



**Grace**Early  
Childhood**Center**

# Parent Handbook

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[www.grace-ecc.com](http://www.grace-ecc.com)

Grace Early Childhood Center is a ministry of Grace Polaris Church.  
8225 Worthington Galena Rd., Westerville OH 43081  
phone 614-431-8228 fax 614-431-8206  
Revised August 2023

## WELCOME to Grace Early Childhood Center

Dear Parents,

Welcome to the Grace Early Childhood Center. As a ministry of the Grace Polaris Church, we look forward to partnering with you in the growth and development of your child. We ask that you look over this Parent Handbook and then keep it for future reference. Please have all of your children's caregivers (e.g., extended family, nannies, etc.) review the handbook as well.

The purpose of this handbook is to provide information specifically related to ways that the Center will partner with families to ensure a high-quality experience for all. The Center has established a number of policies concerning program and classroom practices. These guidelines have been developed to comply with state licensing standards; and to reflect input from the administration, teachers, and parents. The policies and procedures described in this booklet are written to provide a clear description of what parents may expect of Grace ECC and what Grace ECC expects of parents. Our goal is to provide exemplary early childhood services for our families.

I hope that your experience at our Center is positive and that you are secure in the fact that your child is well cared for. I invite each parent and family to become actively involved in all aspects of our program. At Grace ECC we believe that parent involvement is essential to a child's development, and we want to be partners with you. Thank you for letting us serve you and your family!

Sincerely,

Jackie Hughey  
Director

## Grace ECC Program Information

### **LOCATION**

Grace Polaris Church  
Grace Early Childhood Center  
8225 Worthington Galena Rd  
Westerville, OH 43081

### **PHONE & FAX NUMBERS**

Phone: 614-431-8228  
Fax: 614-431-8206

### **WEBSITE**

[www.grace-ecc.com](http://www.grace-ecc.com)

### **E-MAIL**

[ecc@gracepolaris.org](mailto:ecc@gracepolaris.org)

### **FINANCE OFFICE**

P.O. Box 1650  
Westerville, OH 43086  
Phone: 614-796-0632

### **TEXT ALERT SYSTEM**

To help us better communicate closings and delays in a timely and efficient manner, we use a text alert system that allows us to notify parents and staff of any closures by sending them a text. For information on how to subscribe to our text alerts, please contact the ECC office.

### **HOURS OF OPERATION**

Our Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday for the full-day, year-round program.

Half day preschool is from 9:00 – 12:00 p.m. and meets from the middle of August through the Friday before Memorial Day.

School year only students are able to come 7:00 a.m. to 6:00 p.m. and meets from middle of August through the Friday before Memorial Day.

### **ELIGIBILITY**

Grace ECC accepts children 6-weeks through age 6. For preschool, children **must be 3 by September 30**. All preschool children must be potty trained before they can attend a preschool class.

Families with children currently enrolled will be given enrollment priority.

### **REQUIREMENTS**

The following must be completed and turned into the ECC office before the child's first day:

- Options page
- Signed/initialed Child Enrollment and Health Information form (JFS 01234)
- Non-refundable application fee
- Child Medical Statement (JFS 01305) signed by the child's physician, including the date of the last exam AND record of immunizations
- Photo Release form
- Meet & Greet orientation with teacher (infant only)

Please note the Child Medical Statement is valid for 13 months from the date of the last well exam and must be updated annually.

### **TAX IDENTIFICATION NUMBER**

The center's tax ID number is available on the upper right-hand corner of your billing statement or upon request from the finance office.

### **PARKING**

There are several parking spaces outside the ECC that are reserved for families dropping off or picking up. *If you plan to stay longer than 10 minutes, please park in one of the outer church parking lots.*

We ask that all our parents adhere to the following policies:

- **Cars must be in a parking space. Parking is NOT permitted:**
  - in fire lanes
  - in front of the ECC
  - in any area not marked for parking.
- Handicap spaces are reserved for people with a handicap sticker.
- **Dropping off children in front of the ECC is NOT permitted;** ALL children must be accompanied by an adult into the building.
- Toddlers and preschoolers must walk with parents. Please do not allow children to run out in front of you.
- Children should not be left unattended in a vehicle. Please bring siblings into the building with you.

**Our parking lot speed limit is 5 M.P.H.**

#### **SPECIAL CLOSINGS**

Grace Early Childhood Center closes each year for the following occasions (these are subject to change):

- New Year's Day
- Good Friday
- Memorial Day
- July 4th Holiday (2 days possible for reserve)
- Staff workdays in August and January/February
- Labor Day
- Thanksgiving – Wednesday through Friday
- Christmas Break – time off between Christmas and New Years

## **Our Purpose, Philosophy, and Goals**

#### **STATEMENT OF PURPOSE**

We exist to help parents meet their responsibility of caring for and educating their children. We want to work closely with parents in meeting the needs of

their children. We reinforce biblical principles and offer a biblically integrated and developmentally appropriate curriculum. Christ-centered education reflects the Christian worldview in every area of student, staff, and administrative activities.

### **PHILOSOPHY**

Our philosophy of early childhood education is that young children learn best through play, through structured and unstructured activities, and in a loving environment where they feel safe and secure. Each child is unique and encouraged to explore and learn from their surroundings. We are excited to be a part of your child's growth and development and can't wait to see what God has planned for them.

### **CURRICULUM GOALS**

The early years in a child's life set the tone for future learning and development. Our curriculum is created to provide an overall framework for learning in all developmental areas for young children from six-weeks to six-years of age. It is intended to address their social-emotional, physical, cognitive, language, and spiritual development in an integrated and cohesive manner.

### **ASSESSMENTS**

Thoughtful observation and assessment of children is essential to help our staff learn more about each child, develop goals, plan and implement effective curriculum. The ECC may request to meet with a prospective student and their parents prior to acceptance into our program. The ECC conducts informal assessments throughout the school year of preschool children. These observations and assessments are reflected in our preschool progress reports, which are completed and sent home bi-annually. This information is not shared with the Ohio Department of Job and Family Services.

### **PROGRAM QUALITY/STANDARDS OF EXCELLENCE**

High quality early childhood education benefits children. It is our desire to supply you and your child with quality early education. Copies of the laws and rules governing early childhood programs and copies of compliance reports are available by the office. The Ohio Department of Job and Family Services (ODJFS) toll free number is posted on our license by the office and is available to any person who wishes to report a suspected violation by the center.

At the end of this handbook, you will find important information required by the Ohio Administrative Code. Please carefully read through this information.

### **STAFF QUALIFICATIONS**

An important component of quality early childhood programs is the choice of staff. Our teachers are nurturing Christians who understand children's needs. The administrative team carefully evaluates staff performance to assure that children are provided developmentally appropriate experiences in a safe, loving environment.

We seek employees who value working as a team with parents and colleagues. Each staff member has undergone an extensive background check and is approved to work in a childcare setting by ODJFS and has had a medical form signed by their physician. It is our desire that all PS teachers have an associate degree in early childhood education or bachelor's degree in education or a related field.

Continuing education is an important part of working at the ECC. Each staff member attends regular training in first aid, communicable disease recognition, child abuse prevention and recognition, CPR, and child development.

## Daily Schedules

Teachers provide time for children to work and play individually, in pairs, in small groups, and as a whole group. Each individual classroom has a daily schedule posted on their board outside the classroom. Below are some examples based on the different age groups:

### **SAMPLE INFANT DAILY SCHEDULE**

Infants will be fed on the parent's desired schedule, changed every two hours, and naps will be taken as needed. Infants are placed in different positions throughout the day, such as in swings, exersaucers, and play mats on the floor (back & tummy time) so that they can exercise their entire body. They are also given time and space to play with age-appropriate objects such as books, balls, plush toys, etc. to help develop their fine motor skills. Talking, music, and reading will be a significant part of their day for language development. Weather permitting, all infants may also have outdoor playtime in our Infant Courtyard.

Around 12 months, the children will begin eating table foods and they will have a more regular schedule for lunch and snack time. The 12-18-month class will take one daily nap, drink from a sippy cup, and eat table foods for lunch and snacks.

Nursing mothers who wish to nurse or pump at the center can use the designated space available in each infant room.



### SAMPLE INFANT DAILY SCHEDULE

	INFANTS
7:00-8:00	Welcome (Note-times between opening and closing are approximate and tailored to the individual needs of each child.)
8:00-9:00	Breakfast for children who eat as a group (based on class schedule)
9:00-10:50	Free Play (includes a rich environment set up indoors and outside so children have a variety of experiences that contribute to their individual learning, development and socialization)
9:00-11:30	Morning bottles, spoon feeding, napping, diapering (as needed)
10:50-11:10	Lunch Prep
11:10-11:45	Lunch for children who eat as a group
11:45-2:30	Afternoon bottles, spoon feeding, napping, diapering (as needed)
2:30-2:45	Afternoon snack for children who eat as a group
1:30-6:00	Free Play (includes a rich environment set up indoors and outside so children have a variety of experiences that contribute to their individual learning, development and socialization)

### SAMPLE TODDLER DAILY SCHEDULE

	TODDLERS
7:00-8:00	Welcome/Exploration/Learning Centers
8:00-8:30	Diapering & Bathroom
8:30-8:45	Circle Time
8:45-9:15	Breakfast Snack
9:15-10:15	Outdoor Play or WOW Room
10:15-10:30	Story Time/Diapering & Bathroom
10:30-11:30	Exploration/Art/Learning Centers
11:30-11:45	Music/Dance/Bible Time
11:45-12:15	Lunch
12:15-12:45	Nap Prep/Diapering & Bathroom
12:45-3:00	Nap/Rest Time
3:00-3:30	Wake Up/Diapering & Bathroom/Snack
3:30-4:30	Outdoor Play/WOW Room
4:30-5:00	Diapering & Bathroom
5:00-6:00	Exploration/Learning Centers/Departures

**SAMPLE PRESCHOOL DAILY SCHEDULES**

	SAMPLE HALF DAY PRESCHOOL/ SCHOOL-AGE* SCHEDULE (*school-age refers to 5-6-year-olds enrolled in preschool)
9:00-10:00	Learning Centers
10:00-10:15	Bible Time
10:15-10:30	Circle Time
10:30-10:45	Art
10:45-11:00	Learning Centers
11:00-11:15	Recess
11:15-11:35	Story Time
11:35-12:00	Math Concepts, Numbers

	SAMPLE FULL DAY PRESCHOOL/SCHOOL-AGE* SCHEDULE (*school-age refers to 5-6-year-olds enrolled in preschool)
7:00-8:05	Welcome/Learning Centers
8:05-8:30	Breakfast Snack Served
8:30-9:00	Recess or WOW Room
9:00-9:20	Learning Centers/ Free Play
9:20-9:40	Circle Time
9:40-10:15	Language Arts
10:15-10:35	Weekly Theme or Letter Craft
10:35-10:50	Social Studies/Math
10:50-11:00	Clean up
11:00-11:30	Student Choice Centers
11:30-12:00	Transition to Lunch
12:00-12:30	Lunch
12:30-1:00	Recess
1:00-1:15	Story/ Bible Time/Journaling
1:15-1:30	Transition to Nap
1:30-3:00	Nap/Rest Time
3:00-3:30	Transition to Snack
3:30-4:00	Snack
4:00-6:00	Learning Centers/Recess/Departures

**RATIOS**

We believe strongly that the ratio of children to adults directly affects the quality of the early learning experience. Therefore, we follow state standards or a slightly higher standard:

Age Group	State Ratio	State Group Size
Infants (6 weeks-12 months)	1:5	2:12 (we prefer 2:8)
Infants (12 months-18 months)	1:6	2:12 (we prefer 2:9)
Young Toddlers (18 months-2 yrs.)	1:7	2:14 (2:12)
Older Toddlers (2.5 yrs-3 yrs.)	1:8	2:16 (2:12)
3-Year-Old Preschool	1:12	2:24
4-Year-Old Preschool	1:14	2:28
Preschool Plus	1:14	2:28
School-Age	1:18	2:36 (we prefer 1:15; 2:30)

## Staying Connected

### **PARENT PARTICIPATION**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have access to areas of the building used for their child's care during our hours of operation. Until further notice parents need to drop off their child at the door of the classroom.

### **MONTHLY NEWSLETTER**

The center publishes a monthly newsletter for families. This newsletter is emailed to all families at the beginning of each month.

### **DAILY SHEETS**

We provide written information on all infants and toddlers each day they are in attendance. Please be sure to sign in and out on these daily sheets.

### **CLASSROOM PARENT INFORMATION BOARD**

Parent bulletin boards are located outside each classroom and contain classroom/center information, sign-up sheets, class schedules, lesson plans, the weekly menu, etc. Please allow time to check this board each day.

### **PARENT CONFERENCES**

#### **FOR INFANTS AND TODDLERS:**

Anytime you have a concern about your child, we encourage you to schedule a meeting time with your child's teacher. Scheduling a time to meet helps both you and the teacher to be able to devote your

full attention to the discussion items. The administration is available to help facilitate these meetings.

FOR PRESCHOOLERS:

Preschool teachers will have conferences with all preschool parents. Teachers will have the option of either an email conference or in person during the school year. These conferences will be held at a designated time in the school year. Occasionally, a teacher may request a parent conference at another point in the school year, if there is a special concern in the classroom. We value scheduled conferences as important times to discuss children's progress, both academically and socially. However, because of the teacher's responsibility for her class, she is not able to devote her full attention to an **unscheduled** conference.

**EMAIL**

Teachers are also accessible by email to answer questions, schedule conferences, or discuss effective ways for staff and parents to handle changes and challenges for the child. Administration is also available to answer questions, clarify policies, and explain procedures through email.

**PARENT CONTACT INFORMATION**

All parents are given the option of releasing their name and contact information to other families enrolled at our center on their child's enrollment paperwork. If you need contact information for another family enrolled in our center, we ask that you stop by the office for this information. We will not release the names or telephone numbers/email addresses of those parents who do not want this information released.

**PARENT/TEACHER COMMUNICATIONS**

Communication between parents and staff members is very important in assuring we have a common understanding of goals for each child. When a parent has a concern, we ask that they remember the following:

- Talk to the teachers directly whenever possible.
- If necessary, they may talk with the director to help with the communication process. Realize that if you have a concern with a teacher, the program director will investigate by talking with the teacher about your concern.
- Please give teachers a chance to correct minor issues.
- Don't allow concerns to build up. As concerns occur, share them with the teachers. It is disturbing to find out "later" that a parent had a number of concerns and never expressed them.
- Sometimes we cannot make the changes you may request due to other restrictions, but we always want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.
- If at any time a parent wishes to meet with their child's teacher to discuss issues that may arise, he/she can contact the teacher to schedule a meeting.
- We do ask that you schedule a conference with your child's teacher to discuss issues in depth and try **not** to discuss concerns during drop-off and pick-up times.

Staff who have concerns adhere to the above policy as well. If any staff member has a concern with another staff member or parent, they will...

- Talk to the staff member/parent directly whenever possible.
- If necessary, they may talk with the director to help with the communication process. Realize that the program director will investigate by talking with the other people involved about their concern.
- Give staff members/parents a chance to correct minor issues.
- Not allow concerns to build up. As concerns occur, they will deal with them right away.
- Listen to others' suggestions realizing that changes cannot always be made.

- Schedule an appointment to meet with a staff member/parent to discuss issues that may arise.

## Guidance and Behavior Management

In guiding and disciplining young children, God must be our example. He always lovingly, patiently, and consistently guides us and disciplines us. The teacher, with the help of the parent, must understand the individual differences of each child and then choose appropriate practices. The home and center must work hand in hand, helping each other understand the child and reinforce, as well as negate, certain behaviors, making early education a pleasant experience. State law prohibits the use of physical punishment or verbal abuse.

At Grace ECC we teach children to respect themselves and others. We teach children to practice self-control and to accept responsibility for choices and actions, understanding there are consequences. We help children learn to use toys and materials properly by setting clear limits and modeling the desired behavior.

The following may be used when guiding children's behavior as the situation warrants (all staff follow these practices):

1. Reinforcement and praise of good behavior
2. Reviewing expectations
3. Redirecting (verbally/physically)
4. Discussing consequences
5. Reflection (separating from the group as in time out) \*
6. Removal of privileges (closing an activity)
7. Relocation and/or holding a child for a short period of time as in a protective hug, so that the child may regain control (if safety of others is an issue).
8. Parental conferences (phone and/or in person)
9. Behavior management plan
10. Requesting parental discipline and/or removal of child from school.

\*When using separation from the situation, it shall not last more than one minute for each year of age of the child. **This may not be used for infants.** When the child returns to the activity, the staff members will review the reason for separation and what behavior is expected.

All staff and parents at Grace Early Childhood Center must follow behavior management techniques specified in Rule 5101:2-12-22 of the Ohio Department of Job and Family Services childcare licensing rules.

If a child is consistently engaging in behavior that could hurt themselves or others, it may become necessary to withdraw the child. Before disenrollment, every attempt will be made to work together with the child's family to negate the behavior, which may include the use of a behavior management plan developed in conjunction with the child's teacher, administrator, and parents.

## Supervision of Children

### **SUPERVISION POLICY**

At no time will children be left unattended. Children will always be within sight and hearing of a staff member. This policy applies to indoor/outdoor play times, naptime, and mealtimes. When a child is sick, they will be isolated in an unused section of the classroom or office, but still within sight and hearing of a staff member.

### **CHECK IN / OUT PROCEDURES**

All children must be brought into the center and taken to their classroom by a parent/guardian. Please make contact with the teacher so they know the child has arrived. It is required for teachers to sign in students. When picking up, please inform the teacher you are taking the child. All students must be signed out by the teacher.

If you plan to stay in the building longer than 15

minutes, we ask that you also sign in and out on the visitor clipboard in the office.

### **VISITORS**

When visiting the center, please sign in and out at the ECC office.

### **CHILD RELEASE POLICY**

Grace ECC will only release children to parents, guardians, or those listed as emergency contacts on their enrollment forms. Written or verbal notice must be given in advance if anyone other than those approved will be picking up. A picture ID will be required at the time of pick up.

### **CHILD CUSTODY ISSUES**

We understand there may be special circumstances surrounding divorce, separation, or remarriage; however, Grace Early Childhood Center cannot legally restrict a non-custodial parent from visiting, reviewing records, or picking up a child **unless** the center has been given current legal documents which prohibit such activities. Copies of all legal documents must be kept in the child's file. It is Grace Early Childhood Center's policy to remain neutral in all custody situations.

### **NON-DISCRIMINATION POLICY**

Grace ECC admits students of any race, color, religion, sex, or ethnic origin. It is also unlawful for the center to discriminate on the basis of disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

### **CONFIDENTIALITY**

All information about children and their families is regarded as confidential, the property of the church, and the family involved.

### **CHILD ABUSE**

All staff members are mandated reporters of child abuse. If any staff member has a suspicion of child abuse or neglect, they are required under Section 2151.421 of the Ohio Revised Code to make a report



to the local children's services agency.

## Classroom Procedures

### **TRANSITIONS**

Young infant rooms are for children ages 6-weeks to 12-months. Older infant rooms are for children ages 12- to 18-months. Young toddler rooms are for children ages 18-months to approximately 2-years-old.

Transitions into the next age group will depend on availability, staffing, and individual development rather than a child's chronological age. Transition plans will be made by the office in conjunction with the child's current teacher and the new teacher. Transition plans will include a schedule of increasing increments of time for the child to visit the new classroom. Once a transition plan is complete, the parents will be given a copy of the transition plan to review, sign, and return to the office.

Older toddler rooms are for children who will be 2-years-old by September 30 and are eligible for our preschool program the following fall (these children will all turn 3 by September 30 of the following fall).

For preschool, our 3-year-old classes are for children who will be going to at least two years of preschool. The child must be 3 by September 30 of that school year and potty trained to attend these classes. Their transitions take place each fall.

Our 4-year-old classes are a pre-kindergarten program for children who are planning to enroll in kindergarten the following year. Children must be 4 by September 30 of that school year to qualify for our pre-kindergarten program. Transitions into the 4-year-old classes also take place each fall.

Grace ECC also offers a Pre-K Plus program for students who are eligible for kindergarten but whose parents would like another year of preschool.

Students enrolling in this class must be 5 by September 30 of that school year and have already attended a preschool 4-year-old program. Transitions into this class take place in the fall.

### **NAPTIME**

Naptime is set per classroom and is sensitive to the children's developmental needs. It most often occurs after lunch.

INFANTS – Infants nap as needed. All cribs are labeled and (daily) used exclusively by one child. Cribs are disinfected weekly, and sheets are washed as often as they become wet or soiled and every Friday evening.

Infants are placed on their backs to sleep. Any other sleep position (e.g., placed on their stomach) requires a Sleep Position Waiver form (JFS 01235) signed by the child's physician. Staff frequently check on and visually observe each child breathing while they are sleeping. Infants are removed from their cribs as soon as possible once they are awake.

Infants shall not be placed in cribs with bibs or any other items which could pose a strangulation or suffocation risk (i.e., pacifier straps, blankets, and stuffed toys). Devices designed to maintain sleep positions are permitted but must be approved by the child's physician. A Sleep Position Waiver form (JFS 01235) must be filled out and kept on file to allow us to use a sleeping device. If a child needs the comfort of a special security item to fall asleep, it must be removed from the crib within 5 minutes of the infant falling asleep.

TODDLERS – Each toddler is assigned a specific cot. Children may bring a special pillow, blanket, or security item from home. Personal cot items are sent home weekly to be laundered and are returned to the classroom each Monday. All cots are sanitized weekly or sooner if needed.

PRESCHOOL – After an active morning each full-day

child is scheduled for a time of rest. Children may bring a blanket, a small pillow, and **one** small stuffed toy to be taken home at the end of each week to be laundered.

### **BRINGING ITEMS FROM HOME**

Children that are here full day may find it comforting to bring an item from home to help them throughout the day. This is okay and encouraged when it helps the child. We advise you to clearly label everything that comes to school. We regret that we cannot be responsible for lost or damaged items.

### **BIRTHDAYS**

Birthdays are special events for children. On the day of the celebration, you may bring in a packaged food item treat, or non-food treats such as stickers, small trinket toys, etc. **We ask that all packaged food be nut/peanut free.**

If you are planning a birthday party at home and wish to invite children from the center, we request that you not distribute birthday invitations at the center unless you are inviting the entire class. Please mail or email invitations to parents or call them at home. If you are inviting the entire class, invitations can be placed by parent in each child's mailbox.

### **CHILDREN'S CLOTHING**

Clothing worn should be appropriate for the weather. All shoes must have an enclosed toe and heel (i.e., No flip flops, crocs, sandals). We request that an extra change of clothing be kept either in the child's classroom or in the child's backpack in case of any accidents. If clothes are borrowed from the center, we ask that you launder and return them at your earliest convenience.

## Nutrition

### **FULL DAY STUDENTS**

We take seriously the meals and snacks that are served at the ECC. We serve a hot lunch, as well as a morning and afternoon snack to all students enrolled in our full-day program. Every lunch includes a protein, grain, vegetable, fruit, and milk. When it is necessary to send a lunch from home, please make sure to include an item from each of these food groups. (We do not have a microwave in the kitchen or lunchroom and refrigerators are not available for individual lunches; please use frozen cold packs, etc. when you pack.) For infants, when your child begins eating table food at approximately 6 months, they are welcome to eat from our menu as well. Menus are posted in the main lobby and on the website.

### **FOOD ALLERGIES/RESTRICTIONS**

Grace ECC wants to provide a safe environment for our students with severe allergies. Therefore, we request that parents **DO NOT BRING NUTS OF ANY KIND, PEANUT BUTTER, OR ANYTHING THAT MAY CONTAIN NUTS OR PEANUT BUTTER INTO THE CENTER.**

If your child is unable to have a food item for medical or religious reasons, we ask that you follow the procedures listed below. Anytime a food item is eliminated we ask that you provide a substitute food item for that meal. The substitution should not compromise the nutritional value of the meal. Food substitutions must be well labeled with both the student and the teacher's names, self-cooled, and need to meet the nutritional requirements as set forth by the Ohio Department of Job and Family Services and the USDA. Children do not have access to a microwave in the kitchen or lunchroom and refrigerators are not available for individual lunches; please use frozen cold packs, etc. when you pack.

#### FOR MEDICAL REASONS

If your child needs a food supplement, medical food (such as an electrolyte solution), or requires a diet that eliminates all types of fluid milk or an entire food group, we will need a Medical/Physical Care Plan (01236) filled out, dated, and signed with instructions from the child's parent or guardian and/or your child's physician.

#### FOR RELIGIOUS REASONS

When special diets are required for cultural or religious reasons, we will need a Medical/Physical Care Plan (JFS 01236) filled out, dated, and signed with instructions from the child's parent or guardian.

#### **HEALTH INSPECTIONS**

Grace Early Childhood Center is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office.

## **Emergencies and Accidents**

#### **EMERGENCY PROCEDURES**

Grace ECC places a high priority on being prepared for a variety of emergencies that may arise. We have set up an emergency plan as follows:

Stay informed. Office staff monitors any kind of status alerts. When an alert is in a heightened state (for weather or otherwise), the television, radio and Internet are checked regularly for breaking information. We will then relay the information on to you via text alert, e-mail or on our website: [www.grace-ecc.com](http://www.grace-ecc.com).

Assess the situation and act. Upon receiving pertinent information and/or official notification, a decision is made to either move to a predetermined safe area of the building or evacuate.

Communicate. An intercom system is located throughout the entire church campus where we are able to send and receive status updates within each classroom and office.

In the event of a fire or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. A Medical, Dental, and General Emergency Plan is also posted in each classroom or space used by children. This plan describes procedures for the following emergencies:

### **EMERGENCY EVACUATION**

In the event of an emergency (fire; tornado; flood; weather condition; threats of violence; natural disasters; or loss of power, heat, or water) where the center needs to evacuate, our primary relocation site shall be Service Ministry Building C and our secondary relocation site shall be Worthington Christian Lower School (6670 Worthington Galena Rd., Worthington, OH 43085; 614-431-8210). Grace ECC will post a sign on the front door of the center indicating that we have been evacuated and the location where you may pick up your child.

Emergency contact information for each child is kept in the office. In the event of an emergency and after the necessary actions are taken, our staff will inform parents of the status of the children and the situation if warranted. If parents are unable to be reached, our staff will contact the emergency contacts listed on each child's enrollment paperwork.

First aid kits are located in various places throughout the center. Extra supplies are stored at the front office.

### **ENVIRONMENTAL THREAT OR THREAT OF VIOLENCE**

In the unlikely event there would be an environmental threat or threat of violence, the staff will: secure the children in the safest location possible, contact emergency personnel (911), and follow the directions given by the proper authorities and contact parents as soon as the situation allows. Parents will be informed via text alert. An incident report would also be provided to the parents.

### **INCIDENT/INJURY REPORT**

All accidents are recorded on an Incident/Injury Report form (JFS 01299) that requires the signature of the parent/guardian or person picking up the child on the day of the incident/illness. An incident/injury report form will be filled out when: a child has an illness, accident, or injury which requires first aid; the child receives a bump or hit to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within twenty-four hours after the incident occurs. The center will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness." A written report of the incident will be provided to ODJFS licensing staff.

### **SERIOUS INJURY OR ILLNESS**

Teachers are certified in First Aid, Communicable Disease, and infant/child/adult CPR/AED. In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If the injury/illness is more serious, first aid will be administered, and parents will be contacted immediately to assist in deciding the appropriate course of action. If any injury/illness requires emergency medical treatment, professional consultation or emergency transportation, 911 will be called, parents will be contacted, and the child will be transported by EMS.

A staff member will accompany the child to the hospital with all available health records if a parent or guardian is not at the center. Staff will not transport children in their vehicles. Only the child's parent or EMS will transport.

If a parent refuses to grant consent for emergency transportation on the Child Enrollment and Health Information form, the Center will contact the parents to come immediately and take their child to emergency services.

**EMERGENCY DRILLS**

Fire drills are held monthly to acquaint the children with proper and safe evacuation procedures. These practice drills are supervised and documented for state reporting. Evacuation routes are posted in each room.

Tornado drills are held monthly from March to September to familiarize the students with those safety procedures. Tornado drill instructions are posted in each room and drills are supervised and documented for state reporting.

Lockdown Drills are held quarterly to practice proper and safe procedures for safe shelter or emergency evacuation in the event an individual(s) poses a threat to our safety. Low, medium, and high-level lockdown drills are practiced throughout the year.

**CLOSINGS**

The ECC could close due to inclement weather conditions or when required by ODJFS (i.e., loss of power, water or heat).

**All inclement weather closings are at the discretion of the ECC Administration.**

**SNOW DAYS**

The ECC follows Franklin County's severe weather alerts to help determine if we'll be open or closed during inclement weather. If Franklin County is



under a snow emergency:

- We'll post our status on our website ([www.grace-ecc.com](http://www.grace-ecc.com)) by 6:15 a.m.

If Franklin County is under any level of snow emergency, we may do the following:

LEVEL 1: Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Motorists are urged to drive very cautiously.

ECC Status: **Open – with a two-hour delay.** Our hours will be from 9:00 a.m. to 6:00 p.m.

LEVEL 2: Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Contact your employer to see if you should report to work. Motorists should use extreme caution.

ECC Status: **To be determined by the ECC Administration –**

We will determine this based on the current weather and driving conditions, taking into consideration the safety of the ECC staff and families.

- **If** we decide to **CLOSE**, we will send out a text alert and post this information on our website (Grace-ECC.com) by 6:15 a.m.
- **If** we decide to be **OPEN**, we will have a two-hour delay (the center will be open 9:00 a.m. to 6:00 p.m.) and will have childcare **ONLY**; **the ½-day preschool program will be CLOSED.** If your child is enrolled in the full-day program, your child will not miss any regularly scheduled classroom activities if you have the option to stay home with them during the inclement weather conditions.

LEVEL 3: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel, or a personal emergency exists. All employees should contact their employer to see if they should report to work. Those traveling on the roads may subject themselves to arrest.

ECC Status: **Always closed at Level 3**

If Franklin County goes under any level of snow emergency while your child is at the ECC, we will do the following:

LEVEL 1: **Close early** - Closing time will be included in a text alert and email sent to parents.

LEVEL 2: **Closed** - Grace ECC will close immediately and parents will need to pick up within one hour.

LEVEL 3: **Closed** - Grace ECC will close immediately and parents will need to pick up within one hour.

To learn more about Ohio's Snow Emergency Levels, visit [www.weathersafety.ohio.gov](http://www.weathersafety.ohio.gov). You can check whether or not the Grace Early Childhood Center is on a delay or cancellation online as follows:

1. Go to [www.grace-ecc.com](http://www.grace-ecc.com)
2. The banner across the top will be color coded to indicate the status of the center.
  - GREEN - OPEN as usual
  - YELLOW - TWO HOUR delay
  - RED - CLOSED entire day

### **SECURITY CAMERAS**

Our center has security cameras located in each classroom as well as hallways, playgrounds, and all entrances to aid in the safety and security of our staff and children. These cameras are monitored in the office as needed.

## Management of Illness

### **GERM PREVENTION**

We make every effort to prevent the spread of germs. Non-porous gloves are provided for use when diapering, cleaning, etc. and food handler's gloves are provided for serving food.

We also practice and teach high standards of cleanliness, which includes required hand washing for children and teachers with soap and water before snacks and meals and after toilet use.

The ECC is cleaned nightly by professional cleaners. All equipment and supplies are cleaned/sanitized according to state licensing guidelines.

### **ILLNESS**

The ECC realizes that children will become sick from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the ECC to quickly assess their general health.

**If your child is sick, please keep them at home.**

Sick children will be sent home. Please plan ahead and have a back-up care plan in place if you are not able to take time off from work/school.

Grace ECC uses the following guidelines to protect children and staff from contagious illnesses. If any of the following conditions occur while a child is in attendance, the child will be made comfortable and allowed to rest on a cot in an isolated, supervised space. Parents will be notified to **pick up their child from the center within one hour:**

1. If the child has any of the following:

- Fever, axillary temperature of 100.0 degrees or greater when in combination with any other sign or symptom of illness
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Diarrhea (2-3 abnormally loose stools within a 24 hour period)
- Sore throat or difficulty swallowing
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Difficult or rapid breathing
- Cough (severe enough to cause the child to become red or blue in the face or it makes a whooping sound)
- Yellowish skin or eyes
- Evidence of untreated head lice, scabies, or other parasitic infections
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Communicable disease (refer to the communicable disease chart at [www.odjfs.state.oh.us](http://www.odjfs.state.oh.us))
- Any other condition deemed necessary by the director for the well-being of the child and the other children enrolled.

2. If the illness prevents the child from participating comfortably in daily center activities.

3. If the illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

### **The 24-Hour 'SYMPTOM FREE' Rule**

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children.

The center's policy requires that a child be free of symptoms of illness (fever, diarrhea, or vomiting) for **at least 24 hours** before returning to the Center.

**Fever-free means without medication for fever reduction.**

Please keep in mind that if we send a child home because of illness, the child will not be admitted to the center the next day.

Decisions about when a child with a communicable illness may return are made in accordance with the Ohio Department of Health Communicable Diseases Chart and the Ohio Department of Job and Family Services Child Care Licensing regulations. The communicable disease chart is posted in the office, on the wall across from the office and in the infant/toddler hallway and can be found on our website. The center reserves the right to require a doctor's statement before any child can be re-admitted to the center. **Physician directions do not over-rule licensing regulations.**

If you're not sure whether your child is well enough to attend childcare, here are a few questions to ask yourself...

- Will my child need Tylenol/Ibuprofen to get through the day?
- Did my child wake up in the middle of the night with a fever, vomiting, or diarrhea?
- Will my child need to stay indoors during recess time?
- Is my child overly tired, clingy, fussy, or just not acting like himself?

If you answered yes to any of the above questions, then it's best for your child to remain at home and get plenty of rest.

**Communicable disease policies and procedures are subject to change or modification based on requirements from the Ohio Department of Health, Columbus Public Health and the Ohio Department of Job and Family Services.**

#### **COMMUNICABLE DISEASE NOTIFICATION**

A sign will be posted near the door of each class in which children have been exposed to a communicable disease.

#### **IMMUNIZATIONS**

Families that chose not to immunize their child need to turn in the Child Medical Statement (JFS 01305) signed by a doctor with a valid date of examination. Parents will need to check the box on this form indicating they declined immunizations, and sign and date below. All communicable disease notifications are posted near the classroom door. Please be aware of any communicable disease for which your child is not immunized.

#### **MEDICATION**

Grace ECC will only administer the following medications:

1. Emergency Meds – Medications needed to treat an emergency medical condition. For instance, epi-pens, Benadryl, inhalers, etc.
2. Diaper cream
3. Non-aerosol sunscreen

All other forms of medication including Tylenol, Ibuprofen, Orajel, eye drops, Chapstick, etc. will need to be administered by a parent.

The center will administer any of the above approved medications to a child only after a parent completes and signs the Request for Administration of Medication form (JFS 01217). This form can be requested in the office or found on our website

([www.grace-ecc.com](http://www.grace-ecc.com)) under the “Documents” tab. All applicable sections of the form must be filled out and the medication along with the Request for Administration of Medication form should be turned in to the ECC office. Medications will be stored in a designated area inaccessible to children in the classroom and/or office. Medications may not be stored in a child’s cubby or bag. School-age children are not permitted to carry or use by themselves inhalers or other forms of medication. Only staff listed on the Medical/Physical Care Plan will administer medications.

Parents are responsible to train all staff members who care for their child as only trained staff members may administer medication. At all times, the school retains the right to refuse to administer prescription or non-prescription medications.

#### Prescription Medication

Prescription medication must be in its original container and administered according to the instructions on the prescription label.

#### Over the Counter Medication

All medication must be in its original container with original label and dosing instructions for the child's age or weight; **a physician must fill out and sign a Request for Administration of Medication form if the label states that the medication is to be used “as directed” by a doctor/physician.** The center will not administer a dosage greater than what the manufacturer recommends and for no longer than three consecutive days.

Parents should label all medication with the child's full name, bring it to the ECC office, and fill out the required paperwork.

#### Nonprescription topical lotions (diaper cream and sunscreen)

For nonprescription topical products and lotions, the center will also follow all manufacturer's instructions and will not use a product for skin

irritations for longer than 14 consecutive days. *Topical lotions should be used at home prior to being administered at the center.* Request for Administration of Medication forms for nonprescription topical products and lotions will only be valid for up to twelve months.

### **SCREENINGS**

There are several community resources available to families who feel their child may need testing or additional services (speech, hearing, occupational therapy, physical therapy, etc.). For children under three years of age, parents may contact *Help Me Grow* (Action for Children: 614-656-3322) if they have concerns about their child's growth and development. For children three years and older, parents will need to contact their local school district if there are concerns about their child's learning or development. Anytime teachers or staff have concerns about a child, they will bring their concerns to the attention of parents and the administration.

### **BITING INFORMATION**

#### Why Do Young Children Bite?

Biting is a natural part of children's development.

- Infants and toddlers put everything in their mouths. It feels good to bite and chew while you're teething.
- Toddlers and young preschoolers don't have the verbal skills to fully express themselves.
- Biting brings about a quick and dramatic response.
- Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control. These emotions can be caused by numerous things: over excitement, frustration, fatigue, fear of being separated from people they love, etc.

No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff at the ECC has developed the



following plan of action to be used if and when biting occurs in any of our rooms.

For the biter:

1. They are immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The Biter is not allowed to return to play but is put in a time out and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.”
3. Have the child say, “I’m sorry” and ask for forgiveness.
4. Redirect the child to other play.
5. Write an incident report to notify the parents of the incident.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid, if necessary.
4. Write an incident report to notify parents of the incident.

## Transportation of Children

### **FIELD TRIPS**

Field trips are an important and fun part of learning about our world for preschoolers. Field trips enhance the learning experience by offering opportunities not available in the classroom. All field trips are scheduled at the discretion of the director. Information about times, dates, transportation, location, etc. will be provided to families in a timely manner.

## **ROUTINE TRIPS**

Occasionally, our students will take routine walks or buggy rides (for infants and toddlers) around the church property. Before we take any child on routine trips, parents will need to sign a Routine Trip Permission Slip (JFS 01225). This permission form will be kept on file and will need to be updated annually.

The same supervision guidelines will exist for a routine trip as do for a field trip. Students will be supervised at all times and staff will maintain state ratios at all times. Each teacher/staff member will be responsible for supervising a specific group of students. Teachers will count students before they leave, once they've arrived at their destination, before they leave their destination and upon arrival back. Student counts will also be done throughout the trip.

## **Swimming**

For our year-round full-day students (toddlers-preschool), we may participate in water activities including wading pools, sprinklers, spray bottles, etc. during the summer months. Before any water activities, a permission slip must be signed by parents. During all water activities state ratios will be maintained and teachers will be positioned beside each activity (wading pool, sprinkler, etc.).

Parents should send bathing suites, towels, and non-aerosol sunscreen for their child on water days. In order to apply sunscreen, the center must have a sunscreen form completed and on file.

## **Outdoor Play**

It is good and healthy for children to play outside on a daily basis. Therefore, outdoor play will be provided each day for toddlers and preschoolers. Infants will also be given the opportunity for

outdoor play on the Infant Courtyard as classroom time allows.

The amount of time spent outside will be limited when the outside temperature is extremely warm or extremely cold. Children will not be taken outside if the temperature is above 90 degrees (heat index factored in) or below 25 degrees (wind chill factored in). Outdoor play time will also be adjusted for weather conditions such as rain, ozone warnings, etc. On days that outdoor play is not possible, students will be provided with large motor play in the WOW Room.

Please make sure your child is dressed appropriately each day to go outside. This includes coat, hat, gloves, and boots in the winter. In the summer, please make sure your child wears shoes that have an enclosed toe and heel. Flip flops, sandals, crocks, etc. are not permitted to be worn by children at the ECC. Non-aerosol sunscreen is only routinely applied to children during the summer months. In order for teachers to apply sunscreen on your child, we must have a sunscreen form completed and on file.

## Tuition and Fees

### **ANNUAL REGISTRATION FEE**

The annual non-refundable registration fee is due with your enrollment application and again for the next enrollment period: full day enrollment runs July 1 through June 30; half-day enrollment runs mid-August through May.

### **TUITION**

All tuition rates are based on a child's schedule during those days specified on the annual school calendar. Invoices are sent via email. Two payment options are offered:

1. Annual Payment - this must be paid by July 10 for the upcoming school year, or 10 days after the date of billing for those entering midyear. A percentage discount is applied

for those paying annually.

2. Monthly Payments - are due on the first of the month and are considered past due after the 10th.

### **PAYMENT OPTIONS**

Grace ECC offers the following options for making tuition payments:

- Cash
- Check made payable to GBC-ECC
- Electronic Funds Transfer (EFT) – please see the office for enrollment packet

There will be a \$25 fee for all checks returned NSF and all returned EFT payments.

### **LATE PAYMENT FOR TUITION**

Monthly accounts not paid in full by the 10<sup>th</sup> of the month will be assessed a \$25 late fee. If the 10<sup>th</sup> falls on a weekend or holiday, the next business day will be the last day to pay accounts in full.

Tuition that is not paid by the 30<sup>th</sup> of the billing month will result in the child being withdrawn from the center and their position given to a family on the waitlist. Once an account becomes past due, the entire balance must be paid, and the account brought current in order for a child's admission to continue.

### **LATE PICKUP FEES**

Because teachers have continuous duties throughout the day, children who are left after pickup times are supervised in the office.

- Morning half day PS pick up is 12 p.m.
- Full day pick up is by 6:00 p.m.

Should you ever be late, we ask that you graciously accept your "Oops" slip and make your payment at the office the following day. Our late fee rates are as follows:

- 1<sup>st</sup> late pickup: GRACE (late fee is waived)
- After the 1<sup>st</sup> late pickup: \$1.00 per minute

### **VACATION CREDIT**

Grace ECC allows a one-week vacation credit for our year-round, full-day families. Your child must be enrolled full time for 12 consecutive months before you are able to request this credit. Vacation credits for subsequent years will be applied no sooner than 12 months after the previous request. You will receive one credit per 12-month period for the program option you are enrolled in. This credit is not available for our 9-month full- or half-day families. Vacation days must be consecutive days in the same week.

Vacation credit forms are available in the Grace ECC office. Submit this form two-weeks prior to your vacation time.

### **PROLONGED ABSENCES**

If you choose to withdraw your child for an extended period of time, the next family on the waitlist will be called to fill the place in the class. If there is still room in the class when you return, the non-refundable enrollment fee will be added to your bill at the time you re-enroll your child.

If you choose to save your child's place during a prolonged absence, you will need to pay 50% of your regular tuition.

### **CLOSINGS DUE TO WEATHER CONDITIONS OR LICENSING STANDARDS**

Your tuition is based only on the days we are scheduled to be open, which means holidays and workdays are not included in the overall tuition. But all closings beyond our control will not be refunded. These include closings due to:

- Weather conditions
- Required by ODJFS (i.e., loss of power, water or heat).
- Required by Columbus Public Health or the Ohio Department of Health (i.e., COVID

closures)

## Additional Policies

### **ABSENCES**

All preschool curriculum instruction begins by 9:00 a.m. For children to receive the full benefit of our program we ask that all students be here by this time. Please do not drop off your toddler or preschooler child during naptime.

If your child will be absent for any reason, please be sure to call the Grace ECC office by 9:30 a.m. If your child is out sick and you discover later that your child's illness is communicable, please give us a follow up call so we can notify parents whose children may have been exposed to a communicable disease in the center.

There is no refund for missed days as billing is based on a child's schedule, not on attendance.

### **WITHDRAWAL POLICY**

Full-day students: Parents planning on withdrawing their children from the full-day program should do so by submitting a withdrawal form by the 15<sup>th</sup> of the month. The child's last day will be the last school day of the month. The full month's tuition will still be due. There will be no credit for missed attendance during this time.

Half-day students: Parents planning on withdrawing their children from the half-day preschool program should do so by submitting a withdrawal form prior to the 20<sup>th</sup> of the month. The child's last day will be the 15<sup>th</sup> of the following month. There will be no credit for missed attendance during this time.

If you withdraw your child and re-enroll them in the same academic year, you will need to again pay the non-refundable enrollment fee.

### **WAITLIST POLICIES**

Grace Early Childhood Center reserves the right to prioritize applications based on the following criteria: siblings of currently enrolled families, children of staff members, families attending Grace Polaris Church, and new applicants. Within these groups' enrollment is offered according to the date the applications are received and the availability of age-related openings.

When an opening becomes available, the family will be notified and given **three business days** to respond. If the family fails to respond or the offer is declined, we will move to the next family on the list. If the offer is accepted, the family will have one week to complete all necessary paperwork and pay all applicable fees.

Families on the waitlist will be asked annually if they would like to remain on the waitlist. If so, each family will be asked to update their enrollment paperwork. Failure to respond by the requested date will result in removal from the waitlist.

### **RE-ENROLLMENT**

Re-enrollment is held each January and February for all current students and includes an annual, non-refundable re-enrollment fee. Open enrollment to the public begins on March 1<sup>st</sup>.

If your child begins to attend the center after January 1, you would be responsible to pay the annual re-enrollment fee by the fall.

### **DISENROLLMENT**

Disenrollment from the center may occur in the following situations:

- Tuition is not paid by the 30<sup>th</sup> of the billing month.
- A behavior management plan has been unsuccessful, or parents are not willing to work together with the center to resolve behavior issues.

Ohio Department of Job and Family Services

**CENTER PARENT INFORMATION**

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from 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 childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-07 of the Ohio Administrative Code.***