Forest Park
CHRISTIAN EARLY LEARNING CENTER
SAFE • LOVING • EDUCATIONAL

# Parent Handbook

*Toddler, Preschool, and Pre-K*
*Before/After School Care*
*Summer Day Camp*

*Open Monday to Friday*
*All Year*
*6:30am to 6:00pm*

5600 Karl Road
Columbus, Ohio 43229
614-888-5282
Email: info@forestparkcs.org
www.forestparkchristian.com
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# Forest Park Christian Early Learning Center, Inc.
## A Ministry of North Church of Christ in Christian Union
## 5600 Karl Rd., Columbus, OH 43229

Rev. Brett Dague, Administrator
**School Phone: 614-888-5282 ~ Fax: 614-888-4887**
**Church Phone: 614-888-4600**

**Open Monday to Friday ~ 6:30am to 6:00pm ~ Full Year**

### MISSION

A center where children are given a safe place to play and learn, gain Biblical understanding, and develop skills to succeed in Elementary School, and beyond.

### VISION

To be the preferred educational child care center in the Forest Park and surrounding area, where families want to utilize all our services from 18 months through 5th Grade.

### RACIAL NONDISCRIMINATORY POLICY

The Forest Park Christian Early Learning Center's governing board has adopted the following racial nondiscriminatory policies:

The Forest Park Christian Early Learning Center recruits and admits students of any race, religion, sex, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or national origin in administration of its educational policies, educational programs, and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

The Forest Park Christian Early Learning Center will not discriminate on the basis of race, color, or ethnic origin in the hiring of its personnel.

### DEFINITIONS

(As defined by the State of Ohio State Laws governing Child Care Centers)

CHILD DAY CARE CENTER means any place in which child day care is provided for 6 or more infants, toddlers, pre-school children or school-age children outside school hours in average daily attendance with or without compensation.

TODDLER means a child who is at least eighteen months of age but less than thirty months of age, or a child who is at least thirty months of age but less than three years of age.

PRE-SCHOOL CHILD is any child 3 years of age or older who is not yet eligible to attend a grade of kindergarten or above.

SCHOOL-AGE CHILD is any child who is eligible for enrollment in a grade of kindergarten or above.

## LICENSE

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.

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

## ADMISSIONS

A child is considered to be enrolled in our center only after all applicable fees have been received, the administrator confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. For the safety of your child, any changes to this information must be communicated to the office immediately so that current information is always on file.

A medical form signed by a physician or certified nurse practitioner is required to be submitted prior to admission. This medical form must be updated every 13 months.

To protect the private information of our parents we require all families to check "no" to the question: "Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians" on the "ODJFS Child Enrollment and Health Information for Child Care" Form JFS01234.

Children are eligible to enroll in our program when they are eighteen (18) months old. Children will be considered to have aged out of our program after the Summer Day Camp of their 5th Grade Year, or at the time they turn 12, whichever is earlier.

Schools for which we provide transportation are subject to change at the Administrator's discretion.

## VALUES

**F**amilies – We believe that the best early learning experiences start at home, and parents are the first and best teacher.
**O**rder – We believe in providing a structured environment for children that will support a transition from home to school which will allow them to adjust to secondary caregivers and learn the routines and expectations of a school environment.
**R**elationships – We believe that children require socialization with other children, and learning how to properly play with others allows children to better navigate the world as they grow.
**E**xpression - We recognize that children who are enrolled in our school have a variety of academic, social, and cultural backgrounds, and we will respect each child's individual training.
**S**afety – We are committed to providing a safe, healthy, developmentally appropriate early learning experience that will protect all children in our care.
**T**eachers – Our commitment is to provide highly trained and experienced teachers and staff, to provide a positive early learning experience, to enable our students to have success in elementary school.

**P**lay – We believe that students learn best through a balance of both teacher-directed and safe student-directed play and instruction.
**A**cademics – We believe our curriculum should focus on:

1. Social and Emotional Development;
2. Physical Well-being and Motor Development;
3. Language and Literacy Development;
4. Cognition and General Knowledge, and;
5. Faith and Character Development.

**R**eligious Training – We believe that because we are fearfully and wonderfully made by God, children should be viewed as unique individuals who are a reflection of Jesus and should be valued and educated according to the gifts God has given each of them.
**K**indness – We believe that children need to be corrected in a loving tone, where they are told what they are supposed to be doing, instead of focusing only on what they shouldn't be doing.

## GENERAL INFORMATION

Forest Park Christian Early Learning Center is a faith-based early childhood education center located in northeast Columbus, Ohio. We are a ministry of North Church of Christ in Christian Union (http://www.columbusnorthchurch.com), founded in 1984, and we have provided meaningful early learning experiences for thousands of children for more than 30 years. We employ highly trained teachers and staff members who meet and exceed the ODJFS requirements. Our school partners with parents both in academic and Biblical instruction. We select our curriculum based off of "Step Up to Quality" standards, as put forth by the Ohio Department of Job and Family Services.

The center has at least two responsible adults on the premises at all times, during hours of operation. The children are organized in small groups, and childcare staff provided to give continuous care and supervision to the children on a daily basis. The maximum group size and the maximum number of children per staff member, by age of children are as follows (per guidelines in rule 5101:2-12-18, Appendix A);

| Group Age | Maximum Teacher/Child | Maximum Group Size |
|---|---|---|
| Younger Toddlers (18 months and less then 2 1/2 years) | 1:7 | 14 |
| Older Toddlers (at least 2 1/2 years and less than 3 years) | 1:8 | 16 |
| Young Preschoolers (at least 3 years and less than 4 years) | 1:12 | 24 |
| Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten) | 1:14 | 28 |
| Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years) | 1:18 | 36 |

## TODDLER PROGRAM POLICES

1) Diapers will be checked every two (2) hours.
2) All students enrolled in our Toddler Program must be wearing underwear by their third (3rd) birthday. Training pants may still be utilized during nap time, at the parents request.
3) In order to move up to the Preschool Program, children must be fully toilet trained (able to communicate that they need to use the restroom, able to sleep through nap without accidents, etc.).
4) Students who turn three (3) prior to October 1st of any given year must meet the requirements listed above in #3, by August 15th of the same year.
5) Furthermore, students are not eligible to enroll in our Toddler Program between August 15-September 30, if they turn three (3) prior to October 1st.

## FEES AND TUITION (effective June 1, 2026)

**Fees:**

**Summer Day Camp:** $290 child/$430 family (BOTH Private Pay and County Reimbursed Child Care Families); Early Bird Special (paid annually between April 1-30): $210 child/$330 family

**Annual Supply Fee:** $40 per Toddler, Preschool, or Pre-K family (Private Pay Families ONLY)

**Annual Transportation Fee:** $55 per School Age family (BOTH Private Pay and County Reimbursed Child Care Families)

**Daily Rate:** $77 (Preschool, Pre-K, and Full Day School Age Care); $84 (Toddler)

**Tuition:**

| Toddler, Preschool, and Pre-K Tuition | | Weekly Rate |
|---|---|---|
| Full-Time Toddler (Turtles Class) | 4 or 5 Days Per Week | $308 |
| Part-Time Toddler (Turtles Class) | 3 Days Per Week | $244 |
| Full-Time Preschool & Pre-K | 4 or 5 Days Per Week | $291 |
| Part-Time Preschool & Pre-K | 3 Days Per Week | $210 |

| School Age Care Tuition | | Weekly Rate |
|---|---|---|
| Before ***OR*** After School Care | 6:30 am – 9:00 am<br>OR<br>2:10 pm – 6:00 pm | $112 |
| Before ***AND*** After School Care | 6:30 am – 9:00 am<br>AND<br>2:10 pm – 6:00 pm | $162 |
| School Holidays/Closings | 6:30 am –6:00 pm | $77 per day<br>($46 per day if before and/or after school has been paid for that day) |
| Christmas/New Year Break<br>Spring Break<br>Summer Day Camp | 6:30 am – 6:00 pm | 3 days - $209<br>4 days - $232<br>5 days - $249 |

**Discounts:**

**Multi-child:** 20% discount for the second child enrolled; 25% discount for each additional child

**North Church members:** 10% discount; 5% discount for regular North Church attendees.
*Church discount is subject to a giving record check by the North Church treasurer.*

7% discount if the full year's tuition is paid by the first payment due date.

## TUITION PAYMENT POLICIES

These polices are for BOTH PRIVATE PAY and COUNTY REIMBURSED CHILD CARE families:

1) Tuition payments and copays are due on the Monday following care. You may pay every two weeks, with permission from the Administrator.
2) Parents can pay tuition over the phone or at the school office using a debit or credit card. The School accepts Visa, Master Card, American Express, and Discover.
3) All payments must be paid to and recorded by the administrator. Payments made by check or money order may be left in the tuition payment box in the school office. Cash payments may be placed in a completed payment envelope and left in the lock box, but only if the Administrator is unavailable, and an employee has verified, by initialing the envelope that the amount inside matches the amount listed. Said employee will then watch the parent drop the envelope into the lock box. Parents will get a receipt for all cash payments.
4) A $25.00 fee will be charged for all returned checks, and we reserve the right to require that you pay all further tuition with cash, cashier's check, money order, or debit/credit card.
5) A late fee will be charged for any tuition/copay that is not paid by Friday of the following week of service. The late fee is $15. The late fee for Public Funded Child Care participants is 10% of weekly copay or $3, whichever is greater.

These polices are for PRIVATE PAY FAMILIES ONLY:

1) SHORT WEEKS: Full tuition is due for the weeks in which FPCELC is closed for the holidays and teacher workdays. A complete list of days that FPCELC is closed will be issued in August. Full tuition is also due for the weeks when early closings occur. Regular tuition is also required if and when FPCELC must close early or for an entire day, due to inclement weather conditions.
2) If a child is absent from FPCELC for a complete, full calendar week, you may pay a reduced rate of 50% of the Part Time childcare rate. This option may be used up to two times each school year. The school year begins the third Tuesday of August. Part Time rate tuition is due for all weeks in excess of the two reduced rate weeks mentioned above.
3) Full tuition will be due for up to two calamity days per year. Calamity days include, but are not limited to, utility outages, staff illness, etc. Weather related closures are NOT considered calamity days and are addressed above in #1. Tuition will be adjusted for any calamity days after the first two.

These policies are for COUNTY REIMBURSED CHILD CARE ONLY:

1) Caretakers will be responsible to pay the difference between the Part Time rate FPCELC is paid (if you're only approved for Part Time through Public Funded Child Care), and the normal Full Time Public Funded Child Care rate, if your child attends 4 or 5 days during that calendar week.
2) ODJFS pays twenty (20) absence days between January – June, and another twenty (20) absence days between July – December, every year. If a child misses an entire week of care, after their absence days have been exhausted, the caretaker will be responsible for paying half of the Full Time Public Funded Child Care rate. This option is good for two (2) weeks during each six (6) month period. Once these two (2) weeks have been used, the caretaker will be responsible for the entire Full Time Public Funded Child Care rate.

## LATE FEE POLICIES FOR TUITION PAYMENTS

**Weekly tuition and Public Funded Child Care Co-Payments are due the Monday following the week of service.**

1. If no payment by Friday = late fee will be applied
2. If no payment by next Friday = late fee will be applied
3. When 3 weeks of tuition is owed or $500, whichever occurs first, student(s) may not return until the outstanding balance is paid in full.
4. If you decide not to return to FPCELC, the full balance must be received within 21 calendar days of dismissal, or the outstanding balance will be turned over to a collection agency.
5. Public Funded Child Care will be notified of your failure to pay co-payments, after three weeks are missed. Your Public Funded Child Care may be placed on hold, until your entire outstanding balance is paid to FPCELC.

Excessive Late Payment Disclaimer:
If a parent's fees are delinquent more than three weeks Forest Park Christian Early Learning Center has the right to forward documents to O.D.J.F.S. which will terminate the parent's child care subsidy. If this occurs, parents will be ineligible for all child care assistance within the State of Ohio until the entire amount due is paid in full.
FPCELC will only release records to the parents or other entities when all applicable tuition and fees are paid.

## LATE PICK-UP FEES

1. A late pick-up fee of $10.00 per family for each 15 minutes (or portion thereof) will be charged after 6:00pm.
2. One hour after closing, Franklin County Children's Services will be called to take custody of children not picked up.

## COUNTY REIMBURSED CHILD CARE

Forest Park Christian Early Learning Center accepts students who are approved for County Reimbursed Child Care (also known as "Public Funded Child Care"). We reserve the right to make changes to or eliminate this program if necessary, however all parents will receive a notice of any changes in our participation in the county reimbursed tuition program. Although it is the responsibility of the parent to track the expiration date of their authorization, we will make every effort to track this date also, and will place a notice in your mailbox, if we received a notification from Public Funded Child Care that your benefits are set to expire. Forest Park Christian Early Learning Center retains the option of not providing care for families whose authorization has expired. Initial Public Funded Child Care applicants, and those wishing to change their center to FPCELC will not be given a start date, until the child(ren) appear on our Public Funded Child Care list of current Authorizations.

Parents and guardians (caretakers) that receive Public Funded Child Care benefits must adhere to all of the guidelines of the Ohio Electronic Child Care Program set forth by the Ohio Department of Job and Family Services. Anyone dropping off or picking up a child must use the KinderSign system. Forest Park Christian Early Learning Center reserves the right to withdraw children from its program after three consecutive days of non-compliance with the KinderSign system. Any unpunched (and therefore, unpaid) time will be billed to the parent at the Public Funded Child Care reimbursement rate.

Transportation, field trip, and summer activity fees are not covered by county reimbursement, and, therefore, are the responsibility of the parents.

## FUNDRAISERS

Forest Park Christian Early Learning Center traditionally does two fundraisers each year. Funds will never be used for operation expenses, but will be used to help offset the cost of new equipment. Children are never asked to go out into their neighborhood selling anything. We suggest involving extended family members, friends, and co-workers in these fundraisers.

## LOST OR STOLEN ITEMS POLICY

Forest Park Christian Early Learning Center is not responsible for items that are lost or stolen from the school property. If your child brings a bicycle, toy, jacket, coat, or other clothing, we will do our best to protect the item. However, things do get misplaced or lost, and we cannot be responsible for these items.

## CELL PHONE/ELECTRONICS POLICY

During Summer Day Camp and other Before/After School Care days in which the child's primary school is closed, students may be permitted to use their cell phones and other electronic devices, at the discretion of the Lead School Age Teacher. No other use of cell phones and/or electronic devices will be permitted. If circumstances require a child to contact a parent, the school phone will be used to do so. All electronic devices must be stored in a bag or purse while at Forest Park Christian Early Learning Center, on field trips, and on vans/buses. Students using cell phones for any purpose will have the phone removed and held in the office for a parent/guardian to pick up.

## SAFETY POLICIES

1) Each staff member will be trained in building safety.

2) Each staff member shall be responsible for the children charged to their care, and no child shall ever be left unattended. No on-duty staff member who is responsible for the care of children is allowed to place or take personal phone calls. All child-care teachers will use a clipboard for recording attendance of children in their class every day. These clipboards will be in the teacher's possession at all times and will be with the class everywhere the class goes throughout the day (lunchroom, nap room, playground, field trips, etc.)

3) School-age children are permitted to run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision (per guidelines contained in rule 5101:2-12-19). These children may also be permitted to play in groups of no more than six in a room adjacent to their classroom within eyesight and hearing distance of the teacher.

4) Self Transport School Age Children, with written parent permission, may leave the center to walk to and/or from school (per guidelines in rule 5101:2-12-19).

5) The telephone shall be accessible at all times with posted telephone numbers of all emergency agencies.

6) A fire drill will be executed each month with prior training of all staff for building evacuation. A diagram for emergency exit shall be posted in each classroom.

7) A tornado drill will be conducted monthly during the months of March - September. A diagram showing the shelter for weather emergencies is posted in each room.

8) A first-aid box will always be available either in the school office, in the pantry next to the kitchen, and the teacher resource room upstairs. A first-aid box will be taken on all field trips.

9) Any time FPCELC students are using the school grounds and play area, it will be supervised at all times by staff members. Staff members must have a way to contact the school office, administrator, or assistant administrator by the use of a cell phone or two-way radio while outside the building.

10) 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 requiring first aid; the child receives a bump or blow to the head; the center has to administer Syrup of Ipecac; 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. We require all parents to "Give Permission to Transport" on the "ODJFS Child Enrollment and Health Information for Child Care" Form JFS01234.

11) No spray aerosols are used in any room when children are present in that room.

12) In the event of a Suspect At-Large in the area, and Active Shooter, Intruder, Irritated, violent and/or threatening person, or a student with a weapon, Forest Park Christian Early Learning Center will go into Lock-Down. All staff will be trained in the Lock-Down Procedures, and a drill will be conducted Quarterly. If any of the above or other emergency situations require us to evacuate the premises, we will be located at the Columbus Public Library, Karl Road Branch. In the event we are required to leave the area, a note will be placed on the Main School Entrance, indicting where you can pick-up your child(ren). Parents will be contacted as soon as possible to come to pick up your child(ren). If a parent cannot be reached, we will contact the emergency contacts as listed on your child(ren)'s enrollment information.

## MANAGEMENT OF COMMUNICABLE DISEASES

At least one person will always be on site or on a bus, who will be trained to recognize the common symptoms of communicable disease or other illness, and in proper hand washing and disinfection techniques. They shall observe each child daily before they enter a group. We ask that you not bring a sick child to FPCELC. Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

The policy of Forest Park Christian Early Learning Center shall include, at a minimum:

1) The recognition of the following signs of illness:
   (a) Diarrhea (more than one abnormally loose stool within a twenty-four 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, obvious discharge, matted eyelashes, burning, itching
   (f) Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness
   (g) Untreated infected skin patch(es)
   (h) Unusually darn urine and/or gray or white stool
   (i) Stiff neck combined with an elevated temperature
   (j) Sore throat or difficulty in swallowing
   (k) Vomiting
   (l) Evidence of untreated lice, scabies, or other parasitic infestations

2) The school's policy on dealing with the child, who shows any signs of illness, will be to immediately call the parent and have the child cared for by means appropriate to the problem.

3) A communicable disease chart will be posted in the school office at all times for our reference.

4) Any child who is suspected of having a communicable disease shall be isolated immediately in a space set aside for isolation and care of a sick child.
   (a) Upon identification of a child suspected of illness, a room or portion of a room not being used for childcare shall be set up as an isolated area and shall be used for care and isolation of the sick child.
   (b) The sick child shall be provided with a cot and blanket for use until he/she is discharged to their parent. The cot shall be sanitized with an appropriate germicidal detergent upon the discharge of the child. The blanket shall be promptly removed and laundered before being used by another child.
   (c) An adult shall be within sight or hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised.

5) A child who becomes ill during the day shall be discharged to the care of his/her parents as promptly as possible. Being ill is defined as having a fever of more than 100 degrees Fahrenheit, or after one episode of vomiting or two episodes of diarrhea. In addition to these symptoms, if a child exhibits symptoms of rash, or skin irritation of unknown reasoning, the child will be sent home and not allowed to return until the irritation has disappeared and/or a doctor has released them to return to school. If a child does not feel well enough to participate in normal activities, the parent may be called to pick up the child. If the parent or guardian is not able to come to school to take charge of a sick child, the school may discharge an ill child to the person who has been designated by the parent to take charge of the child.

6) A child who has been treated for head lice may return to school when he/she is nit free.

7) We will accept children with colds as long as they are not carrying a fever. When a temperature of 100 degrees is reached, you will be notified immediately. Children with other ailments who are under the care of a doctor will be admitted if a note from the doctor accompanies the child stating that the condition is not contagious and attending school will not impede convalescence. Children with mumps, measles, chickenpox, or other contagious diseases will not be admitted.

8) In the event of any illness, the child must be completely symptom-free, without the aid of medication, for a period of 24 hours before returning to the center. Forest Park Christian Early Learning Center reserves the right to require a physician's written verification that the child is in suitable physical condition to return to school. You will find that children attending a day care center will be subject to more frequent colds than experienced at home. However, after a period, natural immunity builds, and frequency of minor colds returns to normal.

9) FPCELC staff can administer prescription medications to a child only after the parent completes a **Request for the Administration of Medication** form. All proper sections must be completed and the medication handed to a staff member each day it is needed while the child is at FPCELC. Medications will be stored in the kitchen. Emergency medications (i.e., inhalers, epi-pens) will be placed in the emergency medication box located in the Kitchen. **Medications CANNOT be stored in any child's cubby, lunch box, pocket, or book bag.** Prescription medications must be in their original container and administered in accordance with instructions on the label. If your child requires a food supplement or modified diet, you must secure written information from your physician. Please speak with the administrator for more details regarding special diets, etc. Over-the-counter medications will not be administered by FPCELC staff unless a doctor completes the bottom section of a **Request for the Administration of Medication** form. No medication will be accepted without proper documentation completed. Medication paperwork must be completed with the administrator or administrative assistant during regular office hours.

10) Parents will be notified by a note in your mailbox if the children have been exposed to a communicable disease.

11) If employees display any of the signs and symptoms indicated above, they will not be permitted to work. Substitutes are available.

12) In the event your child is involved in an accident, we will try to contact you at the number you have designated to be used in an emergency to see what course of action you wish for us to take. If we are unable to reach you, we will see that proper medical care is secured. In emergency situations, FPCELC staff members will not transport children (in either personal or school vehicles). We require all parents to "Give Permission to Transport" on the "ODJFS Child Enrollment and Health Information for Child Care" Form JFS01234. If Permission to Transport is marked "NO" on the "ODJFS Child Enrollment and Health Information for Child Care" Form JFS01234, the child will not be allowed to attend the FPCELC childcare program.

13) At least one person will always be on site or on a bus, who will be trained in First Aid, Communicable Diseases and CPR. In the case of a minor accident/injury the staff member will administer basic first aid. If the injury would be more serious appropriate first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and EMS will transport. If a child would ever require Syrup of Ipecac to be administered, it would only be done with instructions from the Poison Control Center.

14) We allow unvaccinated children to attend our program, per Ohio Revised Code 5104.014. Parents who choose not to vaccinate must check the appropriate box on the JFS 01305 form, listing all vaccinations which they've exempted from, then signing and dating in the appropriate section. Parents are allowed to exempt for either Medical, Religious, or Personal/Philosophical Reasons. If a parent exempts for medical reasons, they must have a signed note from the child's pediatrician. If it is for religious reasons, they must present us with a copy of their organization's Articles of Faith. If it is for personal/philosophical reasons, the parent must write a detailed letter explaining those reasons.

## FOOD

Forest Park Christian Early Learning Center participates in the Ohio Child and Adult Care Food Program (CACFP). The State of Ohio CACFP partially reimburses our center for nutritious meals and snacks served to children who are enrolled for care here. The CACFP is available to all eligible participants regardless of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Ave SW, Washington, DC 20250-9410, or call (202) 740-5964 (voice and TDD). USDA is an equal-opportunity provider and employer. *(See page 25 for additional information)*

Forest Park Christian Early Learning Center serves breakfast, lunch, and a PM snack, which provide nutritional value in addition to calories during the longest between-meals period. All breakfast foods will be put away after 8:45 AM. Children arriving after this time need to have breakfast at home.

Our lunchtime is between the hours of 11:30AM to 12:30PM. Forest Park Christian Early Learning Center provides a hot lunch program Monday through Friday and uses state-approved menus. The menu for the current week is posted on the bulletin board, beside the parent mailboxes. The last three years' menus are maintained in the Administrator's Office, and are made available at any time to parents, ODJFS Personnel, and CACFP Personnel.

Forest Park Christian Early Learning Center supports breastfeeding and breast pumping mothers by providing them with a comfortable and private area to breast feed and/or pump. Therefore, the "Church Nursery" will be made available upon request.

## SUPERVISION POLICIES

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and make necessary appropriate precautionary and preventative measures.

**Arrival/Departure:** Parents are required to bring their children into the building and deliver them to a teacher. Any special messages, medications, special pick-up notes, etc., are to be given to the teacher at that time. Children are not to be dropped off at the entrance of the building or be sent inside alone. Parents are responsible for the supervision of their child(ren) when they are still present in the building and parking lot.

**Supervision of Preschoolers:** At no time will a child be left unattended. Staff members will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

**Children Arriving to FPCELC from Other Programs:** At times it may be necessary for a child to arrive at FPCELC from another program (i.e. Special Needs Preschool Program). Self Transport School Age Children, with written parent permission, may leave the center to walk to and/or from school (per guidelines in rule 5101:2-12-19). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at FPCELC that day, and then contact the program from which the child should have arrived. We will then consult with the parent to determine further action. For this reason, it is very important that **parents contact the center when their child is not going to be attending.**

**Release of Children:** FPCELC staff members will release children only to adults (persons 18 or older) on the release form provided by the parent. Staff members will check the ID of anyone they do not recognize. Please let people know about this policy ahead of time so that they bring their picture ID and they are not offended. The children's safety is our priority. FPCELC staff members will not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified, if necessary.

**Custody Agreements:** If there are custody issues involved with your child, you must provide the center with legal documents indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

**Transitioning:** All of our students will remain in their current assigned class, until the start of the next school year. If your child is ready to move up to the next classroom at another time during the year, you will be notified, and the center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and a transition schedule.

**New Students:** Students that enroll into the program during the school year will be given a cubby or designated hook with their name on it for the storage of personal items. New students will also be introduced to the class so that each of the children will learn their name and vice versa. Parents are encouraged to join the class on their child's first day to help the transition process.

**Exiting Students:** Parents are required to give the school two weeks' notice if they choose to withdraw their child. When parents give this notice, the teacher will be able to prepare the class for the child's pending withdrawal. The teacher will also be able to plan an exiting party for the child that is withdrawing on their last day. On the child's final day, parents should collect all of their child's belongings (coats, spare changes of clothes, pillow, blanket, etc.). After one month, any items left behind will become the property of the school.

## MESSAGES FROM HOME

In some cases it will be necessary to call the school – (614) 888-5282 – to leave a message. However, if possible, we would appreciate it if messages could be written. This eliminates the chance that a phone call might not be received or recorded or a message not relayed.

## BEHAVIOR MANAGEMENT

Our staff members believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect, and if children are treated with respect, they in turn learn to respect their friends and teachers. Child training and discipline are handled with kindness and understanding. Attention is given to specific needs of the individual child, and at the same time the child is encouraged to become part of the group. Students generally conform to the rules readily when they know what is expected of them. For this reason, teachers will explain all expectations at the outset. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit away from the group for a short period of time to regain control if they are having a difficult time. These "time away" periods will be one minute per child's age, and will be done in the classroom. If they child continues to have behavior issues, it may become necessary for the "time away" to be completed in the Administrator's or School Office. Our staff members will not impose punishments for failure to eat, sleep, or toileting accidents. This discipline policy applies to all staff and parents while they are at FPCELC.

If a situation arises where a child is consistently endangering himself, peers or staff members, it may become necessary to temporarily or permanently withdraw the child (please see policies on page 18). Every attempt will be made to work together with the parents and the child to correct the behavior, however, the safety of children is always our primary concern. When a situation such as this develops, the administrator would be in communication with the child's parents prior to that child being expelled.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19.

## WITHDRAWAL POLICY

The Forest Park Christian Early Learning Center Board has adopted these policies regarding the withdrawal of a student from school. These policies shall me made available to parents upon request.

"Temporary Withdrawal" is the removal, by the administrator, of a student from school for a period of up to 3 days. Grounds for "Temporary Withdrawal" shall include, but are not limited to, the following:

1. **Absences and Truancy**
   A student shall not be late or absent from school for any portion of a school day without proper authorization.
2. **Cheating**
   A student shall not obtain by fraudulent, dishonest, or deceptive means and use as his/her own work, questions on or answers to examinations or assignments.
3. **Damage to Private Property**
   A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property while such student is on school premises. Parents may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their minor children.
4. **Fighting**
   A student shall not engage in physical or verbally abusive activities directed toward another person, which leads or could lead to harm to such other person or bystander.
5. **Insubordination**
   A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.
6. **Theft**
   A student shall not take or attempt to take into his/her possession property of the school or property of another student, visitor, teacher or employee.
7. **Use of Profane, Vulgar or Abusive Language or Gestures**
   A student shall not use profane, vulgar, abusive or other words or gestures under which the circumstances are offensive to the sensibilities of ordinary people in the school, or which disrupt normal school activity.
8. **Weapons in School**
   A student shall not bring anything that can normally be construed as a weapon to school.
9. **Drugs, Controlled Substances, and all Medications**
   A student shall not bring any drug, controlled substance, or medication into the school. Parents must bring all medications (prescription and non-prescription) to the school office or receptionist upon arrival. Failure to adhere to this policy may result in the prompt withdrawal of the student.

The above listed behavior patterns that continue after a child returns from a 3-day withdrawal may result in the "Permanent Withdrawal" of the student at the request of the Administration. Please read the "Parental Commitment" page carefully at the time of registration.

**Non-payment of school fees after written notice has been given to parent or guardian may also result in "Permanent Withdrawal" of a student.**

**School Age Students:** Full day school age care will **not be** available to any child when his/her own school is **open**. Furthermore, school age children will **not be** allowed to attend FPCELC on any day they are suspended from their own school.

## RECORDS RELEASE POLICY

Parents wishing to have their records released to themselves or another entity will be required to complete the Records Release Request form, available in the School Office.
Once parents have completed the above stated form, the Administrator will make sure that all outstanding balances have been paid.
FPCELC will only release records to the parents or other entities when all applicable tuition and fees are paid.
Once financial obligations are met, we will do one or more of the following, at the parent's direction:
1) Give a copy to the parent;
2) Mail a copy to the new program;
3) Fax a copy to the new program;
4) Email a copy to the new program.

## SCHOOL PICTURES

School pictures are taken annually. Your child's picture will be taken both individually and with the class. You are under no obligation to purchase the pictures.

## RELIGIOUS EDUCATION

Our church is a Bible-based church, teaching and preaching only what the Bible tells us. Our religious education emphasis will be placed on the same principle. We will, in no way, try to indoctrinate your child in believing as our denomination believes, but rather to teach the Truth from the Word of God.

## CLOTHING

Please dress your child for play and according to the weather conditions. Children need to feel comfortable to take part in all activities without worrying about getting their clothes messy. We take the students outside throughout the entire year, weather permitting (wind chill 25 and above and heat index 90 and below). All children will be expected to participate with the other students during outside play period. A doctor's excuse will be required to excuse a child from outside play. Please mark all clothing (hats, jackets, mittens, gloves, boots, etc.) with child's name to avoid loss of such items and to speed up collection of articles at the end of the day. Parents are asked to keep a complete change of clothing at the school for their child at school at all times. Flip-flops can only be worn during water play activities. Sandals with a heel strap can be worn – weather permitting.

## PARENTAL PARTICIPATION

At Forest Park Christian Early Learning Center, we encourage parental participation. Parents are always welcome on field trips and special outings. You are also allowed to bring in refreshments or decorations for your child's birthday, Christmas, Fall Harvest, Valentine's Day, etc. Parents also are encouraged to stay for the parties and join the fun and activities.

Parents are encouraged to meet with the staff members and discuss their child's needs and progress, and exchange information about the program. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. Administrator
3. School Board

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff members fully realize that you are trusting us with your little ones, and we want our relationship to be a good one.

## REFER A FAMILY PROMOTION

Whenever an existing family refers a new family to Forest Park Christian Early Learning Center, the existing family and the referred family will both receive a $100 bill credit or a $100 gift card. Credits or gift cards will be issued after the new family has started in our program.

## FIELD TRIPS

Our students will occasionally be going on trips to local places of interest. All field trips will be pre-announced and will be well supervised. Occasionally these trips may be walking trips, but for all others, the children will be transported in the 14-passenger buses, which are owned and operated by the school. Signed permission slips will be required for your child to attend all field trips. Children who don't turn in a permission slip by the deadline will not be allowed to attend FPCELC on the day of the scheduled field trip. Complete first aid kits, students' emergency transportation and health information sheets are taken on all field trips. Before departing FPCELC, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived and gotten off the buses. This process will be repeated upon leaving the destination and returning to FPCELC. During the course of all field trips, each staff member will have specific children that they are responsible for supervising. A staff member trained in first aid, CPR, and Communicable Disease shall be available on each field trip or special outing. These field trips are only possible when we have enough parent volunteers to assist the teachers with supervision of the children.

By state laws, children must be **BOTH** age 4 or older and at least 40 pounds to travel in the school bus without a car seat. Should your child fall within this category (under age 4 or 40 pounds), please provide us with your car seat (clearly labeled with your family name) when we take field trips.

Any child who has a recent history of misbehavior or who is on probation may not go on field trips unless they are accompanied by his/her parent or guardian.

Students will not be permitted to bring money, backpacks, purses, or any other like items, except water bottles, on any field trips. FPCELC will make sure that any and all required items are provided or purchased for any field trip.

## SWIMMING INFORMATION

Swimming activities away from the property will be provided only for the school-age class during the summer. Two times each week (weather permitting) we will take the school-age children to Northland Swim Club. A lifeguard will be present at all times, and childcare staff will also be actively supervising children. Parents will be provided with permission slips ahead of time that will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool. Staff will review water safety rules with all children each time they participate in water play. Girls must wear bathing suits that cover the midriff and be modest in appearance.

During the summer, younger children will be provided with water play opportunities frequently. These would include sprinklers and water play tables. Parents will also be asked to sign written permission slips prior to children engaging in this type of water play. You will be asked to sign a medication form for the daily application of sunscreen that the school will provide. If your child easily burns, please include a lightweight T-shirt that they may wear over their swimsuit.

## OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. All students are required to go outside during their class' scheduled time for outdoor play. Outdoor Play is required, weather permitting, with the wind chill 25 and above and the heat index 90 and below. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the wintertime.

## MATERIALS, CURRICULUM AND INSTRUCTION

The Administrator and the Lead Teachers select instructional materials and equipment. Academic curricula align with "Step Up to Quality" standards, as put forth by the Ohio Department of Jobs and Family Services. All subject areas are structured around the goal of living a Christian life and handling oneself in a Christ-like manner. The curriculum is Christ-centered in all aspects. The children regularly hear Bible stories, learn Bible verses, and pray aloud.

FPCELC uses media in the classroom because children can learn from watching and hearing new ideas and concepts in an electronic format. FPCELC will only use media that is educational and/or media that contains themes which promote a Biblical worldview. Teachers' weekly lesson plans will contain the context of how and why media is to be used in the classroom. FPCELC knows that when we use media we are, in fact, promoting it to you, our families. Therefore, FPCELC cannot promote media which contains graphic violence, profane or crude language, sexual-related themes, other teenage or adult-themed content and all other material that does not support a Biblical worldview. FPCELC staff will only use media after the following criteria are met:

Movies:

All movies shown to FPCELC children must be rated G or PG. The Administrator has final authority on choosing or not choosing to allow certain G or PG rated movies to be shown after each movie has been carefully evaluated for content. The Administrator may choose to not allow certain G or PG rated movies to be shown if they are not educational or do not fit a Biblical worldview. The Administrator will use the Christian-based media review website, www.pluggedin.com, to help form their decision. Parents and staff are encouraged to read the media related review from this website as well.

Music:

- All music that is played for children must be age appropriate, educational, and be consistent with a Biblical worldview
- Lyrics which contain the following material will not be used at FPCELC:
  - Crude, violent, or profane speech
  - Sexual innuendos
  - Teenage or Adult themes

Computer Games:

All computer games will be age appropriate, educational, and consistent with a Biblical worldview. Computer games which contain graphic violence and crude or profane speech will not be used at FPCELC.

The instruction at Forest Park Christian Early Learning Center is as personalized as possible. Class sizes are kept small so each child can receive maximum attention on a daily basis. Systematic planning, articulation, implementation, and evaluation characterize curriculum and instruction. Daily lesson plans and curriculum aids are available for parental examination upon request.

Forest Park Christian Early Learning Center has current instructional materials, which are updated and evaluated annually. The materials shall be of a hands-on nature so the students can actively make use of them. Staff members are encouraged to make games, puzzles, charts and flashcards to facilitate learning. With approval, the staff is also allowed to purchase aids or equipment which will enhance their teaching as well as the student's learning.

Forest Park Christian Early Learning Center has a library and a resource room containing materials and equipment for the teacher's development of subject matter objectives. The materials shall be available to all staff members. Parents are invited to preview the materials and equipment at any time.

## STUDENT ATTENDANCE POLICIES

Students must arrive no later than 9:00am. Students arriving after 9:00am must have a doctor's excuse upon arrival. FPCELC reserves the right to deny attendance to any child arriving after 9:00am without excuse.

Before/After School: When Columbus public schools have a delayed start, or early dismissal, we will keep the children enrolled in our before and after school program at our school until it is time for the delayed start time to begin, or they will be picked up at the early release time and remain at our center until the normal time of pick up by parents and/or guardians.

Children enrolled in Summer Day Camp must arrive by 9:00am. Due to the varied Field Trip schedule, any child arriving after 9:00am will not be allowed to attend the Day Camp for that particular day.

## PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS

At the present time, we do not do formal assessments. However, we will provide Progress Reports once a quarter (August-May). If you have questions or concerns, you may call the School Office to schedule a Conference with your child's teacher.

## TYPICAL DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. A typical day would include:

6:30am – Open
6:30am-8:45am – Breakfast Served
6:30am-8:30am – All Children in Large Motor/Lunch Area
8:15am – School Age Children Transported to Area Schools
8:30am – Toddler, Preschool, and Pre-K go to classrooms*+
12:00-12:30pm – Lunch
12:30pm-1:00pm – Clean-up, Bathroom, Preparation for Nap
1:00pm-3:00pm – Nap
2:30pm-3:45pm: School Age Children Return from Area Schools
3:00pm-3:30pm – Toddler, Preschool, and Pre-K: Bathroom, Snack
3:30pm-6:00pm – Toddler, Preschool, and Pre-K: Free Play
2:30pm-4:00pm – School Age Program: Snack & Free Play
4:00pm-5:00pm – School Age Program: Game Room and/or Homework Room
5:00pm-5:30pm – School Age Program: Outside Play
5:30pm-6:00pm – School Age Program: Free Play
6:00pm – Close
*Each Classroom Has Its Own Daily Schedule Posted
+Monday, 9:00am-9:45am – Chapel

During their **free play** periods, they might be involved in dramatic play in the housekeeping corner; quiet play such as working puzzles, using crayons, stringing beads, looking at books, block building, working with play dough, drawing, cutting and pasting; indoor climbing equipment; playing with toys and stuffed animals; and playing learning games on the computer.

While they are on the playground during **outdoor playtime**, they might be using active play toys such as climbing apparatus, swings, slides, jump ropes, balls, tires, and chinning bar.

Each student is provided a cot for **naptime**. Parents must provide a blanket and pillow/pillow case. Said blanket and pillow case will be sent home on Friday. Parents are required to wash these items, and return them on Monday.

## WOMEN, INFANTS, AND CHILDREN PROGRAM FACTS

**Proven Track Record:**

- Improves pregnancy outcomes by providing or referring to support services necessary for full-term pregnancies
- Reduces infant mortality by reducing the incidence of low birth weight (infants under 5 ½ pounds are at greater risk of breathing problems, brain injuries and physical abnormalities)
- Provides infants and children with a healthy start in life by combating poor and/or inadequate diet

**Effectiveness:**

Women, Infants, and Children (WIC) is a proven effective health care program. The National WIC Evaluation, conducted by the
Research Triangle Institute of Raleigh, North Carolina and Dr. David Rush of the Albert Einstein College of Medicine of Yeshiva University of New York City, which was released on January 10, 1986, shows that WIC has significant impact on maternal and child health. The findings indicate significant health benefits for WIC participants including the following:

- WIC helps pregnant women see physicians earlier and increases the number of women receiving timely prenatal care
- WIC participation improves the length of pregnancy and birth weight
- WIC participation reduces late fetal deaths
- WIC improves the diets of women and children
- WIC participation results in increased head circumference (reflecting brain growth) of infants whose mothers receive WIC during pregnancy
- WIC children are better immunized and are more likely to have a regular source of health care
- Children in WIC do better on vocabulary scores

**WIC is a proven cost-effective program**. The WIC/Medicaid report, conducted by Mathematica Policy Research, Inc., (using 1987-1988 data from Florida, Minnesota, North Carolina, South Carolina and Texas) shows WIC lowers medical costs by improving prenatal care use, improving length of pregnancy and increasing birth weight. The WIC/Medicaid report's findings include the following:

- WIC lowers Medicaid costs. Prenatal WIC participation reduced Medicaid costs in the first 60 days after birth for newborns and their mothers by $277 in Minnesota, $347 in Florida, $493 in Texas, $565 in South Carolina and $598 in North Carolina.
- WIC saves money. Every dollar invested in WIC for pregnant women produced Medicaid savings of $1.77 in Florida to $3.13 in North Carolina. Minnesota saved $1.83 while South Carolina and Texas saved $2.44 in Medicaid costs for every dollar in WIC expenditures.

- WIC increases birth weight. Prenatal WIC participation improved average birth weights by 113 grams in South Carolina and 117 grams in North Carolina. Birth weights rose by 51 grams in Minnesota, 73 grams in Florida and 77 grams in Texas.

- WIC improves birth outcomes. The average birth weight of preterm infants whose mothers received WIC increased between 138 grams in Minnesota and 259 grams in South Carolina. Birth weight is an especially critical factor in the survival of infants born at less than 37 weeks gestation.

- WIC improves prenatal care use. While WIC and non-WIC participants had similar demographic characteristics, WIC participants were far less likely to receive inadequate prenatal care, 9.6 percent compared to 22.4 percent. In addition, WIC participants average one or two more prenatal care visits than nonparticipants.

- WIC yields even greater Medicaid savings. An October 1991 addendum to the original Mathematica WIC/Medicaid study includes in its estimates the cost of Medicaid claims for illnesses that began in the first 60 days after birth but extended beyond the 60-day period. When these costs are included, the new data show that every dollar in WIC yields Medicaid savings from $1.92 in Florida to $4.21 in Minnesota, with Texas at $2.57, South Carolina at $3.17, and North Carolina at $3.94. Prenatal WIC enrollment is now found to reduce Medicaid costs from $376 in Florida to $753 in North Carolina, with Texas at $519, Minnesota at $636 and South Carolina at $736.

Additional WIC studies information can be found at the following USDA link:
http://www.fns.usda.gov/ora/MENU/Published/WIC/WIC.htm

**Ohio WIC Program Profile**

Caseload: Fiscal Year 2016 Monthly Average 234,719

- Number of Women: 55,306
- Number of Infants: 73,934
- Number of Children: 105,480

- Overall grant of $158,432,731 ($105,346,545 food, $53,086,186 nutrition services and administration) and $58,476,845 in infant formula and infant foods rebates;

- Actual average monthly net food package cost of $31.67 per participant

- Actual average monthly nutrition services and administration cost of $19.28 per participant

- One of the largest programs in the Midwest – eighth largest WIC program in the United States

- Program is 100 percent federally funded

- Operates in all 88 of Ohio's counties

## Ohio WIC Program Eligibility

### Who is eligible?

- Pregnant and breastfeeding women; women who recently had a baby; infants birth through 12 months; children age 1 to 5 years; who are:
    - Present at the clinic appointment, and provide proof of identity;
    - Residents of the State of Ohio;
    - Determined by health professionals to be at medical/nutritional risk; and
    - Meets income guidelines - 185 percent of Federal Poverty Income Guidelines.

### Ohio WIC Program Income Guidelines

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

| Economic Unit | Annually | Monthly | Twice Monthly | Biweekly | Weekly |
|---|---|---|---|---|---|
| 1 | $22,311 | $1,860 | $930 | $859 | $430 |
| 2 | 30,044 | 2,504 | 1,252 | 1,156 | 578 |
| 3 | 37,777 | 3,149 | 1,575 | 1,453 | 727 |
| 4 | 45,510 | 3,793 | 1,897 | 1,751 | 876 |
| 5 | 53,243 | 4,437 | 2,219 | 2,048 | 1,024 |
| 6 | 60,976 | 5,082 | 2,541 | 2,346 | 1,173 |
| 7 | 68,709 | 5,726 | 2,863 | 2,643 | 1,322 |
| 8 | 76,442 | 6,371 | 3,186 | 2,941 | 1,471 |

(Revised July, 2017)

### How To Apply

WIC clinics are located in all 88 Ohio counties. Applicants can call the Help Me Grow Helpline at **1-800-755-GROW (1-800-755-4769)** for specific clinic locations or call your county WIC clinic **(see WIC Clinic Directory button on the first page for your county WIC clinic phone number).**

## CHILD AND ADULT CARE FOOD PROGRAM

# Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

**Meals** CACFP homes and centers follow meal requirements established by USDA.

| Breakfast | Lunch or Supper | Snacks (Two of the five groups) |
|---|---|---|
| Milk<br>Fruit or Vegetable<br>Grain<br>Meat/meat alternate (may be substituted for the grain up to 3 times per week) | Milk<br>Meat/meat alternate<br>Grain<br>Vegetable (two different vegetables can be substituted for a fruit)<br>Fruit | Milk<br>Meat/meat alternate<br>Grain<br>Vegetable<br>Fruit |

**Participating Facilities** Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers**: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes**: Licensed private homes.
- **After School Care Programs**: Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters**: Programs providing meals to homeless children.

**Eligibility** State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

**Contact Information** If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Forest Park Christian School
5600 Karl Road
Columbus, Ohio 43229
614-888-5282

Ohio Department of Education

CACFP Program Specialist
25 S. Front Street, MS 303
Columbus, OH 43215-4183
Phone: 614-466-2945
Toll Free: 1-800-808-6235

**Nondiscrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

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