

# **Madison Early Childhood Learning Center**

## **Parent Handbook**



**1035 Grace St. Mansfield, OH 44905**

**Phone - (419) 589-7851 Fax - (419) 774-0557**

**Operational Hours: 6:30 a.m. – 6:00 p.m. / Monday- Friday**

**MECLC website - <https://www.mlsd.net/EarlyChildhoodLearningCenter.aspx>**

**Facebook page – Madison Early Childhood Learning Center**

## **Preschool Program Philosophy**

The Madison Early Childhood Learning Center preschool program is based on the premise that all children share certain needs. Using a developmentally appropriate approach, the program can contribute to the child's total development and maximize each child's potential in the social, emotional, cognitive, and physical domains. Since the parents / guardians are the child's first teachers and maintain contact with him/her throughout his/her developmental years, it is our intent to provide a program which involves the parent as an integral part of the child's total development. We encourage parent involvement in the program at every level. The Madison Early Childhood Learning Center preschool program provides the child with successful experiences which serve as a foundation for successful adaptation for life in the home, at the Center and in the community.

The Madison Early Childhood Learning Center preschool program offers opportunities for both group and individual activities and for both adult-directed and self-directed activities. Young children must be actively involved in many concrete experiences for learning to be meaningful. Staff are encouraged to provide materials and experiences which are conducive to help the child to clarify relationships between new events and what he/she already knows, to offer adequate reinforcement for his/her efforts and to provide sufficient challenge to refine and/or develop new skills while still allowing the child to meet with success. Emphasis is placed on the development of a positive self-image in a child.

Provisions are made in the program to allow for a variety of different activities. Indoor and outdoor activities are planned in terms of weather, space, length of session, and maturity of children in a group. A balance of active and quiet activities is scheduled to promote the development of self-control in the children and to aid the staff in the appropriate guidance techniques. Quiet/nap period is also included as part of the daily schedule and aids in maintaining the development of an emotionally and physically able child.

Each child's growth of development is recorded and evaluated for the purpose of individualized planning. Assessments are given in the fall and in the spring. A report of this assessment is made available to parents during a scheduled conference.

## **School Age Program Philosophy**

The Madison Early Childhood Learning Center school age program is based on the premise that all children share certain needs. Using a developmentally appropriate approach, the program can contribute to the child's total development and maximize each child's potential. Since the parents / guardians are the child's first teachers and maintain contact with him/her throughout his/her developmental years, it is our intent to provide a program which involves the parent as an integral part of the child's total development. We encourage parent involvement in the program at every level. The Madison Early Childhood Learning Center school age program provides the child with successful experiences which serve as a foundation for successful adaptation for life in the home, while at their school during the day, at the Center, and in the community.

The Madison Early Childhood Learning Center school age program offers opportunities for both group and individual activities and for both adult-directed and self-directed activities. Children must be actively involved in many concrete experiences for learning to be meaningful. Staff are encouraged to provide materials and experiences which are conducive to help the child to clarify relationships between new events and what he/she already knows, to offer adequate reinforcement for his/her efforts and to provide sufficient challenge to refine and/or develop new skills while still allowing the child to meet with success. Emphasis is placed on the development of a positive self-image in a child. Children in the school age program are able to experience activities that provide scaffolding while using their school day experiences to assist them with their learning. School age students will be provided with activities that are created and implemented using the K-12 standards, supplemented with social and emotional well-being, recreational skills, and health and safety skills.

Provisions are made in the program to allow for a variety of different activities. Indoor and outdoor activities are planned in terms of weather, space, length of session, and maturity of children in a group. Children in the school age program range in age from 5 years old to 12 years old. A balance of active and quiet activities is scheduled to promote the development of self-control in the children and to aid the staff in the appropriate guidance techniques.

Informal assessments are conducted during every planned activity, and individual goals are documented on an as needed basis. Both of these are stored in the child's portfolios.

## **Enrollment, Placement and Attendance Policy**

- Enrollment will be based upon a mutual consent between parent/guardian and Madison Early Childhood Learning Center, and shall be granted without discrimination in regard to sex, race color, creed, or political belief.
- Enrollment is determined by the individual needs of the child and family in relationship to the program's ability to meet those needs.
- We may deny enrollment based on the availability of slots, past due fees and attendance issues. Placement of children will be mutually assessed, planned, and agreed by parents and staff. The actual placement will serve to benefit the child's needs. If placement agreement is not agreed by parents and program, the child will be removed from the program or not enrolled.
- Any child participating in the program must be between the ages of 6 weeks and 12 years of age.
- A child can be removed from the program by parental consent, or principal based on the violation of program rules, or ongoing discrepancies with program operation.
- Any child 38 months of age and older must be fully toilet-trained to participate in the preschool program. The only exceptions are those children that are receiving documented IEP services related to the issue of not being fully toilet-trained. If your child is not fully toilet-trained by the age of 38 months, we will give them an extra 30 days in the toddler room. If your child is still not toilet-trained after being given an extra 30 days, then your child may be disenrolled because they will not be able to move into our preschool program, and they will be over age for the toddler program.
- If your child is not in attendance for more than 2 weeks without using their excused days or a payment is not made, then they will be removed from our roster. We will not hold your child's spot without

payment. We have to follow the ODE teacher to child ratios, and we are only allowed the number of children on our rosters as stated by the ODE guidelines. This policy includes school age children attending our center. We will not keep a child on our roster that does not attend the center weekly, or a payment must be made weekly to hold their spot when you need childcare (including snow days and holiday/ school closings).

### **Enrollment Requirements**

MECLC is a licensed childcare and PreK program. All children must have a current application (done annually) and copy of their birth certificate. Additionally, all children 6 weeks - PreK are also required to have on file an updated physical (done annually), and immunization record. Every child must have a current immunization record on file. The above required paperwork must be submitted to the center prior to your child's first day of enrollment.

### **Vacation / Sick Excused Days**

Attendance is a critical factor in the success of the child's early childhood experience.

The program reserves the right to terminate early childhood services based on the unsatisfactory attendance record of any student. Each private pay student will be given 10 excused to be used as vacation and sick days. These excused days will be given annually from August 1<sup>st</sup> through July 31<sup>st</sup>. The excused days cannot be carried over each annual year, and if you must tell the office within 5 business days when you want to use an excused day. When all of the excused days have been used, then you will be charged for any missed days. Your child may not be in attendance if you are using an excused day. Fees are charged weekly on Monday for the week of service.

Children that are enrolled only in the school age summer childcare program. Vacation/sick excused days are not provided since your child(ren) is only attending the program for a short period of time.

Each JFS student is given excused days from Job & Family Services. JFS determines the amount of excused days a child will receive based on the calendar year. MECLC will use the excused days to fulfill your child's weekly enrollment requirement to maintain their spot in the program.

## Holiday Closings

We will be closed on the following holidays –

Martin Luther King Jr.

President's Day

Good Friday

Labor Day

Thanksgiving Day

New Year's Eve

New Year's Day

Juneteenth Day

Friday after Thanksgiving

Memorial Day

Christmas Eve

Independence Day

Christmas Day

If a holiday falls on a Saturday, then we will observe the holiday on the Friday before the holiday. If a holiday falls on a Sunday, then we observe the holiday on the Monday after the holiday. Fees are charged weekly (not daily), and they will be charged for the full week.

We will close the center for one full week when we observe Christmas Eve and Christmas Day. The week will be announced yearly at the beginning of every academic year. The week the center closes will depend on when the holidays are observed. **During the full week that we are closed, a weekly tuition fee will not be charged.** The week the center is closed will allow for yearly maintenance or repairs to be completed.

## Positive Behavior Interventions and Support (PBIS)

**Be Kind**

**Be Safe**

**Be Responsible**

Positive Behavioral Interventions & Supports (PBIS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation.

The MECLC PBIS Matrix expectations and rules are listed below for each area. The preschool and school age staff explicitly teaches each rule in each area. Lessons are taught using social stories, interactive activities, and modeling.

### Madison Early Childhood Learning Center Matrix

|                    | <b>BE KIND</b>  | <b>BE SAFE</b>  | <b>BE RESPONSIBLE</b>  |
|--------------------|---|---|--|
| <b>Bathroom</b>    | <ul style="list-style-type: none"> <li>• Give privacy</li> <li>• Keep hands and feet to self</li> <li>• Use quiet voices</li> </ul>       | <ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Walking your feet</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Wash and dry your hands</li> <li>• Put paper towels in the trash</li> </ul> |
| <b>Bus</b>         | <ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Use quiet voices</li> </ul>                               | <ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Use looking eyes</li> <li>• Use walking feet</li> </ul>       | <ul style="list-style-type: none"> <li>• Keep your coat and backpack with you</li> <li>• Use your listening ears</li> </ul>                  |
| <b>Classroom</b>   | <ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Take turns and share</li> <li>• Use kind words</li> </ul> | <ul style="list-style-type: none"> <li>• Use your words</li> <li>• Use toys and materials safely</li> <li>• Walking feet</li> </ul> | <ul style="list-style-type: none"> <li>• Try first and then ask</li> <li>• Clean up when asked</li> </ul>                                    |
| <b>Hallway</b>     | <ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Smile and wave</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Looking eyes</li> <li>• Walking feet</li> </ul>  | <ul style="list-style-type: none"> <li>• Stay with your group</li> <li>• Use your listening ears</li> </ul>                                  |
| <b>Gym/Outside</b> | <ul style="list-style-type: none"> <li>• Use gentle hands</li> <li>• Take turns and share</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Follow rules</li> <li>• Stay together</li> </ul>   | <ul style="list-style-type: none"> <li>• Clean up</li> <li>• Line up when asked</li> </ul>   |
| <b>Meal Time</b>   | <ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Use your manners (please, thank you)</li> </ul>           | <ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Walking feet</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Listening</li> <li>• Use quiet voices</li> <li>• Clean up your space</li> </ul>                     |

## **Discipline Policy and Procedures**

Children are expected to follow these guidelines for their protection and the safety of others:

- Children may not choose activities which are harmful to themselves or others
- Children must respect the personal space and property of others
- Children must stay within the designated program space, both indoors and outdoors
- Children must be respectful of staff, other students and volunteers
- Children will be responsible for cleaning their space after snack and play

The following are never permitted:

- Giving "put downs"
- Fighting (this includes rough-housing and karate)
- Spitting
- Use of improper language or gestures
- Running indoors
- Any conduct that is considered inappropriate by reasonable standard

## **Consequences**

SACC, and all other classrooms will discuss their behavior management plan individually with each family. These plans are posted in each classroom.

- A child having problems playing within the guidelines of the program is removed from the group to a designated time-out area until he/she is able to act in an appropriate manner. (This area is available for your viewing at any time).



- For severe or continuous problems such as physical violence or deliberate violations of the rules, a behavior slip will be issued to the parent, indicating if suspension or termination is a result.
- After three behavior slips have been issued, the parent will be called in for a conference which can result in an in-school suspension (child attends, but is isolated and does not participate in any special activities), or the child may not return for a full day.
- If, upon return to the program following the suspension, the child's behavior does not improve, the child will be dismissed from the program. Once a child has been dismissed from the program, he/she may not return or be re-enrolled at a later date.
- If any school age child is suspended/ terminated from their elementary school, they will not be allowed to attend the program during that time.

**An additional Behavior Plan is used and distributed during the summer for the Summer School Age Program.**

### **ODE Licensing Rules:**

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **Discipline and Behavior Management**

In the event that you are informed in writing regarding your child's behavior, a written plan of action will be mutually arranged and agreed upon by parents and teachers. It is the goal of the program to give every child the maximum experience of a stimulating, nurturing, and safe environment. We believe that partnership with parents helps us to be a more successful at meeting our goals.

### **Custody Issues**

When an enrolled child is the subject of a custody conflict between two parents, the Madison Early Childhood Learning Center must have court documents indicating custodial parenthood. In accordance with Ohio Revised Code S3111.02, an unmarried father must present written documentation (court order) indicating any rights of visitation to the child. All parents must give written permission to the center identifying all persons who are permitted to receive the child. The Madison Early Childhood Learning Center reserves the right to exclude a child from the program when the conflict between parents presents a health and safety hazard to the child and/or program.

### **Public Preschool Participation**

Any preschool age child who participates in either public preschool or the Early Childhood Grant is expected to maintain a good attendance record. The attendance of the child is a key ingredient to their preschool success. Also, poor attendance patterns disrupt classroom routines and take up available slots from children waiting to attend a quality preschool program. Madison Early Childhood Learning Center reserves the right to terminate services based on a poor attendance record.

### **Early Childhood Grant (ECE)**

The Early Childhood Grant (ECE) is a grant that is funded through the Ohio Department of Education. Preschool students are eligible for the grant based on the income (Federal Poverty Guidelines) and age requirements. A student must be 4 years old by August 1<sup>st</sup> of the enrolment year. The ECE grant provides a preschool program for students for 455 contact hours during the academic school year during August – May (dates change annually). The hours of the ECE program are Monday – Friday/8:30am – 11:00am. There are limited spots given to MECLC for the grant each year, and the amount of spots are determined by ODE. The number of spots can change annually based on the need throughout the state of Ohio.

### **Parents Utilizing Staff for Personal Sitters**

The Madison Early Childhood Learning Center does not recommend or endorse any staff serving as personal child care providers. Staff for the Madison Early Childhood Learning Center are not permitted to engage in personal babysitting services for current Madison Early Childhood Learning Center families. If there has been a previous relationship established outside of their association with Madison Early Childhood Learning Center, the program will not negate that relationship, and assumes no responsibility.

### **Parent Advisory Board**

A parent advisory board is formed annually. The committee is comprised of at least 10 parents who have children enrolled in the center. The committee should also include representatives of local community agencies that provide services to young children and their families. Regular meetings will be held at 4:15 pm throughout the year. Signs will be posted and notices will be sent one week prior to the meetings. The meetings are open to all parents and staff members. We need and appreciate parental involvement!

### **Open House**

An open house will be held yearly. The date will be announced at a future date. Open House is for parents and community representatives to tour the program's facility, meet staff, and learn about the services we provide.

## **Parent Conferences**

Parent conferences are held twice a year, once in the fall and again in the spring. Two conferences a year are required by state licensing regulations; however, additional conferences may be scheduled as questions or concerns arise at the request of the parent or staff.

## **Parent Visits**

We encourage parents to visit the center at any time during the course of the day. Parents should feel free to observe and interact with their child during class time and special events.

## **Parent Roster**

Our program does not voluntarily distribute a parent roster. If parents request this information and the applicable parents have given permission, we can provide this information on as-needed basis.

## **Nutrition**

All children in attendance between the hours of 7:15am and 8:30am, 11:00am and 12:30pm, 1:50 and 4:30 are served a meal which consists of at least one half of the child's recommended daily dietary allowances. Each classroom will have their time slot for mealtimes. It is the responsibility of the parents to have their child here prior to the end of each mealtime. Current menus of the entire week are available at the office. The food prepared shall be in the quantities reflecting the developmental stage of the child and the recommendation of the Madison School's nutritionist and the USDA nutritional standards. Food preparation records are maintained by the center. One supplement is served each day-this consists of juice or milk, fruit or vegetable, cheese or bread product. Each meal contains a whole grain component. We are required by the State of Ohio to provide all parents with written nutritional information concerning the quantities of food needed to be served to meet one third of the child's recommended daily dietary allowances. In case of special diets where an entire food group needs to be eliminated for a child, parents need to provide a doctor's statement, and /or a written waiver indicating the special needs for a menu adjustment.

*“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.”*

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW ,Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **Breastfeeding Policy**

When a breast feeding mother would prefer to breastfeed her child at MECLC there will be a private space that is not a bathroom and is “shielded from view and free from intrusion the public” that mothers can use to express milk. Breastfeeding mothers typically need to express milk every two to three hours. It typically takes 15-20 minutes to express milk, depending on the mother and the age of her baby. This does not include travel and clean-up time. Please notify the office if you will need to utilize this policy.

### **Nap Time**

We at Madison Early Childhood Learning Center believe it is important to provide children enrolled in a full-day program an ample rest period. Children are encouraged to rest after lunch for a period of 1.5 hours. Sleeping during rest time is not required; however, we do encourage the child to lay quietly. You may bring in a

small blanket, pillow, and something that provides comfort for your child during nap time such as a stuffed animal.

### **Fire/Tornado Drills**

A fire drill is conducted monthly. Tornado drills are also conducted during the period of March through October. Fire emergency and weather alert procedures are posted in each classroom. These plans include a diagram showing evacuation exits. Attendance records are also kept. All staff (Except custodian and director) and children and visitors must evacuate the building during drills. Do not drop off or pick up any child during any type of evacuation.

### **First Aid**

A first aid kit is located in the main office, and in every classroom. Staff that are trained in first-aid are on the premises at all times. Written incident reports are completed on each child that receives first aid. Incident reports are reviewed and signed by the director or office staff, copied, and returned to the teacher to be signed by the parent. Parent receives the copy, original gets returned to the office to be filed in the child's file.

### **Serious Injury**

In case of a serious illness or injury, or if a parent/guardian cannot be reached, the office will contact the doctor noted on the emergency medical release. If the doctor cannot be reached, or if immediate intervention is necessary, the emergency medical services will transport the child to the emergency room if necessary; and the child's teacher will accompany him/her to the hospital and remain there until a parent/guardian arrives. Someone will continue to try to contact the parent/guardian(s).

Children's files are located in the office. These files contain emergency medical information and emergency names and telephone numbers. All information contained in these files is strictly confidential.

## **Emergency Information**

It is the responsibility of the parent/guardian to provide updated emergency information to the front office staff. It is very important that if any of your information changes (phone numbers, addresses, work, etc.) that you inform the office as soon as possible so we have the correct numbers to contact you in case of an emergency. It is also important that you notify the office if there are any changes on your child(ren) pick up list. ODE requires that every child have on file 3 emergency contact working numbers. This is your responsibility as the parent/guardian to make sure that we have the most updated emergency contact information on file at all times.

## **Health/Safety**

The MECLC Health and Accident Policy include Chapter 5104 of the Ohio Revised Code. All staff have completed communicable disease training in signs and symptoms of illness and in hand washing and disinfection procedures. The communicable disease chart is located in the front office. Center staff that are ill are asked to leave the center, and a substitute is called. Notices are posted outside each classroom concerning communicable disease to which the children have been exposed. If your child is exposed to a communicable disease outside the school, please notify the center. If your child has an undiagnosed symptom, you must have the child seen and treated, if applicable, by a physician before returning to the center.

## **Parent Grievance Procedure**

1. When a parent has a concern or a grievance, the classroom teacher should be informed of the situation.
2. If the matter is not resolved, the parent will contact the director to discuss the concern.
3. If the matter is not resolved, the parent will contact and inform the superintendent or his/her designee
4. If the matter is not resolved, the parent will contact the President of the Madison Local School Board in writing via the Madison Board of Education, 1379 Grace Street, Mansfield, Ohio, 44905.

5. The Ohio Department of Education will be contacted by parent if all other steps are unsuccessful in reaching satisfactory outcomes.
  
6. All appropriate numbers and addresses for individuals are posted on-site.

As a parent/guardian of one of our students, any concerns or issues regarding your child's care you might have, please contact the center director, Natasha Repp at 419-589-7851, email: nrepp@madisonrams.net or stop in my office to discuss your concerns.

### **Illness**

We strongly encourage parents to keep children at home when they are not feeling well or showing any signs of illness. Our goal is to maintain a healthy environment for all children. Have an emergency backup plan for care of your child when they cannot be at the center and you must be at work. Please see our illness policy located in the enrollment packet and it is also posted on the parent board. Once you are contacted to pick up your child for an illness, you will have 1 hour to pick them up after you are contacted. If you are unable to pick your child up once you are contacted then you will need to send someone in your place that is listed on your pick up list. If we cannot contact you to pick up your child then we will attempt to contact your emergency contacts. If we are still unable to reach anyone to pick up your child for their illness then we will may need to contact Children Services based on the seriousness of the illness. If a child is not picked up within 1 hour from being contacted for an illness, and the illness has not become serious, but it's still contagious then we will follow the late pick up policy. Please see that policy in the handbook. We cannot allow a sick child to stay at the center for childcare when they are contagious to the children and staff in the building. We will strictly follow this policy with no exceptions.

### **ODE Communicable Disease:**

The following precautions shall be taken for children suspected of having a communicable disease:

- (1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.
- (2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
  - (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);



- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
  
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

(4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses (see Appendix A).

(5) A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program;
- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease.

The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

### **Payment Policy**

Payments can be made in the form of cash, check, credit card, or using the online PaySchools Events system. The link to this site can be found on our Madison MECLC website page at the bottom. We require a **\$25.00 per child**, nonrefundable, registration fee to be paid before the child starts the center. **All tuition fees including copays are to be paid every Monday. Weekly tuition fees are charged every Monday for the week of service.** A late fee of \$10 will be charged on Thursday if payment has not been received. Payment must be paid in full (including late fee) by Friday for the current week, or your child will not be allowed to return the next week until payment is made in full. If we have no payment for 2 weeks, then your child will be taken off of the roster. **You may choose to pay bi-weekly, but only if you have a week paid for in advance.**

Any accounts that are delinquent will result in termination of services and submission to a collection agency. Once submitted to collections, families will not be permitted to return to the program. MECLC continues to improve the quality of services we provide to our families. Unfortunately, our efforts are often hindered when

parents do not meet their financial obligations. **To ensure that MECLC is able to meet our financial obligations, we will strictly adhere to and enforce our current payment policy.**

**Jobs and Family Services Delinquent Account and Self Pay Delinquent Account:**

1. Parents will receive a notice of delinquency on Thursday with a \$10 late fee and payment must be paid to bring account into good standing.
2. If account remains delinquent after Friday for the week of service, the child(ren) cannot return until the balance is paid in full.
3. If the account returns to a delinquent status a second time, the parent must bring account to a good standing and **pre-pay** at least one week for child care services.
4. If the account is not paid in full, the parent will receive a final notice prior to turning the account over to the Richland Bureau of Credits. Once an account is turned over to the collection agency, payments or concerns can only be resolved through the collection agency. Any additional privileges or credit cannot be extended beyond this point in the process. Your child(ren) may not return to MECLC once your account has been turned over to the collections agency.
5. We accept cash, check, and credit card payments for tuition. If your check is returned 2 separate times for insufficient funds, then MECLC will no longer accept a check from you for future payments.

**Tuition Fees**

Everyone is required to pay the follow weekly tuition fees unless you are given a Madison staff or multiple children discount. Discounts will not be combined.

| <u>Infant</u> | <u>Toddler</u> | <u>PreK</u> | <u>School Age</u> | <u>SA Summer</u> |
|---------------|----------------|-------------|-------------------|------------------|
| \$175 – FT    | \$155 - FT     | \$125 – FT  | \$70 AM/PM        | \$125 – FT       |
| N/A – PT      | N/A-PT         | \$80 -PT    | \$50 AM or PM     | N/A - PT         |

Multiple children discount - 10% off for each additional child after the first child. Discount will be given based on oldest child's rate.

### **Field Trips**

Parents and children shall follow the guidelines that are set for your child's classroom. The center reserves the right to request a parent's attendance for children with behavioral issues. The preschool "End of the Year" fieldtrip requires that a parent or adult attend the fieldtrip with their child. The preschool will not provide alternative care for the children who do not attend the "End of the Year" preschool field trip. ***No child can go on a field trip without written permission.*** Parents will be given a written notice of each field trip in advance.

### **Meals**

Our center provides USDA approved meals (breakfast, lunch, and pm snack) to every student. Do not send food to school with your child. Children will not be allowed to eat outside food during meal times unless we have a special diet request documented. We will honor a special diet request documented by a physician. Meal periods will be adhered to by staff and parents. Meal schedules are posted throughout the center. This policy is strictly followed due to children that attend the center with severe food allergies. Children may not "finish up" their food or drink while in the classroom once they are dropped off. Parents/Guardians must stay with their child until they finish their food/drink before they can leave their child.

### **Toilet Training**

Any child enrolled in the toddler program must be completely toilet-trained by 36 months. If the child is not toilet-trained by 36 months, then the child will be given an extra 30 days in the toddler program to give them extra time. If they are still not toilet-trained after the extra 30 days, then they will not be able to attend MECLC until they have successfully completed the toilet-training process and are able to move on to the preschool program. Our preschool classrooms are not licensed or equipped for diaper changing in the Preschool program.

If your child has a bowel movement accident while at preschool, the teachers will assist in light clean-up of the child. They do not lay children down and clean their bottoms. Parents will be notified and asked to come in and

assist with proper clean-up. Please make sure your child has an extra change of clothes kept here at the center at all times. If your child has an accident and they do not have an extra change of clothes, if we have any clothes available then we will provide something for them. However, if we do not have any extra clothing available you will be contacted to bring them in a change of clothes.

### **Head checks**

Head checks are done on a monthly basis. If your child has head lice, you must have the office staff check their hair before they report to their classroom. Your child's hair must be treated medically and be nit free before they are allowed to return to school.

### **Fundraisers**

Our program does not encourage many fundraisers. We try to limit our fundraisers to one or two per year, and are usually done in the fall and early spring. All fundraisers are on a volunteer participation bases. We use the profits from the fundraisers for classroom materials, center materials, field trips, and special center events.

### **Building Access**

**Enter and Exit the building using the front doors only by office.** All other doors are locked and the alarm is activated for the safety of children and staff.

### **Calling off children**

The program requests that parents/guardians contact the center if their child will not be attending that day or for any specific period of time. If you will be late picking up your child(ren) based on your current schedule, please notify the office as soon as possible. We continuously monitor the teacher to child ratios and must adhere to the state guidelines at all times for the safety of all the children.

### **Dropping off or Picking Up Children**

All children must be taken to their classroom or designated area by an adult and acknowledged by a teacher. This same procedure applies for pick-up of children. If the parent has designated another adult to pick up their

child, they must contact the office staff and give their information. The designated adult must check in at the front office before picking up the child. All children must be signed in and out for each visit each day – no exceptions. Only adults 18 years or older are permitted to drop-off and pick-up students. We have made special pick-up and drop-off arrangements for parents/guardians that may have special medical conditions.

### **Late Pick-Up of Children**

Parents of children that are picked up after 6:00 pm will receive a notice regarding our policy of late pick-up. Our policy states: First time, a friendly warning will be given; Second time, the parent will be charged a \$1.00 fee for every minute the child is here; Third time, Children Services will be contacted and your child may be disenrolled from the program. The fees charged are per child.

### **Center Closing**

In the event our center will need to close prior to operating hours, we will contact local radio and television stations to make closing announcements. If the need to close occurs during operating hours, the above procedures will take place, as well as the possibility of attempting to contact individual families. It is very important that you maintain access to local news stations in the case of any emergency closings. A notice will also be posted on the center doors of any current or future closings.

### **Special Diet or Instructions**

Any parent that indicates a special diet or instruction for a child must provide proper documentation, i.e. physician's written orders. The program will be responsible to meet any dietary needs and special instructions, within reasonable measure.

### **Change of clothes**

All children, with the exception of the school age children, are expected to keep a change of clothes at the center for unforeseen emergencies. If, in the event your child wears home any article of clothing belonging to the center, we ask that you return all items the next day.

### **Parent Orientation Procedure**

All parents will receive a handbook. Each parent will receive a tour and overview of the program prior to actual enrollment of children. All parents will receive an individual classroom orientation checklist from their child's teacher within the first week of their child attending the center.

### **Local Schools and Center Policies**

It is the practice of our center to support any policies of the local school systems that affects our SACC program. Therefore, students are expected to maintain the same conduct that is acceptable and expected for their schools.

### **Parent Feedback**

Parents are provided ongoing opportunities to give feedback to the program via verbal communication to teachers, Principal, and Program Coordinator. Feedback can also be given through parent surveys or anonymous feedback box. The Principal has an open door policy to allow parents to feel welcomed and appreciated.

### **Suspected Child Abuse and/or Neglect**

MECLC is a mandated agency for reporting suspected child abuse and/or neglect.

### **School Age Care**

The school age latchkey program and the summer program follow the Madison Local School District calendar. When Madison schools are on a delay, early release, snow/closed day then there will be additional care provided based on your child attending the program during the AM/PM.

## **Program Changes**

Any changes in program fees, schedules, or major operation will be posted by the front office with a minimum of a 30 day notice.

## **Safety and Security**

Parents, visitors, etc., are expected to help maintain a safe and secure environment for children, families and staff. Any serious distraction or risk to the safety and well-being of our children, families and staff will be dealt with as a danger/threat. The program has the right to ask any individual to leave the premises if they see a risk or danger to children, families and staff.

## **Medical Conditions**

If your child has any special medical conditions or needs please inform the office staff so that we can try to accommodate the child. If your child needs medication while in our care, you will need to fill out an administration of medication form that will be kept with the medication. The medication must be in the original container with the original prescription label on the medication. We ask that you administer the first dose of the medication at home to your child in case they have an allergic reaction to the medication. Office staff have received training on the proper procedure to administer medications. During the warmer months, you may bring in sunscreen for your child that is a lotion only (no spray), and fill out a medication of administration form. The sunscreen and form will be kept in your child's classroom. Please make sure that your child's name is written on the sunscreen clearly. Our primary concern is always the safety and well-being of our children. Therefore, all actions taken under various situations will serve to benefit the safety and security of children.

## **Families Receiving Medicaid**

MECLC is a licensed ODE childcare and PreK program. We are required to provide all families that receive Medicaid information regarding early and periodic screening, diagnostic, and treatment. Attached to your enrollment application will contain a handout with this information.



## **Referrals**

MECLC provides on-going screenings and assessments for every child in the infant, toddler, and PreK programs. Based on the results of the screenings and/or assessments, your child may be referred to Help Me Grow (2 years and under), or the school district (PreK) in which you currently reside for further screenings and/or assessments. Infant and toddler families will receive an IDEA booklet that will provide you with additional information regarding these services.

**Maintain your handbook for future reference.**