



PART TIME PROGRAMS FAMILY HANDBOOK 2011 - 2012

PART TIME PRESCHOOL, PARENT'S DAY OUT AND PARENT'S COOPERATIVE PRESCHOOL

The North Broadway Children's Center Family Handbook has been written to communicate the philosophies and policies of the Center. Please read the handbook carefully and use it as a reference should questions arise. Once you have enrolled your child in the Center, it is understood that you agree to abide by the policies as stated in the handbook. If you have questions, suggestions or concerns please call the Director, Lori O'Hara, or the Assistant Director, Christy Deberson, at (614) 262-6222.

A LETTER TO CHILDREN AND PARENTS

Welcome to North Broadway Children's Center! We are so glad that you will be joining our community! We want more than anything else for you to be comfortable here each day. Because we are very active and often messy, please wear comfortable, easily laundered clothing. To keep you safe on climbing equipment, please wear rubber-soled shoes. We go outside in all kinds of weather, so please bring appropriate outerwear, like mittens, boots and hats. An extra change of clothing is needed in case of accidents.

You may want the warm, safe feelings that come from bringing some of your things from home. Some things other children like to bring include: photos, stuffed animals, dolls, blankets, toys, favorite books or music. Please label everything you bring from home to help your teachers remember that it is yours. Because we want you and all our children to feel safe, please do not bring toy guns, toy weapons or other toys that encourage aggressive play.

You will have a cubby to keep your things in. Please remember to check your cubby each day and keep it clean so that you always have room for your artwork and other important papers.

My door is always open if you need to share any ideas, concerns, suggestions, or just to say hi.

We hope you will enjoy the time you spend with us. We have a lot of fun and excitement waiting for you!

Sincerely,

- Lori O'Hara

OPEN DOOR POLICY

You are always welcome to visit your child's classroom! We encourage parents in all of our programs to come spend time with us- play during choice time, dig in the sand box, share lunch, or bring your own special talents to share. Teachers want to include your family in our program. For parents who may want to observe their child from outside the classroom, observation windows are available.

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MISSION STATEMENT

The North Broadway Children's Center is committed to offering high quality child care and education to all children who may benefit from our program, regardless of race, faith, creed, national origin, economic status, disability or family composition.

ORGANIZATION

The North Broadway Children's Center was started in 1954, and is an outreach ministry of the North Broadway United Methodist Church. The Children's Center programs arise from a common desire for excellence in meeting the needs of children and their families.

An Advisory Board sets the policy for the Children's Center. The board is composed of interested persons from the church and the community, as well as parents of currently enrolled children, one member of the church staff, the Director of the Children's Center and a NBCC staff representative. Advisory Board meetings are open to the public, and minutes from monthly meetings are available in the office.

LICENSING

North Broadway Children's Center is licensed by the State of Ohio (Ohio Department of Job and Family Services) and exceeds the state's standards and regulations set forth for child care facilities and preschools. These regulations and standards are available to all parents; please ask in the Center office. Any suspected violation by the Center may be reported to the Department of Job and Family Services. See our ODJFS license in the hallway, or the ODJFS website for contact information. Inspection reports from the Department of Health, the Columbus Fire Department and the City Building Regulations Division are available from the Ohio Department of Job and Family Services. NBCC's Child Care License is located on the wall across from the office. Inspection reports from the Child Care licensing division are available for viewing in a binder located by the Parent bulletin board outside the office.

ACCREDITATION

North Broadway Children's Center has been accredited since 1986. The National Association for the Education of Young Children (NAEYC) administers the only national, voluntary, professionally sponsored accreditation system. Our program voluntarily undergoes an on-going comprehensive process of internal self-study. Every five years we complete the re-accreditation process which includes our staff self-study, family questionnaires, and a representative from the NAEYC coming to review our programs to verify compliance with the criteria for high quality early childhood programs. Our accreditation certificate is located on the wall across from the office. If you have any questions regarding the accreditation process and/or criteria, please talk to your child's teacher or the Director or Assistant Director.

STEP UP TO QUALITY

NBCC has been part of the Step Up To Quality program since it started the pilot program in 2004. Step Up To Quality is a voluntary Three-Star Quality Rating System that recognizes and promotes early care and education programs that meet quality benchmarks over and above minimum health and safety licensing standards. The steps are based on national research identifying the key benchmarks that lead to improved outcomes for children. These benchmarks include low child to staff ratios, group size, accreditation, staff education, specialized training, improved workplace characteristics and early learning standards. We are assessed annually by a representative from ODJFS, specializing in Step Up To Quality.

OUR PHILOSOPHY

The principles that govern all the policies of North Broadway Children's Center are contained within our statement of philosophy.

WE BELIEVE in the dignity and worth of each child, therefore, we provide a loving, respectful, play-based environment that nurtures the body, mind and spirit of each child.

WE BELIEVE in the dignity and worth of each family, therefore, we strive to support and complement the family as we nurture the healthy development of each child.

WE BELIEVE in the dignity and worth of each teacher, therefore, we nurture each capable and caring teacher with appropriate financial and professional support.

WE BELIEVE in the connectedness of our lives, therefore, we nurture relationships within our center, our church and our community.

ENROLLMENT INFORMATION

REGISTRATION

In order to register your child for any program, you must complete an application form and return it to the Center with a non-refundable registration fee. The registration fee for Part Time Preschool and PDO is \$30, and for Co-op is \$15. Once your child is enrolled, we immediately begin preparations for your child's first day. It is important to us that you and your child feel welcome.

FORMS

The following forms are due 2 weeks prior to your child's first day of attendance:

- Child Enrollment and Health Information
- Parent Authorizations
- Family and Child Profile
- NBCC Emergency Medical Information (blue card)
- Child Medical/Health Care Plan (if applicable)
- Child Medical Statement (due within 30 days of enrollment)
- Authorized Pick Up List
- Family and Child Profile
- CACFP Enrollment Form

- ***For children with special health care needs requiring medication- we must have all the necessary medication at the center and the required paperwork completely filled out before your child can start.***
- *The Child Medical/Health Care Plan is to be completed annually for any children who have allergies or other special health care needs, and **must** be filled out and turned into the office prior to your child's first day. Any medication or items necessary for your child's health care needs must be given to the classroom teachers on your child's first day. If medication is provided, a medication form must also be filled out and given to the teacher.*
- The Medical Statement, signed by a physician, is due within 30 days of your child's first day of attendance, and must be redone every 13 months.
- The Child Enrollment and Health Information form must be redone annually.

DEPOSIT

For Part Time Preschool, a deposit is due, equal to one month's tuition, on August 15th. The deposit will be credited to the last month of tuition when a **30-day written notice of withdrawal** is given. If your child remains in the Part Time Preschool program for the whole school year, the deposit will be used for May tuition.

TUITION

The Children's Center monthly tuition is set by the Advisory Board. (See attached fee schedule). Tuition is payable in advance, on the first of each month. Checks should be made payable to North Broadway Children's Center, or NBCC, and can be credited to your account more efficiently if your child's name appears on the check. Checks can be placed in the tuition box located just outside the office or mailed to the Center. If you would prefer to pay with cash, please ask for a receipt at the office. Invoices are made available upon request. For your tax purposes our federal tax ID# is 31-0823799. For families enrolled in Co-op and PDO we post a statement in the office at the beginning of each month with the current month's tuition amount.

AGREEMENT

A written agreement made between you and NBCC will be signed annually, or upon a change in tuition. Hours and days of attendance, monthly tuition and the rights and responsibilities of the Center and parents are included in the agreement. See the last page of this handbook for the agreement.

PRESCHOOL, PDO, AND CO-OP ABSENCES

When your child is absent due to vacation, illness or other circumstances, tuition must be paid in order to guarantee continued enrollment for your child.

LATE PAYMENT POLICY

All tuition/fees are due on the 1st of the month (Fees include- tuition, late pick up fees, late payment fees, supply fees, etc.). A \$25 late fee will be charged to accounts not paid in full by the 5th of each month.

- If tuition/fees are not paid by the 20th of the month, a written payment plan must be made with the Financial Manager or Director, and agreed upon no later than the 25th of the month. When a payment plan is made, it must be followed as agreed.
- After a payment plan is agreed upon, tuition in full or a payment agreed upon in the payment plan must be made by the end of the month, or childcare will be suspended for up to 5 business days.
 - During the suspension, the child will not be eligible to attend NBCC until payment in full, or the amount agreed upon in the payment plan is made.
 - Tuition will continue to accrue during the suspension days.
 - If payment in full, or the payment agreed upon in the payment plan, is not made within the 5 days of suspension, child care will be permanently terminated. Payment in full is still required.
 - If an agreed upon payment is missed, childcare will be suspended for up to 5 business days. (See above for policy regarding suspension).
- If tuition/fees are not paid on time and there is no response, or a payment plan is not agreed upon, by the 25th of the month, child care will be terminated at the end of the month. Payment in full is still required.
- Balances left unpaid at a child's withdrawal will be reported to the credit bureau.

PARENT ROSTERS

Rosters of parents of enrolled children are available upon request from the office. Rosters do not include contact information of those parents who request not to be included.

WITHDRAWAL

Please submit a **30-day written notice** when you plan to withdraw your child from the Center. Teachers need time to help children become comfortable with the transition and the Center needs time to fulfill enrollment obligations. We appreciate your consideration and have provided you with a convenient withdrawal notice form that includes a brief evaluation of our Center. Forms are available from the office. **Failure to give a 30-day written notice of withdrawal will result in the forfeiture of your deposit.** You do not need to complete a form for the final month (May) of preschool, PDO or Co-op.

CUSTODY AGREEMENTS

Any residential parent or guardian of a child enrolled in NBCC shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child, or evaluating the care or premises. A non-residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence.

BOTH PARENTS RIGHT TO PICK UP

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

SECURITY

NBCC has a door lock system on the front doors of the center and the church. A security key card is required to unlock the doors upon entry. You can get a key card from the office.

If you lose your key card, you must inform the office immediately so that we can deactivate the card. A non-refundable lost card fee of \$20 is required to obtain a new key card.

Please help us maintain the security of the center by being aware when you enter and leave the center. Please do not hold the door for anyone you do not know. If you have questions, or need help, please see someone in the office.

ARRIVAL AND DEPARTURE

ARRIVAL

Part Time Preschool, PDO and Co-op begin at 9:00a.m. each morning. Afternoon preschool begins at 1:00p.m. Because your child’s safety is of utmost importance to us, **all children must be escorted to and from their rooms by an adult.** You and your child may have a more positive transition if you allow time in the morning to help your child get settled in the room.

DEPARTURE

Children must be picked up by 11:30 a.m. from morning preschool and PDO, 12:00 p.m. from Co-op, and 3:30 p.m. from afternoon preschool. Because your child’s safety is of utmost importance to us, please **be sure a teacher knows when you are leaving with your child.** So that we can help your child feel safe and secure, please notify us if you will be late.

EXTENDED CARE

Extended Care is available before and after morning and afternoon preschool, and after PDO. It is offered on a daily sign up basis.

Times offered:	<u>AM Preschool</u>	<u>PM Preschool</u>	<u>Parent’s Day Out</u>
	8:00am-9:00am	12:00pm-1:00pm	11:30am-12:30pm
	11:30am-12:30pm	3:30pm-4:00pm	

- The cost for extended care is \$6.00 per hour
 - Extended care stickers may be purchased in the office. Stickers are sold only in increments of 5- \$30 (five stickers), \$60 (ten stickers), etc. When you buy \$240 worth of stickers (40 stickers) you receive a bonus of 5 stickers for free. For the 3:30pm-4:00pm time period stickers are priced as follows- \$30=ten stickers, \$60=20 stickers, etc. and stickers may be purchased in increments of ten.
 - **No single sticker purchase is available.**
 - **Daily sign up:** Write your child’s name on one sticker for each extended care hour. Place the sticker on the daily sheet in your child’s classroom. **Only children with a sticker on the sign up sheet prior to the extended care session will be permitted to stay.**
 - Children must bring a nutritious packed lunch for the 11:30-12:30 hour. Lunches from the kitchen are not available. (See meal requirements below).
 - Please label your child’s lunch with their name and the date.
- If your child stays for extended care, we ask that you pack them a lunch to bring. Because NBCC participates in the federal Child and Adult Care Food Program (CACFP), all meals served to children must comply with their policies. Please see below for the food guidelines we follow. NBCC has a nut-free policy, so in addition to being nutritious, lunches must also be **nut free**- for example no PB&J or granola bars containing almonds.

CACFP Meal Requirements

Lunch				Snack (Choose 2 from different food groups)			
Age	1-2 yrs	3-5 yrs	6-12 yrs	Age	1-2 yrs	3-5 yrs	6-12 yrs
Milk, fluid	½ cup	¾ cup	1 cup	Milk, fluid	½ cup	¾ cup	1 cup
Meat/ Alternative	1 oz.	1 ½ oz.	2 oz.	Meat/ Alternative	½ oz.	½ oz.	1 oz.
Bread / Alternative	½ slice	½ slice	1 slice	Bread / Alternative	½ slice	½ slice	1 slice
Veg./ Fruit- 2 servings	¼ cup	½ cup	¾ cup	Vegetable / Fruit	½ cup	½ cup	¾ cup

LATE PICK-UP FEES

We understand how difficult families' schedules can be and that occasionally you may be unavoidably late to pick up your child. However, our teachers are scheduled to work only until the end of their program. For this reason, we assess a late fee for every minute your child remains in our care past the program's scheduled pick up time.

- 1st occurrence- \$1.00 per minute past the scheduled pick up time
- 2nd occurrence- \$2.00 per minute past the scheduled pick up time
- 3rd occurrence- \$3.00 per minute past the scheduled pick up time
- 4th occurrence- \$4.00 per minute past the scheduled pick up time
- 5th and subsequent occurrences- \$5.00 per minute past the scheduled pick up time

Occurrences of late pick-ups are counted annually according to our fiscal year (September 1st – August 31st).

Because quality care for children and proper compensation for teachers are important to us, failure to pay late fees or repeated late pick-ups may result in the termination of a family's contract with the Center. (Late fees are charged per child.)

PICK-UP LIST

To ensure the safety of the children in our care, you must complete an "Authorized Pick-Up List" which lists those persons who are authorized by you to pick up your child. Copies of this list are kept in the office and in the classroom to ensure that no child shall be released to an unauthorized individual or another juvenile. An individual must be at least 16 years old to be an authorized "pick up person". If it becomes necessary for a person not listed on your pick-up list to pick up your child, you must call the office to make special arrangements. In cases when authorized people other than parents arrive to pick up a child, office staff or teachers will ask the person for photo identification. The Children's Center reserves the right to refuse release of a child without appropriate authorization.

BABY-SITTING BY STAFF AFTER HOURS

Staff members, other than family members, cannot be listed on your authorized pick-up list or as an emergency contact for enrolled children. Staff members cannot provide transportation to and from the Center except for field trips. While we know our staff members are wonderful caregivers, we do not encourage them to provide after-hours child care for currently enrolled children. Any arrangements you may wish to make for after-hours child care with a staff member are not the responsibility of the Center.

CLOSINGS

HOLIDAYS

In addition to the Winter Break (see below), during the Part Time Program school year the following holidays will be observed and the Center will be closed:

Thanksgiving and the Friday after Martin Luther King Jr. Day President's Day (for Inservice)

PRESCHOOL/PDO/CO-OP BREAK

The Preschool, PDO and Co-op programs will be closed December 19, 2011- December 30, 2011. Classes resume January 2, 2012. Co-op will also be closed for spring break April 6-13, 2012. Our Co-op program follows the Columbus Public Schools schedule.

INSERVICE

Because quality programming is very important to us, we close the center for staff inservice 5 days each year. The three days preceding Labor Day we are closed for inservice, as well as on President's Day in February. In addition, the Center also closes for one Friday in the spring for staff to attend the Ohio Early Care and Education Conference. These scheduled closings are listed on the center calendar, are printed in the newsletter and are posted on the parent information boards.

EMERGENCY CLOSINGS

Our Center may close when heat, electricity, water, or phone service is not available. This decision will be made on a case by case basis at the discretion of the Director and may be based on one or more of the following criteria: time of day, weather, information received from authorities, etc.

If an emergency should arise after children have already arrived, we will call you to inform you about what is happening and if you will need to pick up your child. **It is essential that we have accurate telephone numbers for you and your emergency contacts.** Please inform the office if any contact information has changed.

POWER OUTAGES

If there is no electricity at the time the center opens (6:30am), we will wait until 10:00am, if the power is still not on, we will close for the day. We ask that children not be dropped off until we know if the power is going to be restored.

If the center does have electricity at opening, but it goes off in the morning before 10:00am, we will wait until 10:00am, if the power is not restored, we will close for the day. Parents will have the choice to drop off their children, however, if the center has to close the children will need to be picked up within one hour.

If the electricity goes out after 10:00am, we will wait one hour, if the power is not restored, we will close for the day and children will need to be picked up within one hour.

SNOW CLOSINGS

NBCC will close in the case of a Level-2 Snow Emergency. If it is a Level-2 at 6:00am, the center will be closed for the day. If a Level-2 Snow Emergency is declared during the day, the center will close immediately.

In the case of a Level-1 Snow Emergency- If there is a Level-1 in the morning, or if a Level-1 is declared during the day, the Director will have the discretion to make the decision on whether to close the center. The decision to close will be based on several factors including- the current weather conditions, road conditions, forecast, and any other relevant information. If a Level-1 is declared in the morning, and the center decides to open, the decision to close may still be made later in the day due to any changes in the above factors.

- ***For all emergency and snow closings, families must pick up their children within one hour of notification of the center closing.***

****Tuition is not reduced when the Center is closed for holidays, inservice days, snow days, or emergency closings.***

ONE CALL NOW

One Call Now is a notification system that NBCC uses to notify families if we are going to be closed on a day we would typically be open- for example, if we would need to close due to inclement weather.

- If NBCC would close *prior to opening* for the day, we will send families a message through the One Call Now system to inform you of the center closure.
- If we were to close *after opening* for the day, we will send out a message through One Call Now to inform families that we will be closing early, but the staff will also call families to ensure that you have received the message to come early.

Families should submit phone numbers and email addresses where you would like the message to be sent, you can have up to 6 phone numbers and 4 emails addresses on the system.

NORTH BROADWAY CHILDREN'S CENTER: LIVING OUR LEARNING

What is the profile of an active, confident and effective learner?

1. She is persistent, even when tasks are challenging.
2. He engages in focused participation by actively attending to and participating in play
3. She makes sense of her world by developing and testing hypotheses through play.
4. He is willing to take risks.
5. She is developing self-confidence and self-regulation.

What do teachers do to guide children as they learn?

1. They establish both social and physical environments that challenge children, yet encourage success.
2. They provide a warm, nurturing environment for trying, failing, succeeding and trying again.
3. They support children's efforts.
4. They encourage choice, creativity and individuality.
5. They support constructive error as a natural part of learning.
6. They use their knowledge of child development, content areas, learning styles, and individual children to provide appropriate materials and experiences.

How does the curriculum enhance the development of young children?

To help children become active, confident and effective learners, North Broadway Children's Center implements a meaning-centered, emergent curriculum. A meaning-centered emergent curriculum is one that:

1. Focuses on children's play.
2. Creates experiences that provide enriched meaning and understandings with depth and texture.
3. Starts where children are.
4. Is informed by and responsive to children's developmental needs and interests.
5. Engages the child first-hand with concrete materials.
6. Provides ways of organizing information that make sense to children and help them connect new ideas to what they already know.
7. Places learning in context, using natural or actual settings.

How does the curriculum continue to respond to the changing needs and interests of young children?

1. Daily assessment is made of children's developmental needs and interests by teachers and parents.
2. Plenty of opportunity for verbal and non-verbal expression is given to children.
3. Teachers actively listen to children.
4. Teachers record observations, conversations and behaviors of children.
5. Teachers are flexible and adaptable to swift changes in children's learning processes.
6. Portfolios of children's work are compiled by teachers and children.

NBCC's CURRICULUM

NBCC curriculum is designed to enhance children's natural developmental progression. Our curriculum is play-based and child-centered; teachers observe children to determine interests, curiosities, and developmental needs, letting curriculum ideas emerge. Teachers recognize the classroom community, including the ideas and interests of the teachers themselves, when planning activities. Teachers provide an experiential environment for children that fosters growth in all areas of development – social-emotional, language, cognitive, physical, and creative. Activities and materials reflect age-appropriateness, as well as individual developmental appropriateness. Play is the method by which children explore their world, construct knowledge and grow.

A typical daily schedule differs between programs and age levels. However, all daily schedules include free choice time spent in learning centers, outdoor or indoor large muscle play, and large group time for stories, music, movement, and group projects. Children may also participate in small group time, special projects and field trips. (See examples of daily schedules in this handbook.)

NBCC has a written curriculum plan that states our goals for each age group. The plan allows for teachers to create specific curriculum to meet those goals using their teaching strengths and the children's needs and interests. The curriculum plan is described below. Your child's teachers will post an individual room plan for each week on the parent information board outside the classroom. If you are interested in more information, please feel free to talk with your child's teacher.

CURRICULUM GOALS

NBCC's curriculum is designed to enhance children's natural developmental progression. The curriculum is child-centered; teachers observe children to determine interests and curiosities, letting curriculum ideas emerge. Teachers recognize the classroom community, including the ideas and interests of the teachers themselves, when planning activities. Teachers provide an experiential environment for children that fosters growth in all areas of development -- social, emotional, intellectual, physical and creative. Activities and materials reflect age-appropriateness, as well as individual developmental appropriateness. Play is the method by which children explore their world, construct knowledge and grow.

Toddlers

The toddler years are characterized by an ever-growing autonomy. Toddlers need to be provided with many opportunities for developing independence, particularly with self-help and daily living skills. Toddlers enjoy routine and repetition. Toddlers are very involved in toilet learning; this is not only an important step in physical development, but in emotional and social development as well. Toddlers are developing motor skills, cognitive skills and language skills at a rapid pace. Often these skills far eclipse their social and emotional capabilities.

The toddler program has the following goals:

1. To provide a nurturing, stimulating and flexible environment where affection is freely given, expectations are clear, independence is encouraged and natural curiosities are enhanced.
2. To provide care in a small group that is relaxed and prevents over-stimulation, allows more freedom of choice and allows time for one to one interactions.
3. To guide children in developing respect for others, the classroom and materials.
4. To provide a variety of developmentally appropriate materials and activities to meet needs in all areas of development.
5. To encourage language development through stories, songs, conversation and other sources.
6. To provide opportunities for children to practice self-help and daily living skills.

7. To promote emotional growth by:
 - a. using choices and appropriate discovery experiences to build self-confidence
 - b. providing a bias-free, multicultural environment to help build a positive self-identity
 - c. respecting children's expressions of individuality
 - d. encouraging wonder and curiosity
8. To promote social growth by:
 - a. providing opportunities for conversation and cooperative play
 - b. promoting the nurturing of others
 - c. providing an accepting environment where children are encouraged to use language to problem-solve
 - d. modeling pro-social behaviors
9. To promote physical growth by:
 - a. providing an indoor environment where movement and gross motor play are encouraged
 - b. using the outdoor environment daily
 - c. providing materials for specific skill development
 - d. engaging in simple games and music and movement
10. To promote intellectual growth by:
 - a. encouraging children's natural curiosities
 - b. providing an environment where exploration and discovery are encouraged
 - c. providing materials and activities that use the whole body and all five senses to construct knowledge
 - d. valuing the learning process more than the product
11. To promote creative development by:
 - a. providing open-ended activities
 - b. providing experiences that incorporate open-ended questions for critical thinking
 - c. providing many different styles of music to move to
 - d. incorporating all curriculum areas each day

Preschoolers

Three, four and five year olds are characterized by increased autonomy and a new willingness to take initiative, planning and undertaking a task independently. Preschool children need to be allowed to pursue their own interests and ideas. Each new idea creates a new sense of confidence and responsibility when adults are encouraging and supportive. Preschool children love language and are quite social. They have a surplus of energy and enjoy using their bodies in new and daring ways. While preschoolers can still be quite egocentric, they are also developing a keen awareness of others' roles.

The preschool program has the following goals:

1. To provide a nurturing, stimulating and challenging environment incorporating all areas of development.
2. To provide a classroom environment that promotes respect for others and for materials.
3. To enhance children's natural curiosities and help develop an enthusiasm for learning.
4. To provide for each child's safety and well being.
5. To promote emotional growth by:
 - a. encouraging independence through choices and the practice of self-help and daily living skills
 - b. helping children gain self-discipline
 - c. providing a bias-free, multicultural environment to enhance self-identity
 - d. respecting children's thoughts and feelings
6. To promote social growth by:
 - a. providing extended periods of play and supporting children's cooperative play efforts

- b. respecting individuality
 - c. encouraging children to use language for problem-solving
 - d. modeling pro-social behavior
7. To promote intellectual growth by:
- a. providing activities in all curriculum areas each day
 - b. providing an environment that promotes curiosity, exploration and construction of knowledge
 - c. providing activities and materials that challenge each child's developmental stage
 - d. Allowing children all the time they need to explore.
8. To promote physical growth by:
- a. providing materials that promote small and large motor development
 - b. providing plenty of time outdoors
 - c. planning activities to develop specific motor skills
 - d. incorporating games, music and movement into each day
9. To promote creative growth by:
- a. promoting in children an appreciation for the beauty of nature, music, movement and art
 - b. providing open-ended art activities
 - c. providing a variety of music to move to
 - d. providing challenging activities that incorporate open-ended questions for critical thinking

ACCREDITATION AND LICENSING

At North Broadway Children's Center, we pride ourselves on our NAEYC accreditation, Step Up To Quality and licensing status.

NAEYC Accreditation- NBCC voluntarily takes part in NAEYC Accreditation. It is a thorough self-study program that evaluates all aspects of our programs. NAEYC accreditation criteria reflect the high quality programming that we strive to provide for the children, families and staff every day. NAEYC accreditation criteria surpass the state licensing criteria, for example NAEYC requires lower staff to child ratios. There are ten standards that define what NAEYC believes every early childhood education program should be. The standards include Teacher/Child Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Teachers, Families, Community Relationships, Physical Environment, and Leadership & Management. NAEYC criteria help to guide the curriculum and everyday life of the children and teachers at NBCC.

Step Up To Quality- NBCC voluntarily takes part in the Step Up To Quality (SUTQ) program. It is a program that shows that we exceed Ohio's licensing standards by meeting the criteria of five quality benchmarks- low staff to child ratio, teachers academic credentials, mandatory child development training for teachers, familiarity with Ohio's Early Learning Content Standards and Infant and Toddler Guidelines, and improved workplace benefits.

INFANT AND TODDLER GUIDELINES

There are six developmental domains in Ohio's Infant and Toddler Guidelines- physical health, emotional development, social development, motor development, language & communication development, and cognitive development. The guidelines assist programs and teachers in focusing on early development and learning in order to support and strengthen the developmental outcomes of the children they serve. Our teachers use the guidelines to help guide curriculum and learning activities, as well as to document what the children are learning and show how we are laying the foundation for their future learning.

EARLY LEARNING CONTENT STANDARDS

Ohio's Early Learning Content Standards serve as an important framework for creating and implementing meaningful learning experiences, and for designing teaching strategies to meet the needs of all children. They describe essential concepts and skills for preschool aged children. The standards cover four areas- English Language Arts, Mathematics, Science, and Social Studies. Teachers use these content standards to help guide curriculum, to look back and show how activities that have been implemented in the classroom meet the standards, to document what the children are learning and show how we are laying the foundation for their success in kindergarten and beyond.

THE CREATIVE CURRICULUM

NBCC utilizes The Creative Curriculum to provide the foundation for and enhance our play-based, emergent curriculum. The Creative Curriculum has five basic components: a foundation of child development theories, the classroom learning environment, what children learn, the teacher's role, and parent's role. The Creative Curriculum applies these 5 components to 11 curriculum areas- Blocks, Dramatic Play, Toys and Games, Art, Library, Discovery, Sand and Water, Music and Movement, Cooking, Computers, and Outdoors.

Each classroom has a copy of the NAEYC criteria, SUTQ benchmarks, and the Infant/Toddler Guidelines or the Ohio Early Learning Content Standards. If you would like to see a copy, or if you have any questions, please talk to your child's teacher or stop by the office.

CHILD ASSESSMENT

Child Assessment (Part time preschool program)

All children must have an assessment completed within the first 60 days of enrollment. NBCC uses the ASQ system for this assessment. Once the assessment has been completed, teachers, with parent input, will use the results to plan for the individual developmental needs of each child. During parent/teacher conferences, teachers and parents will create goals for the child using the NBCC Child Progress and Goal Sheet. These goals will be updated and shared with parents at least quarterly.

Children in the part time preschool program should be assessed 3 times a year using the above tools and process. In October and February the teachers conduct parent/teacher conferences. In October, teachers fill out an ASQ and the Child Progress and Goal Sheet, and go over them with families during the conference. At the February conference, teachers update the child's progress on the Child Progress and Goal Sheet, and again go over the information with parents during the conference. In May, teachers update the Child Progress and Goal Sheet and send it home to parents. Conferences are not scheduled at this time, however, families may request one at any time. Parents and teachers should work together to set appropriate goals for each child.

Child Assessment Plan and Timeline (Part Time Preschool Program)

- **60 day assessment-** (all children must have an assessment within 60 days of enrollment)
 - ASQ
- **October**
 - ASQ
 - Parent conferences
 - Fill out Child Progress and Goal Sheet with parents
- **February**
 - Update Child Progress and Goal Sheet
 - Parent conferences
- **May**
 - Update Child Progress and Goal Sheet
 - Send home to families (conference only if needed)

In addition to ASQ assessment system, we also use a variety of tools in our assessment process- these include teacher observations and interactions, Ohio's Early Learning Content Standards, Ohio's Infant and Toddler Guidelines, classroom portfolios, and parent feedback to name a few.

Teachers assess children to guide their curriculum planning, to expand and extend on the children's interests and ideas, to evaluate where the children are developmentally, to ensure that children are developmentally on track, to create plans to help children who may be behind developmentally, and to communicate with families about their child's development. We believe that family input is crucial to children's development, so families are strongly encouraged to share any information about their child, anytime.

Further assessments- Sometimes a teacher or parent may have a concern about a child's development or behavior. When such a concern is identified, the following process will be followed:

- The classroom teachers will observe the child's behavior, record their observations, and document the concerns. The teaching team will work on some classroom strategies to address their concerns. If necessary, the teachers will meet with the Director or Asst. Director to discuss their concerns.

- Based on the observations, a plan of action will be created. The plan of action may include times for the Director to do observations, teaching team meetings, filling out an additional ASQ or ASQ-SE assessment, creating a Child Action Plan with the child's parents, and, if necessary, seeking outside help.
- If a Child Action Plan is created, the teaching team (with Director/Asst. Director if necessary) will meet with family to go over their observations and the Child Action Plan. During the meeting, a time will be set to follow up as a team to review the child's progress and discuss further actions.
- *If a teacher or parent feels the child needs additional help/resources, a referral must be made within 90 days.*
- Children's assessment results are kept confidential.

Special needs resources- Should a teacher or parent feel that a child in a classroom requires extra help, or additional resources, they should talk to the Director or Assistant Director. The center has a list of resources that can help families and teachers with children who have special needs. *If a teacher or parent feels that the child needs additional professional help/resources, a referral must be made within 90 days.*

Each classroom and the office have a copy of The Creative Curriculum, and copies of the ASQ. If you have any questions, please talk to your child's teacher or the Director or Assistant Director.

- *Based on the results of the assessments, and/or any time a teacher or parent have concerns about a child's development, you should set up a conference with your child's teachers to create an action plan of how to help your child's development. If you or a teacher feel your child needs additional help/resources, a referral must be made within 90 days.*

Child Assessment (Co- Op and PDO programs)

All children must have an assessment completed within the first 60 days of enrollment. NBCC uses the ASQ system for this assessment. Once the assessment checklist has been completed, teachers, with parent input, will use the results to plan for the individual developmental needs of each child. If at any time you have a concern about a child's development, fill out an individual scored ASQ or ASQ-SE, and set up a conference to discuss it with their parents. We use the NBCC Child Progress and Goal Sheet to plan children's goals.

Children in the Co-Op preschool and Parent's Day Out programs should be assessed throughout the year using the above tools and process. In February the teachers conduct parent/teacher conferences. During the conference, you will go over the results of the assessments, discuss the children's development and update the goals for the child using the NBCC Child Progress and Goal Sheet. These goals will be updated and shared with parents at least quarterly. In October and May, the teachers fill out and/or update the Child Progress and Goal Sheet, and pass them out to families. Conferences are not scheduled at these times, however, families may request one at any time. See below for the schedule.

Child Assessment Plan and Timeline (Co-op and PDO Programs)

- **60 day assessment-** (all children must have an assessment within 60 days of enrollment)
 - ASQ checklist
- **October**
 - ASQ checklist
 - Fill out Child Progress and Goal Sheet
- **February**
 - Update Child Progress and Goal Sheet
 - Parent conferences
- **May**
 - Update Child Progress and Goal Sheet

- Send home to families (conference only if needed)

In addition to the ASQ assessment system, we also use a variety of tools in our assessment process- these include teacher observations and interactions, Ohio's Early Learning Content Standards, Ohio's Infant and Toddler Guidelines, classroom portfolios, and parent feedback to name a few.

Teachers assess children to guide their curriculum planning, to expand and extend on the children's interests and ideas, to evaluate where the children are developmentally, to ensure that children are developmentally on track, to create plans to help children who may be behind developmentally, and to communicate with families about their child's development. We believe that family input is crucial to children's development, so families are strongly encouraged to share any information about their child, anytime.

Further assessments- Sometimes a teacher or parent may have a concern about a child's development or behavior. When such a concern is identified, the following process will be followed:

- The classroom teachers will observe the child's behavior, record their observations, and document the concerns. The teaching team will work on some classroom strategies to address their concerns. If necessary, the teachers will meet with the Director or Asst. Director to discuss their concerns.
- Based on the observations, a plan of action will be created. The plan of action may include times for the Director to do observations, teaching team meetings, filling out an additional ASQ or ASQ-SE assessment, creating a Child Action Plan with the child's parents, and, if necessary, seeking outside help.
- If a Child Action Plan is created, the teaching team (with Director/Asst. Director if necessary) will meet with family to go over their observations and the Child Action Plan. During the meeting, a time will be set to follow up as a team to review the child's progress and discuss further actions.
- *If a teacher or parent feels the child needs additional help/resources, a referral must be made within 90 days.*
- Children's assessment results are kept confidential.

Special needs resources- Should a teacher or parent feel that a child in a classroom requires extra help, or additional resources, they should talk to the Director or Assistant Director. The center has a list of resources that can help families and teachers with children who have special needs. *If a teacher or parent feels that the child needs additional professional help/resources, a referral must be made within 90 days.*

Each classroom and the office have a copy of The Creative Curriculum, and copies of the ASQ. If you have any questions, please talk to your child's teacher or the Director or Assistant Director.

- *Based on the results of the assessments, and/or any time a teacher or parent have concerns about a child's development, you should set up a conference with your child's teachers to create an action plan of how to help your child's development. If you or a teacher feel your child needs additional help/resources, a referral must be made within 90 days.*

STAFF/CHILD RATIOS

Toddlers	1:6	Group Size: 12- PDO
3, 4, 5 yrs.	1:10	Group Size: 22- Part Time Preschool a.m.
3, 4, 5 yrs.	1:10	Group Size: 14- Part Time Preschool p.m.
3, 4, 5 yrs.	1:10	Group Size: 16- Co-op

All classrooms are staffed with enough teachers to meet or exceed these ratios at all times. We do this to ensure your child's safety, individual attention and opportunity to relate to more than one adult. The ages and number of children we can serve are listed on the State of Ohio License located on the wall outside the office.

Each group of children is assigned to a team of teaching staff who have the primary responsibility for that group of children.

TEACHING STAFF QUALIFICATIONS

NBCC is very proud of our highly qualified teaching staff. Lead teachers are required to have at least an Associate Degree in Early Childhood Education, and many of our lead teachers have Bachelor Degrees in Early Childhood Education. Assistant teachers are required to have at least some training and/or experience with young children. Several of our assistant teachers are working on or have an Associate Degree in Early Childhood. NBCC provides ongoing inservice and training in early childhood care and education for all our teaching staff.

All teachers are trained in First Aid, CPR, Recognition of Communicable Diseases, and Recognition and Prevention of Child Abuse.

All employees of a childcare center are required under section 2151.421 of the Ohio Revised Code to report any suspicions of child abuse or neglect to the Department of Children's Services

SAMPLE OF DAILY CLASSROOM SCHEDULES

Explorer Room- Preschool

9:00- Arrival, meet for circle time

- Time to sing our welcome song, share messages, talk about the day

9:15- Free choices time

- Children are free to move throughout the room choosing activities, working independently, with friends or with a teacher

10:30- Gathering for books and/or music

- A time to come together as a large group and share books, stories and music

10:40- Small group time

- Children are divided by age to meet with their small group teacher for planned activities

11:00- Large muscle time

- We will go to the playground or Rumpus room

11:30- Dismissal

- We meet together to sing our closing song- parents are invited to come into the room and speak with their child's small group teacher at dismissal

Parent's Co-operative Preschool Room (Co-op)

9:00-10:00- Arrival, free choice/play activities, freely explore various activities throughout the room.

10:00-10:15- Small/large group time, either large group activities or small group activities based upon the developmental age of the child.

10:15-10:30- Snack

10:30-11:30- Free choice activities, at this time a new activity will be offered as a choice. These activities will vary from day to day

11:30-12:00- Large muscle time, playground or the Rumpus room.

Teddy Bear Room- Parent's Day Out (PDO)- Toddlers

9:00- Arrival, free choices time

10:00- Snack

10:20- Free choices time

11:00- Playground time

11:30- Dismissal

- These schedules are a general guideline of what happens in the classrooms throughout the day. The schedule will vary according to classroom and the individual needs of the children. Each classroom posts the schedule for their room on their parent bulletin boards.

HEALTH AND HYGIENE

EMERGENCY ILLNESS/ACCIDENT POLICY

Should your child be involved in a serious incident, injury or illness requiring professional medical attention, the emergency squad will be called first, then a staff member will contact you. Your child will be taken to the hospital listed on your Emergency Medical form or to the nearest hospital. If you are unable to, a staff member will accompany your child to the hospital. All costs not covered by medical insurance are the responsibility of parents.

ACCIDENT REPORTS

Should an accident or injury occur, an “accident report” will be completed. The person who picks up the child will be asked to sign the report and will be given a copy. You may receive a phone call from a staff member if your child is unduly upset or if the condition worsens. You will be called immediately should your child have any injury to the head.

ILLNESS

We believe that when young children are ill, they need the special love and care that parents provide. If your child is ill, please refer to the “Management of Communicable Disease” section of this handbook and keep your child at home or make other arrangements for quality care. Please let the center know if your child has a contagious illness so that we can make other parents aware of their children’s exposure. Exposure notifications are posted directly outside the classroom door.

STAFF AND CHILDREN’S HYGIENE

When children arrive for the day, please make sure that they wash their hands as soon as they arrive. If family members are going to stay in the classroom to visit, they need to wash hands as well. Soap is available at all hand washing facilities for use by children, staff, and visitors. All staff have been trained in proper hand washing techniques. Paper towels are used for drying hands. Hand lotion is also available for staff and children, especially during the winter months. Other healthy hygiene habits are modeled by staff and encouraged in children. Classroom equipment, such as cots, tables and toys, is disinfected regularly.

SPRAY AEROSOLS

The use of spray aerosols is prohibited when children are present in the Center.

SMOKING

North Broadway Children’s Center and North Broadway Church are smoke-free environments.

ACCIDENT INSURANCE

North Broadway Children’s Center carries limited accident insurance coverage. This is to supplement NBCC families insurance should an accident occur while your child is in the center. If you should need to file a claim, you can do so through the Children’s Center Director.

NBCC HANDWASHING PROCEDURES

- **Hand washing is required by all staff, volunteers, children, and families.**

Proper hand-washing procedures are followed by adults and children and include:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water.)

Children and adults wash their hands:

- On arrival for the day
- After diapering or using the toilet (use of wet wipes is acceptable for infants)
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood or vomit)
- Before meals and snacks, preparing or serving food, or after handling any raw food that requires cooking
- After returning inside from outdoor play
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- When moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.
- Whenever hands are visibly dirty
- Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance and are periodically monitored.

Adults also wash their hands:

- Before and after feeding a child
- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning.

- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.
- In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

- Gloves (vinyl) are optional except when contamination with blood may occur- then gloves are required.

NBCC DIAPERING PROCEDURES

- Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the child's physician must document the medical reason).
- Staff check children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake, and when children awaken from a nap. Toddlers diapers may be checked every 2 ½ hours if their classroom is on the playground, in the rumpus room, or in our Parent's Day Out program.
- Diapers are changed when wet or soiled.
- A disposable separation material must be used with each diaper change to act as a barrier between the child and the changing surface.
- The diaper changing table shall be sanitized after each diaper change, and cleaned when visibly soiled.
- Children shall not be left unattended on a changing table.
- At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (double bag) and sent home that day for laundering.
- In the changing area, staff post and follow changing procedures (as outlined in the NAEYC and ODJFS Licensing Cleaning and Sanitation Frequency Tables).
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials must have a lid that opens and closes tightly by using a hands-free device (e.g., a step can). The can must have a trash bag lining it, and must be emptied, cleaned and sanitized at least daily.
- Containers are kept closed and are not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.
- Potty chairs- shall be emptied in to the toilet, rinsed, cleaned, and sanitized after each use.

CLOTH DIAPER POLICY

- For PDO program
- Dirty diapers and covers must be taken home daily.
- All cloth diapers and diaper accessories- diaper covers, bags, liners- must be sent home to be washed daily or before they are returned to the center (ODJFS Child Care Licensing Rule).
- Parents must provide a small trash can (with a foot pedal) with liners for soiled cloth diapers.
- If your child is going to use cloth diapers at NBCC, we need a note from their doctor approving it.
- According to our NAEYC criteria-
 - *Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason).*
 - *For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.*
 - *Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.*
- For toddler rooms- since stand up potty turns are practiced in the toddler rooms, we request that families use the one piece combined cloth diaper/cover diapers with the Velcro or snap closures. We feel this is important because:
 - Multiple diaper pieces increase the risk of contaminating other items/areas of the room.
 - The amount of time spent at potty turns decreases the amount of time that teachers are available to help with the other needs in the classroom.
 - To promote self-help skills with the children. An important part of potty training is helping the children learn how to take their clothes off and on, and it is much easier if they have a diaper that they can take off on their own.

LUNCH AND SNACKS

Your child will receive a snack provided by the Center and prepared by the Center's cooks. Our meals are nutritionally balanced and meet federal and state requirements for nutritional content. We will provide alternative foods for children with allergies or medically-altered diets. Please communicate any special dietary needs to the Director and your child's teachers. If your child has food allergies or is a vegetarian, please stop by the office and fill out a health alert and/or food substitution form.

Our snacks are served family-style in your child's classroom. A small group of children sits with one teacher at the table, allowing children and teachers to enjoy each other's company. Our family-style meals also allow children to practice independent self-help skills, such as serving from a bowl and pouring from a pitcher.

If your child stays for extended care, we ask that you pack them a lunch to bring. Because NBCC participates in CACFP (see information in the Extended Care section), all lunches served to children must comply with their policies. Please see a teacher for the food guidelines we follow.

NBCC participates in the federal Child and Adult Care Food Program (CACFP). This program is provided at no extra charge. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

NUT-FREE POLICY

NBCC has a "nut-free" policy. We do our best not to serve any food that contains nuts or traces of nuts in the ingredients. There are some foods on our menu that were made in a facility that also processes nuts, (see our nut-free information packet). If you do not want your child to eat these foods, please let us know, and you may supply a substitute. If you bring in breakfast or pack a lunch for your child, please read the ingredients carefully, and do not send in any foods that contain nuts or traces of nuts, for example no PB&J or granola bars containing almonds. If you bring in a snack for the whole classroom, please bring the label to show the teachers.

CHILDREN'S BIRTHDAYS

Birthdays are a fun and special time for children (and many adults). We believe that birthdays are about celebrating the child and making them feel special. As a staff we discussed various ways to celebrate children's birthdays at NBCC, and we are excited about our ideas.

We want the emphasis to be focused on the children, rather than bringing in sweet treats. We know that children and families enjoy bringing in something to share with the classroom, so if you would like to share something with the class, instead of bringing in cupcakes, you can use that money to buy a book for the classroom. You and your child can pick out a favorite book for the classroom, then the birthday child can share it with their friends at group time, and give it to the classroom as a gift for the room. Every time a teacher reads it, the children can remember who gave it to the room. In addition, to help us celebrate the birthday child, they can bring in something special that they would like to share at group time, for example, photos or a special object that is meaningful to them. We are asking families not to bring in sweet treats for the children. If you really want to bring in a snack for the class, talk to your child's teacher, and you may bring in something like fresh fruit, or items for a nutritious cooking idea. We appreciate your support in helping us celebrate children on their birthdays!

OUTDOOR PLAY

The children play outside every day in the morning and afternoon, weather permitting. They will play in the Rumpus Room in cases of inclement weather, for ex: severe rain, temperatures below 20 degrees (including wind chill), and extreme heat. Outdoor play is limited when temperatures are in the high 90's and during an ozone alert of 100-180 on the Air Quality Index (AQI). If the AQI is above 180 the children will play in the Rumpus Room.

In the cold months, be sure to send your child in layered clothing to help protect against the cold. Children must have hats and gloves every day; scarves and boots are also a good idea.

In the summer months, we will put sunscreen on the children before going outside. Families provide the sunscreen- at least SPF- 15, and must fill out an Administration of Medication form. We can use lotion or spray sunscreen only, no aerosol sunscreen.

We do not typically put insect repellent on the children. However, if the *health department recommends* the use of insect repellent due to a high risk of insect-borne disease, only repellents containing DEET may be used, and only on children older than 2 months.

- Due to the activity on the playground, we ask that you send your children in tennis shoes or tight fitting sandals. Flip-flops, crocs, and other similar shoes can cause the children to trip and fall when they are running outside, so please do not send your children in these types of shoes.

MANAGEMENT OF COMMUNICABLE DISEASES

Children are observed daily upon arrival for noticeable signs of illness. Teachers and parents may refer to the communicable disease chart posted in the office.

As mandated by Child Care Licensing through the Ohio Department of Job and Family Services, if your child exhibits one or more of the following signs of illness, you will be notified and asked to pick up your child within an hour.

- temperature of 100 degrees or more under the arm
- diarrhea three times in a 24-hour period
- vomiting two times in a 24-hour period
- skin rash
- evidence of lice infestation, scabies or other parasitic infestation
- severe coughing
- difficult or rapid breathing
- yellowish skin or eyes
- evidence of conjunctivitis
- stiff neck
- untreated infected skin patches
- unusually dark urine and/or gray or white stool
- sore throat or difficulty swallowing

Your child will be isolated from the other children and made as comfortable as possible in their classroom, or on a cot in the office, under the watchful eye of an NBCC employee until your arrival. The cot in the office is disinfected after each use.

If your child exhibits one or more of the following signs of illness, you will be notified and may decide to pick up your child or continue to have teachers care for your child. If your child's condition worsens, you will be notified and be asked to pick up your child within an hour.

- symptoms of a cold
- complaints by child and/or fussiness
- listless behavior
- decreased appetite

Your child may return to the Center when:

- they have been free from fever or other signs of illness for 24 hours (without medication)
- they have been on an antibiotic for 24 hours
- there is no evidence of a current parasitic infestation

A copy of an "illness report" will be given to you listing your child's symptoms while at the Center and our policy for your child's return to the Center. If your child is ill and you cannot be reached, we will call one of your emergency contacts to pick up your child. When your child returns to the Center, should our staff note signs of continued illness, we may ask you to keep your child at home or make other arrangements. In some instances, we may ask that you provide us with a doctor's signed statement.

- Parents will be notified if your child has been exposed to a communicable disease. A sign will be posted outside the classroom with information about the communicable disease.

MEDICATION POLICY

If your child needs to be given any medication- prescriptions, over-the-counter medications, vitamins, topical ointments, or special diets- you must complete an "Administration of Medication" form available in the office.

PRESCRIPTION MEDICATIONS

The medication must be in the original prescription container and be clearly labeled with the child's name, birthdate, exact dosage, name of medication, current date, number of dosages to be given daily, and the route of administration.

- Children must be given an antibiotic at home for 24 hours before they are eligible to return to the Center.

NON-PRESCRIPTION MEDICATIONS

NBCC personnel will administer non-prescription pain-reducing medications that do not contain aspirin, or non-prescription cough or cold medications that do not contain codeine. The medication must be in its original container with its original label attached. The label must specify the appropriate dosages based on the child's age and weight. Requested dosages must not exceed the manufacturers recommended dosages. The medication may not be administered by the Center for longer than 3 days at one time.

NON-PRESCRIPTION TOPICAL OINTMENTS, CREAMS OR LOTIONS

NBCC will administer the following topical ointments, creams or lotions: sunscreen, hand cream, lotions or creams for chapped lips or skin, or petroleum jelly. The authorization for these items is valid for no longer than 12 months. If ointments are administered for skin irritations they can be administered for no longer than 14 consecutive days at one time.

INHALERS

If your child needs to use an inhaler, a medication form must be filled out. If the child is a school-aged child (Kindergarten-5th grade), they may keep their inhaler on their person to be used when necessary. A medication form **must** be filled out by a parent or guardian. In addition, a Child Medical/Health Care Plan **must** also be filled out describing when and how the child is to use their inhaler.

ADMINISTRATION OF MEDICATION

- All medication will be kept locked up and out of the reach of children at all times.
 - Any medication left over after the prescribed time will be sent home.
 - Medication must always be in its original container.
1. In order to administer any medication, the "Request for Administration of Medication **must** be completed fully and correctly by the parent/guardian. These forms are valid for up to one year.
 - The items that must be on the Administration of Medication form include:
 - Child's name, date of birth, and weight
 - Type of medication to be administered
 - The time the medication is to be administered- please put a specific time, do not put "as needed"
 - If the medication is for a health condition, and only to be administered in an emergency, the form should describe the symptoms that would necessitate the medication to be administered.

- The period of time the medication is to be administered (put a specific number of days or dates)
2. All prescription medication must have the original prescription label attached, or written instructions from a physician.
 - The prescription label must contain the following information:
 - Child's full name (first and last)
 - A date within the last 12 months.
 - The exact dosage to be given.
 - Means of medication (topical, oral, eye drops, etc.)
 3. The dosage of medication that is being administered to a child may not exceed either the prescribed dosage or the dosage recommended by the manufacturer.
 - The center must have written permission from a physician in order to administer a larger dosage.
 - If the label on a non-prescription medication states that a physician must be consulted for the correct dosage for the age of the child to whom the medication is going to be administered, then the written instructions from the physician must be obtained (fill in Box 2 on the medication administration form).
 4. Medication may not be administered for a period longer than permitted.
 - Medication may not be administered for longer than prescribed by a physician.
 - Medication may not be administered for longer than requested by a parent.
 - Topical ointment used to treat the skin may not be administered for longer than 14 consecutive days without written permission from a physician. (Preventative topical ointments/lotions, such as sunscreen and diaper cream that is used as a preventative, not a treatment, may be administered for longer than 14 consecutive days).
 - Non-prescription medication (over the counter) may not be administered for longer than 3 consecutive days in a fourteen day period.

CARE OF CHILDREN WITH HEALTH CONDITIONS

1. All children who have health care conditions which may require medical procedures to be performed at the center must have a Medical/Health Care Plan written and on file in the classroom and the office. This includes any health conditions such as asthma, an allergy, diabetes, etc.
 - If a school age child carries an inhaler or epi-pen, they also must have a medical/health care plan on file.
 - The Medical/Health Care Plan must include the following:
 - The name of the child
 - Identification of the health condition
 - Instructions for any necessary medical procedure to be performed
 - Names of the staff members who are trained to perform the medical procedures
 - Parent permission to perform any medical procedures
 - Signature of the parent, trained staff and administrator
2. Whenever a child with a medical condition which requires medical procedures is present at the center, a trained staff member must be on the premises.

PARENT COMMUNICATION AND INVOLVEMENT

INFORMAL CONVERSATIONS

Please always feel welcome to talk to your child's teacher. If it is difficult to find time to talk when you are in the Center, leave a note for your child's teacher and they will call you at your convenience.

EMAIL

Most center information, including notes from administrators, informational flyers, the center newsletter, family event announcements, and more, will be sent out to families via email. Please make sure that you provide the office with a current email address so that you can receive important information in a timely fashion. The center email address is northbroadwaycc@att.net. The Director's email is lori-ohara@att.net.

PARENT MAIL FILES

You will have a labeled folder in a hanging file located in your child's room. Please check your file each day for notes from teachers or administrators, informational flyers or brochures and the monthly newsletter.

PARENT INFORMATION BOARDS

You can find a parent information board on the wall outside your child's classroom. Look on the board for daily plans, announcements, field trip permission forms, photo and art displays, and other items of interest. Parent information boards are also located in the hallway on either side of the office.

CENTER WEBSITE

The NBCC website has a lot of valuable information about the center. We keep it updated with new information as necessary. The website address is www.northbroadwaycc.org.

PARENT CONFERENCES

Part-time Preschool will close for two days in October and again in February to hold parent conferences. Co-op and Parent's Day Out will close for two days in February to hold parent conferences. Of course, you are always welcome to schedule a conference at any time.

HOME VISITS

Because we believe that home is the most important factor in a child's development, we offer each of our families an optional home visit as they begin enrollment in a classroom. A home visit is a time for you and your child to get to know your child's teacher better and to begin to build a connection between your home and the Center. During the home visit, your child's teacher will spend time with your child while they show their teacher their toys, pets, etc. Long after the visit is over, your child will remember the fun time when their teacher visited their home.

PARENT INVOLVEMENT

Our Center becomes richer as our families become more involved. We encourage you to participate in your child's classroom and in the many social and educational functions planned for parents. The following is a list of some of the many ways for parents to participate in NBCC activities:

- go on a field trip
- join your child for lunch
- attend a family event
- volunteer to help with a family event
- share an interest or talent with a classroom
- read a book to your child's class
- there are so many ways to be involved..... see your child's teacher or the office for more ideas

GUIDANCE POLICY

At NBCC, we believe that the goal of all discipline is to guide children toward self-discipline, enabling them to function independently and in a manner that respects the rights and privileges of group living. Our life goal for children is to see them grow into happy, active, caring and responsible members of their communities. By using appropriate guidance to help children learn caring and responsible behaviors, teachers are helping children develop positive self-images and moral autonomy. Because we know parents want their children to feel safe and encouraged, constructive child guidance practices -- positive reinforcement, encouragement, modeling, active listening, problem-solving, redirection and using natural and logical consequences -- are used in all our classrooms.

Because we view all discipline as guidance, not punishment, cruel, harsh or demeaning actions are not acceptable practices. No child shall be humiliated, shamed, frightened, hit, spanked or subject to profane language or physical abuse. No child shall be placed in a locked room or placed in object restraints, although loving arms may sometimes be necessary to help keep children safe. No child shall be disciplined for failure to eat or sleep, or for toileting accidents.

Child guidance practices are implemented immediately as conflicts or behaviors of concern arise. Guidance practices are chosen to best help children develop caring, responsible behavior, reflecting concern for self and others. It is our hope that because of our developmentally appropriate environment and respect for individual children's gifts and needs, children will fit well and feel successful in our environment. In rare instances, that fit must be evaluated; parents, teachers and administrators would work together as a team in that evaluation process.

**** This policy applies to all adults on site.***

CHILD BEHAVIOR POLICY

Because we believe it is important for families to be actively involved in their children's life at NBCC, we want to make sure that families are aware of their children's strengths and their challenges. Teachers talk with families everyday at drop off and pick up times to share information about the children's daily experiences. Occasionally there may be a time when we need to give families a written report regarding an incident that has happened. The following policy will be followed in these instances:

- If a child is hurt, the teacher will fill out an accident/incident report describing the situation.
- If a child is hurt by another child, an accident/incident report will be filled out for both children, to ensure that both families are aware of the situation.
- Examples of incidents that would be written on an accident/incident report include-
 - biting
 - aggressive behavior- such as pushing or hitting that is excessive or causes an injury
 - a behavior that is developmentally inappropriate for the child's age.
- While we do understand that some behaviors are developmentally appropriate for certain ages, for example: biting is a developmentally appropriate behavior for toddlers, we still want families to be aware of the behavior. Also, we want to have a record of the behavior so that if it does become excessive or unusual, we have a record of it from the beginning to help us look at why the behavior may be happening.
- Should we find that a child's behavior becomes excessive or unusual, we will follow our Child Guidance Evaluation Process, which is outlined below.

CHILD BEHAVIOR AND GUIDANCE EVALUATION PROCESS

Sometimes we find that children may be having difficulty participating in a positive way or feeling successful in our environment. Continued emotional upset, unhappiness, anger or unusual patterns of behavior may indicate this kind of difficulty. Behavior patterns may include: physical aggression toward other children or adults, destroying property, using profane language, running from the group, not responding to adults, withdrawing, continued crying or regressive behaviors.

Because teachers and administrators want to be aware of changes or patterns in children's behaviors, when unusual behavior occurs teachers will complete an "unusual incident report" and share it with parents. Because the home is the most important factor in a child's development, parents are an integral part of the process of evaluating any unusual incidents.

Through evaluation of unusual incident reports and other anecdotal records, should parents, teachers and/or administrators identify a pattern of behavior that threatens the safety of the child or others, or otherwise indicates behaviors of concern, an action plan will be written and implemented. The action plan will be created by a team that includes the child's teachers, parents, and the center director or assistant director. An action plan may include: ideas for changes in classroom interactions, behavior contracts, observations, videotaping, anecdotal records and other environmental documentation, parent-teacher conferences, staffing plans, outside consultation, and timelines for anticipated changes. As part of the action plan, follow up meetings will occur to assess the situation. Because our hope is to help all children fit well and feel successful in our environment, all efforts will be made by the team of parents, staff and administrators to encourage the child's positive participation in the classroom.

Should there be an instance where no intervention by the team of parents, staff and administrators affects positive change for the child, families may be asked to find alternative care for their child. If we consider a behavior to be severe or excessive, immediate consequences may be implemented. These consequences may include the immediate involvement of the director, acceleration of the action plan process, suspension, and/or termination of care.

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES INFORMATION

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov/cdc/childcare.stm>.

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

**This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS 01237 (1/2011)

SAFETY POLICIES

The safety and well-being of your children is our greatest concern at the Center. We follow these guidelines to help ensure safety:

1. Each child or group of children is always supervised by a staff member who is responsible for their safety.
2. Proper group ratios are maintained at all times.
 - Infants: 1:4, Toddlers: 1:6, Preschoolers: 1:10, School-agers: 1:15
 - Maximum Group Sizes: Infants- 10, Toddlers- 12, Preschoolers- 22, School-agers- 30
3. Each child's name is marked on the attendance form upon arrival and departure to ensure that teachers are aware of each child's presence in the Center.
4. Children will be released only to authorized individuals. Authorized pick-up forms must be completed by the parent or guardian of each child.
5. Teachers closely supervise any potentially unsafe activity, such as cooking, cutting, woodworking, any use of tools, high climbing or gymnastic activities on the climbing equipment, and water play. Children may be required to stop those activities that teachers feel may be unsafe.
6. Should an accident or injury occur, an "accident report" will be completed. The person who picks up the child will be asked to sign the report and will be given a copy. You may receive a phone call from a staff member if your child is unduly upset or if the condition worsens. You will be called immediately should your child have any injury to the head.
7. Teachers are trained in CPR, First Aid, communicable disease recognition, and child abuse recognition. All staff, substitutes and volunteers must complete a medical exam, fingerprint screening and a probationary period of employment.
8. Each classroom has a First Aid kit. When classrooms take walks, a teacher carries a First Aid backpack, roster of the children, any necessary medication, and a cell phone. Each classroom is equipped with a phone and an intercom.
9. Children participate in monthly fire drills and seasonal tornado drills. Emergency procedures and evacuation maps are posted in each classroom.
10. All employees of a child care center are required under section 2151.421 of the Ohio Revised Code to report any suspicions of child abuse or neglect to the Department of Children's Services.

PARKING LOT SAFETY RULES

We have had some concerns regarding our parking lot safety. Due to our various programs, there are children and families coming and going all day long, as well as church members and visitors. We put together the following set of Parking Lot Safety Rules to help keep everyone safe.

1. Most importantly- Please Slow Down!
2. Do not leave vehicle running when dropping off children in the building.
3. Do not come in the exits, including the exit to Oakland Park.
4. Turn the vehicle engine off when parked, even if you are sitting in the vehicle.
5. Do not park in handicapped spaces.
6. Please don't eat, drink, talk on cell phones, or play loud music at any time while driving in the parking lot.
7. Be responsible for helping to enforce these rules for everyone- either by talking to NBCC staff or the vehicle driver if you see someone not abiding by these rules.

Reminders:

- Put the mobile child in the vehicle first.
- Buckle children in car seats after they are all in the vehicle.
- Hold hands in the parking lot.
- Try to avoid parking situations that require backing up, pull through whenever possible.
- Lock your car and keep valuables and purses out of sight.

EMERGENCY AND EVACUATION PROCEDURES

EMERGENCIES REQUIRING EVACUATION

In the event of a fire, or evacuation emergency, we evacuate the building immediately. After an official head count and clearance from the fire department, we will return to the building. If we are unable to return to the building, our designated place to go is Clinton Elementary School on Clinton Heights. The second alternative is the Immaculate Conception School on East North Broadway.

GENERAL EMERGENCIES

In the event of a general emergency (that does not require evacuation) the children and staff would all gather in Anniversary Hall. The center has food, water, diapers, and blankets on hand.

EMERGENCY CLOSINGS

Our Center may close when heat, electricity, water, or phone service is not available. This decision will be made on a case by case basis at the discretion of the Director and may be based on one or more of the following criteria: time of day, weather, information received from authorities, etc.

If an emergency should arise after children have already arrived, we will call you to inform you about what is happening and if you will need to pick up your child. **It is essential that we have accurate telephone numbers for you and your emergency contacts.** Please inform the office if any contact information has changed.

POWER OUTAGES

If there is no electricity at the time the center opens (6:30am), we will wait until 10:00am, if the power is still not on, we will close for the day. We ask that children not be dropped off until we know if the power is going to be restored.

If the center does have electricity at opening, but it goes off in the morning before 10:00am, we will wait until 10:00am, if the power is not restored, we will close for the day. Parents will have the choice to drop off their children, however, if the center has to close the children will need to be picked up within one hour.

If the electricity goes out after 10:00am, we will wait one hour, if the power is not restored, we will close for the day and children will need to be picked up within one hour.

SNOW CLOSINGS

NBCC will close in the case of a Level-2 Snow Emergency. If it is a Level-2 at 6:00am, the center will be closed for the day. If a Level-2 Snow Emergency is declared during the day, the center will close immediately.

In the case of a Level-1 Snow Emergency- If there is a Level-1 in the morning, or if a Level-1 is declared during the day, the Director will have the discretion to make the decision on whether to close the center. The decision to close will be based on several factors including- the current weather conditions, road conditions, forecast, and any other relevant information. If a Level-1 is declared in the morning, and the center decides to open, the decision to close may still be made later in the day due to any changes in the above factors.

NBCC uses Channel 4 (NBC), Channel 6 (ABC), and Channel 10 (CBS), and the One Call Now system (see more info. below) to communicate any emergencies or closings.

GENERAL THREAT

In the event of a general threat where children would need to be in one place for their safety, all NBCC staff and children will meet in Anniversary Hall (Rumpus Room).

When the administrator is notified of a threat, they will calmly notify classrooms that they need to evacuate to Anniversary Hall. The Administrator(s) will take emergency contact information with them so that families can be contacted.

Children should be moved as quickly as possible to Anniversary Hall, where the teachers will do a head count and have it ready for the administrator. Once the children are all accounted for, the administrators will come up with a plan of action. This would include accessing blankets, food, water, activities for the children, and television/radio for updated information. The administrator will delegate jobs for staff as needed.

Once the plan is in action, families will be called or communicated to through the media.

BOMB THREAT

In the event of a bomb threat, the administrator in charge would call the police. The administrator(s) will then quickly go to each room letting teachers know to evacuate immediately. Teachers will calmly gather children's coats (if necessary) and file out of the building. The Administrator(s) will take emergency contact information with them so that families can be contacted.

All classrooms will meet on the front lawn of church for further instruction. The teachers will do a head count and have it ready for the administrator. Once the children are all accounted for, the director will then secure a safe location. This could be Clinton Elementary, Immaculate Conception School, or the Columbus Mennonite Church.

The administrator will delegate jobs to staff, as needed, once the situation is assessed. After children are in a safe location, a second head count will be taken. Families will then be notified, as well as news stations.

ONE CALL NOW

One Call Now is a notification system that NBCC uses to notify families if we are going to be closed on a day we would typically be open- for example, if we would need to close due to inclement weather.

- If NBCC would close *prior to opening* for the day, we will send families a message through the One Call Now system to inform you of the center closure.
- If we were to close *after opening* for the day, we will send out a message through One Call Now to inform families that we will be closing early, but the staff will also call families to ensure that you have received the message to come early.

Families should submit phone numbers and email addresses where you would like the message to be sent, you can have up to 6 phone numbers and 4 emails addresses on the system.

FIELD TRIP SAFETY

ROUTINE WALKS

Routine walks are an important part of the children's involvement in the community and offer an interesting addition to the curriculum. Routine walks are defined as walks that occur north, south or east of the center in a three block radius that does not include using the High St. sidewalk or crossing High St. Routine walks do not include entering any businesses, buildings, or parks. Appropriate teacher/child ratios are maintained and a teacher carries a first aid backpack, cell phone and emergency phone numbers on all walks. All trips considered routine walks as defined above will be authorized by signing the Parent Authorization form in your child enrollment packet. All trips not considered a routine walk will require a parent's signature on a separate field trip form for each trip.

FIELD TRIPS

Field trips are defined as any trip (other than a routine walk) in which the children are away from the center.

- You will be required to sign a permission form to allow your child to participate in each special outing or field trip. The date of the field trip and the destination will be included on the permission form.
- Families are responsible for necessary fees associated with the field trip.
- Your child will wear identification, including the Center name, address and telephone number.
- To help ensure the children's safety, each child will be assigned to a specific teacher while on the field trip and will remain with that teacher at all times. Each teacher will have a list of the children for which she/he is responsible. They will check attendance when they leave the classroom, before they board the van, before the vans leave, and when they disembark from the vans. At their destination teachers will re-check attendance at least every 10-15 minutes, and then follow the same procedure when boarding the vans to return to NBCC.
- A First Aid kit, cell phone and emergency phone numbers will be taken on each field trip and a staff member trained in First Aid/CPR and Communicable Disease will accompany children on each field trip or special outing.
- Our staff-child ratio requirements will be maintained when children are transported or escorted on routine walks, field trips or special outings. We strongly encourage parent volunteers to accompany their child during field trips.
- North Broadway United Methodist Church's vans are used for transportation on field trips. Your child will be transported in accordance with appropriate restraint systems. If your child weighs less than 40 lbs. and/or is under four years of age, you must provide an approved safety seat. If your child is over 40 lbs and 4 years, but under 8 years of age and 4'9" tall, NBCC will provide an approved booster seat. For more information on Ohio's Booster Seat Laws, you can go to Ohio Department of Health's website- www.odh.ohio.gov/odhprograms/hpr/cpsafe/childbooster.aspx
- All NBCC staff driving the vans have participated in a driver training class created as mandated by the Ohio Department of Job and Family Services.

FIELD TRIP GUIDELINES FOR FAMILY HELPERS

We encourage you to accompany your child's class on field trips whenever it is possible for you. Field trips are fun and educational for people of all ages. We've provided you with some helpful guidelines to make your field trip experience a positive one.

1. Remember that your primary job on the field trip is to help the teachers, interact with the children and have a good time.
2. You will not be given responsibility for any group of children, large or small. A teacher will be supervising the children at all times.
3. You should lend assistance to teachers where you see a need or when they ask, but you should not feel that you have to be "in charge." Let teachers know what you feel comfortable doing.
4. Family helpers should follow the teachers' guidelines and maintain consistent limits with the teachers.
5. Please stay with the group at all times, even if you are accompanying your own child.
6. Please do not buy children food, candy or other items unless the purchase is a specified part of the field trip.

SPECIAL CONSIDERATIONS

SUPER-HERO OR AGGRESSIVE PLAY

Because we understand and respect the needs of developing children, we understand and respect their need for super-hero or aggressive play. While this type of play can be disconcerting to adults, we look on it as an opportunity to explore with children the issues of power, respect and community. We do not permit children to bring toy weapons or other toys that will specifically promote aggressive play to the center. However, children are permitted to engage in this type of pretend play as it arises in each group. Group meetings may involve children in discussions of guidelines for play, negotiation with friends, community needs, fears and respect for feelings and personal space. Teachers also try to emphasize other aspects of their play that may be challenging and draw attention away from purely aggressive play. We have found that when managed well, super-hero and other aggressive play does not dominate group play and can actually serve to build community. Should you have questions or concerns about super-hero or aggressive play, please talk to your child's teacher or with the director.

CHILDREN AND MODESTY

We respect the freedom that most young children feel concerning their bodies and bodily functions. Children often wish to partially or fully disrobe while playing, take friends to the bathroom with them, or change their clothes in the classroom. While we understand this stage of development, we also understand the concerns of parents and have created guidelines to help meet the needs of children and adults. Children in our center may disrobe for play (leaving undergarments on) when it seems appropriate to teachers. Children who are changing clothes for swimming or due to an accident may choose a place of privacy or a more common area. Children may accompany one another to the bathroom as teachers feel it is appropriate. Teachers may discuss personal and private space, respect for others and community living as any of these issues arise in a group. Should you have questions about any of these issues, please talk to your child's teachers or the director.

GRIEVANCE PROCEDURE

If you have a concern about the care or treatment of an enrolled child or about Center policies, please consider the following process of communication:

1. Discuss your concern with your child's teacher if appropriate. Families and staff are encouraged to work together to address any concerns.
 2. If families and staff are not able to solve the concern, and you need to share your concern with the Director, you can do so at any time. The Director has an open door policy and will be glad to meet with you. You can contact the Director by phone at (614) 262-6222 and email at lori-ohara@att.net. You may also schedule an appointment to discuss your concern with the Director. Every effort will be made to work out an action plan to address the concern.
 3. If the concern is still not resolved, you may request a hearing with the Advisory Board. The Center Director can place your concern on the meeting agenda.
 4. In the event you that you feel that immediate action is necessary, a special meeting of the Advisory Board Executive Committee may be called. The Advisory Board chairperson can be called to arrange a meeting.
- ***All grievance information and processes will be treated confidentially by all parties involved.***

PART TIME FAMILY AGREEMENT and HANDBOOK ACKNOWLEDGMENT

Part Time Family Agreement

1. I agree to pay tuition as noted below in advance on the 1st of each month. I understand that a \$25 late charge will be applied to my account if it is not paid by the 5th of the month. I understand that care cannot be provided without this payment.
 - Monthly tuition- Part Time Preschool- MWF- \$163, TTH- \$125, M-F- \$260
Parent's Cooperative Preschool- \$7.00 per morning
Parent's Day Out- \$17.00 per morning
2. I agree to pay a deposit (if required) prior to the first day of enrollment as follows:
 - Deposit- Part Time Preschool- MWF- \$163, TTH- \$125, M-F- \$260
3. Hours of operation: **Part time preschool**- am- 9:00-11:30, pm- 1:00-3:30, **Co-op**- 9:00-12:00, **PDO**- 9:00-11:30.
4. I agree to pick up my child promptly and pay the required late fees when necessary.
5. I understand that there is no reduction in fees when my child is not in attendance.
6. I agree to give 30-days advance written notice when withdrawing my child from NBCC. I understand that if this notice is not given, I will forfeit my deposit, and I will pay for one month from the date notice is received.

Parent Signature

Date

Family Handbook Acknowledgement

1. I have received this handbook and agree to abide by the policies as written.
2. I understand that this handbook replaces all other policies and practices.
3. I understand that this handbook can be changed at any time, with the recommendation of the Advisory Council, and that every attempt will be made to notify families of changes in a timely manner.
4. I understand that if I have any questions regarding this handbook I should contact the Director.

Parent Signature

Date

Printed Name and Child's Classroom