First United Methodist Child Learning Center

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2026/2027 Parent Handbook

Welcome to FUM Child Learning Center. This handbook contains information regarding our program. Please read through the handbook and keep it throughout your enrollment. It will answer many of the questions you have about FUM Child Learning Center (FUMCLC).

Philosophy and Goals

Our mission is to prepare children for lifelong success by providing a high-quality, Christian childcare experience in a safe, nurturing environment that is positive for children and families. With their educational experience, devotion to teaching, and dedication to our center and the families that attend our facility, our teachers will assist your children in reaching their highest potential. Our educational curriculum is designed to encourage children to enjoy learning, acquire appropriate social skills, and develop independence. Children will have guidance, yet plenty of time to explore and discover new learning situations. The environment will always be safe and sanitary. Discipline will not humiliate, shame, frighten, or harm a child physically or emotionally.

License

FUM Child Learning Center is licensed by the Department of Child and Youth. We are currently licensed to care for 85 children, aged two through fourth grade. At the end of this handbook is an attachment about licensing and other valuable information. Please take the time to read this information.

We also participate in the Step Up to Quality program, which is a voluntary quality rating system offered by the state of Ohio. FUM Child Learning Center has achieved a Bronze rating in the three-tier program. This means that our program goes beyond the state minimum licensing standards to ensure your child receives the highest quality care possible. We maintain lower staff/child ratios, our teachers receive specialized training throughout the year, and we follow an approved curriculum and assessment process to improve your child's education.

Our curriculum is aligned with the State of Ohio's Early Learning and Development Standards. FUMCLC uses The Creative Curriculum for toddlers and preschoolers. Incorporating this curriculum ensures our teachers are meeting the required standards and preparing your child for entry into kindergarten.

Our school-aged children do not follow a specific curriculum but do activities and lessons based on their needs and interests.

Developmental screenings are performed within 60 days of the child (school-aged excluded) joining the program, and yearly thereafter. The results of these screenings will be shared during fall conferences, and any necessary referrals will be made at that time.

Your child will be assessed throughout the year to identify strengths, instructional needs, intervention needs, and progress over time. Progress will be monitored throughout the year. Portfolios will be kept which will include pictures, artwork, and other assessment information. When a child leaves the program, you will be given the portfolio. Assessment results will be reported to DCY as required by the Ohio Revised Code 5101:2-17-02, using the ELA (Early Learning Assessment).

Admissions

A child is enrolled in the program only after the registration fee has been received, the Director confirms the availability of space, and the required paperwork is received, reviewed, and approved by the Director. This includes basic enrollment and health information. Families and guardians must register the most updated DCY 01234, “Child Enrollment and Health Information for Child Care” form. Any change to this information must be communicated to the Director immediately so that current information is always on file. The DCY form 01234 must be reviewed annually. The center Director will set a deadline for the review process. Failure to update any of your child(ren)’s paperwork by the deadline may make them ineligible for care until the update is complete. This is for the safety of your child. You are required to submit an updated shot record before the child's first day. Each year you will need to complete the annual immunization record update provided to you on the child’s birthday. We recommend your child to be fully immunized, or in process (due to age) to be enrolled in FUMCLC’s program. Shot records are also required for school-age children.

If your child has a preexisting condition or is diagnosed with a new medical condition a DCY form “Medical Physical Care Plan '' must be completed before their start date. If necessary, you may be required to come in and train staff members on the condition or the administration of your child’s medication. This will be done annually, as well as in the circumstance of a new staff member entering your child’s classroom. Failure to comply will result in the inability of FUMCLC to allow your child to attend the center.

Upon enrollment, families receive a parent handbook and a welcome letter from the child’s teacher. These items will help to answer any questions that the Parent has and to help them feel comfortable. Every effort will be made to have cubbies and items labeled for the child. When possible, considering any relevant occupancy precautions, families are encouraged to visit with their child before the first day of attendance to meet the teachers, see the classroom, and help them feel more comfortable.

Hours and Days of Operation

The center will be in operation Monday through Friday from 7:00 am to 6:00 pm. A late fee will be charged if a child is not picked up by closing time. Any time, one minute after 6:00 pm the additional cost will automatically be $10.00. Per each additional late minute, another $1.00 will be added to the original $10.00. Please be respectful of closing time and the center staff by being on time to pick up your child. Our closing staff will make an attempt to call the parents first to see the estimated time of arrival. In the

event the parents can not be contacted, staff will call from the list of emergency contacts that was provided at enrollment. Parents and/ or emergency contacts have one hour to respond. If all attempts have been made, the staff will contact ODJFS to make a report and will wait for their instructions.

The center will close to observe the following holidays: Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving, and the Friday after, Christmas Eve, Christmas Day, New Year's Day, and Good Friday. The center will also be closed for the OAEYC Conference, which is held at the end of April. The exact date will be given with plenty of notice. For all other holidays, surveys may be sent out to assess needs. At that time if more than 18 families are in need of care the center will remain open with a potential of limited capacity.

FUM Child Learning Center Inclement Weather Policy

Safety is our utmost priority.

At FUM Child Learning Center, we understand that decisions to open, close, or delay school due to inclement weather impact our families' schedules. We also recognize that children benefit academically, socially, and emotionally from being in school. However, the safety of our children and staff remains our top priority. The decision to close or delay opening is complex and involves careful consideration.

How do we make our decision?

We base our decision on a thorough analysis of multiple factors, including:

- Road conditions reported by local law enforcement and road crews.
- Accumulation of snow and/or ice
- Whether precipitation is expected to continue throughout the day
- Temperature and wind chill
- Weather predictions from professional meteorologists and alert services
- Storm timing, trajectory, and severity
- Building conditions, including electricity and heating status
- Parking lot and sidewalk conditions

Who makes the decision?

The directors of FUM Child Learning Center make the final decision, considering recommendations from our plow service and consulting with other area childcare centers when needed.

When is the decision made?

We aim to make closure or delay decisions as early as possible to allow families time to adjust their plans. Whenever possible, decisions will be made the night before or by 4:30 a.m. the morning of closure/delay. Notifications will be sent promptly via:

- Brightwheel App

- Brightwheel text notification

Please ensure your Brightwheel contact information is up to date.

If unforeseen issues, such as bus or building malfunctions, arise after 6:00 a.m., closures may be announced later in the morning.

What if conditions worsen?

Once we decide to open, we generally cannot reverse the decision in the morning without putting children and staff at risk. However, if conditions worsen throughout the day, we may close early. We will provide as much notice as possible through Brightwheel and our website.

Parents should always have a backup plan in case of early closure. If you feel it is unsafe for your child to attend, please use your best judgment. We strive for flexibility rather than a rigid policy in these situations.

We appreciate your understanding and cooperation in keeping our children and staff safe!

Weather and Appropriate Clothing

Per the OAC 5101:2-12-17-A-5 “Providing outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance for four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit”.

During the winter children are required to bring a winter coat, hat, gloves, winter boots, and snow pants.

If these are not brought to school, parents will be required to bring them. These items can be left at the center during the week to make it more convenient for everyone, but these items **must** be retrieved on Fridays.

Staff/Child Ratios and Maximum Group Size

ODJFS Staff/Child Ratios

1:7 Toddlers (18 months- 3-year-olds)
1:12 Preschool (3-year-olds)
1:14 Preschool (4–5-year-olds)
1:18 School-age

Ratios for toddlers and preschoolers may be doubled for two hours during naptime so long as all children are resting quietly on their cots and enough staff members are in the building to meet the required staff/child ratio if there is an emergency. Required ratio information is posted in each classroom and the center’s entryway when families are unable to enter the classroom area of the school.

The maximum group sizes are as follows:

14 - Toddlers
24 – 3-Year-olds

28 - 4–5-Year-olds
36- School-age

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunchtime, outdoor play, or special activities. Although FUMCLC traditionally aims to maintain low ratios, FUMCLC reserves the right to implement state ratios at any time. These situations include but are not limited to increased demand for care and unusual circumstances such as staffing emergencies. In these cases, the maximum group size will also increase to the maximum state allowance. FUMCLC will never exceed the maximum state-allowed ratios or group sizes under any circumstance.

Daily Schedules

If children are dropped off before 8:30 am all classes are combined in the Gym (except frogs) or the Playground. At 8:30 am, the Frog class goes to the Frog classroom for free play and diaper changes. During the academic year, all children riding the FUMCLC bus to school **must** be in the facility and checked in no later than 8:00.

The children's schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability and routine for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

The following are the basic schedules for each class:

Frog Class Daily Schedule

7:00 – 8:30 Arrival/Free play

8:30 – 9:00 Bathroom/Hand Washing/Diaper Changes

9:00-9:15 Snack

9:15- 10:20 Gross motor play (Gym/Outside)

10:20-11:15 Lesson/activities/open centers/circle time

11:15-11:30 Bathroom/Diaper Changes/Handwashing

11:30-12:00 Lunch

12:00-12:30 Free Play

12:30-12:50 Diaper Changes/Handwashing/Get ready for a nap.

1:00-3:00 Nap

3-3:20 Bathroom/Diaper Changes/Handwashing

3:20-3:30 Snack

3:30 – 6:00 or Pickup/ Free play

Otter Class Daily Schedule

7:00 – 8:30 Arrival/Free play

8:30 – 9:00 Bathroom/Hand Washing/Diaper Changes

9:00-9:15 Snack

9:15- 10:30 Circle time activities/art activities, and open centers

10:30-11:15 Gross motor play

11:15-11:30 Bathroom/Diaper Changes/Handwashing

11:30-12:00 Lunch

12:00-12:45 Gross motor Play

12:45-1:00 Diaper Changes/Handwashing/Get ready for a nap.

1:00-3:00 Nap

3:00 - 3:30 Bathroom/Diaper Changes/Handwashing

3:30 – 3:45 Snack

3:45 – 6:00 Free play / Pickup

Turtle/ Duck/Fish* Class Daily Schedule

7:00-9:00 Arrival/Free play

8:10 School-aged kids leave for school.

9:00-9:15 Bathroom/Handwashing

9:15-9:30 Snack

9:30-11:00 Circle time/activities/art/centers

11:00- 11:45 Gross motor Play

11:45-12:10 Bathroom/Handwashing

12:10-12:40 Lunch

12:40-1:00 Bathroom/Storytime/Gross Motor Play

1:00-3:00 Nap

1:00-3:00 Activities/Centers for those who do not nap.

3:00-3:20 Bathroom/Handwashing

3:00-4:00 School-aged kids are picked up from school 3:20-3:45, Snack 3:45, 4- Close playground or gym.

3:20-3:35 Snack

3:25-6:00 Playground/Gym

*The fish will be following the Turtle/Duck schedule when at FUMCLC for a full day. The only variation in their schedule is the exclusion of naps.

Napping and Resting

FUM Child Learning Center will provide a safe, quiet, and properly lit resting place for all toddlers and preschoolers for a minimum/maximum of 2 hours daily. The only exception to this is when a child is transitioning from preschool to kindergarten (see above). Children will never be allowed to rest, nap, or sleep on the floor. FUMCLC will assign age-appropriate safe cots for sleeping and these cots will be cleaned daily with a bleach and water mix, as well as a full clean on Friday with hot soapy water.

Cots will be spaced out to allow for clear evacuation routes. Children will only be allowed to nap in areas of the classroom that staff members can always see and have a clear path to. In the event of a viral outbreak, cots will be spaced further to allow for social distancing.

Tuition/ Fees and Payment Policies

Tuition is due in full at the beginning of each week of school. Acceptable payments are check, (made payable to FUM Child Learning Center), money orders, or on the Brightwheel app. Payment is due weekly. Cash will not be accepted. A biweekly payment option is also available provided payment is made one week ahead, not behind. Payments can be placed in the payment box outside of the Director's office. The Director shall contact any families whose child's tuition is not paid within one week of the regular due date. All money received shall be applied first to tuition for the most delinquent period. If tuition becomes two weeks delinquent, the Director shall notify the families in writing of the amount of tuition due, and those services will be suspended. We rely solely on tuition payments to pay our staff and other costs we incur. Please make payments regularly. A $30.00 fee will be charged for any checks returned for insufficient funds, and the parent will be required to pay in with a money order or certified check until all balances are settled. Additionally, late payments will result in a $25.00/week fee. Repeated instances of delinquent payments of returned checks will result in dis-enrollment from our program.

We are a non-profit organization, and we only charge for our costs. Even though your child may be absent, our costs continue. By law, we must keep sufficient teacher/child ratios. If you need to change your schedule, please notify the Director. A student's number of absences without payment is equivalent to the number of days a child is enrolled for one week. We call these days our "grace days". If your child is enrolled full-time, 5 days a week you have 5 days that year that you would not have to pay for childcare whether your child was ill, you went on vacation, etc. A child enrolled for 3 days per week would have 3 grace days per year and so on. The grace days reset at the beginning of the school year. You are not charged for days that the center chooses to close.

A $30.00 non-refundable registration fee (per child) is due when your child is enrolled in our center. A $25.00 supply fee (per child) is charged bi-annually each additional year your child is enrolled. These fees help us to cover the cost of supplies. These fees will be due in July and January. Families who received Publicly Funded Child Care will not be assessed any enrollment fees.

Late fees will be assessed if your child is picked up after 6:00 pm. ($10.00 for any time in the first 5 minutes, and $1.00 per minute thereafter). Additional fees are charged for summer activities. Finally, additional fees may be assessed throughout the year as the needs present themselves. Fees will be

voted upon by the board of trustees, and families will be given at least 2 weeks' notice, in writing, of the implementation of any new fees.

If you wish to withdraw your child from FUMCLC, we ask that a two-week notice be given. You will be expected to pay for those two weeks even if your child does not attend.

Fee Schedule

The expected pay is based on the child's expected attendance. If you choose to pick your child up early, you are still expected to pay for the entire day of care. **Please see attached pricing sheet for cost.**

Toddlers (Frog Class ages 18 months – 36 months)

Monday- Friday- Full Day (Available 7:00 AM- 6:00 PM)

Preschool (Otter, Duck, Turtle Classes 36 months-5 Years)

Monday- Friday- Full Day (Available 7:00 AM- 6:00 PM)

School-age (Fish K-4th Grade)

Monday- Friday- Before and after school care (Available 7:00 AM- Morning school drop off and after school pick-up- 6:00 PM)

School Closure/Holiday Breaks/Spring Break: $25 per/full day on top of weekly rate and must follow the scheduling options.

Multiple Child Discount

The highest fee child pays the full rate, the 2nd child gets a 10% discount on their rate, and the 3rd child gets 5% of their rate.

✓ Daily Snacks and Lunch Provided ✓ Discounts available for multiple children in the same household

School-Age Policy

The rate for school-age students varies throughout the year depending on how many hours the children are in care at the center. Changes include but are not limited to regular school schedules, holiday breaks, summer vacations, and extended school closures for any reason. Parents will be notified of their annual expected financial commitment in their annual enrollment agreement.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff people are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary measures. No toddler or preschool child will be unsupervised for any reason. School-age children may run errands and use the restroom on their own.

Please bring your child to his/her room or to a room where the teacher/staff member is present. Please do not drop children off outside the building or in the hall; you must check your child in and out with a teacher daily. The parent or parent designee must pick up the children and verbal contact must be made

between the parent and staff member regarding the child leaving. Families are responsible for the supervision of their children before signing in and after signing them out.

Children will be released only to a legal parent or guardian or someone given written or verbal authorization by the legal parent or guardian. A list of authorized pick-up people is on the brightwheel system. It is the responsibility of the families/guardians to update FUMCLC on any changes to the authorized pick-up list. Children will not be released to anyone under the age of eighteen. We will check photo IDs for anyone we do not know. Unfamiliar people who are unable to provide proper identification will be unable to pick up. This is for the safety of your child(ren). Please let us know if someone different will be picking up your child. If the name is not on the list or we do not have a note from you, the child will not be released. We will contact you to confirm that the child can leave with that person.

Teachers are to limit children's exposure to inappropriate language, media, or behavior. This includes inappropriate actions by the following, but not limited to, non-staff adults, parents, and other children.

Smoke-Free Policy

Our program is committed to providing a healthy environment for all children. Children should arrive free from strong odors of tobacco, marijuana, vaping products, or other substances. Repeated exposure to smoke odors on clothing or personal belongings may result in a conference with the parent or guardian to discuss ways to minimize exposure.

Late Arrivals/Absences

In the event a child is not going to be in attendance it is required by law that families send a form of communication to FUM to alert us of their child's absence. This can be done through brightwheel or by calling the attendance/emergency phone: 419-262-2069.

In the event a child will be arriving later than 9:00 am families must contact FUMCLC by using the designated phone number or brightwheel. This is to ensure we have enough teachers in the building to maintain the state-required ratio. If contact is not made, and families arrive after 9:00 am they will be turned away for the entirety of that day. Drop-offs will not be allowed after 9:30 without a doctor's note or approval by the director.

Children Arriving from Other Programs

At times it may be necessary for a child to arrive from another program. If a child is scheduled to arrive and does not, we will contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the family to determine further action. For this reason, families must contact the center when their child is not going to be attending.

Custody Agreements

If there is a custody issue involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. We are required to follow custody agreements as they are written by the court.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

Safety Protocol During school hours.

Access is limited to parents during the hours of 7am - 6pm. We will provide one key fob to gain access into the building during those hours. If in the event you lose your key fob or need additional ones for a parent or an authorized pick up can purchase one upon request.

Transitioning

Age groups are based on the child's age according to the first day of FUMCLC's fall program. Ideally, the child will remain in the classroom he/she is enrolled in until the next fall program begins. There are times when we will transition a child to a different classroom mid-year. These transitions will be dependent upon availability in the next classroom and the child's developmental readiness. Toddlers may be transitioned during the year if they are toilet trained and developmentally ready to transition to the next class. This readiness will be determined by the Director in collaboration with the child's current teacher. This too will be dependent on the enrollment in the next class.

When considering a transition, the teachers will discuss the child's readiness to move. Developmental screenings are completed at the beginning of each school year. Results of these, as well as ongoing developmental assessments, will be used to determine if a child is ready to transition to the next class. You will be notified before the transition time that a move is being considered. When we transition a child, the current teacher and the new teacher will develop a transition plan to make the move as smooth as possible. We would like to have your input on the plan as well. You will be invited to meet with the new teacher to discuss the transition plan and to ask questions or express concerns. If a face-to-face meeting is not possible, you will be able to schedule a phone meeting. You will also be given a welcome letter from the new teacher to introduce the new classroom and procedures. Children will visit the new classroom to get to know the teachers, children, and routines. They will visit for short but increasing times over the course of several weeks if needed. This will ensure that the child is comfortable in the new setting before they spend an entire day in the new room. Teachers will make sure that items are labeled for your child and will make them feel welcome.

When children transition from the toddler room to a preschool classroom, we help prepare them by practicing using the larger toilets in the other room. We also read books about change and try to introduce the child to the new teacher(s) and children in the new classroom. Our children often see and spend time with other groups so transitions typically are smooth.

When children are transitioning to kindergarten, we will help prepare the children for the change by decreasing the length of naps several weeks before school starts. We will also talk about safety issues regarding riding the bus, or in the school vehicle. Children will be allowed to ask questions of the current kindergarten students. As children prepare to leave the center, we will help them to say goodbye to their friends and teachers. Portfolios, artwork, and anything that has been labeled for your child will be yours to take home. We will talk to them about the change and help them to feel comfortable moving on to a new setting. Records can be released to new programs upon written request from families.

Field trips/ Transportation of Children

All our bus drivers are certified in First Aid, CPR, and the recognition of communicable diseases. A first aid kit is on each bus. Drivers are required to carry a cell phone for emergencies. Copies of the children's emergency contact and health information are on the bus. Emergency contact numbers are also kept on the bus. Children are never left unsupervised on the bus. Children that will be transported to and from school will need to be at FUMCLC no later than 8:00 am. Families must call before 8:00 am to report absences. If your child is scheduled to ride home with FUMCLC but you have made other arrangements to have your child picked up, you will need to call FUMCLC staff before 2:00 pm to let us know. Failure to comply may result in loss of transportation for your child.

Disruptive behavior on the FUMCLC bus will not be tolerated. If any behavior occurs that is disruptive to the driver it will be left to the discretion of the Director to terminate bus privileges for the child/children.

If your child does not get on the bus after school, we will contact the school to find out where the child is. We will then contact the child's parent/guardian to inform them that FUMCLC did not pick up their child. Parents/guardians must contact FUMCLC before dismissal to inform us of a change in pick-up. The school bus will also be used to transport children for field trips. Field trips will be held during summer break, and less frequently during the school year.

Our bus is equipped with car seat harnesses. If your child is less than four years old, and under forty pounds, the harness will be used. Children over four and forty pounds will wear regular seat belts. Children will be expected to sit properly and obey all bus rules. Before departing the center, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to ensure that all children have arrived safely. This process will be repeated when leaving the destination and returning to the center. During the trip staff members will have a specific group of children that they will be responsible for. Written parent/guardian permission is required for all trips.

Violent and aggressive behavior policy:*

The safety of all children, families, and staff is our highest priority. Our daycare maintains a zero-tolerance policy for violence, while recognizing that young children are still learning emotional regulation, communication, and appropriate social behaviors. Our approach focuses on teaching, redirection, and partnership with families through a structured three-violation protocol.

Definition of Violence

Violence or physical aggressive behaviors includes, but is not limited to:

- Hitting, kicking, biting, spitting, scratching, pushing, or throwing objects at others

-Threatening language or gestures

- Intentional destruction of property that could cause harm

- Repeated aggressive behavior after redirection

Developmentally appropriate behaviors will be addressed through guidance. Repeated or escalating aggression will follow the violation protocol outlined below.

Three-Violation Protocol

First Violation – Warning from the Teaching staff or director.

- The incident is addressed immediately by staff.
- The child is removed from the situation and supported with calming strategies.
- Staff discuss appropriate behavior using age-appropriate language.
- The incident is documented.
- Parent/guardian is informed verbally and in writing the same day.

Second Violation – Behavior Plan Created and a Parent/ Teacher conference scheduled

- The incident is documented and parents/guardians are notified.
- A conference is scheduled with the parent/guardian.
- A behavior intervention plan is developed, which may include:
- Additional supervision
- Emotional regulation strategies
-Consistent expectations between home and daycare
- Continued monitoring and documentation.

Third Violation – Suspension

- The incident is documented and parents/guardians are notified immediately.
- The child will receive a temporary suspension from the daycare.
- Length of suspension is determined by severity, frequency, and safety concerns.
- Re-entry may require a follow-up meeting and updated behavior plan.
- Continued aggressive behavior after suspension may result in termination of enrollment.

Immediate Action Clause:

Any act of violence that results in serious injury, involves a weapon, or poses an immediate danger to others may result in immediate suspension or dismissal, bypassing the three-step protocol.

Commitment to Support

We are committed to teaching social-emotional skills, supporting children in learning self-regulation, and partnering with families to ensure a safe and nurturing environment for all children.

Swimming Information

Regular swimming activities are not offered at FUMCLC. During the summer months, we will have water days where the children are welcome to bring bathing suits, and we will have a variety of water activities available. We do not use wading pools. For school-age children, written permission will be obtained before any swimming activity. Written permission is also required if the children are around water that is more than eighteen inches deep even if swimming will not be involved.

Guidance Policy

FUM Child Learning Center staff believe that helping children learn self-control is important. We hope that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on the child making a good choice) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period (one minute per age child) to give the child a chance to regain control if they are having a difficult time. Staff will not punish a child for failure to eat, sleep, or toileting accidents. Depending on the severity level there may be incidents in which the director must intervene and send a child home for the day or extended duration of time. This discipline policy applies to all staff and families while they are at the center. We ask that you do not spank or threaten to spank your child while on center grounds.

If a child is consistently endangering himself, peers, or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the families and the child to correct the behavior. However, the safety of children is always our primary concern. The Director will be in communication with the families before this occurs. 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 families and would be consistent with the requirements of Rule 5101:2-12-19-C2-3 OAC, which is the state's behavior management rule.

Children's Resource Center may be called in to observe and evaluate a child's behavior if necessary. Families would be notified and asked for permission before this happened. It is vitally important that we have open communication between home and school in these situations.

Addressing Concerns

Sometimes a Parent or staff member has a concern about a classroom incident or a program policy or procedure which requires assistance from the director. If at any time you suspect any type of suspicious or inappropriate behavior, please follow the action steps below. Because we believe that we must work in partnership to provide the highest quality of childcare for you, we must work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following steps:

If the concern is about a classroom incident, discuss your concern first with the classroom teacher. Families are always welcome to schedule a time to meet with teachers privately through brightwheel.

If the concern remains or if the concern is about a program policy or procedure, you may discuss your concern with the director in person or by email at office@fumclc.com or Jennifer@fumclc.com. Most concerns can be resolved with a concrete plan of action and continued communication.

If the concern remains, further steps may be taken that support the specific need. As a 501 (C)(3) nonprofit, FUMCLC is governed by a Board of Directors. The Board president can be reached at fumclcboard@gmail.com. In addition the board meets every month on the third Wednesday at 6:00pm and the parents are encouraged to attend.

Meals and Snacks

The center serves a mid-morning snack and a mid-afternoon snack. Snacks contain items from at least two food groups and will be nutritional. Only 100% fruit juice, water, or milk is served. Lunch is served in two sessions, except for the school-age children being in attendance. Menus are posted on the parent bulletin board, in each classroom, and are available upon request. Lunch meets 1/3 of the child's daily recommended requirements. The children are offered enough food that no additional food or drink needs to be brought from home. Substitutions will be made to our menu to accommodate food allergies and food restrictions. If an entire food group is excluded from the child's diet, written instructions from a physician will be required. You may be asked to provide items to meet the requirement of the restriction (soy milk, almond milk, etc.) Under some circumstances, your child may be offered additional drinks and food items (birthday treats, holiday parties, etc.) If you wish to exclude your child from these treats, please let the Director know as soon as possible so appropriate alternatives can be determined. You are welcome to send in treats for your child's birthday, but these items must be store-bought due to possible health concerns. We prefer cookies over cupcakes due to the mess. Let us know when you plan to bring something in so that we can give you an accurate number of children. Treats will only be served if there are enough available for the entire class.

Accidents/Emergencies

An incident/injury report will be completed when the following incidents occur: an illness, accident, or injury which requires first aid treatment, a bump or blow to the head, emergency transportation, or an unusual event that jeopardizes the safety of children or staff.

The state requires that all staff members be trained in First Aid, CPR, and communicable disease recognition. In the event of a minor injury or accident staff will administer basic first aid. If the injury/illness were more serious, first aid would be administered, and the families would be notified immediately to assist in deciding an appropriate course of action. If an injury/illness is life-threatening,

the EMS will be contacted, families will be notified, and a staff member will accompany the child to the hospital with all available health records.

Staff may not transport children in their vehicles. Only families or EMS will transport them. We do require that you agree to permit FUMCLC to transport your child in an emergency. (If you were to decline, this means we can only call you in the event of an emergency, we would not be allowed to call EMS.) While we do not expect an emergency to arise, we do take your child's health and safety seriously, so we will not accept a parent who refuses to grant permission to transport.

Emergency / Weather/ Safety Procedures

In the case of an emergency evacuation such as a gas leak or bomb threats, all staff and children will walk across the parking lot to the east sidewalk to Fairfield Inn and Suites, 1544 E. Wooster St, Bowling Green, OH 43402, 419-352-0033, where staff will call families to pick up the children.

For a tornado, we will close all doors. We will have a first aid kit, radio, and flashlight and go into the bathroom between rooms 102 and 105 or the bathroom between the Youth Room and Sonshine Room. All children will sit against the wall with their arms over their heads until the radio says it is safe to return to the classrooms.

In case of fire, everyone will exit the building to the designated meeting place, which is the grassy area on the opposite side of the parking lot next to the large sign by Clough Street. The teachers will account for all children and wait for an all-clear from fire officials.

Any threat of violence will require us to secure children in the safest location in the building or outside, take attendance, and contact 9-1-1/police. Then follow instructions from authorities and notify families as soon as possible.

In case of power outages, water, or heat the Director will determine whether the center needs to be closed. The staff will be responsible for bringing the center's disaster plan, emergency contact information, and any pertinent medical information during any evacuations or drills. Power outages or other extenuating circumstances may cause limitations to our communication capabilities. If we are unable to call/contact families, a sign will be posted on the childcare main entrance updating families with whatever information we can provide. For all other types of emergencies or for more information, please speak with the Director, who can provide you with our Disaster Plan.

Management of Illnesses and Communicable Diseases

FUMCLC provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program and quickly assess their general health. You need to notify the center immediately of all contagious diseases your child contracts. We ask that you please not bring a sick child to the center. They will be sent home if they present noticeable symptoms at drop-off. Please also plan and have a backup care plan in place if you are not able to take time off work or school. We must abide by the state and health department restrictions and policies on return-to-school guidelines. FUMCLC will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due

to restrictions imposed upon us by the health department in the event a communicable disease has been identified.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
- Temperature must return to normal for 24 hours before returning to care without the assistance of medication (i.e., Tylenol/Advil). Call the doctor if your child suddenly develops a rash, especially if it is accompanied by a fever, sore throat, or swollen glands, as this may be a sign of scarlet fever. This is especially important if your child has any symptoms of strep throat.
- Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).
    - Your child may return to care after 24 hours without loose stools. In the event of a rotavirus diagnosis, please provide a release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased, and the child has two stools that have tested negative for the bacteria. A release from the physician or health department may be required.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound and/or difficult or rapid breathing.
    - Your child may return to care when free of symptoms or with a physician's note.
- Yellowish skin or eyes.
    - Your child may return to care when free of symptoms or with a physician's note.
- Pinkeye. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
    - Your child may return to care 24 hours after treatment has begun and a release from your physician is provided.
- Hand-foot-mouth disease. Hand-foot-mouth disease is a common childhood illness featuring mouth sores, fever, and rash. Often, the first thing parents notice is their child’s decreased appetite for solids. Children may also have a fever and a sore throat. A day or two later, many children develop sores in their mouth. They begin as small red spots on the tongue, gums, or mucous membranes. A skin rash may also develop over a day or two, with flat or raised red spots. Unlike with many rashes, the spots are often found on the palms and soles. Symptoms and recovery time may vary, so please speak to your director before returning to care.
- Fifth’s Disease. Especially common in kids between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Recovery time may vary, so please see your child’s physician and speak to your director before returning to care.
- Ringworm. A common skin infection that takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately.
    - Your child may return to care 24 hours after treatment has begun. A release from your physician must be provided.
- Untreated infected skin patches, unusual spots, or rashes.

    - Your child may return to care when free of symptoms or with a physician's note.
- Unusually dark urine and/or gray or white stool.
    - Your child may return to care when free of symptoms or with a physician's note.
- Stiff neck with an elevated temperature. See your physician immediately!
    - Your child may return to care when free of symptoms or with a physician's note.
- Evidence of lice, scabies, bed bugs, or other parasitic infestations.
    - Your child may return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be “nit free” before being allowed back to care. Upon return, the child must check in with the staff each morning for 4-8 days for a quick recheck to prevent a recurrence. To assure effective treatment, please check previously treated children for evidence of new infection daily for ten (10) days after treatment. It is recommended you repeat the treatment seven (7) to ten (10) days after the initial infestation.
- Sore throat or difficulty in swallowing.
    - In the event of a strep throat diagnosis, your child must be fever-free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care.
- Vomiting especially when accompanied by any other sign or symptom of illness.
    - Your child may return to care when free of symptoms for 24 or with a physician's note.

Injuries:

If your child is injured to the extent that they are unable to safely access and navigate the facility they will not be able to attend FUM. In this type of situation, the director and Parent will meet to discuss the said situation to rule on what the best course of action for returning will be. These decisions will be entirely up to the director’s discretion.

Actions:

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The mat and any linen used will be washed and disinfected before being used again.

In the event a parent or emergency contact is called to pick up a child due to illness or injury we ask you make every attempt to pick up the child within an hour from notification. Failure to pick up your child in a timely manner will result in our staff making contact through the emergency list you provided. If the child is still not picked up we are obligated to contact ODJFS.

Communication/Re-admittance to the Center after illness

The Ohio Department of Health's “Communicable Disease Chart” is posted in the hallway.. An email will be sent to notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom-free a doctor’s note will be required stating that the child is not contagious.

Call the attendance line when you think your child is ready to return to the center or if you have questions regarding their return date. The staff member will discuss your child’s condition with the

director to determine your child's return. In some cases, you may be asked to have a physician sign a release statement upon your child's return. Decisions must be made on a case-by-case basis. Each child is different and will get better at a different rate than other children.

FUMCLC employees are trained in the management of communicable diseases. All employees are trained in hand washing and disinfecting procedures. The teachers are required to wash their hands frequently throughout the day and to train the children to wash their hands. Staff members exhibiting any symptoms of communicable disease will be excused from job responsibilities and may not be permitted to return to work without a physician stating that they are free from a communicable disease.

Any child demonstrating signs of the illness listed above will be isolated and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Any time a child is isolated they will be kept within sight and hearing of a staff member. Children are typically isolated in the Director's office. The cost and any blankets will be washed and disinfected before being used by another child. Families will be notified by brightwheel if their child has been exposed to any communicable disease. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom-free a doctor's note will be required stating that the child is not contagious.

Dental First Aid:

Dental Emergencies

In the event of a dental emergency, parents or guardians will be notified promptly and advised to seek appropriate dental or medical care. Dental emergencies may include a broken, chipped, or displaced tooth; a knocked-out tooth; significant oral bleeding; severe dental pain; or an injury to the mouth or jaw.

Staff will provide appropriate first aid within the scope of their training and follow the daycare's emergency procedures. If a child experiences a serious injury, uncontrolled bleeding, significant swelling, difficulty breathing, or any other condition requiring immediate medical attention, emergency medical services will be contacted as necessary.

Parents and guardians are encouraged to keep the daycare informed of their child's current dentist and emergency contact information and to promptly notify the daycare of any dental conditions, treatment plans, or special instructions that may affect the child while in care.

See Flyer for additional information.

Medication/Modified Diets

Medication can be administered only after a medical administration form is completed, signed by a parent, and filed with the Director. The child must have received one dose of the medication before FUMCLC staff can administer the medication. Each medication must have its own completed form. All

medications must be in the original container and have a dosage listed for the age or weight of the child. Expired medication will not be administered. A doctor's note will be required if a dosage different than the label is to be given. Over-the-counter medication may only be given at school for three consecutive days (including weekends). All medications will be stored in a designated area inaccessible to children. School-age children will be permitted to carry their own ointments and emergency medications, FUMCLC must be notified that they are carrying medications, and the proper forms must still be on file.

We recommend that all children receive the following health screenings: vision, dental health, height, weight, hearing, blood lead, and hemoglobin levels. These can be performed at your pediatrician's office or the Wood County Health Department. When possible, FUM Child Learning Center will offer vision screenings through the Lion's Club. This screening will measure the refractive status of each eye and how well the child's eyes are working together (stereopsis test). If a potential problem is detected, the families will be given the test results and referred to an optometrist for further testing. Speech and language screenings may also be offered through the Wood County Hospital- Rehabilitation Department. If the Speech/Language Pathologist feels the child should receive more testing, the child will be referred for a full evaluation. These screenings are offered free of charge.

Wood County Health Department

1840 East Gypsy Lane Road Bowling Green, Ohio 43402

419-354-5556

Smile Express Mobile Dental Center

(Visits once per month at the Wood Co. Health Department)

419-241-1641

Wood County Hospital- Rehabilitation Services

1037 Conneaut Ave, Bowling Green, OH 43402

419-354-8950

BGSU Speech & Hearing Clinic

419-372-2515

Support for onsite Breastfeeding

FUMCLC will support breastfeeding mothers who continue breastfeeding after their toddlers begin care at the center. Mothers may breastfeed or express milk during all business hours and their children may be fed/provided breastmilk at all mealtimes. If additional time is needed beyond the usual mealtimes, families may plan these times with the Director. Mothers may express milk in the Meeting Room or Parlor Room which will be kept private, and sanitary and are located near a sink with running water for

washing hands and rinsing out breast pump parts and have an electrical outlet. If this space is unavailable, it will be the responsibility of the director to provide an appropriate alternative.

Expressed milk can be stored in the refrigerator located in the lunchroom or the child's classroom and must be clearly labeled (Content, name, and date) and taken home daily.

Families must keep the Director informed of their needs promptly so that appropriate accommodations can be made. Families are required to keep the breastfeeding location (private area and sink) clean and disinfected for the next user. If more than one person requires the usage of this private place, the Director will provide a sign-in log enabling shared usage.

Americans with Disabilities Act

FUMCLC will ensure compliance with the Americans with Disabilities Act (ADA), including:

• Administering medication to children with disabilities.

• Administering care procedures for children with disabilities

Diapering Policy

FUM Child Learning Center staff members will change a child's diaper immediately when wet or soiled. Additionally, the staff will regularly check any child who wears diapers every 2 hours. The FUMCLC will monitor the toileting needs of all children but do not routinely check children who no longer wear diapers and/or training pants. Clothing will also be changed immediately when wet or soiled (see below for change-of-clothes expectations). Soiled clothes will be bagged, clearly labeled with the child's name and date, and stored in a designated area, out of the reach of children. Parents will be notified when a child has had an accident and has solid items to take home. Parents must take home soiled items daily. If soiled items are not taken home, they will be discarded for health and safety reasons. FUMCLC is not responsible for any loss caused by failure to take home soiled items. When changing diapers, the staff members will comply with the following:

- The staff members will wash all soiled areas of the child's body with a disposable wipe.
- The staff members will use disposable separation material between the child and the changing.
- surface. A different separation material shall be used for each diaper change.
- A child will never be changed on their cots or on a surface that cannot immediately be sanitized.
- A staff member will NEVER change a child on the floor or bare surface, but may choose to change an age-appropriate child while they are standing up. This may allow for proper training in self-care skills.
- Families must provide appropriately sized diapers, wipes, and any other items needed for
- diapering. All package containers must be labeled, and the staff will ensure that items do not touch the child to avoid cross-contamination.
- The staff member will make sure that no child is ever left unattended on the diaper changing table.
- Toddler-age families will be notified of any diapering habits, needs, or issues, daily on a tracking form. Preschool families may also receive similar tracking forms, upon request.

- Due to health concerns and space limitations, FUMCLC cannot currently accommodate cloth diapering. If this policy changes, families will be notified via a policy addendum.

Children are expected to be started with potty training before they can transition from the toddler program to the preschool program. If a child in a preschool room has frequent accidents (defined as 2 or more times a day or at the director's discretion), FUMCLC will mandate that the child returns to disposable training pants (or diapers), even if they have already transitioned to underwear. This is for the health and safety of the entire center.

The preschool rooms are not designed to regularly accommodate diaper changes. FUMCLC understands that toileting accidents are a regular occurrence in a child's development. However, frequent accidents may require that we dis-enroll your child in the center until they are fully toilet-trained. In the rare event that the Director transitions a child knowing that they are not fully toilet trained, but are close and otherwise, social-emotionally ready, any toileting accidents will not be tracked but the teacher will continue to work with the child until they are fully trained. A child will never be punished or shamed for having a toileting accident.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the feels-like temperature is below 25 degrees (wind chill is also factored in). If inclement weather is approaching, or lightning is spotted, children will be taken inside immediately. When the weather does not allow us to be outside, gross motor activities will take place in our gymnasium. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots. Children are required to wear appropriate shoes while at the center. Shoes must be able to be safely worn both inside and outside. Shoes should have proper traction and ankle support. No slippers or backless shoes are to be worn at any time.

Parent Participation

Families are encouraged to participate whenever possible in the activities at the center. Except for extenuating circumstances such as high health and safety risks, families have unlimited access to all areas of the building used for childcare during hours of operation. Families may wish to attend field trips, class parties, or simply stop in to join the daily fun. You will be informed of any volunteer opportunities. We will periodically have fundraisers throughout the year. We only raise funds for specific projects. Participation is always voluntary.

Teachers are available to discuss a child's progress or need at any time. Please arrange a convenient time to meet with the teacher or Director. Formal conferences will be scheduled in the fall. A minimum of one parent or guardian is expected to attend annual conferences. If a Parent has more than one child in care at FUMCLC, we will make the effort to schedule their conferences back-to-back to limit scheduling conflicts. If a face-to-face meeting cannot take place, a phone conference may be available. Families will

be expected to sign any correlating paperwork the morning of their child's first day in attendance following a phone conference. Please feel free to discuss any questions or concerns with us. Often issues can be addressed when they are little problems before they grow into bigger problems. We realize you are entrusting us with your child, and we want to develop a positive relationship. Any concerns regarding your child or center operations should be brought to the attention of the Director. If there is a conflict with a staff member, a meeting will be scheduled with all parties to resolve any issues. If the issue was not resolved to your satisfaction, it can be brought to the attention of our Board of Directors. We take your concerns seriously and will do our best to resolve any conflict. The ODJFS toll-free number for reporting violations or concerns is 1-877-302-2347, option 4.

Much of our communication is handled through Brightwheel. Updates will be placed on the classroom door weekly This has information from each teacher about what their classes have been doing during the week. We will let you know if any special activities are planned if we need donations of any kind, or just general information about the center.

Additional Information

Please bring an extra change of clothes to leave at the center. Please put them in a gallon-size bag with your child's name. They will be stored in the classroom bathroom. Be sure to change them out as the seasons change. Children who are enrolled for the full day will nap (or rest quietly) each day. Please bring a blanket, a small pillow, and a soft toy for your child. There may be times that the use of these items may be limited due to possible health risks. We appreciate your understanding of this. These items will be sent home each week to be laundered. Children will be assigned a cot and will use that cot each day. Please be sure to label all your child's belongings. All children will have a basket for their belongings, please check the baskets each day. **Please do not allow your child to bring toys from home.** We have plenty of toys and activities to keep them busy during the day. We cannot be responsible for items brought from home.

Dress your children in comfortable clothes. The children are busy throughout the day doing art projects, science experiments, and playing outside. They will get dirty! Tennis shoes are preferred as they will be running and climbing. Sandals are permitted if they have a strap to keep them on. Flip-flops and slippers are not permitted.

As a non-profit organization, we gladly accept donations but do not require supplies to be purchased for your child's classroom. Below are a few items that are always needed throughout the school year:

1. Boxes of Kleenex
2. Glue sticks
3. Boxes of markers
4. Paper products such as napkins, 6-ounce cups, and paper towels.

We invite you to investigate our busy, happy, noisy, creative classrooms and see your child at play. We want you to realize the validity of that play and the importance of what he/she is learning. Together we can help your child develop to his/her fullest potential.

Parent/Guardian Handbook Acknowledgment

I acknowledge that I have received a copy of the **Parent/Guardian Handbook** for this program. I have read, understand, and agree to comply with the policies, procedures, and expectations outlined in the handbook.

I understand that these policies are in place to promote the health, safety, and well-being of all children enrolled in the program. I agree to support and follow these policies and understand that failure to do so may result in corrective action, up to and including termination of childcare services, as outlined in the handbook.

I understand that the program reserves the right to revise or update the handbook and that I will be notified of any significant changes.

Child's Name: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Director Signature:_____ Date_____