

JCC Early Learning Center

Parent Handbook

Revised 1/2018



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www.jccyoungstown.org

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GENERAL INFORMATION

PHILOSOPHY

The JCC Early Learning Center believes and promotes the Judaic values of teaching right behavior. These include self care, the care of others, and care of the planet. We strive to create and maintain a standard of excellence in social development, cultural diversity, and education. The JCC Early Learning Center strives for an environment that is respectful of and guided by a shared vision of all who are a part of the program while supporting the greater mission of the Jewish Community Center.

School Age: Here at the JCC School-Age program we believe that children's daily lives should consist of learning and fun. School focuses on the child's cognitive development and we enhance learning by concentrating on physical, creative and social development. Our program offers unique experiences for the children in a comfortable and inviting environment. Some of our daily activities include swimming, arts and crafts, and designated homework time. We welcome each child to learn and grow among friends each day.

Summer Camp: The JCC Early Learning Center summer program is all about experiences. Regular weekly activities include Gym and swimming lessons. In addition, we have fun, educational activities and much more to entertain and enlighten your child.

LICENSING

The facility is licensed to operate by the Ohio Department of Job and Family Services. This license is posted on the wall outside of classroom 12 in the infant/toddler wing, and additionally in the Preschool/School Age Coordinator's office for review. The toll-free number for licensing is 1-866-635-3748 and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request. Each year every enrolled family is provided with a sheet which contains information required by the Ohio Administrative Code.

We are currently licensed for 203 children, of which 42 children can be under the age of 2 1/2.

Licensing inspection reports and complaint investigation reports for the current licensing period are available in the facility office 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.

NONDISCRIMINATION STATEMENT

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. (Not all prohibited bases apply to all programs) To file a complaint of discrimination you may contact USDA, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (202) 690-7442 (voice and TDD). USDA is an equal opportunity provider and employer.

CHILD ABUSE REPORTING MANDATE

The administrators and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect to the Mahoning County Children's Services Bureau at (330) 941-8888.

HOURS OF OPERATION & CLOSINGS

The JCC Early Learning Center is open Monday through Friday 6:45am-6:00pm

The program closes for the following holidays when they fall on a weekday:

- Labor Day
- Thanksgiving, and the day following
- New Years Day
- Memorial Day
- Rosh Hashanah (2 days)
- Yom Kippur
- Fourth of July
- Christmas Day (Christmas Eve and/or the day after depending on how the holiday falls)

In addition to the aforementioned dates, the programs may close for professional development days as indicated on the yearly program calendar.

In the event of severe weather, the programs may close. If weather should become bad during the day we will remain open as long as possible. If we close it will be announced on the local TV and radio stations listed below. We may also contact parents via the Bloomz communication system. Parents may join the Bloomz group by downloading the app to their

smartphone and using the code X8XHMC to join. Parents may also opt into the Bloomz one way text message system by texting @X8XHMC to 1-858-256-6691.

Radio stations: WKBN, WHOT, and Y103.

Television Stations: WKBN, WYTV and WFMJ TV.

***If Akiva Academy closes due to inclement weather, the JCC Early Learning Center may remain open for child care.**

SAMPLE SCHEDULES

INFANT/TODDLER SCHEDULE

| | |
|-------------|---|
| 6:45-9:00 | Arrival/Breakfast/Learning Center Activities |
| 9:00-9:30 | Circle Time/ Small Group Activities |
| 9:30-10:00 | Snack |
| 10:00-11:30 | Outside play/Learning Center Activities |
| 11:30-12:00 | Circle Time/ Small Group Activities |
| 12:00-12:30 | Lunch |
| 12:30-3:00 | Quiet Activities / Naptime |
| 3:00-3:30 | Snack |
| 3:30-6:00 | Outside play/Learning Center Activities/Departure |

*Infant’s own schedules are honored. Infants sleep, eat and are changed throughout the day based on their individual needs.

PRESCHOOL/ PREKINDERGARTEN FULL DAY & HALF DAY SCHEDULE

| | |
|---------------|---|
| 6:45-8:15 | Arrival/Learning Center Activities |
| 8:15 – 9:00 | Learning Center Activities |
| 9:00-9:30 | Circle Time |
| 9:30-10:00 | Learning Center Activities/Special Activity |
| 10:00-10:30 | Snack |
| 10:30 – 11:30 | Learning Center Activities/Special Activity |
| 11:30 – 12:00 | Outside/ Gross Motor |
| 12:00-1:00 | Lunch / Story Time |
| 1:15-2:00 | Naptime / Learning Center Activities |
| 2:00-3:00 | Naptime |
| 3:00-3:30 | Snack |
| 3:30-4:00 | Circle Time |
| 4:00-6:00 | Learning Centers / Dismissal |

BEFORE/AFTER SCHOOL SCHEDULE

| | |
|-----------|---|
| 6:45-8:15 | Arrival/Breakfast/Bus leaves at 8:00 am |
| 2:50-3:30 | Buses dropping off/Akiva students picked-up |
| 3:30-4:00 | Snack |
| 4:00-4:30 | Homework/Learning Center Activities |
| 4:30-5:30 | Large Group Activity |
| 5:30-6:00 | Individual / Small Group Activities |

DEFINITIONS

Infant/Toddler: a child who is younger then 36 months.

Preschooler: a child 36 months and not in Kindergarten or above.

REGISTRATION

REGISTRATION PROCEDURES

Registration for the JCC Early Learning Center is open to everyone.

A child is considered to be enrolled in the center only after:

1. A formal orientation and tour has been completed, including a meeting with the child, teacher and family
2. The following forms have been completed and submitted in their entirety:
 - ODJFS form 01234 Child Enrollment and Health Information
 - ODJFS form 01305 Child Medical Statement
 - Child Escort form
 - Any additional medication statements and/or medical care plans are completed
3. The registration fee and Financial Agreement form have been received

Any change to the above information must be communicated to the office immediately and in writing so that current information is always on file. The ODJFS form 01305 Child Medical Statement and the ODJFS form 01234 Child Enrollment and Health Information must be updated every 12 months.

Waiting list priority:

1. Families Currently enrolled in the program
2. Employees of the Jewish Federation
3. JCC Members
4. General public

TERMS OF AGREEMENT

Schedules

- We do our best to accommodate everyone's preferred schedules; however program spaces are filled on a first come basis.

Payment of Services

- All payments are due by the date selected when you registered; you may select a 1st of the month payment or 15th of the month payment plan. A payment plan must be selected at registration.
- Payments can be made in the form of check, money order, or credit card. Cash payments will only be accepted in a sealed envelope with the child's name on the front.
- The JCC Preschool is an authorized provider for Ohio Department of Job and Family Services Child Care Credit.
- All dependent care / flex spending paperwork must be submitted to the program coordinator for you to receive reimbursement.
- Monthly rates are not prorated; exceptions may be made for extenuating circumstances, if notice is given to the program coordinator with accompanying documentation.
- All tuition payments are divided equally and are the same amount each month; monthly invoices can be obtained by logging into your billing account online.

Fees

- A non-refundable registration fee is due at the time of enrollment. The fee is \$35 per child for re-enrollment or \$50 per child for new enrollment.
- All families who pick their child up later than 6:00 pm must pay a \$50 late pick-up fee.
- All payments not received by the due date may be subject to a \$10 late fee.
- All payments not received within 10 days after the payment due date may be subject to a \$30 late fee.
- Checks returned for non-sufficient funds (NSF) may be subject to a \$30 fee. Payments returned NSF must be paid by cash or money order within 7 days of notice.
- All declined credit cards may be subject to a \$30 fee. Declined Credit Card payments must be paid by cash or money order within 7 days.
- Many enrichment programs are included in the tuition fees. If there is an additional fee for any activity you will be notified in writing of the fee amount and when the fee is due.

Discounts

- Sibling discounts are offered to families who enroll multiple children. The discount is applied to the oldest child's or children's tuition fees.

Contract Period and Terms of Enrollment

- The contract period is based on a three month summer, which includes the months of June, July and August and/or a nine month school year, which includes the months September through May.

- You may choose to withdraw your child from the program at any time; however you will lose your spot. If you wish to re-enroll your child you will be expected to complete the enrollment process again and pay the re-enrollment fee.
- If you choose to terminate your contract in the middle of a month rates may be adjusted to the daily rate only if the total due is less than the monthly rate.
- No credit will be given or make up days offered for days when the program must close due to circumstances beyond our control, such as inclement weather.
- To receive a fee adjustment all enrollment changes must be submitted, in writing, to the program coordinator no less than one week before payment is due.
- The decision to no longer allow a child to attend can only be made at the discretion of the program administrators. This is an extraordinary, non-discriminatory action, done only as a last resort if any of the following occur.
 - A child's continued presence is detrimental to the safety of other children, employees, staff or efficient operation of the program.
 - Failure of a parent/guardian to pay for services
 - Failure of a parent/guardian to swipe their child's attendance resulting in non-payment of services
 - A child is picked up after 6:00 pm on more than one occasion during an enrollment period
 - Failure of a parent/guardian to submit all required paperwork

TAX CREDIT

You may claim a tax credit for childcare expenses. You will receive a tax statement by January 31st of each year for any payments made the previous year. Monthly statements can be downloaded from our online billing and registration system accessible through our website at jccyoungstown.org. Know that it is ultimately the parents/guardians responsibility to keep track of payments made. The Taxpayer Identification Number is 34-0714442

WARM-UP REQUIREMENTS

After all registration paperwork is completed and the child has been assigned a room, the administrator or classroom teacher will contact the parent/ guardian to schedule the warm-up. All children are strongly encouraged complete a warm-up prior to their first day of attendance at the center. During this time period a parent/guardian must stay with the child. The purpose of this warm-up is to help the child acclimate to the program and to help the parent/guardian gain a better understanding of the programs and classes.

We recommend that Infants/Toddlers have 2-3 warm up days. The times of the warm-ups should be staggered to allow parents/guardians the opportunity to view a larger part of the program schedule

We recommend Preschoolers to have 1 warm up.

We recommend School agers have 1 one hour warm-up.

WHAT TO WEAR

Please dress your child in comfortable, washable, weather appropriate clothing. Sneakers or closed toe rubber soled shoes are best for everyday play activities. Dress your child in layers! We never know what the weather will bring.

EXTRA CLOTHING/SUPPLIES

Please provide a complete set of extra clothing; shirt, pants, socks, underpants and shoes. Please label all clothing with your child's name or initials. For children who are potty training we suggest that several sets of extra clothing be kept in their classroom. Children who are not potty trained need to have extra diapers/pull-ups, wipes and diaper cream kept at the center.

DIAPER BAGS

Parents are allowed to transport infant items in diaper bags each day. We are not allowed to store diaper bags at the center for any length of time.

TOYS FROM HOME

Children often want to bring an item from home. We understand that sometimes items are used by the child for security. We ask that parents try to encourage children to leave treasured items at home or in the car; this includes electronic devices such as tablets, games, cell phones, etc. Staff cannot be responsible for keeping track of toys brought in from home. The programs are not responsible for any lost, stolen or missing items. If your child does bring a toy to the center please make sure it is labeled.

BABYSITTING

Staff members are not permitted to babysit for families with children in our program.

CUSTODY AGREEMENTS

If there are court papers indicating who has permission to pick up your child you will need to provide a copy of these papers to the ELC office. The center may not deny a parent access to their child without proper documentation.

ADDITIONAL DAYS/HOURS OF ATTENDANCE

If you need additional childcare outside of your regular schedule you may request additional days/hours. All requests must be submitted in writing to the program office 48 hours before care is needed. We will do our best to accommodate parents in emergency situations. The additional day fee must be paid at the time of use. Extra time is granted on a pre-approved basis and is only intended for occasional use. Children may not come earlier than or stay later than their scheduled hours without prior written request.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the family activities at the center. Only parents/guardians are allowed unlimited access to their child's classroom while their child is in attendance.

Teachers want to be able to focus on your children; therefore, parents are asked to make appointments when it is necessary to engage in any lengthy conversations. We also encourage you to attend our Parent/Teacher Conferences to discuss your concerns as well.

Please feel free to bring concerns up when they occur. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

SUPERVISION OF CHILDREN

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Under no circumstances will a child be left unsupervised.

STAFF REQUIREMENTS

1. All staff members meet the state requirements for working with young children.
2. All staff is trained in communicable disease recognition and prevention child abuse and neglect recognition, first aid, and CPR.
3. All staff members are required to attend 15 hours annually of training covering child development, child health or other issues pertaining to the specific age group they primarily work with.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The center is required to notify parents of the state licensing required staff/child ratios and maximum group sizes.

Staff/Child Ratios:

| Us | State | |
|------|-------------|----------------------------------|
| 1:5 | 1:5 or 2:12 | 0 -12 months |
| 1:6 | 1:6 | 12 months to less than 18 months |
| 1:7 | 1:7 | 18 months – 30 months |
| 1:7 | 1:8 | 2 ½ -3 yrs. Olds |
| 1:12 | 1:12 | 3 yrs. olds |
| 1:12 | 1:14 | 4 yrs. olds |
| 1:15 | 1:18 | School age |

Maximum group sizes:

| Us | State | |
|----|-------|-----------------------|
| 12 | 12 | 0 – 18 months |
| 12 | 12 | 12 – 18 months |
| 14 | 14 | 18 months – 30 months |
| 14 | 16 | 2 ½ -3 yrs. olds |
| 18 | 24 | 3 yr. olds |
| 18 | 28 | 4 yr. olds |
| 30 | 36 | School age |

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Ratios for toddlers and preschoolers may be doubled 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.

School age children may run errands inside the building or use the restroom alone, or in groups of no more than 6 children without adult supervision as long as the following conditions are met:

- children are within hearing distance of their teacher
- the teacher checks on the children every 5 minutes until they return
- the restroom is for the exclusive use of the center

One group of no more than 6 school age children 4th grade and older may engage in activities which pose no physical risk to their safety in a room without a child care staff member as long as the teacher can see or hear the children at all times and checks on the children every five minutes.

DROP OFF/PICK UP PROCEDURES

Parents must let staff know when they are picking up or dropping off their child.

Here are some tips for parents to consider at drop off:

- Stay as long as you want to. Children have a better time in care when they have not started their day rushed. We expect families to have a regular drop-off routine that helps their child adjust into the program in the morning.
- Do not sneak out. Parents may feel that if a child is engaged in play they will not notice when their parent leaves. On the contrary, this can cause many long term behavior problems such as being clingy or nervous when going into new places or situations. ALWAYS tell your child you are leaving. If your child has a hard time with good-bye, let a teacher know that you are getting ready to leave and the teacher can help the child with the separation.

All families must help their child wash their hands when they arrive each day. We also ask families to help their child hang up their jacket or book bag and put away their lunch. Families of infants must fill out the Classroom Daily Report form letting the teachers know how the infant's day has started.

Children will not be released to unauthorized people. Please list on your Escort form or Child Enrollment and Health Information form the names of any persons who are allowed to pick-up your child. When families list any persons on either of these forms, they are giving permission for those people to pick their child up at any time. Any person picking up a child must provide proof of identity with a picture such as state ID or passport.

If a child is scheduled to attend the After School Care Program and does not get off the bus, the staff will first contact the parent to confirm the child's schedule as well as the school. For this reason, it is very important that parents contact the Center when their child will be absent.

The center closes promptly at 6:00 p.m.; please be sure to arrive a few minutes early to allow for time to gather your child's belongings.

If, for any reason, there is a concern about a child's safety at pick-up time another person on the authorized pick-up list will be contacted to pick up the child.

TRANSITIONING

Program Entry (orientation)

Each child and family will participate in an orientation. During this process the child/family will:

- Receive a tour of the facility including the child's classroom
- Receive a parent Handbook and review the center policies
- Complete all necessary enrollment forms
- Complete their warm-up period

Program Advancement

Prior to advancing to the next age group:

- Parents/guardians will be allowed meet with their child's new teacher
- The child will visit their new classroom and teachers
- The family will be given a new Ages and Stages Questionnaire to complete

Program Exit

When a child leaves the program the following will occur:

- All of the child's personal belongings will be collected and given to the family
- A Developmental Progress Report will be given to the family, if requested
- Parents may request a records release by contacting the program office.

HEALTH/SAFETY

Upon enrollment you will receive several forms regarding your child's health. All forms must be completed and returned to the program office prior to enrollment.

Your physician or certified nurse practitioner will need to fill out the child's medical statement which is only valid for 1 year. Upon receipt of each child's medical statement, it will be reviewed to ensure that all appropriate screenings have been completed (i.e. height, weight, dental, hearing, lead blood testing, and hemoglobin). If a screening has not been done parents will be given information on the importance of the screenings and where the screenings can be obtained. Parents will also need to fill out a Child Enrollment and Health Information form, which informs us of any medical conditions or allergies. In the event of an emergency 911 will be called and the child will be transported by ambulance; the CDCJ will not transport any child. If a Medical Physical Care Plan is needed for your child due to health conditions the information regarding the health condition must also be documented on the medical statement completed by the child's doctor.

Children do not need to be immunized to attend our program. However, in the event of a disease outbreak we will ask children without an immunization against the disease to not attend. **Choosing not to vaccinate your child does not excuse a family from returning form JFS01305 Child Medical Statement annually.**

COMMUNICABLE DISEASE

All staff is trained to recognize and manage communicable diseases.

A parent/guardian will be contacted to pick up the child as soon as possible. If the parent or guardian cannot be reached within in ½ hour persons listed on the ODJFS form 01234 Child Enrollment and Health Information form under emergency contacts will be contacted to pick up the child.

Any toys, blankets, cot etc., used by the child will be laundered or disinfected

The following will be followed if a child has a suspected communicable disease:

1. The Center will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. Any child with the following symptoms will be immediately isolated and a parent will be contact to pick up the child:
 - a. A temperature of 101°F
 - b. Temperature of 100°F or more, in combination with any other signs of illness
 - c. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
 - d. Difficult or rapid breathing
 - e. Yellowish skin or eyes
 - f. Redness of the eye, obvious discharge, matted eyelashes, burning or itching. If sent home a child may not return until discharge is gone or clear and they have a physician's note stating they are able to participate in group care
 - g. Diarrhea - Two or more abnormally loose stools within a 24 hour period. This may be waived with a physician's documentation that a child is on antibiotics that may cause loose stools and that the child is not contagious
 - h. Untreated infected skin patches, unusual spots or rashes if sent home a child may not return until they have a physician's note stating they are able to participate in group care
 - i. Unusually dark urine and/or gray or white stool
 - j. Stiff neck with an elevated temperature
 - k. Evidence of untreated lice, scabies or other parasitic infestation
 - l. Vomiting
 - m. Sore throat or difficulty swallowing
 - n. Per center Director's discretion
3. Employee illness: The staff will follow the same health policies as the children and will not report to work with any of the above symptoms.
4. We will follow the communicable disease chart for proper management of suspected illnesses; this chart is located in the hallway of the infant/toddler wing and outside the Preschool office. When children at the center have been exposed to a communicable disease, information specific to the disease, will be distributed to parents of children in the classroom where the exposure occurred.

5. A child isolated due to suspected communicable disease will be:
 - a. Cared for in a part of the room not being used by the other children
 - b. Within sight and hearing of an adult at all times and will not be left alone or unsupervised
 - c. Made comfortable, provided with a cot and observed carefully

6. Children may be return to the program if:
 - a. They have not had a temperature for 24 hours WITHOUT medication
 - b. They have not had a loose stool for 24 hours
 - c. Discharge from eye is clear or gone; regardless of physician's recommendations
 - d. If a child was sent home for a rash or suspected pink eye, a note from the child's physician stating the following:
 - The child is free from any communicable disease
 - The date the child was seen
 - Physician contact information for questions by the center

7. Children who are not well enough to resume all scheduled activities, including outside playtime should be kept home. Every family should have an emergency back-up sitter in mind because illness is a normal part of childhood.

If your child is ill and will not be attending, please notify the office or your child's classrooms as early as possible. We ask that parents notify the office of any communicable disease a child has, so that we may notify other parents.

ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event of an emergency. In the event of a fire or tornado staff would follow the written instructions posted in each classroom. These postings describe emergency evacuation routes and the procedures to be followed to assure that children arrive safely at the designated spot. In order to prepare children for the unlikely need to evacuate, we regularly conducts fire drills and tornado drills as prescribed by ODJFS. Should we need to evacuate due to fire, weather conditions, the loss of power, heat, water, our emergency destination is Heritage Manor. Parents will be contacted as soon as possible to come to pick up their child.

Staff members are trained in First Aid, Communicable Disease, Child Abuse and CPR/AED. In the case of a minor accident/injury, staff will administer basic first aid. If the injury is serious, parents will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport an injured or sick child. If a child requires emergency transportation an incident/injury report will be available within twenty-four hours after the incident occurs.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur:

- Accident or injury which requires first aid
- The child has to be transported by emergency squad
- A unusual or unexpected event occurs which jeopardizes the safety of the child

EMERGENCY TRANSPORT

In the event of an emergency we must have permission to transport children via emergency services (ambulance). Parents' consent to emergency transport by signing the specified section of form *JFS01234 Child Enrollment and Health Information*. In the event parents do not consent to emergency transportation, if the need would arise, we will contact the parents immediately and wait for their arrival before emergency services are contacted.

ADMINISTRATION OF MEDICATION

The center is only able to administer medications if the following conditions are met.

- An ODJFS 01217 Request for Administration of Medication form is first completed by the parent.
- Medication is in its original container with the prescription label still attached.
- The label specifies the appropriate dosage based on the child's weight or age
- The child's full name is printed on the container
- The medication cannot be given for more than 3 consecutive days in a fourteen day period

Medications will be stored in the child's classroom out reach of the children. Medications needing refrigeration will be kept in a locked storage box, in the refrigerator located in the child's classroom. Medications may not be stored in a child's cubby or diaper bag. Persons picking up the child are responsible for picking up medications. Staff cannot have medicine waiting for persons picking up the child.

Sunscreen, diaper cream, ora-gel, Chap Stick, hand sanitizer, and hand lotions including antibacterial lotion are all considered topical ointments and a medication form must be completed before any of the above can be applied. Additionally, children may not carry these items on their person; all items must be given to the child's primary caregiver.

Only school age children will be permitted to keep their inhalers on their person, under the following conditions:

- Parents sign a release stating that their child is allowed to have the inhaler at all times
- A Child Medical Physical Care Plan and Request for Administration on Medication forms are filled out and on file
- The child must keep their inhaler on their person at all times; it may not be stored in a book bag
- If at any time the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for that child.

NUTRITION/MEALS & SNACKS

The JCC Early Learning Center is not kosher. We follow the kashrut policy of the Jewish Community Center. Families may bring meat (with the exception of any pork or shellfish products). In addition, meat and dairy products may also be combined (for example, a cheeseburger). However, other rooms in the building are maintained as kosher areas - meaning no food may be brought into these spaces without prior approval nor can any food be cooked in these areas without proper supervision. If we are hosting a 'pot luck' type event where families will be bringing in food, we just ask that no pork or shellfish products (including lard, clam sauce, etc.) be used in the preparation and that the food be kept away from the Adult Lounge and kosher kitchen areas.

The JCC Early Learning Center is an allergy conscious program. Please know that the JCC facility is not guaranteed to be free of allergens such as nut products. However, we will use our best efforts to keep the classrooms nut free. We have chosen to do this because of the number of children and staff in our program that have nut allergies. We ask that all families respect this policy for the health and safety of these individuals. Please do not send peanut butter/ Nutella sandwiches or any items that you know to contain nuts.

For children under 3 years of age, the program provides breakfast (cereal, milk and a serving 100% juice), and an afternoon snack consisting of two items from two different food groups. For children over 3 years of age the program provides a morning and an afternoon snack consisting of two items from two different food groups. Menus are posted on each classroom's refrigerator; if the snack or breakfast menu must change this change will be recoded on the menu.

Families must provide a lunch following these guidelines:

1. All lunches should contain one item from each of the following groups (we provide the dairy requirement with milk):
 - a. Protein: no pork, shellfish, or nut products may be sent with your child or brought to the program
 - b. Grain: crackers, one slice of bread
 - c. 1 Fruit & 1 Vegetable
(One fruit may be substituted for the vegetable or a vegetable may be substituted for the fruit, but there must be two items from this food group.)
2. Cow's milk is provided by the program.
3. If one of the above required items is missing from your child's lunch, a substitute may be offered.
4. Sweets and deserts are **STRONGLY** discouraged.

If you send a treat into the program for a party or your child's birthday, we ask that you do not send in homemade items, but send in prepackaged or bakery items that have an ingredients list that staff can check.

MODIFIED DIET

If a child has an allergy that requires a special diet or restriction of a food group, the restriction and information regarding it must be documented by a physician; in addition an ODJFS 01236 Child Medical/Physical Care Plan must be completed. The parents of any child with a suspected or diagnosed food allergy are required to provide all meals, snacks, beverages and serving dishes. This is to help decrease the chances of a child receiving food that they are allergic to and to prevent cross contamination by serving dishes. Other accommodations can be made on an individual basis when discussed and set up ahead of time with the Director.

INFANT MEALS/FEEDING POLICY

Each family must provide all food for their infant/toddler until they are approximately 12 months.

Parents should send enough prepared bottles for the day which will be kept in our refrigerator in a separate container labeled with:

- The child's name
- Date of preparation
- Number of ounces
- Breast milk must have the date the milk was expressed and the date the program receives it

Bottles and caps should be labeled with permanent markers. Bottles will be warmed in a crock pot. Unfinished bottles may not be kept for later feedings. Please only fill a bottle with enough formula or breast milk for one feeding. We are not able to prepare bottles on site (only heat up), so please send enough bottles for the day. We cannot store breast milk on premises. Keep in mind that infant eating schedules vary greatly due to growth spurts, so we ask that you send one more bottle than you expect your child to use in a day. In the event that enough bottles are not provided by the parents, Parent's Choice powdered formula is kept on hand and will be given.

State licensing rules do not allow staff to prop up bottles for infants. Infants may nurse at will from a bottle containing water only. To ensure proper feeding by the infant staff, mothers should familiarize their infant with a bottle before starting day care.

Due to allergy related safety concerns, all foods must be introduced at home. Boxes of cereal and jars of food should be labeled with the child's name. When the food is opened, the center will label food with the date it was opened. Food prepared by parents at home (not commercially prepared food), must be placed in a lunch box with the child's name and each container labeled with:

- The child's name
- Date prepared
- Type of food in the container

According to state licensing rules, the parents determine the infant's nutritional requirements for the day. Your written instructions should include amounts of food, type of food and feeding times. In the event enough baby food is not provided by the parents, Gerber baby food is kept on hand and will be given.

BREAST FEEDING

For mothers who would like to breast feed in a private area they may do so in our infant/toddler office. Please let one of our staff members know and they can assist you in making the room private.

DISCIPLINE POLICY

We believe that adults must lovingly guide and redirect children to help them learn to cooperate with their peers and have positive educational experiences which encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Having a variety of activities for the children
- Verbalizing and modeling appropriate behavior for the area or material being used, for example "Walking feet only please"
- Using positive language with the children to give praise for appropriate behavior, for example "I like the way John is sitting"

The following discipline methods will not be used:

- Physical abuse or punishment of any kind
- Withholding of food, rest or toilet
- We also do not discipline for toilet accidents or failure to eat or sleep

For children with consistent behavioral struggles the following steps will be followed:

1. Teachers will use a running record to document the behavior of concern
2. Teachers and administrator will meet with the parents to discuss the behavior and possible solutions
3. If no significant progress can be achieved, the family will be asked to withdraw their child from the program

REMOVAL FROM THE PROGRAM

The decision to no longer allow a child to attend can only be made at the discretion of the program administrators. This is an extraordinary, non-discriminatory action, done only as a last resort if any of the following occur.

- A child's continued presence is detrimental to the safety of other children, employees, staff or efficient operation of the program.
- A child is picked up later than 6:00 pm on more than once occasion.
- Failure of a parent/guardian to pay for services
- Failure of a parent or guardian to swipe their child's attendance resulting in non-payment for services
- Failure of a parent/guardian to submit all required paperwork

OUTDOOR PLAY

The ODJFS requires daily outdoor play, weather permitting. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. On days that outdoor play is not provided indoor gross motor activities will be provided. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes warm coats, hats, mittens and boots in the winter time.

DIAPERING & TOILET TRAINING POLICY

Our policy is to check children's' diapers every two hours. If a parent would like us to check their child's diaper more often we would be happy to accommodate the request. Please indicate how often you would like your child's diaper checked on the registration form. You may also let your child's teacher know by updating their child information sheet in the classroom.

Toilet training is an important milestone in a young child's life. Please keep in mind each child is unique and may start showing interest at different ages. It is the parent's responsibility to initiate training at home. When starting the potty training process we ask that families dress the child in easy to remove pants, skirts or dresses. If the child cannot pull down his/her pants, the clothing is not conducive to potty training. Please send in several sets of extra clothes during the potty training process. If pull-ups are used, it is recommended that pull-ups with Velcro sides be sent in for use. Please inform the teacher before sending your child in training pants.

NAPPING & REST

The ODJFS requires we offer a period of time each day for all children to nap or rest. Children under 12 months will nap on their own schedule. Children 1 year to Preschool age will be allotted no more than 2 hours for nap/rest. Children in the Pre-Kindergarten program will be allotted no more than 90 minutes for nap/rest.

Children under 12 months of age are only permitted to sleep in a crib. Per ODJFS licensing rules, the center is not allowed to use blankets in cribs; therefore the center provides crib sheets and sleep sacks for each child under 12 months of age. All sheets and sleep sacks are laundered weekly or when soiled.

Children over 12 months of age will nap on a cot. We encourage parents to send sheets and blankets from home; if a parent does not send a sheet or blanket for nap time the center will provide these items. All nap items will be laundered weekly or when soiled. Items from home will be sent home on the last day of each week to be laundered and should be returned the following week.

Children who do not nap will be given a quiet activity but must remain on their cot during the rest period. To help prepare children for Kindergarten, during the months of June, July and August children in the Pre-Kindergarten program will only be offered nap/rest time if requested by the parent or child.

BITING

Unfortunately, biting is not unexpected in infant and toddler groups. We do not release the name of the child who bites because we do not want any child labeled as bad. There are many reasons younger children bite.

- Sometimes the biting is related to teething
- Sometimes younger children bite when they do not know the words to express their feelings
- Sometime younger children bite when they are emotionally charged such as frustrated or excited

The following steps will be used to address biting

1. We provide a calm and cheerful atmosphere with a mix of stimulating and soothing, age-appropriate activities; this helps to avoid boredom, frustration or over stimulation. We also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help. If a child bites once or twice, staff may try to address the problem before bringing it to the attention of the child's parents.

2. If a child's biting is ongoing we will develop a plan to address the causes of the biting. The goal of this plan will be to keep other children safe while helping the child who is stuck in a biting pattern. When we need to develop such a plan, we will meet with parents so they know specifically how we are addressing the problem.
3. If no significant progress is made the child will be dismissed from the program

In the event a child is bitten and the skin is broken the following procedure is followed

1. We provide first aid by washing the bite with soap and water
2. An incident/injury report is filled out and signed
3. Staff will call the parents of the injured child to inform them of the bite.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. We will support your children whether they bite or are bitten. We want the best for all the children in our program.

CURRICULUM

The JCC Early Learning Center uses the Creative Curriculum and Building the Primary Classroom. The Creative Curriculum and Building the Primary Classroom are nationally recognized curriculums, which align with our learning philosophy. The Creative Curriculum and Building the Primary Classroom curriculums include goals and objectives for children's learning in all areas of development: social, emotional, physical, cognitive, and language. These goals and objectives are aligned to Ohio's Birth-K Early Learning Content Standards and Ohio's K-6 Content Standards.

ASSESSMENT

Assessment is how we help your children learn and grow. As part of the Creative Curriculum we utilize the Teaching Strategies Gold online assessment as well as the Ohio Department of Education's Early Learning Assessment. We will share the results of these assessments with parents at multiple times throughout the school year. The results of these assessments may also be shared with ODJFS and ODE for licensing compliance and funding purposes.

REFERRALS

An Ages and Stages Questionnaire (ASQ) will be completed when a child begins the program and then annually each fall. The ASQ is a developmental screening tool used to help teachers know a child's abilities when they first begin the program and also helps to determine any possible delay in development.

1. Referrals will be made based on the following:
 - a. There is a score in the black on at least two items on the ASQ as completed by the child's family
 - b. Either there is a concern by the teacher with documentation based on the Teaching Strategies GOLD Checkpoint, a completed ASQ or ASQ-SE, or regular written documentation showing concerns about behavior with the Director's approval.
 - c. A parent requests the referral
2. When a referral is being made, a meeting will be had with the family and they will be given a letter explaining:
 - a. The reason for the referral
 - b. Who to contact for the referral
 - c. Any paperwork needed to make the referral
 - d. When paperwork needs to be completed and returned
 - e. What the family's responsibility is in the referral process
3. At the referral meeting, any questions will be addressed and discussed.
4. The administrator will follow up with the family to check on the progress of the referral. Documentation of each follow up will be recorded and kept in the child's file.

SWIM PROGRAM

Children who attend the Preschool or Prekindergarten programs will participate once a week in swim lessons. A signed permission slip must be on file before a child will be permitted to participate. The parent reserves the right to withhold permission. A lifeguard will be present at all times and preschool staff will also be actively supervising children.

We ask that children come dressed in their swimsuit with their clothes over top; please send a towel and underwear in a plastic bag. You may also send flip flops for your child to walk to the pool. After swimming, the children change as a group (co-ed).

School age children who attend after school care will have the opportunity to swim once a week, swimming is not mandatory. When school is out, swimming will be offered for approximately an hour each day, to those school age children who are in attendance for all day care. A JCC lifeguard will be present at all times and a staff member will be actively supervising the children. Parents must sign a permission slip before their child will be allowed to participate in the swim program.

JCC EXTRACURRICULAR CLASSES

JCC extracurricular classes, such as private swim lessons must be registered and paid for through the JCC bursar's office. The JCC Early Learning Center takes no responsibility for anything related to these classes, including payment, registration, child's attendance, and/or injuries/incidents that the child may encounter during these classes. Any questions regarding cancellations, attendance or anything else about the extracurricular class needs to be directed to the JCC member services or aquatics department.

CLOSING NOTE

We value you, our parents. It is only through continued communication between parents and staff that we can continue to provide a program that meets your child's needs. For questions regarding billing, attendance, or enrollment please contact Jennifer Bracken. For questions regarding your child's classroom we ask that you first contact the classroom teacher. If you do not receive a satisfactory response or if you have any other concerns please contact Jennifer Bracken or Kathy Mioni. If you need to contact your child's classroom or the Program office our phone number is 330-746-3250 and telephone extensions are:

CENTER PHONE NUMBER: (330)746-3250:*Preschool/School Age Wing*

L3 & L4 (Blue and Green Doors) – 120

L1 & L5 (Purple and Orange Doors) – 137

Infant/Toddler Wing

L10 (Red Door) – 192

L11 (Yellow Door) –196

L12 (Orange Door) – 197

L13 (Green Door) – 194

L15 (Blue Door) – 158

Jennifer Bracken – 330-746-3250 ext. 125, jbracken@jewishyoungstown.org

Kathy Mioni – 330-747-0452, principal@akivaacademy.org

Center Fax number – 330-747-2226

Center Parent Information
Appendix C to rule 5101:2-12-07
Revised 12/06/2016

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

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center 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.

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