



BEAVERCREEK CHRISTIAN LEARNING CENTER

BCLC

**1850 N. FAIRFIELD ROAD, BEAVERCREEK, OH 45432
(937)426-0079 FAX (937)426-2490**

Parent Handbook

Owned and Operated by
Be Hope Church
1850 N. Fairfield Road
Beavercreek, OH 45432
(937) 426-3926

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PURPOSE

Beavercreek Christian Learning Center is a faith based learning center that offers innovative instruction to children of all ages and cultivates an atmosphere where children are accepted and nurtured by the love of Christ and all those around them. BCLC is a non-profit organization and was established as a service to the families and children of the community regardless of race, color, religion, sex or national origin. This service has grown from a sincere love for children and a desire to help achieve proper development and adjustment. Beavercreek Christian Learning Center provides the highest quality care in a safe and friendly atmosphere. Recognizing the importance of balanced growth, our staff provides opportunities for the physical, social, emotional, intellectual and spiritual development of the children in our care.

LICENSING

Beavercreek Christian Learning Center is fully licensed by the Ohio Department of Human Services. We have regular inspections by the Greene County Health Department and the Beavercreek Fire Department. The laws and rules governing child day care and licensing, as well as current inspection records are on file and available for review in the office. Our license is posted in the main entryway. At all times our Ohio approved ratios will be met. Ratios are posted as such below;

Age Groups	Licensing Ratios
3 years old	1 teacher: 12 students
4 years old	1 teacher: 14 students
School age (k-5)	1 teacher: 18 students

STAFF AND TRAINING

Each member of the staff employed is a qualified and competent person to provide loving and understanding care for the children. The Learning Center

Staff is dedicated to providing the best possible environment for your child's growth and development. Staff are chosen for their love of children as well as their specific qualifications. Our administration staff are certified in First Aid, Communicable Diseases, Child Abuse and CPR and one person is present in the center at all times. Our teaching staff are also certified in First Aid and CPR.

BABYSITTING OUTSIDE OF BCLC

In the event a staff member chooses to babysit a child attending BCLC, outside normal working hours of BCLC, it is the position of BCLC that the staff member is acting in the relationship of being employed as an independent contractor with that particular parent, guardian or custodian of the child being babysat. BCLC is relieved of any and all liability caused by any action of the BCLC staff member who is now working under that independent contractor relationship with the particular parent, guardian, or custodian providing babysitting services to the child and said BCLC staff member acting as an independent contractor is performing said services at his/her own risk and peril.

DAILY PROGRAM

A carefully supervised and balanced program is offered to assist play, language arts, reading readiness, music, stories, art, science, health, physical education and crafts, all of which provide for an educational experience of lasting value to the physical, mental and emotional development of the child.

HOURS OF OPERATION

Our hours of operation are from **6:30 a.m. to 6:00 p.m.**

Arrival Time:

Preschool-your child needs to be present by 8:00am

Pre-Kindergarten- your child needs to be present by 8:30am.

*Full Day enrollment allows for drop off as early as 6:30 a.m. for all children

*Half-Day enrollment drop off: Preschool no earlier than 7:30 a.m./Pre-K no earlier than 8 a.m.

Departure Time:

Half day:

Preschool- pick up time is 12:00pm.

Pre-Kindergarten- pick up time is 12:30pm.

Full day:

Program pick up time is 6:00pm. If the center is not notified of a late pick-up, staff members will attempt to contact the child's parents and emergency contact persons noted on the enrollment application. At 30 minutes after closing, if we have not heard from the parent/guardians or emergency contacts we will have to notify the local police department ******A late fee of \$1/minute will be charged if parents have excessive late pick ups.** Parents agree at the time of enrollment that they will drop off and pick up within the operational hours of the center. If excessive late pickups occur this will lead to disenrollment of the student.

SCHOOL AGE DEPARTURE TIMES

Parkwood: Bus leaves at 7:35am

Shaw: Bus leaves at 7:45am

Trebein: Bus leaves at 8:25am

Main: Beavercreek School bus comes in between 8:20-8:30am.

Fairbook/Valley: Bus leaves at 8:30am

****It is your responsibility to arrive before the BCLC departure time. If parents try to drop off their child after the bus has already departed it is the parent's responsibility to transport their child to school.**

*****SCHOOL AGE ONLY-WE DO REQUIRE A MINIMUM OF THREE ENROLLED STUDENTS PER SCHOOL (AM AND PM) IN ORDER TO ACCOMODATE BUSING AND CARE.*****

TUITION

We operate on a "Flat Fee" tuition schedule. This means that we still bill on days that are scheduled closure dates (holidays, PD days, etc.). Unplanned closures (inclement weather, etc.) will be credited. Tuition is always due by Friday at 6:00pm for the current week. Forms of payment include; cash, check or credit card. You can set up a checkings/savings account or credit card for weekly recurring payments which will be run every Monday. Payment can also be made online at myprocare.com. (Please see the office for more details!)

FEES DUE UPON ENROLLMENT:

- **Registration fees** (non-refundable) : School year: \$100.00/individual-\$150.00/family. Summer (non-refundable): \$75/individual- \$100/family
- **Activity fee** (amount disclosed upon enrollment)

ADDITIONAL FEES:

\$25.00 Late fee if tuition is not paid by Friday of each week, unless prior arrangements have been made with Administration.

DELINQUENT ACCOUNT POLICY

If your account is 2 weeks overdue, your child will not be able to attend until a payment in full is paid. If your account incurs three or more late fees this could be grounds for disenrollment of your child from the center.

CUSTODY SITUATIONS

In the event of a custody case, BCLC will request a copy of the court order stating the person(s) having temporary or permanent custody of any child enrolled in our center. A child will not be released to a non-custodial parent without written permission from the custodial parent.

BAD WEATHER

In the event of inclement weather, BCLC will delay or close for the safety of the staff and parents. BCLC will post any closings/delays through Channel 7 (WHIO), Facebook (Beavercreek Christian Learning Center) and through our parent/communication app Procure Connect. If Beavercreek Schools (or St Luke) are delayed, we will provide care and transportation if your child is enrolled in BEFORE care. If schools release early, we will provide transportation back to BCLC if your child is enrolled in AFTER care. If Beavercreek or St. Luke close due to weather, we will provide all day care to ALL currently enrolled school age students without additional fees.

TOILETING

BCLC is not licensed to care for non-potty trained children. Your child needs to be potty trained before attending. “Potty trained” is defined as: a child is able to acknowledge that they need to use the bathroom, be able to dress themselves, and also be able to properly wipe themselves. We understand that accidents will occur and we are willing to work with the child and parents. If there are excessive accidents, we will call the parent/guardian to see if there might be a medical problem. If it is determined that your child is not yet mature enough to sustain potty control at school, we ask that you give your child a period of time away from school to complete their potty training. We will hold your child’s spot for one month (no tuition is paid during this time). If after one month, your child is not yet ready, we will move your child to a waiting list. When your child is completely trained, we will re-enroll, if space is available. It is so important that a child is not rushed into toilet training.

HOLIDAYS

The Learning Center will be open Monday through Friday. We do close down for most holidays including but not limited to:

New Year’s Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

When Holidays fall on the weekend, it’s decided by the office administration when the holidays will be observed. Please see the yearly calendar for closures.

BCLC has one scheduled professional development day each year that is announced in advance.

CHRISTMAS, NEW YEARS AND SPRING BREAK

There will be no curriculum taught during these holiday breaks. Due to attendance being low, many classes are combined to make one class and teachers may split their work week. Therefore, RSVP forms will be emailed/Procare messaged to parents to indicate if attendance will be expected. Activities are provided to enhance the physical, intellectual, emotional and social aspects of your child's development during this time. However; if you choose not to attend, you are still obligated to pay for your child's scheduled days unless you apply vacation days.

ABSENCES

When reporting an absence, parents can email the school, call the office or send a message on Procare. Please make sure you are reporting any illness or absence.

VACATION POLICY

Families will receive "vacation days" to use for the school year (August to August). Vacation days will reset at the beginning of the next fall session. Families that are only enrolled for the summer session **will not** receive any vacation days. Vacation days are equivalent to the number of days you are enrolled. (Ex: If your child is enrolled 5 days a week, he/she would receive 5 vacation days, but if your child is only enrolled for 3 days a week, then he/she would only receive 3 vacation days.)

Unused vacation days from the school year will carry over into the summer but will NOT carry over into the new school year. All days must be used by the end of summer and CANNOT be used to leave the summer session early.

Your account must be paid and current for vacation days to be applied. If you have a balance on your account we will not apply vacation days.

HOW TO USE YOUR VACATION DAYS

Vacation days can only be applied when your child is not in attendance at BCLC. They cannot be applied to days that your child was in attendance. Vacation days can be applied to holidays when BCLC is closed. It is your responsibility to notify

us in a timely manner that a vacation day is to be applied to an absence. Vacation days cannot be applied to days more than two weeks prior to the current date. Parents must come into the office and write the vacation day in our attendance book which is located on the counter.

WITHDRAWAL FROM CENTER

When you no longer need our service, we require a two-week written notice. Forms are provided in the office. If your withdrawal is less than two weeks, you will still be charged a fee for early withdrawal, which will be equivalent to one week of your child's tuition and your account must be at a zero balance on the last day your child attends. You will not be able to use any of your accrued vacation days.

BIRTHDAYS

We encourage you to send a treat on your child's birthday. It is his/her special day. Their celebration will be held at snack time or in the classroom upon the teacher's request. Check with your child's teacher for any other special restrictions. **AS OF 6/1/22 BCLC allows peanut products in the building.** However, please be advised there may be an individual allergy in your child's classroom. We encourage parents to check in with their teacher to see what is appropriate to bring in!

Here is a list of approved classroom treats for classrooms that have a nut allergy present: Oreo cookies, Chips Ahoy Cookies (chocolate chip only), Fudge Stripes Cookies, Go-gurt, Fresh Fruit, Twinkies or Hostess Cupcakes, Skittles or Tootsie Rolls, Pretzels, Popsicles, Fruit Snacks, String Cheese and Crackers, Snack Packs of Pringles, Jello and Pudding Cups or Cupcakes/Cookies (homemade only).

NAP TIME

We highly discourage nap-time drop off. Once children are asleep it is very disruptive for a student to be dropped off during this time and we encourage all our students to get the rest that they so desperately need. Students may only be dropped off between the hours of 12:00pm-2:00pm if they had a scheduled appointment, etc. We ask that you please communicate with the teacher or office in advance so we can have their cot set up before 12pm.

TOYS

Children are discouraged from bringing their toys from home; an exception would be if the class is having a show-and-tell day. Toys from home can pose some distractions to the child throughout the day, and we want to set our students up for success! We also cannot be responsible for broken, lost or taken toys. Special blankets, pillows or stuffed animals for naptime are more than welcome.

CLOTHING

Children should be comfortably dressed in washable play clothes. An extra change of clothing needs to be provided at all times for each child in case of an accident. Please put extra change in a Ziploc bag so that when clothes are soiled, they can be returned to you in the bag. All clothing brought should be clearly marked for identification, including hats, gloves and boots. There will be outdoor play periods in winter if the temperature is at or above freezing (32 degrees) therefore, dress your child accordingly.

LOST AND FOUND

There is a lost and found box located inside the office area. Check this box periodically for lost items. It is very important that you label your children's coats, hats, scarves, shirts, etc. with their name. This box is cleaned out periodically and all items not claimed are donated. BCLC is not responsible for any missing items brought into the center. Parents must understand that items can be lost or stolen; our staff do their absolute best to make sure items remain with the child or in the child's backpack, but items do unfortunately get misplaced. The staff member will try to locate lost items, but BCLC will not be held responsible for replacing items not found.

REQUIRED DOCUMENTS TO START AT BEAVERCREEK CHRISTIAN LEARNING CENTER

- Enrollment form
- Deposit Fee (non-refundable)
- Activity Fee

- Ethnic and Racial Data Form
- Child Enrollment and Health Information
 - Medical Statement
 - Food Program Form
 - Parent Compliance
- Permission to transport (if applicable)

FIRST DAY OF SCHOOL:

- School supplies (school year only)
 - Change of clothes (labeled)
- Nap items (labeled) if applicable

Drop off is normally harder for the parent, rather than the child. The best method for dropping off your child on the first day is just to drop and go. Give your child a hug and a kiss and leave the room. Please do not go back into the room. This is upsetting and confusing to your child. Also, some teachers prefer that drop off be done at the door without entering the classroom for the same reasons. Feel free to call the office later in the morning to inquire how your child is doing. BE AWARE... The second day may be more difficult. It is very normal for children to take a couple of weeks to fully adjust to a new environment.

WHEN THERE ARE CONCERNS Teachers are available to discuss a child's progress or needs at any time, however, due to staff responsibilities and schedules, parents are asked to make an appointment with staff when it is necessary to engage in any lengthy conversation. Teachers want to be able to focus on you and your child at these times. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found: Child's Teacher, Office Administrators, Assistant Director or Director. Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

PARENT PARTICIPATION

It is our goal, as your children grow and change, to provide them with the highest quality educational program and experiences to encourage their

development in language, social skills, motor coordination and self-confidence. We feel this is best accomplished through a close relationship between parents and staff members in matters regarding your children.

PLEASE FEEL FREE TO

Meet with the Teacher, Office Administrators, or Director to discuss concerns. - Take time each day to talk with your child's teacher.

PLEASE LOOK FOR

Teachers have the option to provide you with daily and/or weekly evaluations. Please check with your child's teacher on their class policy. Progress reports in which each teacher documents your child's development is shared with parents during annual conferences. Important sign-up's, flyers, information posted and e-mails will be sent out. Other important information posted on the window outside the office and bulletin board. A snack & lunch menu is emailed out weekly and available in the office if you would like a paper copy.

OUTDOOR PLAY

Children will play outside when the weather is appropriate- at or above 32 degrees. Please dress in appropriate shoes. If BCLC has "Bike Day", children can bring their bikes, rollerblades, skateboards, scooters, etc. and use them provided proper headgear is worn. Head injuries may result when helmets are not worn.

TRANSITIONING CHILDREN

Children promote up to the next age group in the fall. If children are struggling with their class they may need to move up or down in age group levels. BCLC will notify parents to obtain support and consent, and develop a plan and time period for the transition to take place. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next class.

DISCIPLINE POLICY

At Beavercreek Christian Learning Center (BCLC), the Bible is our authority for teaching and training children. Discipline is part of that training which is always positive even though at times it may seem to have a negative side to it.

Discipline, when applied correctly, is always positive and is carried out in the following manner:

1. Positive Reinforcement is discipline brought about by reinforcing what is acceptable and right. Many different kinds of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, a trip to the treasure chest, verbal praise, and public recognition. Good behavior is well recognized and encouraged at BCLC.
2. Non-Reinforcement Training may be used for student's actions done out of childishness, because of immaturity, and those done out of foolishness or rebelliousness. Immature acts are handled by helping the student recognize acceptable behavior and training the student positively.

Consequences are part of our training and discipline is used to teach responsibility. These are administered consistently and are clearly defined to the student beforehand. They are used to help correct unacceptable behavior. These inappropriate acts are handled with redirection or loss of privileges. They are always administered with love and firmness.

If a child is disruptive in a classroom situation and others cannot learn, is disrespectful of peers and their materials, or is creating a safety problem for other children, he/she may be isolated from the group for a period of time. The child will still be under the supervised direction of the teacher. Our goal in discipline is to train children to use self-control, develop respect for authority, and learn to express themselves in socially acceptable ways.

BEHAVIOR CONTRACT

Parents/guardians are expected to be supportive of all school rules. The behavior contract outlining general school rules as well as unacceptable behavior and their consequences are provided below as part of the student

enrollment package. Both parents/guardians and students are expected to read and sign the behavior contract prior to the first day of attendance at BCLC. This document will be kept in the child's folder as an agreement of expected student conduct between BCLC, the parents/guardians, and the child.

GENERAL SCHOOL RULES

1. Prompt and cheerful obedience to all school staff is expected at all times. Talking back will not be tolerated.
2. Common courtesy and respect for other people, their person and their property, must be shown at all times. BCLC has a hands-off policy to all students including no tackling, wrestling, karate-type play, etc., for the protection of the students.
3. Students must remain in their appointed places, under proper supervision, at all times. Running or hiding from teachers will not be tolerated.
4. Students are expected to conduct themselves in a responsible manner. Lying or speaking in a disrespectful manner will not be tolerated.
5. Students and parents/guardians of students who are responsible for causing damage whether by accident or on purpose, will be expected to make full restitution in financial cost for school property and other student's property.
6. Students must get their teachers permission before bringing anything to school that is not normally used in the school program (such as breakable or live "shares").
7. The school assumes no liability for lost or stolen items - including share items and all personal property.
8. Students may not leave BCLC classrooms, playgrounds, or other BCLC facilities unless accompanied by an adult.
9. Older and younger siblings of children in the BCLC program may not play on the BCLC playgrounds/FLC/Kids gyms during normal school hours.

MINOR OFFENSES

For offenses deemed less serious (minor offenses), the discipline process is carried out as part of the normal teaching processes in a given day (time out, loss of privilege) and will be documented by the staff. Repeated minor offenses may result in a written warning that must be signed by the parent /guardian and returned to the teacher. After two written warnings, a parent/teacher

conference may be scheduled to develop a Corrective Action Plan which must be supported and enforced by the parent/guardian and teacher. Failure to show improvement after the Corrective Action Plan is in place may result in suspension and/or expulsion from the program.

MINOR OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

Back talking to staff, not listening to directions, name calling/teasing, being disruptive/loud, antagonizing/starting trouble, bringing items that are not necessary, play fighting/or wrestling, going into other students' or staff belongings, lying/deceiving

MAJOR OFFENSES

In more serious offenses (major offenses), the parents/guardians are notified with a written referral. Repeated major offenses may result in a parent/teacher/director conference to develop a Corrective Action Plan which must be supported and enforced by the parent/guardian and the BCLC staff. Failure to show improvement after the Corrective Action Plan is in place may result in suspension and/or expulsion from the program.

MAJOR OFFENSES INCLUDE BUT ARE NOT LIMITED TO: Fighting/pushing /kicking students or staff, foul language, going into unauthorized areas, throwing objects, endangering the safety of others (sticks, rocks, wood, balls, etc.), destroying BCLC equipment or property, stealing, spitting, running away from staff members, endangering the safety of others, and excessive and repeated minor offenses. For extremely serious offenses, or repeated offenses, the child will be immediately taken to the Administrator, who at that time may recommend a Corrective Action Plan and/or suspension depending on the circumstances. BCLC reserves the right to suspend and/or terminate childcare services immediately when the health, welfare or safety of other children is at stake. This Discipline Policy is used as a guideline only. We reserve the right to bypass corrective procedures based on the severity of the action.

CORRECTIVE ACTION PLANS are used to clearly define unacceptable behaviors and to implement a plan of action to correct behavior. Behavior contracts are reviewed after two weeks and four weeks. Children who improve

on the contract are moved to probationary status for the remainder of the school term. Children who show no improvement and/or parents /guardians who do not support the terms of the contract may not be able to continue at Beaver Creek Christian Learning Center.

SUSPENSION* is used for serious rebellious acts to staff, continuous disobedience, bodily injury, property damage, serious inappropriate behavior and outright and deliberate acts of defiance. Children who have 1 or more suspensions may generally be placed on a corrective action plan. *Suspension is for program days and starts the next program day. (The weekends and holidays do not count).

EXPULSION is the loss of the student's placement at BCLC and is for the most serious acts. Students who receive 2 or more suspensions in a year may be subject to expulsion depending on the circumstances. Students who fail to improve over a four week period of time on a Corrective Action Plan may be subject to expulsion. Expulsions are recommended by the Director to the parents.

BITING We encourage children to use their words instead of biting. Your child's teacher will inform you if your child is biting. We ask that you talk with your child and keep in contact with your child's teacher with ways we can help stop this behavior. We are willing to work with you to correct this problem. If your child does continue to bite after all attempts to correct have failed, we will ask that you withdraw your child from the center. We consider biting to be a serious offense. We understand that there are many circumstances that can lead a child to bite. If your child bites, we will investigate the circumstances regarding the offense and make our determination accordingly. The determination of consequences depends upon the seriousness of the event. Consequences could include any of the following: a warning, suspension, removing your child from the program or other consequences we deem appropriate. In a spirit of cooperation, if your child should break the skin, we reserve the right to request testing for communicable diseases.

SAFETY INFORMATION A childcare staff member in charge of a child or a group of children will be responsible for their safety. No child will be left unsupervised at any time with the exception of school age students going to the bathroom and walking to the office. Each child must be signed in and out upon arrival and departure by the parent or guardian. Our system, called Procure, will be used for attendance purposes.

The parent or guardian must accompany the child to the appropriate classroom and make the teacher aware of their presence and make the teacher aware that they are there to take the child. If the child is to leave the center with someone other than their parent/guardian, it is the parent's responsibility to inform the office and their child's teacher. If your emergency contact, or other family members arrive to pick up your child and you have not notified us of this change, we will contact you to verify.

You may notify us in advance of a change in pick -up. The person picking-up is to come to the office and we will verify their identification and direct them to the child's classroom. All persons must bring picture identification to the office.

A first aid kit is kept in the office and in the basement. We have monthly fire drills and practice for weather alerts. Attendance is taken following all drills. An Emergency Plan is posted in all classrooms, explaining what to do in case of fire and weather alerts. There is also a diagram showing evacuation routes. No aerosols are used around children at this Center. All outlets in the center are covered while not in use. Incident reports are completed any time a child is injured. Parents must sign this report and leave it with the Center. Parents will be given a duplicate copy upon request. If child abuse or neglect is suspected, Children's Services will be notified. BCLC is mandated by law to report any suspicions of child abuse and neglect.

FIELD TRIPS Pertinent information regarding field trips is sent home prior to all trips. These policies are followed on all trips: each child must be 40 lbs. and 4 years old (State of Ohio Requirement) and each child must wear a seat belt. All children are supervised by an adult at all times. A first aid kit and a person trained in first aid are available while on the trip. Every child, while on the field

trip, must wear a tag with our school name, address, and telephone number or BCLC t-shirt. During the summer, children wear BCLC t-shirts. Teachers must have signed permission slips, emergency forms and health records for all children on all trips. During participation in any recreational or instructional swim program, prior written permission for each child to participate will be obtained from the parent or guardian. BCLC staff will supervise the activity in addition to instructors of the swim program. This permission form must include the child's ability to swim.

IN CASE OF EMERGENCY

1. No child is left alone or unsupervised.
2. A staff member trained in first aid will attend to the child involved.
3. If necessary, the Beavercreek Emergency Squad will be called and parents will be notified immediately.
4. In the event that a child must be transported, a staff member will accompany the child to the emergency facility and remain there until the parent or guardian arrives. ****Please note: Permission to transport must be given on their EMT form before a child may be in attendance at BCLC. If permission is not given then the child MAY NOT attend BCLC.**
5. Those children not involved in the emergency will be supervised in the area or taken to another area where appropriate supervision can be maintained.

HEALTH

As Beavercreek Christian Learning Center is licensed by the state of Ohio, there are state laws that must be strictly adhered to at all times. Medical forms may be obtained from the office and must be signed and dated by a licensed physician. If the child's medical form expires the child may not return to the center until a new form is completed.

SICKNESS

********If at any time your child tests positive for COVID, it is the parents responsibility to immediately report the positive case to the learning center. We will need to assess the situation quickly to determine if any additional quarantines are necessary.

LICE POLICY

If your child is sent home with head lice he/she CAN NOT return to the Learning Center until they are completely nit free. This means the head was treated with proper medication and no eggs are present.

IMPORTANT

A child should not be brought to the center with a temperature of 100 degrees or more, vomiting, diarrhea, excessive cough, excessive runny nose or a rash.

A child becoming ill after arrival at the center will be placed in isolation in the office, made comfortable on a cot and the parents will be notified. An adult will be in sight of the child at all times.

The child MUST be picked up within the hour.

Beavercreek Christian Learning Center Updated Covid Policy

BCLC follows the same Covid guidelines as Beavercreek City Schools. Please visit [COVID-19 | Beavercreek City Schools \(gocreek.org\)](https://www.gocreek.org) for current information.

We do not care for sick children. Parents are responsible for their own sitter when a child is sick. When teachers become ill a qualified substitute will be called to take the class. Our center desires to provide conditions that encourage cleanliness and good health practices among the children. **Children must be fever free for 24 hours without medication to return to school.**

Keep Me Home If...



© Seattle King County Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

FOOD ALLERGIES

BCLC is no longer a nut free center. However, we do our best to accommodate those students who have food allergies. Each classroom is required to post any special health restriction or allergies and accommodate those students throughout the year during special events. If a student has an allergy, religious exemption, etc. we will do our best to substitute/accommodate the best we can for snack and lunch.

NUTRITION

A nutritious snack will be served during mid-morning and mid-afternoon. A hot lunch is provided to all students, which constitutes one third of the child's recommended daily dietary allowances. *If you desire to pack your child's lunch and/or snack, we encourage that you meet the food component requirements.* (grain, dairy, protein, vegetables, fruit etc.)

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

PRESCRIPTION MEDICATION

1. Item must be in the original container with the prescription label stating:
 - a. Child's name
 - b. Prescription date (please check expiration dates)
 - c. Exact dosage to be given
 - d. Number of doses to be given daily
 - e. Method of administration (by mouth, in ear)
2. Parent must complete a Health Care Plan Form prior to the first day of school.
3. Medication will be administered up to the expiration date.
4. Parent leaves the request form, the medicine and measuring spoon in the office.

5. ALL MEDICATION MUST BE DROPPED OFF IN THE OFFICE. IT CANNOT BE LEFT IN A CHILD'S BACKPACK EVEN IF IT IS JUST BEING TRANSPORTED FROM CAREGIVER TO CAREGIVER.

NON-PRESCRIPTION MEDICATION POLICY

1. Any over the counter medication must be dropped off in the office, please do not drop off anything in the classroom with the teacher. An Administration of Medication form will need to be filled out and signed by a parent and/or doctor if necessary.

Non-prescription medication must have the child's name written on the medication and we must abide by dosing age limits on the medication. (Ex. Tylenol may not be dispensed without a doctor's note for a child under the age of 5.) Topical products, lotion, sunscreen and chapstick do not require an administration of medication form, but must be labeled with the child's name and given to the teacher for storage. Children are not able to keep the chapstick on their person or in the cubby. For more clarification please see the office for details.

PHYSICALLY CHALLENGED CHILDREN POLICY

It is our intent to provide childcare services to children without regard to physically challenging conditions. Admission of a child will be made as long as it does not: constitute a danger to that child, require supervision and/or educational services beyond that reasonably expected of the existing staff, or require specialized equipment not present in or available to the center.

MISCELLANEOUS

The Center reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and/or the Center to continue enrollment. We request that all messages be in writing. Verbal statements often get lost in the transfer. We gladly accept suggestions and ideas regarding our center and encourage open communication between parents, teachers and administration. All children's records are kept in the office. The Department of Human Services' Toll Free Complaint number is 1-800-282-1190.

OHIO DEPARTMENT OF JOBS AT FAMILY SERVICES (ODJFS)
Parent information required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules.

The licensing law and rules governing child care are available for review at the facility upon request. The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his/her presence. Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility 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. This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.



United States Department of Agriculture



The Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program)



WIC Since 1974
The Foundation of
Healthy Families

What is WIC? WIC was established as a permanent program in 1974 to safeguard the health of low-income women, infants, and children up to age 5 who are at nutritional risk. This mission is carried out by providing nutritious foods to supplement diets, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services. Find out more: <http://www.fns.usda.gov/wic/about-wic-wic-glance>

Where is WIC available?

The program is available in all 50 States, 33 Indian Tribal Organizations, American Samoa, District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. While funded through grants from the Federal Government, WIC is administered by 89 State agencies, with services provided at a variety of clinic locations including, but not limited to, county health departments, hospitals, schools, and Indian Health Service facilities. To find the WIC offices serving your area go to: <http://www.fns.usda.gov/wic/contacts>

What food benefits do WIC participants receive?

The foods provided through the WIC Program are designed to supplement participants' diets with specific nutrients. WIC authorized foods include infant cereal, baby foods, iron-fortified adult cereal, fruits and vegetables, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, yogurt, soy-based beverages, tofu, peanut butter, dried and canned beans/peas, canned fish, whole wheat bread and other whole-grain options. For infants of women who do not fully breastfeed, WIC provides iron-fortified infant formula. Spe-

cial infant formulas and medical foods may also be provided if medically indicated. Learn more about food benefits here: <http://www.fns.usda.gov/wic/wic-food-packages>

Program benefits include more than food.

WIC benefits are not limited only to food. Participants have access to a number of resources, including health screening, nutrition and breastfeeding counseling, immunization screening and referral, substance abuse referral, and more. Find out more: <http://www.fns.usda.gov/wic/wic-benefits-and-services>

Am I eligible?

Pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who meet certain requirements are eligible. These requirements include income eligibility and State residency. Additionally, the applicant must be individually determined to be at "nutrition risk" by a health professional or a trained health official. To find out if you might be income eligible for WIC benefits go to: <http://wic.fns.usda.gov/wps/pages/start.jsf>



How WIC Helps

WIC supplemental foods have shown to provide wide ranging benefits. They include longer, safer pregnancies, with fewer premature births and infant deaths; improved dietary outcomes for infants and children; improved maternal health; and improved performance at school, among others. In addition to health benefits, WIC participants showed significant savings in healthcare costs when compared to non-participants. Learn more about how WIC helps:

<http://www.fns.usda.gov/wic/about-wic-how-wic-helps>

What is “nutrition risk” and why is it important?

Two major types of nutrition risk are recognized for WIC eligibility: medically-based risks such as anemia, underweight, history of pregnancy complications, or poor pregnancy outcomes; and dietary risks, such as inappropriate nutrition/feeding practices or failure to meet the current Dietary Guidelines for Americans. Women, infants, and children at nutrition risk have much greater risk of experiencing health problems. Learn more about nutrition risk:

<http://www.fns.usda.gov/wic/wic-eligibility-requirements>

I’m eligible, what do I do next?

Those who are interested in applying for benefits should contact their State agency to request information on where to schedule an appointment. Applicants will be advised on what to bring to the appointment in order to verify eligibility. Contact your State agency here:

<http://www.fns.usda.gov/wic/contacts/>

EBT makes it easier to use food benefits.

In most WIC State agencies, participants receive paper checks or vouchers to purchase food, while a few distribute food through centralized warehouses or deliver the foods to participants’ homes. However, all WIC State agencies have been mandated to implement WIC electronic benefit transfer (EBT) statewide by October 1, 2020. EBT uses a magnetic stripe or smart card, similar to a credit card, that participants use in the check-out lane to redeem their food benefits. EBT provides a safer, easier, and more efficient grocery experience and provides greater flexibility in the way WIC participants can shop. Find out more and check if your State supports EBT:

<http://www.fns.usda.gov/wic/wic-electronic-benefits-transfer-ebt>

Focus on breastfeeding.

Even though breast milk is the most nutritious and complete source of food for infants, nationally less than 30% of infants are breastfed at 1 year of age. A major goal of the WIC Program is to improve the nutritional status of infants; therefore, WIC mothers are encouraged to breastfeed their infants, unless medically contraindicated. Pregnant women and new WIC mothers are provided breastfeeding educational materials and support through counseling and guidance. Explore the benefits of breastfeeding and find helpful resources here:

<http://www.fns.usda.gov/wic/breastfeeding-promotion-and-support-wic>

WIC Facts

- If you participate in another assistance program you may be automatically income-eligible for WIC.
- Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers.
- More than half of the infants in the U.S. participate in WIC.
- WIC participants support the local economy through their purchases.
- WIC works with farmers markets to help increase participant access to provide fresh, locally grown fruits and vegetables. Find out more here:

<http://www.fns.usda.gov/fmnp/wic-farmers-market-nutrition-program-fmnp>

Where can I learn more?

Information on FNS programs is available at www.fns.usda.gov/fns/