

**2023-2024 PARENT HANDBOOK**  
**ST. JOHN CHRISTIAN PRESCHOOL**  
**6135 RINGS ROAD, DUBLIN, OH 43016**  
**preschool@stjohndublin.org (614) 889-5893**

## **WELCOME**

Welcome to St. John Christian Preschool! We look forward to serving your family and appreciate you sharing your child's precious time with us. This handbook contains information that will be important to you and your child. Please read it carefully, and feel free to contact the preschool office with questions.

## **MISSION STATEMENT**

At St. John Christian Preschool, we exist to help families carry out God's command to educate His children and prepare them for a Christ-centered life of learning and service.

## **PHILOSOPHY**

At St. John Christian Preschool, we believe:

Each child is a gift of God, loved and created by Him and welcomed into His family through Jesus. (Matt. 19:14)

Children learn best in an emotionally and physically safe environment.

Children who are guided positively become responsible, caring individuals who are self-motivated and self-controlled.

Each child is created by God with an amazing capacity to learn and grow (Psalm 139:14). We honor God's creation and serve children best when we understand these truths:

- Each child possesses unique gifts and needs.
- Children's growth follows developmental patterns that are sequential in nature and follow an orderly process.
- Children learn best when we educate the whole child, nurturing spiritual, physical, social, emotional, creative, and cognitive/language growth.
- Children learn best through play involving multi-sensory, hands-on activities.



## GOALS AND OBJECTIVES OF SCHOOL AND STAFF

- Expand each student's ability to learn about the world, organize information, and solve problems.
- Provide instruction in reading, writing, math, social studies, and the arts with curriculum that meets or exceeds Ohio Early Learning and Development Standards.
- Provide a combination of formal (teacher-initiated) and informal (child-initiated) activities. Include investigations and projects that allow children to work both on their own and in groups.
- Foster a love of learning and explore multiple, creative ways to learn.
- Nurture faith development with a Christ-centered education that includes Bible stories, prayer, chapel, and opportunities to serve others.

## STAFF MEMBERS

ADMINISTRATOR/DIRECTOR:	Mrs. Bonnie Stottlemyer <a href="mailto:preschool@stjohndublin.org">preschool@stjohndublin.org</a>	614-889-5893 – School Office
	Mrs. Amber Furr, School Principal <a href="mailto:amber.furr@stjohndublin.org">amber.furr@stjohndublin.org</a>	614-889-5893 - School Office
TEACHER TEAMS:	Lambs	Mrs. Stacie Lynch and Mrs. Katie Antonchak
	Rainbows	Mrs. Dianna Nolette and Mrs. Katie Antonchak
	Genesis Kids	Mrs. Joy Schneek and Mrs. Sheri Watson
	Noah's Crew	Mrs. Kathy Torbert and Mrs. Darlene Sutton
	Faithful Friends	Mrs. Amy Mayr and Mrs. Sheri Watson
OFFICE ASSISTANTS:	Mrs. Rebecca Rhoden <a href="mailto:Rebecca.rhoden@stjohndublin.org">Rebecca.rhoden@stjohndublin.org</a>	614-889-5893 – School Office
CHURCH SUPPORT STAFF:	Pastor Adam Steinbrenner, Senior Pastor <a href="mailto:adam.steinbrenner@stjohndublin.org">adam.steinbrenner@stjohndublin.org</a>	614-889-2284 - Church Office
	Deaconess Dehlia DeLeon <a href="mailto:dehlia.deleon@stjohndublin.org">dehlia.deleon@stjohndublin.org</a>	614-889-2284 - Church Office
	Kim Shearer, Church Secretary <a href="mailto:office@stjohndublin.org">office@stjohndublin.org</a>	614-889-2284 - Church Office
	Neil Furr, Trustee and Property Manager <a href="mailto:neil.furr@stjohndublin.org">neil.furr@stjohndublin.org</a>	614-889-2284-Church Office

## LICENSURE AND ENROLLMENT

St. John Christian Preschool is a licensed child-care facility. Our license, issued by the Ohio Department of Job and Family Services, is displayed on the school bulletin board. Any person wishing to see our copy of the Administrative Rules and Laws governing our licensure may do so. Compliance report forms from the State of Ohio and evaluation forms from the Health, Building, and Fire Departments are available upon request from the Ohio Department of Job and Family Services.

The Ohio Department of Job and Family Services (ODJFS) requires basic enrollment and health information before a child is considered enrolled. This includes a current medical statement for each child. Medical statements are valid for 13 months from the date of the last well-child appointment. The form includes a record of immunizations and screenings, a statement that the child is in suitable condition for group care, and a list of any limitations or health conditions. The form must be signed and dated by the physician/physician's assistant, advanced practice nurse, or certified nurse practitioner that did the exam. We will send you a reminder before your current form expires.

St. John Christian Preschool will not admit any child who has not been immunized according to the State requirements unless exempted by Ohio allowable exemptions.

If your child must be exempt from any/all required immunizations, please be advised that should an outbreak of any disease occur in the school for which your child has not been vaccinated, he/she will be excluded from school for the duration of the outbreak. This action is necessary not only to protect your child but the remainder of the students and teachers of the school.

Our classrooms do not include facilities for changing diapers. We are not licensed to care for infants or change diapers.

St. John Christian Preschool accepts children whose parents decline emergency transport. Parents will supply a back-up plan in case of serious emergency.

Additional special programs may be offered. All programs offered will follow licensing rules and laws.

## NATIONAL LUTHERAN SCHOOLS ACCREDITATION



St. John Christian Preschool is **nationally accredited** through National Lutheran Schools Accreditation, a rigorous process to identify excellent early childhood centers and plan meaningful ongoing improvement goals. This accreditation process demands high standards for operations, partnerships with families and the church, and teaching practices for all developmental areas of learning. It also encourages innovation to meet the needs of the children and their families.

## SESSION TIMES, RATIOS, REGISTRATION FEES, AND TUITION

### **Monday through Thursday Program**

Child must be 5 years old by December 31.

Class Hours: 12:30-3:00 p.m.

Tuition: \$309/mo., Reg. \$195 8:1 Ratio

### **Monday through Thursday Program**

Child must be 4 years old by September 30.

Class Hours: 9:00-11:30 a.m.

Tuition: \$309/mo., Reg. \$195 8:1 Ratio

### **Monday, Tuesday, Wednesday Program**

Child must be 4 years old by September 30.

Class Hours: 9:00-11:30 a.m.

Tuition: \$227/mo., Reg. \$175 8:1 Ratio

### **Monday/Wednesday Program**

Child must be 3 years old by September 30.

Class Hours: 9:00-11:30 a.m.

Tuition: \$185/mo., Reg. \$155 7:1 Ratio

### **Tuesday/Thursday Program**

Child must be 3 years old by September 30.

Class Hours: 9:00-11:30 a.m.

Tuition: \$185/mo., Reg. \$155 7:1 Ratio

Tuition assistance may be available in some situations. Please contact the director.

## REGISTRATION PROCEDURE FOR 2024-2025

St. John Christian Preschool admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration forms for the 2024-2025 school year are available on December 1. Registration forms/fees may be submitted at any time after December 1. Current families are given priority for registering until January 31. On February 1, new families who have submitted registration forms will be added to classes.

## STATE OF OHIO AND SCHOOL POLICIES

### PARENT CONFERENCES AND INVOLVEMENT

Parent conferences are held on designated class days in October/November and February/ March. "Fall Chats" are informal and directed toward discussing adjustment to school and answering your questions. On the second conference day, we discuss growth through the year and answer any questions you may have. If you would like to request a conference before this time, we will be glad to meet with you. The preschool does not do state formal assessments or report any assessment data to ODJFS on enrolled children.

Parents are welcome at any time. We encourage you to visit our school or volunteer some of your time. Also, sometimes there are materials to be cut or assembled. If you'd like to do some of this at home, please don't hesitate to ask the teacher. For any unscheduled visits, please check in at the office.

A class list with contact information approved by each family is distributed for each class. This list is strictly for your convenience as a preschool parent or employee. It may not be used by parents, staff, or any other persons for solicitation or as a source of names for other activities. Thank you for your cooperation.

### ARRIVAL AND DISMISSAL

We ask that your children arrive no earlier than the class starting time, and that they be picked up promptly at dismissal time. It can be upsetting to children if, at dismissal time, they see everyone leaving and their parents or guardians aren't here, so we ask that you be as prompt as possible. We understand that emergencies do happen; please just call the school in this circumstance.

A drop-off system is available at 9:00 a.m. Unless you are using the drop off system, please walk your child to the teacher. All children are dismissed individually at the classroom. If someone other than yourself will be picking up your child, please NOTIFY US. We are unable to release a child from the center to any person without prior approval of the custodial parent or guardian. We reserve the right to ask for identification from anyone picking up a child. **As you walk to and from the classroom, your child must be within "arm's reach" at all times.** This helps ensure the safety of the children and of others in the church and school hallways.

If a child comes from another program or activity and does not arrive as scheduled, the preschool will contact the parent.

### PUBLIC AREAS

Several areas of the building are available if you are staying at the school during school hours, and you will be welcome to use the narthex area by the church offices. The password for Wi-Fi is posted. A private area for nursing moms is also available

## NAPPING/RESTING

The preschool is a part time program and does not include nap/rest time.

We do not provide evening or overnight care.

## CHANGE OF SCHEDULE FOR EMERGENCIES

**Inclement Weather Plan:** If the weather is threatening, check local media for school closings. Closings will coincide with the Dublin or Hilliard City Schools. If you are unsure as to whether the school is open, please call the school office at 614-889-5893.

In the event of 1-2 hour delays for inclement weather in Dublin or Hilliard, we will conduct classes as usual for families that are comfortable driving. Delays get buses on the roads by 8:00 AM, so weather conditions should be better by our 9:00 AM start.

**Closings during the School Day:** If the school must close early due to weather or another emergency, the preschool staff will contact parents. Children will be supervised by preschool staff members until parents arrive.

## DISCIPLINE POLICY

It is the belief of St. John Christian Preschool and Kindergarten that children learn by example and through positive reinforcement of acceptable behavior. The staff will provide a variety of interesting activities from which the child may choose. A child who feels successful at what he is doing is a motivated, happy child. If, however, a child has difficulty sharing with another child or remembering a rule, the teacher may:

1. Talk to the child about his/her feelings and how his/her actions affect others.
2. Show the child an acceptable way to demonstrate his/her feelings.
3. Remind the child of the rule.
4. Remove the child to the teacher's lap or to another area within the room briefly. (A staff member will stay with the child the entire time and will return the child to the group as soon as possible.)

Jesus and His love for others is always the example for behavior of students and staff. Love, kindness, patience, respect, and helpfulness are all qualities the school hopes to model and develop.

In specific instances, a child's behavior may endanger the emotional and/or physical safety of students or staff members of our school. While we will try to help each child be successful in our program, we do not have the staffing qualifications to handle severe behavior problems. If this is the case, some possible courses of action may include:

- 1) Holding a parent conference with the teachers and director to make a plan for that student.
- 2) Working closely with the child's physician or other professionals.
- 3) Working with the local school district's evaluation system.
- 4) Helping parents investigate options of other services or programs that may be helpful.

## DISENROLLMENT

An important goal of St. John Christian Preschool is to meet the needs of all children enrolled in the program. If staff members identify concerns about a child's adaptability to the preschool setting due to behavior concerns or developmental delays, parents, teachers, and administrators will work together to develop and implement a plan to help the child experience success. A child may be suspended from preschool or kindergarten, if necessary, while a plan is developed and options are explored. If intervention strategies are not successful and/or the school does not have teachers specifically qualified to meet the child's needs, the program may disenroll/expel the child. The school will support parents in finding another program that can meet the child's unique needs.

St. John Christian Preschool reserves the right to take immediate action, including disenrolling/expelling a student, if deemed necessary by the director and teachers.

## SNACKS AND LUNCH

A snack will be served daily, either during free choice time or at a separate snack time. All foods are provided by parents. The preschool does not provide any meals or snacks. **The specific plan for each preschool class will be given at orientation.** Children who register for optional Preschool Lunch Bunch bring lunches from home.



In preschool, all snacks must be prepackaged. Water is served at snack time and available throughout the day. If it is your snack day and your child is ill and not in school, you do not need to make a special trip to school with the snack. Just give the preschool or church a call to advise them. A list of nutritious snacks is attached to the snack box.

We do not allow peanuts, tree nuts, or products containing them in any of our classrooms during school hours.

The school understands that some children have special dietary restrictions. Parents of these children must submit required forms, meet with staff by the first day of school, and develop a safe food plan for the child.

## OUTSIDE PLAY

Large muscle play will be held each day for 15-20 minutes in the gym or on the playground. Factors that may affect the decision whether to play in the gym or outside included conditions such as temperature, high winds, humidity, wind chill, ozone levels, pollen count, lightening, rain, or ice.

## CHILDREN'S BELONGINGS

### **Dress**

Children should wear play clothes to preschool. We have many "hands on" projects with paint, glue, and play dough. We also climb, jump, and run during our big muscle time, so play clothes and rubber sole shoes are best. We strongly recommend tennis shoes for safe play. We do play outdoors frequently, so please dress your child appropriately for the anticipated temperature and conditions.

### **Book bags**

Your child should bring a book bag that opens at the top. This will be helpful to carry projects, books, or papers home each day. Your child will have a basket at school with his/her name on it for school projects or anything from home. **Please label any book bags, coats, etc. with your child's name.**

## RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions or special interest groups which involves such activities as contests, exhibit sales of products to and by students, sending promotional materials home with students, fund raising, and free teaching materials must be carefully reviewed to insure that, on balance, such activities promote student interest without advancing the special interests of any particular group.

It is the policy of the Preschool Governing Team that students, staff members, and school facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Team or its delegated representative; and, any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this team. Check with the office for the complete policy.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the administrator(s) on the basis of their consistency with school philosophy, educational value in the total school program, benefits to students, factual accuracy, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest of the proposing group.

## ILLNESSES

### **Handwashing**

Handwashing has been proven to be the single best way to prevent the spread of germs! Teachers wash hands upon arrival at school, before and after handling food, after using the restroom or helping a child with toileting, and after contact with any bodily fluids. Students wash hands upon arrival at school, before eating or handling food, after using the restroom, after playing outside, after contact with any bodily fluids, and before dismissal. Handwashing procedures are posted in each restroom.

### **Communicable Diseases**

Children who would be considered contagious must remain at home. This is for your child's protection and will prevent others from possible illness. A staff member trained by a Registered Nurse to recognize the common signs of communicable disease will observe each child daily as he/she enters the group.

Children with the following symptoms should not come to school:

fever of 100 deg. or over, now or in the past 24 hours	
diarrhea	discharges of or inflamed eyes or ears
vomiting	stomachache
consistently runny nose	persistent or severe cough
headache	sore throat
head lice infestation	skin rashes

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian:

- a. Diarrhea (3 or more abnormally loose stools within a 24 hour period.)
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- c. Difficult or rapid breathing.
- d. Yellowish skin or eyes.
- e. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- f. Temperature of 101 degrees digital on forehead or 100 degrees taken by auxiliary method.
- g. Untreated infected skin patch(es).
- h. Unusually dark urine and/or gray or white stool.
- i. Stiff neck with elevated temperature.
- j. Evidence of untreated lice, scabies, or other parasitic infestations.
- k. Sore throat or difficulty in swallowing.
- l. Vomiting.

If your child contracts a communicable disease, please let us know, in order that we might be aware of a possible outbreak of the disease in school. You will receive an email notification of any communicable disease exposure. We are required by Ohio law to display the "Communicable Disease Chart". It is located near the Preschool bulletin board. A child may re-enter school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, 24 hours after having a fever 100 degrees or over, or 24 hours after the first dose of an antibiotic.

**We ask parents to notify the school of their child's absence.** Please call the school (614-889-5893) or the church office (614-889-2284) by the starting time of class on the day your child will not be in attendance. In addition, this gives us an opportunity to pray for your child if he/she is sick.

If your child should become ill at school, we will make him/her comfortable and call you. A child isolated due to suspected communicable disease will be:

- a. Cared for in a room or portion of a room not being used for other types of childcare.
- b. Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
- c. Made comfortable and provided with a cot if needed. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

If unable to reach the parent, we will call the emergency phone number listed on your child's enrollment form. If your child is mildly ill with minor common cold symptoms yet no fever, we will restrict his large muscle activity and make him/her as comfortable as possible until we can reach you.

For currently required vaccinations, if a child has not been immunized for any reason from a communicable disease that is reported in the school, that child is not allowed to attend school until the outbreak is over.

#### **Medication/Medical Foods and Child Medical/Physical Care Plan Forms**

If your child has a medical condition that requires medications or medical foods during school hours or special information or treatment, you must have certain information on file. Please contact the director for forms if you have not already completed them. St. John Christian Preschool complies with the Americans with Disabilities Act (ADA) for administering medication or medical foods and providing care procedures to children with disabilities. School age children are not permitted to carry their own medication, medical food, and/or ointments.

#### **Staff Illnesses**

Staff members who contract a communicable disease will remain at home until they are no longer contagious. A substitute will take over the staff member's duties until he or she is able to return.

## **SAFETY AND SUPERVISION**

- 1.** No child will be left alone or unsupervised.
- 2.** Children will be greeted daily, observed for signs of illness, and aided in finding an activity of interest.
- 3.** Each child will be dismissed in an orderly fashion and only to the care of his/her parent or a person so designated by the parent.
- 4.** A fire drill will be held monthly. Tornado drills will be held monthly during tornado season. In case of a real fire or tornado, children will line up in an orderly fashion upon hearing the signal and evacuate the building as practiced (fire) or take shelter in the basement (weather alert). Assigned staff members will check other rooms. A count of the children will be made. Staff member will contact the fire department. A written plan is posted explaining procedures for staff in case of fire emergencies, weather alerts, or other emergencies
- 5.** Staff members have immediate access at all times to a working telephone located in each classroom.
- 6.** An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 days of the incident.
- 7.** Use of aerosol sprays or other toxic substances is prohibited when children are in attendance at the center.
- 8.** Preschool classes may occasionally walk to Ted Kaltenbach Park or Norn Park. Permission slips will be signed by parents for these walking trips. Students will be accounted for at all times by keeping them in visual sight and counting at beginning of walk, during the walk, at arrival at park, several times during visit, at beginning of walk back to school, during the walk back, and at arrival back at school.
- 9.** Medical Emergency Phone numbers and Specified Plan, along with the Ohio Department of Health Dental First Aid Chart, are posted on the wall in each preschool classroom, in the gym, beside the playground door, and in both preschool offices.
- 10.** St. John Christian Preschool students do not participate in swimming/water activities or any trips requiring transportation.

## **EMERGENCIES**

**In Case of Minor Emergency** (Examples: Head Injuries or Possible Need for Stitches)

1. Administer necessary first-aid.
2. Inform parent immediately.
3. One teacher will stay with child, and a 2<sup>nd</sup> teacher will supervise other children.
4. Complete an incident report.

**In the Event of Serious Incident, Injury, or Illness** (Defined as: any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)

1. Call 911.
2. Call parent.
3. Call child's doctor if parent cannot be reached.
4. Stay with child at school and during transport until parent arrives.
5. Bring child's Enrollment and Health Information form.
6. Complete incident report and notify Ohio Dept. of Job and Family Services verbally within 24 hours and fax incident report within 3 days.

If the parent has not authorized permission to transport, the school will provide child care services to the child, will call the parent, will follow written back-up plan provided by the parent and will stay with the child until the parent arrives. The preschool will not transport a child for medical treatment.

**In Case of a General Emergency** (Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)

In all emergency situations:

1. Teachers must have first aid kit, Child Enrollment and Health Information forms (JFS 01234), and attendance sheets.
2. If students are dismissed in any unusual fashion, parents/authorized emergency pick-ups must show a photo I.D.

**For loss of power, heat and/or water:** Parents will be contacted by phone call or text. Children will be made comfortable in classrooms until parents/authorized pick-up persons arrive.

**When building must be locked down:** Children will remain in locked rooms. If it is necessary to evacuate classrooms, teachers will move students to a safe and secure area. Parents will be notified as directed by emergency personnel.

**When building must be evacuated:** Direction from emergency personnel will be followed. If conditions are safe, staff will walk students to the shelter house behind the church. This building is owned by the church. Parents will be contacted by phone call/text with dismissal instructions.

## **CHILD CUSTODY AGREEMENTS**

If your child is part of a child custody agreement, the school must have a copy of the custody agreement on file.

## **CONFLICT RESOLUTION**

Parents and staff members may negotiate any difficulties and differences through the following channels:

Speak to each other directly.

Speak with the director privately or in a 3-way conference.

Speak with the Preschool Governing Team of St. John Lutheran Church. The church office (614-889-2284) will have a member of the Governing Team contact you.

## **CHILD ABUSE/NEGLECT MANDATE**

The administrator and each employee of the center are required under Section 2141.421 of the Revised Code to immediately report their suspicions of child abuse or child neglect to the proper authorities at the Children's Services Department of the county in which the child resides.

## **TYPICAL SPECIAL EVENTS**

OCTOBER:	Mini Pumpkin Hunt at School		
NOVEMBER:	Dad's Night		
DECEMBER:	Christmas Play		
JANUARY:	Pretend Sleepover at School		
FEBRUARY:	Visit by Dental Hygienist		
MARCH:	Visit by Firefighters   St. John Box City		
APRIL:	Family Fun Night		
MAY:	Mom's Party	Water Safety Speaker	Beach Day

## **SAMPLE DAILY SCHEDULES**

### **Three/Four-Year-Old Classes - AM**

9:00-9:45	Welcome and Circle
9:45-10:15	Large Motor
10:15-10:30	Snack/Books
10:30-11:20	Free Choice/Clean up
11:20-11:30	Closing Circle



### **Four/Five-Year-Old Classes – AM or PM**

9:00-9:40	Welcome and Circle	12:30-1:10
9:40-10:45	Free Choice/Clean Up	1:10-2:15
10:45-10:55	Middle Circle	2:15-2:25
10:55-11:05	Small Group	2:25-2:35
11:05-11:25	Large Motor	2:35-2:55
11:25-11:30	Closing Circle	2:55-3:00

## 2023-2024 Calendar

Aug. 30	New Family Orientation Zoom Meeting 7:00 PM
Sept. 1	Child/Parent Meet the Teacher 9:00-9:45 Lambs, Genesis Kids, Noah's Crew 10:00-10:45 Rainbows, Faithful Friends
Sept. 5	First day for Genesis Kids, Noah's Crew, Faithful Friends
Sept. 6	First day for Lambs
Sept. 7	First day for Rainbows
Oct. 16	Parent/Teacher Chats Genesis Kids, Noah's Crew, Faithful Friends (Lambs in class)
Nov. 7	Election Day – No classes
Nov. 9	Dad's Night-Regular classes during the day 6:00-6:45 P.M. Lambs, Genesis Kids, Noah's Crew 7:00-7:45 P.M. Rainbows, Faithful Friends
Nov. 13	Parent /Teacher Chats Lambs (Genesis Kids, Noah's Crew, Faithful Friends in class)
Nov. 14	Parent/Teacher Chats Rainbows (Genesis Kids, Noah's Crew, Faithful Friends in class)
Nov. 22-24	Thanksgiving Break
Dec. 21– Jan. 3	Christmas Break for All Students
Jan. 15	Martin Luther King, Jr. Day – No classes
Feb.19	Presidents Day – No classes
Feb. 20	Parent/Teacher Conferences for Genesis Kids, Noah's Crew, Faithful Friends – No Class (Rainbows – No class)
Mar. 13	Parent/Teacher Conferences Lambs (Genesis Kids, Noah's Crew, and Faithful Friends in class)
Mar. 14	Parent/Teacher Conferences Rainbows (Noah's Crew and Faithful Friends in class)
Mar. 18-22	Spring Break

April 24	Family Night
May 1	Mom's Tea 11:00 A.M.      Lambs, Genesis Kids, Noah's Crew 2:30 P.M.      Faithful Friends
May 2	Mom's Tea 11:00 A.M.      Rainbows
May 15	Last day for Lambs, Genesis Kids, Noah's Crew, Faithful Friends
May 16	Last day for Rainbows
May 11	Mom's Tea 11:00 A.M.      Rainbows
May 17	Last day for Lambs, Genesis Kids, Noah's Crew, Faithful Friends
May 18	Last day for Rainbows

## ODJFS Licensing Appendix C to Rule 5101:2-12-07

### **Center Parent Information**

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family services.

It is unlawful for the center 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. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

#### **Write or Call:**

HHS  
Region V, Office of Civil Rights  
23 N. Michigan Ave., Ste.240  
Chicago, IL 60601  
(312) 886-2356 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

#### **Write or Call:**

ODJFS  
Bureau of Civil Rights  
30 E. Broad St. 37<sup>th</sup> 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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit  
<http://jfs.ohio.gov/cdc/families.stm>