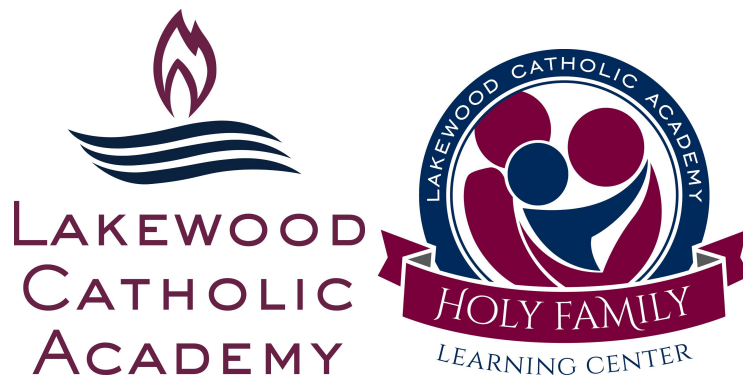


**Lakewood Catholic Academy/Holy Family Learning Center
Early Childhood Program
Parent-Student Handbook
2018-2019**



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LCA/HFLC Early Childhood Program

Administration

President: Mr. Brian Sinchak
Executive Director: Mrs. Jennifer Berardinelli
Assistant Director: Patrice Link
Assistant Director: Pam Bundy

PARENT-STUDENT HANDBOOK 2018-2019

Welcome to Early Childhood Learning at LCA/HFLC!

Lakewood Catholic Academy - A state-accredited Catholic elementary school in the Diocese of Cleveland, serving children from ages 3 years old through Grade 8. Founded in 2005, it is a joint ministry of St. Clement, St. James, St. Luke, and Transfiguration parishes. Lakewood Catholic Academy was founded, in part, in response to changing demographics in the City of Lakewood and dwindling enrollment in our parish schools. More importantly, however, it was founded as a result of the commitment of the parents and the parish communities to a strong Catholic elementary school presence in the City of Lakewood.

Our beautiful nine-acre campus located on the shores of Lake Erie is owned by the Sisters of Charity of St. Augustine whose generosity and commitment to Catholic education have made our presence at this site possible.

Holy Family Learning Center - A private, non-profit Learning Center. It is owned by Lakewood Catholic Academy. The Learning Center is licensed to operate legally by the Ohio Department of Education, a Division of Early Learning and School Readiness - Chapter 3301-37 Ohio Administrative Code (ODE). Our license is posted in the Executive Director's office. Copies of our rules and regulations for our preschool programs are available upon request from the Executive Director. HFLC utilizes the Diocese of Cleveland Curriculum in conjunction with Creative Curriculum.

Centering Space - A collaborative Ministry of the Sisters of Charity of St. Augustine located in a century home on the Lakewood Catholic Academy campus. Designed for quiet and reflection, Centering Space provides a place for individuals and small groups to gather in an environment conducive to prayerful listening.

Non-Discriminatory Policy (5101:2-12-29)(ODJFS)

LCA/HFLC does not discriminate by reason of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, in enrollment and services provided to children. Children with special needs will be evaluated on an individual basis and welcomed into the program whenever appropriate. An IEP will be signed and dated by the parent, Executive Director, teacher and the staff members who are identified and trained regarding the child's special needs.

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Mission Statement

LCA/HFLC accepts the challenge to respond to the daily needs of families by creating a community of love and hope based on quality care and educational instruction. Our standard is that all children are treated justly with love, kindness and respect! We are **FAMILY – “A Home Away From Home Where We Foster Lifelong Learners!”**

Value Statements (Philosophy)

We believe that parents are the primary caregivers and educators of their children. Therefore,

- We support families and we assist parents in the care and education of their children.
- We believe that play is an agent for creative learning.
- We believe that all children develop at their own developmental learning rate.
- We believe in a family spirit that emphasizes the value and dignity of each person.
- We believe in working closely with other related agencies as well as other religions and civic organizations in order to meet the needs of the people we serve according to the ideals of justice and love.
- We believe in equal opportunities and we promote an atmosphere of non-violence.

Ministry (Goals)

- LCA/HFLC provides a family centered environment.
- LCA/HFLC promotes the concept of holistic developmental design of age appropriate materials and activities for each infant, toddler and preschooler based on physical, social, emotional, cognitive and spiritual needs. We use diversified discovery projects to enhance each child’s learning experience.
- Dedicated staff will assist each child to grow in creativity, choice, discovery, problem solving and exploration.
- In order to assist parents, LCA/HFLC will provide opportunities to meet and work with other parents and caregivers who have as their common concern the interest and needs of young children.

State Staff/Child Ratios

LCA/HFLC is licensed to serve infants, toddlers, and preschoolers.

Group sizes are maintained for each age group.

State Staff/Child Ratios	Group Sizes
Infants less than 12 months (1:5/2:10) H.F.L.C. (1:4/2:8)	Group Size = 2:12
Infants 12 months to 18 months (1:6)	Group Size = 2:12
Toddlers 18 months to 3 years (1:7)	Group Size = 2:14
Toddlers 2 ½ years to 36 months (1:8)	Group Size = 2:16
Preschoolers 3 years (1:12)	Group Size = 2:24
Preschoolers 4 and 5 (1:14)	Group Size including school age = 2:28

Suspensions of Child Abuse

- A toll-free telephone number 1.866.886.3537 or 216.420.7952 may be used to report a suspected violation of the licensing laws or administrative rules. The licensing laws and rules governing child care are available for review at LCA/HFLC upon your request.
- The Executive Director and each staff member 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 services agency and the local police department. **(5101:2-12-19) (ODJFS)**
- Any parent or guardian of a child enrolled at LCA/HFLC 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

LCA/HFLC or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Executive Director or the office staff of his/her presence.

Required Forms/Documents (3301-37-08) (ODE)

The Executive Director or designated staff member has a pre-admission interview with the parent/guardian and meets the child prior to the child's admission to the program. At this time the curriculum, philosophy, and all LCA/HFLC's policies are discussed. The parent or guardian is given all the forms to be completed and a starting date is decided upon. The required forms are as follows:

- Registration Form
- Photo
- Registration Fee
- Birth Certificate
- Baptismal Certificate (If applicable)
- Policy on Release of Children Form – List of authorized adults who have your permission to pick up your child. Identification will be required of the person picking up your child. Your child will not be released to anyone whose name does not appear on this form. Please advise the Executive Director/Staff member in advance if a person who is not listed will be picking up your child.
- Tuition Agreement – payment plan
- Direct Debit Form
- Red Alert Letter and Contact Sheet
- Child Medical Statement – Shall verify the date of exam within the past 12 months and be on file within 30 days of child's date of admission and every 13 months thereafter. Medical exam statement contains child's name, date of birth, date of exam, signature of doctor/nurse practitioner, business address, phone number, immunization records, and statement that the child is suitable to participate in group care.
- Child's Medication Form
- Parent Handbook Acknowledgement Form
- Custody Agreements (If applicable)
- Walking Permission Form
- Swimming Permission Form

Rosters

Rosters of the names, telephone numbers and email addresses of the parents or guardians of the children attending LCA/HFLC 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.

Separation from Child

Separations from parents may be difficult or challenging for children as they experience different developmental stages. Be assured that we will help you and your child work through these normal stages of growth. Some simple suggestions:

- Spend a few minutes in your child's room.
- Always tell your child that you need to leave but will return.
- Give lots of hugs and kisses and say "Goodbye".
- Depart. It can be difficult or challenging if parents stay too long.

Supervision of Children and Safety (3301-37-07)(ODE)

The Learning Center is open Monday through Friday, 7:00am to 6:00pm.

- All children that are brought into LCA/HFLC by their parent/guardian must be received by a staff member. Children are never left alone. Staff is aware of each child's arrival and departure.
- Each child must be signed 'in' and 'out' on the Sign In sheet.
- Daily schedules provide for both quiet and active play. Weather permitting, children go outside at least once a day.

- Your child will not be released to anyone whose name does not appear on the release form. Any person picking up a child must carry identification for safety purposes.
- Custody agreements (**5101:2-12-30 (a) (d)**) must be in the child's file.(ODJFS)
- If your child is absent, please notify the office by 8:00am or if not, we will call you.
- Due to inclement weather or emergency situations, LCA/HFLC will follow Lakewood Catholic Academy if closing. You will be notified with a text message.
- Emergency phone numbers and Dental First Aid Information are posted within LCA/HFLC.
- A fire drill is held at varying times each month. Exit plans and fire procedures are posted in each classroom. A severe weather alert plan for LCA/HFLC was developed by the Lakewood Fire Department. The drills are held monthly. Tornado procedures are posted in each room along with a Bomb Scare Plan. In the case of an emergency, an HFLC staff member will call 911/Fire Department, staff members will exit the building and transport all children to the Lakewood Park Pavilion. (Refer to Emergency Response Plan posted in main office, parent board, and classrooms.)
- Lock Down Procedures are also practiced in case of an emergency.

Nutrition

School Food Services (3301-37-09)(ODE)

Children are served a morning breakfast, full hot lunch and an afternoon snack. These meals meet the nutritional requirements (as stated below) of the licensing rules and are catered by North Coast Kitchen. A simple blessing/grace is said before meals. LCA/HFLC provides bibs, silverware, dishes and cups. Nursery and Step-up are requested to provide a sipper cup. Items that are not disposable are washed, sanitized, and clear rinsed. Menus are posted monthly or given out upon request.

Food allergies: If your child has a food allergy, and will need a meal that is different than what is on the menu, please bring it in on a daily basis. We do not have the storage room for items in bulk. We have also been advised by our food licensing supervisor that the meal should be a **cold meal**. You are required to provide your child with the appropriate food group servings. For breakfast – 2 different food groups (for example 1 starch and 1 fruit). For Lunch – 1 protein, 1 starch, 1 fruit*, 1 vegetable*, 1 dairy). For snack – 2 different food groups. Please bring your child's lunch in a container/lunch box labeled with their name and place it in the refrigerator on the appropriate shelf. Also, a medication form must be signed by your child's doctor and placed in your child's file indicating your child's allergy.

***may have 2 fruits or 2 vegetables instead of one of each**

Description of Each Classroom

Nursery

Our Infant Stimulation Program provides developmentally appropriate activities to foster growth in the following areas:

- Gross motor, fine motor, music, dramatic play, language, literacy, social, emotional and cognitive skills.
- Provide an infant massage program to increase weight gain, aid digestion, improve circulation, and regulate and strengthen baby's digestive system.

Parents provide disposable diapers, gloves, wipes, powders, creams, baby food and prepared bottles of formula or breast milk. Opened jars of food and bottles are to be taken home or discarded after 24 hours according to **ODJFS code 5101:2-12-41**. These items are to be labeled with the child's name and date. Parents are also to place these items on the proper storage shelves. In order to maintain continuity and avoid error, feeding instructions are to be signed by the parent. Parents who wish to come in during the day to breastfeed may make arrangements with the Lead Teacher. A daily report will be given which states: diaper changes, meals, bottles and naps. Each child needs at least 3 complete changes of clothes on their shelf. Please be sure to restock supplies as they are needed. A reminder that pacifiers are only to be given when a child is in the crib room. We know babies are hard to resist, but we ask that no one pick up an

infant other than their own child. All babies have their own schedule and diapers are changed as needed. Staff members' hands are washed with soap and water upon entering the building, after each diaper change, before meals and before and after attending the needs of the children. Infants shall be placed on their backs or sides to sleep unless parents or guardians provide a written request to do otherwise on the **ODJFS 01235 "Sleep Position Waiver" 5101:2-12-42 (d) (6)**.

Step-Up

Our step-up program provides developmentally appropriate activities to foster growth in the following areas:

- Gross motor, fine motor, music, dramatic play, language, literacy, social, emotional and cognitive skills.
- Teach children to share and take care of toys.
- Foster a positive self-concept for each child.
- Teach children to be kind friends.
- Assist children during mealtimes to eat with proper utensils.
- Help children learn to go up and down steps.

Toddlers

Our toddler program provides developmentally appropriate activities to foster growth in the following areas:

- Gross motor, fine motor, music, dramatic play, language, literacy, social, emotional and cognitive skills.
- Enhance language development and literacy by speaking in 2-3 words sentences, talking to other children using a child's name, following simple instructions, and reading stories and poems.
- Enhance socio-emotional development by sharing, taking turns with toys and solving problems using words instead of actions.
- Increase self-esteem and independence to be able to separate from parents and express feelings.
- Improve physical development by walking up and down steps, catching balls, using a regular cup and spoon and learning proper table manners.
- Expand the thinking process and readiness skills of reading, math and phonics by teaching the children to identify colors, shapes, numbers and letters.
- Learn to count from 1-10, practice the alphabet and use picture cards to expand vocabulary and literacy development.
- Assist with toilet training and bathroom procedures.
- Improve attention span and self-help skills.
- Improve eye-hand coordination.

Preschool

Our preschool program provides developmentally appropriate activities to foster growth in the following areas:

- Gross motor, fine motor, music, dramatic play, language, literacy, social, emotional and cognitive skills with an emphasis on math, reading, phonics, social studies, science and religion.
- Develop respect for each other and play cooperatively.
- Express feelings and develop the ability to do things more independently.
- Develop self-help skills and follow directions.
- Participate in hands-on activities that promote gross and fine motor coordination.
- Increase problem solving skills and follow directions.
- Work well in groups and play with two or more children while being empathetic.

Pre-K

Our Pre-K program provides developmentally appropriate activities to foster growth in the following areas:

- Gross motor, fine motor, music, dramatic play, language, literacy, social, emotional and cognitive skills with an emphasis on math, reading, phonics, social studies, science and the Catholic faith.
- Follow two and three step directions.
- Further develop the ability to make own decisions and use problem solving skills.
- Utilize manners on daily basis.
- Socialize with others through play and organized activities.
- Demonstrate self-help skills.

Transitions (5101: 2-12-20 (e))(ODJFS)

When a child reaches a point of development and readiness in which the lead teacher and/or the leadership team feels the child is ready to participate in activities within the next classroom, then he/she will transition. The child will visit the next classroom and eat meals in their dining area for transitioning purposes. During this time, a staff member from the current program will escort the child to the new classroom. Parents will be notified both verbally and in writing as to the transitional time and placement. Your child's name will be placed on the sign-in sheet to indicate times and days of transition.

Diapering/Toilet Training/Clothing

Diapers For Infants and Toddlers

Parents will need to provide and keep on hand disposable diapers/gloves, creams, powders and wipes. It is the parents' responsibility to check the supplies and refill them as needed. Diapers are checked and changed as needed throughout the day.

Toilet Training Policy (5101:2-12-43) (G)(ODJFS)

The staff will work with the parent in the process of toilet training. If you feel your child is ready for this experience, you should first talk to your child's teacher. If the teacher agrees that your child is ready, she will explain LCA/HFLC's toilet training program. Please keep your child in diapers during this training stage. Toilet training should first be successful at home before your child is placed in underwear. You begin the process at home and we will make sure we keep the child successful during the day. Please keep added changes of clothing available in your child's drawer and restock as needed.

Clothing

Clothing should be marked with the child's name for positive and exact identification. Each child should have three (3) complete changes of clothing plus shoes, socks, hats, mittens, scarves, snow pants and boots. Please re-stock as needed. Dress children comfortably and appropriately according to the season and daily weather forecast.

Enrichment Experiences/Opportunities (5101:2-12-18)(ODJFS) / (3301-37-07) (ODE)

All of LCA/HFLC's enrichment experiences are held here at LCA/HFLC. Parents will be notified at least two weeks prior to the enrichment experience. The cost of the experience is **not** included in the cost of tuition, therefore, extra fees may be charged to cover the cost.

Outdoor Play Policy (5101:2-12-17)(ODJFS)

If the weather is suitable for the children to be outside, they will go out. If the weather is not suitable, we will provide an appropriate indoor large muscle activity. The weather policy chart/safety issues are posted in each classroom for quick reference. Suitable weather is at a minimum of 25 to 90 degrees Fahrenheit.

Temperature	Infants under 12 months old will go outside weather and schedule permitting. 25 degrees or above for One year olds, Step Up, Toddlers, Preschool and Pre-K
Humidity	90 degrees and above – use caution and push drinking water
Wind Chill	Infants under 12 months old will go outside weather and schedule permitting. As long as the wind does not drop the temperature below 25 degrees One year olds, Step Up, Toddlers, Preschool and Pre-K can go outside
Ozone Levels	UV index levels of 10 or above stay inside
Pollen count	Watch pollen count on Ozone days (7 and above) Especially children with allergies
Lightning	No outside activity
Heavy Rain	No outside activity
Heavy Ice	No outside activity

Swimming and Water Safety Policy (5101:2-12-17)(ODJFS)

Permission Forms will be sent home and they will include your child’s name, date of birth, swimming status of your child (swimmer vs. non-swimmer), and how your child will be supervised. The location of our wading pools is adjacent to our playground by the Lakewood Catholic Academy back entrance. Pools are sanitized after each use.

Parent Conferences (3301-37-03) (ODE)

Conferences are conducted on a regular basis. They can be arranged by the Executive Director, staff member or as requested by the parent. Also progress reports are given to the parents for Toddlers and Preschoolers. Stand up conferences are also encouraged and followed with a written update to go in the child’s file. Please feel free to contact the Executive Director when assistance is needed with problems or concerns relating to our program or with staff concerns. You are welcome to discuss your child's needs and progress at any time.

Parent Participation (3301-37-03)

Parents are encouraged to participate in our program as much as possible. It is our hope that you will have time to participate in our special occasions such as birthdays, open house, special meetings, events, holidays, or share an activity, etc. By encouraging and welcoming parent participation, we hope to develop a bond between your family and ours.

Parent Visitation Policy

We feel it is important for our parents to visit LCA/HFLC. You are welcome to visit your child at any time. We do request that you announce your presence to a member of the leadership team or office staff member. While you are at LCA/HFLC, please feel free to observe all classrooms and share any comments or concerns you may have about your child's care and about our program. We ask that you do not interrupt the learning experiences. Should you wish to confer with the Executive Director or your child's teacher while at LCA/HFLC, we ask that you give us a prior notification of your visit, so that we can arrange a mutually convenient time to discuss your concerns. For the protection and safety of your child, this open policy is limited to custodial parents and guardians of the children enrolled in our program. Non-custodial parents and other relatives and friends will not be granted this open door

visitation policy. Non-custodial parents will be allowed to visit LCA/HFLC with a signed and dated written permission form from the custodial parent.

Birthday Policy

Birthdays are celebrated at LCA/HFLC with a birthday song and celebration. Parents may supply a treat for this special day. We ask that if you bring birthday treats, you bring enough for your child's entire group and notify the teacher in advance. LCA/HFLC may have children with allergies. Please check with your child's lead teacher before bringing treats.

Classroom Management Policy (3301-37-10)(ODE)

We believe that children can learn through positive reinforcement and redirecting techniques such as, separation from problem situations, talking with the child about the situation and praise for appropriate behavior. Staff members for each group are responsible for the behavior management of the children that are assigned to them directly. The staff must be consistent in their manner of behavior management so that the child will be able to predict responses for their behavior, whether acceptable or unacceptable. There are consequences for inappropriate actions. The staff will speak to children in a normal tone of voice – no yelling or strong verbal statements. We want our children to learn to make correct choices. We want to be clear and appropriate in our expectations and most of all, consistent. When a child's behavior is disruptive, we feel that the child is seeking attention. We will give that child appropriate attention by having that child sit next to a staff member or perhaps ask the child to help in a constructive project. If this fails and the child's behavior escalates, the staff members will remove the child to a quiet area of the room, explain why the child's behavior is not acceptable and what the child must do to behave properly in the group. We want the child to express their feelings and how they can make a better choice. We want them to get in touch with their feelings. We want to work with our children to make conscious and appropriate choices. Choices are being taught along with consequences. Consultation with other staff members may also be helpful to understand the child's behavior pattern. This will be a co-operative effort with the Executive Director and staff, followed by a conference with the parents. Therefore, managing behavior when the child's behavior is unacceptable, the staff member shall complete an incident report and:

1. Use developmentally appropriate techniques suitable to the children's ages and the circumstances.
2. Use developmentally appropriate separation from the situation only as necessary.
3. Communicate and consult with parents or guardians in implementing any specific behavior management plan.

According to **ODE (3301-37-10)** LCA/HFLC is to include the following statements as to what we will **NOT** permit at LCA/HFLC:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Specifications of rule **5101:2-12-22 (ODJFS)** of the Administrative code applies to all staff members of LCA/HFLC.

Dangerous Weapons/Verbal Threats

LCA/HFLC is to provide the children with a safe environment which is free of the dangers of firearms, knives and other dangerous weapons. No report of or rumors of verbal threats or weapons in LCA/HFLC shall be ignored. Action will be taken immediately by calling 9-1-1. Refer to Emergency Response Plan. If need be, a lockdown procedure will be called. LCA/HFLC has cameras positioned at the front door, in the hallway and by the back door that leads to the outdoor play area.

Emergency and Accident Policy (5101:2-12-16)(ODJFS)

In case of an emergency, lockdowns and/or accident, LCA/HFLC would follow the emergency transportation authorization form and the posted medical and dental emergency plan. A staff member would complete an incident report form for the parent. LCA/HFLC would administer First Aid, summon emergency transportation and contact the parent(s). In the event that a child needs emergency transportation, an arrangement has been made with the Lakewood Fire Department to provide emergency transportation with a call to 911. When an accident or injury occurs, the staff member completes an incident report and has the parent sign the form which will be kept on file. If there is a general emergency (for example, threats to the safety of the children due to environmental situations or threats of violence, natural disasters, loss of power, heat, water, etc.) and it would require LCA/HFLC to evacuate, the Executive Director/Staff Member/Local Police and Fire would declare an emergency and institute the appropriate actions as listed in the Emergency Response Plan (posted in the main office, classrooms, the parent board) or the shelters within the Lakewood Community (Park Pavilion, Local Schools, and Local Library).

Incident, Behavior and Illness Reports (3301-37-10)(ODE)

A staff member shall complete this form as needed and be given to the parent on the same day. If the child has been transported to the hospital for an emergency the incident/injury report form shall be available at LCA/HFLC for the parent or guardian within 24 hours following the incident/injury. These forms are signed and kept on file.

Children with Exceptional Needs

We are not equipped to serve children with severe exceptional learning needs or health conditions. Exceptions may be made by the Executive Director in accordance with a written medical/physical care plan for the care of the child. We are willing to work with the technical assistance programs (Help Me Grow, etc.) for a child with exceptional needs.

Infants and Toddlers – Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings

In Ohio, the County Board is the primary contact for an individual and their family. In Cuyahoga County the phone number is 216.241.8230. The County Board serves two primary functions:

1. Determining Eligibility: Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:
 - Ages 0-2: the eligibility report completed by or for *Help Me Grow* is used to determine eligibility. The phone number is 216.698.7500.
 - Ages 3-5: Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool education
2. Service Coordination: Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

Early and Periodic Screening, Diagnosis and Treatment

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers 10 check-ups in the first 2 years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them)
- Lead screening and
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services too.

Administration of Medication, Vitamins, Modified Diets and Creams (3301-37-07) (ODE)

Parents are to complete the "Request for Administration of Medication Form" before medication will be administered to the child. This form is good for the amount of time designated by the prescription or 12 months, whichever comes first. All medications are to be kept in the original container with the original label left on the bottle or box. Forms are to be filled out for the use of non-prescription products such as fever reducing medicines which do not contain aspirin, cough or cold medicines which do not contain codeine and topical ointments, creams and lotions. A modified diet also needs to be documented with a form. The Executive Director and staff members reserve the right to refuse to administer any creams, medications, vitamins, or modified diets at their discretion.

Parents must inform the Learning Center of all medications administered, even those taken at home. Also, no medications should be added to infant formula.

Management of Illness Policy (3301-37-11)(ODE)

All staff members receive instructions on the signs and symptoms of illnesses, proper hand washing and disinfecting procedures. These are given to each employee and discussed periodically at staff meetings.

A staff member observes all children upon entering a group/room. The Executive Director/staff member will notify the parent or guardian of a child's condition when a child has been observed with the signs/symptoms listed on the communicable disease chart. A child who exhibits symptoms of a communicable disease will be isolated but supervised. No child shall be left alone or unsupervised. The communicable disease chart is posted on the wall in the office. Parents will be notified of exposure to communicable disease by a staff member or a written posted notice on the class bulletin board or entrance door. Children sent home must be home for the entire following day with no symptoms before returning to LCA/HFLC.

- **Fever, Vomiting, Diarrhea** – If fever, diarrhea and/or vomiting occur at LCA/HFLC, the child will be discharged that day and **may not return the next day**. Fevers, diarrhea and/or vomiting must be cleared up before a child may return. This is to ensure that the child will not be contagious to others and/or to help the child to recuperate adequately. (Refer to page 15).
- **Skin Rash** – All skin rashes must be diagnosed by a physician/nurse practitioner with a written diagnosis. The child may not return to LCA/HFLC until all evidence of the rash is gone. A doctor's note will be required.
- **Open Sores** – No child may be present at LCA/HFLC with any open sores or skin irritations which are oozing or weeping. Open sores must be healed before the child returns – clear/scab free for the exposed areas. At the discretion of the Executive Director, or staff member, a doctor's written approval may be requested for any condition causing concern before a child may be readmitted.

ISOLATE AND SEND HOME WITHIN THE HOUR

- Diarrhea (more than one abnormally loose stool or left to the discretion of the staff) and/or vomiting (more than one time), or when accompanied by any other sign or symptom of illness
- Severe coughing, blue face, whooping
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellow skin or eyes
- Temperature of 100° F when in combination with any other sign or symptom of illness
- Complaints of severe stomach/headache, or other pain
- Infected skin patches, unusual spots or rashes, blister-like bumps
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Lice, scabies or other parasites
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching

Please have an emergency plan if your child should become ill at LCA/HFLC. You need an authorized person to come within one hour to care for your child. Children must remain home for an entire day with no symptoms before returning to LCA/HFLC.

Special Programs

Brain-Body XL Program

Physical activity is the base connection that sets the stage for a lifetime of learning! Excel is specifically tailored for Toddlers through Pre-K with informal sessions for our Step-Up children. This program is taught on Tuesdays, Wednesdays and Thursdays.

Preschool Exceptional Needs Consultant

Promotes the understanding of child development and the effects on learning and behavior. Also provides resource information for parents. The consultant offers support and encouragement for staff and parents concerning behavior and child development. Our consultant is at the Learning Center on Tuesdays and Wednesdays.

Music with the Beck Center

Music educators from the Beck Center will visit weekly to provide education for toddlers through Pre-K. These children will have the opportunity to discover the joy of music and movement.

Library Time at LCA

The LCA Librarian will provide a storytime once a week for toddlers through Pre-K.

Tuition and Fee Policies

LCA Preschool Classroom	Tuition/Fees effective July, 2018
Three year olds, three half days per week	\$2,950 per year
Four and Five year olds, three half days per week	\$2,950 per year
Four and Five year olds, three full days per week	\$4,000 per year
Four and Five year olds, five full days per week	\$6,300 per year
Registration Fee per child	\$250 per child (non-refundable) snack fee included
Smart Tuition Administrative Fee	\$50 per family (non-refundable)
Yearly Annual Appeal - replaces Fund Raising for the year	Minimum is \$250 or more if you can

- There is a two percent discount on tuition available to LCA Preschool families who pay in full by July 10th, 2018.

HFLC Classroom	Tuition/Fees effective July 2, 2018
Nursery / Step Up	\$263/\$526 bi-weekly by direct debit
Young / Older Toddlers	\$253/\$506 bi-weekly by direct debit
Young / Older Preschool	\$248/\$496 bi-weekly by direct debit
Pre - Kindergarten	\$243/\$486 bi-weekly by direct debit
Non Sufficient Fund Checks or Withdrawals	\$35
Registration Fee per child	\$170 per child (non-refundable)
Yearly Annual Appeal – replaces Fund Raising for the year	Minimum is \$250 or more if you can!
Pre-Kdg. Graduate Summer Enrollment Fee	\$75
Waiting List Form	\$10

For clarification purposes, tuition remains stable for each week regardless of absence, holidays, or unforeseen emergency closings.

Payment Plan - Tuition payments are due bi-weekly and by direct debit. You will be billed for 51 weeks (25 bi-weekly payments and only a 1 week payment at Christmas). A non-sufficient fund fee of \$35 will be billed for returned payment.

Late Pick up of Child – If a child is picked up at LCA/HFLC later than 6:00 pm you will be liable for a late charge of \$1.00 per minute per child payable directly to the employee on duty. If a parent is consistently late a conference will be arranged by the Executive Director to discuss this situation!

Withdrawal Procedures – If it becomes necessary to withdraw your child, a **TWO WEEK** notice is requested. Payment must be made for those two weeks. A child may be withdrawn and receive a refund on tuition in proportion to unused time if LCA/HFLC dismisses the child due to behavior impacting the health, welfare or safety of LCA/HFLC or the other children.

INCOME TAX IDENTIFICATION NUMBER #20-2143142.

PLEASE KEEP TUITION RECEIPTS FOR YOUR TAX RECORDS

*****Parents, please use this number on your employee reimbursement forms! *****

Classroom Schedules

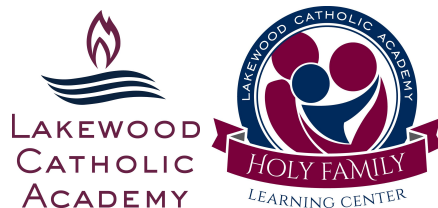
All classroom schedules are posted in classrooms. Parents receive a copy of the classroom schedule prior to the child's start date.

2018-2019

Scheduled Days that HFLC will be Closed and Dates of Direct Debits

MONTHS	DATES OF DIRECT DEBIT	HOLIDAYS/DAYS OFF/EVENTS
July	13-27	Celebrate 4 th of July - OFF Wednesday, July 4th and Thursday, July 5th
August	10-24	
September	7-21	Labor Day – OFF Monday, September 3rd
October	5-19	Early Childcare Open House: Sunday, October 21 st 12:30 – 2:30pm Celebrate Halloween –Wednesday, October 31 st
November	2-16-30	Thanksgiving Break – OFF on Thursday, November 22nd and Friday, November 23rd
December	7-21	Christmas Break – OFF on Monday, December 24th, Tuesday, December 25th and Wednesday, December 26th
January	4-18	New Year's Break – OFF Monday, December 31st, Tuesday, January 1st and Wednesday, January 2nd Martin Luther King Jr. Day - OFF on Monday, January 21st
February	1-15	Valentine's Day Parties –Thursday, February 14 th President's Day - OFF on Monday, February 18th
March	1-15-29	Ash Wednesday, March 6th LCA/HFLC Gala – Saturday, March 23rd
April	12-26	Good Friday – OFF on April 19th Easter is on Sunday, April 21st Easter Monday – OFF Monday, April 22nd Professional Development Day – OFF Friday, April 26th
May	10-24	LCA/HFLC Pre-K Graduation – Friday, May 24 th Memorial Day - Off on Monday, May 27th
June	7-21	

LCA preschool students follow the K-8 LCA holiday schedule. A copy of the holiday schedule will be sent home to families at the beginning of the school year.



**LCA/HFLC Early Childhood Program
2018 - 2019 Parent - Student Handbook**

Child's Name: _____

Date: _____

Parent Handbook Acknowledgement and Permission Form for Each Child

I consent to the enrollment of my child _____ at LCA/HFLC and agree
(insert child's name)
that LCA/HFLC is not responsible in case of illness or injury to my child while in attendance or in
transition to and from LCA/HFLC. _____ (please initial)

I give permission, as stated on the outdoor policy, for my child _____ to
(insert child's name)
take frequent walks around the LCA/HFLC areas. _____ (please initial)

I agree to abide by the policies and procedures of LCA/HFLC including the responsibility
for the payment of tuition, registration fee and the yearly annual appeal. _____ (please initial)

I give my permission for my child to be photographed and videotaped for the purpose of publicizing
LCA/HFLC. _____ (please initial)

I give permission for my child to play on the riding toys. _____ (please initial)

I will send a helmet for my child. _____ (please initial)

I give permission for my child to use the riding toys without a helmet. _____ (please initial)

Parent signature: _____ Date: _____