EARLY LEARNING CENTER
AT THE JEWISH COMMUNITY CENTER OF YOUNGSTOWN

A caring community where every child can learn, play, and grow!

PARENT HANDBOOK

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Everyone is welcome at the Early Learning Center at the Jewish Community Center of Youngstown. We strive to create and maintain a standard of excellence in social development, cultural diversity, and education. The ELC is guided by Jewish values that are shared across many of the world’s cultures and faith traditions. These values include:

**Peace in the home & family (Shalom bayit):** Shalom bayit signifies wholeness and fulfillment. When there is a nurturing, wholesome home atmosphere, children tend to thrive. We invite you to consider the ELC a second home for your child, and hope that our values of peace lift their spirits as they grow.

**Heal the world (Tikkun Olam):** In modern Jewish circles, *tikkun olam* has become synonymous with the notion of social action and the pursuit of social justice. The ELC’s curriculum encourages students to pursue a just future for their generation through kindness and mutual respect.

**Love your neighbor as yourself (V’ahavta l’reacha kamocha):** Judaism teaches us to celebrate each individual’s uniqueness and affirm their divine worth. To love our neighbor as ourselves means we behave towards others in the way that we would want them to treat us. Our philosophy is to ensure each child has the ability to learn, explore, and play to build their own unique understanding and knowledge of the world.

**Charity (Tzedakah):** *Tzedakah* is the Hebrew word for acts of charity, giving aid, assistance, and money to the poor and needy or to other worthy causes. The ELC provides *tzedakah* banks for each classroom to allow students to raise money and donate it to a charity of their choosing.

**Generation to generation (L’dor v’dor):** Whenever your children learn a family tradition, story, or recipe, that is *l’dor v’*dor. Each member of your family plays a role in shaping who your children will become. The ELC encourages family involvement in education and provides opportunities for families to engage in events and family education programs.

**Hospitality (Hachnasat orhim):** It is the ELC’s goal to be an inclusive and welcoming community for all students and families, regardless of religious belief, national origin, race, or family make-up.

**EDUCATIONAL FOCUS**

The ELC believes that we are all lifelong learners, and as such we are constantly learning and evolving to implement the best practices in the field of early childhood education. The ELC is in the process of implementing an early learning framework provided by the Jewish Community Centers Association of North America’s Sheva Center of Innovation in Early Childhood Jewish Education and Engagement. Sheva means seven in Hebrew, and the framework’s seven core elements are:

- Children as Constructivist Learners
- Early Childhood Administrators as Visionaries
- Early Childhood Educators as Professionals
- Families as Engaged Partners
- Environments as Inspiration for Inquiry
- Discover: CATCH and Healthy Adult Engagement as *Sh’mirat HaGuf*
- Israel as a Key Component of Early Childhood Jewish Education

For more information, please visit jcca.org/what-we-do/sheva. We will continue to learn about the Sheva Center’s framework, and implement it as part of your child’s education.
The Early Learning Center uses the Creative Curriculum. This nationally recognized curriculum includes creating goals and objectives for your child’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.

ASSESSMENT

To create goals for your child within the Creative Curriculum we utilize the Teaching Strategies Gold (TSG) online assessment and the Ages and Stages Questionnaire (ASQ-3). An ASQ-3 will be completed when a child begins the program and at least annually each fall. This developmental screening tool is 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. With the results of these assessments parents will meet with their child’s teacher throughout the school year to establish goals for your child. The results of these assessments may also be shared with ODJFS and ODE for licensing compliance and funding purposes.

TRANSITIONING

Program Entry (orientation)

Each child and family will participate in an orientation. During this process the family will receive a tour of the facility, complete all necessary enrollment forms, review the ELC’s policies, and be given the option to participate in a warm up activity. A welcome packet will be provided with a copy of the Parent Handbook and information on your classroom.

Program Advancement

Prior to advancing to the next age group parents/guardians will complete a new ASQ-3, and transition approval form. Once received, an administrator can arrange for you to meet with your new teacher as needed. During the transition period your child will visit their new classroom and teachers for an increasing amount of time each day over a five day period. On the fifth day the child will nap in their new room.

PARENT PARTICIPATION

Throughout your time with us at the ELC ongoing parent and teacher communication is of the utmost importance. Please feel free to bring concerns up when they occur. A parent survey will be distributed electronically each year to help us with our continuous improvement plan at the ELC. Our educators appreciate you trusting us with your children and we value their relationship with you. They will always make time for your concerns and ask parents to make appointments when it is necessary to engage in important conversations. Preschool families are encouraged to attend Parent/Teacher Conferences to discuss your concerns. Dates of conferences are available on your ELC calendar.

Families are encouraged to participate whenever possible in the family activities in your child’s classroom. Notes and sign up sheets will be provided by each classroom as special parties are scheduled. Families are also encouraged to attend family events at the Jewish Community Center. These include art workshops, Purim Carnival, the Dash and Splash 5K, and other events and programs.
Each and every member of our team works hard to ensure your child is receiving the most positive educational experience possible. 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. All staff members meet the state requirements for working with young children. This includes essential trainings for communicable disease recognition and prevention, child abuse and neglect recognition, first aid, and CPR. Additionally, 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.

### Definitions

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>A child who is younger than 18 months</td>
<td></td>
</tr>
<tr>
<td>Toddler</td>
<td>A child who is 18-36 months</td>
<td></td>
</tr>
<tr>
<td>Preschooler</td>
<td>A child 36 months and not in Kindergarten or above.</td>
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</tr>
</tbody>
</table>

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.
## Infant Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 - 9:00 a.m.</td>
<td>Arrival, Breakfast, and Learning Center Activities</td>
</tr>
<tr>
<td>9:00 - 9:30 a.m.</td>
<td>Circle Time and Small Group Activities</td>
</tr>
<tr>
<td>9:30 - 10:00 a.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>10:00 - 11:30 a.m.</td>
<td>Outside Play or Learning Center Activities</td>
</tr>
<tr>
<td>11:30 a.m. - 12:00 p.m.</td>
<td>Circle Time and Small Group Activities</td>
</tr>
<tr>
<td>12:00 - 12:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 3:00 p.m.</td>
<td>Quiet Activities and Naptime</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Half Day Student Departure</td>
</tr>
<tr>
<td>3:00 - 3:30 p.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>3:30 - 6:00 p.m.</td>
<td>Outside Play or Learning Center Activities and Departure</td>
</tr>
</tbody>
</table>

Note: Infants under 12 months set their own daily schedule.

## Toddler Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 - 9:00 a.m.</td>
<td>Arrival, Breakfast, Learning Center Activities</td>
</tr>
<tr>
<td>9:00 - 9:30 a.m.</td>
<td>Circle Time and Small Group Activities</td>
</tr>
<tr>
<td>9:30 - 10:00 a.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>10:00 - 11:30 a.m.</td>
<td>Outside Play or Learning Center Activities</td>
</tr>
<tr>
<td>11:30 a.m. - 12:00 p.m.</td>
<td>Circle Time and Small Group Activities</td>
</tr>
<tr>
<td>12:00 - 12:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 3:00 p.m.</td>
<td>Quiet Activities and Naptime</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Half Day Student Departure</td>
</tr>
<tr>
<td>3:00 - 3:30 p.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>3:30 - 6:00 p.m.</td>
<td>Outside Play or Learning Center Activities and Departure</td>
</tr>
</tbody>
</table>
**Preschool & PreK Daily Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 - 9:00 a.m.</td>
<td>Arrival and Learning Center Activities</td>
</tr>
<tr>
<td>9:00 - 9:30 a.m.</td>
<td>Circle Time</td>
</tr>
<tr>
<td>9:30 - 10:00 a.m.</td>
<td>Learning Center Activities</td>
</tr>
<tr>
<td>10:00 - 10:30 a.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>10:30 - 11:30 a.m.</td>
<td>Learning Center Activities</td>
</tr>
<tr>
<td>11:30 a.m. - 12:00 p.m.</td>
<td>Outside and Gross Motor</td>
</tr>
<tr>
<td>12:00 - 12:45 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 - 1:00 p.m.</td>
<td>Story Time</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Half Day Student Departure</td>
</tr>
<tr>
<td>1:15 - 3:00 p.m.</td>
<td>Naptime (Preschool)</td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
<td>Naptime (PreK)</td>
</tr>
<tr>
<td>3:00 - 3:30 p.m.</td>
<td>Snack</td>
</tr>
<tr>
<td>3:30 - 4:00 p.m.</td>
<td>Circle Time</td>
</tr>
<tr>
<td>4:00 - 6:00 p.m.</td>
<td>Learning Center Activities and Departure</td>
</tr>
</tbody>
</table>

*Note: Each class has an assigned time for enrichment activities each day.*
ENRICHMENT AND EXPERIENTIAL LEARNING

Your child will have the opportunity to participate in yoga with a JCC Health and Wellness instructor, swim lessons with the JCC Aquatics team, visual art in partnership with the Paul and Yetta Gluck School of Visual Arts, “Movin’ and Groovin’” music and movement class in partnership with the JCC School of Dance instructors, and weekly Shabbat sing-alongs to welcome the weekend. With these programs we are able to give your child valuable experiences for exploration, and give them the chance to express themselves and what makes them unique. Additional enrichment activities may occur throughout the year. Parents/Guardians will be notified as these are scheduled.

SWIM PROGRAM

Preschool Swim

Preschool and PreK programs will participate in weekly swim lessons. Permission to participate is signed in the ELC Agreement. The parent reserves the right to withhold permission. There is one swim instructor for every four children at the pool. A lifeguard will be present at all times. Preschool staff will also be actively supervising children while in the pool area. On swim day your child must come to school dressed in their swimsuit beneath their school clothes. Labeled towel and underwear are to be packed 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).

Infant/Toddler Private Swim

Parents have the opportunity to sign up for private swim lessons. Instructions on how to participate will be placed in your child’s cubby a few weeks before the program starts each year. Parents must pack a swimsuit, swim diaper, and towel for their scheduled swim day. It is recommended to keep these items in your child’s cubby, in the event that your child swims on a day that is changed due to a swim instructor absence.
JCC FAMILY MEMBERSHIP
A family membership is included with tuition for any child registered for five day full day care. Families will enjoy all facilities of the JCC including the Logan Campus, indoor pool and fitness center, discounted rates on programs, and access to community information. If you are registered for any other schedule option you may purchase a family membership. Families without a membership only have access to the preschool and infant/toddler wings of the Jewish Community Center.

YOUTH PROGRAMS
The JCC of Youngstown offers many different extracurricular programs that are available outside the ELC. These include the new JCC School of Theatre, the JCC School of Dance, the Paul and Yetta Gluck school of Visual Arts, the JCC School of Music, Camp JCC for school age children, the Logan Ducks Swim Team, private swim lessons, Hebrew classes, and so much more. Payment and registration must be processed through the department responsible for each specific program. Please ask us for a Program Guide for the latest information on these offerings.

OUTDOOR PLAY
The ELC is fortunate to have an expansive campus for outdoor play. Our educators frequently spend time outside with their class for picnic lunches, circle time, and outdoor exploration. It is our policy that children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. On days that outdoor play is not provided indoor gross motor activities will be provided in other spaces in the JCC. Please send your child with the proper clothing so they will be comfortable and safe whenever we are outside. This includes warm coats, hats, mittens, and boots in the winter time.
MEALS AND FEEDING POLICY

Your written instructions on the Basic Child Information Sheet (JFS 01218) should include amounts of food, type of food, and feeding times in order to fulfill your desired nutritional requirements for each day.

Each family must provide all food for their infant until they are approximately 12 months old. 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 or initials, the date of preparation, and the 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. Bottles will be warmed in bottle warmers. Unfinished bottles will be kept for one hour, or as directed on formula packaging. Please only fill a bottle with enough formula or breast milk for one feeding. Keep in mind that infant eating schedules vary greatly due to growth spurts, so we ask that you supply an ample amount.

State licensing rules do not allow staff to prop up bottles for infants. To ensure proper feeding by the infant staff, parents 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 classroom teacher will label food with the date it was opened. Food prepared by parents at home must be placed in a lunch box with the child’s name and each container labeled with the date prepared, and the type of food in the container.

Please note: Infants over 12 months will transition into a new room where we provide two snacks daily. Parents are required to pack a balanced lunch each day as stated in the toddler and preschool information section of this handbook.

DIAPERING

The ELC’s policy is to check your child’s diaper every two hours. If a parent would like us to check their child’s diaper more often please indicate how often you would like your child’s diaper checked on the health information form (JFS 01234). Parents must provide diapers and wipes. A note will be written on your child’s daily sheet as items become low. Remember, all diaper creams will need a request for Administration of Medication form (JFS 01217).

DIAPER BAGS

Parents are permitted to transport infant items in diaper bags each day. Bags cannot be left in the classroom overnight. Please only keep items in the diaper bag that we already have medication forms for. If we find that a medication or diaper cream is in your bag without documentation the bag will be moved to the office of one of the ELC Director for you to collect at the end of the day.

NAPS

Children under 12 months will nap on their own schedule. Each child is assigned their own crib. We are not permitted to use blankets, or binkies with stuffed animal attachments. Sleep sacks are permitted for children under 12 months of age. All sheets and sleep sacks are laundered weekly or when soiled.

As infants transition out of our under one year old classroom, they will begin sleeping on cots during a scheduled nap time. Each child is assigned their own cot, and cot sheets. Parents are encouraged to bring in a blanket from home for added comfort. All sheets are laundered weekly or when soiled. Blankets will be sent home each week to be laundered and returned.
**TODDLER AND PRESCHOOL INFORMATION**

**LUNCHES**

The ELC is not kosher, but is “kosher-style.” This means families are permitted to pack lunches containing both meat and dairy products together. However, please do not pack any pork or shellfish products. This includes ham, pepperoni, bacon, crab, shrimp, etc. Families must provide a balanced lunch containing a protein, grain, fruit, and vegetable beginning in the one year old classroom. Dairy is provided by the ELC with cow’s milk served at lunch. If one of the required food groups is missing from your child’s lunch, a substitute will be offered. Juice, sweets, and desserts are strongly discouraged from being packed for lunch.

We are an allergy conscious program. For the health of our staff and students we ask you not to send peanut butter/Nutella sandwiches or any items that you know to contain nuts of any type. Sunflower butter is permitted as a substitute. Please let the teacher know if your child’s lunch contains sunflower butter during drop-off. The JCC facility is not guaranteed to be free of allergens, but we make every effort to keep our classrooms nut free. Information on substitutes and modified diets can be found in the health section of the parent handbook.

**Snacks**

Our program provides a morning and an afternoon snack consisting of two items from two different food groups. Snack menus are posted on each classroom’s refrigerator.

**Special Events and Classroom Parties**

If you send a treat into the program for a party or your child’s birthday, please only send in prepackaged or bakery items that have an ingredient list that staff can check for classroom allergies. Please do not bring anything containing nuts.

**TOILET TRAINING POLICY**

Toilet training is an important milestone in a young child’s life. Please keep in mind that each child is unique and may start showing interest at different ages. It is the parent’s responsibility to initiate training at home and to inform educators when they do. Please discuss any progress, techniques, questions, or concerns regarding your child’s potty training. We are happy to help you and your child through the process and greater communication between parents and educators will ensure greater success during this important time in your child’s development.

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. We recommend pull-ups with velcro sides be sent in for use. Please inform the teacher before sending your child in training pants.

**NAPS**

We offer a period of time each day for all children to nap or rest. Children 12 months to four years old will be allotted no more than two hours for nap. All children over 12 months of age will nap on a cot. PreK students will nap for one hour throughout the school year, and will eliminate their nap time by August leading into kindergarten. Children who do not nap will be given a quiet activity but must remain on their cot during the nap. Preschool parents are asked to send sheets and blankets from home. 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.
ATTENDANCE

Routines are critical to early childhood development. For this reason, we ask that students attend all days they are registered for. In the event of an absence for any reason, a phone call or email must be sent to an administrator. In order to avoid disruption of the classroom routine, and missing out on valuable morning activities, no child may be dropped off after 9:00 a.m. Please call to inform us of a late drop off in the event of any appointments and provide a doctors note. Late drop off will incur a fee of $50. If your child is absent for more than one month consecutively, they may be removed from the program.

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. Please remember to change extra clothes in your child’s cubby to match the seasons. Rubber boots for spring, hats and gloves for winter, and light clothes for summer. We try to spend as much time outside as possible to allow the children to explore, so please dress your child appropriately.

WHAT TO BRING

- Lunch
- Extra diapers or pull-ups, wipes, and diaper cream
- 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 several sets of extra clothing be kept in their classroom.)
- For preschool families: Please provide a sheet and blanket for nap.
- Some classrooms use take-home folders to communicate information to parents. If this applies to your room, please bring this daily.
- Some classrooms request backpacks to easily send home projects.

As items are running low, staff members will inform parents by writing on the child’s daily sheet.

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, etc. Staff will not be responsible for keeping track of toys brought in from home. The ELC is not responsible for any lost, stolen or missing items.
BUILDING SECURITY

The Jewish Community Center of Youngstown and the Early Learning Center take security extremely seriously. A security officer is stationed at the Welcome Desk of the JCC during all hours of operation. We have emergency action plans set in place for unpredictable events. Evacuation plans for fire are posted in every classroom. All classrooms have access to radios to communicate with security in the event of an emergency.

AUTHORIZED PICK UP LIST

Children will not be released to unauthorized individuals. If at any time you need to add or remove someone from your pick up list you completed in your enrollment packet contact the Director. Teachers will not be permitted to release your child unless confirmed with a parent. By placing someone on this list you are giving permission for those people to pick your child up at any time. Any person picking up a child must provide photo ID.

Any parent of a child enrolled in the center is 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.

CUSTODY AGREEMENTS

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

DROP OFF AND PICK UP PROCEDURES

Parents must provide expected drop off and pick up times as part of the enrollment packet. If there is a change to this routine let staff know when you are picking up or dropping off your child. This allows us to properly schedule and maintain ratios in our classrooms, ensuring your child has the best care possible.

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. You must escort your child to their assigned group or classroom. Children must not be left unattended. Families of infants and toddlers must fill out the Classroom Daily Report each day.

Building Entry

Preschool Families: As a parent, you and a small number of authorized guests will be issued a JCC scan card to use on the turnstile at the Welcome Desk. Anyone with a card must swipe to enter the building. Anyone not issued a card will be required to show photo identification at the welcome desk in order to enter the building. If you have lost your scan card please see the Welcome Desk for a replacement.

Infant/Toddler Families: Families must enter through the Early Learning Center entrance, and use the buzzer to enter the wing. Please remember to remove hats or hoods, and step back so that we can best identify you as an authorized pick up or drop off person.

Tips for a Successful Drop Off

• We recommend a relatively quick drop-off. While drop-offs can be difficult, what most parents don’t have the chance to see is that, once parents are gone, children tend to quickly integrate into the classroom and the day’s activities. This rarely happens while the parent is still in the room.
• Evoke a positive attitude about school on the way in and during drop off. Encouragement and positivity
about the day to come can help your child’s drop-offs unfold with ease. Your children look up to you and are able to pick up on your frame of mind, no matter how young.

- 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.

CAMPUS SECURITY
Access to the ELC is limited to a single point of entry, to limit any unwanted visitor. With fewer ways to enter the JCC, persons are forced to pass through the main entrance of the campus where security measures can quickly identify possible threats from any unwanted persons.

The ELC and the entire JCC also maintain a robust camera system which provides one of the best forms of a security for any school. Any unwanted visitor can be quickly be identified and addressed.

The ELC and the JCC also employs off duty police officers within the campus during hours of operation. This allows for immediate response should an emergency arise.

In the case of a dangerous situation, there are two levels of lockdown in which staff are trained: shelter in place and secure lockdown. If there is any type of civil unrest outside but near the facility, a shelter in place lockdown will be implemented. In the unforeseen event of a dangerous intruder a secure lockdown will be put in place until the threat has been dealt with and the all secure signal is given.

HEALTH AND SAFETY

All applicable health forms must be completed and returned to the ELC prior to your child’s first day of attendance. This information provides us with information regarding your child’s health, allergies, special medical conditions, emergency contacts, and permission to transport in an emergency.

Your physician or certified nurse practitioner will need to complete the child’s medical statement each year. This is valid for 13 months from the date of the well visit. Students do not need to be immunized to attend our program. However, in the event of a disease outbreak we will ask students without an immunization against the disease to not attend. Choosing not to vaccinate your child does not excuse a family from returning the Child Medical Statement (JFS 01305) each year.

CHILD ILLNESS
In the interest of the health of our students and staff we ask that you keep your child at home if they are sick. If your child is ill and will not be attending, please notify the Director or your child’s classrooms as early as possible.

Any child with the following symptoms will be immediately isolated and a parent will be contacted to pick up the child:

- A fever of 101°F or higher
- A fever of 100°F or higher, in combination with any other signs of illness as noted on the communicable disease chart
- Diarrhea - Two or more abnormally loose stools within a 24 hour period. This may be waived with a physician’s documentation that the child is on antibiotics or a particular diet that may cause loose stools and that the child is not contagious.
- Vomiting
Children may return to the program if:
• They have not had a fever for 24 hours without medication
• They have not had a loose stool for 24 hours

Children may not return to the center the following day and must be 24 hours symptom free.

Depending on your child’s illness, a doctor’s note may be required in order to return to the center. The doctor’s note should include:
• The date the child was seen
• The child is free from any communicable disease
• Physician contact information for questions by the center

COMMUNICABLE DISEASE
The following practices will be followed if a child has a suspected communicable disease:
• The ELC will immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness. If the parent or guardian cannot be reached within 30 minutes, persons listed as emergency contacts will be contacted to pick up the child.
• For more common and highly communicable diseases, we will be cautious when determining when a child should be picked up and for how long they should remain out of the program. These include: Hand, Foot, and Mouth; Pink Eye; Strep Throat; Croup; and the common Flu.
• We will follow the communicable disease chart for proper management of suspected illnesses, including cleaning any item used by the child such as toys, blankets, cots, etc. The communicable disease chart is located in the hallways of both the Preschool and Infant Toddler wings.
• COVID is a communicable disease and we will follow all CDC guidelines in regards to closures and symptoms.
• When children 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.
• A child isolated due to suspected communicable disease will be made comfortable in a part of the room not being used by the other children. A cot will be provided to rest if needed. The child will be within sight and hearing of an adult at all times.
• Staff trained to recognize and manage communicable diseases will be present at the ELC during all hours of operation
• Parents must notify an administrator of any communicable disease a child has so that we may notify other parents in the classroom.

ADMINISTRATION OF MEDICATION
In order to administer medication, a Request for Administration of Medicine form (JFS 01217) is first completed by the parent. An administrator must initial and date the bottom corner of the JFS 01217 before medication is able to be administered to ensure all information is complete and correct. Medications will be stored in the child’s classroom out of reach of the children. Medications needing refrigeration will be kept in a locked storage box in the refrigerator. Medications of any kind are forbidden from being stored in a child’s backpack or cubby. Persons picking up the child are responsible for picking up medications when they are no longer in use.

Prescription Medications: Must be in original container with the prescription label still attached. If the label is not available, Box 2 of JFS 01217 must be completed by a physician. The label specifies the appropriate dosage based on the child’s weight or age, and contains the child’s full name.

Non-Prescription Medications & Topical Lotions: Must be kept in a ziplock bag with the child’s full name written in permanent marker on both the bag and the nonprescription medication or topical lotion. Sunscreen,
diaper cream, Orajel, Chapstick, hand sanitizer, and hand lotions (including antibacterial hand lotions) 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 teacher.

**Modified Diet:** If a child must have a modified diet due to parent preference or an allergy, a JFS Form 01217 must be completed by a physician. This includes milk substitutes, a vegetarian diet, formula if used after 12 months of age, etc. Student’s allergies will be listed in each classroom for teachers to easily reference as needed.

**ACCIDENTS AND EMERGENCIES**

The ELC in partnership with the JCC has devised several procedures to follow in the event of an emergency. In the event of a fire or tornado, staff will follow the written instructions posted in each classroom. These postings describe emergency evacuation routes and the procedures to be followed to ensure that children arrive safely at the designated safe area. In order to prepare children for the unlikely need to evacuate, we regularly conduct fire drills and tornado drills. Should we need to evacuate due to fire; weather conditions; or the loss of power, heat, or 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 and CPR/AED. In the case of a minor accident/injury, staff will administer basic first aid. An incident report will be completed and given to the person picking up the child on the day of incident/injury if any of the following occur:

- Accident or injury which requires first aid (cuts, bites, bumps to the head, etc.)
- The child has to be transported by emergency squad
- An unusual or unexpected event occurs which jeopardizes the safety of the child

**EMERGENCY TRANSPORT**

In the event of an emergency or serious injury, we must have permission to transport children via emergency services (ambulance). In any serious emergency, parents will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life-threatening, EMS will be contacted and parents will be notified. 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.

Parents’ consent to emergency transport by signing the specified section of form JFS 01234. 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. If a child requires emergency transportation an incident/injury report will be available within twenty-four hours after the incident occurs.

**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. This encourages and enhances their growth and development while at the ELC. We believe that we can best accomplish this by:

- Providing 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:

- Teachers will use a running record to document the behavior of concern
- Teachers and administrators will meet with the parents to discuss the behavior and possible solutions

If no significant progress can be achieved, the family may be asked to withdraw their child from the program.

Biting

Biting is not unexpected in infant and toddler groups. We do not release the names of children who bite. There are many reasons younger children bite, which can include teething or simply not having the ability to properly express their emotions at their stage of development. We will work hand in hand with parents to correct biting concerns appropriately. We expect equal commitment from parents and staff to assist in this process.

The following steps will be used to address biting:

- 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 the 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.
- 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.

If no significant progress is made the child may be dismissed from the program.

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

- We provide first aid by washing the bite with soap and water.
- An incident/injury report is filled out and signed.
- 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. Please see parent information for more on infant/toddler biting.

REMOVAL FROM THE PROGRAM

The decision to no longer allow a child to attend, or to temporarily suspend a child, 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, themself, employees, staff or efficient operation of the program.
- A child is picked up later than 6:00 p.m. on repeated occasions.
- Failure of a parent/guardian to pay for services as previously expressed in the ELC Agreement
- Failure of a parent/guardian to submit all required paperwork
REFERRALS

An Ages and Stages Questionnaire (ASQ-3) will be completed when a child begins the program and then at least annually each fall. The ASQ-3 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.

Referrals to additional services or specialized programming will be made based on the following:

- There is a score in the black portion of the score sheet for at least two items on the completed ASQ-3.
- Either there is a concern by the teacher with documentation based on the Teaching Strategies Gold Checkpoint, a completed ASQ, or regular written documentation showing concerns about behavior with the Director's approval.
- A parent requests the referral

When a referral is being made, a meeting will be had with the family and they will be given a letter explaining:

- The reason for the referral
- Who to contact for the referral
- Any paperwork needed to make the referral
- When paperwork needs to be completed and returned
- What the family's responsibility is in the referral process

At the referral meeting, any questions will be addressed and discussed. 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.

HEALTH REFERRALS

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 screenings and where the screenings can be obtained.

LICENSING

The facility is licensed to operate by the Ohio Department of Job and Family Services. This license is posted for review in the preschool office and in the Infant Toddler Wing. For licensing information or complaints the toll free number is 1.877.302.2347. Choose option four 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, and can also be found at the back of this handbook.

We are currently licensed for 203 children, of which 52 children can be under the age of 2 ½.

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 basis 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 are 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.

**ADDITIONAL DAYS OR HOURS OF ATTENDANCE**

If you need additional childcare outside of your regular schedule you may request additional days/hours. We will do our best to accommodate parents in emergency situations. Additional Fees will apply. Extra time is granted on a pre-approved basis and is only intended for occasional use. Children may not come earlier or stay later than their scheduled hours without prior written request.

**TUITION**

Price of tuition is subject to change at any time. Our tuition enables us to provide a variety of enrichment programs, offer paid training to our dedicated educators, and keep our classrooms as clean and safe as possible in partnership with other JCC departments. Scholarship funds are available for families that experience an unexpected hardship. Please request an application if these circumstances apply to your family at any time throughout the year.

**UNEXPECTED CLOSURES**

In the event of severe weather, or unexpected emergencies (fire, flood, etc.) the ELC may close. If the 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 stations WKBN, WYTV, and WFMJ, as well as the ELC Facebook Page. Announcement of COVID closures will occur through email, phone, and/or text.

**BABYSITTING**

We appreciate the trust you have in us for caring for your children. All babysitting hours provided to families must be outside of the staff members scheduled shift at the ELC. For this reason staff members are not permitted to babysit for families of students in their class. Staff members are only permitted to provide transportation home to children with written permission from the parent, and have them added to their pick up authorization list. Please be aware that the babysitting policy is subject to change at any time.

**TAX CREDIT**

You may claim a tax credit for childcare expenses. Know that it is ultimately the parents/guardians responsibility to keep track of payments made. The Taxpayer Identification Number is 34-0714442. If you have not tracked these expenses please contact an administrator for a financial statement.

**TERMS OF COMPLETED ELC AGREEMENT**

Policies set by the Ohio Department of Jobs and Family Services require parents/guardians to sign and agree to their child care center’s policies each year. Your completion of this agreement serves as a contract with our center, as well as provides permissions for your child to participate in the center’s activities. Please review our policies and sign below to indicate your permission and understanding.
CONTRACT PERIOD AND TERMS OF ENROLLMENT

• The contract period is 12 months.
• 30 days notice is required in order to leave the program for any reason.
• No credit will be given for days when the program must close for any reason. This includes holidays, professional development days, and circumstances beyond our control, such as inclement weather or building emergencies (fire, flood, etc.).
• No make up days are offered for any reason.
• Monthly tuition is not prorated for any reason.

DISCOUNTS

• A Family Membership to the Jewish Community Center is included for families in our five day full day program. This includes access to our outdoor Logan Campus. A complete membership application and waiver is required to make your membership active.
• Sibling discounts are offered to families who enroll multiple children. A 10% discount is applied to the oldest child’s monthly tuition fees.
• Employees can refer to the Youngstown Area Jewish Federation Employee handbook for information on discounts.

FINANCIAL AGREEMENTS

Pricing may change as your child transitions into new rooms based on age. You will be notified during the transition process for your change in rate.

Payment of Services

All tuition payments will be scheduled automatically for the first or fifteenth of each month with the card or bank account provided at the time of enrollment. Call extension 125 or log in to your Club Automation account to make any changes to the payment method.

OHIO DEPARTMENT OF JOBS AND FAMILY SERVICES PUBLICLY FUNDED CHILD CARE

• The Early Learning Center at the JCC is an authorized provider for the Ohio Department of Job and Family Services Publicly Funded Child Care Program (PFCC).
• New enrollees must bring a receipt of application to ODJFS with enrollment packet, or prior to your child’s attendance in the program.
• Any family with weekly copays will be charged automatically on the first or fifteenth of each month to ensure accounts do not accrue a balance.
• Children must be signed in and out each day using the KinderSmart Ohio smartphone app, or the tablet provided by the ELC to ensure payment for your child’s attendance.

ADDITIONAL FEES

• A non-refundable registration fee is due at the time of registration. The fee is $35 per child for re-enrollment or $50 per child for new enrollment.
• Returned checks and EBT will immediately incur a $20 fee for non-sufficient funds.
• Denied credit card transactions will incur a $20 fee for non-sufficient funds 15 days after the transaction occurred.
• For all students picked up late or arriving early, a $50 fee will be applied to your account. This includes:
  • Drop off before 6:45 a.m. or pick up after 6:00 p.m. for full day
  • Drop off before 8:00 a.m. or pick up after 1:00 p.m. for half day
REGISTRATION PROCEDURES

Registration for the Early Learning Center at the JCC is open to everyone. Any change in the information provided must be communicated to the office immediately in writing so that current information is always on file.

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

A family has completed a registration packet, and provided all applicable documents. The following forms have been completed and submitted in their entirety:

**All Attendees:**
Due prior to attendance
- Child Enrollment and Health Information (JFS 01234)
- Early Learning Center Agreement
- A Family Information Form (JFS 01511)
- Transition Form (JFS 01373)
- Authorized Pick up list
- The registration fee
- You receive confirmation of a start date, and classroom assignment

Due within 30 days of attendance
- Child Medical Statement (JFS 01305 must be signed by physician and returned with shot record)
- An Ages & Stages Questionnaire (ASQ-3)
- Developmental and Educational Goals Sheet (JFS 01514)

If Applicable:
- JCC Membership Forms
- ODJFS Policies
- Basic Infant Form JFS 01218
- Medication Form (JFS 01217) - Note: this includes all milk substitutes, diaper creams, and prescription medications. Milk substitutes must have a note from the doctor.
- Medical Physical Care Plans (JFS 01236) - Note: this applies to any child requiring life saving medicine like an EpiPen or inhaler.

• Drop off for any child after 9:00 a.m. (Exceptions will be made for appointments with a note from the doctor, or with prior approval from the ELC Director.)

TERMINATION OF ENROLLMENT

The decision to no longer allow a child to attend can only be made at the discretion of the ELC Director. 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, themself, employees, staff or efficient operation of the program.
- Failure of a parent/guardian to pay for services
- Failure of a parent/guardian to submit all required paperwork
**ANNUAL UPDATES EXPECTATIONS**

The Early Learning Center Agreement, ODJFS form 01305 Child Medical Statement, ODJFS form 01234 Child Enrollment and Health Information, and ODJFS Forms #01217 Request for Administration of Medication must be updated every 12 months. Parents will be sent reminders as documents approach expiration. Students are not able to attend the ELC unless all documents are up to date.

**WAIT LIST APPLICATION**

*Waiting list and place holding priority:*

- Families currently enrolled in the program
- Employees of the Youngstown Area Jewish Federation
- JCC Members
- Akiva families
- General public
Proverbs 22:6 says,  
“Train up a child in the way they should go and even when they are old they will not depart from it.”

A child’s education is most impactful when families are involved. It is our goal to be available for anything you need in order to provide the best possible educational experience for your child.

For general questions regarding billing or enrollment, please contact Corina De Anda. More specific questions regarding your child’s educational goals, development, or curriculum should be directed to me. ELC staff members can be found in offices in both the Preschool and Infant Toddler wings and will be happy to assist you in any way possible. Office hours are posted on our respective doors. For more extensive conversations, we encourage you to schedule an appointment.

Please do not hesitate to reach out with any questions or concerns.

Adrienne Achenbach, ELC Director

EARLY CHILDHOOD & YOUTH STAFF

JIMA JENKINS  
ELC Assistant Director  
330.746.3250 ext. 123  
jjenkins@jewishyoungstown.org

CORINA DE ANDA  
Administrative Assistant  
330.746.3250 ext. 125  
cdeanda@jewishyoungstown.org

ALYSSA DILULLO  
Youth Program Coordinator  
330.746.3250 ext. 116  
adilullo@jewishyoungstown.org
HOURS
Monday - Friday | 6:45 a.m. - 6:00 p.m.

2022 CLOSURES*
March 16 | Passover
May 30 | Memorial Day
July 4 | Independence Day
September 5 | Labor Day
September 26 & 27 | Rosh Hashanah
October 10 | Yom Kippur
November 24 & 25 | Thanksgiving
December 26 | Christmas Day
December 31 | New Year’s Day
*subject to change

ELC PHONE NUMBER: 330.746.3250
ELC FAX NUMBER: 330.746.7926

PRESCHOOL WING
ELC 1 (Owls) - ext. 137
ELC 2 (Rainbow Fish) - ext. 137
ELC 3 (School Age Care) - ext. 137
ELC 4 (Tigers) - ext. 120
ELC 5 (Mighty Ducks) - ext. 120

INFANT/TODDLER WING
ELC 10 (Ladybugs) - ext. 192
ELC 11 (Dragonflies) - ext. 196
ELC 12 (Butterflies) - ext. 197
ELC 13 (Caterpillars) - ext. 194