



Holy Trinity Child Development Program  
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# Program Handbook

2024-2025

## Holy Trinity Child Development Program Contact Information

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Address: 2001 Northwest Blvd. Columbus, Ohio 43212

## Hours and Days of Operation

HTCDP follows the Upper Arlington City Schools calendar.

Center Hours:

Monday through Friday 8:30am - 6:00pm

Classroom hours:

- Zebra 9:00am to 11:15am - Tuesday, Wednesday and Thursday
- Panda 9:00am to 11:30am - Monday through Thursday
- Tiger 9:00am to 12:30pm - Monday through Friday
- Lion 9:00am to 12:30pm - Monday through Friday
- Panda Lunch Bunch 11:30am to 12:30pm - Monday through Thursday
- Pre-K Afternoon Adventure 12:30pm to 1:30pm - Monday through Thursday
- K-Club 2:50 to 6:00pm - Monday through Friday

## GENERAL INFORMATION

### ODJFS LICENSING RULES

Licensing Rules can be viewed at the Ohio Department of Job and Family Services website:  
<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/>

### STEP UP TO QUALITY

Holy Trinity Child Development Program is currently rated at the highest level in the Ohio Step Up to Quality rating system. Step Up To Quality (SUTQ) is Ohio's quality rating and improvement system for licensed learning and development programs. SUTQ recognizes learning and development programs that exceed licensing health and safety standards. Please visit [Step Up To Quality | Department of Children and Youth \(ohio.gov\)](http://www.stepuptoquality.org/) for details of the program.

### NON-DISCRIMINATION STATEMENT REGARDING CHILDREN

Holy Trinity Child Development Programs admits children of any race, color, religion, national origin, sex, and qualified children with disabilities to all rights, privileges, programs, and activities of the Center and does not discriminate based on any of these factors in administration of its educational policies.

### AMERICANS WITH DISABILITIES ACT

Children with disabilities are assessed on an individual basis to determine if the Holy Trinity Child Development Program is appropriate for their needs. Medication will be administered to children in accordance with the child's documented medical/physical care plan. Prior to caring for a child with a disability, HTCDDP staff are properly trained in necessary care procedures and the administration of medication according to the Medical/Physical Care Plan on file for that child.

### NUMBER AND AGES OF CHILDREN SERVED

Holy Trinity Child Development Programs can serve a total capacity of 126 children ranging in age from 2 ½ through 12 years old.

### STAFF

Holy Trinity Lutheran Church is an Equal Opportunity Employer

Most teachers/staff hold higher education degrees earned from nationally accredited universities and colleges. Early childhood education degrees or related areas are preferred, as well as several years of experience working with groups of children, when hiring new staff.

All teachers/staff are trained and maintain certification in

- First Aid
- CPR
- Recognition of Communicable Diseases
- Recognition of Child Abuse and Neglect

Additionally, teachers are required to obtain a minimum of 15 hours of continuing education/specialized training each year.

All staff have been trained to treat children with warmth and personal respect, to provide positive support and to be responsive to the needs of individual children.

## PROGRAM PHILOSOPHY

- The Child Development Program at Holy Trinity is a non-profit, interracial, interfaith center established for the care and education of young children. We are committed to providing a healthy, happy, and safe environment for each child in our care. Each child is treated as a gifted and unique creation of God. We use positive words and actions in an atmosphere of love. The Holy Trinity Child Development Program will strive to improve the quality of life for young children and their families. By doing so, we hope to help children grow to be happy, confident, and loving adults. As a ministry of Holy Trinity Lutheran Church, our goal is to serve both the members of the congregation and the larger community.
- The educational philosophy of the Holy Trinity Child Development Program is based on meeting the developmental needs of young children of all cultures and abilities.
- HTCDP offers learning activities and experiences which encourage creative and intellectual expression, stimulate learning, and promote a warm, accepting, and flexible climate for children. The child's role is to be active, experimental, and exploratory with an expectation of success at all levels!

## PROGRAM GOALS

The Holy Trinity Child Development Program encourages children to be actively engaged in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world. The activities planned each day reflect the knowledge that young children learn through active manipulation of the environment and concrete experiences, which contribute to concept development. For more information regarding developmentally appropriate practice, please see

[DAP: Defining Developmentally Appropriate Practice | NAEYC](#)

## CHILD GUIDANCE

Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. To give this help successfully, we need to build relationships with every child. We build these relationships from day one, outside of conflict situations. It is only when children know and trust us in day-to-day interactions that they will listen to us when conflicts happen (after we have helped everyone calm down). [Instead of Discipline, Use Guidance | NAEYC](#)

## CURRICULUM

Holy Trinity Child Development Program utilizes *The Creative Curriculum*® as the framework around which classrooms are planned to meet each child's social, emotional, physical, and cognitive needs. The "Creative Curriculum" implements developmentally appropriate practice into the classrooms; teaching in ways that match the way children develop and learn. Within this developmental framework, activities will be planned to provide opportunities for the child to make choices, achieve successes, solve problems and be creative. This will enhance positive self-image and foster a positive attitude toward education. Classroom lesson plans are aligned with the Ohio Department of Children and Youth and Ohio's Early Learning and Development Standards. The curriculum will provide for all areas of a child's development: physical, social, emotional and cognitive. For more more information regarding the creative curriculum please see [The Creative Curriculum for Families - Teaching Strategies](#)

## FORMAL SCREENINGS AND ASSESSMENTS

### Ages and Stages Questionnaire-3

Each family with a child enrolled in the preschool program is asked to complete the Ages and Stages Questionnaire-3 within 60 days of the child's first day of school. The ASQ-3 is a reliable, comprehensive, first-level screening. In most cases, these questionnaires can accurately identify the children who need further evaluation to determine whether they are eligible for early intervention services. Because developmental and social-emotional delays can be subtle and can occur in children who appear to be developing typically, most children who would benefit from early intervention are not identified until they begin public school.

### Ages and Stages Questionnaire-Social Emotional

The ASQ-SE complements the ASQ by providing information specifically addressing the social and emotional development of children. Critical to the well-being of children is their ability to successfully regulate their emotions and manage social interactions in ways that are acceptable to themselves and others.

### Teaching Strategies

Teaching Strategies Gold/SmartTeach is a comprehensive assessment system designed to support teachers in effectively observing, documenting, and analyzing children's learning and development. It provides educators with a wealth of tools and resources that facilitate formative assessments, enabling them to make informed instructional decisions and tailor their teaching strategies to meet the unique needs of their students.

## STAFF/CHILD RATIOS AND GROUP SIZE

The Holy Trinity teacher to child ratio is included below. In many programs, our ratios match or are better than suggested best practice by NAEYC.

### Preschool Programs

Classroom	Age Requirement	HTCDP Ratio	Maximum Group Size
Zebra	2 ½ by September 1st	1:6	12
Panda (3 year old)	3 years by September 1st	1:9	18
Tiger (4 year old)	4 years by September 1st	1:10	20
Lion (5 year old)	5 years by December 31st	1:10	20

### School-Age Programs

K-Club	Enrolled in K - 2nd grade	1:15	30
Summer Fun	Enrolled in K - 2nd Grade	1:15	30

### Extended Day Programs

Program	Age Requirement	HTCDP Ratio
Panda Lunch Bunch	3 - 4 years old - Panda	1:9
Pre-K Afternoon Adventure	4 -5 years old - Tiger and Lion	1:10

Children enrolled in the Zebra classroom are not eligible to attend extended programs.

### State of Ohio - Staff to Child Ratios and Maximum Group Size

2 ½ year olds	1:8	16
3-year-olds	1:12	24
4-5-year-olds	1:14	28
Kindergarten, First and Second Grade	1:18	36

## TUITION/FEES AND PAYMENT POLICIES

- Tuition is based on the actual cost of operating the school.
- Monthly statements are emailed to families at the beginning of each month.
- Tuition is due by the 10th day of each month.
- Tuition is late if not received by the end of day on the 15<sup>th</sup> day of the month.
- Please make checks payable to Holy Trinity Child Development Program or HTCDP. Credit card payments may also be made online through HTCDP's MyProcure account. Access information to online accounts is given at enrollment.
- Tuition may be paid yearly, bi-yearly, or monthly.

### PRESCHOOL TUITION

#### Zebra:

2 days/week - \$210.00/month

3 days/week - \$270.00/month

#### Panda:

3 days/week - \$270.00/month

4 days/week - \$330.00/month

#### Pre-K - Tiger and Lion:

4 days/ week - \$395.00/month

5 days/ week - \$440.00/month

Panda Lunch Bunch and Pre-K Afternoon Adventure - \$10.00/ day

### K-CLUB TUITION

2-4 days/week - \$35/day

5 days/week - \$30/day

### REGISTRATION FEE

A \$50.00 non-refundable registration fee is due each year when registering your child for the following school year, with a maximum of \$75.00 per family. The non-refundable Summer School Age Program Registration Fee is \$50.00.

## **DEPOSIT**

A non-refundable deposit is due each year for the upcoming school year. For preschool families, this fee is equal to the cost of May tuition and will transfer to cover the May payment of tuition. For K-Club families, the deposit is \$200. This fee will transfer to cover a portion of the payment of the final month's tuition.

## **DELINQUENT ACCOUNTS**

A \$25.00 late fee will be assessed on delinquent accounts unless prior arrangements have been made with the directors. If tuition has not been received for two consecutive months, a written notice of suspension will be issued to the parents concerning this matter. The child will be unable to attend class until full payment has been made.

## **RETURNED CHECKS**

A \$30.00 fee will be assessed for all returned checks. Full payment in cash, credit card or money order will be due within 5 business days of the date of the returned check. If a pattern of returned checks is displayed, payment by cash or money order may be requested.

## **TUITION AND EXTENDED ILLNESSES**

Tuition is expected to be paid even when your child is ill. Days missed due to illness, vacations, etc., may not be made up or refunded.

## **LATE PICK UP FEE**

If a parent realizes that circumstances beyond their control are going to delay pick-up, communication to the center is necessary. If notification is not received, a late pick-up fee of \$5.00 per 5-minute increment will be assessed beginning 5 minutes after dismissal time.

## **NOTICE OF WITHDRAWAL**

Withdrawal requests from Holy Trinity Child Development Program must be made in writing. Two weeks' notice or two weeks tuition is payable upon your child's withdrawal from the program. Deposit is not refunded.

## **TRACKER FEE**

A \$10 fee will be assessed if K-Club teachers, at Barrington dismissal time, have not been notified of a child's absence from K-Club. The fee will be assessed if K-Club teachers are forced to enter Barrington or attempt to contact the parent and confirm the child's absence.

## **INCLEMENT WEATHER REIMBURSEMENT**

It may be necessary to close the center due to poor weather conditions. On these occasions, regular payment is expected.

## **DELAYED ENROLLMENT**

If a child is enrolled in a classroom but unable to begin at the start of the school year, based on age, toilet training requirements, or other reasons, the deposit is required to hold the spot in that classroom. Monthly tuition will also be required if there are students on the waitlist.

## CENTER POLICIES AND PROCEDURES

### ENROLLMENT

Enrollment is open to any child between the ages of 2½ and second grade, provided the center can meet the needs of that child. The Summer Fun school age program serves children entering kindergarten through second grade.

Our license requires that children no longer require the use of diapers. Children who are in the final stages of potty training, may wear pull ups (Please see Toilet-Training on page 15).

To enroll your child, please return a completed registration form and submit a \$50.00 non-refundable registration fee. All health, medical/immunization, personal data, enrollment forms and fee agreement must be on file before your child can attend Holy Trinity Child Development Program. Before the first day of attendance, all necessary forms must be completed and turned in to the office.

Each child, not enrolled in public school, must have been seen by a physician. The center shall secure and have on file verification of a medical examination for each child. The medical statement shall be on file at the center within thirty days of the child's first day of attendance and updated every thirteen months thereafter from the date of the examination.

### CARE OF CHILDREN WITHOUT IMMUNIZATIONS

For the health and safety of our students and staff, all children who attend HTCDP must be immunized or "in the process of being immunized" which means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health.

### ATTENDANCE POLICIES

#### Preschool-

Arrival - Children are met by the classroom teachers at the outdoor designated drop off locations each morning at 9:00am. Classes will proceed to their classrooms at 9:05am. If you arrive after 9:05am, please come to the preschool door and a staff member will take your child to his/her classroom.

Dismissal - Parents are invited into the building and children are dismissed from their classrooms at the end of the class day. Children who are attending Panda Lunch Bunch or Pre-K Afternoon Adventure will be signed out of their regular class and signed into the afterschool program by the classroom teacher.

#### K-Club-

Arrival - The K-Club teachers meet the students at the Barrington Elementary School flagpole immediately following school dismissal at 2:50pm. Kindergarten students are picked up at their classroom doors and walked to the flagpole. The children and staff walk to HTCDP.

Dismissal - Students are dismissed from K-Club to a parent or authorized person. The children must be signed out on the attendance form before being released.

## PICK-UP AUTHORIZATION

For safety purposes, we can only release a child to an adult, other than the custodial parent or guardian, with authorization from the parent or guardian. Please list all authorized adults who may pick-up your child on the enrollment paperwork. You may add or remove people from that authorized list at any time. Should it be necessary for an alternate adult to pick up your child, please contact the classroom teachers as well as the center by text, email or phone call and provide the necessary information. Please understand, our priority is the safety of each child. No child will be released to any person without consent of a parent/guardian.

## CHILD ABSENCES

If your child will not be attending school, families are asked to first, contact the classroom teachers through classroom email or text message and then advise the center office.

## CUSTODY AGREEMENT PROCEDURES

Any custodial parent or guardian of a child enrolled in a childcare center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren) or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence.

## SUSPENSION AND EXPULSION

We reserve the right to ask you to withdraw your child from the program if:

1. Payment is consistently delinquent.
2. The child is frequently picked-up more than 15 minutes past departure time.
3. The child and/or family is not able to resolve problems or receive the appropriate services through practice and procedure as outlined in the parent handbook.
4. If a child's behavior places the child or the other children at the program at risk, HTCDP will be in communication with the family to discuss and develop a plan to modify the behavior. If the behavior cannot be modified, the child may be suspended or expelled from the program.

HTCDP is required to report child expulsion for behavioral reasons to ODJFS.

## SAFETY POLICIES

1. No child shall ever be left alone or unsupervised.
2. A childcare staff member oversees a specified group of children and is responsible for their safety.
3. Children will be released ONLY to authorized persons.
4. Toys and equipment are:
  - a. appropriate to the age level of the child
  - b. sturdy and safe; free from hazards
  - c. routinely cleaned and sanitized
  - d. supervised while in use
5. Staff have immediate access to a working telephone within our center.
6. Fire drills will occur monthly at varying times. Emergency plans and evacuation routes for each classroom are posted for fire and severe weather-related emergencies. (See also Fire and Tornado Safety sheets). A record of all fire drills will be kept by the center director and are available to be seen upon request.
7. All staff members have certification in first aid. First aid kits are kept in the center office, K-Club room and on the upper level with the preschool rooms.
8. A parent or guardian must sign permission slips for each child who travels away from the center with a group on field trips or special outings. ODJFS guidelines and requirements will be followed. When traveling on field trips:
  - a. First aid equipment will be available, and one person trained in first aid will be present on outing
  - b. Each child will wear an identification wristband, which includes the center name, center address and a phone number to call if the child becomes lost.
  - c. Emergency transportation authorization and medical records will accompany the children on field trips.
9. First aid supplies and cleaning supplies are stored safely and are inaccessible to children. Aerosol sprays will not be used when children are present.
10. An incident report will be completed whenever an accident or injury occurs. The parent or guardian, or person designated for pick up, will be asked to sign a copy of the report to verify they have been informed of the accident or injury. The report will be kept in the child's file. A copy of the report is available upon request.
11. The directors and each employee are required by Ohio law to notify Franklin County Children's Services if they suspect a child has been abused or neglected.

## EMERGENCIES AND ACCIDENTS

### Emergency Transportation

HTCDP requires parents to authorize consent for the emergency transportation of their child. A signature/consent is located on page 4 of the ODJFS Child Enrollment and Health Information #01234. In an emergency, HTCDP will call 911. Parents will be notified immediately. If the emergency transport leaves the center before the parent arrives, a teacher will accompany the child. HTCDP does not transport children.

In the event a child is injured during school hours:

1. An accident/injury report will be completed when an accident or injury occurs. The report will be kept on file in the student's record.
2. In the case of dental emergencies, dental first aid will be administered according to the recommendations on the dental first aid chart located in the director's office, in each classroom or room occupied by children.
3. HTCDP staff will notify the parent immediately. If the parent cannot be reached by phone, the alternate adult listed on the enrollment paperwork will be notified.
4. If there is a medical emergency, 911 will be called. If transported by emergency squad, the ODJFS 01234 Child Enrollment and Health Information for Child Care will accompany the child. The staff person will remain with the child until the parent arrives and assumes responsibility for the child's care.

## EMERGENCY EVACUATION PLAN

Please note the ODJFS Medical, Dental and General Emergency Plan for Type A Homes and Child Care Centers is posted in each classroom and area that is occupied by children. This form identifies our plan of action in the event of an emergency.

As listed on the plan, in the event of an Emergency Evacuation (bomb threat, gas leak, etc.) the teachers will:

1. Account for all children
2. Gather the attendance roster, first aid kit, emergency contact information for children.
3. Exit building to the primary evacuation spot which is Barrington Elementary School. Account for all children with a name to face check off.
4. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to the secondary evacuation location

The secondary location is Jones Middle School. HTCDP will always follow instructions of the emergency personnel on site. Parents will be notified as soon as the children are evacuated safely to our evacuation location. Complete an incident report and provide it to the parents as soon as possible. ODJFS must be notified in 24 hours.

## **INCLEMENT WEATHER**

On rare occasions, it may be necessary to close the center due to poor weather conditions. If circumstances should arise, check social media postings and local television or radio stations for closing information. We follow the Upper Arlington School District. When Upper Arlington Schools are closed, Holy Trinity Child Development Program is closed. If the Upper Arlington Schools are delayed, HTCDP is delayed as well and will open at 10:00am. The classroom teachers will communicate with families regarding closings and delays via text or classroom email.

## **FIRE AND TORNADO SAFETY**

Fire drills are conducted monthly at varying times to ensure safe and efficient evacuation of the building in the event of a fire emergency. A plan of action for fire evacuation is posted next to the door of every classroom.

Tornado drills are also conducted monthly, April through September, to ensure maximum safety in the event of a weather emergency. A plan of action for weather emergencies is posted next to the door of every classroom. In the event of a weather emergency, weather reports will be monitored closely on the radio and through local emergency personnel.

## **REPORTING CHILD ABUSE AND NEGLECT**

Teachers, directors, nurses, physicians, and other professionals who work with children are mandated under Section 2151.421 of the Ohio Revised Code to report suspicion of child abuse and neglect. If a situation should arise when one of our staff members has reason to be concerned for the safety of a child, this person will contact Franklin County Children's Services.

## **FAMILY PARTICIPATION**

Parents and guardians are welcome and encouraged to visit anytime. Upon arrival, please check in at the office to notify a director of your arrival.

The center will host two opportunities for current families and special guests to visit. The children will enjoy sharing classroom activities and our guests will gain insight into the learning that takes place at the center. Families can assist in planning and organizing center events through Family Involvement Committees. Sign-ups for these committees take place at the beginning of each year via online sign-up systems. This is a great way to be involved and help the center.

Special events for the preschool will take place during the year such as Back to School Orientation and Open House, Circle S Farm Day, Families at Preschool, Hat Day, Pajama Day, and others. Follow the center calendar, classroom calendar, Instagram, and check the bulletin boards outside of each classroom door for details of upcoming events.

## FAMILY INPUT

At the beginning of each school year, you are invited to share goals for your child and the center on the "Family Information Sheet". This information sheet will be sent to you with the enrollment paperwork. These goals, along with results from child screenings, observations and assessments are combined to create written goals for each child.

Teachers are available to discuss a child's progress or needs at any time. Due to staff responsibilities when children are in the room, parents are asked to schedule time with staff, outside of class time when it is necessary to engage in any lengthy conversation. Teachers want to focus on you and your child at these scheduled times and must focus on the needs of all children during class time.

Parent – Teacher Conferences will be offered twice each school year (January and April) to discuss the results of the formal and informal assessments of your child and his/her progress relating to development: social/emotional, cognitive, physical and behavioral. These conferences are important and will be scheduled at a time that is convenient for you. Conferences for K-Club families are scheduled upon request.

At any time, families can contact us with questions or concerns. Start the conversation with your classroom teachers. Staff fully realize that you trust us with your little ones, and we want our relationship to be positive. If you need further assistance, the directors are always available. Finally, the HTC DP Advisory Board can help navigate any difficult situations.

## DISPUTES

Sometimes, concerns arise that need to be addressed. A meeting of parents/guardians, teachers and the directors should be scheduled as early as possible. At that time, a plan of action will be discussed and implemented, with weekly, written communication between all parties involved. A second meeting may be scheduled to review the situation. Open lines of communication are always crucial when solving problems.

Sometimes a situation arises during the school year that requires the center to consider having a child transfer to another classroom or terminate enrollment during the year. This option is only considered when it is in the best interest of a child. These requests can come from parents/guardians or teachers. The change will depend on class availability, close observation of the child and lengthy discussions with parents/guardians, all teachers involved and the directors.

## CLASSROOM DIRECTORY

A center directory of children/parents' names, addresses, phone numbers and email addresses is made available to families in the fall of each year. The directory will only include the information of families who give consent. Please specify your consent/denial on the pink "child enrollment form" included in all enrollment paperwork.

## **SNACKS, FOOD AND DIETARY NEEDS**

Preschool families are asked to donate snacks for the class. Teachers will provide information at the beginning of the year regarding the snack schedule. Snacks need not be elaborate, but they do need to be healthy and nutritious! Fresh fruits and vegetables are always welcome and may be brought to school washed and cut. Store bought snacks should be in original packaging with the ingredient list and nutrition label visible. The center will furnish a snack suggestion list to help you plan nutritional snacks.

Please notify your child's teacher of any food allergies. A Medical/Physical Care Plan must be on file to allow staff to take appropriate precautions or actions for treatment if your child has an allergy or health condition. This information will be posted in the classroom. Children with food allergies will be provided a separate, allergen free space during snacks and meals. Parents may be asked to provide safe snacks for their child who has a special diet due to food allergies.

When your child brings a lunch to the center, please remember, the meal must provide one-third of the recommended daily dietary allowances as specified by the USDA.

Any child attending the center for more than 4.5 hours per day will be provided a snack that includes two foods from at least two food groups.

HTCDP will happily provide a meal to any child who does not have one.

Snacks for K-Club and Summer Fun are provided by the center. As stated, one serving from at least two food groups will be offered when HTCDP provides the snack.

Water is available and offered to all children at all times. We encourage students to bring a reusable water bottle each day.

Snack/mealtime is a special time at HTCDP. Adults in the classroom sit down at a table and eat with the children. Optimally, there will be one adult at each table. Socialization is vital to this time. Children are encouraged to be independent when handling their food, serving others and cleaning up when finished. Snack/mealtime begins with a song/prayer. Food is not placed on bare tables and health factors are taken into consideration. Children are encouraged to taste what is served. Adults will be positive role models during snacks and meals by tasting and conversing in a positive way. Staff will eat what the children are eating, not a different snack.

## **BIRTHDAYS**

Birthdays are special days for our small children and are happily celebrated at school. Please notify your teacher if you are planning to bring in a special birthday treat for the class. We respectfully ask that you do not bring in a whole birthday cake or treats with high levels of sugars and dyes.

## MEDICATION AND SPECIAL DIETS

Child Medical/Physical Care Plan for Child Care (ODJFS 01236) must be completed and on file at the center when a child has a condition that requires one of the following:

1. Monitoring the child for symptoms which require staff to take action
2. Ongoing administration of medication or medical foods.
3. Administering procedures which require staff to be trained on those procedures
4. Avoiding specific food(s), environmental conditions, or activities
5. A school-age child to carry and administer their own emergency medication

Center personnel may administer medication, medical procedures, and medical foods when necessary, only when the Child Medical/Physical Care Plan for Child Care is completed, staff have been trained and the form is on file at the center.

All medications, including over the counter items and lotions, must be labeled with the child's name. Prescription medicines require the pharmacy label.

If a child has special nutritional needs, medical foods will be administered with the completion of the Child Medical/Physical Care Plan. The required forms must be completed prior to administration of any prescription or non-prescription medication. Parents may be asked to provide safe snacks for their child who has a special diet due to food allergies.

All medications will travel with the child throughout the day. They are stored out of the reach of children. Medications, topical lotions and medical foods will be returned to the parent at the end of the school year.

## ADMINISTRATION OF MEDICATION, MEDICAL FOOD OR TOPICAL PRODUCTS.

1. **Medical Foods:** If a child requires the administration of medical foods, a completed JFS 01236, "Child Medical/Physical Care Plan for Child Care" must be on file. All medical foods must be provided by the family and must be in the original container with the child's name. The medical food should be given to the teacher at arrival. HTC DP will follow the directions on the medical food container to ensure safe storage.
2. **Modified Diets:** If a child requires a modified diet that eliminates 1 or more of the 4 food groups or changes the amount of food to be served to meet 1/3 of the recommended dietary allowance, a completed JFS01236 "Child Medical/Physical Care Plan for Child Care" must be on file.  
If a child requires a modified diet due to religious or cultural reasons, families must provide written, dated and signed instructions. Families will provide any food requirements that are not part of the HTC DP menu.
3. **School age children** are permitted to carry emergency medication such as an EpiPen or inhaler if a JFS01236 "Child Medical/Physical Care Plan for Child Care" is on file. School age children are permitted to carry and administer topical products with written permission from parents on file.

## CLOTHING AND PERSONAL BELONGINGS

Children should come to school dressed for active and messy play.

Comfortable closed-toed shoes (tennis shoes are preferred) with a heel or heel strap and clothes for running and climbing are best. We use washable markers, but please understand that your child may get paint, food coloring or dirt on his/her clothes. Just in case, a change of clothes is necessary, please provide a spare set of clothing in a labeled bag to leave at the center.

Please label your child's personal belongings. This includes shoes, jackets, backpacks, lunch boxes etc. One child's belongings may look exactly like another's. We cannot be responsible for lost articles. A book bag or tote bag large enough to carry daily projects, and brought each day is an effective way to keep all personal belongings together. We enjoy outside time each day the weather permits. Please send your children dressed for outside play throughout the year.

In cold weather, children should come to school with coats, hats, gloves/mittens, scarves, and boots. Sometimes the playground will be wet from rain, snow, and dew. Please make sure that children have appropriate shoes for these occasions and a change of clothes in the classrooms. Outdoor play will be fully enjoyed on snowy days.

## ATTACHMENT OBJECTS

We understand that the transition to preschool is sometimes a difficult one. If your child feels more comfortable at school with a security item, please allow the child to bring it along until he/she is ready to leave it at home. Attachment objects are not shared.

## TOILET TRAINING REQUIREMENTS

Holy Trinity does not provide programs for toilet training a child nor is the center licensed to change diapers. To follow the Ohio Job and Family Services Licensing Requirements, we require all children enrolled at Holy Trinity Child Development Program be toilet trained. We realize any child can have accidents at school.

HTCDP will accept children who still need pull-ups as a means of security for both the parent and the child. Pull Ups will not be checked while children are at HTCDP. Classroom teachers will call a parent/guardian or the indicated child-care provider if there is a bowel movement that occurs during classroom hours. If, however, we cannot reach someone to quickly come change your child on three separate occasions, we will ask that you withdraw your child until he/she is more successfully potty-trained. Frequent accidents will indicate to the teachers that your child is not potty-trained. Extended discussions with parents will help the teachers and directors determine whether your child needs to withdraw from the program until potty-training has been more successfully completed. Holy Trinity Child Development Program will hold your child's spot, free of charge, for one month. At the end of the month, after discussions including parent(s), teachers, and administrators, we will determine the appropriateness of re-enrolling your child. There will be no additional enrollment fees if this takes place.

## SLEEPING, NAPPING AND RESTING

Due to the length of time each day that children are in attendance, nap or sleep time is not provided at HTCPD. A quiet reading area is available in all classrooms that children may utilize for resting.

## ROUTINE TRIPS, FIELD TRIPS AND SPECIAL OUTINGS

Licensing regulations require that we have written and signed permission forms from the parent or guardian before transporting or escorting a child to or from the center for routine trips, field trips or special outings. Holy Trinity Child Development Program will provide two staff members certified in first aid and CPR on every routine or field trip unless the group size is 6 children or less. For a group size of 6 children or less, Holy Trinity Child Development will provide one staff person.

Routine trips are frequent or routine trips, regularly scheduled excursions from the center, such as escorting a child from Barrington Elementary school, walks around the church grounds and neighboring sidewalks and areas inside Holy Trinity including Grace Hall, the Gathering Place, and the sanctuary.

Field trips or special outings are infrequent or irregularly scheduled excursions from the center, such as a trip to the park or library. HTCDP staff will send permission slips for parents/guardians to sign any time field trips are planned. Without completed ODJFS forms on file and written parent/guardian consent children will not leave the center.

## TRANSPORTING CHILDREN FROM BARRINGTON ELEMENTARY - K-CLUB ONLY

Walking is always the mode of transportation. A minimum of two adults with first aid and CPR training will escort children from Barrington to K-Club at Holy Trinity Child Development Program. Children must be physically able to walk with the group. We will walk every day, all year, in the rain, snow and cold. Please dress your child appropriately for all kinds of weather. Please make sure your child has a hat, gloves, and boots in winter months. Holy Trinity Child Development Programs will purchase and provide ponchos for each child to wear in rainy weather. Umbrellas are not used on the walk from Barrington. Accommodations will be made for children with mobility needs.

## SWIMMING

Children who are enrolled in Summer Fun at HTCDP may participate in field trips throughout the summer. Routine trips to Devon Pool will be a regular part of the summer program.

Enrollment forms will include ODJFS sample form #JFS 01227 which will specify the following:

1. Your child will be swimming or playing in water 18 inches or more in depth
2. The center will NOT provide additional adults above the required staff/child ratios. The ratio HTCDP will follow is 1 adult to 9 children.
3. The time and dates of the scheduled trips to Devon Pool.
4. HTCDP will walk on these trips.
5. Whether your child is a swimmer or non-swimmer.

Parental permission to participate in swimming activities is required.

## CHILD ABUSE AND NEGLECT

### 1. Reporting Child Abuse and Neglect

The Ohio Department of Job and Family Services mandates that all personnel working in a licensed childcare center must report suspected child abuse or neglect. There is a penalty for violation of this reporting law. This act protects the people reporting (unless proven to be malicious) for any liability, civil or criminal. All records and reports concerning child abuse and neglect filed with ODJFS in the district court are confidential and will not be disclosed. All teachers at Holy Trinity are aware of their responsibilities regarding this act and will alert the directors, or the person in charge of the center should the directors be absent, if they see any signs of abuse or neglect.

### 2. HTC DP Procedures

HTCDP will:

- Comply with Ohio law, which states that every staff member must obtain a background check upon hire before working with children and every 5 years thereafter. Records that are included in a background check are Bureau of criminal investigation (BCI), Federal bureau of investigation (FBI), National sex offender registry, State sex offender registry, and statewide automated child welfare information system (SACWIS) records.
- Require all staff to obtain and maintain current certification in Recognizing Child Abuse and Neglect orientation and training.
- Assist with resources and referral.
- Encourage parents to make unannounced visits to the center.
- Require all visitors to sign in at the center office upon arrival.
- Ensure that no adult, volunteer, employee or researcher will ever go into a bathroom or small enclosed room and close the door.
- Require doors be left open or have a second adult in the room if a researcher, employee, specialist or therapist wishes to work privately with a child.
- Immediately terminate any teacher, volunteer, or an employed person not working with children, who is determined to be unfit. The employer may immediately terminate the staff member upon notification in writing by the directors, and if on employee financial compensation, compensation shall cease at the time of notification. For HTC DP purposes, the term "unfit" shall include: mental, sexual, or physical child abuse, willful appropriation, or destruction of Holy Trinity property; malicious slander directed toward staff, parents, or children; conviction of a felony or any crime that involves crimes against persons; sex offenses; and crimes affecting family relationships and children; aggressive behavior and threats directed at adults.
- Take appropriate steps to protect all involved parties while inquiries are made, if any teacher or volunteer is accused of child abuse or neglect by a parent.
- Never allow a volunteer, researcher, or teacher to leave the premises at any time for any reason with a HTC DP child unless explicit consent is given by a parent/guardian.

## ILLNESS

Please do not send a sick child to school. Children must be free of fever, without use of fever reducing medications, for at least 24 hours before returning to the center.

The mildly ill child (a child experiencing minor common cold symptoms) will be allowed to attend the program, providing the child feels well enough to participate in activities, including outdoor play. A child who is too ill to play out of doors is too ill to come to school. Please use good judgment when determining whether your child should come to school. Remember that your child's resistance to germs is reduced, even when mildly ill, and could prolong an illness.

A child is considered to be sick when demonstrating any of the following symptoms:

1. Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary).
2. Diarrhea (three or more abnormal, unexpected, or unexplained loose stools within a twenty-four-hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and /or gray or white stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

All HTCDP teachers are trained to recognize the common signs of communicable disease and will observe each child daily as he/she enters the group. The JFS 08087 "Communicable Disease Chart" is posted in the center office and the requirements listed on that chart will be followed by the center. If the communicable disease is required to be reported to the health department, the center will report within 24 hours.

When caring for sick children, the center will:

1. Isolate the sick child away from other children in another room or portion of a room, but within sight and hearing at all times.
2. Provide the sick child with a cot or mat and make him/her comfortable.
3. Notify the child's parent/guardian immediately to arrange discharge.
4. Sanitize the thermometer after each use.

## HANDWASHING

Handwashing is the most important step in keeping our children and staff healthy.

To further promote a healthy environment at Holy Trinity Child Development Program the following schedule of hand washing will be followed:

Appendix B to Rule 5101:2-12-13 Handwashing

Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Childcare staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

1. Upon arrival for the day, prior to departure, and upon entry into a classroom.
2. After toileting or assisting a child with toileting.
3. After each diaper change or pull-up change.
4. After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
5. After cleaning or sanitizing or using any chemical products.
6. After handling pets, pet cages or other pet objects that have come in contact with the pet.
7. Before eating, serving, or preparing food or bottles or feeding a child.
8. Before and after completing a medical procedure or administering medication.
9. When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer at the following times:

1. Upon arrival for the day and prior to departure.
2. After toileting/diaper change.
3. After contact with bodily fluids.
4. After returning inside after outdoor play.
5. After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
6. Before eating or assisting with food preparation.
7. After water activities.
8. When visibly soiled (must use soap and water). Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

## DISINFECTING THE CLASSROOM

A solution of ¼ cup of bleach to one gallon of water is used to disinfect tables, toys, and all surfaces that children and staff come into contact with. A solution of 1 tablespoon bleach to one gallon of water is used to regularly clean classrooms. Bleach solutions are prepared daily.

## CLASSROOM SCHEDULES

Please note that times are approximate. The children's daily schedule is flexible enough to provide adaptability when necessary and structured enough to provide predictability for the children. We want children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### Sample Preschool Schedule

9:00am	Children arrive and are greeted by teachers. Children wash their hands upon entering the classroom.
9:15am	Gathering time – brief sharing time about events, good morning songs and a book begin the day. Discussion of the opportunities available in the classroom.
9:30am	Free Choice - Lesson planned activities and Interest areas: Creative Art and Easel, Dramatic Play, Construction/Block Play, Manipulative Area, Reading Center/Quiet area, Writing Center, Sensory Area and Math/Science Exploration
10:15am	Clean-up time – Children put all materials away in their proper places and wash hands.
10:35am	Snack Time
10:50am	Circle Time – Music, language and concept development, story reading and story writing
11:00am	Outdoor/Large Muscle Play – running, climbing, pedaling, sliding, jumping, sand or water play, etc
11:20am	Final Gathering - music and movement, large group game, etc.
11:30am	Departure – Parents or other authorized adults pick up their children.

### Sample Pre-K Schedule (same as above until 11:30am)

11:30am until 12:30pm Lunch and Planned Group Experiences

### K-Club Daily Schedule:

2:50pm	Pick-up and walk from Barrington Elementary School
3:20pm	Snack
3:45pm	Journals and Quiet Reading
4:00pm	Outdoor Play
4:30pm	Planned Activities and Free Choice: Lesson planned activities and Interest areas: Creative Art and Easel, Dramatic Play, Constructive/Block Play, Manipulative Area, Reading Center/Quiet area, Writing Center, Sensory Area, Math/Science Exploration/Activities
5:30pm	Outdoor/Large Motor Play until closing
6:00pm	Closing

## OUTDOOR PLAY

The NAEYC policy on Developmentally Appropriate Practice states that outdoor experiences should be provided for all young children. Outdoor time is an integral part of the curriculum for physical development and as an extension of classroom learning. State licensing also requires that unless extreme weather conditions prevail, children should have a daily period of outdoor play under the supervision of an adult. Children spending more than four consecutive hours at the center shall play outdoors for at least one hour daily.

All children will go outdoors daily for at least 15 minutes. This time may be spent on the playground or on a walk. Children not well enough to go outdoors are not well enough to be in school. Each classroom has an outdoor schedule and teacher child ratios are maintained.

Circumstances that preclude outdoor play are:

1. Temperature factoring in wind chill is below 25 degrees fahrenheit
2. Temperature factoring in heat index is above 90 degrees fahrenheit
3. During a severe weather watch or warning.
4. Playground conditions are not safe due to ice, rain, temperature, humidity, ozone levels, pollen count or lightning.

On days when circumstances preclude going outdoors, opportunities for large motor activities will be available indoors.

## Safety Rules and Policies for Children

The playground and outside play is an extension of the learning environment of the classroom. Developmentally appropriate rules that are established in the classroom are therefore extended to the playground.

1. Children may only be allowed to climb if there is nothing in their hands. Children need both hands free for climbing.
2. Children can go up and down the slide. When going down, they should go feet first, either on their stomachs or backsides.
3. Sand stays in the sand box. Sand in eyes should be gently flushed out with water.
4. Picnic benches are for sitting only. Feet on the tables or benches should be discouraged.
5. Children should not be lifted onto a climber. If a child cannot get up by him/herself, then the child is too young for the climber.

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EXISTING

**ACTION: Final**

Appendix C to Rule

5101:2-12-07

5101:2-12-07

**Center Parent Information**

Appendix

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 child care 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 to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, 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: Write or Call:

HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights

233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37<sup>th</sup> Floor

Chicago, IL 60601 Columbus, OH 43215-3414

(312) 886-2359 (voice) (614) 644-2703 (voice)

(312) 353-5693 (TDD) 1-866-277-6353 (toll free)

(312) 886-1807 (fax) (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>.