

Teaching Learning Center & Campus Kids Parent/Caregiver Handbook

Lakeland
COMMUNITY COLLEGE

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Preschool 2 Sample Daily Schedule

Center Parent Information

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

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.gov (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.

Welcome

Welcome to Teaching Learning Center/Campus Kids (TLC/CK). This handbook contains information regarding the policies and procedures of our program. This handbook answers many of the questions you may have. It is very important that you read this handbook and keep it handy.

Our TLC program consists of an Infant/Toddler Developmental Learning classroom (ages 16 months to 3 years), two Preschool/Pre-Kindergarten classrooms (ages 3-6 years), and one part-time preschool (ages 3-5 years).
Our CK program is an on-site childcare program that offers care for children ages 3-5 years. CK operates for student-parents attending Lakeland Community College. The owner of our program is Lakeland Community College and the owner's representative is our Dean.

Licensed Center
The TLC/CK is licensed by the Ohio Department of Job and Family Services. The center operates legally in accordance with Chapters 5180:2-12 of the Ohio Administrative Code, governing licensure of Child Day Care Centers.

Step Up to Quality
Step Up to Quality is a three-tier quality rating and improvement system administered by the Ohio Department of Education and Ohio Department of Job and Family Services. Step Up to Quality recognizes and promotes learning and development programs that meet quality program standards that exceed preschool licensing and school age child care licensing health and safety regulations.
The TLC/CK is rated GOLD by the Ohio Step Up To Quality rating system.

Teaching Staff
The TLC/CK teaching staff is professionally trained in early childhood education and child development. All teachers hold an Associate Degree in Early Childhood Education. All lead teachers and most Associate teachers also hold an Ohio Pre-K teaching license (or equivalent teaching license). Teachers are also certified in first aid, communicable diseases, child abuse prevention and infant-child CPR. Each teacher is required to take a minimum of ten hours of professional training every year.

Early Childhood Lab School
The function of the TLC/CK, at Lakeland Community College, is to train Early Childhood Education (ECE) students that are preparing for teaching careers with young children. Students will gain experience in all aspects of operating an early childhood classroom, including opportunities to interact with our families. Students are assigned to a classroom each semester. Additionally, students enrolled in other programs at the college, such as Medical Assisting, Nursing, and Dental Hygiene, may also participate in hands-on activities with the children enrolled in the program.

Building Security and Access
Parents/caregivers are given a personal pin code that will give them access to enter the secure front door of the center. Families are asked not to share the code with their child, other family members or friends. For security purposes, the code should be used for their sole entry. Building security is monitored by the Lakeland Police Department.

Director Office Hours
The director has office hours posted Monday through Friday. If you would like to meet with the director at another time, please contact the director via email, and a more convenient time will be scheduled.

General Information

1. **Contact Information**

Address
Lakeland Community College Teaching Learning Center
7700 Clocktower Drive
Kirtland, Ohio 44094
www.lakelandcc.edu/tlc or edu/campus kids

Location
Building L
Rooms L-01 – L25

Telephone Numbers/Email Addresses

Front Desk	440.525.7500	
Fax	440.525.7377	
Co-Director	Nancy Gladding ngladding@lakelandcc.edu	440.525.7421(office)
Co-Director	Jamie Eckliff jeckliff1@lakelandcc.edu	440.525.7489(office)
Toddler Lead	Nancy Gladding	440.525.7635(classroom)
Part-time Preschool Lead	Jamie Eckliff	440.525.7347(classroom)
Preschool 1 Lead	Samantha McKinley sbloom2@lakelandcc.edu	440.525.7057(office) 440.525.7326(classroom)
Preschool 2 Lead	Amber Pikovnik apikovnik1@lakelandcc.edu	440.525.7055(office) 440.525.7003(classroom)

Calls to the front desk will be sent directly to voicemail. Voicemail is checked daily and calls will be returned within 48 hours. To contact your child's teacher directly, please call the classroom or office phone number listed above or utilize the center messaging app.

2. **Philosophy, Mission Statement, Program Goals, and Curriculum Guidelines**

Philosophy
We believe children learn through hands-on experiences that are active, engaging, and meaningful, in a play-based environment that fosters development of the whole child. Teachers are facilitators, who actively participate in children's learning, while developing a partnership with each family. These professionals create an environment that meets the individual needs of all children while fostering independence, promoting problem solving, and strengthening communication skills. Each classroom should be welcoming and establish a culture for learning, through setting appropriate goals for children, in a developmentally appropriate environment that celebrates diversity.

Mission Statement
The mission of our program is to provide a safe, quality learning environment for young children, while modeling a developmentally appropriate early childhood program for Lakeland Community College's Early Childhood Education Department.

Program Goals
- Provide an educational childcare program of the highest quality to Lakeland Community College and community families.
- Provide children 16 months to 6 years of age with developmentally appropriate educational experiences.
- Provide a quality program whose curriculum is based on promoting development in all areas addressed in the Ohio Content Early Learning Standards.
- Establish a positive ongoing rapport with caregivers by being supportive of families' goals and needs.
- Serve as a training facility and observational site for Lakeland Community College students that are preparing for careers in Early Childhood Education, Medical Assisting, Nursing, Education, and other related fields.
- Function as a laboratory for the development of curriculum and teaching strategies for early childhood centers.

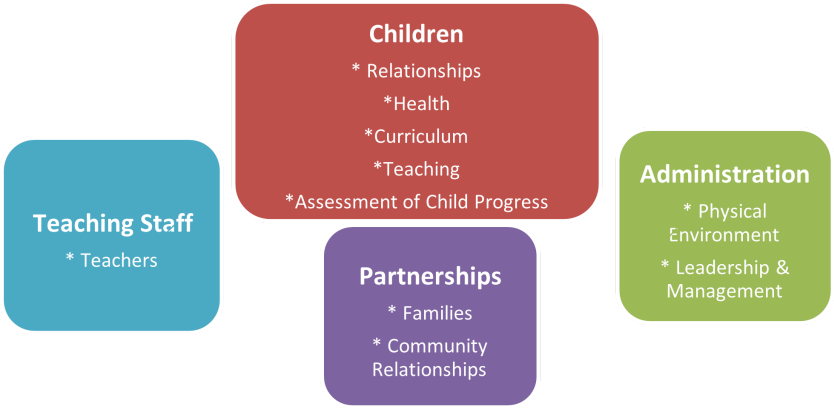
Curriculum Guidelines
The center incorporates the following into its core curriculum practices:
- Ohio's Educational Standards
- NAEYC Program Standards
- Creative Curriculum
- Brigance Standard Screening Assessment Tool
- DECA Social/Emotional

Birth Through Kindergarten Entry, Learning and Development Standards Kindergarten Through Grade 3, Early Learning and Development Standards, and Ohio Learning Standards (K-12)

The Ohio Learning and Developmental Standards were created as part of a collaborative effort of state agencies serving young children, including Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams, made up of Ohio-based content experts and stakeholders, to revise and expand standards.

- Social and Emotional Development
- Physical Well-Being and Motor Development
- Approaches toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

NAEYC Program Standards - National Association for the Education of Young Children



3. Days and Hours of Operation

TLC full-time hours of operation are Monday through Friday (year-round), 7:15am - 6pm.
TLC AM part-time hours of operation are Monday through Friday (September-May), 9-11:30am.
The TLC follows the Lakeland Community College holiday closure schedule:

- Labor Day
- Martin Luther King Day
- Friday before Presidents Day
- Memorial Day
- Juneteenth
- Fourth of July
- Thanksgiving

Dates for the December holiday break are determined in October. In addition to holiday closures, TLC/CK is closed for 5-7 days for Teacher Preparation/In-Service, and two weeks in August.

Campus Kids(CK) hours of operation are limited during the spring and fall semester. Summer semester hours are based on need and staffing. CK follows the college's academic schedule for closures and only remains open when classes are in session.

4. Staff-to-Child Ratios

Ohio Department of Job and Family Services Ratio Requirements

Age	Staff/Child Ratio
Infants	12 to 18 months 1:6 or 2:12
Toddlers	18 to 30 months 1:7 or 2:14 30 to 36 months 1:8 or 2:16
Preschool	36 months to <48 months 1:12 OR 2:24 48 months to <school-age 1:14 OR 2:86
School-age	Kindergarten to age 14 years 1:18 or 2:36

Ohio Step Up To Quality Ratio Requirements for Gold Rating Centers Only

Age	Staff/Child Ratio
Infants	12 to 18 months 1:5 or 2:10
Toddlers	18 to 30 months 1:6 or 2:12 30 to 36 months 1:7 or 2:14
Preschool	36 months to <48 months 1:11 OR 2:22 48 months to <school-age 1:13 OR 2:26
School-age	Kindergarten to age 14 years 1:17 or 2:34

The center is licensed to accommodate 16 month olds, toddlers, pre-school and school-aged children. The program maintains a quality ratio in both indoor and outdoor settings. Ratios for toddlers and preschoolers may be doubled for one and a half hours at naptime, if all children are resting quietly on their cots, and enough staff is in the building to meet the required staff-to-child ratio in cases of emergency. If a child under 18 months of age is enrolled in the toddler room, the ratio will not be doubled until all children in the toddler room are at least 18 months old.

5. Parent/Caregiver Involvement

Success in an early childhood classroom depends on cooperation between parents/caregivers and teachers. Parents/caregivers are informed of center activities by way of newsletters, emails, announcements posted at the "Parent Information Station", and on our center's communication app. Parents/caregivers will have opportunities to participate in individual conferences with the Lead Teacher, but daily communication is also encouraged.

The TLC/CK recognize the importance of the parent/caregiver's role in their child's early education and care. The staff welcomes them to be observers and contributors to our program. We encourage both parties to work collaboratively, to establish and maintain a positive and productive relationship, that has the goal of helping children reach the optimum level of development. We hope all communications will be open, respectful and reciprocal. The center reserves the right to make judgments concerning the permanent disenrollment of any child from the center, if at any time the relationship between the parent/caregiver and the center's staff becomes negative and interferes with the purpose of the center.

Parent/Caregiver Observation/Visitation and Access to the Facility

Any custodial parent or legal guardian of a child enrolled in the program, is permitted unlimited access to the center during our hours of operation, for the purposes of observing their child. Upon entering the premises, parents shall notify the director or designee of their presence. Video and audio recording, and taking photos in TLC/CK observation booths is strictly prohibited.

Parent/Caregiver Communication

Parents/caregivers are expected to check their emails, the center's communication app, and parent communication board for messages, newsletters, and other pertinent information. Parent/caregiver information boards outside each classroom contain notes of interest to parents.

Parent/Caregiver Programs and Activities

Our program encourages engagement in many ways. The Parent Committee is a way that we reach out to families to support the value of the family's role in their child's TLC/CK experience. Parent Committee meetings are planned throughout the year for families to get together and discuss issues of interest. We provide social events throughout the year such as our Family Night, Art Gallery, Week of the Young Child, holiday celebrations and educational workshops. The Family Resource Center provides educational resources for families, as well as developmentally appropriate activities to engage their children. Besides the literature, we will host visitors/guest speakers that will provide education on child development, and offer services to meet their family needs. The ultimate goal is to reach out to families, in an effort to demonstrate the value we place on partnering with families. Parents/caregivers are encouraged to share a special activity, skill, or talent with the class.

Center Communication App Policy

TLC/CK will use an app-based communication platform that teachers, and parents/caregivers use daily. This form of communication is used to build relationships by sharing what is being learned in the classroom through photos, videos, and messages. Parents/caregivers will be provided an access code upon enrollment. In addition to the daily posts, parents are encouraged to communicate with teachers via comments on posts, pictures of their children, and private messaging. Photos posted on the communication app cannot be used for social media. The communication app is also used by the director to post reminders, events, and other pertinent information.

6. Parent/Caregiver-Teacher Meetings

Parent/Caregiver-Teacher Conferences

TLC Parent Teacher Conferences are typically offered in October, January, and May. Conferences may be held in-person, virtually, or by phone. During the October and/or January conferences, the parents/caregivers and teachers will discuss the child's development and share screening and/or assessment results. The teacher will work with the parents/caregivers to create an Individual Development Plan for each child.

At the May conference, the teacher and parents/caregivers will discuss the appropriate timing of transitioning the child into a different classroom. All documents will be transferred to the lead teacher of the new classroom, prior to the child's transition. A portfolio, including developmental progress reports, is assembled for each child throughout their duration of time at the center. These portfolios are shared with the parents/caregivers during conferences, and given as a keepsake upon the child/family's departure from the center.

Conferences give parents/caregivers and teachers the opportunity to meet privately, and share information about the child's development at both home and school. A parent/caregiver or teacher may also initiate a conference at any time during the year.

7. Payment Policies

TLC Tuition and Fees

Enrollment in the full-time TLC programs is continuous for the year (August-August). Families commit to a one-year enrollment slot for childcare, by contract agreement. Tuition is a yearly fee that is calculated to include all days of operation. Full-time tuition is broken down weekly and processed each Friday for the following week, using each family's preferred method of payment on file. Families are charged for all days that a child is enrolled, whether the child is in attendance or absent. All children continuing their enrollment slot through August, and children not continuing to kindergarten, will automatically be re-enrolled for the next school year unless proper notification is provided to the center director. The last day of school for children transitioning to kindergarten, will be the last day of summer operation, prior to the center's two week closure.

Enrollment in the part-time TLC program is considered continuous for the school year (September-May). Parents/caregivers commit to a one-year enrollment slot for childcare, by contract agreement. Tuition is a yearly fee that is calculated to include all days of operation. Part-time tuition is processed on the last Friday of each month using each family's preferred method of payment on file.

No credit on tuition is given for absence due to illness, appointments, scheduled school holidays or school closings. When holidays occur during the school week, full tuition is charged.

Enrollment in the Campus Kids program is committed on a semester basis. Families will receive a tuition contract each semester. Tuition credit will not be given for any absences due to illness, appointments, scheduled school holidays or school closings. When holidays occur during the school week, the parents/caregivers are still required to pay for the scheduled hours, if they would have class normally, on the day the college is closed. The registration fee is $10.00 per semester and the hourly fee is $2.50 per hour.

*Please also refer to your signed annual contract for agreed upon fees, tuition, procedures, and policies.

Refunds

If a family chooses to withdraw their child, prior to entrance at the TLC, there will be no refund of any fee. The center must be notified if parents/caregivers choose to withdraw a child, with a written two week advance notice. Full fees remain due until the expiration of the two week notice time period, whether the child is in attendance or absent.

Campus Kids (CK) registration fee is non-refundable. Students who drop their classes will be entitled to the following refund policy:

- First week of the semester: 100%
- Second week of the semester: 50%
- After the second week: Non-refundable
- All childcare fees need to be paid in full by the third installment date of Lakeland's Tuition Loan Payment Plan.

8. Supports for Breastfeeding Mothers/Breastmilk & Formula Procedures

Our program is committed to providing a breast-feeding friendly environment for our enrolled children and staff. Breast-feeding mothers, including employees, shall be provided a private and sanitary place (L-25C) to breastfeed their child, or to express milk. This area has an electrical outlet and a comfortable chair.

Formula or breastmilk will be served upon written request. Prepared formula or breast milk must be sent into the center daily and must be packed in an insulated bag and labeled with infant/toddler name, date pumped, and date the cup was prepared. All formula shall be refrigerated immediately upon arrival.

All foods will be fed in a manner that is appropriate to the developmental needs of the child.The center will comply with written feeding instructions from the infant/toddler's parent/caregiver and/or physician which shall include: type of food/formula/breastmilk, amount of food/formula/breastmilk, and feeding times/frequency.

Staff shall ensure that formula/breast milk are not heated in a microwave oven. If formula or breast milk is to be warmed, cups shall be placed in a container of water not hotter than one hundred twenty degrees. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The sealed cup shall be shaken well, and the formula or breastmilk temperature tested before feeding. Frozen breast milk shall be thawed under cold running water or in the refrigerator. Our center will follow the chart in Appendix A to DCY rule 5180:2-12-23 for storing breastmilk. The unused portion of formula/breastmilk will not be reheated or served again.

Policies and Procedures

1. Enrollment Information

Enrollment in the TLC is open to the public. As a college facility, the center is committed to the policy that all persons who may benefit from our type of curriculum, shall have equal access to the program and facilities. Children shall be 16 months to five years of age at the time of enrollment. A pre-registration form is to be completed. Openings are filled on a first come, first served basis with preference given to siblings of children presently, or previously enrolled. Each child and parents/caregivers will have a personal interview prior to enrollment in the TLC. The center reserves the right to make all final decisions regarding the initial, and continued enrollment.

Enrollment in Campus Kids (CK) is open to children of Lakeland Community College and Holden University Center students. Children must be three-five years of age and potty trained at the time of enrollment. Vacancies are filled on a first-come, first-served basis. The center reserves the right to make all final decisions regarding the initial and continued enrollment.

Registration Forms

At the time of registration, the following enrollment papers will be given: a child enrollment form, family information form, permission forms, and all relevant care plan/medical forms. The center must have all forms completed and on file before a child is eligible to receive care. The center must be promptly informed of all changes of address and/or phone numbers (home and work), for purposes of safety and keeping the most up-to-date information on file.

Ohio Laws for Child Care Centers requires that each child is immunized against or is in the process of being immunized against all of the following diseases: Chicken pox; Diphtheria; Haemophilus influenzae type b; Hepatitis A; Hepatitis B; Influenza (if seasonal vaccine is available); Measles; Mumps; Pertussis; Pneumococcal disease; Poliomyelitis; Rotavirus; Rubella; Tetanus, within 30 days of the child's first day of attendance and annually thereafter. The immunization record must contain the following typewritten information: the child's name and birthdate, and the record of immunizations the child has received (specifying the month, day, and year of each immunization.) Typically, this record may be printed directly from your physician's "MyChart" app.

Transition into the Center

TLC Parents/Caregivers receive a written copy of the formal transition schedule prior to the child's first day of child care. Families are encouraged to schedule an informal visit to the child's classroom during the week prior to the child's first day of care. This helps the child and parents/caregivers to become familiar with the school environment in a relaxed, unhurried manner.

The first day a child attends the TLC full-time program, parents/caregivers must remain in the classroom for the duration of the scheduled two-hour transition. During the two-hour transition timeframe, the parents/caregivers receive a classroom tour and pertinent information about the classroom from the lead teacher. The second day of attendance is a four hour timeframe, through lunchtime routines, while the parents/caregivers view the classroom using the observation booth. The lead teacher is available to the parents/caregivers throughout the four hour timeframe. On the third day of attendance, the child experiences a full day of care. This transition process allows the child to receive the required extra attention that is necessary to become acclimated to a new classroom, teachers, and friends. One teacher accepts the role as the child's "special teacher" and begins to form a bond by experiencing the morning routine, stories, puzzles, painting, music, and large motor activities alongside the child. For the first week of attendance, Parents/Caregivers will be given a verbal daily report regarding the child's progress. Children requiring extended transition time will be determined on an individual basis.

TLC Part-time Preschool children are invited to an orientation that is held prior to their first day of school. This allows the children to meet their peers and teachers, and become familiar with the classroom environment.

Campus Kids(CK) enrollment is ongoing through each semester. Children enrolled in the program are invited to visit the school prior to their first day of attendance.

Upon enrollment, all families at the TLC/CK will receive a “Welcome to your Classroom” link to view a book that includes pictures of their teachers, classroom and school.

Roster Information
A roster of contact information for parents/caregivers of children attending the TLC/CK is available upon request. Parents/caregivers may request that their name, telephone number, or e-mail is omitted from the roster, if shared with families.

2. Care of Children Without Immunizations

Ohio Administrative Code states “a child is not required to be immunized against a disease specified in 5104.014 if any of the following is the case: (a) Immunization against the disease is medically contraindicated for the child; (b) The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions; (c) Immunization against the disease is not medically appropriate for the child's age. In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.” A child may be exempt from the immunization record requirements if one or more of the following statements are provided:

(1) A statement from a licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) that one or more of the following apply:
   (a) The child is in the process of being immunized.
   (b) An immunization against a disease is medically contraindicated for the child.
   (c) An immunization against a disease is not medically appropriate for the child's age.
(2) A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

If a vaccine-preventable disease occurs, the TLC/CK will promptly exclude all unimmunized and underimmunized children for the duration of the possible exposure, or until they are fully vaccinated. We will contact state, local, tribal, or territorial public health authorities for further guidance.

3. Attendance Policies

Arrival and Departure Process
Mandated by the state of Ohio, parents/caregivers are required to accompany their child/children in and out of the center. No child under the age of 18 is permitted to be left in a vehicle unattended. Parents/caregivers will be greeted at the classroom door during arrival and dismissal. Staff is to be informed at arrival about any circumstances in the home that may affect the child’s behavior at school (special visitor, late bedtime, etc.). If parents/caregivers will be late, follow the guidelines for late pick-up.

Arrival from Another Program
Arrangements to arrive from another program to the TLC/CK require the notification and permission from the TLC/CK, the child’s parents/caregivers, and the other program. When such arrangements are made, and the child is more than twenty (20) minutes late arriving at the TLC/CK, TLC/CK staff will notify the parents/caregivers and/or the child’s designated first/second contact about the situation. After contact from the TLC/CK, parents/caregivers will be responsible for contacting the other program regarding the lateness of the child, and updating TLC/CK staff.

Absence
Parents/caregivers are required to call the center or use the center’s designated communication app to notify staff of a child’s absence, no later than 9:30am.

Late Pickup
Late fees are charged when a child is picked up after 6pm for full-time TLC programs, and after 11:30am for part-time TLC program. If the parents/caregivers are delayed, they must promptly notify the TLC/CK staff. Staff will reassure the child and a late fee of $5.00/15 minutes past the ending/closing time will be assessed.

Campus Kids(CK) parents are expected to be punctual when arriving to pick up their child. If the parents/caregivers are delayed, they must immediately notify the TLC/CK staff. A one-hour additional late fee will be charged for every 15 minute increment past the scheduled pick-up time for CK parents/caregivers.Excessive late pickup will result in dismissal from the program.

If by one half-hour after the center/program closing/ending time the TLC/CK staff has not heard from the parents/caregivers, and multiple calls to parents/caregivers and emergency contacts have been made, an emergency will be assumed. Lakeland Community College campus police will be contacted and the situation will become a matter of police record, as an emergency.
Parents/caregivers who are chronically late will meet with the Director to discuss the issue. Consistent lateness may become cause for withdrawal of the child from the program.

Child Release
Children will only be released to parents/caregivers, legal guardians or persons for whom the center has written authorization on the child's release form. The parents/caregivers are responsible for informing a staff member, by phone or written notification, if the child is to be released to persons other than the parents/caregivers. A written permission will be required for persons not listed on the authorized pick up list and/or persons picking up the child on consecutive days. Proper photo ID will be required for the release of all children upon request of any TLC/CK staff member. A child shall only be released to persons 16 years of age or older, except when parent/caregiver's permission is on file. In cases of separation or divorce, legal evidence of a custody agreement must be on file at the center.

Kindergarten
Children who are 5 years of age by the first day of the upcoming school year in their district, or chosen school, are eligible to attend kindergarten. If your child is eligible to attend kindergarten and will NOT be attending kindergarten, the TLC/CK must be informed by March 1, prior to the upcoming school year. Enrollment is configured based on this decision.

4. Supervision

No child shall ever be left alone or unsupervised in the classroom or in the outdoor play area, at any time, for any reason. TLC/CK Staff must be able to see and hear all of the children at all times. TLC/CK staff are responsible for the health and safety of the children while in attendance. Staff members are trained in pediatric first aid, recognition of communicable disease, child abuse prevention, and CPR. College students, support staff, and volunteers will assist in the classroom only under the direct supervision of a TLC/CK teacher.

No child will be permitted to leave the center without adult supervision. Children will be signed in and out on the classroom daily log, upon arrival and departure, and staff members are to be made immediately aware of the child's presence or departure.

All Lakeland Community College safety policies and safety policies directed by the Ohio Department of Children and Youth are observed by the TLC/CK program. The program medical, dental, and general emergency plan are located in each classroom and reviewed annually by all staff.

5. Child Guidance

The environment of the program is designed to promote positive interactions between adults and children, and enjoyable learning experiences for each child. Guidance in the program involves establishing rules for safety, general health, and social interactions in an environment offering a comfortable atmosphere and a consistent daily schedule. No adult will ever use corporal punishment, frightening or humiliating disciplinary techniques.

Specific strategies for guidance and discipline in the program shall include:

1. Using redirection and diversion rather than negative reinforcement.
2. Changing the learning environment when it interferes with positive behavior.
3. Setting clear, consistent, and reasonable limits and then following through on enforcing the limits.
4. Stating the causes and effects of behavior, rewarding appropriate behavior that complies with the program rules and standards, and emphasizing positive behavior.
5. When a child's negative behavior involves frequent hitting, pushing, biting, or harm to himself, other children or equipment, the child shall be removed from the situation for problem solving, re-direction, and/or quiet time. This time shall be used judiciously before using timeout. Rule of thumb is "one minute for each year of the child's age."
6. Parents/caregivers will be informed of inappropriate behavior (as described in number five) and discipline measures used. We do not recommend additional discipline by parents/caregivers at home for infraction of program rules. School behavior is mediated at school, but the staff may ask you to discuss a problem with your child.
7. The specifications of rule 5180:2-12-19 under "Guidance and Management" of the *Ohio Administrative Code* shall apply to all employees of the TLC/CK program.

Biting Policy

Many children, during normal development, go through a biting phase. This is natural behavior for very young children, but cannot be permitted for the safety and well-being of the TLC/CK children. Staff will be alerted to a biting situation and take preventative measures to discourage the biting child and protect the other children.

Typically, the following steps will be taken:

1. Separation of the biting child and the bitten child.
2. The teachers will calmly and firmly communicate “Biting hurts. It is not okay to bite. It hurts when you bite.”
3. The biting child will be asked to help hold ice over the affected area.
4. If biting occurs frequently, the child may be given a teething toy and encouraged to bite appropriate items, such as food.
5. An incident report will be given to the parents/caregivers of the child who was bitten.
6. The parents/caregivers of each child will be notified of the incident that day.

Biting episodes often accompany periods during which the child is experiencing his or her independence. It is important that the teachers and/or parents/caregivers work closely together to provide consistent opportunities for language and social growth. A conference may be scheduled with parents/caregivers to assess the function of the behavior, possibly involve professionals, and to develop plan management strategies that can be carried out at home and at the TLC/CK. If the above-mentioned strategies do not reduce and/or eliminate the biting behavior, it may indicate the biting child cannot handle the demands and stimulation of the social group situation at this time. The child may be withdrawn. If this occurs, the decision for the withdrawal is the sole judgment of the Lead Teacher and TLC/CK Director.

6. Suspension and Expulsion

The goal of this policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. The policy of the TLC/CK program is one of ongoing discussions so that parents and teachers can work out solutions together, and identify what is in the best interest of the child. If a solution is not able to be reached, the program reserves the right to make judgments concerning the removal from enrollment, of any child from the program, after the following steps:

1. After the director has employed the Staff Guidance and Management policy and the child’s well-being is still a concern as determined by the center.
2. The child cannot be served without a fundamental alteration of the program.
3. The child is a threat to self or others.

If disenrollment measures must be taken, the program offers assistance to the family in accessing services and an alternative placement. The program complies with federal and state civil rights laws.

7. Americans with Disabilities Act Compliance Policies

Children with special needs are considered on an individual basis as to the ability of programs to provide a developmentally appropriate program that will promote the total development of the child. The program must be determined to be the least restrictive environment for the child.

Code of Ethical Conduct

The TLC/CK recognizes those who work with young children face many daily decisions that have moral and ethical implications. As a member of the TLC/CK teaching staff and team, I agree to honor the following core values of ethical behavior:

- Above all, I shall not harm children. I will not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. (This principle has precedence over our code of ethics.)
- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base my work on the knowledge of how children develop and learn.
- Appreciate and support the bond between a child and their family.
- Recognize that children are best understood and supported in the context of family, culture, and society.
- Respect the dignity, worth, and uniqueness of everyone (child, family member, and colleague)
- Respect diversity in children, families, and colleagues.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

Non-Discrimination Statement

The program will not deny enrollment to any person regarding race, color, religion, gender, national origin, age, or disability. We ensure that American Disability Act requirements are followed in our procedure for administering medications and care to children with disabilities.

Administering Medication and/or Care Procedures to Children with Disabilities

The program will not deny enrollment to any person regarding race, color, religion, gender, national origin, age, or disability. We ensure that American Disability Act requirements are followed in our procedure for administering medications and care to children with disabilities.

8. Outdoor Play

All children who are in attendance for four hours or more per day will experience daily outdoor play, weather permitting. Children should be dressed accordingly. The weather will be checked daily for any alerts that prevent the children from going outdoors, including high humidity, low windchill, pollen count, and inclement weather conditions.

9. Food and Dietary Policies-TLC/CK is a PEANUT-FREE FACILITY

Ohio Healthy Program

TLC/CK follow Ohio Healthy Program guidelines. We will implement the following:

- Make breakfast count
- Make snacks=mini meals
- Reduce screen time
- Make each plate a healthy plate
- Growing great tasters
- Build children up with words
- An hour a day to play
- Water first for thirst
- Take time for meals
- Good rest is best
- Cold weather fun
- Healthy Celebration

Breakfast

The center does not provide breakfast as part of the meal plan. Parents/caregivers who wish to bring breakfast, must provide one with nutritional value. No sugary foods are to be brought from home as breakfast at school. All foods that have been opened must be thrown away after the meal.

Snack

A nutritious morning and afternoon snack will be provided and consist of at least two of the five basic food groups; protein, grain, fruit, vegetable, and dairy. The children often prepare snacks during class, as part of the educational curriculum. Snack menus are posted on the bulletin board outside of each classroom.

Lunch

Parents/caregivers of children enrolled in a full-time program at the TLC/CK, are required to pack their child's lunch. The packed lunch should include one-third of the child's recommended daily dietary allowance from all five food groups. Lunch will be served between 11:30am and 12pm.

Children attending CK between 11am-12pm must have a packed lunch provided by a parent/caregiver. This meal must constitute one-third of the child's recommended daily allowance from all five food groups.

All lunches must contain the following:

- One serving of dairy (fluid milk provided by the center)
- One serving of protein
- One serving of fruit*
- One serving of vegetable
- One serving of grains

*A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables are to be served.

**Many parents/caregivers use a Bento box style lunch box to pack their child's lunch.

In the event that a parent/caregiver has forgotten to provide a packed lunch for their child, a staff member will notify the parent/caregiver as soon as possible and ensure that the child receives a supplemental lunch. A supplemental lunch will contain at least two food groups and milk. A $5.00 fee will be billed to the parent/caregiver.

Food Supplements and Modified Diets

Lead Teacher must be notified upon enrollment of any foods a child may not eat for religious or medical reasons.

Parents/caregivers of children with special health needs, food allergies, medical food, or special nutrition needs, will provide physician's written instructions on a "Health Care Plan". For cultural or religious reasons, the center shall obtain written, dated, and signed instructions from the child's parent/guardian (unless the special diet is part of the center's program). Children of any age with special feeding needs, each day staff members will provide the family with documentation of the type and quantity of food the child consumes.

The TLC/CK will make every effort to provide alternate foods to meet the daily-recommended dietary requirements and allowances. Parents/caregivers may be asked to provide alternate foods to meet the dietary requirements of each food group. When eliminating a food group, we will require a "Health Care Plan" and a signature from the child's physician.

Milk

As required by law, TLC/CK offers milk with some snacks and at lunchtime. The milk offered will be determined by what is available at the time of purchase (1%, 2%, whole). If there is a parental preference regarding the type of milk offered, an unopened container of the preferred milk is to be provided by the parent/guardian of the child each week. Unfinished milk that has been provided by a parent/guardian may be sent home each Friday upon request, or otherwise discarded.

Special Snacks and Treats from Home

When sharing special snacks and treats from home, parents are encouraged to offer either whole fruits or commercially prepared packaged foods, in factory sealed containers. Foods that have been prepared by a store or restaurant are also acceptable. Please avoid foods with sugar substitutes, artificial colorings and chemicals. Special snacks/treats from home must be coordinated with the child's teacher and must be from a **peanut-free facility**.

10. Illness Policies

Management of Illness

Parents/caregivers need to check their child for signs of communicable disease before sending him/her to school. The TLC/CK staff are trained to recognize the common signs of communicable disease and illnesses, and will observe each child daily before he/she enters the group.

A child is not admitted if circumstances outlined in the Health and Communicable Disease Policies are evident. Included will be the recognition of the following signs of illness: A child with any of the following signs or symptoms of illness shall be isolated from other children, but within sight and hearing always, until discharged to his/her parents/caregivers, guardian, or person designated by the parents/caregivers, within one hour of being contacted.

- 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 24 hours.
- Severe coughing, causing the child to become red or blue in the face, or making 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.

Children who have been absent from school for illness may return when they are no longer contagious and/or have been without a fever, vomiting, or diarrhea for 24 hours. Medications used to control these ailments may not be given to the child 24 hours prior to returning to school.

Any child who is suspected of having a communicable disease or showing signs or symptoms of illness will be isolated and cared for in another room, or portion of their classroom, away from the other children.A parent/caregiver will be notified and expected to retrieve the child within 1 hour of being contacted.

If a child has been excluded from the program for any contagious disease or illness, a written statement from the physician will be requested to verify that the child has been diagnosed, is no longer contagious, and may return to the TLC/CK program. A sign is posted to notify parents when their child has been exposed to a communicable disease.

Parents/caregivers are encouraged to develop alternative sick childcare arrangements before they may be needed. The center has neither the facilities, nor staffing, to care for mildly ill children. If the child is considered by the parents/caregivers to be too ill to go outside, the child is too ill to be at the TLC/CK (see outside play policy).

The Ohio Department of Health “Child Communicable Disease Chart” is followed by staff and is posted for review by parents/caregivers and staff. All staff are trained in recognizing signs and symptoms of illness, proper hand-washing and infection control methods.

Covid 19 Policy
The TLC/CK will follow guidelines set by the Ohio Department of Health, Ohio Department of Job and Family Services, and Lakeland Community College regarding COVID-19. The director will provide the most current policy.

11. Emergency, Serious Illness and Injury Procedures

Procedure

1. Fire, weather, alert plans, and general emergency plans are located in each classroom.
2. In the event of an emergency creating a need for medical or dental attention, the following procedures will be followed:
   a. If immediate emergency treatment is indicated, the Campus Police at Lakeland Community College will be contacted. Campus police will bring their emergency equipment to the area and call the rescue squad, if the need is indicated. Procedures for family contact on the child’s emergency form will follow.
   b. A child in need of emergency care away from the center, shall be transported in an authorized emergency vehicle, along with the child's records and a staff member. Staff will remain in an authorized vehicle and/or hospital with the child until the child’s parents/caregivers assume responsibility for the child.
   c. If the parent cannot be reached and a doctor’s services are necessary, the campus police and TLC/CK staff will obtain the necessary medical information from the child’s file.
   d. In the event of an emergency evacuation, the children will be transported to Mooreland Mansion.
3. All incidents will be reported to the TLC/CK director and logged on an incident form. Parents will receive a copy of the incident form.
4. All emergency evacuation drills (fire, tornado and school safety) will be conducted at varying, unannounced times each month. The program has posted a diagram showing building evacuation routes, and all exits are clearly marked.
5. The program will make every effort to provide a safe and secure environment. Parents/caregivers are encouraged to identify and discuss any perceived risks to a child’s health or safety with the director.

Permission to Transport for Emergency Treatment Policy
The TLC/CK program will refuse enrollment of any child whose parents/caregivers do not give permission to the program, to transport their child in the event of an illness or injury, which requires emergency treatment.

Incident and Injury Reports
The TLC/CK will complete a report for the following: accident, injury, or illness which requires first aid treatment; bump or blow to the head; emergency transportation; or unusual, unexpected event which jeopardizes the safety of the children or staff. Parents/Caregivers must be informed of any injury a child has received. Staff is required to fill out an incident report when any injury has occurred while the child is in attendance at TLC/CK. Incident reports provide parents/caregivers with detailed information regarding the incident. The teacher and parents/caregivers sign the report. One copy is given to the parents/caregivers and one copy is placed in the child's file.

Insurance Coverage of Children and Staff Policy
Lakeland Community College carries general legal liability insurance for the campus. Children’s medical coverage should be carried under the parents/caregivers insurance policies.

12. Administration of Medications and Topical Products Policies

Prescription and non-prescription medications are not to be administered, unless instructions to administer such items are written, signed, and dated by a licensed physician and prescribed for a specific child. “Health Care Plan” forms are available at the TLC/CK. All paperwork must be completed before leaving any medication (prescription and non-prescription) at the TLC/CK.

Written, signed and dated instructions for medication must include the following:

1. Child’s name
2. Current date
3. An exact dosage to be given
4. Specific number of dosages to be given daily
5. Times the dosages are to be given
6. The route of administration

A “Health Care Plan” shall be signed and dated by the licensed physician and/or a prescription label is attached to the original container of the medication.

Non-prescription topical products or lotions will be applied to a child per instructions indicated by parents/caregivers on the topical form. When used for skin irritation, the topical product shall be applied for no longer than three consecutive days within a 14-day period. It is our policy that fever reducing, cough and allergy medication will not be administered without written instructions from a physician.

To avoid unexpected reactions, TLC/CK staff will not administer any medication, medical food, or topical product until after the child has received the first dose/application prior to the center administering or applying the product. Prescribed, life-saving medication, will be administered.

At least one adult trained in the medical procedure/administration of the medication will be caring for the child when he/she is present. The staff member responsible for administering the medication must sign the child's "Health Care Plan" form and complete any associated forms each time it is administered. These forms are only valid for one year and updated when necessary.

All medications must be given directly to TLC/CK personnel for immediate locked storage, per individual medical instructions, inaccessible to children while allowing for quick access to staff. School age children will be permitted to carry and use their own emergency medication and topical product.

Notification of expiration will be provided to the Parent/Caregiver 30 days prior to expiration of all medications, and all required forms. Parent/Caregiver is responsible for acquiring new/replacement medication and the completion/updates of required forms by a licensed physician. Failure to replace expired medications and/or failure to complete/update required forms will result in a lapse of childcare until all medications and paperwork are current. Parent/Caregiver is responsible for all fees and tuition charges while the child is unable to attend. TLC/CK reserves the right to disenroll the child after two weeks of non-attendance. All unpaid balances will be forwarded to Lakeland Community College for collections.

13. Transportation Policies

- Children are never transported off-site unless it is an emergency. In the event of an emergency, children will be transported to Mooreland Mansion, via guided walk with TLC/CK staff.
- All routine field trips are walking trips around campus.
- Parents/caregivers must complete a permission slip for routine trips including the child's name, birthdate, destination, mode of transportation, signature and date. This form is good for one year.

14. Water Activities and/or Swimming

TLC/CK do not participate in swimming activities. However, the children may use sprinklers and hoses during hot weather. Water tables are utilized for sensory activities throughout the school year.

15. Older Infant/Toddler Care and Diaper Procedures (all ages)

Infant/Toddler Care

A daily record for each infant/toddler child will be provided to the parent/caregiver through the center communication app, on a daily basis. The record will include food intake, sleeping patterns, times and results of toilet/diapering. Information about daily activities will be provided on the classroom communication app.

All foods will be fed in a manner that is appropriate to the developmental needs of the child.The center will comply with written feeding instructions from the infant/toddler's parent/caregiver and/or physician which shall include: type of food/formula/breastmilk, amount of food/formula/breastmilk, and feeding times/frequency.

Toilet Learning/Diaper Procedures

Diapers will be changed immediately when wet or soiled, or every two hours. *Ohio Administrative Code for Child Care Centers* 5180:2-12-23 lists diapering rules and procedures for the TLC infants and toddlers.
The TLC program adopts the philosophy of toilet learning. Toilet learning is not required for entrance into the TLC toddler classroom. Parents/caregivers of toddlers should discuss their toilet learning plans with the lead teacher. Because children vary in their developmental readiness for toilet learning, the family and classroom teachers will work together to make toilet learning a positive, successful transition for each child. Completion of the toilet learning process is required for entrance into all preschool and school-age classrooms. These classrooms are not equipped with diaper changing areas. If a child has a medical condition that interferes with their ability to complete the process of toilet learning, accommodations can be made.

16. Sleeping, Napping and Resting Policies

According to the *Ohio Administrative Code for Child Care Centers*,
"(1) The licensed child care center shall provide a quiet space for children who want to rest, nap, or sleep.
(2) Nap and rest time shall be in accordance with the developmental needs of the child.
(3) Rest or nap areas shall be lighted to allow for visual supervision of all children at all times.
(4) Any child who does not fall asleep during a designated nap time has an opportunity to engage in quiet activities."

TLC/CK Staff will position themselves to see and/or hear all resting/awake children and will check on the well-being of sleeping children every ten minutes. Children may engage in a quiet time cot activity after a reasonable period of rest or sleep.

Special Items From Home

Preschool parents/caregivers may be encouraged to help their child select something to share with friends on show-and-tell days. Books, games, music and nature items are examples of sufficient/acceptable items. Anything related to education, sports and the arts will be a welcome choice to share. **Children should not bring valuable or breakable items to the TLC/CK.** Toys brought from home can present special problems for the child and staff, as prized possessions are very difficult to share. Parents/caregivers are requested to help children understand that toys are better left at home. For safety and programmatic reasons, toy guns, knives, swords, war toys, and/or any toy of a violent nature will not be allowed. Young children may like to have a security item from home, such as a blanket, a pillow, or soft toy to help bridge the gap between home and school, to use at naptime.

17. Closures Due to Weather, School Delays or Closings, and Other Factors

The TLC/CK will be open when Lakeland Community College is open, according to the program calendar. In the event of an emergency closing, the primary contact person in our Procare system will be contacted via cell phone, email and home phone number, by the Lakeland Community College alert system or TLC/CK staff.

Information on closings will be available on the Lakeland Emergency Closing Hotline, **440.525.7242**, at **lakelandcc.edu/closings** and on *The Lakeland Network*. In addition, authorized closing information will be reported to these stations:

Television	Radio	Web
WKYC - TV 3 WEWS - TV 5 WJW - TV 8 WOIO – CBS 19 WVIZ/PBS Ideastream - 25 WUAB - TV 43 Spectrum Cable 1025	WAKS 96.5 FM WCLV 104.9 FM WCPN 90.3 FM Ideastream WCRF 103.3 FM WFXJ 107.5 FM WGAR 99.5 FM WKDD 98.1 FM WKKY 104.7 FM WMJI 105.7 FM WMMS 100.7 FM WMVX 106.5 FM WREO 97.1 FM WYBL 98.3 FM WZOO 102.5 FM WFUN 970 AM WHLO 640 AM WTAM 1100 AM Radio Free Ohio 1350 AM	lakelandcc.edu/closings wkyc.com newsnet5.com fox8.com 19actionnews.com my43.net wtam.com wmji.com wmvx.com wgar.com kisscleveland.com wmms.com 640whlo.com wkdd.com 1350radiofreeohio.com

- An announcement that the Lakeland Community College main campus and/or off-sites are closed means that all classes and activities are canceled at the site(s) identified. This includes all special events, college offices and continuing education classes.
- If an emergency occurs during the school day necessitating the closing of any college site, an appropriate announcement will be reported to the authorized stations and Emergency Closing Hotline, at the earliest possible time.
- Any information regarding the Lakeland Community College main campus and/or off-sites broadcast on any other radio or television station is unauthorized and might be inaccurate. The college assumes no responsibility for college closing information on any other station. The college will report closings to the outlets listed above but cannot guarantee that a closed message will be broadcast.

18. Disenrollment

Permanent Disenrollment Policy

The goal of this policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. The policy of the TLC/CK program is one of ongoing discussions so that parents and teachers can work out solutions together, and identify what is in the best interest of the child. If a solution is not able to be reached, the program reserves the right to make judgments concerning the removal from enrollment, of any child from the program, after the following steps:

1. After the director has employed the Staff Guidance and Management policy and the child's well-being is still a concern as determined by the center.
2. The child cannot be served without a fundamental alteration of the program.
3. The child is a threat to self or others.

If disenrollment measures must be taken, the program offers assistance to the family in accessing services and an alternative placement. The program complies with federal and state civil rights laws.

19. Substitute Care for Staff sick days/vacation/other time off

TLC substitute policies dictate how staff days off and absences are covered. TLC uses on-call substitute lists, cross-train existing staff, or have administrators step into classrooms. In Ohio, substitutes replacing absent staff must meet background check and training requirements but are exempt from annual in-service training rules.

20. Parent Code of Conduct

Cursing/Swearing

Parents/Caregivers and visitors must understand young children are present in our building. Some adult language is not appropriate for young children and some adults. TLC/CK prohibits offensive words on our premises, including but not limited to, swearing or cursing. Please also be mindful of music that may be heard from your vehicle when utilizing our parking lot.

Threats and Confrontations

From time to time, parents/caregivers may have questions about their child's care. TLC/CK promotes open communication and discussion and we expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents/caregivers will not be tolerated. TLC/CK has the right to terminate care in the event of disruptive behavior from any parent/caregiver or visitor. In order to maintain safety, all threats will be taken seriously. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

Discipline and Guidance

TLC/CK must follow particular rules on discipline and guidance as outlined in the Ohio Administrative Code. All adults, including parents/caregivers, must follow these rules while on our property. Regardless of a parent/caregiver's personal belief on corporal punishment, failure to follow our discipline and guidance rules will lead to immediate termination of care. Please refer to our policy on discipline and guidance for further explanation of our expectations.

Use of Tobacco Products

Per Lakeland Community College policy, the use of tobacco products is strictly prohibited on our premises. This includes, but is not limited to, cigarettes, vapor devices and chewing tobacco.

Strong Odors

As a smoke/drug free facility, please be considerate to the children and adults in our TLC/CK facility by taking caution that you or your authorized designee/adult, your child, and their belongings do not enter our programs with an odor of smoke (cigarette, marijuana, etc.) or strong cologne/perfume. As a childcare program, there is always the possibility of triggering a child's allergies or invoking a breathing related issue. In cases of strong marijuana odors, campus police will be notified.

Safety Practices

TLC/CK has policies and procedures in place to maintain a safe environment for all children, staff and parents/caregivers. Safety practices must be followed by all individuals on our premises. Violation of our safety policies will lead to immediate dismissal from our program. We ask that parents/caregivers be mindful of these safety practices at all times. This includes, but is not limited to, allowing children to enter or exit the building unsupervised, allowing children to run in the hallways, opening the secured front door for individuals, and being mindful of personal belongings brought into the center during drop off and pick up time.

Appropriate Dress
Parents/Caregivers must be mindful of appropriate dress attire on our premises. Young children and families have different values on what is appropriate or offensive. We want all families and visitors to feel comfortable on our premises. Adults wearing offensive or inappropriate clothing, or lack of clothing, will be asked to leave the property until appropriately dressed.

Confidentiality Policy
TLC/CK takes the responsibility of maintaining the confidentiality of all persons associated with our school very seriously. Parents/Caregivers need to be aware of the confidentiality of all children, families and employees, not just their own. Any parent who shares information considered to be confidential, or pressures employees and/or other parents/caregivers for information which is not necessary for them to know, will be considered in violation of the Confidentiality Policy, and will be dismissed from the program.

Conflict Resolution
A parent/caregiver who needs assistance with problems, or who has a concern or complaint, with or about some aspect of the program, should try to discuss and resolve the difficulty directly with the Lead Teacher, and then the Director. In the event that a difficulty remains unresolved, the parent, Lead Teachers and Director will discuss the issue with the college's dean. From this meeting, a recommendation or decision will be made to the center staff regarding the matter. The Lakeland Feedback/Complaint page on the Lakeland website: https://lakelandcc.edu/feedback , may be utilized if the matter cannot be settled to the parent's satisfaction. Parents are given an opportunity to formally evaluate the center annually.

21. Assessments

Child Assessment Plan Policy/Referral Policy
The assessment process includes a variety of tools, used throughout the year, to help track each child's learning needs. The assessment includes a developmental screening; anecdotal notes and observations for identifying children's interests and needs; checklists and screenings to identify developmental progress; and resources for arranging diagnostic referrals when needed. Other purposes include utilizing the assessments to adapt curriculum, teaching practices, and the classroom environment for the benefit of each child. These assessments will be shared with the parents/caregivers during the parent-teacher conferences.

All assessments, whether formal or informal, are to be used by the teacher and families as a means for evaluating the child's needs and development. All informal assessments are confidential and consent must be given by parents/caregivers to share with outside resources. Formal screenings and assessments will be shared upon request with our accreditation agencies and/or licensing body. TLC/CK does not report child-level data to DCY.

Within 60 days of enrollment, all children will have a developmental screening. Referrals, if needed, will be completed within the following month. There will be additional communication with parents/caregivers whose child's score indicated a need for further assessment. Within this time frame, parent-teacher conferences will be held to discuss the screening results. Communication with the family physician may be recommended. Various school districts, community agencies, and resources will also be made available to the families. Follow up support and planning will be developed with the TLC/Campus Kids and the child's family.

22. Miscellaneous

Program Transition
Our program's transition policy is based on each child's individual needs. We take into consideration the following:

- How easily the child manages change
- Times of the day that are challenging for the child, such as nap time, lunchtime or outside play time.
- Whether a peer of the child also could transition to help support and comfort the child if needed.

Transition Process
Many children experience their first separation from parents/caregivers, and their first introduction to group care, when they enroll into our program. We want to assist with the child's transition from home to school to ensure it is as smooth and positive as possible. With this goal in mind, each child will be gradually introduced to the classroom environment.

Transition into the Center- (see page 10)

Classroom to Classroom Transition

To prepare a child to transition to a different classroom, the current lead teacher will discuss a transition schedule with the parents/caregivers. The transition schedule is based on the needs of each individual child. The parents/caregivers will be given an opportunity to meet with the new classroom lead teacher prior to and/or after the child transitions. The child will have an informal visit to the new classroom for an hour, with their current teacher, to ensure a feeling of comfort and security. When the child is feeling comfortable, visiting times will increase in length and are unaccompanied. Once the child has fully transitioned to the new classroom, the parents/caregivers must spend one hour in the observation booth on a scheduled day/time of their choosing.

Transitioning Into Kindergarten

Beginning in January, a variety of kindergarten readiness skills are introduced and practiced in the preschool classrooms. Many activities are offered to help each child prepare for kindergarten. Busy bags, which are given to children who no longer nap, “Going to Kindergarten” stories, and visits by past students, who are now in kindergarten, take place in spring. Fun activities may include “cafeteria day” and “tray day”, as a few experiences the children enjoy. Kindergarten-ready children will be involved in a 4-week summer STEAM camp. A kindergarten teacher may visit the classroom, answer questions and reassure the children. Parents/caregivers are encouraged to begin kindergarten enrollment plans with their local public school or school of choice. A graduation ceremony is held at the end of May. Portfolios and work samples are given to each child to cherish and share with their kindergarten teacher.

Child’s Health and Safety Policy

Each child’s health and safety file is confidential, but is immediately available upon request from the director, parents/caregivers, legal guardian and regulatory authorities.

Child Abuse Policy

Staff needs to be alerted to the physical and emotional state of each child on a daily basis. Parents/caregivers are asked to inform the classroom teacher of any minor, or major, incidents that occur outside of school. This will enable the teachers to be aware of previous illness/ injuries while caring for the child’s health and safety. If child abuse or neglect is suspected, as mandated reporters, under the *Ohio Revised Code*, “all child care staff are required to immediately report suspicions of abuse or neglect to their local public children’s services agency. A report to Lake County Job and Family Services can be made by phone 440-350-4000, in person, or in writing”.

Birthdays

Children enjoy celebrating their birthday at the TLC/CK. A special snack or treat is welcomed by all. **Please do not bring in peanut butter or foods containing peanuts.** Parents/caregivers must discuss their contributions for any celebration with the child’s teacher.

Holidays

Holidays are viewed as special times to celebrate and teach children about different traditions and cultures. The program does not offer religious instruction, but may discuss different holidays to help children understand and appreciate various traditions and cultures. We encourage parents/caregivers to share their family’s celebrations and traditions with their child’s classroom. Please talk to the lead teacher, a few days in advance, so that they may plan accordingly. If parents/caregivers have objections to the child’s participation in certain celebrations, please talk to the lead teacher. Arrangements will be made so that the family’s preferences may be honored.

Pet Policy

Children and pets are a natural fit. Pets provide opportunities for caring, nurturing, and developing a sense of responsibility toward all living creatures. Depending upon the health conditions of the children enrolled, the classroom may introduce a small pet for the school year. Some classroom pets may require the medical approval of a veterinarian.

Pets visiting the center are welcome if they are with an approved organization, such as Farm Park, Natural Wildlife Organization, or the Zoo, and have approval by the director.

Pets from home are not permitted to visit, due to the unpredictable circumstances a classroom environment presents. Adherence to this policy is appreciated and necessary.

Green Safe Environment - Air Pollution Policy

The center is a green safe environment. During operating hours, harsh chemicals, candles, air fresheners and aerosols are not permitted on the premises. Only mild solutions of bleach and water are used for cleaning and disinfecting during operating hours. The TLC/CK follow an air pollution policy under the guidance of the Facilities Management Department on the campus of Lakeland Community College, which includes discouraging idling vehicles in our parking areas. Through established protocol and communication procedures, the program is informed and advised of chemical use that may impact the program environment. When strong odors occur in the air, they are controlled using ventilation.

Integrated Pest Management Policy
The program works in conjunction with the Facilities Management Department to ensure that the facilities and surrounding outdoor play areas are insecticide, pesticide, and herbicide free.

Smoke Free Environment Policy
Lakeland Community College is a smoke-free work environment and follows the rules and guidelines of Lakeland Community College and Ohio Department of Children and Youth. (5180:2-12-13)

Inappropriate Language, Media, and Behavior Policy
Teaching Learning Center is committed to providing a safe, respectful, and nurturing environment that supports the healthy development and well-being of all children. We recognize the importance of protecting children from exposure to inappropriate language, media, and behavior.

Teaching Learning Center expects all staff members,students, volunteers, parents, guardians, visitors, and children to maintain standards of conduct that promote a positive learning environment. Inappropriate language, media, and behavior are not permitted within the center, during center-sponsored activities, or in any interactions involving children.

Inappropriate Language
The use of profanity, vulgar language, discriminatory remarks, threatening statements, sexually explicit language, or any language that may be offensive, intimidating, or harmful to children is strictly prohibited. Staff members are expected to model respectful and age-appropriate communication at all times.

Inappropriate Media
Children shall not be exposed to media content that contains violence, profanity, sexual content, discrimination, substance abuse, or other material deemed unsuitable for their age and developmental level. All media used within the center must be educational, age-appropriate, and approved by administration.

Inappropriate Behavior
Teaching Learning Center prohibits any behavior that may negatively influence or endanger children, including but not limited to:
- Aggressive, threatening, or intimidating actions.
- Harassment, bullying, or discriminatory conduct.
- Sexual or suggestive behavior.
- Substance use or impairment while on center property.
- Any conduct that is disrespectful, unsafe, or inconsistent with the center's mission and values.

Staff Responsibilities
Staff members are responsible for:
- Modeling positive behavior and communication.
- Monitoring children's interactions and media exposure.
- Addressing inappropriate language or behavior promptly and professionally.
- Reporting concerns regarding inappropriate conduct to administration immediately.

Parent and Visitor Expectations
Parents, guardians, students, and visitors are expected to use appropriate language and behavior while on center property and during interactions with children, staff, and families. Individuals who fail to comply with this policy may be asked to leave the premises and may be subject to further action as deemed appropriate by administration.

Any incident involving inappropriate language, media, or behavior will be reviewed by center administration. Corrective action may include counseling, documentation, disciplinary measures, suspension of privileges, or termination of employment or enrollment, depending on the severity and frequency of the violation.

Teaching Learning Center is dedicated to fostering a positive environment where children feel safe, respected, and supported. By working together, staff, families, and visitors help ensure that all children are protected from exposure to inappropriate influences and are provided with positive role models for learning and growth.

AM Part-time Preschool Schedule (*Subject to change)

Time	*Activity*
9:00-9:30	Arrival/Free Play
9:30-9:55	Morning Meeting – Circle/Story/Song/Activity
9:55-10:10	Snack
10:10-10:35	Centers – Intentional Learning Activities
10:35-11:00	Music/Movement
11:00-11:25	Small Group
11:25-11:30	Departure

Toddler Daily Schedule (*Subject to change)

Time	*Activity*
7:15-8:45	Parent-Teacher-Child Greetings & Enrichment and Open Centers
8:30-10:15	Diapering/Toilet Learning
(9:10-9:30)	Family Meeting – Good morning songs and theme related activity – Song/Story
(9:30-9:45)	Snack
(9:45-10:15)	Open Centers and Enrichment
10:15-10:30	Small Group-Teacher directed activity that includes skill development.
10:30-11:30	Large Motor Play/Walks
11:30-11:45	Pre-Lunch-Teacher directed, whole group activity used as a transition to lunch.
11:45-12:15	Lunch-Socialization, Table Manners, Self-serving skills, new food exposure.
Diapering	
12:00-12:30	Nap Prep – Books on cots
12:30-3:00	Nap Time – Rest/Sleep offered one and half-hours. Remainder- quiet activities
(2:30-3:00)	Diapering/Toileting/Tabletop Art – Cutting, Tracing and Play Dough
3:00	Family Meeting
3:15-3:30	Snack
3:30-4:15	Large Motor
4:15-5:15	Enrichment/Open Centers/Sensory Table Open
5:15-6:00	Closing Choices – Tabletop Activities

Preschool 1 Daily Schedule (*Subject to change)

Time	*Activity*
7:15-9:10	Breakfast / Free Choice
9:10-9:30	Morning Meeting – Calendar/Job Chart/Weather
9:30-9:45	Snack Time
9:45-10:15	Gross Motor Time – Indoor or Outdoor
10:15-10:45	Group Time – Story Time/Activities
10:45-11:30	Enrichment/Free Choice
11:30-12:20	Lunch Time – lunch, socialization, table manners, and clean-up
12:20-12:45	Pre-Nap – Preparing Cots/Quiet Reading
12:45-3:00	Nap Time – Rest/Sleep offered one and half-hours. Remainder- quiet activities
3:00–3:30	Snack Time
3:30 – 4:00	Gross Motor Time – Indoor or Outdoor
4:00– 4:30	Group Time
4:30-5:00	Tabletop Activities
5:00-6:00	Combine with Preschool 2

Preschool 2 Daily Schedule (*Subject to change)

Time	*Activity*
7:15-9:00	Breakfast, Free Choice, Enrichment
9:00-9:30	Morning Meeting - Good morning songs and theme-related activity – Song/Story
9:30	Snack
10:00-10:30	Gross Motor - Indoor or Outdoor
10:30-11:00	Small Group
11:00-11:45	Enrichment and Free Choice
11:45-12:45	Lunch and Pre-Nap Activities- lunch, socialization, table manners, & clean-up.
12:30-3:00	Nap Time – Rest/Sleep offered one and half-hours. Remainder- quiet activities
3:00–3:30	Snack
3:30-4:00	Afternoon Meeting
4:15	Out of Classroom Special Activity
4:00–5:30	Gross Motor, Enrichment, Free Choice
5:30-6:00	Tabletop Manipulatives