

# EARLY LEARNING CENTER AT THE JCC OF YOUNGSTOWN

## 2026 PARENT HANDBOOK



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



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*Updated 12/31/2025*





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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):*** Tzedekah 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 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 implements an early learning framework provided by the JCC Association of North America's Sheva Center, offering innovation in early childhood Jewish education and engagement. Sheva means seven in Hebrew, and the framework's seven core elements are:

1. Children as Constructivist Learners
2. Early Childhood Administrators as Visionaries
3. Early Childhood Educators as Professionals
4. Families as Engaged Partners
5. Environments as Inspiration for Inquiry
6. Discover: CATCH and Healthy Adult Engagement as Sh'mirat HaGuf
7. Israel as a Key Component of Early Childhood Jewish Education

For more information, please visit [jcca.org/what-we-do/sheva](http://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.

## CURRICULUM

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 DCY 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, and review the ELC policies. 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.

### PARENT PARTICIPATION AND CONFERENCING

During 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 once a year either on paper or electronically 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 will be announced by your child's classroom teacher.

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, Scholastic Book Fair, and other events as listed in our Program Guide available on the JCC website.

Parents and staff are encouraged to bring all concerns or issues to the attention of the ELC Director or any administrative staff member. We want to be able to solve problems when they arise. We welcome feedback to ensure we always implement quality child care in our center.



## OUR EDUCATORS



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 10 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

ELC Group	Classroom Age in Months	ELC Gold Teacher to Child Ratio	State Licensing Teacher to Child Ratio	ELC Gold Max Group Size
Infant 1	2-12	1:4	1:5 or 2:12	10
Infant 2	12-18	1:5	1:6	8
Infant 3	16-22	1:5	1:6	10
Toddler 1	20-30	1:6	1:7	12
Toddler 2	30-40	1:6	1:8	12
PreSchool 1	38-45	1:10	1:12	14
PreSchool 2	38-45	1:10	1:12	14
Preschool 3	45 +	1:10	1:14	14
PreK 1	55 +	1:10	1:14	15
PreK 2	55 +	1:10	1:14	15

### Ohio State Definitions

**Infant:** A child who is younger than 18 months of age.

**Toddler:** A child who is between the age of 18-36 months.

**Preschooler.** A child who is older than 36 months but has not yet entered kindergarten.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Ratios for toddlers and preschoolers may be doubled for 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

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



7:00-9:00 a.m. Arrival, Breakfast, and Learning Center Activities

9:00-9:30 a.m. Circle Time and Small Group Activities

9:30-10:00 a.m. Snack

10:00-11:30 a.m. Outside Play or Learning Center Activities

11:30 a.m.-12:00 p.m. Circle Time and Small Group Activities

12:00-12:30 p.m. Lunch

12:30-3:00 p.m. Quiet Activities and Naptime

3:00-3:30 p.m. Snack

3:30-6:00 p.m. Outside Play or Learning Center Activities and Departure

## TODDLER DAILY SCHEDULE



7:00-9:00 a.m. Arrival, Breakfast, and Learning Center Activities

9:00-9:30 a.m. Circle Time and Small Group Activities

9:30-10:00 a.m. Snack

10:00-11:30 a.m. Outside Play or Learning Center Activities

11:30 a.m.-12:00 p.m. Circle Time and Small Group Activities

12:00-12:30 p.m. Lunch

12:30-3:00 p.m. Quiet Activities and Naptime

3:00-3:30 p.m. Snack

3:30-6:00 p.m. Outside Play or Learning Center Activities and Departure



## PRESCHOOL & PREK DAILY SCHEDULE

*Note: Each class has an assigned time for enrichment activities each day.*



7:00-9:00 a.m.	Arrival, Breakfast, and Learning Center Activities
9:00-9:30 a.m.	Circle Time
9:30-10:00 a.m.	Learning Center Activities
10:00-10:30 a.m.	Snack
10:30-11:30 a.m.	Learning Center Activities
11:30 a.m.-12:00 p.m.	Outside and Gross Motor
12:00-12:45 p.m.	Lunch
12:45-1:00 p.m.	Story Time
1:00-2:00 p.m.	Outside and Gross Motor (PreK)
1:15-3:00 p.m.	Naptime (Preschool)
2:00-3:00 p.m.	Naptime (PreK)
3:00-3:30 p.m.	Snack
3:30-4:00 p.m.	Circle Time
4:00-6:00 p.m.	Learning Center Activities and Departure

## SCHEDULE PLANNING AND CHANGES

Parents may select a schedule for five days a week. Part-time, half-days, or drop in care is not available. Our program is a five day (12 month) program. We believe that children need consistency and routine in order to have a solid foundation before entering Kindergarten. Children are able to participate in all of our enrichment programs and families have full access to both our JCC Main Campus and Logan Campus.

Parents are to drop off children by 9:30 a.m. to take full advantage of circle time and learning center activities. To maintain a continuity of learning throughout the ELC, **drop off after 10:00 a.m. must be approved by the ELC Director or the ELC Administration.** Children will not be permitted to be dropped off after 11:00 a.m.

Any changes to your schedule must be made 30 days in advance.



## ENRICHMENT AND EXPERIENTIAL LEARNING

Your child will have the opportunity to participate in yoga with a JCC 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 Performing Arts 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.

### Preschool/PreK Enrichment Schedule

Monday	Art
Tuesday	Swim
Wednesday	Yoga
Thursday	Movin’ and Groovin’
Friday	Gym & Shabbat

### Toddler Enrichment Schedule

Monday	Art
Thursday	Movin’ & Groovin’
Friday	Gym & Shabbat

### Infant Enrichment Schedule

Monday	Art
Thursday	Movin’ & Groovin’
Friday	Gym & Shabbat

## SWIM PROGRAM

### *Preschool Swim*

Preschool and PreK programs will participate in weekly swim lessons, which are included in your tuition. 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 of infants and toddlers have the opportunity to sign up for private swim lessons at an additional cost. 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.

## OUTDOOR PLAY AND FIELD TRIPS

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. Please refer to the Child Care Weather poster located in each classroom for more detailed instructions.

The ELC currently does not attend field trips outside of the JCC Campus; however, we complete walking field trips with permission from the parents/guardians. Trips include but are not limited to the following places: any room in the Jewish Community Center including the pool, Akiva Academy, Heritage Manor, Levy Gardens, the JCC walking trail and/or outdoor pavilion, and Noah's Park and/or the Infant & Toddler Playground.

### JCC FAMILY MEMBERSHIP

A family membership is included with tuition. Membership is intended for the immediate family members of the child registered in the ELC. Extended family members are welcome to join the JCC by visiting the front desk at the JCC Main Campus. JCC Members enjoy all facilities of the JCC including the outdoor pool at our JCC Logan Campus and the indoor pool and fitness center at our Main Campus. For more information on your membership benefits, visit [jccyoungstown.org/membership](http://jccyoungstown.org/membership).

### YOUTH PROGRAMS

The JCC of Youngstown offers a wide variety of extracurricular programs, classes, and events for the entire family that are available outside the ELC. These include but are not limited to: art classes through the Paul and Yetta Gluck School of Visual Arts, dance classes through the JCC School of Performing Arts, private and semi-private swim lessons, nutrition and wellness coaching, and Camp JCC for school age children. Please visit [jccyoungstown.org](http://jccyoungstown.org) to view current offerings and to register; registration is not available through the ELC.



## INFANT INFORMATION

### INFANT MEALS, FEEDING, AND BREASTFEEDING POLICY

Your written instructions on the Basic Child Information Sheet (DCY 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 infants. 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. **If you need to breastfeed or pump, we will provide a comfortable place for you to do so at the center.**

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 at the ELC.

Due to allergy-related safety concerns, all foods must first 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 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 on the form CHILD ENROLLMENT AND HEALTH INFORMATION (DCY 01234). **Parents must provide diapers and wipes for each child attending—we will not share packages of diapers and wipes between two children.** A note will be written on your child's daily sheet as items become low. Remember, all diaper creams will need a signed parent permission slip to use daily.

### 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 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 Infant 1 classroom, they will begin sleeping on cots during a scheduled nap time in the Infant 2 classroom. Each child is assigned their own cot, and parents need to supply a fitted cot sheet. Parents are also encouraged to bring in a blanket from home for added comfort. All sheets are laundered weekly or when soiled. Blankets and cot sheets will be sent home each week to be laundered and returned.



### LUNCHES

The ELC is not a kosher facility, but we do ask that families follow some dietary restrictions. 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/or vegetable beginning in the Infant 2 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 discussed with the ELC Administration.

### Snacks

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

### 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. Healthy treats are always welcomed and encouraged.

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

**\*\*Students 40 months and older must be potty trained before starting in any preschool classroom.**

### 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 a 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 gradually eliminate their nap time by the end of July, leading into kindergarten. Children who do not nap will be given a quiet activity but must remain on their cot during the nap for at least 30 minutes.

Preschool parents are asked to send sheets and blankets from home. All nap items will need to 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 the days they are registered. 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 10:00 a.m. without prior approval from an ELC Administrator. Please call to inform us of a late drop off in the event of any appointments and provide a medical excuse.** Late pick-up from our program at the end of the day will incur a **\$50 per child fee**. All students need to be picked up by 6:00 p.m.—**NO exceptions!**

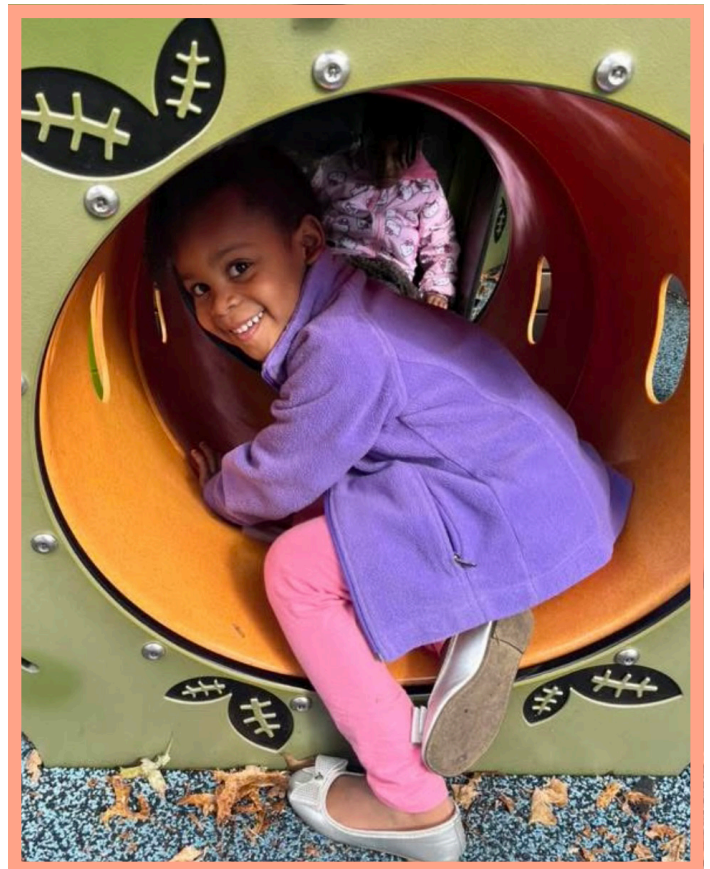
- All students must be picked up within 30 minutes of their scheduled time, Monday through Friday.
- Any student picked up after 6:00 p.m. will be charged a \$50 fee per child. This fee will be charged the next business day using the payment information on file. If the payment is declined, an additional fee will be added.
- The \$50 fee must be paid before the end of the week that the fee occurred or the child cannot be dropped off.
- Three or more late pick-ups may result in dismissal from the program.
- Failure to pay late fees, in a timely manner, will result in a dismissal from the program.
- Transportation to and from the ELC is the responsibility of each parent. If you have transportation difficulties, please notify the staff immediately. Notifying the ELC does not exempt you from the \$50 late fee charge.
- If your child is absent for more than 30 days consecutively, they may be removed from the program.

## SUPERVISION OF CHILDREN

ELC students will be supervised at all times when in the care of the Early Learning Center staff. School age children will be supervised during the hours that they attend JCare by the JCare staff. School age children that arrive from other programs or activities will immediately be signed in for JCare services. If a child does not arrive during their scheduled arrival time, a parent/guardian will be immediately notified for further clarification. More information is available in the JCare Handbook.

## 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: i.e. 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, including a 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 a restock form and/or 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; however, 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, broken, or missing items.

## BUILDING SECURITY

The Jewish Community Center of Youngstown and the Early Learning Center take security 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 the pick up list you completed in your enrollment packet, contact an ELC Administrator. Teachers will not be permitted to release your child unless confirmed with a parent. By placing someone on the Authorized Pick Up List you are giving permission for those people to pick your child up at any time. **Any person picking up a child must provide a photo ID.**

## PARENT PARTICIPATION OPPORTUNITIES

There will always be opportunities for a parent to meet with teachers or administrators with matters regarding their child. Please call the

ELC offices to set up a meeting time or stop at the JCC Front Desk and ask for an administrator. Upon enrollment, parents will have the opportunity to complete a parent volunteer form.

## 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 can not deny a parent access to their child without proper court documentation.

## DROP OFF AND PICK UP PROCEDURES

Parents must list drop off and pick up time with their enrollment paperwork. If there is a change in this schedule, please provide the staff with the time changes. This allows us to properly



schedule and maintain mandated ratios in our classrooms, ensuring your child has the best care possible.

### *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, located in the JCC Lobby, to enter the preschool wing. Anyone with a card must swipe to enter. Anyone not issued a card will be required to show photo identification at the welcome desk in order to enter the center. The JCC Welcome Desk will call the classroom to notify the teacher of the pick-up. If you have lost your scan card, please see the Welcome Desk for a replacement or an ELC Administrator.

**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. Families of infants and toddlers must fill out the Classroom Daily Report each day.

Children must not be left unattended at any time by parent/guardian during drop off and pick up. The ELC staff is not able to pick up or drop off children to parents outside of the classroom; for example, from the lobby, hallway, or parking lot. Parent supervision is critical to child safety.

**Infant/Toddler Families:** Families may enter through the Early Learning Center entrance, and use the buzzer or the JCC scan card 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 visitors. 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 security for any school. Any unwanted visitor can be quickly identified and addressed.

The ELC and the JCC also employ 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.

State licensing requires all applicable health forms to 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 12 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 for a period of up to two weeks. Choosing not to vaccinate your child does not eliminate the need for a family to return the CHILD MEDICAL STATEMENT (DCY 01305) each year.

### CHILD ILLNESS/IMMUNIZATION

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 classroom teacher 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—Three 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 more than one time or when accompanied by any other sign or symptom of illness
- Redness of the eye or eyelid, thick and pus-like discharge from the eye, matted eyelashes, burning, itching, or eye pain
- Severe coughing, causing the child discomfort or making a whooping sound

Children may return to the program if:

- They have not had a fever for 24 hours without fever reducing medication

- They have not had a loose stool for 24 hours without anti-diarrhea medication
- They have not vomited for 24 hours

**If children have any of the above symptoms, children may not return to the center the following day. They must be 24 hours symptom free before returning to the ELC.**

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
- Date the child may return to the center

### COMMUNICABLE DISEASE

The following actions will be taken 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, 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.
- When children at the center have been exposed to a communicable disease, information specific to the disease will be sent home with each child who possibly was exposed to the communicable disease.
- 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 over-the-counter medication for a brief period of time, a REQUEST FOR ADMINISTRATION OF MEDICINE form (DCY 01217) is first completed by the parent. An ELC Administrator must initial and date the bottom corner of the DCY 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. Persons picking up the child are responsible for picking up medications when they are no longer in use.

If a child has a medical condition that requires

the staff to monitor the condition (allergy, asthma, etc.) a **CHILD MEDICAL/PHYSICAL CARE PLAN form (DCY 01236) must be completed by a doctor and updated yearly.**

**Prescription Medications:** Must be in the original container (and box if applicable) with the prescription label still attached and with current (unexpired) dates. The label must specify the appropriate dosage based on the child's weight or age, and contain the child's full name. Prescriptions are only good for one year.

**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. School-age children may carry their own medications. Please refer to the JCare Handbook for more information.

**Modified/Medical Diet:** If a child must have a modified diet due to parent preference or an allergy, a DCY Form 01236 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 has procedures in place 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. Staff members are trained in First Aid and CPR/



AED. 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, loss of power or heat or water, our emergency destination will be communicated to parents as soon as possible for pick-up arrangements.

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 and we will report these incidents in our Ohio Child Licensing Quality System (OCLQS):

- Accident or injury which requires first aid (cuts, bites, bumps to the head, etc.)
- The child has to be transported by emergency services
- 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 immediately contacted 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 may transport an injured or sick child.

Parents must give consent for emergency transport by signing the specified section of form on CHILD ENROLLMENT AND HEALTH INFORMATION (DCY 01234). If a child requires emergency transportation an incident/injury report will be available within twenty-four hours after the incident occurs and reported to OCLQS.

## CHILD GUIDANCE POLICY

The Early Learning Center's staff believes that it is important for children to learn self-control as part of their developmental experience. Our teachers treat children with love and respect, and make clear our expectation that they are loved and that we respect others in return. Positive reinforcement is used to encourage children to use the right behavior. 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."

We also use positive redirection—removing the child and giving them an appropriate activity—when there is an issue. When these approaches fail to accomplish the desired behavioral outcome, we enlist the parents to assist us with finding positive supports that can help the child be successful in a center setting.

### Discipline Policy

The principles of our discipline policies and procedures are designed to teach each child to

understand rules of safety and help them take ownership of their own behavior. Our approach focuses on and rewards positive behavior. The

ELC has a NO SPANKING policy—this discipline policy applies to all employees and parents while they are at the center.

According to the State Licensing rules, discipline is restricted as follows:

- There will be no cruel, harsh, or unusual punishments such as punching, pinching, shaking, biting or hitting.
- No discipline technique will be delegated to another child.
- No physical restraints will be used to confine a child.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- No child will be humiliated or subject to profane language, threats, derogatory remarks, or other verbal abuse about them or their family.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Technique of discipline will not humiliate, shame, or frighten a child.
- Discipline will not include withholding food, rest or toilet use.

### *Guidance Policy*

It is our goal to communicate with all parents how aggressive and/or anti-social behavior will be handled. Aggressive behavior is defined as intentional hitting, biting, or kicking another child or teacher. If inappropriate behavior continuously occurs, we use a positive approach by encouraging the child's good behavior and/or redirect his or her activity. If the problem still exists, the child is then removed from the situation and placed in a "cool-down area" (one minute per year of age, no more than five minutes). "Cool Down" shall be defined as an area away from the group activity but is visible to the teacher and the children. The teacher will positively encourage him/her to return to the group or activity after the time is complete.

### *Suspension*

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed and would be consistent with the requirements of State Licensing Rule 5101:2-12-19 OAC. An incident report will be written by the teacher and/or administrator and signed by the parent to be placed in the child's file for tracking purposes if unmanageable behavior continues. **If the child receives three written incident reports after a plan is established, within a four week period, the child will be suspended from the program for one week. Fees will still be paid for this week to retain the child's space in the program.**

### *Dismissal from the program*

The ELC believes open communication between the center and the parents is imperative for addressing and overcoming behavioral issues. We utilize resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations. If a situation arises where a child is consistently endangering themselves, peers or staff, it may become necessary to suspend or dismiss the child. Every attempt will be made to work together with the parents, child, and any other referral agencies necessary to assist in correcting the behavior. **However, the safety of children is always our primary concern.**

**NOTE:** The ELC reserves the right to deviate from this process, depending on the severity or nature of the aggression and/or antisocial behavior. No Tuition, Deposit or Registration will be refunded for a suspended or dismissed child.

The following methods are used individually or in entirety to track behavior and communicate with parents.

1. Daily Reports (text or emails)—a parent/teacher communication format that does not count as a written behavior report.
2. The “Incident Report”—to be filled out and turned into the office. Administration will then give a copy of this report to the parent and a copy will be placed in the child’s file. Each report counts as one of the three, which would result in suspension from the center.
3. Suspension may result in a change of scheduled hours for a time period, if the challenging behavior is consistent.
4. Dismissal may result after all attempts have been made to address the challenging behavior.

The ELC reserves the right to dismiss any family who fails to comply with the center policies and interferes with the daily operation of the center. We also reserve the right to dismiss any child whose behavior poses a direct threat and/or creates a harmful environment to themselves, the other children, employees or equipment. Safety for the child, other children and staff is our primary concern.

### **Biting**

Biting is common 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 emotions at this 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/or 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.



## REMOVAL FROM THE PROGRAM/TERMINATION OF ENROLLMENT

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, themselves, 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 and updated yearly
- Failure of a parent /guardian to comply with obtaining specialized services in order to help better assist and accommodate their child, if we are unable to provide the necessary services that are required. As a center, we will assist with referrals to county, local school districts, and licensed specialists in order to ensure we are supporting the child to the best of our capabilities.

## MISCELLANEOUS INFORMATION

### 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.

### *Providing Reasonable Accommodations*

The Early Learning Center at the JCC is committed to serving everyone in the community by complying with all applicable provisions of the Americans with Disabilities Act (ADA) and its corresponding state and local laws. It is the ELC policy not to discriminate against any child or family because of an individual's disability. In line with this policy of nondiscrimination, the ELC will provide reasonable accommodations to children and their family members with disabilities as defined by the ADA or applicable state or local law who have made us aware of a disability.

If you and/or your child require reasonable accommodations, please contact the Administration to inquire as to what the ELC can do to accommodate a disability. The ELC encourages individuals with disabilities to come forward and request reasonable accommodations. The ELC will establish a written child/family specific procedure for those who require accommodations. For instance, any written procedures required for caring for the child will address mobility accommodations, administering medications, feeding accommodations, and other care accommodation procedures. As these matters are very case specific, the ELC will do its best to reasonably accommodate you and your child.

### **LICENSING**

The facility is licensed to operate by the Ohio Department of Children and Youth. 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.

### *Reporting Disability Discrimination*

It is unlawful for the center to discriminate in the enrollment of children on the basis of disability in violation of the Americans with Disabilities Act of 1990. 104 Stat. 32, 42 U.S.C 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

## **HHS**

Region V, Office of Civil Rights  
233 N. Michigan Ave. Ste. 240  
Chicago, IL 60601  
312.886.2359 (voice)  
312.353.5693 (TDD)  
312.886.1807 (fax)  
1.866.221.6700 (TTY) or 614.995.9961

## **ODJFS**

Bureau of Civil Rights  
30 E. Broad St., 37th Floor  
Columbus, OH 43215-3414  
614.644.2703 (voice)  
1.866.277.6353 (toll free)  
614.752.6381 (fax)

We are currently licensed for 203 children, of which 52 children can be under the age of 2 ½; however, we follow Step Up to Quality and best practices for our ELC, in order to keep our ratios lower.

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 Children and Youth.

## NONDISCRIMINATION STATEMENT

In accordance with state and federal child care licensing regulations, our child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ancestry. We are committed to providing an inclusive and welcoming environment for all members of our staff, children, and the families we serve.

## 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) 940-8888.

## UNEXPECTED CLOSURES

### *Emergencies/Communicable Diseases*

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, we will send a One Call phone message and email to all of our families. This will be for unexpected closures or Communicable Diseases. There is NO COMPENSATION for unexpected closures of the ELC or for scheduled closure days.

## 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 ELC Administrator for a financial statement at the beginning of the new year.

## TERMS OF COMPLETED ELC AGREEMENT

State licensing requires parents/guardians to sign and agree to the 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.

## CONTRACT PERIOD AND TERMS OF ENROLLMENT

- The contract period is 12 months. If you decide to terminate your contract for the summer months, payment is still required in order to hold your spot within the ELC.
- 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

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

ELC MONTHLY RATES	JANUARY-JULY 2026
InfantToddler	\$1,249
Preschool/PreK	\$936

ELC MONTHLY RATES	AUGUST-DECEMBER 2026
InfantToddler	\$1,350
Preschool/PreK	\$1000

## OHIO DEPARTMENT OF CHILDREN AND YOUTH PUBLICLY FUNDED CHILD CARE

### Non-Negotiables

- The Early Learning Center at the JCC is an authorized provider for the DCY Publicly Funded Child Care Program (PFCC).
- New enrollees must be in the kinder system before the first day of service. We will hold the child's spot for 14 days after the tentative start date before releasing the child's spot. Private pay options are available to use until PFCC funds come through. Reimbursement may be possible based on PFCC dates.
- Any family with weekly copays will be charged automatically every Monday for the previous week. If a balance accrues, a deadline will be set for repayment. Failure to repay by the deadline will result in a suspension of services until the balance is settled.

- Children must be signed in and out each day using the KinderSmart Ohio smart-phone app, or the tablet provided by the ELC to ensure payment for your child's attendance. Failure to follow DCY compliance will result in a suspension of services.

### 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. The State pays registration fees for DCY recipients.
- 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 a \$50 per child fee will be applied to your account.

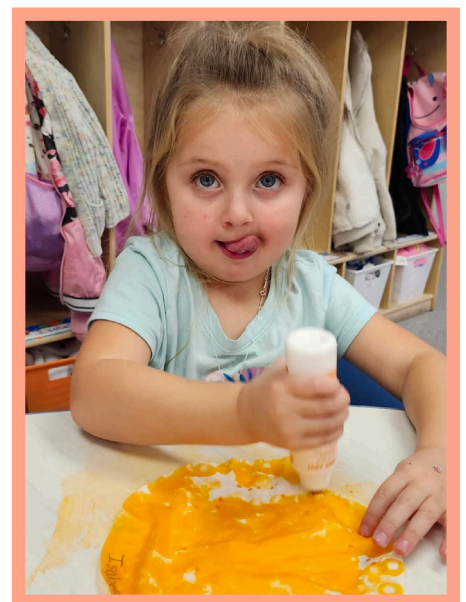
## REGISTRATION PROCEDURES

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:

- Due prior to attendance:
  - Family tour with child
  - Child Enrollment and Health Information (DCY 01234)
  - Early Learning Center Agreement (includes: Transition Form and Authorized Pick up list)
  - Child Medical Statement (DCY 01305 must be signed by physician and returned with shot record)
  - Medical Physical Care Plans (DCY 01236)—Note: this applies to any child requiring life saving medicine like an EpiPen or inhaler and medical/modified foods-includes milk substitute.
  - An Ages & Stages Questionnaire (ASQ-3)
  - Basic Infant Form DCY 01218-if needed
  - Registration fee/DCY confirmation
  - Meeting with the administrators
  - You receive confirmation of a start date, and classroom assignment
- Due within 30 days of attendance:
  - JCC Membership Waiver Release Form



Thank you for taking the time to review our Parent Handbook. We are honored that you have chosen our Early Learning Center to be a part of your child's early learning journey. We believe that high-quality early childhood education is built on strong relationships, meaningful family engagement, and active partnerships with our community.

Our commitment is to provide a nurturing, safe, and stimulating environment where every child feels valued, supported, and inspired to grow. We view families as our most important partners. Your participation, communication, and collaboration with our team are vital in creating a positive and enriching experience for your child. Together, we can build a foundation that promotes curiosity, confidence, and a lifelong love of learning.

We are also proud to partner with our broader community to enhance the educational experiences we offer. These partnerships enrich our curriculum and provide children with diverse opportunities to learn, explore, and connect with the world around them. Our program receives unwavering support from the Youngstown Area Jewish Federation and the JCC of Youngstown, foundations, individual donors, and numerous volunteers. This level of community engagement is what makes us stronger and able to fulfill our mission.

We look forward to building a trusting, respectful, and engaging partnership with you. Thank you for sharing your child with us—we are excited to learn and grow together throughout the year.

Warmly,

***The ELC Administration***







# APPENDIX

## 2026-2027 EARLY LEARNING CENTER CALENDAR

 **ELC CLOSED**  
Holidays/ELC PD

 **SPECIAL EVENTS**  
ELC Events

MARCH 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
March 16-20: Scholastic Book Fair						

JUNE 2026						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
June 11-12: Closed - ELC Floors						

SEPTEMBER 2026						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
September 7: Closed - Labor Day September 21: Closed - Yom Kippur						

DECEMBER 2026						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	
December 7-12: Hanukkah Activities						
December 24, 25, 31 + January 1: Closed - Winter Break						

JANUARY 2026						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January 1/2: Closed - New Year's Day/PD Day						

APRIL 2026						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
April 1-9: Passover Activities						

JULY 2026						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
July 1-31: Summer Fun Activities						
July 3: Closed - 4th of July						

OCTOBER 2026						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
October 1-2: - Sukkot Activities						

JANUARY 2027						
Su	M	T	W	Th	F	Sa
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
December 31 + January 1: Closed - Winter Break						

FEBRUARY 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
February 26: ABC Fashion Show (PreK Only) February 27: Purim Parade/Activities						

MAY 2026						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 25: Closed - Memorial Day						
May 29: PreK Graduation 11:00 a.m.						

AUGUST 2026						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 24-28: Closed						

NOVEMBER 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
November 26-27: Closed - Thanksgiving Break						

For questions regarding  
this calendar please call:  
330.746.3250 ext. 125/164/123  
or email:  
[earlylearning@jewishyoungstown.org](mailto:earlylearning@jewishyoungstown.org)

## APPENDIX

### Drop Off Procedures

Parent Handbook Section	Attendance/Building Security
Parent Handbook Page Number	15-16
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

#### PURPOSE:

The ELC is licensed for hours 7:00 am to 6:00 pm Monday through Friday. We only operate within these designated hours. It is imperative that we work together to ensure that the safety of all parties is held in the highest regard including families, children, and staff members. Routines for the children are essential for optimal growth and development, as well as ensuring that classroom ratios can be met at all times throughout the day.

#### POLICY:

- Parents or Guardians must scan in at the front desk or scan into the Infant/Toddler wing to gain access to the center.
- All students must be dropped off before 9:30 am/Monday-Friday. Students must be dropped off during their scheduled drop off time to ensure ratios are being met.
- Consistent late drop-off's (after 10:00am) may result in dismissal from the program. We believe that consistency and routine help the children with growth and learning.
- No children will be allowed to be dropped off after 10:00 am without a phone call to ext. 125 or 164, or doctor's excuse; however, after 11:00 am children cannot be dropped off.
- Parents are required to drop off their child in the classroom and check in with the teacher. The teacher must be aware of the drop off. Parents must leave the classroom within 3-5 minutes. For the health and safety of all children, parents are not permitted to remain in classrooms to chat with staff members for an extended period of time. We are glad to schedule a Parent-Teacher Conference if there are concerns you need to discuss. Appointment times allow us to schedule a time for teachers to leave the classroom to meet with any parent.

#### EXCEPTIONS:

- There are things that may occur and we will work with you; however, we assist with getting children into a routine and support their self-regulation skills by ensuring continuity of their day.
- Please email or call an administrator if you have an extenuating circumstance that needs fulfilled on a certain day.

Any exception to the policy must be approved by the Early Learning Administrative Team in advance. We will abide by all state licensing rules and regulations when considering any exception first.

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.



## Pick Up Procedures

Parent Handbook Section	Attendance/Building Security
Parent Handbook Page Number	15-16
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

### PURPOSE:

The ELC is licensed for hours 7:00 am to 6:00 pm Monday through Friday. We only operate within these designated hours. It is imperative that we work together to ensure that the safety of all parties is held to the highest regard-families, children, and staff members. Routines for the children are essential for optimal growth and development. As well as ensuring that ratios can be met at all times throughout the day.

### POLICY:

- All students must be picked up within 30 minutes of their scheduled time/Monday-Friday. If you are a DCY recipient, you are required to submit your work/school schedule in order to create a schedule of attendance for your child. You are allowed 30 minutes before and after your scheduled work day to receive child care benefits. We are required to report any fraudulent activity to DCY.
- Any student picked up after 6:00 pm will be charged a \$50 fee per child. This fee must be paid by the next billing cycle. All children must be exiting the building at 6:00pm to avoid the late fee.
- The first time you are late to pick up your child, we will remind you what our policy entails and waive the \$50 fee. After the third late pick-up, we may dismiss the family from our program.
- **Failure to repay by the deadline will result in a suspension of services until the balance is settled.**
- Transportation to and from the ELC is the responsibility of each parent. If you have transportation difficulties, please notify the staff immediately. Notifying the ELC does not exempt you from the \$50 late fee charge.

### EXCEPTIONS: NONE

Any exception to the policy must be approved by the Early Learning Administrative Team in advance. We will abide by all state licensing rules and regulations when considering any exception first.

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.

## APPENDIX

### Child Guidance Policy

Parent Handbook Section	Child Guidance Policy
Parent Handbook Page Number	19-21
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

#### PURPOSE:

The Early Learning Center's staff believes that it is important for children to learn self-control as part of their developmental experience. Our teachers always treat children with love and respect, and make clear our expectation that they are loved and that we respect others in return. Positive reinforcement is used to encourage children to use the right behavior. 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"

We also use positive redirection – removing the child and giving them an appropriate activity – when there is an issue. When these approaches fail to accomplish the desired behavioral outcome, we enlist the parents to assist us with finding positive supports that can help the child be successful in a center setting.

#### DISCIPLINE POLICY:

The principles of our discipline policies and procedures are designed to teach each child to understand rules of safety and help them take ownership of their own behavior. Our approach focuses on and rewards positive behavior. The ELC has a NO SPANKING policy - This discipline policy applies to all employees and parents while they are at the center.

- ★ According to the State Licensing rules, discipline is restricted as follows:
- ★ There will be no cruel, harsh, or unusual punishments such as punching, pinching, shaking, biting or hitting.
- ★ No discipline technique will be delegated to another child.
- ★ No physical restraints will be used to confine a child.
- ★ No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- ★ No child will be humiliated or subject to profane language, threats, derogatory remarks, or other verbal abuse about them or their family.
- ★ Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- ★ Technique of discipline will not humiliate, shame, or frighten a child.
- ★ Discipline will not include withholding food, rest or toilet use.

CONTINUED...

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.

**GUIDANCE POLICY:**

It is our goal to communicate with all parents how aggressive and/or anti-social behavior will be handled. Aggressive behavior is defined as intentional hitting, biting, or kicking another child or teacher. If inappropriate behavior continuously occurs, we use a positive approach by encouraging the child's good behavior and/or redirect his or her activity. If the problem still exists, the child is then removed from the situation and placed in a "cool-down area" (one minute per year of age, no more than five minutes). "Cool Down" shall be defined as an area away from the group activity but is visible to the teacher and the children. The teacher will positively encourage him/her to return to the group or activity after the time is complete.

**SUSPENSION:**

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of State Licensing Rule 5101:2-12-19 OAC. An incident report will be written by the teacher and/or administrator and signed by the parent to be placed in the child's file for tracking purposes if unmanageable behavior continues.

**If the child receives 3 written incident reports after a plan is established, within a 4- week period, the child will be suspended from the program for one week. Fees will still be paid for this week to retain the child's space in the program.**

**DISMISSAL FROM THE PROGRAM:**

The ELC believes open communication between the center and the parents is imperative for addressing and overcoming behavioral issues. We utilize resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations. If a situation arises where a child's behavioral outbursts consistently is disrupting the classroom causing undue stress to the other children, or endangering themselves, peers or staff, it will become necessary to suspend or dismiss the child. Every attempt will be made to work together with the parents, child, and any other referral agencies necessary to assist in correcting the behavior. However, **the safety of children is always our primary concern.**

**NOTE:** The ELC reserves the right to deviate from this process, depending on the severity or nature of the aggression and/or antisocial behavior. No Tuition, Deposit or Registration will be refunded for a suspended or dismissed child.

The following methods are used individually or in entirety to track behavior and communicate with parents.

1. Daily Reports (text or emails) – a parent/teacher communication format that does not count as a written behavior report.
2. The "Incident Report" – to be filled out and turned into the office. Administration will then give a copy of this report to the parent and a copy will be placed in the child's file. Each report counts as one of the three, which would result in suspension from the center.
3. Suspension may result in a change of scheduled hours for a time period, if the challenging behavior is consistent.
4. Dismissal may result after all attempts have been made to address the challenging behavior.

The ELC reserves the right to dismiss any family who fails to comply with the center policies and interferes with the daily operation of the center. We also reserve the right to dismiss any child whose behavior poses a direct threat and/or creates a harmful environment to themselves, the other children, employees or equipment. Safety for the child, other children and staff is our primary concern.

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.



## APPENDIX

### Toilet Training Policy

Parent Handbook Section	Toilet Training Policy
Parent Handbook Page Number	13
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

#### PURPOSE:

Children 36-40 months and older must be fully potty trained before beginning our preschool program. Fully potty trained is defined as: able to tell a grown-up they need to use the restroom, able to wear underwear (not pull-ups) without routine accidents, able to pull pants down and up unassisted, and able to wipe unassisted. A newly enrolled child may enter the preschool program at 36 months if they meet the definition of fully potty trained.

#### POLICY:

Toilet training is an important milestone in a young child's life. Please keep in mind that each child is unique and will train at different times. Please discuss with teachers any progress, routines, techniques, questions, or concerns regarding your child's potty training. Communication between parents and educators will ensure greater success during this important time in your child's development. While training, we ask families to dress the child in easy to remove pants, skirts, or dresses. If the child cannot independently pull his/her pants up and down, the clothing is not conducive to potty training.

- Please send in several sets of extra clothes during the potty training process.
- When using pull-ups during the training process, we strongly recommend pull-ups with velcro sides be used.
- Occasionally, a **child reaches 36-40 months of age** without being fully potty trained. If there are more than 2 accidents in a day while wearing underwear, we will put the child back into pull-ups. It is imperative that we address the need for sanitization and a healthy classroom environment when multiple accidents occur in a day.
- After a child has two accidents in a day, we will then begin tracking potty accidents on our Weekly Potty Chart. Tracking will occur for a 4 week period. If after 4 weeks, there are still daily accidents occurring, parents will be required to keep their child home for one week to work on potty training before returning to the center.
- We will then repeat the process until the child is fully potty-trained.
- At 45 months, all children will be required to be fully potty trained in order to continue in the program or move onto our older classrooms. If they are not, they will be dismissed from the program

**EXCEPTIONS:** Medical form with a Doctor's note

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews conducted quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.

## Room Closures (Communicable Diseases/COVID)

Parent Handbook Section	N/A
Parent Handbook Page Number	17-18
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

### PURPOSE:

This policy is to clarify room closure procedures for staff for Communicable Diseases.

### STAFF POLICY:

With COVID/RSV, we are using the below guidelines while also following CDC health guidelines.

- If a classroom is closed for 3 days because of COVID/RSV, the teachers assigned to this classroom will be off as well.
- If the staff member is sick or tests positive for COVID/RSV, you will use PTO for the days the classroom is closed and for however long your sick period lasts.
- Staff that are **NOT sick or positive for COVID/RSV**, in the closed classroom will be **on-call** to assist other classrooms during whatever time the center may need support. The staff will check in everyday before 8 am to see if they are needed for the day. If called in for a shift, once you arrive for your shift, you must test negative before beginning your shift and wear a mask.
- If you are not needed to cover a shift, you will be paid for that day. If you choose not to be on-call or deny an open shift, you will use PTO for the days missed.
- For any sick staff members that have children in the center, the child will stay home for the three days and then will need to test. If negative, the child can return to the center with a mask for 5 days.
- If you are a staff member that has a child in a closed classroom, you are still responsible to come to work; however, if you cannot-you must use PTO or unpaid days.

### CHILD POLICY:

With COVID/RSV, we are using the below guidelines while also following CDC health guidelines.

- If your child attends a PreSchool/PreK classroom (Owls, Ocean Explorers, Starfish, Panda, or Penguins): 3 or more active cases of COVID/RSV in one classroom **may result** in the closure of the classroom for **up to 3 days for deep cleaning**.
- If your child attends an Infant/Toddler classroom (Dragonflies, Butterflies, Caterpillars, Roly Poly, or Ladybug): 2 or more active cases of COVID/RSV in one classroom **will result** in the closure of the classroom for **3 days for deep cleaning**. The reason we will close the Infant/Toddler classroom is because young children are more vulnerable to illnesses.
- If someone at home has tested positive for COVID/RSV, please use your best judgment when deciding to bring your child so we can slow the spread.
  - ◇ If your child is in a PreSchool/PreK classroom, we ask the student to wear a mask for 5 days—as long as they are not showing any SYMPTOMS.
  - ◇ If your child is in an Infant/Toddler classroom, they will stay home for 5 days to ensure they do not carry the virus into the center since they cannot wear a mask.

### EXCEPTIONS: NONE

## APPENDIX

### Termination of Enrollment

Parent Handbook Section	Terms of the ELC Enrollment
Parent Handbook Page Number	22
Effective Date/Updated	January 2024/October 2025
Original Issue Date	August 2023

#### PURPOSE:

The decision to no longer allow a child to attend can only be made at the discretion of the ELC Director and Administration. This is an extraordinary, non-discriminatory action, done only as a last resort.

#### POLICY:

- A child's continued presence is detrimental to the safety of other children, themselves, 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.
  - Failure of a parent /guardian to comply with obtaining specialized services in order to help better assist and accommodate their child, if we are unable to provide the necessary services that are required. As a center, we will assist with referrals to county, local school districts, and licensed specialists in order to ensure we are supporting the child to the best of our capabilities; however, we do not have specialized services within our center to assist with behavioral or developmental delays that need to be addressed.
- ◇ If a child is dismissed from the program, we will not offer re-enrollment options in the future.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EXCEPTIONS:** None

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews conducted quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.



## Financial Agreements (Non-Negotiables)

Parent Handbook Section	Appendix
Parent Handbook Page Number	24-25
Effective Date/Updated	April 2025/January 2026

### PURPOSE:

All tuition payments will be scheduled to draft on the fifteenth of each month using the account information provided at the time of enrollment. Call extension 125, 123, or log in to your Club Automation account to make changes to the payment method. **If a balance accrues, a deadline will be set for repayment.** Failure to repay by the deadline will result in a suspension of services until the balance is settled.

### PUBLICLY FUNDED CHILD CARE (PFCC)/OHIO DEPARTMENT OF CHILDREN AND YOUTH (DCY): The Early Learning Center at the J is an authorized provider for DCY/PFCC.

- Prior to a child's attendance in the program, new enrollees should bring a receipt showing their application was made to DCY along with enrollment paperwork and their current schedule. This information does not guarantee a start date-a start date will be confirmed once we have confirmation in the state system that you have been approved for our center.
- In some cases, DCY may require a weekly copayment. Using the payment information provided at enrollment, weekly copays will be charged on Mondays for the previous week. A payment method must be on file if you have a co-pay from the state. **If a balance accrues after one week, a deadline will be set for repayment. Failure to repay by the deadline will result in a suspension of services until the balance is settled.**
- DCY requires that children must be signed in and out each day using either the KinderSmart Ohio smartphone app or on the tablets located in each ELC wing. **Failure to follow DCY guidelines will result in a suspension of services**
- DCY Authorization: Families are required to keep DCY authorization current. Lapse in authorization is the parent's responsibility. Please check the mail for authorization notices from DCY and reapply when needed. Should your child care authorization lapse or be terminated, you will be responsible to pay the private pay rate until you are reauthorized. If you are authorized for part time services, but would like to continue in our ELC full time program-you will be required to pay the difference to meet our full time rate. We will set-up a weekly or monthly charge in your Club Automation account. This also applies to exceeding allowed absent days every 6 months.
- **Attendance Policy:** Regular attendance is essential for the continuation in our program.
- **Full Time Authorization:** A child must attend 33+ hours or more per week to be considered full-time under DCY policies.

### EXCEPTIONS: None

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews conducted quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.

## Parent Partnership & Policy Adherence Policy

Parent Handbook Section	Terms of the ELC Enrollment
Parent Handbook Page Number	22-23
Effective Date/Updated	January 2024/January 2026
Original Issue Date	August 2023

### PURPOSE:

At the Early Learning Center, we value the involvement and collaboration of parents as key partners in their children's early learning experience. To maintain a safe, organized, and nurturing environment for all children, families, and staff, it is essential that all parents and guardians adhere to the policies and procedures established by the center's administration.

- This policy aims to ensure a respectful, cooperative, and professional relationship between parents and the Early Learning Center's leadership, staff, and community. It also seeks to clarify expectations around adherence to the center's policies and procedures.

### POLICY:

1. **Adherence to Policies and Procedures:** All parents and guardians are expected to familiarize themselves with the center's policies and procedures outlined in the Parent Handbook or other official communications. These policies have been carefully developed by the Director and administrative team to ensure the health, safety, and developmental success of every child in our care.

2. **Constructive Feedback:** We encourage open communication and welcome constructive feedback from parents. Parents with suggestions or concerns are invited to discuss them with the Director or Administrator during scheduled meetings or through written communication. The leadership team will carefully consider all feedback and address it as appropriate.

3. **Respect for Leadership and Staff:** Parents and guardians are expected to engage respectfully with the Director, administrative team, and staff. Efforts to undermine, disregard, or contradict the center's policies or procedures will not be tolerated.

4. **Conflict Resolution:** In cases of disagreement, parents are encouraged to follow the center's established conflict resolution process. This process allows for open dialogue while maintaining a respectful and collaborative tone.

5. **Non-Compliance Consequences:** If a parent or guardian repeatedly disregards policies or attempts to direct staff in ways that contradict the center's established procedures, the leadership team reserves the right to take appropriate action. This may include a written warning, a meeting with the Director, or in severe cases, termination of enrollment.

**Commitment to a Collaborative Environment:** We strive to maintain a culture of collaboration, respect, and shared responsibility. By adhering to the center's policies and procedures, we ensure the well-being and success of the children in our care.

**EXCEPTIONS:** Any exception to the policy must be approved by the Early Learning Administrative Team in advance. We will abide by all state licensing rules and regulations when considering any exception first.

**Compliance Measurement:** The Early Learning Administrative Team will verify compliance to this policy through in depth reviews quarterly. 1.1 Non-Compliance - The Administrative Team will discuss concerns on a case by case basis. Dismissal from the program may result in continuous non-compliance.



## ELC HOURS

The JCC Early Learning Center is open Monday through Friday 7:00 a.m. - 6:00 p.m.  
ELC Doors open at 7:00am.

## 2026 ELC CLOSURES

**Thursday, January 1** | New Years' Day

**Friday, January 2** | Professional Development Day

**Monday, May 25** | Memorial Day

**Thursday-Friday, June 11-12** | ELC Floors

**Friday, July 3** | 4th of July

**August 24-28 (5 Days)** | Professional Development/Cleaning Days

**Monday, September 7** | Labor Day

**Monday, September 21** | Yom Kippur

**Thursday-Friday, November 26-27** | Thanksgiving Break

**Thursday & Friday, December 24-25** | Winter Break

**Thursday & Friday, December 31, 2026 & January 1, 2027** | Winter Break

## CLASSROOM PHONE EXTENSIONS

Infant 1/ELC 10: EXT. 192 (Ladybug)

Infant 2/ELC 14: EXT. 191 (Roly Poly)

Infant 3/ELC 15: EXT. 111 (Firefly)

Toddler 1/ELC 13: EXT. 194 (Caterpillar)

Toddler 2/ELC 12: EXT. 197 (Butterfly)

Toddler 3/ELC 11: EXT. 196 (Dragonfly)

Preschool 1/ELC 1: EXT. 137 (Starfish)

Preschool 2/ELC 2: EXT. 137 (Ocean Explorer)

Preschool 3/ELC 3: EXT. 137 (Owl)

PreK 1/ELC 4: EXT. 120 (Panda)

PreK 2/ELC 5: EXT. 120 (Penguin)

## ADMINISTRATIVE PHONE EXTENSIONS

Ashley Gordon, Administrative Assistant: EXT. 125

Dena DeRenzis, ELC Operations Manager: EXT. 123

Adrienne Achenbach, ELC Director: EXT. 164