



Liberty

EARLY EDUCATION CENTER

An outreach of Liberty Presbyterian Church



Parent Handbook

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Welcome!

We are so glad that your family will be a part of our preschool family! This Handbook contains many details about the school, from operating procedures to vaccinations. Many of these topics are required by the *Ohio Department of Job and Family Services (ODJFS)* to be included for parents. Thank you for taking the time to read this thoroughly, and above all, thank you for entrusting your child's education to us.

Our Philosophy

We believe in the uniqueness of every human being and each child is a child of God.

We believe in a curriculum that combines the best of what is known about early childhood development with the unique needs and interests of each child.

We believe that at no time in a person's life does one learn more than during early childhood. Therefore, our program puts emphasis on exposure of the child to hands-on learning experiences rather than abstract educational concepts.

We believe in helping young children attain a good self-image and self-confidence. The development of a basic set of personal values is one of the most important human achievements.

We believe that as teachers of young children our responsibility is to accept all children where they are developmentally and to plan appropriate activities to meet their needs.

We believe that the teacher's role must be that of a partner and guide in the learning process.

We believe that it is our job to help the child acquire skills for effective living and learning.

We believe that by fostering social awareness, communication and knowledge the child will be off to a good start both socially and academically.








We believe that with an exciting and stimulating environment each child will have a love of learning that will carry through to future educational experiences.



Our Mission Statement

Respecting that all children are a gift from God, we will nurture academic and social growth to foster a lifetime of learning.

Overview

-  Liberty Early Education Center is a preschool for three, four and five-year old's, school aged children and is an outreach program of Liberty Presbyterian Church in Delaware, Ohio. The early education center is responsible to the Session (governing body) of Liberty Presbyterian Church, including the Session's financial review and accountability, and adherence to all church personnel policies otherwise stated by the Session Personnel Commission. We are tax exempt and our ID# is available upon request.
-  Liberty Early Education Center follows all rules put in place by ODJFS. We will follow all public health guidelines put in place by the Delaware Health District and the Governor of Ohio. LEEC incorporates the Early Learning Content Standards for the state of Ohio into the curriculum.
-  The center is staffed with a director, administrative assistant, teachers, and substitute teachers. The staff at LEEC exceeds the requirements set in place by ODJFS and participates in continuing education classes each year. Formal background checks are performed on all staff. Staff is trained in CPR, First-Aid, Communicable Disease, and Child Abuse Recognition. LEEC maintains a list of qualified substitute teachers that can be called upon when needed for sick days, vacations, or other time off. These teachers meet the same licensing requirements as that of our classroom teachers.
-  The state required teacher/student ratios are:
 - 1 : 12 preschoolers (3 years). Maximum of 24 students
 - 1 : 14 preschoolers (4 years until eligible for kindergarten). Maximum 28 students
 - 1 : 18 school aged children
-  LEEC desires to provide a higher level of quality care, our teacher/student ratios are:
 - 1 : 8 preschoolers (3 years)
 - 1 : 10 preschoolers (4 years until eligible for kindergarten)
 - 1 : 14 school aged children
-  Current licensing rules, inspection reports and complaint investigation reports are posted inside the preschool office for review.
-  Please refer to the last page for additional information required by the Ohio Administrative Code.

Enrollment Policy

Application Process

Applications are accepted in January of the calendar year the children are to be enrolled. Families are required to visit the school before enrolling. Children must be three years old by September 30th of the year they enroll, and toilet trained. All classes follow the state standards to prepare for kindergarten readiness.

Registration forms may be picked up at the preschool office or downloaded from the school's website. A \$85.00 registration fee per child must accompany the registration. **This fee will not be refunded.**

It is unlawful for the school to discriminate in the enrollment of children on the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990. It is our policy to treat all children and families with equal concern and respect. Children with special needs, including disabilities and chronic health problems will be included on a case by case basis after the determination of the appropriateness of placement in our preschool classes. LEEC will administer needed medication and will provide the required care procedures for children with special needs, including disabilities and chronic health problems. Private medical and therapeutic consultants along with school personnel may assist with this determination and reassess it when necessary.

Parents must complete the Child Enrollment and Health Information Form and return it to the office before your child can attend class. Before your child's first day, we must also have on file a current, completed Child Medical Statement with current immunization records attached and signed by your child's physician. Any other paperwork required by the preschool must also be completed at this time. A copy of any court documents specific to releasing a child according to a custody agreement must be included in your child's paperwork. Your child will not be able to start school without a completed file.

Children must be current on all vaccinations recommended by the State of Ohio in order to attend school. To foster a safe environment for learning and to help prevent the spread of communicable disease, children who have not been immunized will not be permitted to attend Liberty Early Education Center. Verification of immunizations is required on the state approved form which must be current and signed by the child's physician.

Tours may be scheduled for prospective students.

Current LEEC students have priority in enrolling the following year. Priority registration will also be given to children whose parents are members of Liberty Presbyterian Church and to families with children previously enrolled at the school within a period of three years prior and until the end of the priority registration.



(continued) **Enrollment Policy**

Eligibility

Children who turn three before September 30th of the year enrolling and who are toilet-trained can be placed in a three-year old class of no more than 16 students.

Children who are four by September 30th of the year enrolling can be placed in a four-year old class of no more than 20 children.

Children who are five before March 1st of the year enrolling can be placed in a five-year old class of no more than 20 children.

Children who are enrolled in kindergarten of the year enrolling can be placed in a school-aged class of no more than 12 children.

Every effort is made to transition our three-year olds into the four-year old program. A conference and written evaluation will be completed at the end of the year. Proper placement will be discussed by teachers and parents at that time.

By May 1st of the enrollment year, the tuition for May of the following year is due. This enables the school to buy materials during the summer when no tuition is coming in. **For this reason, the May tuition will not be refundable unless moving out of the area and the school is notified in writing 30 days prior to departure.**

Tuition Schedule

COST/MONTH	# DAYS/WEEK	AGE GROUP/CLASS TIME
\$185	2 DAYS/WEEK	3's 9:00 am to 11:30 am
\$225	3 DAYS/WEEK	3's 9:00 am to 11:30 am
\$225	3 DAYS/WEEK	4's 9:00 am to 11:30 am
\$280	3 EXTENDED DAYS/WEEK	5's 9:00 am to 12:45 pm
\$270	4 DAYS/WEEK	4/5's 12:30 pm to 3:00 pm
\$130	1 DAY/WEEK	KD CLUB 9:00 am to 3:00 pm
\$30	1 DAY A WEEK FOR 1 MONTH	LUNCH BUNCH 11:30 am to 12:30 pm
\$85	1 DAY/WEEK	ART CLUB 12:30-2:00 pm
\$100	1 DAY/WEEK	ENRICHMENT 12:30-3:00 pm



(continued) **Enrollment Policy**

Tuition Regulations

A non-refundable registration fee of \$85 is required with the registration application. One fee is charged per student. The fee will be held if there is an extended wait list. Fees will be returned if your child is not placed into a class.

A non-refundable supply fee of \$65 (2-day program); \$85 (3-day program) \$105 (4-day and extended day programs) \$80 (KD Club) \$85 (Art Club) and \$85 (Enrichment) is required by May 1st. If enrolling after May 1st, payment is due within two weeks of receiving class confirmation.

By May 1st of the enrollment year, tuition must be paid for May of the following year. If enrolling after May 1st, payment is due within two weeks of receiving class confirmation. The tuition for May is non-refundable unless moving out of the area and a 30-day notice is given in writing. Subsequent tuition is due on the first of each month beginning with September. Lunch Bunch and Enrichment tuition is also due by the first of the month. If circumstances arise which prohibit payment by the first of the month, parents are to contact the school office immediately. If the office is not contacted and the next month is not paid, your child cannot attend class until tuition is current.

All tuition payments will be made through our Procure Parent Portal. Following registration, parents will be invited to create an account and download the Procure App to your mobile device. Once an account has been created for your student, parents will set-up ACH (Automated Clearing House) funds transfer in cooperation with your bank. This eliminates the need for checks or in-person payments. Please note there will be a \$1 technology fee for each transaction. LEEC does not accept credit cards as a form of payment.

Procure will invoice families on the first of the month alerting parents that payment is due by the third of the month. Tuition can be paid at the time an invoice is received or families can wait for the ACH (auto funds transfer) to be automatically withdrawn from your account on the third of the month. Returned checks and declined transactions through Procure will be assessed a \$3.50 fee per declined transaction. Please be certain to enter bank information accurately to avoid a declined transaction fee. Any tuition (including Lunch Bunch, Art Club and Enrichment) received after the third of the month will be assessed a \$30 late fee.

All student placements are engaged until the end of the school year. Tuition will not be refunded because of illness or withdrawal. Monthly tuition instalments will remain applicable even during extended absences and/or family travel. If a family chooses to disenroll, a minimum 2-week written withdrawal notice is required. We have determined what we feel is an excellent student/teacher ratio in our classes. This is reflected in our budget and therefore, we plan on your child for the entire school year. Tuition paid in advance (except for May will be refunded only if the family moves from Delaware/Columbus area and a 30-day written notice is provided. Monthly tuition is based on yearly tuition divided by 9 months. Lunch Bunch, Art Club and Enrichment fees are based on the yearly amount divided by 8 months.



Operating Procedure

Arrival

When you bring your child to school you have will take him/her directly to the classroom.

During arrival the director or a staff member will be standing at the classroom doors to greet and collect your child and mark them in attendance on our attendance sheets. Please enter the building by the door nearest your classroom. If you arrive late, please ring the school doorbell and we will meet you at the double doors.

The doors will be open from 8:55 – 9:10am for morning classes and 12:25 – 12:40pm for afternoon classes. Keep in mind that the parking spaces nearest our doors will be used for arrival. For safety's sake, please hold your child's hand while in the parking lot. If a child is scheduled to arrive from another program or activity and does not arrive, the school will contact the parent(s).

Dismissal

Please pick up your child at the classroom door where s/he will be dismissed one at a time. Please note a fee will be assessed if a parent or guardian is late to pick up. After 10 minutes, a fee of \$5 per minute will be added to your child's account except in situations of a medical or family emergency. Please call the school before the 10 minute "grace" period should such emergency arise. Children will only be released to parents or persons designated on the authorized pick-up form or custody agreement (if applicable). If there is a custody agreement for a child, LEEC must be provided official legal documentation indicating who is permitted to pick up the child. If there is a special event at the church (ie., funeral), the children will be dismissed from the side classroom door outside the Barn.

Carpool / Authorized Pick-Up

If neither parent plans to pick up their child at the end of the day, completion of a authorized pick-up form is required. If someone is not on the authorized pick-up form and needs to retrieve your child after class, the director must be notified. Specific proof of identification will be required of the person picking up your child.

Record Release

Before we can release your child's records to a new setting, LEEC requires our "Consent to Release Records" form to be completed.

Arrival and Dismissal Restrictions

The use of cell phones is prohibited while picking up and dropping off students. Also, phones may not be used while driving in the parking lot. This is for the courtesy and safety of everyone. Arrival and dismissal times should not be used as a time for teacher conferences. Please do not leave unattended children in the parking lot or in the entryway. Do not leave your car running.

Chain of Communication

If you need assistance resolving problems related to the center, please follow the chain of command. (1) meet with the classroom teachers (2) meet with the center director (3) meet with Liberty EEC Committee. Should you need assistance with problem resolution please contact ODFJS at 1-866-221-0558.



(continued) **Operating Procedure**

Child Guidance & Management

We employ classroom procedures that prevent potential discipline problems from happening. When necessary, we redirect children. Ground rules are laid down at the beginning of the year and the children receive a lot of positive reinforcement by the staff for remembering our “special rules”. We find that if a program is engaging and the attention span expectation is not too great for the child to handle, few problems arise.

Redirection or brief situation separation will sometimes help the child regain his/her self-control. Dangerous situations, however, cannot be tolerated in the preschool. Parents will be informed if problems persist requiring cooperation from home. We may choose to develop and implement a behavior management plan with participation from both teacher and parent(s). If the plan does not result in positive changes or parents are unwilling to assist in alleviating dangerous situations the preschool will ask that parents withdraw their child from the preschool. Tuition will not be refunded. All staff has received copies of our discipline policy and this policy applies to all employees on the premises.

Parents may not schedule private services such as, but not limited to, speech or occupational therapy on school or church property.

Our students will not participate in swimming activities or other water sports near or in water 18” or more in depth.

Preschool and School Aged students will never be left unattended. All children in our care are always within sight and sound of childcare staff members. Teachers always have access to phones in case of emergency.

Clothing

Play clothing and closed toed, rubber-soled shoes are appropriate and safe for school. Tights, pants, mittens and warm hats will be needed for outside play on chilly days. Please put a change of clothes in your child’s school bag. Print names in full on raincoats, boots, jackets, hats, sweaters, etc. Children often do not recognize their own clothing. Lost and found will be in the classrooms. Any remaining items left after the last regular school day will be donated.

Outdoor Play

We will play outdoors each day permitting the temperature is not below 25 degrees (including wind chill) and not above 90 degrees. On days that outdoor play is prohibited due to weather conditions or air quality warnings we will have time for large muscle activities in the barn lower level.

Snacks & Lunch

Each day the children will enjoy a healthy snack brought from home. Children enrolled in our extended day programs will enjoy a healthy lunch brought from home. Please refer to the attachment labeled Appendix A, B, C to Rule 5101:2-12-22 effective 10/13/2021 for meal and snack requirements/suggestions. Water is the provided beverage. All snacks need to be peanut and tree nut free. Label all snacks with your child’s name. Food allergies must be clearly written on the student registration forms. If your child requires the administration of medical foods or requires a modified diet a completed Child Medical/Physical Care Plan (JFS 01236) must be on file. Medical foods must be in their original container and given to the teacher upon arrival.

Nutritious Meal & Snack Suggestions

The number of snacks and/or meals (lunch) shall be as follows:

No child shall go longer than 4 hours without a snack or meal.

Center hours of Operation	Meal & Snack Requirements
4 to 8 hours per day	1 meal and 1 Snack

It is suggested that the content of meals, snacks and lunch shall be selected from the following four basic food groups:

1. meat or meat alternative
2. bread and grains
3. fruits and vegetables (juices may be used if 100% and undiluted)
4. milk and dairy (unflavored 1% milk that is vitamin A and D fortified, or unflavored Fat Free or Skim milk that is vitamin A and D fortified, or Non-cow milk substitutions that are nutritionally equivalent to milk, with written parent consent)

It is suggested that all snacks include 1 serving from 2 of the 4 basic food groups as indicated above.

It is suggested that all lunches should include 1 serving from 2 of the 4 basic food groups as indicated above.

Serving sizes for each age group are listed in the chart below.

meal	component	min. serving for 3-5 year old's	min. serving for 6-12 year old's
snack	meat or meat alternative	1/2 ounce	1 ounce
	fruit or vegetable	1/2 cup	3/4 cup
	grains/breads/pasta/cooked noodles	1/2 slice, 1/4 cup, 1/3 ounce	1/2 slice, 1/4 cup, 1/3 ounce
	fluid milk	1/2 cup	1 cup
lunch	meat or meat alternative	1 1/2 ounce	2 ounces
	fruit or vegetable	1/2 cup	3/4 cup
	grains/breads/pasta/cooked noodles	1/2 slice, 1/4 cup	1 slice, 1/2 cup
	fluid milk	3/4 cup	1 cup

Additional information on meal preparation and nutrition may be found at: http://www.fns.usda.gov/cnd/care/programbasic/meals/meal_patterns.htm



(continued) **Operating Procedure**

Snacks & Lunch (continued)

We make every effort to honor all food restrictions and we take extra precautions for those with food allergies. In the event your child has forgotten his/her snack/lunch a parent will be notified to bring the food item(s) into the school. If a parent or guardian cannot be reached, healthy and allergen free options will be made available by the preschool office.

Treats

We love to celebrate birthdays but discourage edible “treats”. Instead, please ask classroom teachers for suggestions. Ideas may be playdough, books, bubbles, glow sticks, etc.

Transitioning

At the Beginning of the School Year

Liberty Early Education Center encourages families to visit your child’s classroom before school starts. At this time, we gather information and your child’s photo. This will be on display on the first day of school. In August we schedule a play date at school to give children/parents the opportunity to meet each other before the start of school. We provide a “phase-in” schedule to ease your child’s transition into the school setting.

During the Middle and at the End of the School Year

Progress evaluations are discussed between parents and teachers twice per year. The first conference is held 10-12 weeks into the school year. The second conference is held toward the end of the school year. This helps determine the appropriate placement of your child for the next school year. Mid to end of year activities include Family Night and end of the year parties.

Preschool to Kindergarten

We offer a Lunch Bunch program similar to the type of day a child in kindergarten would experience. Students are introduced to their new school placement through books, discussions, and classroom speakers. Many classes author a book. During conferences teachers can share with parents what to expect for the following year in kindergarten.

Withdrawal Privilege

Our center reserves the right to request withdrawal of a child for whom the placement evolves as disadvantageous for his/her own development or disadvantageous to the school as a whole.

Administering Medications

The school will only administer medication or prescriptions in emergency situations (ie allergy medication needed for an ongoing health condition). To administer medications a Request for Administration of Medication for Child Care Form (JFS 01217) must be completed unless the medication is required by a Child Medical/Physical Care Plan for Child Care Form (JFS 01236) which is on file. Medications are inaccessible to the children and must be in their original container. We do not administer topical ointments. School age children are not permitted to carry their own medication and topical ointments.

Breastfeeding

The school has a private nursery room for mothers who are breastfeeding.

(continued) **School Closing Policy**

LEEC will close to observe the following holidays and seasonal breaks scheduled by Olentangy Schools: New Year's Day, Martin Luther King Day, Presidents Day, Spring Break, School Conferences (Spring and Fall), Teacher Professional Days, Voting Days, Thanksgiving Break, Winter Break.

Parents are expected to use their best judgement regarding safe transportation of their children during inclement weather. Your safety is our primary concern.

LEEC will follow the Olentangy School District for weather related school closings. When Olentangy schools are closed for the day, the preschool will also be closed.

LEEC will not close if Olentangy Schools are on a delay due to ice, snow, fog or cold temperatures. We will be open and operating on a regular schedule. In the event that Olentangy upgrades the delay to a closing, LEEC will close for the day.

When Olentangy Schools experience a scheduled delay or closing such as teacher in-service days, etc. LEEC will remain open unless it coincides with LEEC teacher work days.

Every effort will be made to inform parents of a closing through the local news, Instagram, Facebook and with notification using the "remind" text service. You can locate information on Olentangy School closings on the radio, TV or on the Olentangy School's website: www.olentangy.k12.us.

In the event of an unexpected closing due to lack of heat, for example, every effort will be made to contact parents. The closing will be announced via Instagram, Facebook and with notification using the "remind" text service.

If you feel you are unable to get your child to school safely during inclement weather and school is operating on a normal schedule, please notify the school of your child's absence.

Please note: closings due to unforeseen weather-related conditions are necessary due to the safety of our families and our staff. However, our financial responsibilities remain the same regardless and regular tuition payment is expected.

After three school closings per class, we will make-up days missed according to space and time availability.

Safety & Emergencies

General Emergencies

In the event of an evacuation, the original Liberty Presbyterian Church across the parking lot will be used as shelter. Parents may be contacted by email, Remind message, or Facebook Private Group post.

An emergency response plan is located in each classroom.

Severe Weather

Teachers will discuss severe weather conditions (wind, storms, etc.) with children at the beginning of each school year. They will walk the children through our Severe Weather Procedures one class at a time.

Children will be taken to the area east of the kitchen because it is completely below ground level. A portable radio, flashlight, phone and other emergency supplies are available at the school.

Primary and secondary exits for fire are posted in each room. Additionally, the locations for storm evacuations are also posted in rooms.

On-Going Safety

In the fall, our teachers and staff begin to stress safety procedures with the children. Many of our school rules are safety-oriented and purposefully explained as such.

In the classroom, we discuss emergency community helpers and practice regular fire drills throughout the year. During these drills, students and teachers walk across the parking lot to the sidewalk leading to the original white church. After attendance is taken and an “all-clear” message is given, classes resume. In September, March, April and May, the school is required to participate in tornado drills in addition to the monthly fire drills. Quarterly safety drills are also required. Students will learn how to stay safe in the unlikely event that an intruder enters the building. A record of these drills is kept at the center. No child will ever be left alone or unsupervised.

There is always immediate access to a working telephone.

A childcare staff member shall immediately notify the local public service agency when they suspect a child has been abused or neglected.

The doors to our school are locked during school hours. Parents have complete access to the building during the center’s hours of operations. You may call the office or ring the doorbell at any time to have the doors opened. You may also go to the main church office and they will notify us you need entry.

Procedures in Case of Injury

Emergencies

Accidents happen despite our efforts to prevent injury to a child. In case of an emergency, the parents or responsible parties indicated on the child's emergency form will be notified, 9-1-1 will be called or first-aid will be administered. If further treatment is deemed necessary by emergency personnel, the child will be transported by emergency squad. The center administrator or childcare staff member will stay with the child until the parent assumes responsibility for the child's care. Subsequent medical care (if needed) should be given by the family physician. Families are responsible for all costs incurred in this emergency procedure.

Please note if a parent or guardian refuses to grant the center consent to transport the child in an emergency situation to an emergency treatment facility, LEEC cannot enroll your student.

Illness/Injury

All teachers have been trained in first-aid, communicable diseases, CPR, and recognizing signs of child abuse. Notify your teacher of any occurrences at home which might affect the student's behavior.

In effort to prevent the spread of illness students will wash their hands with soap and water for at least 20 seconds. Frequent hand-washing will continue throughout the day. Hand sanitizer may be used to clean hands.

If a child becomes ill or injured during the day, the director will be notified, and the child will be taken to the office. The director will contact the parents' using information in the family's emergency file. If parents cannot be reached, the next person on your emergency list will be contacted. A cot and blanket are provided for use until the child is released to the parent. An incident report will be given to the parents if there is an injury. This injury report will be completed by the teacher and signed by the director. The report will be signed by the parent and filed in the office. All costs of follow-up care are the parent's responsibility. Licensing requires all reports to be kept on file for one year.

The following accidents and injuries will require an incident report be completed:

- ❖ An illness, accident, or injury which require first-aid treatment
- ❖ A bump or blow to the head
- ❖ Emergency transportation
- ❖ An unusual or unexpected event which jeopardizes the safety of children or staff.

Illness & Contagious Disease

Please notify the school promptly of known exposure or contraction of a contagious disease. Parents of exposed children will be notified in writing if a child with a communicable disease was present in the school within 24 hours of the onset of the illness. With the doctor's permission or at the discretion of the director, the child will be re-admitted to the school. Chicken pox lesions must be scabbed over for re-admittance to the school. Antibiotic therapy must be in place between 24 and 48 hours depending on the physician's instruction before returning to school. The first dose of any antibiotic therapy must be administered before attending school. Students must also be fever-free without fever reducing medications for a full 24 hours. If a child is not well enough to be at school, the staff will contact the parent/s to take the child home.

According to ODJFS (Ohio Department of Job and Family Services) regulations, children with the following will not be permitted to attend classes:

- ❖ Temperature of at least 100 degrees Fahrenheit taken auxiliary (under the arm) method when in combination with any other signs of illness.
- ❖ Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a 24-hour period).
- ❖ Severe coughing causing the child to become red or blue in the face.
- ❖ Coughing that makes a whooping sound.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Redness of the eye or eyelid. Discharge from the eyes. Matted eyelashes. Burning, itching or eye pain.
- ❖ Untreated, infected skin patches and/or unusual spots or rashes.
- ❖ Unusually dark urine and/or grey or white stool.
- ❖ Stiff neck with an elevated temperature.
- ❖ Evidence of untreated lice, scabies or other parasitic infestations.
- ❖ Sore throat or difficulty swallowing.
- ❖ Vomiting more than one time or when accompanied with any other sign or symptom of illness.

If there is a question of health, please notify the preschool office before bringing your child to school. Please contact the school office between 8:30am – 8:55am to speak with a staff member. If your child does not feel well enough to participate in program activities, please keep them at home. If your child will not attend school for the day, please call the school to report the reason for your child's absence. All communicable disease illnesses are reported monthly to the Delaware County Health Department.

Recommended Immunizations for Children from Birth - Six Years Old

Ohio Department of Health

Birth	1 Month	2 months	4 Months	6 Months	12 Months	15 Months	18 Months	19-23 Months	2-3 Years	4-6 years	
Hep B	Hep B			Hep B							
		RV	RV	RV							
		DTaP	DTaP	DTaP		DTaP				DTaP	
		Hib	Hib	Hib	Hib						
		PCV13	PCV13	PCV13	PCV13						
		IPV	IPV	IPV							
				Influenza (yearly)*							
					MMR					MMR	
					Varicella					Varicella	
					HepA**						

Please note: if your child misses a shot, you do not need to start over. Just go back to your child's doctor for the next shot.

*Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years who are getting an influenza vaccine for the first time.

**Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA should be given between 2 months and 23 months of age. The second dose should be given 6 to 18 months later. Hep A vaccinations may be given to any child 12 months and older to protect against HepA.

Parent/Staff Communication & Participation

Field Trips

Field trips away from school are limited. Parents are notified in advance of all field trips. Transportation is parent provided in all instances. The parents and student meet the staff at a planned destination. A parent or guardian is responsible for their child and is required to stay for the duration of the trip. If a parent is unable to attend, they may make arrangements with other parents in the class. The center's staff will have a first-aid kit on hand in case of emergency. A center staff member certified in CPR, First-Aid, and Communicable Disease will attend each field trip. LEEC staff will take a count of all children. They will be marked on an attendance sheet specifically created for the trip. All field trips require a signed permission slip. At times students will participate in walking trips around the school area and walking trips to see other buildings on the church property. A signed permission form for these trips is kept on file.

Progress Evaluations

Teachers will hold conferences (according to the yearly calendar's specified dates) with parents in person or on the phone. We will answer any questions regarding your child's progress based on formal and informal assessments conducted by your child's teachers. Currently, LEEC does not report a child's progress to ODJFS pursuant to rule 5101:2-17-02. Conferences may also be scheduled any time at your request. At the end of the year, evaluations of your child's progress will be given or sent to each family. There will be a discussion between teachers and parents regarding placement possibilities for the following year. The parent's submission of an enrollment form for classes at LEEC will solidify that commitment.

Family Involvement

Families are welcome to visit the school at any time. If you have a skill you would like to share with your child's class, we welcome you to come and join us. Perhaps you play an instrument, are working in a specific industry, or have a hobby that would interest the children. Parents are invited to attend our special events: Classroom Mystery Reader, Pumpkin Patch visit, Snowman Camp, Holiday Program, VIP Days, and Family Night. Parents are also invited to join our parent group.

Parent Handbook & Roster

The school handbook is available online at www.libertyearlyeducationcenter.com. A hard copy will be available in the office if needed. All families will be included in the school roster unless you specifically ask not to be included.

If at any time you wish to have a conference with the Center's director, please call our office. Preschool policies are available for review in the preschool office.

The Ohio Department of Jobs & Family Services office has all pertinent information regarding our center in their files as well. The ODJFS phone is (866) 221-0558.

Center Parent Information

Ohio Department of Job and Family Services (ODJFS) Center Parent Information Required by Ohio Administrative Code

The center is licensed to operate legally by the Ohio department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

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

Write or Call:
HHS Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

Appendix C
Jfs Rule 5101:2-12-07

Child Health Screenings

A child health screening by a pediatrician or health care professional is required to attend preschool. Annual health screening benefits the overall health of a child. Physicians are able to identify potential health issues in a timely manner. In fact, many issues can be corrected before children mature.

Well Child Exam

The child medical statement (JFS form 01305) must be on file with Liberty Early Education Center. The exam will have been conducted within 12 months of your child's first day of school. This form must be updated when it expires.

Vision Health

Vision loss means a person's eyesight is not corrected and can vary greatly in children. A child experiencing vision loss may:

- | | |
|---------------------------|--------------------------------------|
| close or cover one eye | have difficulty reading |
| squint or frown | blink more than usual |
| complain of blurry vision | seem cranky when doing close-up work |
| eyes appear to cross | eyes are watery |

If you suspect vision loss, talk with your child's doctor or take your child to an ophthalmologist, optometrist or other eye specialist. You may also contact your local early intervention agency or public school. Treating vision impairments early may protect your child's sight. Teaching children with severe vision loss how to function as early as possible can help them reach their full potential.

Hearing Health

Signs and symptoms of hearing loss are different for each child. In fact, a child may have previously passed a hearing screening so it's important to look for these signs:

- | | |
|----------------------------------|---------------------------------------|
| delayed speech | often says "huh?" |
| speech that is not clear | turns up volume on electronic devices |
| child does not follow directions | |

Babies should be screened for hearing loss no later than 1 month of age. If a child does not pass a hearing screening, ask the child's doctor for a full hearing test. Talk to the child's doctor about treatment and intervention services. Hearing loss can affect a child's ability to develop communication, language and social skills. The earlier children with hearing loss start getting services, the more likely they are to reach their full potential. After learning of your child's hearing loss, "A Parent's Guide to Hearing Loss" will give you information about hearing loss, communication options and programs to help your child.

(continued) **Child Health Screenings**

Blood Level Poisoning

Lead is harmful to your child. Lead poisoning can slow physical and mental development. Old house paint that chips or peels is the most common way children are exposed to lead poisoning. Children under the age of 6 are at risk because they tend to put their hands and other objects in their mouth. These objects could be contaminated with lead dust. Your child may need a lead test if he/she:

has lived in or regularly visited a house or facility built before 1950

has lived in or regularly visited a house or facility built before 1975 with recent, ongoing renovation or remodeling

has a sibling or relative that was treated for lead poisoning

Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement. Effects of lead exposure cannot be corrected. Preventing lead exposure is key. The most important step in prevention is to stop your child from coming into contact with lead. Lead in a child's environment must be identified and controlled or removed for safety. Make sure your child does not have access to peeling paint or chewable surfaces with lead-based paint. Regularly wash children's hands and toys.

BMI – Body Mass Index

Body Mass Index (BMI) is a measure used to determine childhood obesity. It is calculated using a child's weight and height. BMI does not directly measure body fat. However, BMI is a reasonable indicator of fitness for most children and teens. Body composition varies as children age and is different for boys and girls. Growth charts generated by the CDC are used to determine the corresponding BMI by age level. Childhood obesity can have a harmful effect on the body.

High blood pressure and high cholesterol. Both conditions are risk factors for cardiovascular disease; increased risk of impaired glucose tolerance; insulin resistance and type 2 diabetes.

Breathing conditions and musculoskeletal discomfort.

Joint conditions and musculoskeletal discomfort.

Fatty liver disease; gallstones; and gastro-esophageal reflux.

Obese children and adolescents have a greater risk of social and psychological problems. Make sure your child gets physical activity each day.

(continued) **Child Health Screenings**

Pediatric Dental Care

Good oral hygiene begins as early as infancy. Pediatric dental care ensures your child's primary teeth stay healthy and free of decay as well as other diseases. Whether you are breastfeeding or bottle feeding, oral hygiene should be used. In young babies, you can wipe down their gums with gauze or a soft wet washcloth. When the teeth come in a toothbrush that's smaller or designed for young children should be used. Make your child's first dental appointment by the time they turn one or two years of age. Make annual visits to your dentist.

Hemoglobin Blood Levels

Hemoglobin is a protein in your red blood cells that carries oxygen to all your body's organs and tissues. It also transports carbon dioxide from your organs and tissues back to your lungs. If a hemoglobin test reveals your levels are lower than normal it could mean there is anemia (a low red blood cell count). There are several causes of anemia including: vitamin deficiency, bleeding and chronic disease. Alternatively, a high red blood cell count could mean there is a blood disorder called polycythemia vera.

Source: Center for Disease Control and Prevention (www.cdc.gov)

Student Schedules

Preschool Hours of Operation

Monday through Thursday, 9:00 am to 3:00 pm.

Friday, 9:00 am to 12:45 pm.

Class Schedules

The following illustrates our student schedules by class. Our part-time daily schedule does not include nap time. However, each classroom has a designated quiet space where children may sit quietly, and rest as needed.

Description	Days	Times
3's (by Sep. 30)	T, Th	9:00 am to 11:30 am
3's (by Sep. 30)	W, F	9:00 am to 11:30 am
3's (by Sep. 30)	T, W, Th	9:00 am to 11:30 am
4's (by Sep. 30)	M, T, Th	9:00 am to 11:30 am
5's (by Feb. 29)	M, W, F	9:00 am to 11:30 am
4/5's (by Sep. 30)	M-Th	12:30 pm to 3:00 pm
KD Club	W	9:00 am to 3:00pm
Enrichment (four by Sept. 30)	T	12:30 pm to 3:00 pm
Art Club	R	12:30 pm to 2:00pm

Daily Program Sample Schedules

	Three's	Five's Extended	Four's/Five's	KD Club
9:00-9:30	arrival activities	9:00-9:15 arrival activities	9:00-9:20 12:30-12:45 arrival activities	9:00-9:15 arrival activities
9:30-9:50	circle time	9:15-9:30 circle time	9:20-9:30 12:45-1:05 circle time	9:15-9:40 morning meeting
9:50-9:55	bathroom	9:30-10:50 center time	9:30-10:10 1:05-1:15 center time	9:40-10:10 Literacy groups
9:55-10:15	snack/book time	10:50-11:15 art/music	10:10-10:30 1:15-2:00 art/music	10:10-10:30 bathroom/recess
10:15-10:30	large motor activities	11:15-11:30 bathroom	10:30-10:45 2:00-2:15 bathroom	10:30-10:45 story/STEM
10:30-10:50	center exploration	11:30-11:55 lunch	10:45-10:55 2:15-2:30 snack	10:45-11:25 Free choice, small group math, STEM
10:50-11:10	project/music	11:55-12:15 large motor activities	10:55-11:15 2:30-2:50 Large muscle activities	11:50-1:15 bathroom, lunch recess, story, circle
11:10-11:20	story	12:15-12:30 share	11:15-11:30 2:50-3:00 book/share	1:15-1:45 art class
11:20-11:30	share	12:30-12:45 book		1:45-3:00 Homework help, free choice, closing

There will be outdoor play scheduled for each session weather permitting. Large muscle play indoors will replace outdoor play during inclement weather.