



# Rise & Shine Christian Education

## 2023/2024 Parent Handbook

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Brunswick, OH 44212

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### MISSION STATEMENT

Rise & Shine Christian Education and Preschool is loved and supported by Polaris Christian Church. Polaris is passionate about its role in supporting families in their efforts to raise their children to know God and to follow Christ. Rise and Shine's mission is to provide a loving, supportive, and safe environment where children will:

- Establish a foundation for learning in kindergarten and beyond, and
- Learn about God's awesome love and how to live out Christ's example.

### OUR PHILOSOPHY

Each child approaches learning differently. Rise and Shine recognizes the fact that children bring to school a wide range of developmental levels, backgrounds, experiences, and needs. Children also learn best when the environment supports constructive, purposeful play that allows them to explore, manipulate, discover, question, and experiment, all while interacting with other children and teachers.

The whole child is important to us, which means that Rise and Shine provides opportunities in language, social, spiritual, physical, cognitive, and creative development. All activities and materials are age appropriate and relevant. The program includes small groups, large groups, gym, music, and art. Classrooms are set up in interest areas that consist of a sand/water table, dramatic play, blocks, math, reading, writing, listening, science, and art. We are rich in Language Arts and Math; and we are proud of the Science and Social Study projects that we do throughout the year. Finally we value a partnership with the families of the children we teach because this also promotes development and learning.

### OUR GOAL

Our educational goal is to give your children a solid foundation for learning, and to help them develop a positive self-image that will be an asset to them throughout their lives.

### CURRICULA

Rise and Shine uses Creative Curriculum and Handwriting Without Tears.

Creative Curriculum is an award-winning curriculum that is based on sound research that aligns with the Ohio Early Learning Content Standards. It supports our program's philosophy of teaching and recognizes all areas of development. It is appropriate for children from birth to age five, and offers an assessment tool that is on a continuum which is conducted on all enrolled children.

We use Handwriting Without Tears to teach writing skills. The curriculum uses hands-on, multisensory materials that appeal to children and increase their desire to learn.

### ASSESSMENTS

Rise & Shine uses two forms of assessments. One is called Ages & Stages Questionnaire which is a screening document. We send this home within the first few months of school for the parents to fill out and return. We score your child based on your answers and make any recommendations for further evaluation. The second assessment is an ongoing assessment of your child's progress that is conducted by the teachers throughout the year.

## LICENSE

Rise and Shine is licensed through the Ohio Department of Jobs and Family Services. The license is posted in the center office. We are owned and operated by Polaris Christian Church. At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

## ENROLLMENT

Rise and Shine is required by state law to follow rule 5101:2-12-20 of the Ohio Department of Job and Family Services, which pertains to the staff to child ratio.

1:8	2 – 3 years
1:12	3 – 4 ½ years
1:14	4 – 5 years

Rise and Shine can offer your child a classroom where the staff to child ratio is better than the state requirements.

1:6	2 – 3 years
1:8	3 – 4 years
1:9	Summer Birthday 4's
1:9	Summer Birthday 5's
1:9	4 ½ – 5 ½ years

## TIMES OF OPERATION

Rise & Shine will be in operation from September–May. This year we will be offering three hour class times for preschool and Pre-K on MWF. We will also be offering three hour class times for preschool and four hour class times for Pre-K on T/TH. The Summer Birthday 5's class runs from 9 a.m. - 2 p.m. The teachers will be at the doors to get children out of the cars starting at 9 a.m.

We will follow the Brunswick City Schools calendar for days off, snow days, and vacation. If Brunswick is on a delay, bomb threat, or is closed due to an illness, we will still have school.

## ADMINISTRATOR'S OFFICE HOURS

Rise & Shine's Administrators, will be available at the center from 8:30 a.m. - 4:00 p.m. during the months of August–May. Other times will be by appointment only.

## REGISTRATION

Registration applications will be taken starting in January. You will receive a number on your registration application when you turn it in. This is your lottery number. There is a \$55 non-refundable registration fee. Registration lottery takes place the first week of February.

## NON-DISCRIMINATORY POLICY

Rise & Shine does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. We also accept children who have not had their immunizations.

## ATTENDANCE POLICY

In order for your child to attend Rise and Shine, a registration form, roster form, health form, and Emergency Transportation Form must be completed. During the school year we will need you to notify the school when your child will not be in attendance. Attendance will be taken every day. Tuition is not refunded for daily absences. If permanent withdrawal is ever necessary, please advise the administrator at least two weeks in advance.

## TUITION

Payment is due on the **first of the month**, beginning September 1, 2023. Tuition rates are as follows:

<b>Toddler</b>	<b>Monthly/Yearly</b>
2-day	\$150/ \$1,350
<b>Preschool</b>	<b>Monthly/Yearly</b>
2-day	\$170/\$1,530
3-day	\$190/\$1,710
<b>PreK</b>	<b>Monthly/Yearly</b>
2-day	\$195/1,755
3-day	\$190/\$1,710
4-day	\$210/1,890
MWF 9 a.m. - 2 p.m.	\$230/\$2,070

Tuition is based on the fee for the entire school year divided by the number of months the preschool is in operation. Checks should be made payable to Polaris Christian Church with “Rise & Shine” written in the note area. Payment is due at the first of the month and will be considered late after the 5<sup>th</sup>, when a \$10.00 penalty on tuition will be added to your bill. We ask that you put tuition payments in an envelope and place them in the locked drop box outside the Rise & Shine front door, mail them to 3289 Laurel Road Brunswick, OH 44212 OR pay online with a credit card/bank account through Procure (this will be covered at Parents Night). Teachers will not accept tuition payments. **Sibling discount** is a 15% reduction in the above tuition for the second child simultaneously enrolled from the same family. You may request a copy of your account history or view this on your Procure App.

## ADDITIONAL FEE

In addition to tuition, there is a \$60 Student Fee due Sept. 1st. This is a one time payment that covers the cost of your child’s workbook, technology improvements and supplies.

## PROGRAM OPTIONS FOR 2023-2024

Toddler	2 - 3’s	T/TH AM	9am-11am
Preschool	3 - 4’s	MWF AM	9am-12pm
		T/TH AM	9am-12pm
		T/TH PM	12:45-3:45pm
Pre-K	4’s	MWF AM	9am-12am
	5’s	T/TH AM	9:00-2:00pm
		M-TH PM	12:45-3:45pm
Pre-K: Summer Birthday	5’s	MWF	9am-2pm

## SAMPLE SCHEDULE

### Three-Hour Day

9:00–9:15	Arrival – Independent Play
9:00–9:20	Circle Time (Calendar, Weather, Pledge, Prayer, Bible Story)
9:20–10:20	Interest Areas (Art, Writing, Reading, Dramatic, Math, Cooking, etc.)
10:20–10:40	Bathroom Break
10:40–11:05	Snack
11:05–11:30	Gym
11:30–11:45	Small Groups
11:45–12:00	Closing (Story, Song, Prayer)

## APPROPRIATE DRESS

For the children's enjoyment of active school experiences, and for their safety, sneakers are required for gym. Students who do not have sneakers will not be able to participate in gym. If your child is wearing snow boots to school, please make sure you send a pair of sneakers for him/her to change into. Play clothes are also recommended because children will be using clay, paint, and glue throughout the year. We would like children to feel comfortable participating in all school activities and not have to worry about getting their clothes dirty or ruined. We appreciate your efforts in making your child's school experience a positive one.

## OUTDOOR PLAY AND APPROPRIATE DRESS

Rise and Shine plans to use the outdoor playground as often as the weather is suitable. Please provide your child with clothes and outerwear that will keep him/her warm and dry when needed.

## SNACKS

We are asking each student to come with their own snack daily. You may also send in a water bottle for a drink! PLEASE label these each and every time. Your teacher will be notifying the class if any allergies are present in the classroom.

Here are some examples of snack items that could be used this year:

- Granola in a baggie
- Applesauce pouch
- Pretzels in a baggie
- Chex Mix in a baggie
- Rice Cakes
- Cereal Bar
- Raisins in a small box or in a baggie
- Crackers (Teddy Grahams, Graham, Saltine, Ritz, Cheez-its, etc.)

## LATE PICK-UP

It is very important to the staff both professionally and personally that children are picked up on time. If your child is picked up late from the AM or PM class, you will be assessed a late fee of \$1 per minute.

## DROP-OFF AND PICK-UP POLICY

### Drop-Off

When dropping off your child we ask that you go around the cones and drive up to the Rise and Shine entrance. Please pull up to the stop sign and a teacher will meet you there to assist your child out of the car. Make sure your child has his/her book bag with them. Do not drop off your child if there is not a teacher outside to receive your child.

### Pick-Up

When picking up your child we ask that you park in the parking lot and come into the school to retrieve your child. More information will be covered at Parents Night.

\*We respectfully request that there is to be **no parking in front of the school entrance at any time** during the day.

## RELEASE POLICY

It is our policy to require **written permission given to the administrator or teacher** prior to the release of a child from the center to any person other than the custodial parent/guardian or contact person listed on Emergency Transportation Form or on the Authorized Persons Form. Any other individual may be required to show identification to a staff member.

## PARENTAL ACCESS

Custodial parents, custodians, or guardians of a child enrolled at Rise and Shine will be permitted unlimited access to the center during its 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 custodial parent, custodian, or guardian should notify the administrator of his/her designee of his/her presence.

## 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 his/her child without proper documentation.

## DISENROLLMENT POLICY

Rise and Shine reserves the right to exercise withdrawal services for any of the following reasons:

- Failure to follow the preschool rules and policies
- Failure to return necessary documents
- Child not potty trained (**No Pull-Ups**)(Does not apply to toddlers)
- Failure to pay tuition after notification
- Excessive absences without notification
- Refusing to grant Rise & Shine permission to request emergency transportation for your child.

## GUIDANCE AND MANAGEMENT

All employees at Rise & Shine believe that helping children learn self-control is very important. Our expectations will be kept within the children's capabilities, and the students will be made aware of these expectations. We will treat your child with love and respect, knowing that children who are treated with respect will learn to respect their teachers and friends.

Rise & Shine has put together a policy that creates a consistent atmosphere of structured learning by training children to make appropriate choices. We recognize the importance of the cooperation of parents with teachers in shaping a child's behavior in the classroom. The provisions of 5101:2-12-22 apply to all employees of Rise and Shine.

- No discipline technique will be delegated to any other child.
- No physical restraint will be used to confine a child.
- No child will be humiliated or subject to profane language or other verbal abuse.
- Discipline will not be imposed on a child for failure to eat or for toilet accidents.
- Techniques of discipline will not be used to humiliate, shame, or frighten a child.
- No corporal punishment will be used.
- If a child misbehaves, the discipline will be related to the misbehavior and administered immediately.
- The first response will be redirection of attention.
- The second attempted form of discipline will be timeout, where the child is separated from the group for a period of time equal to the child's age.

\*In case of a severe behavior problem, the child will be taken to the center's office and a parental conference may be requested.

## DISENROLLMENT DUE TO BEHAVIOR

All staff at Rise & Shine will ensure that a child who exhibits undesirable behavior while at school is given the assistance needed to correct this behavior. After behavior guidance, documentation, meeting with parents, making every attempt to come up with a workable solution and the child's behavior is still creating an issue for the classroom, the child may be permanently disenrolled. Examples of reasons Rise & Shine would consider disenrollment are over aggressive behavior, continual biting, continual spitting, continual hitting, hurting others, continual running away from classroom and teachers.

When a child is disenrolled from the center for a behavioral reason, it has to be reported in the Ohio Child Licensing and Quality System (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code

## SAFETY

Rise and Shine has put together several procedures that will ensure the safety of the children in our care. The following policies will be carried out by trained staff out of genuine concern for all children.

- No child will ever be left alone or unsupervised.
- Children will be dismissed from their classrooms only to an adult that is the custodial parent, guardian, or contact person listed on the Emergency Transportation Form. A written permission form must be given to the teacher or administrator to release a child to any other person.
- Our center has immediate access at all times to a working telephone within the building used for the center. Each classroom has a cell phone that teachers can use for emergencies or to contact the front desk.
- The front doors to the center will be locked from 9:15-11:15 a.m., 12:30-3:30 p.m. and 4:00-5:00. If you wish to have access to the center, you can ring the doorbell or call the school office.
- In the event of a fire or tornado, staff will follow the written instructions that are posted in each classroom. These instructions cover staff responsibilities and evacuation routes. The center will conduct monthly fire drills and periodic tornado drills. Records of these drills will be kept in the office.
- If the building/property is deemed unsafe for staff and children due to fire, bomb threat, gas leak, etc., then the children will be relocated to Grace Baptist Church, 3480 Laurel Rd. A sign will be posted on the front door of the center indicating that we have been evacuated, and will include the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.
- If the center would need to close due to loss of power, heat, or water for more than one hour, Rise and Shine will call parents to come and get their children. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.
- In the unlikely event that there would be a threat of violence, the staff will get the children out of harm's way as quickly as possible, contact the proper authorities and follow the directions given, and contact the parents as soon as the situation allows. An incident report would also be provided to parents.
- There is always one staff member present that has received training in First Aid, Communicable Disease, Child Abuse Recognition, and CPR.
- In the case of minor accident/injury, staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and a parent will 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 will not transport children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed and kept on file.
- When an illness, accident, or injury requires first aid treatment, a staff member will complete an incident report. Parents will receive a copy on the day of the incident, and a copy will also be filed at the center.
- When there is a bump or blow to the head, a parent will be notified and an injury/incident report will be filed.

- In accordance with chapter 5101:2-12-46 administrative code for state licensing and in accordance with Ohio Law, child care staff members must notify a local public children services agency when a staff member suspects that a child has been abused or neglected.

## ILLNESS

The Ohio Department of Jobs and Family Services requires that there be daily observations of each child upon arrival at school by a person capable of recognizing signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at school will not be admitted. When children have been exposed to communicable diseases, the school will notify all staff members and all parents or guardians of children immediately. If your child has an infectious disease, we ask that you seek your physician's advice and always notify us of the disease. If a child becomes ill at school, parent, guardian or emergency contacts will be contacted and expected to pick the child up as soon as possible. The child will be separated in the office from other children and given a cot and blanket until he/she is picked up.

If a child displays any of the following symptoms, he or she must be kept home or will be sent home:

- Temperature of at least 100 degrees when in combination with any other signs or symptoms of illness
- Diarrhea (three or more abnormally loose stools within a twenty-four 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 and burning or itching of the eye, obvious discharge, matted eyelashes
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Colored discharge from the nose
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing

The child may return to school after illness when:

- Fever stays under 100 degrees for 24 hours without fever reducing medication
- Nausea, vomiting, and diarrhea have subsided for 24 hours
- An antibiotic has been given over a 24 hour period for any type of strep or bacterial infection
- A note is presented from the child's physician stating that the child is not infectious
- The child is feeling well again and has returned to normal behavior

## MEDICATION

No medication, vitamins, modified or special diets, or fluoride supplements will be administered at the center without an Ohio Department of Job and Family Services Medical Plan.

We maintain compliance with the Americans with Disabilities Act (ADA), including: • Administering medication to children with disabilities. • Administering care procedures to children with disabilities.

## IMMUNIZATION REQUIREMENTS– Section 5104.014 ORC

In Ohio, immunization laws affect children attending childcare centers and childcare center employees. Children must be immunized against a number of illnesses as a condition of being admitted to school. Exceptions to this requirement can be made if a parent completes and signs designated areas of the prescribed JFS 01305 form and includes names of required diseases against which the child has not been immunized and whether it is because the immunization is medically contraindicated, not medically appropriate for the child's age, or declined by the parent. There is no discrimination in regard to a student who is or is not immunized.

## HEALTH AND WELLNESS

At Rise and Shine we recognize the fact that a child's health is connected to their development and their ability to learn. Regular check-ups, screenings and immunizations, as well as healthy eating, proper rest and regular exercise, all contribute to the health of your child. Below you will find some resources that may help you provide a healthy foundation for your family.

### **Medina County Health Department**

Medina County Health Department in Medina offers many health services free of charge. You can find out more at [www.medinahhealth.org](http://www.medinahhealth.org), or call 1-888-723-9688.

### **Love INC**

Polaris also hosts Love INC (In The Name of Christ), a regional ministry that brings together resources from area churches and the community to meet the needs of families and individuals. For more information, visit [www.loveincmedina.org](http://www.loveincmedina.org).

### **Brunswick Food Pantry**

Brunswick Food Pantry is located at the Brunswick United Methodist Church. You can find out more information at [www.brunswickumc.org](http://www.brunswickumc.org).

### **Oaks Family Care Center**

The Oaks is a Social Service Agency providing support and encouragement to fathers, mothers, teens, and those in crisis here in Brunswick. Pregnancy related services are offered to the community without charge. Check out [www.oaks-family-care.org](http://www.oaks-family-care.org) to find out more about what they do.

## PERSONAL HYGIENE

All possible provisions have been made to assure that children and teachers follow proper rules of personal hygiene. Soap for hand washing will be available for use by staff and children before going into class, before snack, leaving and after toilet use. Disposable paper towels are used for drying hands.

## DIAPER AND POTTY TRAINING

The toddler room staff will be checking pull-ups and diapers during their 2 hour class time at least once. Parents may request a change to this policy at any time.

They will also work to encourage any child who is learning to use the bathroom and provide opportunities to use the bathroom during the classroom time.

## BREASTFEEDING MOTHERS

During school hours, we provide access to a private room for breastfeeding or pumping. This is generally provided in the church nursery located down the kindergarten hallway. These spaces have appropriate seating and privacy.

## FIELD TRIPS

Each year at Rise and Shine we have planned age appropriate field trips off the premises. Each child's parent will provide the transportation for these special outings. Our center does have safety procedures that will be carried out by the staff.

- A person trained in CPR, First Aid, and Communicable Disease is available on each trip.
- A first aid box will be available on the trip.
- Each child on a field trip will have an identification sticker containing the center's name and address, and a telephone number to contact in the event that the child becomes lost.



- Emergency Transportation Authorization Forms and health records are taken on all outings.
- A completed written permission form is needed from a parent for each child that is transported to and from the center for field trips.
- Parents who are transporting children on field trips have to meet and maintain child restraint requirements.

## TRANSITION

Change can be a hard thing for children. It is important to Rise and Shine that we help you and your child adjust to any change that may take place during the years that they attend here.

- We offer tours and a chance to see the school before school starts.
- Meet-the-Teacher morning provides a way for your child to spend just a few hours with their parents to become comfortable with their teacher, new friends, and a new space.
- Conference time is used to discuss your child's transition to the next grade.
- Family Night in the spring is an opportunity for you and your child to visit next year's classroom.
- At the end of the year all rooms celebrate the end of the school year.
- To prepare children who are going to kindergarten, the teachers may read books and talk with the children about any questions or concerns they have. In addition, we have an end-of-year graduation program for children moving on to kindergarten.
- If at any time during the year you need to remove your child from the program, your child's teacher will help you set up an appropriate way to say goodbye.

## REQUEST TRANSFER OF FILES

Rise and Shine will transfer your child's files at any point during the school year with written permission. We would need the name and address of the location you wish to have the information transferred to.

## PARENT PARTICIPATION

It is important to Rise and Shine that parents feel a part of their child's experience here. Parents are welcome to contact their child's teacher and/or the administrator if there are any concerns or problems related to the program. Parents can discuss with their child's teacher about his/her needs and progress throughout the year. All parents will have the opportunity to have a scheduled conference with their child's teacher each year. In order to keep parents informed of the programs taking place, flyers, newsletters, lesson plans, school calendar, social media posts, and our monthly SMORE communication system will be made available.

The following are examples of activities that provide parents ways to volunteer and participate in our program.

- FORS (Friends of Rise & Shine)
- Field Trips
- Provide Extra Snack
- Make Play-dough
- Mystery Readers
- Monthly Classroom Cleaners
- Small Group Help

## PROCEDURE FOR RESOLVING PROBLEMS

If at any point you feel you need to address a problem, you are welcome to contact the teacher in your child's classroom. You can also contact the administrator at [admin@riseandshineeducation.com](mailto:admin@riseandshineeducation.com). Alex Poindexter, lead minister at Polaris is also available to you, and can be contacted at [alex@polarischristian.com](mailto:alex@polarischristian.com).

## COMMUNICATION

The following is used to communicate between the staff and parents.

- Email
- Classroom bulletin boards
- Bloomz
- Take home fliers

- Social media
- Texting
- Phone calls
- Conferences
- Scheduled meetings
- Parents night
- Website

Ipads and phones are used to communicate between the staff during the school day.

### **DAMAGED TOYS OR ITEMS**

In the event that a child damages a toy or any items at school due to misuse, the parent is responsible for the cost of replacing the item(s).

### **LAWS AND LICENSING REGULATIONS**

The laws and regulations governing child day care are available for review upon request. The center's licensing record is available from The Department of Human Services upon request. Their toll-free number is posted in the office and may be used to report a suspected violation by the center.

### **MINISTRY**

Rise and Shine ministry exists because we believe in the truth and the relevance of the Bible within a school setting. It is important to us that our faculty members have a personal relationship with Jesus Christ and are able to model Christ's love within the classroom. Our curriculum is taught from a Christian perspective and is based on the principles of the Bible. As a parent enrolling your child at Rise and Shine, we ask that you agree to support our efforts and teachings to the best of your abilities as your child's primary teacher.

### **EXTENDED CARE**

Rise and Shine offers extended care hours that extend beyond our school class hours. We open at 7:30 a.m. and close at 5 p.m MWF only. A parent must sign their child up in order to receive extended care hours.

#### **Ratio**

The ratio for extended care is 1:9.

#### **Cost**

The cost for extended care is \$6.50 per hour or \$3 per half hour beyond your child's preschool class hours. If your child misses their scheduled extended care hours, you are still responsible for payment. You will not be responsible to pay if school is canceled due to bad weather. Payment is due every two weeks.

#### **Registration**

In order to register for extended care, you will need to fill out a registration form or submit in writing what times and days your child will attend.

#### **Sample Schedule**

12:45–1:00 Bathroom, Transition, Story time  
 1:00–1:40 Rest and Quiet activities  
 1:40–2:10 Music - Gym  
 2:10–2:30 Gym  
 2:30–3:00 Snack - classroom

3:00–3:15 Small Groups - Classroom

3:15–4:00 Outside

4:00–6:00 Choice Time

### **Rest and Quiet Activities**

Each day Rise and Shine will offer your child a rest time if they are attending more than five hours. Each child will have his/her own cot. They will be given the choice to rest or read quietly for 40 minutes.

### **Meals**

Your child will be given the opportunity to eat lunch every day. Parents must provide lunch. Please note that we are not able to refrigerate lunches. As a requirement by the State, all lunches are to have food from all four food groups. Snacks will also be offered during extended care hours. Students will be required to provide their own snack daily.

### **Pick-Up**

Parents for extended care will need to come to the school door to pick up their child. Since each child will be picked up at a different time, parents will need to ring the bell at the school's front door. The front door will be locked during the afternoon and evening extended care hours.

### **Late Pick-Up**

It is very important to the staff both professionally and personally that your children are picked up on time. If your child is picked up late from extended care then you will be assessed \$1 per minute. If you are late more than three times between October and December, and three times between January and May, your child will be disenrolled.

### **Payment Schedule**

Each month you will receive a Google form to fill out. This form will show which day care is needed. Please fill out the form and submit it. Once Mrs. McBride receives the form, she will enter your extended care charges into your ProCare account. Payment is then due on the 5th and/or 20th of the month. If you do not pay by the 5th and/or 20th of each month a \$10 penalty will be added to your extended care bill. You are responsible to pay for the charges that are indicated in your account. You may request to add dates at cost, but if you choose to remove dates, you are still responsible to pay the amount indicated on your account and the Google form you submitted. If you wish to change your child's schedule then you will need to fill out a "Change of Schedule Request," which you can find [here](#). Teachers will then be notified of your schedule.

### **Policies**

The following policies that are listed above also apply to extended care:

- Appropriate Dress
- Outdoor Play
- Release Policy
- Illness
- Guidance
- Parental Access

**APPENDIX C TO RULE 5101:2-12-07** Appendix C to Rule 5101:2-12-07

DATE: 10/13/2021 9:54 AM

**Center Parent Information**

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

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

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

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

The administrator's hours of availability to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

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