



Parent Handbook

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rivertreechristianschool.com

Revised February 2016

**Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardian and employees as required in 5101:2-12-30 of the Ohio Revised Code.

School Introduction

Parents, we welcome you to RiverTree Christian School and Childcare Center. It is our pleasure to serve you and your family as we engage your child with an early learning experience in a high quality Christian education program. We welcome you as you begin this journey in your child's life.

Cindy Hernandez, Director

School History

RiverTree Christian School and Childcare Center was established in 1978 to provide children in Jackson Township and local area communities with a positive learning experience in a Christian environment.

Who We Are

- A ministry of RiverTree Christian Church.
- All programs and goals are carefully aligned with the goals and mission of the church.
- A child-centered, developmentally appropriate program which emphasizes various stages of development including cognitive, social, and spiritual development.
- A part of the Step Up to Quality program designed by the State of Ohio.
 - Lower teacher to student ratios
 - State approved curriculum aligned to the Common Core Standards.
 - Individualized assessments
 - Highly qualified staff who loves, nurtures and educates children.
 - More information about Step Up to Quality at earlychildhoodohio.org

Philosophy

- Children are uniquely created by God who loves them and their families.
- The Bible is the base for us to follow a Christ-centered life.
- Education is integral to the development of each child.
- A school must provide a safe, caring and nurturing environment that families can trust.
- Approached to learning change with the demands of the community and the environment.

Mission

- The school is an extension of RiverTree Christian Church.
- We operate to serve students and families in our local community and beyond.
- Through teaching, nurturing and modeling Christ's love, we build relationships with children and families.
- We are dedicated to helping students become aware that they are unique children of God and to the importance of building a growing relationship with Jesus Christ.
- Time and capital are committed to teach children the social and academic skills required for everyday life.

- We provide continuing education for teachers and staff.
- Opportunities are provided for children and families to help others in our community and beyond.
- We stay current with new learning tools, academic delivery and developmentally appropriate classroom updates.

Vision

- The church and school join together to serve families.
- Students learn the importance of daily Bible study and being a Christ follower.
- Relationships begun at school continue into the future.
- The school builds academically strong and socially ready children.
- Children gain a love for education.
- Students reach out to others in need as Jesus would.
- Students and families have great regard for the time spent at school.

Non-Discriminatory Policy

We accept students of any race, color, national and ethnic origin with all rights, privileges, programs and activities generally accorded or made available to all students. We do not discriminate based on race, color, national and ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, athletic or other administered programs.

Administrative Staff

Director	Cindy Hernandez	hernandezc@rivertreechristian.com
Assistant Director	Brenda Langley	langleyb@rivertreechristian.com
Office Manager	Heather Clevenger	clevengerh@rivertreechristian.com
Administrative Assistant	Wanda VanHoose	vanhoosew@rivertreechristian.com
Class / Tech Coordinator	Riki Horning	horning@rivertreechristian.com
Curriculum Coordinator	Meghan Wolfe	wolfem@rivertreechristian.com

Teaching Staff Goals

- **Spiritual:** Help children experience God’s love for them by modeling loving relationships in a Christian environment.
- **Cognitive:** Help children become confident learners by letting them investigate their own ideas and experience success. In addition helping them acquire learning skills, such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Emotional:** Help children experience pride and self-confidence, develop independence, self-control, and have a positive attitude toward life.
- **Physical:** Help children increase their large and small muscle skills and feel confident about their motor ability.
- **Social:** Help children feel comfortable and trust their environment, make friends, and feel they are a part of a group.

Communication

- Email
- Parent bulletin boards
- School bulletin boards
- Classroom website
- Flyers
- Facebook
- School newsletter (September-May)
- U.S mail
- Texting
- Information regarding contact with other families or children may be obtained through the school office.

Questions and Concerns – Please contact the following:

- Teacher: General questions about your child
- Office: Finance questions, enrollment, registration and all other questions
- Director & Assistant Director: Will meet upon request.

School Policies

Operation

The school/childcare center is in operation from 6:30 a.m-6:00 p.m., Monday through Friday for the following:

- Summer Childcare (May – August)
 - Infants – (6 weeks through 17 months) *
 - Toddler (18 months through 2 years)
 - 3 years – 14 years

- School Year (August - May)
 - Infants (6 weeks through 17 months) *
 - Toddlers (18 months through 2 years)
 - Preschool - Age 3
 - Pre-K Full Day
 - Pre-K Part Day (8:45-11:45am)
 - Kindergarten (RiverTree students)
 - School Age 5 years – 3rd grade (public or other)
Includes students bussed to/from Jackson Local Schools

*Limitations on class size

Part Day (8:45am-11:45am) Drop Off and Pick Up

Part Day drop off is no earlier than 8:40 a.m. and pick up is no later than 11:50 a.m. A fee will be applied to your account if you arrive earlier or later than times stated.

Full Day (6:30am-6:00pm) Drop Off and Pick Up:

Full Day drop off is no earlier than 6:30 a.m. and pick up is no later than 6:00 p.m. A fee will be applied to your account if you arrive earlier or later than times stated.

Student Drop-off/Pick-up Procedures

- South side building entrance only (all other doors are locked)
- Parents must escort students at all times
- Teacher must acknowledge parent at student's arrival/departure
- No drop offs allowed outside the building

RiverTree Staff/Child Ratios

1:4	Maximum group: 8	6 weeks < 18 months
1:5	Maximum group: 10	18 months to 30 months
1:6	Maximum group: 12	30 months to 36 months
1:10	Maximum group: 20	36 months < 48 months
1:12	Maximum group: 24	48 months to <school age
1:15	Maximum group: 30	K to age 14

All children will be supervised at all times.

Ohio Department of Job and Family Services Staff/Child Ratios

1 to 5 or 2 to 12 in same room Infants (birth and under 12 months)

1:6 12 months < 18 months

1:7 18 months < 30 months

1:8 30 months < 36 months

1:12 Preschool - 3 years

1:14 Preschool - 4 and 5 years of age

1:18 School age - Kindergarten to 11 years

1:20 School age - 11 years through 14 years

Identification (School Security Requirements)

Photo identification required upon request.

- Child released only to those adults written on the “Child Enrollment and Health Information” form authorization on file in the school office.
- Requested last 4 digits of Social Security Number


Court Ordered Documentation

- Custody court ordered paperwork must be on file in the school office
- No child is released without proper custodial documentation

Holidays, Breaks, and Closures


- Thanksgiving Day and the following Friday CLOSED (credit given)
- Jackson Local School’s Christmas break CLOSED (credit given)
- Jackson Local School’s Spring Break CLASSES AS USUAL Except our KINDERGARTEN IS CLOSED (credit given)
- Jackson Local School District Calamity & Waiver Days :(K-3rd) students may register for Calamity & Waiver Days. Childcare is provided for Jackson Local Students UNLESS noted on local media. RiverTree classes held as usual. Our Kindergarten class watches for media posting.

Good Friday
Memorial Day
July 4th
Labor Day



CLOSED (tuition credits NOT given)

Columbus Day
MLK Day
President’s Day



RiverTree Kindergarten is closed (tuition credit given)
All other classes will be held as usual
Childcare will also be provided for Jackson Local School district students

If the weather necessitates the Full Day childcare to close, we will post the information on:

- | | | |
|-----------------|-------------|-----------------------|
| • Facebook | WHLO | WCRF 103.3 |
| • WTAM (1100AM) | WMJI | WCLV 104.9 |
| • WMVX | WKYC | WVIZ/PBS idea stream |
| • WMJR | WAKS | 90.3 WCPN idea stream |
| • WGAR | WKDD | 1350radiofreeohio.com |
| • WMMS | 640ohio.com | Kisscleveland.com |

- Weather Plus Time Warner Digital 522.

If the words RiverTree Christian School appear on the list of area school closings, our entire school will be closed. **There are no tuition refunds or credits for inclement weather conditions, or other situations beyond our control.**

We are a non-smoking facility.

Emergencies

- Fire
- Weather
- Intruder
- Loss of power, heat, or water
- Emergency destination is the gym at First Friends Church on Portage.
- Staff will walk children to the destination.

Open House

- **February:** Open House provides enrollment information, tour of the building, and information about upcoming changes.
- **August:** Back to school Open House provides the opportunity to see your registered student's classroom, meet teachers and be introduced to our enrichment class instructors.

Registration - Re-Enrollment

- Currently enrolled students qualify
- Current tuition fees must be paid up to date
- Held annually beginning in February or March
- Enrollment Period
 - Summer Program
 - School Year Program
- Non-refundable registration fee
- Registration discount offered to all families in the first week of enrollment
- Student account must be paid in full to re-enroll

Registration - New Enrollment

- Open to the public
- Held annually in March
- Enrollment Period:
 - Summer Program
 - School Year Program
- Non-refundable registration fee
- Registration discount offered to all families in the first week of enrollment
- All registration fees waived for staff
- The administrator or designee may conduct an informal interview upon enrollment

Transitioning Age groups

- We register students according to their birth date that falls on or before September 30. Students age 2 and above remain in established classrooms for the full school year.
- 6 weeks-23 months a written agreement between parent and school established prior to transitioning to another classroom.

Health Screening Process

Children entering the center are encouraged to have complete annual health screenings. This includes vision, dental health, weight, height, hearing, and blood lead and hemoglobin level assessments. This process helps determine further needs.

Information regarding the importance of health screenings is available in the school office or on the Parent Resources Board located outside the school office. Agency referrals are given upon request.

Children enrolled in public schools that require health exams upon enrollment are not included.

Required Each Year:

Child's Medical Statement

- Required for ages 6 weeks through RiverTree Kindergarten (Latchkey students excluded).
- Specific form, JFS 01305 Child Medical Statement, with doctor's signature and date of exam required.
- Updated shot records
- Must be submitted no later than 14 days after the child's date of admission.
- Must be updated annually.

Nannying

Our employees are prohibited from accepting a full time nannying position with one of our school families.

Finances

Tuition Payments

- Payment is based on a weekly rate.
- Payment is due the first day your child attends, each week.
- Charges for overdue payment will be automatically added to your account.
- Credit, debit, online banking, check, cash and EFT kiosk payments accepted.
- Advance payments accepted.
- No invoices or bills are mailed from our office.
- A payment box is posted on the outside wall of the school office for your convenience.
 - Checks do not require an envelope.
 - Receipts for cash can be handled at the school office window.
 - iPad Self-Payment kiosk is located in front of the school office.

Year End Tax Statements

- Statements are sent mailed or e-mailed to your home mid-end of January.
- More frequent statement mailing is available upon request through our Finance office.
- Our Tax ID # 34-100-3958.

Returned Checks

\$30.00 service charge. Accounts with more than one returned check must make all future payments by cash, bank check, or money order.

Tuition Increase/Decrease Fee

All parent initiated changes made for the upcoming enrollment period will be assessed a \$25.00 fee if the change in the child's schedule causes the tuition amount to decrease. This does not apply to children being withdrawn.

- Summer: changes made after April 30 will be charged
- School Year: changes made after June 1 will be charged

Early Withdraw Fee

Notice of student withdrawal from school is required two weeks in advance of the withdraw date. Failure to provide notice will result in an additional week's tuition charge.

Late Fees

Charges for students who are picked up after part day, kindergarten and at the end of the day

- Extra charges waived for: A first time late pick up not more than 15 minutes.
- Extra charges waived for: A first time late pick up not more than 30 minutes if the parent called in with notification.

After a one time late pick up allowance, the following will apply:

- The late pick up charge will be \$15.00 per each 15 minutes.
- The student may be withdrawn from school after the third late pick up incurred within the same school year.

Vacation Credit (Full Day enrollment only – Part Day and Kindergarten excluded)

- **School Year:** Students who begin attending the first day of school and continue enrollment through the last day of school will receive one week's credit for vacation. If withdrawn early, no credit is received and the week's tuition will be added back to the student's account. Vacation credit is restricted to consecutive days.
- **Summer Program:** Students who begin attending the first day of the summer program and continue enrollment through the last day of the program will receive one week's credit for vacation. If withdrawn early, no credit is received and the week's tuition will be added back to the student's account. Vacation credit is restricted to consecutive days.

Vacation Request Form

A vacation request form must be completed and submitted to the school office prior to the vacation dates. This form can be found in our school office and online at rivertreechristianschool.com.

Illness Credit (Full Day enrollment only – Part Day and Kindergarten excluded)

Students who begin attending the first day of school and continue enrollment through the last day of school will receive three days of illness credit. Illness credit will be given for the following situations:

Hospital Stays, Surgeries/Recoveries and Communicable Diseases. To receive credit these must be supported by a signed note from the physician.

Foods

Child and Adult Care Food Program (CACFP)

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. CACFP forms are distributed annually for parent completion.

Meals and Snacks

Menus are posted on all three main Parent Boards and on our website. Because we participate in the CAFCP, **children are not permitted to bring in their own snacks, beverages, or lunches.** All foods are prepared by RiverTree Christian Church Food Service Team.

We provide:

- Morning snack for Toddler through the Kindergarten age group.
- Afternoon snack for Toddler through the Kindergarten age group
- Latchkey students receive snacks when they arrive after bus drop off.
- Lunch is provided for children enrolled Full Days.

A meal shall include:

- Fluid milk
- Meat/meat alternative (other protein)
- Two servings of vegetables and/or fruits
- One serving of bread or grains.

A snack shall contain at least one food from two of the four basic food groups:

- Meat/meat alternative (other protein)
- Bread/grains
- Fruit/vegetable
- Milk

ALL diet modification request must be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from a physician on the prescribed form provided by the department. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent or guardian.

Any alternate diet, except those required for religious, cultural, or medical reasons must include items from each of the following categories: protein, grain, and fruit/vegetable, dairy.

We are not licensed to serve breakfast. You may provide breakfast for your child and the child may eat before 8:30 am. Please do not bring hot foods. Toddlers must be provided with foods the size of a pea, no larger. Per our licensing restrictions, your child cannot be assisted by a teacher at this time.

Special Treats

Birthdays are very special occasions. You are welcome to help us celebrate your child by bringing a special birthday treat. Cookies and cupcakes are very appropriate. Due to food allergies, please communicate with the teacher before bringing treats to class. We will only serve children with identified food allergies special treats that have a manufacturer's ingredient label attached.

Outdoor Recreation

Outdoor play happens each day in suitable weather conditions.

- State licensing requires children who attend 4 or more consecutive daylight hours to go outside.
- Children who attend 3 hours per day will go outside according to the teacher's lesson plans
- Please dress children with the appropriate outdoor attire.
- On unsuitable weather days the children will play in the large indoor gym.

Outdoor Play Policy

- Temperature must be lower than 95 degrees and 32 degrees or above. Students must be dressed for outside play within these temperature ranges.
- Humidity must be lower than 80%.
- Safety alerts regarding the ozone level and pollen count will be considered.

Playground

RiverTree has two designated outdoor playgrounds.

- West side of the building: School Age and Kindergarten play
- East side of the building: Toddlers through Pre-K play

During operational hours, only children under a staff member's supervision are permitted on the playground.

Summer Water Activities

The summer program includes water play for ages 18 months and older. Written permission from a parent/guardian is required for all water activities.

- Children younger than Kindergarten age will have opportunities that include sprinklers, squirt bottles, and small wading pools (less than 24 inches deep).
- School age children have opportunities to attend local Health Department approved pools. Students are actively observed by adult staff members according to licensing regulations.

Field Trips

Field Trips - School Year

Our Pre-K and Kindergarten classes take field trips during the school year. Field trips are purpose driven and educationally based. Students are actively observed by adult staff members according to licensing regulations. Students will use bus transportation.

Field Trips - Summer

Our school age children are offered field trips once a week during the summer. Students are actively observed by adult staff members according to licensing regulations.

- Trip costs are NOT included in regular tuition rates.
- Written permission from a parent/guardian is required for all trips.
- RiverTree t-shirts are required for all staff and children that attend.
- Children must leave and return from the school. No drop offs allowed at the field trip destination.
- Pre-K and summer school age students will use bus transportation.
- Children will be assigned to a specific staff person and will be under their care during the trip.
- Head counts will take place throughout the trip and again prior to boarding the vehicle to depart the destination. Upon arrival at center, children will be counted as they exit the vehicle.
- All state licensing regulations are followed for field trips.
- Late arrival at school may deter the student from attending that day's field trip.

Dismissal & Discipline

Documentation of Concern/ Dismissal from School

Staff will complete a "Parent/Guardian Contact Form" as needed for students who require extra attention to discipline issues. The parent will review and be asked to sign the form. The Director will review, sign, and follow up on the form. Cases of multiple documentation directed at the same behaviors will be reviewed between the parent, teacher, and the Director to develop a workable solution.

Dismissal from School

Diligence is taken to insure students remain in school and receive the assistance needed to correct undesirable behavior. However, if all attempts to discipline, find a workable solution with parents and teachers, or the student's actions are detrimental to others, the student may be permanently dismissed from school. Additionally, if parent/guardians do not respect the tuition agreement, fail to complete timely payments or do not follow school procedures, students may be dismissed from school at the Administrators discretion.

Discipline Procedures

These rules apply to all registered children and employees of RiverTree Christian School

- No cruel, harsh, or unusual punishments.
- No discipline technique will be delegated to any other child.
- No physical restraint will be used to confine a child.
- No child will be humiliated or subjected to profane language or other verbal abuse.
- Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toilet accidents.
- Techniques of discipline will not be used to humiliate, shame, or frighten a child.
- No corporal punishment.

- **Toddler**
 - Explain the desired behavior
 - Guide, comfort and redirect the child
- **3 years - Kindergarten**
 - Discipline relates to the behavior and is administered immediately.
 - Redirection is the first attempted form of discipline.
 - Timeout, where the child is separated from the group for a period equal to the child's age, will be the second attempted form of discipline.
 - If the child continues to misbehave, the Director will counsel the child and work with the teacher to direct behavior that is more constructive.
 - In an unusual circumstance, the parents, teacher, and Director will confer for workable solutions.

- **School Age**
 - Verbal discussion with the child
 - Discipline action relates to the behavior and is administered immediately
 - Written documentation to parent
 - Parent phone call if required by student actions
 - Child suspension determined by the Director

- **Possible Outcomes of Difficult Disciplinary Situations**
 - Remove student from field trips
 - Isolation if student uses acts of violence or verbal abuse
 - Immediate pick-up by parent. Possible suspension or permanent dismissal

Student Policies

Personal Belongings

Each child has a personally assigned storage space

- Label all personal items
- Lost and Found is located in the cabinet by the West exit doors

What to bring:

Change of clothing labeled with child's name

- Nap items for full day children who nap
- Personal items unless specifically requested by the teacher

Dress Code

Please dress your child appropriately for the weather and for classroom play with paints, glue, etc. What is acceptable?

- Washable clothing
- Boots, snowsuits, hats, and mittens for winter weather
- Tennis shoes or closed toe shoes for all seasons (the entire foot must be enclosed within a rubber-soled shoe)

What is NOT acceptable?

- Sandals (open toe/heel OR closed toe/heel)
- Clogs
- Crocs
- Flip flops

Absence

If your child is unable to attend school, please notify the school office immediately. School Age Students: Please inform us each time your child will not attend before or after school. If we show a student scheduled with no excuse, we must call home and the local school district to track their whereabouts.

Transitioning Throughout the Building

When transitioning children to the gym, playground and outdoors, staff uses two-way radios to maintain constant communication with the office.

Toilet Training Policy

Children enrolled in Preschool (Pre-K), Transitional Kindergarten, and Kindergarten must be toilet trained before attending school. We do not have the facilities or supplies required to change children in these classrooms. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- No longer wear diapers or disposable underwear (Pull-Ups)
- Can tell the teacher when they need to go to the bathroom
- Be able to pull down their underwear and pants and get them back up without assistance
- Be able to wipe themselves.

If your child is not completely toilet trained as described above when preschool starts, you may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are nonrefundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.

If the need arises the school may open a class for three year olds that aren't fully toilet trained but space will be very limited.

Medical

Illness at School

- Please keep children home when they are ill.
- Do not send an ill child to school if they require medication.
- Staff conducts a daily health check of students. Those who show signs or symptoms of illness at arrival will not be admitted.
- If a child is exposed to a communicable disease, the teacher will post a notice outside the classroom. Please notify us of the physician's diagnosis if a communicable disease is determined.
- If a child becomes ill during school, the parent/guardian will be contacted.
 - They are expected to pick up the child within one hour.
 - The child will be separated from the class and remain in the office until pick-up.

If a child displays any of the following symptoms, they should remain home or be sent home:

- Temperature of 100 degrees Fahrenheit or higher in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally loose stools within a 24 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 pus discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rash
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infections
- Sore throat or difficulty in swallowing
- *Vomiting* more than one time or when accompanied by any other sign or symptom of illness

The child may return to school after illness when:

- Fever stays under 100 degrees for 24 hours WITHOUT fever reducing medication administered.
- Nausea, vomiting and diarrhea have subsided for 24 hours.
- An antibiotic has been given over a 24 hour period for any type of strep or bacterial infection.
- Child is feeling well again and has returned to normal behavior

Medication Policy

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES Rule 5101:2-12-31 (1)

Center must secure and follow written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the JFS 01217 "Request for Administration of Medication". The center must also secure written instructions from the parent or guardian on the form. A prescription label serves as written instructions for medications as long as the label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration. The prescription label must be attached to the original container. **Medications transitioning from school to home may not be stored in a child's cubby, pocket or book bag. All medication must be given directly to office personnel for immediate safe storage**, except that an inhaler may be available to a school child with a special health condition in an emergency (with a completed form 1217 and as stated on child's individual Medical Care Plan). We will only dispense prescription medication to children. We will not dispense over the counter medication without a completed 1217 signed by BOTH physician and parent/guardian. Exception to this is topical products such as Chap Stick or lotions. These require form JFS 01217 "Request for Administration of Medication" be completed and on file in the school office.

Incident/Injury Reports

In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and a parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parent will be notified, and a staff member will accompany the child to the hospital with all available health records. An incident/injury report shall be completed by the child care staff member in charge of the child, and kept on file for one year, when the following occur:

- An illness, accident, or injury which requires first aid treatment; or
- A bump or blow to the head; or
- Emergency transporting; or
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

Classroom Information

Reporting Child Abuse

Section 2151.421 of the Ohio revised code: Any child care facility worker who is acting in an official or professional capacity and knows or suspects that a child under 18 has suffered or faces a threat of suffering any physical or mental wound or condition that indicates abuse or neglect shall report that suspicion to the children service agency or law enforcement. We are legally obligated to report ANY suspicion or known form of abuse. Staff reporting child abuse is required to first notify the Administrator.

Parent/Teacher Conferences and Progress Reports

Teachers, Coordinators and the school Director are available throughout the year for conferences with parents. Specific conferences and distribution of progress reports are set at regular intervals during the school year.

- Fall: Meet the Teacher conferences by parent sign-up
- January: Semester Break Progress Report
- Spring: Review of student progress by parent sign-up
- May: End of School Year progress report

Parent Involvement

Parent involvement is welcomed by teachers. Participation enables the teacher to offer a variety of creative activities for students. We count on our parents to participate in special events such as parties and field trips.

Parent Meetings

Led by the Director and established to bring about a closer relationship between home and school, so that parents, staff and administration may cooperate in a variety of ways within the school. During meetings, you are encouraged to give input and share ideas with the Director and other parents. During the meetings the Director will share information about what's happening within the school, future plans, areas of need, and areas of service opportunities. Parents are encouraged to take an active role by attending and supporting activities for the improvement and development of the program. Any vocation, hobbies, or special interest you have and would like to share with our students is greatly appreciated. Meetings are advertised in advance of the meeting date. Please reference our school calendar and newsletters on the school's website for specific dates and times.

Parent to Parent Communication

Upon request by parents of children enrolled, we will provide classroom contact information for only those individuals who indicate on the Job & Family Services form 01234 "Child Enrollment and Health Information" that they want their contact information made available be given out to other parents. The information will only be given to parents and guardians of a child who attends the center and individuals associated with the center who request it for center related business.

Visitors

When visiting our school for any reason, please sign in and out with the church receptionist and obtain a Visitor's badge. Purses are prohibited inside our classrooms. Observations and tours can be scheduled through the school office.

Telephone Calls

Classroom/Teaching staff cannot receive telephone calls during their time with children. Please leave a message with the school office.

Supplies

Classroom supply lists are posted on our school website.

Enrichment Opportunities

Several certified instructors bring their enrichment programs to our school for your convenience. You may register for these classes anytime during the school year. Links for more information are posted on our school website.

Toddler Center Curriculum

We use a curriculum called *ABC Jesus Loves Me*. It is designed to meet the individual needs of the child ages birth to 36 months.

Toddler Center Sample Schedule

6:30-7:30 a.m.	Arrival to opening classroom
7:30-8:30 a.m.	Teachers arrive and transition children to their classroom
8:30-9:00 a.m.	Prayer & Snack
9:00-9:15 a.m.	Diaper Check / Bathroom
9:15-9:30 a.m.	Circle Time
9:30-10:30 a.m.	Exploration Stations
10:00-10:15 a.m.	Diaper Check / Bathroom
10:30-11:00 a.m.	Outside Play
11:30-12:15 p.m.	Prayer & Lunch
12:15-12:30 p.m.	Diaper Check / Bathroom
12:30-2:30 p.m.	Nap
2:30-3:15 p.m.	Diaper Check / Bathroom
3:15-4:00 p.m.	Prayer & Snack
4:00-4:30 p.m.	Outside Gross Motor
4:30-4:45 p.m.	Circle Time
4:45-5:15 p.m.	Diaper Check / Bathroom
5:15-6:00 p.m.	Exploration Stations

Assessments for Toddlers

- Parents will complete an ASQ and an ASQ SE Screening for their child annually
- Staff conducts ongoing assessments of your child's progress.

Toddler Sippy Cups

Toddlers 18-24 months will use a sippy cup provided by our school. Once the child shows signs that they are developmentally ready to begin using a cup, we will transition them from the sippy cup to a carton and straw.

Preschool & Pre-K Curriculum

We use a curriculum called *ABC Jesus Loves Me* for Preschool. For our Pre-K, we use *Classical Core*. Both curriculums are designed to meet the individual needs of the child ages 3-5 years old. The activities are organized around Bible, art, dramatic play, music, science, nature, math, literacy, social studies, fine motor skills, listening skills, and technology. We show how children learn content and skills through daily experiences.

Nap Time

ODJFS rules and regulations require Toddlers, 2's, and 3's to "rest". Although children are not required to sleep, each child must lie down and rest quietly. Any child who does not fall asleep after an appropriate length of time during the designated nap time shall have the opportunity to engage in quiet activities. Our Pre-K children will have a quiet time in their classroom, please notify us if you feel your child will need a nap.

Toddler nap time is 12:30-2:30 p.m.

- Preschool nap time is 1:00-2:30 p.m.
- Pre-K has a quiet time from 1:00-1:30 p.m.

Assessments for Preschool -Pre-K

- Parents will complete an ASQ and an ASQ SE screening on their child yearly.
- Staff conducts ongoing assessments of your child's progress

Part Day Sample Schedule

8:45-8:50 a.m.	Arrival
8:50-9:05 a.m.	Circle Time (Calendar, Weather, Pledge and Prayer)
9:05-9:15 a.m.	Prayer & Snack
9:15-9:30 a.m.	Bible
9:30-10:30 a.m.	Exploration Stations (Art, Dramatic Play, Blocks, Science, etc.)
10:30-11:00 a.m.	Gym or Playground
11:00-11:30 a.m.	Small Groups (Letter of the Week, Show and Share, etc.)
11:30-11:45 a.m.	Closing Circle Time (story, song, prayer)

Full Day Sample Schedule -School Year and Summer

6:30-8:00 a.m.	Independent Play
8:00-9:00 a.m.	Arrival / Exploration Stations
9:00-9:15 a.m.	Journals

9:15-9:30 a.m.	Group Time (Calendar, Weather, Pledge and Prayer)
9:30-9:50 a.m.	Restroom, Prayer & Snack
9:50-10:00 a.m.	Clean Up
10:00-10:20 a.m.	Playground
10:20-11:20 a.m.	Exploration Stations
11:20-11:35 a.m.	Circle Time (story, song, finger plays)
11:35-11:40 a.m.	Prepare for lunch
11:40-12:10 p.m.	Prayer & Lunch
12:10-1:00 p.m.	Playground or Gym
1:00-2:30 p.m.	Nap or Quiet Time
2:30-3:00 p.m.	Playground or Gym
3:00-3:15 p.m.	Prayer & Snack
3:15-4:15 p.m.	Exploration Stations
4:15-5:00 p.m.	Independent Play
5:00-6:00 p.m.	Closing Room Activities

Kindergarten Curriculum

Reading Readiness-Math-Science Basics-Writing-Bible-Physical Education

- State approved curriculum
- State aligned “Common Core Standards”
- Lower ratios
- Certified, high quality teacher
- Safe-loving environment
- Bible and prayer included

Kindergarten Sample Schedule

8:30 a.m.	School Begins
8:30-8:40 a.m.	Opening
8:40-9:00 a.m.	Language Arts
9:00-9:25 a.m.	Gym or Playground
9:25-9:45 a.m.	Bible / Snack
9:45-12:00 p.m.	Guided Reading Groups, Journal, Individual Centers; Math/Science / Language Arts / Handwriting / Art / Journal
12:00-12:10 p.m.	Prepare for Lunch
12:15-12:45 p.m.	Prayer & Lunch
12:45-1:00 p.m.	Story
1:00-1:35 p.m.	Gym / Recess
1:35-2:05 p.m.	Quiet Time
2:05-2:15 p.m.	Folder Time
2:15-3:00 p.m.	Go Math / Science / Social Studies / Writer’s Workshop
3:00-3:20 p.m.	Story / Closing
3:20 p.m.	Dismissal

School Age Curriculum

We use the State of Ohio Common Core Standards to plan our environment.

School Age before School

- Activity areas set up
- Quiet area set up
- Morning devotional
- Prayer time before departing for school

School Age before Sample Schedule

6:30-8:15 a.m. Opening Classroom with independent play
8:15-8:35 a.m. Devotion and prepare for bus pick-up

School Age after School

- Social and quiet time
- Prayer & Snack
- Devotion
- Prayer
- Homework
- Structured choice activities
- Large and small group oriented activities

School Age after School Sample Schedule

3:20-3:30 p.m. Arrival of RiverTree Kindergarten
3:30-4:10 p.m. Prayer / Snack / Homework
4:10-6:00 p.m. Exploration Stations and preparing to go home

Non-Public Day and Summer School Age Sample Schedule

6:30-8:00 a.m. Opening Classroom with independent play
8:00-8:50 a.m. Playground
8:50-9:15 a.m. Prayer & Snack / Devotion / Instruction of the day
9:15-11:00 a.m. Exploration Stations
11:00-11:30 a.m. Journaling / Restroom Break
11:30-12:15 a.m. Playground
12:15-12:30 p.m. Prep for lunch
12:30-1:00 p.m. Prayer & Lunch
1:00-1:30 p.m. Teacher Reading / Quiet Reading
1:30-3:00 p.m. Outside planned activities / Weekly Theme Activities
3:00-3:30 p.m. Prayer & Snack / Restroom Break
3:30-4:30 p.m. Outdoor Planned Activities with Exploration Stations
4:30-6:00 p.m. Playground

Infant Program

Sippy Cups

We prefer you provide Sippy cups for your child who is < 12 months. They will be rinsed and returned to you at the end of each day. We will stock our own in the case of necessity. They will be washed and sterilized overnight after use.

Diaper Bags

Please be sure that there are no medications, ointments, lighters, creams, lotions, etc. left in the bag. If we find any of these items, we are required to lock them in our cabinet and we will give them to you when you come to pick up your child.

Diapers/Wipes

Please provide diapers and wipes for your infant. We will not share diapers with other children in the room. You can bring in a large bag and we will let you know when your count gets low. If you choose to bring in daily, please make sure that you supply enough for your infant to be changed at least every two hours.

CACFP Kitchen and Staff

Our kitchen is state qualified. We will provide formula and food for your child as instructed through the Child and Adult Care Food Program (CACFP). We provide Similac Advance formula and basic infant food to be given to all children. However, sometimes, parents prefer to bring their own formula, breast milk, and infant food each day until their child is 12 months of age and older. The prevalence of allergies occurring in children is on the rise and we want to be sure you provide the safest form of nourishment for your child. It is a mandatory requirement that certain forms are completed to allow you to provide your own food or to choose what we provide. We will assist with completion of the forms as needed.

Medications and Topical Products

Medications and topical products such as diaper cream and ChapStick may not be stored in your child's diaper bag or cubby. **All medication and food supplements must be given directly to school office personnel for immediate safe storage. For all topical products a form JFS 012017 "Request for Administration of Medication" must be completed and on file in the school office.**

Shoes on the Carpet

Street shoes are not allowed in the area where the infants are playing on the carpeted flooring.

Older children in the Classroom

Similar to the street shoes, older children in the classroom can also be an unintentional hazard to our infants. For this reason, children over the age of 2 are not allowed in the area where the infants are playing.

Sleeping

Each infant is assigned their own crib. All babies will be put to sleep on their back until at least 18 months of age. At about 16 months, with your permission on a signed form, we will move your child from a crib to a low cot. This helps your child become a more independent sleeper. Infants nap as needed or by parents requested schedule.

Curriculum for the Infant Program

Our infant program uses the Creative Curriculum and ABC Jesus Loves Me for Infants, Toddlers & Two's as our roadmap. This is a comprehensive, developmentally appropriate curriculum that includes goals and objectives for children's learning in all areas of development: social/emotional, physical, cognitive, and language. We also use the Creative Curriculum Gold Standard Assessment System to help us identify and respond to children's changing interests and abilities.

The fundamental beliefs of both curricula are:

- Building a trusting relationship with each child
- Providing responsive, individualized care
- Creating environments that support and encourage exploration
- Ensuring children's safety and health
- Developing partnerships with families
- Observing and documenting children's development in order to plan for each child and the group
- Recognizing the importance of social/emotional development
- Appreciating cultural, family, and individual differences
- Taking advantage of every opportunity to build a foundation for lifelong learning
- Supporting dual language learners
- Including children with disabilities in all aspects of the program

Breast Feeding Mothers

It is very important that infants receive the nutrients they need each day. We are happy to provide a place for mothers to come and breast feed their child if they are able to do so during the day.

Breast Milk Bottles

Parents must label bottles with the infant's name, date of expression and the date it was brought in to RiverTree, on both the bottle and cap. Parents may provide a doctor's note for us to continue to serve breast milk after the age of 12 months.

Using Formula Provided by RiverTree

We provide Similac Advance Formula with Iron. If you choose to use our formula, please bring in enough bottles with nipples to leave at RiverTree for each feeding. Also, at 12 months of age, we transition infants from bottles and infant formula to whole milk. Parents may provide a doctor's note to continue formula after the age of 12 months.

Using Formula Provided by Parent/Guardians

If you choose not to use the formula we provide, you will need to bring the bottles in, already prepared with the formula ready to use. The bottles and caps must be labeled with your infants name and the current date on the bottle. All remaining bottles will be sent home at the end of the day.

Bottle to Sippy Cup

We will help with transitioning from the bottle to a sippy cup. This is usually done before the transition to milk. We provide whole milk.

Infant Cereal

When it is time to introduce infant cereal to your baby, please let us know and we will be glad to add that to their diet. We provide iron-fortified rice cereal and iron-fortified oatmeal cereal. The next step in the food trail is the jar food. We want the family to be the first to introduce each new food in case there are any allergies. Most guidelines recommend you give each new food for 3 days before you move on to another new food. Please let the staff know when you have added a new food so that the feeding schedule can be updated with the new food. We will document what your child eats each day on their "Daily Report" so that you know how they are doing and what they are consuming.

Finger Foods

Eventually your child is going to be ready for finger-foods. There are many different things you can try. Talk to the staff members and your pediatrician for guidance on when to try this and what to try. The staff takes great care in making sure that your infant is only given food that you have approved and they are developmentally ready for it. The food will be "smashed" or cut into tiny pieces to aid your child in chewing or gumming. This is a very exciting time for your child and can sometimes be very messy. Again, although we have infant food in supply, we prefer that you provide what you know will be non-allergenic and your child will be accustomed to.

We provide menus each month with a listing of the food items that are provided from our kitchen for each meal. We provide a morning snack, lunch and an afternoon snack for infants.

Receiving Blankets/Bibs/Binkies & Extra Clothes

It's a good idea to provide extra of each. Especially changes of clothing. Please provide two, preferably three changes of clothing each day for your infant. Sleep sacks are encouraged for nap time safety.

Student Transition Plan

Multiple transition plans are set in place for our students. These transition plans include:

- Transition into the school/childcare center
- Transition within the school/childcare center
- Transition out of the school/childcare center

Transition into School/Childcare Center: All Students

- Families tour classrooms and the center
- Registration and paperwork review prior to school start
- Distribution of Parent Handbook with acknowledgement of receipt
- Classroom observation for parents when requested
- Student and parent encouraged to visit the classroom prior to school start
- Welcome packet given out for each classroom.
 - Includes schedule, classroom supply list, contact information, forms to complete
- Open House/ Meet the teacher/Orientation for new and returning families
- RiverTree School Web page provides classroom and policy information
- Individual child screenings required upon school start
- Parent/Teacher Conferences are offered at the beginning of the year
- Each child's "All About Me" information is posted in the classrooms

Transition Activities - Infant to Toddler Class

Requirements for the transition are as follows:

1. Child is 18 months of age
2. Parent approves transition
3. Teachers cooperate and share student information
4. Child is transitioned over a 5 day period at greater lengths each day

Activities for the transition are as follows:

1. Child moves from high chair to child size table and chair
2. Naptime is adjusted to fit with Toddler schedule
3. Child transitions from crib to cot
4. Child interacts with older students on the playground

If issues arise, the transition can be restructured to meet family needs.

The purpose of a transition plan is to clearly define a classroom change at different time periods within a year.

All age groups:

- **During the school year: Activities that help with transition**
 - All age groups spend time in Chapel together which gives younger visual of older groups and teachers
 - Students see and/or interact with the older groups on the playground.
 - Students visit the Kidmobile library giving access to older age group books
 - Preschool and older students are involved in the Christmas program

Transition Activities - Toddler to Pre-Kindergarten Class

Requirements for the transition are as follows:

1. Child is at least 3 years of age
2. Parent approves transition with form and signature during the school year
3. Parent approves transition with tuition agreement after graduation
4. Teachers cooperate and share student information
5. Teachers talk with student and/or reads stories about the next classroom
6. Child is transitioned over a 5 day period or transition happens after year end graduation

Activities for the transition are as follows:

1. Child visits the preschool classroom
2. Child is fully toilet trained
3. Naptime is adjusted to fit the Preschool schedule
4. Child prepares an "All About Me Activity"
5. Child interacts with older students on the playground

Transition Activities - Pre-Kindergarten to Kindergarten Class

Requirements for the transition are as follows:

1. Child is at least 5 years of age by September 30.
2. Parent approves transition with tuition agreement if they remain at RiverTree
3. Teachers share student information internally or with next school
4. Parents visit new school or classroom with student

Activities for the transition are as follows:

1. Teachers talk with student and/or reads stories about Kindergarten
2. Length of naptime is decreased to rest period
3. Teacher reads stories about bus safety
4. Children ride a bus and participate in bus evacuation drills

Transition Activities - Kindergarten and Younger to Older School Age Class

Requirements for the transition are as follows:

1. Child is attending public school and part of the after school program
2. Parent approves transition with tuition agreement if they remain at RiverTree
3. Teachers share student information internally or with next school
4. Parents visit new school and classroom and meet the teacher

Activities for the transition are as follows:

1. Teachers talk with student and/or reads stories about 1st grade or higher
2. RT Kindergarten participates in graduation ceremony
3. Children ride a bus and participate in bus evacuation drills
4. Teachers discuss being more independent
5. Dare Officers provide home safety training

Kindergarten transition to public school

- Teacher reads stories about moving to 1st grade
- Teacher talks about what to expect in 1st grade
- Public School Orientation flyers are handed out to families
- Graduation ceremony with parents in attendance
- Student assessments and portfolios are compiled for transfer
- Parents request transfer of documentation to new school

Student transition to home care or another school

- As appropriate, teachers have discussions about being at home alone
- DARE and Jackson officers provide home safety training.
- Parents request transfer of documentation to new school
- Student assessments and portfolios are compiled for transfer
- Parents request transfer of documentation to new school
- Teachers provide a special “last day send-off” as students leave

PERMISSION TO RELEASE STUDENT RECORDS

Parents and legal guardians of students can request student records from our school office with written consent. To request records such as progress reports, ASQ, birth certificates, immunization records, behavior documentation, etc. from RiverTree Christian School, complete and return this release form and a copy of your photo ID. Requests will be transmitted from our school electronically whenever possible.

Student's Name: _____

I authorize release of my child's information to:

Purpose of the release of information:

Please send a copy of the following to the person/organization listed above:

_____ Entire contents within my child's student file

_____ Progress reports

_____ Ages & Stages Questionnaires (ASQ)

_____ Birth certificate

_____ Immunization records

_____ Behavior Documentation

Parent/Guardian Signature: _____

Date Requested: /_____/_____

Date Sent: /_____/_____

Sent By: _____

_____ Post

_____ Electronic

RiverTree Christian School* 7373 Portage St NW*Massillon, OH*44646*330-494-1860

Child Screening Process

Screening

The ASQ SE and the ASQ3 (Ages and Stages Questionnaires) are distributed the first week of each school year or as new enrollments take place. Children are screened within the first 30 days of attendance. Screenings are used to identify areas of concern and are valuable for one year. At the end of that year, new screenings are obtained.

Screenings used:

ASQ SE: Infant – Pre-K ASQ3: Infant – Pre-K KRAL: Kindergarten

Teachers and the School Administration use screenings to help recognize areas of need and to develop group and individualized lesson plans and small group activities. ASQ scores are shared with parents at the first parent/teacher/child conference of the school year. Developmental goals are reviewed and reset at conferences.

Screening Referral Process:

If children score outside the normal range designated by the screening tool, the following process begins within 90 days of testing:

- Parents are notified and collaborate on forward planning and testing
 - Referrals to pediatricians are made as necessary
 - Public school intervention teams are engaged as needed
 - *Help Me Grow* referrals are made as needed.
 - Child and Adolescence Behavioral Health is contacted as needed.
- <http://childandadolescent.org/> (part of the Stark County Resiliency Program)

School Age Screenings & Assessment:

Students in our after school program are not in attendance long enough during a single day to require screenings or assessment.

Child Assessment Process

Assessment

Assessments are used in an ongoing process so that teachers and administrators can evaluate the progress of curriculum goals and to improve strategies of care for the children. This ongoing process is administered in two ways; through formal and informal assessments.

Formal Assessments

Teaching Gold Assessment is completed annually for students of all ages. This comprehensive assessment solution for early childhood education is based on the latest research, proven valid and reliable, and is fully aligned with the Common Core State Standards, and state early learning guidelines. Testing results are maintained in the child's portfolio throughout their enrollment period and are shared with parents at scheduled conferences. The assessments are completed by teachers using observation and performance measures as designated by the tool.

- Individual student scores are reviewed by the teacher and administration.
- The teacher reviews the results and alters lesson plans and classroom activities to accommodate individual needs.
- Areas that appear outside of the standardized assessment results "normal" range are assessed by the teacher and administrator to evaluate next steps. Parents are notified in letter form and teachers use age appropriate accommodations (as referenced by the assessment tool) in lesson plans to assist with individual student development. If scores are extremely low, outside advisement from the local school system is requested.
- Assessment scores are posted to a spreadsheet that compares classroom performance across the school. This spreadsheet is used to influence school development and instruction requirements.

Informal Assessments

- Observation: Teachers observe children daily to assess both social emotional and academic development. Observations are shared with parents during conferences and as needed on a daily basis. The observations include:
- Anecdotal notes: Notes are taken as the teacher observes met development markers or unmet needs of individual children. These notes may be added to the back of lesson plans or placed in the child's portfolio. Anecdotal notes are used to develop weekly lesson plans that accommodate individual child developmental needs.
- Work Samples: Teachers collect work samples of writing, art, and additional self-created materials and file them in the student's portfolio. These examples of individual child development are used to assess progress. Lesson plans and classroom activities are adapted for students who require additional growth in a particular area. Samples are filed.

- Portfolios: Each child has a portfolio. The portfolio contains work samples, anecdotal notes, art samples, and other materials that teachers may save for teacher and parent review. This information is used to direct individual lesson plans and activities for students.
- Tool: Stark County Kindergarten screening tool adapted to each age level. The tool includes the following markers:

○ Social and Emotional Development	Classroom Work Habits
○ Art and Music	Math
○ Physical Well-Being/Motor Development	General Knowledge
○ Letters/Numbers/Shapes/Letter Sounds	Social Studies
○ Language and Literacy Development	Science

Both formal and informal assessments are incorporated into lesson planning to create individualized plans and small group activities that enhance each child’s experience. Individual student progress is monitored by the teacher in quarterly progress reports sent home to families. Parents are included in the evaluation process at scheduled conferences. Assessment results are used for lesson planning, class placement, methods of teaching, and direct intervention for students who need extra assistance.

School Age Screenings & Assessment

Students in our after school program are not in attendance long enough during a single day to require screenings or assessment.

Family Engagement Model

RiverTree Christian School and Childcare Center cooperates and engages families in children's early learning and development experiences in multi-factored processes.

- We facilitate relationship building within families
- Support families in developing or strengthening parenting skills
- Value the family's role in the child's development
- Provide links for families to access resources

Models used to develop our strategy:

Harvard Family Research Project which highlights the following:

<http://www.hfrp.org/family-involvement/publications-resources/parent-family-and-community-engagement-framework-promoting-family-engagement-and-school-readiness-from-prenatal-to-age-8>

- Family well-being
- Positive parent-child relationships
- Families as lifelong educators
- Families as learners
- Family engagement in transitions (e.g., to kindergarten and elementary school)
- Family connections to peers and the community
- Families as advocates and leaders

NAEYC (National Association of Education for Young Children)

<http://families.naeyc.org/accredited-article/10-naeyc-program-standards>

- [Standard 1: Relationships](#)
- [Standard 2: Curriculum](#)
- [Standard 3: Teaching](#)
- [Standard 4: Assessment of Child Progress](#)
- [Standard 5: Health](#)
- [Standard 6: Teachers](#)
- [Standard 7: Families](#)
- [Standard 8: Community Relationships](#)
- [Standard 9: Physical Environment](#)
- [Standard 10: Leadership and Management](#)

The following are several of the engagement opportunities we provide.

1. School Advisory Board: School parents, church, and community leaders join together quarterly to discuss and advise on school processes, vision casting, and how to support the family role in each child's development.
2. Parent Advisory Group: Monthly meeting with the Administrator and parents who participate in school support and child development exchanges. Emphasis is placed on ways to improve the relationship between family and school.
3. Family Events Planned: Several family events are planned during the school year.
 - Special Friends & Literacy Night: Children bring a special guest to an evening designed to encourage literacy and reading with children. We discuss importance of the family role in the child's reading development.
 - Family Nights: Specially scheduled evening of science investigation or learning. This is designed to be a relationship builder for parent and child.
 - Field Days: Parents invited to participate with children in athletic events that encourage health and wellness. This event is a family relationship building exercise.
 - Wellness Night: special event with a guest speaker regarding wellness and nutrition for children and families. This event emphasizes the family role in healthy child development.
 - o <http://www.powellchiropractic.com/patient-resources/>
4. Parents are encouraged to be involved in local and national child enrichment such as in the links provided to families in our Parent Handbook:

Early Childhood Resource Center Family Support and Child Development Workshops <http://www.ecresourcecenter.org/programs>

Ohio Help Me Grow
<http://www.helpmegrow.ohio.gov/Parents-caregivers/Parents%20and%20Caregivers.aspx>

Ohio Strengthening Families
<http://jfs.ohio.gov/OCTF/StrengtheningFamiliesOhio.stm>
[NAEYC.org](http://naeyc.org)
<http://families.naeyc.org/families-today>
<http://families.naeyc.org/accredited-article/10-naeyc-program-standard>

5. Community Groups Engagement:
 - The local library sends a Kid Mobile to our facility on a weekly basis.
 - Vision screening is facilitated by the Lions Club on an annual basis
 - The police department officers visit our school to present "Stranger Danger" programs along with additional information.
 - Field Trips to local history sights and museums.

6. Open Houses and parent/teacher conferences are provided to facilitate relationships and strengthen parent school relationships. Conferences provide families with tips to strengthen educational or behavioral challenges at home and incorporate family expectations in class.
7. The director has an open door policy to discuss family issues and provide resources for assistance. Resources provided include:
 - RiverTree Christian Church Counseling Center and other local counseling groups
 - Help Me Grow & Ohio Department of Job and Family Services
8. Monthly School Newsletters: These provide families with information of upcoming events for parent involvement. This newsletter also provides family information tips on children's health, behavioral tips, and age appropriate expectations.
9. Daily meetings with parents at student drop-off and pick-up. This time is dedicated to discussing child needs with the parent.

Family Engagement activities offered to all enrolled families:

1. RiverTree Church Attendance on a weekly basis
2. Pumpkin Patch Festival held in October. A church/school free festival for community.
3. Back to School Open House in August. Families tour school and meet teachers.
4. Informational Open House in February. Current/new family's informational meeting.
5. Parent/Teacher Conferences in September. Meet to review progress and set goals.
6. Christmas Program in December. Families invited to children's performance.
7. Parent Meetings held monthly. Parents plan and participate in events.
8. Special Friends Night in September. Food, program, literacy event for child & guest.
9. Field Day in May. Child games/parents help and observe.
10. Family Nights 3-4 times a year. Education or entertaining family events.
11. Classroom Parties near holidays. Parents sign-up to help with parties.
12. Field Trip Chaperones 3-4 times a year. Parents sign-up to assist on trips.

Family Engagement activities offered to newly enrolled families:

1. Orientation for families in August. Families and administrator discuss policies.
2. Building tours offered daily. Tour the school and ask questions.
3. Communicate enrollment process offered daily. Inform about enrollment requirements.

Health Screening and Referral Process

Health Screening Process

Children entering the center are encouraged to have complete annual health screenings. This includes vision, dental health, weight, and height, hearing, and blood lead and hemoglobin level assessments. This process helps determine further needs.

Information regarding the importance of health screenings is available in the school office or on the Parents Community Board located outside the school office. Agency referrals are given upon request.

Not included: Children enrolled in public schools that require health annual exams
Vision screening is offered as a free service annually.

Required Each Year:

Child's Medical Statement

- Required for ages 6 weeks through RiverTree Kindergarten (Latchkey students excluded).
- State of Ohio specified form with doctor's signature required
- Updated shot records required
- The State of Ohio requires retention in the student file.
- Must be submitted no later than 14 days after the child's admission.
- Must be updated annually.

If parents do not turn in forms within a 14 day window, they receive a reminder letter.

If parents do not turn in forms with a 30 day time frame, their child is locked out of class until such time the forms are received or the following:

- If medical forms are not completed annually as requested, we contact the parents to determine cause. If parents cannot afford medical evaluation, we refer them to the following:
 - Stark County Health Department
 - American Academy of Pediatrics
 - Local School Districts
- If parents do not agree with the update of vaccinations, we do the following:
- Provide community resource information regarding the need for vaccinations
- Provide a religious form that exempts a child from vaccinations

Health Referral Process

A child may be referred to a physician if staff members express concerns with any of the following:

- Recurring medical condition
- Signs/symptoms of allergy
- Rash
- High fever
- Signs of communicable disease

- Hearing
- Vision

The referral form will be distributed to the parents through the school office. If a school age child is enrolled in a public school district, referrals are not enquired.

Answers to Questions about Head Lice

What are the symptoms of head lice?

An itchy scalp is the most common symptom of head lice infestation. Sometimes, there may be no symptoms for several weeks, especially if it is the first time your child has head lice. Other symptoms include irritability or trouble sleeping and the development of sores on the scalp caused by scratching. These sores sometimes become infected.

How did my child get head lice?

Head lice can only crawl; they cannot jump or fly, so most of the time head lice are spread by direct, head-to-head contact with another person who has head lice. This type of contact most often takes place when children are playing together. Much less often, head lice may be spread when your child wears clothing—such as hats, scarves, coats, and sports uniforms—that has been worn by another person with head lice, or shares combs, brushes, or towels, or lies on a pillow recently used by an infested person. Your child did not get head lice from your family's dog or cat; household pets do not carry or spread head lice. And your child did not get head lice because of poor hygiene or a dirty environment. In fact, head lice prefer a clean, healthy head!

Do head lice spread disease?

Head lice are not known to transmit any diseases. They are a nuisance, but are not considered to be a health hazard.

What should I do to treat my child's head lice?

If your child shows symptoms of head lice infestation, you should inspect his or her head carefully, especially behind the ears and at the nape of the neck, for live lice and nits. If lice or nits are found, all household members should also be checked. However, head lice may be difficult to find because they are small, quickly move, and avoid light. Nits are often mistaken for other particles that are found in hair such as dandruff, hair spray droplets, and dirt particles.

Your health care provider can help confirm the diagnosis of head lice and provide you with guidance regarding treatment.

Options for treating your child's head lice include over-the-counter products that can be purchased in a supermarket or pharmacy as well as other medications that are available. Ask your health care provider for additional information about the product (s) he or she recommends. Herbal remedies are also available, but they are not regulated by the United States Food and Drug Administration. Whichever product is chosen, be sure to follow the instructions closely. Do not use extra amounts of any lice medications, and do not use different head lice medications at the same time UNLESS you are told to do so by a health care professional. The drugs used to treat lice can be harmful if they are used incorrectly. Do not keep treating your child with the same product if it does not seem to be working; the lice may be particularly resistant to that product, although the prevalence of resistance is not known. Contact your health care provider if this

problem occurs. Sometimes head lice medications can cause the scalp to become inflamed, leading to mild itching or burning. If this happens to your child, contact your health care provider. A number of medications are available to help relieve the itching and burning.

We can provide you with instructions regarding when he or she can return to child care after treatment.

How can I prevent another infestation?

You can lessen the chances of your child becoming infested again by teaching him or her not to share items: such as towels, hats, combs, hairbrushes or with other children. In addition, you should be aware of the signs and symptoms of head lice infestation, so that you can seek treatment promptly, if necessary, to lessen the chance of spread to others. Usually head lice survive less than a day for once they are off the human body, and their eggs die usually within a week at room temperature, so you do not need to spend a lot of time and effort on housecleaning activities. Although not required to generally eliminate head lice infestation, some basic steps you can take to help avoid re-infestation are to vacuum the floors and furniture and machine wash and dry the clothes, bedding, and other items your child was wearing or used during the 2 days before treatment. Use hot water and the high-heat drying cycle. Clothing and items that cannot be washed can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks. Soak combs and brushes in very hot water for 5 to 10 minutes. Do not use insecticide sprays; they are NOT necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

A hot car is lethal for children.

Never forget your kid in the car.



The **Kids n' Kars** app connects to your car's Bluetooth and sounds an alarm every time you leave your car, making sure your child is never accidentally left behind.

Kars 4 Kids

Scan here to download or go
to www.Kars4Kids.org/app





Program Enrollment & Benefit Information

Helpful Resources

- ODJFS programs: <http://jfs.ohio.gov/> or call 1-866-ODJFS4U (1-866-635-3748)
- To apply online or to report a change for Ohio Works First, Food Assistance and/or Medicaid: <http://odjfsbenefits.ohio.gov>
- Medicaid Consumer Hotline: 1-800-324-8680
- To apply online for Medicaid: <https://benefits.ohio.gov/>
- County agencies: http://jfs.ohio.gov/county/County_Directory.pdf
- Ohio Benefits Bank: www.ohiobenefits.org
- Social Security Administration: <http://www.ssa.gov> or 1-800-772-1213
- Medicare: <http://www.medicare.gov> or 1-800-MEDICARE
- Unemployment Compensation: www.unemployment.ohio.gov or 1-877-644-6562 (OHIOJOB).
- Ohio's Best Rx: <http://www.ohiobestrx.org/> or 1-866-923-7879
- Register to Vote: <http://www.sos.state.oh.us/SOS/voter/RegisteringToVote.aspx>
- Women, Infants and Children (WIC): <http://www.odh.ohio.gov/odhPrograms/ns/wicn/wic1.aspx> or (614) 644-8006.
- Bureau for Children with Medical Handicaps (BCMh): <http://www.odh.ohio.gov/odhPrograms/cmh/cwmh/bcmh1.aspx> or 1-800-755-4769.
- Help Me Grow: <http://www.ohiohelpmegrow.org/> or (614) 644-8389
- Ohio Government: www.ohio.gov



Ohio | Department of
Job and Family Services

John R. Kasich, Governor State of Ohio
Cynthia C. Dungey, Director
Ohio Department of Job and Family Services
JFS 07501 (Rev. 9/2014)

Ohio
Department of Medicaid

John R. Kasich, Governor State of Ohio
John B. McCarthy, Director
Ohio Department of Medicaid

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Ohio Wic Program; who is eligible?

Pregnant and breastfeeding women; women who recently had a baby; infants birth through 12 months; children age 1 to 5 years; who are:

- o Present at the clinic appointment, and provide proof of identity;
- o Residents of the State of Ohio;
- o Determined by health professionals to be at medical/nutritional risk; and
- o Meets income guidelines - 185 percent of Federal Poverty Income Guidelines.

Ohio WIC Program Income Guidelines

In order to be eligible for WIC, the gross countable income of the economic unit, of which the applicant/participant is a member, must be less than or equal to the Ohio WIC program income guidelines for economic unit size provided as listed on the website. WIC income guidelines are updated each year.

How to Apply

WIC clinics are located in all 88 Ohio counties. Applicants can call the Help Me Grow Helpline at 1-800-755-GROW (1-800-7554769) for specific clinic locations or call your county WIC clinic (see WIC Clinic Directory button on the first page for your county WIC clinic phone number).

You can also apply by printing out a [WIC Program Application](#) and mailing it to the WIC clinic in your area. Please note that you must schedule an appointment at the clinic, too.

To save time at your appointment, you can also print out a health history form from the list below. Print out one health history form for each person applying. Be sure to complete the form that best describes the person: 1. Infant (birth to 12 months old), 2. Child (age 1 to 5 years), 3. Pregnant, or 4. Breastfeeding woman or woman who has had a baby in the last 6 months and is not pregnant. The WIC staff will help you to make sure you receive health and nutrition information that is individualized to you and your family based on the information on these completed forms.

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If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at <http://www.ascr.usda.gov/complaintfilingcust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email atprogram.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. *Last Updated: 7/15*