

Bethesda **child care center**

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Parent Handbook **School Session**

Jesus said..... "Let the children come to me....." Mathew 19:14

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Our Mission

The mission of Bethesda Child Care is to promote a safe, fun and developmentally appropriate environment for children. Our staff strives to create active learning through exploration, interaction, creativity and structure. We maintain an atmosphere based on teaching Christian principles and values in our daily activities. In addition, we want to be a bridge between home and school through consistent communication between parents and teachers.

Our Center

Our center is a not-for-profit organization within the Bethesda on the Bay Lutheran Church legal entity. The child care center has a board of directors with members from the congregation as well as parents children enrolled in the center. The center is separate from the church in operations and financial perspectives. The center welcomes children of all races, colors, religions, sex and national origins. We are licensed by the Ohio Department of Job and Family Services. The center's license is located outside the administrator's office by the parent information board. Any suspected violation of licensing policies should be reported to Ohio Department of Job and Family Services.

We offer free tutoring for children who need extra help. We also offer extra curricular activities at the center for convenience and extra stimulation for our children who attend our center. We believe in offering children several choices of activities as well as giving them the educational tools needed to excel in school and life!

Bethesda Child Care Center is licensed to serve Kindergarten through 4th Grade. Our center offers a lower teacher child ratio than required by the State of Ohio. Our ratio is one teacher to fifteen children and the state ratios are one teacher to eighteen children. For any group activity, group sizes will not exceed 30 children. The center will provide opportunity for individual, small group and large group activities on a daily basis.

Orientation Procedure

We strongly encourage families to tour our center and meet our staff. Before your child's first day of attendance, parents/guardians will meet with the administrator to review the parent handbook. The parent will need to sign the last page of the enrollment packet to verify that they have received and reviewed all of the handbook's contents. The pre-admission meeting will also include a discussion of before and after daily schedules as well as tuition and attendance policies. At this time, the parent should notify the administrator of any allergies, any special medical needs and present the administrator with any legal documentation for custody agreements if applicable.

Admissions

A child is considered to be enrolled in the center only after the \$20.00 registration fee has been received the administrator confirms the availability of space and has received all required paperwork. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file.

Days/Hours of Operation

Bethesda Child Care Center is a before and after school program for parent/guardians who need child care beyond regular school hours. We are open from 7:00 a.m. through 6:30 p.m. Monday through Friday.

Our center is closed whenever the Bay Village Schools are closed with the exception of the week of spring break and teacher in-service days. We are closed for Labor Day, Thanksgiving Break, Winter Break, Martin Luther King Day, President's Day, Good Friday and Memorial Day. A list of these exact dates of days closed can be provided to you from the office.

If the Bay Village Schools declare a snow day, we are also closed. In the event of a school delay beyond our normal hours of operation, the parent will be charged \$5 an hour during delay.

In the event we are open and the school is closed, a \$20 fee will be charged if your child attends. When we are open and Bay Schools are closed, our hours are from 7:00 a.m. until 6:30 p.m.

Parent & School Participation

Your child's experiences depend upon communication and cooperation between home, school and our center. Parents are encouraged to participate whenever possible in the activities of the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties or simply stop in to join the daily fun. Please check in with office to sign in before visiting a classroom or activity.

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

Our fall open house provides an opportunity for parent/guardians to speak with teachers, visit the center and learn more about the curriculum and program in specific classes. A bulletin board is located outside of the administrator's office that provides, a monthly parent newsletter, schedules, snack menu along with any special event information.

In regards to school participation, in October we send questionnaires to your child's teacher, with your permission, to see if your child needs any additional school help. We have tutors that will work in small groups to provide your children with the help they need. Our goal is to work with school and home to give our children all the tools they need to excel in school.

If you ever have any questions or concerns, please contact the administrator at anytime. You can stop by the office or call 440-808-8802. Please feel free to bring up concerns when they occur. It is of the utmost importance that parents are as happy at our center as our children are. We understand that you are trusting us with your children and we want to keep an open line of communication and have a good relationship with all of our families.

Daily Schedule

A.M. Schedule

7:00 -Center opens- free play in centers

7:35- Westerly bus arrives

8:00 -Clean up

8:10 -Normandy bus arrives

A.M./P.M. Kindergarten Schedule:

8:15 – 8:30 Wash hands/snack

8:30 – 8:45 Circle Time

8:45 – 10:00 Learning Centers (blocks, art, science, dramatic play, library, music and computers)

10:00- 10:30 Indoor/Outdoor play

10:30 – 10:35 Wash hands

10:35 – 10:55 Story time/group activity/character building

10:55 – 11:05 Wash hands/prepare for lunch

11:05 – 11:30 Lunch/A.M. Kindergarteners arrive.

11:30- 11:40 Clean up/wash hands/prepare for departure

11:45 – Normandy Bus Arrives and P.M. Kindergarteners depart.

12:00- 12:15 Circle Time

12:15-1:30 Learning Centers (blocks, art, science, dramatic play, library, music and computers)

1:30-2:00 P.M. Indoor/Outdoor Play

2:00-2:05- Wash hands.

2:05 – 2:35 Story time/group activity/character building

2:35 – 2:45 Clean Up/Wash hands and continue with the P.M. schedule.

P.M. Schedule

2:20- Westerly bus arrives

2:45- Normandy bus arrives

2:20- 3:15 Indoor/outdoor play

3:15- Wash hands/prepare for snack

3:20-3:35 Snack

3:35-3:45- Clean up/wash hands/prepare for homework

3:45- 4:30- Homework time/quiet activities

4:30 – 5:00- Group activity/character building

5:00 – 6:00 Learning Centers

6:00 – 6:30 Tabletop activities (puzzles/games)

6:30 Center closed

Schedules may vary. Outdoor play will be provided daily weather permitting. If the children do not go outside, we provide gross motor activities inside.

Curriculum

Children are exposed to craft, gross motor and/or cooking projects each afternoon after homework time. If children do not have homework, they are required to read or participate in another quiet activity as the other children in the room do their homework. We offer a great balance between projects, homework and free play each day. Free tutoring is also available Monday- Thursday each week.

Children will also work on community service projects throughout the year. These projects will enhance the children's awareness of others around them and help them learn empathy for others in need. Projects may vary depending on the needs of our community.

We offer special days for children to participate in as well. Special days may include, parties, picnics, talent shows, olympic days, special visitors or special themed days. Every Friday is movie day with popcorn.

Tuition and Payment Policies

Tuition is calculated on the number of days students attend public/parochial school for the year (180). The tuition is then divided into 9 monthly payments. Monthly tuition payments are due in the office by the 1st of each month. Tuition received after the 5th of the month is considered late and is assessed a 5% late fee on the total amount due. Payments can be given to the administrator at any time. Checks should be made out to Bethesda Child Care Center. Failure to pay tuition by the end of the month will result in termination of child care services.

The monthly tuition is based on the scheduled days that your child is enrolled at the center. For example, if your child's schedule is M/W/F, then you will be charged the monthly rate for 3 days a week. There are no refunds for absent days. Also, there is a multi-child discount of 10% off the oldest child's tuition.

Registration fee- An annual, non-refundable registration fee of \$30.00 for one child and \$50.00 for two or more children is charged. A child is not considered enrolled until the registration is received. A registration fee is required to hold a spot for fall sessions. However, if your child does not start on the date indicated to administrator, the spot may be filled by another child. Make sure to notify administrator of any change to your starting schedule.

Late pick up charges- If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. A late fee of \$7.00 for each 15 minute interval after 6:30 p.m. will be charged upon pick up.

Returned checks- Returned checks for insufficient funds are assessed a \$15 fee.

Snow days- On rare occasions, it may be necessary to close the center due to poor weather conditions. If circumstances should arise, watch television stations 3, 5 and 8 for closing information. On these occasions, regular payment is expected.

Withdrawals: Parents withdrawing their child may do so at any time. A two week notice, in writing, is required in advance of the withdrawal date. No refund of tuition shall be made before that date. If a child is withdrawn without advanced notice, two weeks tuition will be assessed. Children that are withdrawn for the summer need to have a registration deposit in place to hold their spot for fall.

Monthly Tuition
(September – May)

# of Days	Before School	After School	Kindergarten
5	\$104	\$298	\$430
4	\$84	\$240	\$344
3	\$63	\$180	\$258
2	\$43	\$120	\$172
1	\$21	\$60	\$86

*There is a \$5.00 discount for before and after school.

Supervision

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

School age children (no more than six children) may run errands inside the building, visit other classrooms, go to the library (within our building) to be tutored, or use the restroom alone without adult supervision. However, children must be within hearing distance of their teacher, the teacher needs to check on the children every 5 minutes and the children need to use the restrooms that are exclusively used for the center.

Arrival/Departure:

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, medications and special pick up notes are to be given to the teacher at this time. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of the child before and after sign in.

If a child is scheduled to arrive from school and does not, we will first contact the school to determine if they were at school that day or absent. We will then follow up with a phone call to the parent to confirm the reasoning for the child's absence. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Attendance

Parents must notify the center of their child's attendance before the start of the month. If your child's schedule is not the same weekly, you must turn in a schedule stating the days your child will attend for the month. It is necessary for us to know your child's attendance ahead of time so we know when to expect them for safety reasons.

Staff members check attendance when children arrive and depart the center. If a child visits another classroom within the center, a child is marked off in their classroom and then marked in the classroom they choose to visit. If the child returns to their classroom, then they are marked back in. Even though children may run errands inside the building, visit other classrooms, go to the library (within our building) to be tutored, or use the restroom alone without adult supervision, we take attendance once they get to their destination. Our teachers will always know where the children are within the building.

Release of children

In accordance with the state regulations, children are released only to custodial parent, guardian or person authorized by the custodial parent or guardian. If an emergency arises

the parent must provide a written, signed note giving the person permission to pick up their child. If during the day, a parent finds it will be impossible to pick up their child in the afternoon, a telephone call must be made to the office to notify us of the authorized person to pick up their child. Staff will check ID of anyone they do not recognize. Please let people know about this so they bring their ID and are not offended. The children's safety is our priority. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If a parent is not permitted to pick up their child, legal documentation must be on file at the center. Without proper documentation, we are unable to deny a parent to have access their child.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being neglected or abused, they are required by Ohio law to make a report to the local children's services agency. The safety of the children is always our first concern.

Guidance Policy

Our behavioral expectations are age appropriate, and all of the staff members will communicate them in words that all children can understand. Children at Bethesda are not punished physically or verbally. The emphasis is on making discipline a positive learning experience with a clear cause and effect relationship. Rules are made clear as are the reasons for them. The goals are to help the child realize that while his/her feelings are accepted, the behavior is not and that all children have the potential to keep behaviors under control.

It is the responsibility for all teachers to communicate, at the child's level of understanding, an acceptable behavior for each situation. All of the teachers will make every effort to keep a child from hurting him/herself or others. This will be accomplished by drawing the child's attention to what they are doing and reminding them that the behavior is not acceptable. We also have a three check behavior system. On the first infraction, the child's name will go up on the board as a warning. The second infraction, the child will receive a check. Upon the third infraction, the child will receive a second check and a call will go home to parents. Time outs may coincide with the check marks depending on the infraction. If behavior continues after calls home, children may be excluded from certain activities or field trips we may have. The major behaviors that will be addressed are:

1. Leaving the classroom or fellowship hall without permission.
2. Talking back to teachers.
3. Picking on fellow classmates.
4. Hitting, pushing and kicking fellow classmates.
5. Swearing and/or inappropriate language/discussions.

In extreme situations, the parent may be called to remove the child from Bethesda for the remainder of the day or several days. The child will have to sit in the administrator's office until the parent can pick them up. The staff and parent will then work together to make a plan for the child's return.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with

parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

These behavioral guidelines are reviewed by each parent during the pre-admission meeting. This discipline policy applies to all employees.

Meals and Snacks

We do not provide breakfast. Therefore, we ask that children eat before they come to the center. We serve two snacks on normal school days. Each snack will contain at least two nutritional foods. Menus are posted on the parent board by the administrator's office.

Only children who are attending the half day kindergarten program or attend on a days when school is closed, will be served a morning snack and lunch. Snack is at 8:30 a.m. and lunch is at 11:00 p.m. Parents are required to provide lunch for their child. This meal must consist of nutritional food from the following groups: protein (1 ½ oz), grain) 1/2 slice of bread or ¼ c pasta, and two foods from the fruit/vegetable group (1/2 c). Milk is provided by the center. All food items must be stored in a lunch/box/bag clearly marked with your child's name. The lunches will be stored in the classroom, please make sure to include ice packs in your child's lunch if foods need to be kept cold.

All children are offered afternoon snack at 3:15 p.m. everyday. If your child does not like the snack or has allergies, you may pack a snack for your child. Please make sure they are healthy/nutritious snacks.

Emergency Procedures

The center has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire or tornado, staff will 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. In order 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, all students will evacuate the building and meet on the sidewalk of Wolf Road. Should we need to evacuate for weather conditions, we will evacuate to the church basement. A sign will be posted in the 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 pick up your child. If a parent can not be reached, we will contact the emergency contacts as listed on your child's enrollment form.

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 by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable disease and CPR. In the case of a minor/accident/injury, staff will administer basic first aid. 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 any 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 may not transport children in their vehicles. Only parents or EMS may transport. An incident report will be given to you within 24 hours and also reported to Ohio Job and Family Services.

Management of Illnesses

Our center provides children with a clean and healthy environment. However, we realize children become ill from time to time. If this your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center.

A child will any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom, temperature of one hundred and one degrees Fahrenheit, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness of the eye, obvious discharge, matted lashes, burning or itching, redness of the eyelid, thick and purulent (pus) discharge, eye pain, untreated infected skin patches, unusual spots or rashes, unusual dark urine or gray or white stool, stiff neck, evidence of untreated lice, scabies or other parasitic infestations, sore throat, difficulty swallowing or vomiting.

Parents (or parent designate) are required to pick the child up within one hour of the phone call concerning the sick child. Anytime a child is isolated, they will be kept within eyesight and hearing of a staff member. We will provide a mat or cot for the child to rest in quiet. Mats and cot used will be washed and disinfected before using again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children may be admitted to the center after at least 24 hours of being free of symptoms. If they are not symptom free, a doctors note will be required stating that the child is not contagious.

* The Dept. of Health's Communicable Disease Chart is located in the hallway outside the administrator's office for your reference and convenience.

Medications:

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 handed to the teacher. Medications will be stored in a designated area inaccessible to children. Medications may not be stored on their hook or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. Parents must sign a release form stating that they are permitting their child to have access to the inhaler. The child must keep the inhaler on his person at all times. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance with the instructions. If parents request any different dosages

or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements of Modified Diet

If your child requires a food supplement or a modified diet, you must secure written permission from your physician regarding this. Please speak with the administrator for more details regarding this.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the 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. On days in which we cannot play outside due to temperature, ozone warnings, rain or threatening weather, we will have indoor play in Fellowship Hall. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter.

Transportation of Children

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

The Bay Village City School district provides the bus transportation to and from Bethesda. A Request for Bus Change form needs to be filled out every year and sent to the Transportation Department in order to have transportation. This form is included in the enrollment packets.

Field Trips

Field trips are mostly taken in the summer months. However, when we are open all day when schools are closed we may take a field trip. In addition, kindergarteners may occasionally take field trips across the street at The Lake Erie Nature and Science Center. All of our field trips are walking field trips. Our center does not have a vehicle for transportation.

Before departing the center, a count will be taken of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

Thank you for choosing Bethesda Child Care to care for your child!