

TOWER EDUCATIONAL LEARNING CENTER

PHYSICAL ADDRESS: 2936 WOOD AVENUE, LORAIN, OHIO 44055

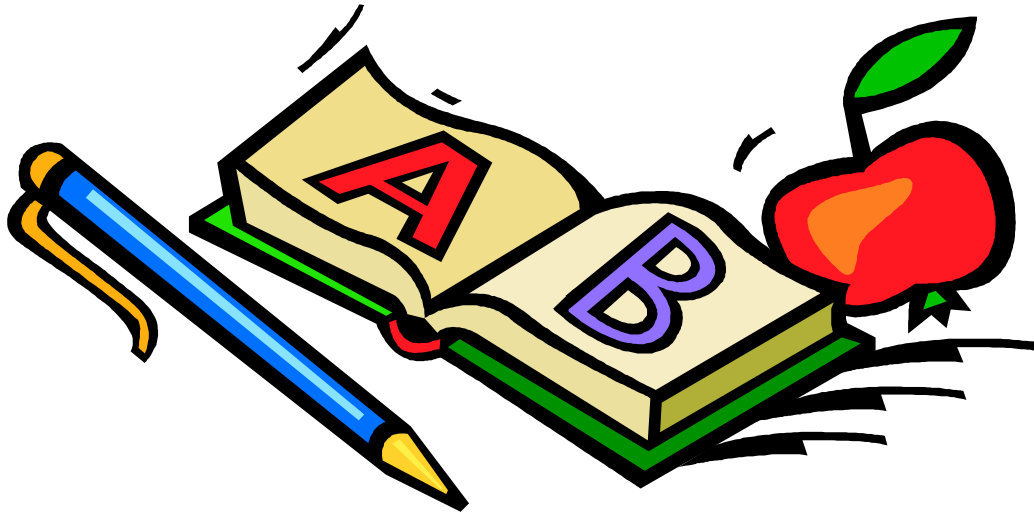
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**PRESCHOOL PROGRAM
FOR CHILDREN AGES 3, 4 & 5**

**AFTER SCHOOL PROGRAM FOR
SCHOOLAGE CHILDREN AGES 5 - 14**

PARENT HANDBOOK

Welcome

Welcome! This handbook contains information regarding our preschool program for children ages 3, 4 and 5 and our afterschool program for children, ages 5 through 14. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Tower Educational Learning Center.

Vision Statement

Provide our preschool children with the tools that they need to be ready for kindergarten, and to provide all of our children with the tools that they need to be successful in life and to make a positive difference in the lives of others.

Mission Statement

To nurture all children entrusted to our care in a warm and loving environment. To provide each child with the knowledge, skills, and attitude to become lifelong learners, as well as, informed and responsible citizens in a challenging and increasingly diverse world. Tower Educational Learning Center staff will strive to provide the highest quality childcare and preschool education that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

GENERAL INFORMATION

1) Contact Information

Program Name:	Tower Educational Learning Center
Center Name:	Tower Educational Learning Center
Owner:	Tower Educational Consulting Group, Inc.
Address:	2936 Wood Avenue, Lorain, Ohio 44055
Mailing Address:	P. O. Box 62, Lorain, Ohio 44052
Email Address:	info@towereducation.org
Telephone Number:	440-277-5553
Fax Number:	1-866-405-9065

2) Philosophy and Goals

Tower Educational Learning Center was established to provide quality, loving care for preschoolers and school age children. We recognize the importance of balanced growth so we provide opportunities for mental, physical and emotional growth through a variety of creative experiences.

We offer a safe environment where children can have fun, quality experiences that support their learning, spark their curiosity about the world around them and give them opportunities to practice the social skills they need to be successful in school, work and life. Children are encouraged to learn and explore at their own speed in areas that interest them.

Working with children, on their level and at their own pace, we encourage and prepare them for college and careers readiness. For preschoolers our curriculum includes reading, writing, math, science and social studies. Our goal is to help children be successful and to start them out with a positive classroom learning experience. Most of all, we want to ensure that children who graduate from our preschool program are prepared to enter kindergarten, and have a solid foundation and the tools necessary to be successful in life and to make a positive difference in the lives of others. We work tirelessly to ensure that no child is left behind! For school-aged children we offer a quality afterschool program that will assure that children have the best possible relations, environments and experiences in which to grow and learn. Children participating in our program will benefit socially, academically and personally. We are pleased that you have chosen to include us in the growth and development of your child.

3) Days, Hours and Months of Operations; Scheduled Closings and Basic Daily Schedule

The center is in operation Monday through Friday 6:30 am to 6:30 pm. The center is open twelve months during the calendar year January 1st through December 31st. The center is closed on the Holiday’s specified below.

1. New Year’s Day and the day after New Year’s Day
2. Dr. Martin Luther King’s Day
3. President’s Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day and the day after Thanksgiving
8. Christmas Day and the day after Christmas

Early dismissal will occur on:

1. Good Friday
2. Christmas Eve
3. New Year’s Eve

Daily Schedules

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability 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.

Typical Day for Preschoolers

TIME	ACTIVITY
6:30 – 10:00	Arrival & Registration Period, Potty Break & Wash Up, Breakfast, Free Play
10:00 – 10:15	Stories, Calendar Time, Weather, Today’s Activities, Nutrition/Today’s Lunch Menu.
10:15 – 10:45	Planned Activities – Math
10:45 – 11:00	Learning Stations
11:00 – 11:30	Potty Break, Wash Up, Morning Snack
11:30 – 12:00	Planned Activities – Reading
12:00 – 12:15	Planned Activities – Writing
12:15 – 12:45	Planned Activities – (Science & Social Studies)
12:45 – 1:15	Recess (Outdoor Play)

1:15 – 1:30	Potty Break, Wash Up
1:30 – 2:00	Lunch
2:00 – 3:30	Nap Time
3:30 – 4:00	Quiet Time, Coloring, Puzzling, Quiet Activities
4:00 – 4:30	Recess (Outdoor Play)
4:30 – 4:45	Potty Break, Wash Up
4:45 – 5:15	Afternoon Snack
5:15 – 6:30	Free Play until time of departure

Typical Day for School-Aged Children / Before School

TIME	ACTIVITY
6:30 – 7:30 am	Arrival & Registration Period, Potty Break & Wash Up, Breakfast, Quiet Time, Homework
7:30 – 8:00 am	Children select from the following areas: Planned activities or projects; Quiet Activities, Puzzling, Coloring, and/or interest areas Homework Games and activities in the multipurpose room/cafeteria
8:00 – 9:00 am	Free Play until time of departure

Typical Day for School-Aged Children / After School

TIME	ACTIVITY
3:00 – 3:30 pm	Arrival, sign-in, put away belongs, Potty Break, Wash Up, Lunch, Quiet Time
3:30 – 4:00 pm	Homework, Coloring, Puzzling, Quiet Activities/Quiet Time
4:00 – 4:30 pm	Recess (Outdoor Play)
4:30 – 4:45 pm	Potty Break, Wash Up
4:45 – 5:15 pm	Afternoon Snack
5:15 – 6:30 pm	Free Play until time of departure

4) Staff/Child Ratios and Maximum Group Size

Tower Educational Learning Center will maintain the following staff/child ratios and group size.

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 ½ years)	1:7	14
Older Toddlers (at least 2 ½ years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24

Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young School-agers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older School-agers (at least 11 years and less than 15 years)	1:20	40

5) Meals and Snacks

Tower Educational Learning Center will provide meals and snacks daily. The approximately times for each meal and snack is as follows:

MEAL (BREAKFAST)	6:30 AM – 10:00 AM
AM SNACK	11:00 AM – 11:30 AM
MEAL (PRE-SCHOOLERS)	1:30 PM – 2:00 PM
MEAL (SCHOOL-AGERS)	3:00 PM – 3:30 PM
PM SNACK	4:30 PM – 5:00 PM

Each of the snacks will contain at least two nutritional foods. The breakfast and lunch will meet all child care licensing requirements. Please let us know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs.

6) Outdoor Play including limitations placed on outdoor play due to weather or safety issues

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 on a daily basis. 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 temperature (wind chill and heat index factored in) drops below 20 degrees or rises above 90 degrees. If the situation requires it we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising in the children indoor play space. Please send your children with the proper clothing so that they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

7) Opportunities for parent involvement in center activities

Parent Participation: Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents are encouraged to attend class parties, special luncheons or simply stop in to join the daily fun.

Parent Bulletin Board: Information about upcoming activities and events will be posted on the Parent Bulletin Board in the Cafeteria. Classroom schedules and special classroom events will be posted on the Parent Bulletin Board. Please check the Bulletin Board regularly to keep informed about our upcoming events.

8) Opportunities for parents to meet with teachers regarding their child

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Maintaining open lines of communication with our families and children is extremely important to us. We encourage our staff and parents to communicate on a regular basis regarding the child's classroom progress. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

- Child's Teacher
- Administrator / Director
- Board President

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

Parent Conferences: Parent/Teacher Conferences will be scheduled two times per year, or more often by request. This conference will summarize each child's progress in our program. Conferences will be scheduled in November and May. Parents are welcome to schedule a conference at any time.

9) Payment Schedule, overtime charges and registration fees as applicable

TUITION/FEES AND PAYMENT POLICIES

Definitions: A week is the seven-day period from twelve a.m. Sunday to fifty-nine minutes after eleven p.m. Saturday. Payment shall be made for the entire week.

Full-time weekly payment is for hours of care totaling twenty-five hours to sixty hours of care. Hours of care which exceed sixty in a week shall be paid at the full-time weekly payment rate plus the hourly rate for each hour of care in excess of sixty.

Part-time weekly payment is for hours of care totaling seven hours to less than twenty-five hours.

Hourly payment shall be made for hours of care totaling less than seven hours of care.

Payment Schedule: The Payment Schedule (Tuition/Weekly Rates) is posted on the Parent Board. Please review the Parent Board for the most current and up-to-date Payment Schedule.

As of February 12, 2017, payment rates are as follows:

Type	Preschool (3-5 years)	School Age Before/After (Grade K-6)	School Age Summer (Grade K – 6)
Full-Time (Weekly Payment)	\$155	\$82.00	\$142.00
Part-Time (Weekly Payment)	\$78	\$57.00	\$92.00
Hourly Rate	\$20.00	\$20.00	\$20.00
Transportation Fee (per month)	\$50	\$50	\$50
Registration Fee	\$0	\$0	\$0

Late Pick-Up Fee (for each occurrence)	\$25	\$25	\$25
Returned Checks (for each occurrence)	\$50	\$50	\$50

Full time (Weekly Payment): The fee for families paying the full time weekly rate is due on Monday of the week childcare is provided. If payment is not received by Wednesday of the week of care the account will be considered delinquent. (See delinquent payments below). In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than five (5) consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space. If you have two or more children enrolled in the program, then you are eligible for a Family Discount as described below.

Part time (Weekly Payment): The fee for families paying the part-time weekly rate is due on Monday of the week childcare is provided. If payment is not received by Wednesday of the week of care the account will be considered delinquent. (See delinquent payments below). In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than five (5) consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

Hourly Payment: Hourly payment shall be made for hours of care of seven hours or less.

Discounts: 10% Off to 15% Off (Family Discounts):

For Multiple (two or more) children from same family

Families who have more than one child enrolled in our preschool program are eligible for a Family Discount. The Family Discount is applied as follows:

- If you have two children enrolled in the program, then you will receive a 10% Family Discount on the eldest child's rate.
- If you have three or more children enrolled in the program, then you will receive a 15% Family Discount on the eldest child's rate

5% Off

Lump Sum Pre-payment for summer term or one half a school year terms (any plan).

All checks or money orders are to be made payable to: Tower Educational Consulting Group, Inc. Our tax ID number is available upon request.

Where to send the checks or money orders: Tuition should be mailed to P. O. Box 62, Lorain, Ohio 44052. For your convenience, you may pay your child's tuition in person at the Tower Educational Learning Center (2936 Wood Avenue, Lorain, Ohio 44055) Business Office. If you plan to pay in person, please contact the Director to make arrangements to pay in person at the Business Office. Upon receipt of payment, the Director will give you a signed Tower Educational Consulting Group, Inc. receipt.

Please note that teachers, child care workers, staff employees and volunteers are not authorized to accept payments. Therefore, if you choose to pay in person, the payment should be paid directly to the Director. Checks that are returned for any reason, including insufficient funds, will be assessed a fifty-dollar (\$50.00) penalty.

Vacations: The center must be notified of vacation dates at least two weeks in advance. Each child is granted five (5) free vacation days (after 90 days of attendance). These days may be used individually or for an entire week. If the child is on vacation more than five (5) days, the normal rate will be charged after the first week.

Holidays: Full tuition is due for any periods including holidays.

Registration Fee: There is no registration fee.

Returned Checks: A fifty-dollars (\$50.00) fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in cash until all account balances are settled.

Late Pick-up Fee: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of twenty-five dollars (\$25.00) will be charged if a child is not picked up by closing time.

Withdrawals: Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated.

10) Location of onsite space for mothers to breastfeed and/or pump breastmilk

Our center does not provide care for infants and young toddlers. However, pursuant to the Ohio Administrative Code rule 5101:2-12-07 Appendix B, the center makes available space for mothers to breastfeed and/or pump breastmilk. Breastfeeding mothers may utilize the Conference Room located adjacent to the Business Office.

CENTER POLICIES AND PROCEDURES

1) Enrollment including required enrollment information

Admissions: A child is considered enrolled in the center only after the administrator confirms the availability of space and the required paperwork is received, reviewed and approved by the administrator. This includes the basic enrollment and health information, as documented in JFS 01234 "Child Enrollment and Health Information". For the safety of your child, any change to this information must be communicated to the office immediately so that the current information is always on file.

A medical form signed by a physician or certified nurse practitioner is requested prior to the child's first day of attendance at the center, but must be on file within thirty (30) days of the child's first day of attendance at the center. This medical form must be updated every 13 months. Pursuant to the

Ohio Administrative Code rule 5101:2-12-15, school age children who attend a grade of kindergarten and above in an elementary school are exempt from this requirement.

Pre-Admission Interview: The administrator or designee will interview each child and their parent or guardian prior to the child's admission to the program. To that end, our Administrator will meet with each parent to share our goals and philosophy and the services that we offer to preschool children and school-age children, and to assess the parent's needs and the child's needs.

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

2) Care of children without immunizations

The center will care for children without immunizations, so long as they comply with the requirements stipulated in Ohio Administrative Code rule 5101:2-12-15 "Child Record Requirements for a Licensed Child Care Center". The requirements include, but are not limited to the following:

- A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child,
- A statement from a physical, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age,
- A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

3) Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to persons other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program activity does not arrive.

Arrival/Departure: Parents are required to bring their children into the center and report to the Registration Table located on the first floor to sign the child in on the clipboard at the Registration Table. A Tower Educational Learning Center staff member will be at the Registration Table to greet you and your child. Any special messages, special pick up notes, etc. are to be given to the staff at the Registration Table. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents must return to the Registration Table to pick up and sign out their child. Parents are responsible for the supervision of their child before sign-in and after signing them out. No child is permitted to be passed over the playground fence for pick up or drop off.

Children Arriving to the Center from Other Programs: At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will

first 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 parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check the identification (ID) of anyone they do not recognize. Please let people know about this ahead of time so that they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with 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.

4) Supervision and Child Guidance

Supervision Policy: A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Supervision of Children: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Guidance Policy: Tower Educational Learning Center believes that helping the child to learn self-control is very important. Our hope is 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 children doing the "right" thing) 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 of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. If a situation arises where 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 parents and the child to correct behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. 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. The plan would be developed in consultation with the parents and would be consistent with the requirements of the Ohio Administrative Code (OAC) rule 5101:2-12-19.

5) Parent provided food and center-wide dietary policy

Tower Educational Learning Center will provide meals and snacks daily. Each of the snacks will contain at least two nutritional foods. Each meal (i.e., breakfast and lunch) will meet all child care licensing requirements. Therefore, parents are not required to provide food and are asked not to send food to the center. Except for religious, cultural or medical reasons, alternate diets are not permitted, and parent provided food is not permitted.

Please let us know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs.

6) Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child

Management of Illnesses: Tower Educational Learning Center 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, it is possible that they may experience more frequent illnesses at the beginning before their immune system become more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back-up care plan in place if you are not able to take time off from work/school.

A child is considered sick when demonstrating any of the symptoms specified below. Moreover, 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 and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other signs of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or grey or white stools.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat and make comfortable.
- Notify the child's parent(s) immediately if the child's conditions worsens.
- Launder beddings and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.

- Sanitize the thermometer after each use.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent 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 cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door 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.

A copy of the JFS 08087 "Communicable Disease Chart" (rev. 12/2016) is posted on the Parent Board and in each classroom, and is readily available to parents, child care staff members and substitutes for use in identifying and responding to communicable diseases.

First Aid Supplies: The center will maintain first aid supplies. The first aid supplies will be readily available in a clean and clearly marked unlocked container and kept out of the reach of children. The supplies of a complete first aid kit will include the following:

- One roll of hypoallergenic first-aid tape.
- Individually wrapped sterile gauze squares in assorted sizes.
- Sterile adhesive bandages in assorted sizes.
- Tweezers.
- Gauze rolled bandage.
- Triangular bandage.
- Rounded end scissors
- Tooth preservation system or fresh chilled liquid milk in which to transport a lost permanent tooth. (for centers serving school age children only), including a written reference indicating location of the refrigerator/freezer where milk is stored if a tooth preservation system is not part of the first aid kit.
- A guide to emergency first aid.
- A working digital thermometer.
- Disposal non-latex gloves.
- A working flashlight.
- An instant cold pack that has not been activated or ice, including a written reference indicating location of the refrigerator/freezer where the ice is stored if an instant cold pack is not part of the first aid kit.
- Sealable leak-proof plastic bags in assorted sizes or double bagged plastic bags that can be securely tied for materials soiled with blood or bodily fluids.
- Pocket mask or face shield, appropriate for all ages of children in care, for cardiopulmonary resuscitation (CPR) administration.

In addition to the above items, on field trips or when transporting away from the center, the following items are required:

- Soap or waterless sanitizer.
- Bottled water.

7) Summary of procedures taken in the event of an emergency, serious illness or injury

Accidents/Emergencies: The Tower Educational Learning Center has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing the emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, monthly weather emergency (e.g., tornado) drills and quarterly emergency/lockdown drills. Written documentation of these drills is kept on-site and a copy is posted on the Parent Board.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destination is the Shiloh Missionary Baptist Church – East Campus located one block north of the center on the corner of East 29th Street and Wood Avenue at 2900 Wood Avenue, Lorain, Ohio.

If the immediate area must be evacuated then we will contact the parents as soon as possible so that they may come and pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. The center will not transport children and staff will not transport children in their vehicles. Only parents or EMS will transport children.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident,

injury or illness". The report will be provided to licensing staff within three (3) business days of the incident.

8) Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments.

Medications: The center does not administer medication. Regardless of whether the medication is a prescription medication, an over the counter medication, or a topical ointment (e.g., sun screen, etc.), the center will not administer medication. Please plan accordingly.

Modified Diets: If your child requires a modified diet, you must secure written information from your physician regarding this. In the event that a modified diet is needed, the parent or guardian shall provide the substitute food for the child. Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center must have written instructions from a physician on the prescribed form provided by the Ohio Department of Job and Family Services. When special diets are required for cultural or religious reasons, the center must have written, dated and signed instructions from the child's parent or guardian.

Food Supplements: The center does not administer food supplements. Please plan accordingly.

Are School Age Children Permitted to Carry Their Own Medication and Ointments? No. Medication of any type is not permitted in the center. Please plan accordingly.

9) Transportation for trips and emergencies

Routine Transportation of Children: The center will provide transportation on routine trips for school age children going to/from school, and for preschool children going to/from the center. The transportation will be done on the vans owned and/or leased by the center and a staff member with first aid/communicable disease and CPR trainings will be present in the van.

Fieldtrips: Currently, the center does not take field trips, but if the need for a field trip arises, the fieldtrips will occur with a trained staff member in the van. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the field trip. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

Emergency Transportation of Children: If a child requires emergency transportation, the parent or the emergency squad will be contacted. The center will not transport children in emergency situations. If the need for emergency transportation of children arises, the center will call 911 for emergency transportation. We will also pull the JFS 01234 Child Enrollment & Health Information form to confirm that the parent has granted Emergency Transportation Authorization. If a child is transported for emergency treatment, the child's health and medical records will accompany the

child. The center administrator or a child care staff member will stay with the child until the parent or guardian assumes responsibility for the child's care.

If however, per the JFS 01234 Child Enrollment & Health Information form, the parent did not give permission to secure emergency transportation in the event of an illness or injury which requires emergency treatment, then the center will follow the parent's instructions and contact the parent or the emergency contacts listed on the enrollment form. However, the safety of the child is paramount, and in the judgment of the center, if it is a life and death situation, the center will call 9-1-1 to have the child transported to the emergency room.

10) Water Activities/Swimming

Swimming Information: The center does not have a swimming pool and does not offer swimming activities nor any other water activities.

11) Infant care, if applicable, including frequency of diaper checks

Not Applicable. The center does not offer infant care.

12) Napping and Resting

The center provides a quiet space for children who want to rest, nap or sleep. Preschoolers are allotted a naptime of 90 minutes from 2:00 – 3:30 pm. Any child who does not fall asleep during the designated nap time will have the opportunity to engage in quiet activities. Cots are individually assigned to each child and are cleaned and sanitized in accordance with the Ohio Administrative Code rule 5101:2-12-13 Appendix A, and before reassignment to another child. The cots stand at least three inches and not more than eighteen inches off the floor and are firm enough to support the child, but resilient under pressure. Each cot is at least thirty-six inches in length and at least as long as the child assigned to the cot is tall. No child is permitted to rest, nap or sleep on the floor without a cot.

13) Evening and overnight care, if applicable

Not Applicable. The center does not provide evening care. The center does not provide overnight care.

14) Policy on operation and/or closing due to weather, school delays or closings and any other factors

Incident Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, school closings will be announced on our voice mail message. If it becomes necessary to close the school during the day, you will be notified by phone or text message. On these occasions, regular payment is expected.

Emergency School Closing: Tower Educational Learning Center will make every effort to open on time and remain open. However, due to unforeseen or emergency circumstances, it may be necessary to delay opening or cancel classes in order to ensure the safety of our families and staff. School closing will be announced on our voice mail message. If it becomes necessary to close the school during the day, you will be notified by telephone. On these occasions, regular payment is expected. There are no refunds for emergency closings.

15) Policy on when the center will require disenrollment of a child

If a situation arises where 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 parents and the child to correct behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. 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. The plan would be developed in consultation with the parents and would be consistent with the requirements of the Ohio Administrative Code (OAC) rule 5101:2-12-19.

16) Procedure for parents or employees to following when needing assistance in resolving problems related to the child care center.

Parents and employees, please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

Teachers are available to discuss a child’s progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Maintaining open lines of communication with our families and children is extremely important to us. We encourage our staff and parents to communicate on a regular basis regarding the child’s classroom progress. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

- Child’s Teacher
- Administrator / Director
- Board President

Employees with concerns are asked to follow the same chain of command, starting with the Administrator/Director.

17) Policy on whether or not the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

The center will not provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

18) Policy on whether the program conducts formal assessment on enrolled children and if the program reports child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

The center does not participate in the Ohio Step Up To Quality program, therefore the center is not required to, and

- The center does not conduct formal assessments on enrolled children

- The center does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.
- The center does not provide information on the Early and Periodic Screening, Diagnosis and Treatment program under the Medicaid program carried out under Title XIX of Social Security Act (42 U.S.C. 1396 et seq.)
- The center does not provide information on the developmental screening services available under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)

MISCELLANEOUS INFORMATION

Child Abuse Reporting: In accordance with Ohio law, all staff members are mandated reporters of child abuse. If a staff member has a suspicion 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.

Curriculum: Tower Educational Learning Center will use an approved curriculum and will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children.

Social Media/Social Networking Is Prohibited: In an effort to maintain the confidentiality of our children and their families, staff are not permitted to use social media and/or social networking as a means of communication with parents. As a result, our teachers and staff are not allowed to utilize Facebook, Twitter, YouTube, MySpace, Blogging, Chat Rooms, Photo/Video Sharing, Texting or any other form of social media or social networking to communicate with parents, students, co-workers or the general public about matters pertaining to the Tower Educational Learning Center, our preschoolers, the preschoolers’ parents or the preschoolers’ family members. Moreover, our teachers and staff are not allowed to “friend” children, the children’s parents or the children’s family members on Facebook or any other type of social media/social networking.

Staff Credentials: Tower Educational Learning Center is staffed with professionals who bring education and experience to the field of early childhood education. All child care staff members meet the licensing requirements as set forth in the Ohio Administrative Code and are required to undergo a criminal records check prior to hire. The administration provides in-service training for child care staff members and child care staff members are encouraged to pursue opportunities for professional growth.

Toys from Home Policy: Children are not permitted to bring toys from home. The center provides a variety of toys, materials and activities. Therefore children do not need to bring toys from home. The center will not be held responsible for risk of loss should your child to bring toys from home.

Birthdays: Birthdays are a special time for children and we like to celebrate them by holding birthday parties for each child. You are welcome to join your child during his/her birthday party. If you choose to send party bags to school, please make sure there is one for every child in the class. If however, the child and/or family does not wish to have a birthday celebration, we will honor and respect the family’s wishes and will not have a birthday celebration.

Preschoolers First Day At The Center: On your child's first day at the center, feel free to bring your child for 1 or 2 days for a couple of hours to help them get acquainted with the center, their teacher, classroom and the other children in their class. Children often cry the first few times they are left so if it is necessary to spend time transitioning the child into his new environment, then we will work with the family to facilitate the transition. The center will provide meals and snacks for the children, so do not send candy, gum or popcorn or other snack items.

Etiquette / Manners / Social Skills: We believe that good social skills are critical for long term success. To that end, children will have the opportunity to learn and practice good social skills and good manners. We will work with children on their verbal and nonverbal communication skills and teach them the importance respecting themselves and others.

Video Taping /Pictures: As a general rule, and as a matter of confidentiality, we will not take pictures of the children throughout the school day. We will not video tape children throughout the school day. We will not post the pictures or video tapes of the children on Facebook, YouTube, Twitter or any other social media. If we have a school special event (e.g., school picnic, school concert or school play, etc.), Tower Educational Learning Center may video tape the event or take pictures to record the special event. However, we will not post the pictures or video tape on Facebook, YouTube, Twitter or any other social media.

License: At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.