Faith Community Preschool Handbook

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Monday/Wednesday/Friday 9:00-12:30
Tuesday/Thursday 9:00-1:30

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Welcome

Welcome to Faith Community Preschool, where our goal is to provide a positive first school experience for your child. Our teachers are specially trained to foster a friendly, nurturing classroom atmosphere, in addition to planning active sessions of developmentally appropriate activities. Concepts are reinforced through music, art, dramatic play, stories, crafts, learning games, math, and science. Our program enhances self-esteem and encourages independence within a Christian curriculum.

Our Mission Statement/Program Philosophy

Our mission is to provide a positive and safe early childhood education for children, while partnering with their families and surrounding them with God's love

Our program is licensed by the State of Ohio as a daycare center under the Department of Children & Youth as required by Ohio law. Our Ohio State License to Operate is posted on the bulletin board outside, and to the left of the entrance to Room 306. It states the ages and numbers of children we are licensed to serve.

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Registration and Enrollment

Registration for the following school year begins in January. Priority registration is given to students, church members, and alumni families prior to opening to the public. A non-refundable registration fee is required along with a completed registration form. A notification letter will be emailed with class placement. To finalize registration, the May tuition is due five business days after notification of class placement.

Student Forms

All applicable forms are to be completed and on file in the Preschool office or electronically on brightwheel for each child prior to their first class. These include:

- Child Enrollment Form for Early Care and Education Programs
- Immunization Record**
- Financial Agreement
- Media Release
- Preschool Handbook Acknowledgement
- Health Care Plan Documentation & Permission to Administer Medication for Early are and Education Programs (IF NEEDED)
- Helper/Volunteer (IF NEEDED)

All student forms are available through brightwheel with a link sent at least two weeks prior to the first day of school. Any change in your child's information, including email and phone changes, must be communicated to the Preschool office immediately so that current information is always on file. Form instructions and turn-in dates will be provided in an informational email in the summer.

Immunization Policy

**The immunization record must be submitted and updated every 13 months. Faith Community Preschool favors vaccinations to guard the health and safety of all children. Medical, religious, and personal exemptions are accepted. A completed and signed exemption form must be submitted prior to attendance.

In the event of a suspected or confirmed outbreak of a vaccine-preventable disease at the school, unimmunized children will be excluded from attendance immediately for their own protection and the safety of the school community. These temporary exclusions do not qualify for tuition credits, refunds, or make-up days. Children may return to school once local public health authorities give clearance or the designated quarantine period expires.

Class Offerings, Tuition, and Fees

Froggy Pals (5/Pre K)	M/T/W/TH/F 9:15-12:00 pm	14 Students - $325
Dino-fours (4/Pre K)	M/W/F 9:30-12:00 pm	14 Students - $255
Dino-fours (4/Pre K)	T/TH 9:30-1:00 pm	14 Students - $255
Puppy Pals (4/Pre K)	M/T/W/TH 9:15-11:45 am	14 Students - $290
Busy Bees (3 yr. olds)	T/TH 9:15-11:45 am	12 Students - $225
Busy Bees (3 yr. olds)	M/W/F 9:30-12:00 pm	12 Students - $255
Busy Bees (3 yr. olds)	M/W/F 9:15-11:45 am	12 Students - $255
Honey Bears (2 yr. olds)	W/F 9:30-12:00 pm	10 Students - $225

Age requirements: for the 2, 3, and 4-year-old classes, the child must turn 2, 3 or 4, respectively, by August 1st of that school year. The child must turn 5 prior to December 30th of that school year for the 5/Pre-K class and have previously attended a preschool or childcare center.

We have the same monthly tuition each month. The tuition is based on the total number of days our students are scheduled to attend during the school year and divided over nine monthly payments. Some months we attend more than the average number of days and others less. Families with multiple students receive a 10% tuition discount for additional siblings.

We mostly follow Lakota School District's academic calendar for closings except for our beginning and end dates and several dates throughout the year. An updated calendar is posted on our website, https://www.faithcommunityumc.org/about/preschool/, and on the welcome bulletin board.

Tuition is due on the first of the month. A $15 late fee will be applied after the fifth of the month.

If Faith Community Church, Butler County Department of Health, or other government entity deems closure necessary for public health, refunds will only be given if a class closes for longer than a two-week period and the closure occurs prior to the 15th of the month.

ACH and credit card payments are accepted via the brightwheel app with a small processing fee incurred by the payer. All tuition payments must be made electronically through the brightwheel app.

Children must be picked up on time, or a charge of $10.00 for every fifteen minutes late will occur.

Here is a list of common fees:

Fee	Amount
Registration	$100
Church Member Registration	$75
Additional Sibling Registration	$50
One-Time Supply	$40
Late Tuition Payment (after 5th of month)	$15
Late Pickup (after 15 minutes)	$10
ACH (Checking Account) Processing	$0.90/transaction
Credit Card Processing (per transaction)	2.90%

Closing Policy

Faith Community Preschool follows the Lakota School District's academic calendar for closings and snow/calamity days. When Lakota is on a one- or two-hour delay, all Preschool classes will be cancelled. Classes may also be cancelled due to an emergency or staff or student illness. Cancellations will be communicated through brightwheel messaging and email. You can also check the Faith Community Preschool Facebook page or Lakota School District's website at lakotaonline.com. Cancelled preschool classes will not be made-up.

Daily Sample Schedule

The daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

9:15-9:25	Arrival & Activity Tables
9:25-9:45	Learning Meeting
9:45-10:05	Playground/Indoor Play
10:05-10:40	Snack
10:40-10:55	Job's Meeting
10:55-11:35	Centers & 1:1/Small Group with Teachers
11:35-11:45	Music or Story Time and Dismissal

Communication

Faith Community Preschool communicates primarily through email, the brightwheel app, and/or messages in your child's tote bag. Please check all regularly and notify the Director immediately and update the brightwheel app of any changes to your contact information. If there is anything of a sensitive nature that needs to be brought to the teacher's attention, wait until the class has been dismissed or at a time that can be arranged to discuss it in private or on the phone.

Newsletters from your teachers will be emailed monthly to keep you informed of curriculum, special events, snack schedules, and classroom needs. Check the bulletin board outside your child's classroom door each day for additional updates, reminders, and sign-ups.

Social Media Policy

Faith Community Preschool will occasionally use photographs and/or videos of students engaged in various activities on the Preschool website, social media applications, and in other ways. No names, addresses, or other personal information will be published with the photo/video. Prior to the beginning of the school year, parents are provided with a form indicating whether their child's picture can be included on our website or social media posts.

Teachers will share photographs of activities in the brightwheel app. This application is considered private. Parents are asked not to share photographs that include children that aren't their own.

Addressing Teachers/Staff

To prepare your child for their next school experience, teachers and staff members are addressed by their last names, please encourage your children to address their teachers as Mr. or Mrs. *Last Name*.

Parent/Teacher Conferences

Parent/Teacher conferences will be held once a year for students in all classes where an informal assessment is provided. During conferences, teachers will discuss both academic and social and emotional progress and class placement for the following school year. A conference may be requested by a teacher, the Preschool Director, or a parent/guardian at any time.

Formal screenings and assessments are not provided, but we will work with individual referral agencies if requested. The Preschool does not report child level data to DCY pursuant to Chapter 5180:2-17 of the Administrative Code.

Issue Resolution

If a problem or situation arises within the classroom between teachers, with other teachers/staff members, or with a parent/guardian, the employee involved is encouraged to discuss that situation with the other teacher or staff member or parent/guardian. If the situation is unable to be resolved, the parent/guardian or employee is welcome to discuss the matter with the Preschool director who will mediate as needed. If a problem or situation arises that cannot be resolved effectively by a teacher or the Preschool director, the Lead Pastor and/or Business Director of Faith Community UMC can be contacted to help resolve the matter.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Teachers are alert to the safety needs of the children, anticipate possible hazards, and take precautionary and preventative measures. At no time will a child be left unattended. Teacher/Child Ratios will always be observed. Credentialed, substitute teachers will cover teachers for sick days, vacations, or other time off.

Staff Conduct and Professional Boundaries Policy

Faith Community Preschool provides a safe, nurturing, and positive environment for every child. Our staff members are held to the highest standards of professional conduct. We strictly prohibit employees from exposing children to inappropriate language, media, or behavior at any time.

- **Language Standards** - Staff must use positive, respectful, and age-appropriate language with children, parents, and colleagues. Profanity, derogatory remarks, shouting, or any form of verbal intimidation are strictly forbidden on school grounds and during school-sanctioned events. Discussions in the presence of children must remain centered on child-friendly and educational topics. Adult conversations regarding personal lives, sensitive news, or mature themes are not permitted around students.
- **Media and Technology Restrictions -** Any media shown to children—including books, music, videos, and educational software must be pre-approved by the administration. All digital and print media must serve a clear educational or developmental purpose. Staff members are prohibited from using personal cell phones, tablets, or smartwatches for personal entertainment or social media while supervising children.
- **Behavioral Expectations -** Children learn by example, and our staff must model kindness, patience, emotional regulation, and inclusivity always. All physical interactions must be nurturing, protective, and respectful, such as comforting a distressed child or assisting with self-care. Roughhousing, aggressive physical handling, or punitive physical contact are completely prohibited.

We maintain a zero-tolerance policy for behaviors that compromise the emotional or physical safety of our students. Any employee found in violating these standards will face immediate disciplinary action, up to and including termination. If you ever have a concern regarding staff behavior, please report it immediately to the Director.

Attendance Policy

Arrival

Upon arrival at school each day, please use the preschool entrance on the left, rear side of the building. Children must always be supervised while waiting for the classroom door to open. Wait calmly and quietly with your child in the hallway until your teacher opens their door to begin class.

Absence Notification

If your child is not attending, we encourage you to communicate this with their teacher. Refunds/Credits will not be issued due to absence.

Dismissal/Release

At dismissal, children are picked up outside their classroom door. Be sure to collect all their papers, projects, and personal belongings. Teachers will release children to their parents/ guardians only. Anyone transporting a student to or from school other than the child's parents/guardians must have that person noted in the brightwheel app as an Authorized Pickup person or notify the teacher or director. Staff will check picture identification of anyone they do

not recognize including parents/guardians. Share this information with those picking up your child so they are aware of this policy and are prepared.

If an emergency arises that will affect the child's dismissal, one parent or legal guardian must notify the director.

Staff will not release children to anyone, including parents/legal guardians, who appear to be under the influence of drugs or alcohol, physically impaired in any way, or are angry or disgruntled. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

A legal custody agreement must be on file, if applicable, and will be upheld by the school. If there are custody issues involving your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The Preschool may not deny a parent/guardian access to their child without proper documentation.

Preschool Security

Faith Community Church and Preschool is a password protected facility. Parents/guardians will be issued a code at the beginning of the school year which will allow access to the Preschool entrance of the church during your child's scheduled class time, 15 minutes prior, and 15 minutes after. Parents/guardians may share the code with those authorized to pick up their child. All these individuals must be included on brightwheel as an Approved Pickup.

Personal Needs

A tote bag and folder will be provided for each student to bring to school daily. A complete change of clothing, labeled in a plastic bag, should be kept in the tote bag. Be sure to change clothing out with the seasons and as your child grows. Students who are yet to be toilet-trained should also include diapers or pullups and wipes in their bag. We discourage children from bringing toys, blankets, stuffed animals, and pacifiers to school.

Toilet Training

Students enrolled in a two-year-old class do not have to be potty trained. It is encouraged that students in the three-year old classes be potty trained. Students in the four-year-old classes must be potty trained at the start of the school year or have a doctor's diagnosis. Children are expected to be able to toilet themselves independently with teachers' verbal supervision.

Infant Care/Diapering

Our Preschool does not care for infants.

Those children wearing diapers in our 2 or 3-year-old classes will be changed immediately when wet or soiled, and clothing shall be changed immediately when wet or soiled.

When changing diapers, staff will wear non-latex gloves and will wash all soiled areas of the child's body using a disposable wipe. Staff will place a disposable separation material between the child and the changing surface. A different separation material shall be used for each diaper

change. Topical diapering products will not be used. No child shall be left unattended on the diaper changing table. All surfaces will be sanitized after each diaper change.

Sleeping/Napping

Our students are in session for only a half-day, so naps are not included in their schedule.

Meals and Snacks/Breast Feeding

Meals are not provided at our Preschool including supplemental foods, breast milk, and/or formula. Our Prayer Room can be utilized for Breastfeeding mothers.

Snacks are provided by classroom parents/guardians on a rotating basis. We encourage you to involve your child in selecting snacks but prefer that they choose healthy snacks, such as fruit, vegetables, cheese, crackers, yogurt, and pretzels. A refrigerator is available if needed.

The Preschool is a peanut and tree nut free environment. Please check labels of all snacks to be sure they are free of peanuts or any tree nuts. Due to the danger of allergies, we may require any student with a food allergy to provide their own snack.

Birthday Celebrations

Birthdays are a very special day of the year, and we want to celebrate! Each teacher will tell you how birthdays (or half-birthdays) are celebrated in their individual classrooms. When sending in a special birthday snack for your child, please keep in mind the Preschool's peanut/tree-nut free policy.

Field Trips

Field trips are no longer part of our offerings. Throughout the school year, Faith Preschool has several all-school assemblies that include the West Chester Police and Fire Departments, a visit from the dentist, and special assemblies such as Mother's Nature and Schoolhouse Symphony.

Walking tours/Outdoor Excursions

Walking tours and/or outdoor excursions may be taken around our church building. Unless a parent specifically tells the Preschool that they do not want his/her child to participate in such outdoor excursions, it is understood that the parent is giving blanket permission for his/her child to participate.

Swimming/Water Activities

Children at Faith Community Preschool do not participate in swimming or activities where they are immersed in water.

Non-Traditional Care

Our Preschool does not provide non-traditional care such as evening or overnight care and/or mobile preschool care.

Parent/Guardian Participation

Parents/guardians and other adults significant in your child's life are welcomed and encouraged to help in our classrooms at any time. This is a great opportunity to see your child in a classroom setting, observe how the classroom is run, and to meet your child's friends. It helps to enrich the classroom by freeing the teacher to do projects or other activities they wouldn't normally have time to do.

Volunteers are welcome any day but need to have a *Parent Helper/Volunteer* form on file in the Preschool office. No siblings are permitted while volunteering in the classroom. This allows for the parent/preschool child experience to be very special and focused. Parents are also not permitted to be alone with children that are not their own.

Outdoor & Large Muscle Play

Outdoor or large muscle play is included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature is above 90 degrees and/or there is a high humidity level or below 32 degrees, it is raining or snowing or ice is present, there is threatening weather such as lightning or dangerous wind levels, and high pollen counts or ozone or air quality levels. On days that outdoor play is not provided due to these conditions, we will include time for indoor gross-motor activities in the CLC/gym.

When playing outside, children are restricted to the center's fenced-in playground.

Please send your child with the proper clothing so that they may be safe and comfortable. This includes coats, hats, and mittens/gloves in the wintertime. Rubber-soled shoes, such as athletic shoes, are requested year-round. *No sandals or dress shoes, please!* While these shoes can be fun and fashionable, they may not be suitable or safe for all the activities that we do or the playground equipment that we use.

Discipline/Guidance Policy

Discipline begins with a strong relationship between teacher and student built on respect and trust and the allowance of the child to take control of their own behavior with their teacher's guidance. Any technique or practice used is developmentally appropriate, consistent, and will occur at the time of the incident. The following techniques or practices are used by teachers to guide or discipline children:

- Setting clear limits.
- Redirecting to an appropriate activity.
- Showing positive alternatives.
- Modeling the desired behavior.
- Reinforcing and praising appropriate behavior.
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
- Separation from the situation, if used, shall last no more than one minute per year of the child's age. Upon the child's return to activity, the teacher will review the reason for the separation and discuss the expected behavior with the child.
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

- Parents may be asked to pick up their child.

The following techniques or practices shall not be used by any staff member or employee:

- Abuse, endanger or neglect of children, including shaking a baby.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
    - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
    - Prone restraint includes physical or mechanical restraint.
- Place children in a locked room or confine children in any enclosed area.
- Confine children to equipment such as cribs or high chairs.
- Humiliate, threaten or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from any or all activities for an extended period of time.

At any time during the school year if the Preschool Director, the teacher, or the parents/guardians deem it necessary a conference may be scheduled to discuss the behavior and set goals for improvement. If goals are not met, the Preschool reserves the right to request permanent dismissal of any child. See Suspension/Expulsion/Disenrollment Policy.

Special Needs Policy

If a student is diagnosed with special needs that are beyond the Preschool's qualifications, an aid may be required for that child at the expense of the family. If the needs of an undiagnosed child cannot be met, the Preschool can request the student to be evaluated. Once evaluated, the teacher, parent/guardian, and director will meet to determine the best course of action.

Suspension/Expulsion/Disenrollment Policy

Cause of suspension, expulsion, or disenrollment from the preschool program includes, but is not limited to, the following issues:

- Discipline/behavior issues that cannot be corrected after using the discipline policy procedure
- Monthly tuition is not paid
- Continual late pick-up
- A parent/guardian fails to abide by our policies

- Our preschool is unable to meet the special needs of a child based on professional assessment and/or conferences with parents/guardians.
- A child is having trouble transitioning into the program.

Withdrawal Policy

A student may withdraw from the program at any time with written notification to the director. To receive a refund, thirty days' written notice is required. No refunds will be made for withdrawal notices after March 31st of any given school year. Tuition adjustments may be made for children who have qualified for local school system services that cannot be provided at Faith at the director's discretion.

Non-Violence Policy

No guns, swords, or weapons of any kind, real or toys, are permitted to be at school. Violent play is not permitted.

Management of Illness and Injury

All Preschool staff are trained in First Aid, CPR, and Child Abuse Recognition. Any confirmed or suspected case of child abuse or neglect will be reported by staff members to Butler County Children's Services.

Illness and Communicable Disease

In addition to the above-mentioned training, selected staff are trained in the Recognition of Communicable Disease. The "Ohio Communicable Disease Chart" is posted on the preschool informational bulletin board outside and to the left of the entrance to Room #306, inside the art closet door in the Preschool office and in each classroom. This chart is utilized to assist with identification and specific procedures to follow related to Communicable Diseases. Any communicable disease should be reported to the Preschool Director. The Preschool staff will notify parents/guardians if their child has been exposed to a communicable disease.

If a child does not feel well enough to participate in Preschool activities, a parent/guardian will be called to pick up the child. A child who is ill will always be with a staff member and made to feel comfortable on a cot in the Preschool Directors office, being kept away from well children. The thermometer will be sanitized after each use.

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

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four-hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound. • Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If your child was sent home from Preschool, they will not be permitted to return for at least twenty-four hours of being free of fever without medication and no longer displaying other symptoms.

If a child comes to school with lice on their head, a parent/guardian or emergency contact will be called to come pick up the child. The child can return to preschool once they have been treated and no lice are found to be living on their head. If a class has 2 or more cases of lice, parents/guardians will be notified.

Preventative Practices

Disinfecting surfaces and handwashing are one of the best ways to protect yourself and others from getting sick. The Preschool follows these guidelines for handwashing at arrival, before snack, after playground/gym time, after restroom use or diaper change, after using a tissue, coughing or sneezing, and whenever deemed appropriate by the teaching staff.

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Dispensing of Medications

No medications or topical products, other than emergency medications, will be dispensed by Preschool staff. We ensure that ADA requirements are followed in our procedure for administering medications and care for children with disabilities.

Emergency Medications

The Preschool will administer emergency medications to a child only after the parent/guardian and a physician complete and sign *the Health Care Plan Documentation & Permission to Administer Medication for Early are and Education Programs.* All medications, including over the counter, must be in their original container and administered in accordance with instructions on the label. Parents/guardians must train the child’s teachers and the Preschool Director on how to administer the medication. Medications will be stored in a designated area inaccessible to children and will always travel with the child. Medications may NOT be stored in a child’s cubby or tote bag.

Injury

In the event of an injury, the teacher will administer first aid. A parent/guardian will be contacted in the event of a severe injury. If a parent/guardian cannot be reached, the child's emergency contact will be called. Should a life-threatening situation occur, parents/guardians and 911 will be called. If deemed necessary by Emergency Responders, the child will be transported to the nearest Emergency Room.

**Any parent/guardian completing the who refuses to give Faith Community Preschool permission to secure emergency transportation for their child in the event of an illness or injury will not be permitted to enroll in the Preschool.

AED/Naloxone

An Automated External Defibrillator (AED) is located just to the left of the hallway entry to Sanctuary. Naloxone is in our First Aid Kit. If the need arises, the AED will be utilized and/or Naloxone will be administered. In either of these events, 911 will be called.

Emergency Procedures

I the event of an emergency, the following procedures will be followed:

- Fire or tornado - Staff will follow the written instructions that are posted in each classroom. To prepare children, the preschool conducts monthly fire drills and monthly weather drills between March and September.
- Environmental threat - Staff will ensure the children are in the safest location possible, contact the proper authorities and follow their instructions, then notify the parents/guardians as soon as the situation allows.
- Threat of violence (external) – Staff will secure children in their classrooms, contact the proper authorities, and follow their instructions, then notify the parents/guardians as soon as the situation allows. Door codes will be deactivated, and no one will be permitted to enter or exit the building.
- Threat of violence (internal) - Staff will secure children in their classrooms, contact the proper authorities, and follow their instructions, then notify the parents/guardians as soon as the situation allows. The Preschool conducts quarterly safety drills.

If evacuation of the property is necessary, the meeting point is in the gymnasium of Hopewell Early Childhood Center located next to the Preschool. If the immediate area must be evacuated, we will evacuate with instructions from the West Chester Police and Fire Departments. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts listed on your *Child Enrollment Form for Early Care and Education Programs.*

Parent Center Information

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12.

Administrators and each employee of the center are 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 is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search.

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 DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

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

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit https://childrenandyouth.ohio.gov/for-families.

For more information on Medicaid health screenings and early intervention services for your child, please visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

For information on cash food assistance, please visit https://jfs.ohio.gov/cash-food-assistance.