Your child's teacher will leave a note in your child's cubbie when toothpaste needs to be replaced. We provide and replace toothbrushes and a regular basis. We do not provide toothpaste.

### **Potty Training/Diapers or Pull-ups/Wipes**

Toddlers and preschoolers do not have to be potty trained. Children in diapers cannot be taken to the rest room and must be changed on the changing table in the diaper changing area. Once a child is showing interest in using the potty, we may request pullups, which help the potty-training process. Children in pull-ups are encouraged to use the potty; however, we will not force any child to sit on the potty. Part of the process of potty training is your child's enjoyment of learning self-help skills. Please send your child to school with pants that are easy to pull down and up. Please discuss potty training with your child's teacher.

Parents are responsible for supplying the center with diapers or pull-ups, wipes, and any type of ointments used to control diaper rash (appropriate form must be completed before ointments can be left at the center [ask your child's teacher for a form]).

### **Blanket and Pillow**

For rest time, children need a blanket and a favorite comfort toy (i.e., stuffed animal), or we provide a stuffed animal for nap time. All blankets must be taken home at the end of the child's week for laundering, or if left, they will be cleaned by the center. The center provides pillows and pillowcases.

### Nap/Rest Time

Rest time is between 1:00 p.m.-3:00 p.m. If a child does not sleep, he or she can read or have quiet activities.

### Cubbies

Each child is assigned a cubbie in his or her classroom to keep school/art papers, coats, gloves etc. All center correspondence and tuition statements will be placed in your child's cubbie. **Please check it daily (your child's efforts, art etc. are important).**

### Articles brought from home

Some teachers have 'show and tell day' where children can bring small items in to show and share with classmates. Your child's teacher will let you know if this is the case. We prefer that children not bring toys to the center; however, we also do not want parents struggling if a child insists on bringing something. If items are brought to the center the item must fit in the child's cubbie and the teacher will have the child put the item in his or her cubbie after the parent leaves. The item does not get taken back out until departure time. Please **do not** let children bring food, candy, gum, money, or large items to school. Toy guns or other toys that depict violence **are not allowed to be brought into the building.**

### Meals and Snacks and Dietary Restrictions

The center provides all food. Breakfast is served until 9:00 a.m. in the classrooms. A morning snack, lunch, and an afternoon snack are served as part of curriculum in individual classrooms, with the times indicated on the classroom schedule posted in each classroom. Menus are posted in each classroom. Lunches meet at least one-third of the recommended daily requirements. Snacks contain at least two nutritional foods.

Each child is given a little of each food. They are encouraged to try it; however, they are not forced to try or eat everything before receiving more of any of the other foods served.

If there are dietary restrictions, they must be noted on the registration emergency authorization form (provided separately in the enrollment packet), specifying which foods are restricted and why. Parents with children who require special diets for medical reasons must discuss the diet with the Director and additional forms may be needed. If a child is on a very strict or extremely limited medical diet requiring the preparation of special



food, the parent may be asked to provide the food. In such cases, it will be the parent's responsibility to check the menus and supplement the child's meals and snacks as needed.

In cases of personal preference due to a child's dislike of certain foods we do not allow substitutions; we require that the child be offered everything other children are being served. We avoid power struggles with children over food.

In cases of personal preference for other reasons such as vegetarians or for religious reasons, we supplement meat items with vegetarian items.

### Holidays or Special Occasions

Children can be over stimulated during holidays, and we try to keep things simple. Please consult with your child's teacher to see how holidays will be incorporated into the curriculum of your child's classroom.

If you would like to celebrate your child's birthday, please consult with your child's teacher beforehand. By State of Ohio Law, all food items brought into the center must be pre-packed with unbroken seals. By State of Ohio law, homemade items brought in by parents or guardians cannot be served in the center.

### Transportation of Children/Field Trips:

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Preschoolers, pre-kindergartners, and school age children go on several field trips. Toddlers do not go on field trips. Parents are given advance notice for all trips via a permission slip which must be signed and returned to the center before their children may attend such trips. There is no additional charge for field trips. We encourage parents to attend field trips and parents attend free of charge on most trips. On certain field trips the center uses sunscreen on children. The parent must give permission for sunscreen application in the enrollment package and complete the required form; otherwise, sunscreen is not applied.

Children walk on local trips to parks, the library, and around the neighborhood. Toddlers do not go on walks or local trips. A onetime permission slip is signed for such trips each year. All other field trips require permission slips for each trip. On trips away from the center we utilize a private yellow bus service or Cincinnati Metro (school-age children only). We utilize 3-point restraint systems on buses for all preschool/pre-k children.

Before departing the center on field trips, children are accounted for utilizing a name to face check using attendance sheets. This is done again upon arrival at the destination, upon departure from the destination, and upon arrival back at the center. Each staff member will have specific children that they are responsible for supervising during the trip. We transport (walk) school-age children to and from school as described in the section labeled 'Arrival and Departure Policies'.

### Swimming and Water Safety

School-agers go on several swim trips during the summer in swimming pools approved and supervised by local authorities. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program. For water play activities in bodies of water two or more feet in depth, written permission shall be signed and dated, and it shall be noted on the permission slip as required by law whether your child is a swimmer or non-swimmer, along with your child's date of birth.

Preschool children will be provided with water play during the summer at the center in a wading pool less than 24 inches deep. Parents will be provided with exact dates prior to children engaging in water play with standing water.

## **Immanuel Policies and Procedures**

### Guidance Policies

Adults have an impact on how children behave and a responsibility to ensure that guidance techniques help a child learn self-regulation while maintaining the child's self-esteem. This responsibility should include the use of direct guidance through positive guidance techniques such as: setting appropriate limits, giving choices, and logical consequences of actions, etc. as well as indirect guidance through the design and management of the physical environment.

We believe in logical consequences verses punishment. For example, if a child playing in a play area takes something from a classmate, this is not allowed. A logical consequence is to have the child leave the area and play somewhere else. We consider it punishment to have the child sit in a time-out in front of peers for such a mistake.

Guidance strategies work best when they are based on a child's current level of cognitive and social abilities and when they facilitate the child moving on to something else. For example, young children are egocentric; they cannot take on the perspective of others and they want choices and control over their lives. Social interaction is the best way to decrease egocentricity and we rely on positive discipline strategies to help children acknowledge and deal with different ideas. If a child hits another child, the adult can teach the child other means of solving his or her problem and can explain the other child's perspective rather than punishing the child. The limit of not hitting in the classroom is firmly restated. Children do not always understand the impact their actions have on others and adults can explain that hitting hurts and teach children to express their feelings and state that they do not like being hit. Long-term, a child's use of physical aggression to problem solve is not accepted. If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to disenrollment the child. The administrator would be in communication with the parents well prior to this occurring. Every attempt will be made to work together with the parents and the child to correct the behavior.

Staff will not impose punishment for failure to eat, sleep or for toileting accidents. This discipline policy applies to all staff and parents while they are at the center. All specifications in rule 5101:2-12-22 applies to all persons at the center. The center's policies may not conflict with the licensing rules.

We always ask ourselves what we have done to instill a sense of self-regulation in the child so that the child can deal with a similar situation better the next time, and have we helped the child express and come to a

### Safety Policies

1. Any staff member in charge of a child or group of children shall be responsible for their safety.
2. No child shall ever be left alone or unsupervised.
3. All staff is trained in First-Aid, Communicable Diseases, Child Abuse, Common Childhood Illnesses and CPR within the first six months of employment by qualified paramedics, nurses, or through qualified organizations such as Red Cross or the American Heart Association. There is always at least one staff member present with training in each of the above.
4. No aerosol spray will be used in the center while children are in attendance.

8.

5. Parents are required to bring the child into the building and make contact with a staff member as they take their child to the proper group. When picking a child up parents are required to tell the teacher they are leaving with the child and the staff member will indicate this on the attendance sheet.
6. The center staff will conduct monthly fire drills. Prior to and during the spring season, tornado drills are conducted.
7. A first aid kit will be taken on all field trips. Each child will have identification attached to him/her containing the center's name, address, and telephone number. Emergency Transportation forms are contained in the first aid kit.
8. The center shall provide outdoor play each day in suitable weather for all children enrolled. On days when there is weather or safety issues, indoor large muscle play is provided instead of outdoor play. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. We cancel outdoor play when local authorities issue weather advisories for such things as high/low temperatures, wind chill, and air quality, or if in our judgment weather conditions are not suitable for outdoor play, such as during rain, lightning storms, or for snow/ice conditions.
9. The center has devised several procedures to follow if an emergency would occur while a child is in the center's care. Medical, dental, general emergency plans, and fire and weather alert plans are posted next to each telephone. Telephones which can be used to call other telephones in the building, as well as 911, are in all areas used by children.

In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado 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 is the gymnasium of Annunciation School, three buildings north of our facility (same side of street). If the immediate area must be evacuated we will evacuate to the county library at the corner of Ludlow and Orman Street. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also 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. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness 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 an injury/illness 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 do not transport children in their vehicles. Only parents or EMS will transport.

10. A list of all children on medications, or with dietary restrictions (both for medical and personal reason) will be posted in all areas, including classrooms and the kitchen.

### Incident/Injury Report

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 must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardized the safety of the child.

If the child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

### Communicable Disease Policy

Children should not be brought to the center, or will be sent home, and staff members will be replaced with a substitute if they show any of the following signs or symptoms of illness:

- temperature of 100 degrees F - in combination with any other signs of illness,
- diarrhea (more than three abnormally loose stools within a 24-hour period,
- severe coughing (causing the child to become red in the face or to make a whooping sound)
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye, obvious discharge, matted eyelashes, burning, itching
- untreated skin patches, unusual spots, or rashes
- unusually dark urine or grey or white stools
- stiff neck with an elevated temperature
- evidence of untreated lice, scabies, or other parasitic infestation
- vomiting more than once or when accompanied by any other sign of illness
- sore throat or difficulty swallowing..

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

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.

Parents should notify the school if they discover that their child has a communicable illness so that a notice can be posted, and other parents can be advised to watch for symptoms in their children. A communicable disease chart is posted outside the Director's office in the hall to aid parents and teachers in determining illness.

### Administration of Medication, Vitamins, and Food Supplements

The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed, and the medication handed to the teacher each day. For most

medications, other than short term medications such as antibiotics and diaper rash ointments, a 'health care plan' form must also be completed. This form must be completed in conjunction with the director.

**The center will not administer over the counter medications without the director's permission, and the label must be read with the parent to determine if the medication can be administered in the center.**

**All emergency use medications, such as an inhaler or EpiPen Jr., must be left at the center and cannot be transported back and forth from home to school.**

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instruction on the Request for Medication form. Over the counter medications, if authorized by the director cannot and will not be administered for more than three days without instructions from a physician.

Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie, book bag, or locker. The only exception to this requirement is for school-age children that require the immediate use of an inhaler for a medical condition. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to always have access to the inhaler. The child must always keep the inhaler on his person; it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

A list of all children who have medications at the center is posted in each classroom, along with the medication and the expiration date of the medication. It is the parent's responsibility to ensure that we are provided with new medications (i.e., inhalers) prior to the expiration date of the prescription. We will not administer medications that have expired.

**Food Supplements or Modified Diets:** If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the director for more details and appropriate forms regarding this.

### Enrollment Policy

The director or an assigned staff member will interview each child and his or her parent or guardian and provide a tour of the facility prior to the child's admission to the program. Allow one hour for this visit. Upon admittance parents are provided with a registration packet which must be completed and returned prior to the child's first day. Ohio law requires a child to be vaccinated against a number of diseases as a condition of being admitted to school or enrolled in a childcare program. This program will not enroll unvaccinated children unless proof of medical necessity is provided. This center will not enroll a child whose parents refuse to grant consent for transportation for emergency care located on page 4 of the registration packet.

### Custody Agreements:

If there are custody issues 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. If a custodial parent asks the center to follow a court ordered limitation, the custodial parent may not later request the center to follow a different schedule without proper documentati

### Withdrawal

Parents wishing to withdrawal their child may do so at any time. A two-week notice is appreciated. Tuition will be charged until a parent officially withdraws a child from the center. To withdraw a child, the parent or guardian must provide the director with a singed note indicating the child's last day.

### Dismissal

Immanuel C.D.C. reserves the right of dismissing any child enrolled for the following unresolved issues, but not limited to: behaviors that can cause physical harm to themselves or other individuals and/or behaviors that create an un-safe environment. The center also reserves the right of denying any adult access to the facility for behaviors that interfere with the normal functioning of the center in an adverse manner.

### Transitioning of children

For incoming students, the center is better able to meet each child's needs when parent complete the three-page Family Information packet included in the registration packet. When children transition from one group to the next within the program, parents are provided a transition plan for agreement that is based on the needs of each child. Center records will be transferred to another school upon parent's signed request.

### Tuition/Fees and Payment Policies

Tuition increases occur when the center's costs increase. Parents are given a six week notice prior to a tuition increase effective date.

Tuition for all families is subsidized by the church at the following rates:

Toddler: \$ 206.00 weekly  
Preschool/Pre-Kindergarten: \$ 180.00 weekly  
School Age After-School: \$ 60.00 weekly\*  
School Age Summer Camp: \$ 165.00 weekly\*\* .

\* (full-day program provided during school year on dates Cincinnati Public schools are closed for snow days, teacher conferences, spring break etc. at no additional charge. Your child must be enrolled in this program at least four weeks prior to attending full day, except for those enrolled at the beginning of the program. If space is available, there is an additional \$ 21 daily charge for any day a child stays full day, until the child has been enrolled four or more weeks.

\*\* (a minimum of 8 weeks enrollment/payment is required during the program)

### **Tuition Payments**

We do not accept cash. Payment must be made by check or money order made payable to "Immanuel C.D.C.". Payments should be handed to a teacher or the director.

Tuition is due weekly and payable in full each week regardless of sick days, school closings for snow days, holidays etc. Our tax I.D. number is available upon request. There are no additional fees for food or field trips. Tuition is due on Friday for the following week. If payment is not received by Wednesday of the week of care the account will be considered delinquent and a note with parent's names may be left on the front door as a reminder.

If a child's first day of attendance is during the week, tuition is prorated for that week. Tuition is not prorated for withdrawals during the week, except for pre-kindergartners leaving for kindergarten and at the end of summer camp and after-school for schoolage children.

### **Additional fees**

Late fees are as follows:

6:01 - 6:15	\$15.00
6:16 - 6:30	\$30.00

The above listed fee schedules continue to increase at the rate of \$ 10.00 for every portion of 15 minutes late. Late fees are payable directly to the teacher that day or the next morning.

If you have an emergency, we understand, and our staff will watch your child past 6:00 p.m. for the above listed fees. Our staff put in long days and need to be paid if you are late. Repeated emergencies, although we wish we could accommodate them, will be cause for dismissal from the program. **Our program legally closes at 6:00 p.m. and teachers are not paid past 6:00 p.m.; you must pay them.**

Return check fee: \$ 25.00.

### **Tuition for Electronic Childcare (ECC)**

ECC is a program that pays part of a child's tuition. Any family can call Hamilton County Job and Family Services (HCJFS) (513) 946-1800 to see if they meet the guidelines for tuition assistance.

Our program is year-round and full tuition is due weekly if a child is enrolled in our program, regardless of absent days, except for dates when the center is closed as explained below. We do not offer daily or hourly rates. The weekly tuition amount for families utilizing EC is set by the State of Ohio, and EC usually has parents pay part of the tuition, called the 'Copayment', and EC pays the remainder, or their share of the tuition. \*Please see examples A & B below. The 'Copayment is located on the 'Important Child Care Notice' parents receive from HCJ&FS.

For toddlers, preschool children, and school age children in summer camp: EC will not pay the full amount of their share of the weekly tuition for children who attend less than 25 hours in any given week or have less than combined total of 25 hours of attendance and hours allowed for absent days during a given week. If EC does not pay their full share of the tuition, parents are billed the unpaid amount in addition to their copayment. \* Please see examples A & B below. If parents receive less than 25 hours of 'Maximum Authorization Hours' for the Week' as outlined on the 'Important Child Care Notice' letter, parents will be paying more than the co-payment amount as outlined on the letter. \*Please see examples A & B below.

For school-age after-school children: EC will not pay the full amount of their share of the weekly tuition for children who attend less than 7 hours in any given week or have a combined total of 7 hours with attendance and hours allowed for absent days during a given week. If EC does not pay their full share of the tuition, parents are billed the unpaid amount in addition to their copayment. \*Please see the examples A & B below.

Hours credited by EC for absent days that will apply to the 7- or 25-hour requirements: Each year January 1 – December 31 EC provides hours for absent days that apply toward the 7 or 25 hours needed each week for EC to pay their full share of the weekly tuition. Each child receives hours for 10 absent days January 1 – June 30, and 10 for July 1 – December 31.

On the back of the 'Important Child Care Notice' you receive from Hamilton County Department of Job and Family Services, it states the 'Maximum Authorization Hours for the Week'. For toddlers, preschool children, and school-age children in summer camp, if this number is 60 for example, EC will credit at the most 12 hours of attendance for an absent day (60 divided by 5 days = 12 hours). However, we are only open from 7:00 a.m. – 6:00 p.m. (11 hours), so the most they will credit you for hours of attendance on an absent day is 11 hours. For school-age after-school children, the number of hours provided for an absent day depends upon when your child's elementary school lets out. For example, if your child's school lets out at 2:45 p.m. EC will credit you 3 hours and 15 minutes of attendance for an absent day (we close at 6:00 p.m. and 2:45 p.m. – 6:00 p.m. equals 3 hours and 15 minutes).

Teachers must keep track of attendance times on an 'attendance hour sheet' and the times are on the teacher's attendance clipboards, which legally must always be with the group of children wherever the group is. Parents may keep track of their children's attendance hours during any given week by looking at the hours of attendance from the teacher's attendance hour sheet. Adding attendance hours plus any attendance credit provided for an absent day for any given week, needs to equal 7 for school-age after-school children, or 25 for all other children, or EC will not pay the full amount of their share of the weekly tuition and parents will have to pay the difference.

**\*Example A & B:**

Let us say a child is enrolled in preschool and EC sets the tuition rate it will pay at \$151.00. Let us say EC determines (based upon the family's income), that EC will pay \$ 110.00 of this amount and the parents must pay \$41.00 each week. If the child has 45 maximum authorized hours each week, he or she will receive 11 hours for each absence day (45 divided by 5 = 11).

**Example A:** If the above child attends 4 hours each day Monday through Thursday and is absent Friday, the hours of attendance will be 16 hours and EC will provide 11 hours for the absent day. This totals 27 hours and EC will pay their complete share of the tuition or \$110.00 and the parents pay \$41.00.

**Example B:** Let us say it is June 15 and the child in example A has used all 10 of the allocated absence days for January 1 – June 30. The hours of attendance will be 16 hours plus 0 for the absent day. EC will not pay their full share at this point because the child did not meet the required 25 hours in attendance and absent day

hours. Let us say EC guidelines only provide \$50.00 of the weekly tuition at this point instead of the \$110.00 in this example (parents can call their case worker to get the actual amount EC will pay at this point). The parents will then pay \$ 101.00 for that week (co-payment of \$ 41.00 plus the \$ 60.00 EC did not pay).

**\*\*\*Example C:** Let us say parents are provided with EC that only provides for 24 hours of care per week for the above child. Let us say EC has determined their share of the \$90.00 will be \$70.00 and the parent copayment will be \$20.00 per week. Our program does not offer part-time care, and should the parents decide to enroll in our program the parents will have to pay the remaining amount for full-time care as set by EC. In this example full-time tuition is \$151.00; therefore, parents will pay \$81.00 per week and EC will pay \$70.00 per week (\$81.00 plus \$70.00 equals \$151.00 per week). their copayment of \$20.00 plus \$61.00 per week or \$81.00 per week. For school-age children in our after-school program the same thing applies but is based on a minimum of 7 hours of attendance plus hours allocated for any absent day during any given week.

**Important Child Care Notice letter:** This letter is sent to parents by HCJFS and states the maximum hours a child can attend a program each week, the parent's weekly copayment amount, and the authorized begin and end dates.



Concerning the maximum hours, a child may attend our program: Since we are only a full-time program and do not offer any daily or hourly rates, we do not limit the hours a child may attend. If EC provided a family with for example only 24 hours of care per week, families must decide if they want to enroll in our program and pay the difference between what EC determines full time tuition is

### School Closings

We close 8 days each year in observance of holidays. We close or have delays due to severe weather if necessary. We close early on Christmas Eve (4:00 p.m.) when this date falls during the week.

### **Holiday Closings**

We close on the following holidays: New Year's Day - Martin Luther King Day - Memorial Day - Independence Day - Labor Day - Thanksgiving Day and the Friday after Thanksgiving - Christmas Day. A holiday closing schedule is located at the end of this handbook.

### **Snow Closings/Delays**

If it becomes necessary to close or have a delay, it will be advertised under the name **Immanuel C.D.C.** on the following TV station and web site:

TV: Local Channel 12 News (WKRC)

Website: [www.local12.com](http://www.local12.com) (click on "School Closing Alert")

A message will also be left on the center answering machine indicating delays or closings.

### Pick-up List (authorized escorts), Arrival and Departure Policies

#### **Pick-up List (authorized escorts)**

A pick-up list is in the registration packet. Make sure your list contains anyone you may ever call to pick your child up. Any pick-up issues relating to court orders will be decided on a case-by-case basis.

**WE WILL NOT RELEASE YOUR CHILD TO ANYONE WHO IS NOT ON YOUR PICK-UP LIST OR TO ANYONE FROM THE LIST WHO DOES NOT HAVE A PICTURE ID THAT WE HAVE NOT ALREADY VERIFIED (including parents we may have not yet met).**

The only way to add someone to your list is in person on the pink list, not on the classroom copy. We do not add anyone to your list any other way such as telephone calls, emails, or fax.

#### **Arrival/Including School Age After-School**

1. We require that the child be brought into the building by an adult (this includes school age children). The adult must make eye contact with the teacher and ensure that the teacher is aware that the child is there and has greeted the child. All children arriving prior to 8:30 a.m., except toddlers, should be brought to the breakfast/nap room next to the director's office (9:00 a.m. during the summer). After 8:30 a.m. (9:00 a.m. during the summer) children should be taken to their classrooms. Toddlers are taken directly to their classroom where breakfast is served.

2. If a child is brought to the center after his or her group has left for a field trip, the parent is responsible for the child until the center decides whether or not care can be provided. There may be no one available to care for your child.
3. We pick school-age children up from Annunciation and Fairview/Clifton schools for our after-school program and walk back to our center. We do not provide any transportation services.

If children are scheduled to be picked up by us at their school and they are absent that day or you have picked them up from their school, you must notify us in advance so that we know not to pick them up. If we expect to pick a child up and cannot find him or her, we by law must locate the child. We will first contact a parent to confirm the location of the child, and to consult with the parent to determine further action. If we do not reach the parent, we will attempt to contact the child's elementary school to verify if the child was absent, and then we begin making calls from the emergency contact list provided by parents in the registration forms. Regardless, we continue to try and reach the parent. **Ohio State Law requires that we find out where the child is and if we do not, we must call the police and report the child missing. Repeated failure to notify us that we are not picking your child up will lead to dismissal from our program.** A teacher with a group of children is stuck at the school with the group until a missing child is located. This is disruptive to our program and creates safety issues for all involved.

### **Departure**

**NO CHILD MAY EVER BE LEFT ALONE OR UNSUPERVISED IN THE BUILDING OR ON THE PREMISES BY ANY ADULT, INCLUDING PARENTS.**

If you pick your child up and stay in the building you must always supervise your child.

1. If your child's class is not in their room, a sign will be posted letting you know the classes' location in the building (muscle room, playground etc.). When the child is picked up, the escort is required to tell the teacher the child is leaving.
2. Parents must notify the center if an emergency prevents them from picking up the child at the close of the child's program. If the teacher staying late with the child has not heard from the parents or has not been able to reach the parents or an emergency contact, and she has waited a reasonable amount of time, she will call Children's Protective Services (241-kids) to come and get and care for the child until the parents can be contacted.to
3. 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 children home. Police will be notified if necessary.

### Late Arrival Policy

For children to receive the maximum benefit from our program, and to keep curriculum from being disrupted, it is expected that all preschoolers arrive no later than 10:00 a.m. A parent must call the center prior to entering a classroom past this time.

### School Age After-School Policies

Immanuel C.D.C. provides after-school 'escort service' for school age children from Annunciation and Fairview/Clifton Schools. We do not accept children arriving from buses for after-school, as we do not have staff available to meet the bus and escort children into the building.

Immanuel C.D.C. reserves the right to refuse to escort children who do not observe our safety rules. If this is necessary, parents will receive prior notification before the child is expelled.

School Age children 4<sup>th</sup> grade and above may run errands inside the building, be out of sight of the teacher, or use the restroom alone (all ages may use the restroom alone) in groups of no more than six children without adult supervision if the following conditions are met:

- children are within hearing distance of a teacher,
- the teacher checks on the children every five minutes until they return and,
- the restroom is for the exclusive use of the center.

School Age children by law may not attend full day if their elementary school is open.

Other State of Ohio optional guidelines, for example allowing children fourth grade and older to be in rooms by themselves, are not utilized by our program, unless the room is connected to a room a teacher is in.

### Children's Files

#### **Medical Examinations**

A medical form filled out by your child's doctor must be on file within 30 days after enrollment (school age children do not need medical forms). We supply you with medical forms to be used by your child's doctor. For toddlers, the examination shall have occurred within six months prior to the first date of attendance and for children three years old or older the examination shall have occurred within twelve months prior to the

#### **Child Enrollment and Health Information for Child Care**

An enrollment packet must be completed prior to a child's first date of attendance and the packet must be updated annually or when requested by the center.

### Child Abuse & Neglect

According to the Ohio Revised Code, Section 2151.421: "The following professionals are required to report suspicion of child abuse and neglect to the local children's protection agency (241-kids): Any administrator or employee of a child-care center, acting in his/her official or professional capacity having reason to believe that a child less than eighteen years of age . . . has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child shall immediately report or cause reports to be made of such information".

Notifications:**Nondiscrimination Statement**

---

- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Reporting of Suspected Violations and Access to Rules and Regulations**

Our license, with a toll-free number listed on the license for reporting suspected violations of Chapter 5104 or the Revised code or Chapter 5101:2-12 of the Administrative Code, is located in the hall outside the director's office. The laws and rules governing childcare centers are available at the center for review upon request.

**Center Funding**

The center is funded by parent fees, USDA Child Care Food Program allotments, Title XX, Immanuel Presbyterian Church, and grants.

**Americans for Disability Act**

Pursuant to the Americans with Disabilities Act (ADA), Immanuel Child Development Center will provide reasonable accommodations(s) to all qualified employees and enrolled children with known disabilities, where their disability affects the performance of their essential job functions and/or participation in the program, except where doing so would be unduly disruptive or would result in undue hardship.

### Concerns

Our goal is always to provide the highest quality program possible. To help facilitate this we ask that concerns and questions be addressed through the following sequence when appropriate:

- your child's teacher
- the director
- the Child Development Advisory committee via correspondence mailed to:

Immanuel Presbyterian Church  
Child Development Advisory Committee  
3445 Clifton Avenue  
Cincinnati, Ohio 45220

### Additional Parent Information

#### **Conference Day**

Parents are provided with progress reports at various times. Parents may schedule conferences with their child's teacher at any time. The center does not perform formal screenings and assessments on enrolled children and does not report child level data to the Ohio Department of Jobs and Family Services. When formal screening and assessments are needed they are provided free of charge, with parent permission, by Childreach, via the mental health levy.

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers cannot be tied up in the classroom setting while caring for children.

#### **Parental Visitation**

You have entrusted the care of your child to us, and you are welcome to observe or visit at any time. Each family has individual codes to enter the building and may enter at any time throughout the day. Licensing requirements require that you make us aware that you are here. If you want to have lunch with your child, please let us know one day ahead of time so that the cook can be notified.

#### **Parental Participation**

Keeping up with what is going on in your child's classroom and looking at the curriculum posted in the room so that you can talk with your child about what he or she has learned will help your child feel as if you have been part of his or her day. Since you are now a part of our center, your participation in such events is very important. We encourage parents to attend field trips and to speak with the director or the teacher when you want to donate time to your child's center.

#### **Parent Contact Information**

Parents, custodians, and guardians of children enrolled in our program may request contact information of other parents whose children are enrolled in our program, if we have been given permission to do so as indicated in the registration forms.

## Daily Reports

The daily report provides basic information about each child's day. These forms are not completed for school age children..

### Sample Daily Report

Child's Name: \_\_\_\_\_ Date: Tues 3/22

#### How your child seemed to feel throughout the day:

Morning:    \_\_\_ positively engaged with others  
              \_\_\_ participated in activities

Nap Time:   \_\_\_ rested some  
              \_\_\_ napped some  
              \_\_\_ napped

After Nap:   \_\_\_ positively engaged with others  
              \_\_\_ participated in activities

#### Nutritional Experiences:

Breakfast:   \_\_\_ Ate breakfast entrée   (pancake sausage on a stick)  
              \_\_\_ Ate fruit                   (applesauce)  
              \_\_\_ Drank milk

Morning  
Snack:       \_\_\_ Ate snack                   (fresh sliced oranges)  
              \_\_\_ Drank milk

Lunch:       \_\_\_ Ate entrée                   (country fried steak)  
              \_\_\_ Ate vegetable           (mixed vegetables)  
              \_\_\_ Ate fruit                   (applesauce)  
              \_\_\_ Ate bread/butter  
              \_\_\_ Drank milk

Afternoon    \_\_\_ Ate snack                   (animal crackers)  
              \_\_\_ Drank milk

## **Immanuel CDC Holiday Closing and Early Dismissal Schedules**

### **2023**

New Year's Day (Observed)	Monday January 2
Martin Luther King Jr. Day	Monday January 16
Memorial Day	Monday May 29
Independence Day	Tuesday July 4
Labor Day	Monday September 4
Thanksgiving	Thursday November 23
Day after Thanksgiving	Friday November 24
Christmas	Monday December 25

### **2024**

New Year's Day	Monday January 1
Martin Luther King Jr. Day	Monday January 15
Memorial Day	Monday May 27
Independence Day	Thursday July 4
Labor Day	Monday September 2
Thanksgiving	Thursday November 28
Day after Thanksgiving	Friday November 29
Christmas Eve	Tuesday December 24 (Closing at 4:00 p.m..)
Christmas	Wednesday December 25