

## **License**

Church of the Lakes School Age Program is a ministry of Church of the Lakes and is legally licensed to operate by the Ohio Department of Jobs and Family Services. The license is posted in the Director's Office. The laws and rules governing child day care are available upon request. Verification of the Center's licensing record and compliance reports from the Stark County Department of Health, Building, and Fire Departments are available upon request, from the Ohio Department of Jobs and Family Services.

The Department of Jobs and Family Services phone number is 330-438-0609. Anyone may report a suspected violation by the Center of the laws and rules governing child day care.

Center personnel are required by law under section 2151.421 of the revised code to report any suspicious child abuse and neglect to 330-455-5437.

## **Admissions**

A child is considered to be enrolled in the center only after the registration fee has been paid, and the required paperwork is received. This includes basic enrollment and health information. Any changes to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

## **Philosophy and Program Goals**

The Goals of the Program are:

- To provide a safe environment
- To help each child become aware of himself/herself as a unique child of God
- To create an atmosphere of love, happiness, and learning
- To be a model of Christian ideals and cultural values
- To establish appropriate modes of behavior in social situations
- To maintain a child's positive self-image
- To help the child achieve a sense of independence appropriate to his/her age level
- To provide an environment in which a child may develop his/her creativity
- To provide a time for children to complete homework
- To aid in the child's development of listening and conversation skills
- To model and help teach the message of God's love

Church of the Lakes Child Care Center, including the School Age Program, was established to provide a quality, Christian- based learning environment that meets the individual needs of the children of the community. The School Age Program serves children in grades K-5.

## **Hours and Days of Operation**

The program is open Before School: 6:30- 8:30AM Monday-Friday (buses arrive between 8:15-8:25)

After School: 3:30- 6:00PM Monday- Friday

\*\*\*The School Age Program will remain open on snow days (following Jackson Local Schools), And we will offer FULL day care to School-Age children, in grades K-5.

\*\*\*The School Age Program will offer FULL Child Care on the days Jackson Local School(s) holds In-Service Days (days off for students)

The School Age Program will be closed on the following days:

- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day (and the Friday after)
- Christmas Break (same as Jackson Local Schools)

## **Child/Staff Ratios and Maximum Group Size**

The Center, along with the School Age Program, is a state-licensed facility. We must adhere to child/staff ratios that are established by the State of Ohio.

Ratios are as follows:

Children	Adult
18	1

In other words, for every 18 children, there must be at least 1 adult.

Our program strives to offer the best care possible, given the amount of children attending. We will have extra support when necessary. Assistants and substitutes will be used if personnel call off sick and we are in need of extra staff for the day.

## **School Age Program**

### **Daily Schedule**

#### **AM**

6:30- 8:25AM Arrival

As the children arrive in the morning, parents can enter through the Activity Center doors. When parents drop the child off, they **MUST SIGN** the child in on the sign in sheet. Any upcoming events/notices will be posted at this site.

Activities will be by choice in the morning, with a variety of materials/games, books, etc. We do not provide breakfast or a snack in the morning. If your child does not have adequate time to finish his/her breakfast at home, you may bring it for him/her to eat when they get here.

8:15- 8:25AM Busses have arrived, and all students have departed

## **School Age Program**

### **Daily Schedule**

#### **PM**

3:45PM	Busses begin arriving
4:30PM	all busses should have arrived
4:30- 4:45	Snack
4:45- 5:45	Gym & Outdoor Play/ Art/ Free Choice Activities
5:45- 6:00	Clean Up
6:00	Center Closes

## **Tuition Guidelines**

### **Late Payments/ Non-Sufficient Checks**

Tuition is due on the first day of each week and must be paid regularly. If overdue, the account will be charged a late fee of \$10 per week. There are no refunds, and payments are not adjusted for days missed. A \$20.00 fee will be added to your account for each non-sufficient check returned to the Center. In the event the Center receives two non-sufficient checks, the parent/guardian will be expected to pay cash for the child's tuition charges.

### **Late Pickup Fee**

The Center promptly closes at 6:00pm. At this time, our late fee policy goes into effect. Each child's account will be charged \$10.00 for the first 15 minutes or any portion thereof, and a \$1.00 per minute per child after that. If your child has not been picked up by 6:30pm and we are unable to locate, the authorities will be contacted. After three of these occurrences, the director has the authority to dismiss your child from the program.

### **Absence**

It is the parent's responsibility to notify the Center when the child will not be at the center. This is crucial for children enrolled in the After School Program. We need to know when to expect them off of the bus.

## **Supervision Policy**

### **Arrival/ Departure**

Children MUST be brought to the Activity Center (gym) upon their arrival. Staff MUST know the child has arrived. Likewise, staff must be informed when a child is picked up. Parents must sign the child in/out.

### **Release of a child**

Anyone picking up a child from the School Age Program MUST have a written verification on the Parent's Pick up Permission Card or must present written permission from the parent's or verbal communication from the parent to the staff before the child will be released. If a person picking up a child is not familiar to the staff, they will be asked to show photo I.D. to be checked on the Pick up Permission Card before the child will be released.

### **Child Abuse Reporting**

All staff members are required by law under section 2151.421 of the revised code to report any suspicious child abuse and neglect.

## **Guidance Policy**

Discipline comes from the word disciple, which means to follow. It is our policy to develop children in a positive and individualistic manner. Our discipline, therefore, is handled accordingly. We discipline with kindness and respect toward each individual with constant goal of developing a positive self-image in each child, while at the same time, the child is encouraged to become a part of the group through group participation. We employ the following techniques.

1. Redirection: This is used with children who are unable to work well together. IN this case, one child's interest is redirected elsewhere.
2. Time Out: This is used when a child cannot cope with a particular situation. The child is taken out of the group for the appropriate amount of time according to the incident.
3. Writing Activity: The child may be required to complete an age-appropriate writing activity. The parent/guardian will be notified when this action is taken
4. Suspension from Center: Depending on the severity, the child will be suspended from 1 to 3 days.
5. Dismissal from the Center: When all of the above actions have been unsuccessful, the director has the authority to dismiss the child from the Center.

The above actions will be taken when a child does not follow our guidance policy.

### **School Age Tracking System**

If a child does not get off the bus on their scheduled day and the parent has not called in to say that they would not be attending, the Director or designated person in charge will make an attempt to contact the family first then the school. If no contact has been made within a specified time period, the center will assume that the child is not attending and therefore will no longer be responsible for the whereabouts of the child.

## **Management of Illness**

A child is sick and will stay home when he/she has any of the following:

- Temperature of 100 degrees F- in combination with any other signs of illness
- Skin Rash
- Diarrhea (more than 3 abnormally loose stools within a 24 hour period)
- Vomiting (more than once or when accompanied by other signs of illness)
- Evidence of lice (we have a NIT free policy), scabies, or other parasitic infestation
- Severe Coughing (causing child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes

- Redness of the eye, obvious discharge, matted eyelashes, burning, or itching
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature

Any child that is suspected of being ill or having a communicable disease is isolated with an adult immediately. A child who becomes ill during the day is discharged to the care of his/her parents or caregivers as promptly as possible.

Any child discharged due to illness will be able to return when his/her temperature has been normal for 24 hours, other symptoms have disappeared for 24 hours or upon written statement from the child's doctor that he/she has acceptable health conditions.

A child who is experiencing minor cold symptoms, but who is not exhibiting any of the above symptoms, may attend school. However, if the child does not feel well enough to participate, he/she should stay at home.

### **Designated School Breaks**

We follow the Jackson Local Schools calendar. During these breaks, parents/ guardians must inform the center in writing two weeks in advance if their child will be in attendance during this time. If you do not inform the Center of your child's attendance and bring your child in on that day, if space is available, you may leave your child. If you do not need childcare for the designated school breaks, you will not be expected to pay the tuition fee.

### **Scheduled Closings**

The Center will be closed for the following holidays: Thanksgiving, Friday after Thanksgiving, Christmas Break (same as Jackson), New Years Day, Memorial Day, Good Friday, and Labor Day.

### **Snacks**

Church of the Lakes provides a nutritious snack for the After School Program ONLY. We do not provide a breakfast program in the morning or a snack. If you feel that your child won't have time to eat his/her breakfast at home, you may bring it and eat it here.

\*\*A morning and afternoon snack will be provided ONLY on FULL child care days.

\*\*On Snow Days/ In-service Days, requiring FULL child care, each child must bring a sack lunch. All lunches must be stored in a lunch box/bag that is clearly marked on the outside with your child's name on it. Milk or water is provided by the child care center.