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**Administrative Offices**

25300 Lorain Road Floor 2  
 North Olmsted, Ohio 44070  
 440-779-1930

**FAMILY HANDBOOK**

<p style="text-align: center;"><b>North Olmsted Center</b></p> <p>4001 David North Olmsted, OH 44070            440-734-5437 <a href="mailto:ngresko@horizonohio.org">ngresko@horizonohio.org</a>  <b>License Capacity:</b> The North Olmsted Horizon Education Center (license #305253) is currently licensed to serve 28 toddlers, 212 children aged 2 1/2 and above.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to St Brendan Church 4242 Brendan Lane, North Olmsted. Their phone number is 440-777-8433.</p>	<p style="text-align: center;"><b>South Lorain Center</b></p> <p>4911 Grove Ave. Lorain, OH 44055            440-277-5437 <a href="mailto:rdavis@horizonohio.org">rdavis@horizonohio.org</a>  <b>License Capacity:</b> The South Lorain Horizon Education Center (license #307674) is currently licensed to serve 16 toddlers, 161 children aged 2 1/2 and above.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to the Save-a-Lot at 2222 Fairless Drive, Lorain Ohio. Their phone number is 440-240-5060.</p>
<p style="text-align: center;"><b>South Elyria Center</b></p> <p>109 Loudon Ct. Elyria, OH 44035            440-322-3409 <a href="mailto:bjoyner@horizonohio.org">bjoyner@horizonohio.org</a>  <b>License Capacity:</b> The South Elyria Horizon Education Center (license #306528) is currently licensed to serve 57 children aged 2 1/2 and above and 12 children under 2 ½.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: We will transport the children to the Unity Baptist Church, 326 Fuller Road Elyria Ohio 44035. Phone Number is 440-322-8907.</p>	<p style="text-align: center;"><b>East Lorain Center</b></p> <p>2500 Colorado Ave. Lorain, OH 44052            440-288-5437 <a href="mailto:rwisniewski@horizonohio.org">rwisniewski@horizonohio.org</a>  <b>License Capacity:</b> The East Lorain Horizon Education Center (license #306971) is currently licensed to serve 15 toddlers and 150 children aged 2 1/2 and above.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to the Discount Drug Mart located at 2253 Colorado Avenue. Their phone number is 440-288-0191.</p>
<p style="text-align: center;"><b>Cascade-Elyria Center</b></p> <p>233 Bond St. Elyria, OH 44035            440-322-0288 <a href="mailto:lreuter@horizonohio.org">lreuter@horizonohio.org</a>  <b>License Capacity:</b> The Cascade Horizon Education Center (license #300204) is currently licensed to serve 24 toddlers and 235 children aged 2 1/2 and above.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to Mt. Zion Baptist Church located at 614 West River Road, Elyria, Ohio 44035. Their phone number is 440-323-3075.</p>	<p style="text-align: center;"><b>Elyria-Dewhurst Center</b></p> <p>10347 Dewhurst Rd. Elyria, OH 44035            440-458-5115 <a href="mailto:kkelly@horizonohio.org">kkelly@horizonohio.org</a>  <b>License Capacity:</b> The Elyria-Dewhurst Horizon Education Center (license #306847) is currently licensed to serve 13 toddlers and 128 children aged 2 1/2 and above.  <b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to the Laubenthal Mercado Funeral Home located at 34875 Chestnut Ridge Road. Their phone number is 440-322-6426.</p>

<p style="text-align: center;"><b>Market Square Center</b></p> <p>2500 West 25<sup>th</sup> Street Cleveland Ohio 44113 216-930-5437 <a href="mailto:apalmer@horizonohio.org">apalmer@horizonohio.org</a></p> <p><b>License Capacity:</b> The Market Square Horizon Education Center (license # 300828) is currently licensed to serve 14 toddlers and 178 children above 2 ½.</p> <p><b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to the Merrick House Settlement located at 1050 Starkweather Ave Cleveland, Ohio 44113. Their phone number is 216-771-5077.</p>	<p style="text-align: center;"><b>Old Brooklyn Center</b></p> <p>4142 Pearl Road Cleveland, Ohio 44109 216-584-5437 <a href="mailto:hmohammad@horizonohio.org">hmohammad@horizonohio.org</a></p> <p><b>License Capacity:</b> The Old Brooklyn Horizon Education Center (license #300827) is currently licensed to serve 14 toddlers and 157 children above the age of 2 ½.</p> <p><b>General Emergencies:</b> In the event of an emergency and if Horizon has to evacuate the building: we will transport the children to the Old Brooklyn Post Office located at 4160 Pearl Rd, Cleveland, Ohio 44109 Their phone number is 216-398-0655.</p>
<p style="text-align: center;"><b>Triskett Station Center</b></p> <p>13850 Triskett Road Cleveland, Ohio 44107 216-230-4432 <a href="mailto:agresko@horizonohio.org">agresko@horizonohio.org</a></p> <p><b>License Capacity:</b> the Triskett Station Horizon Education Center (#2190019257) is licensed to serve 16 toddlers and 160 children above the age of 2 1/2.</p> <p><b>General Emergencies:</b> In event of an emergency or evacuation the children will be transported to Regional Transit Authority located at 13405 Lakewood Heights Blvd. The number is 216-621-9500.</p>	<p style="text-align: center;"><b>Lorain Community Center</b></p> <p>1110 West 4<sup>th</sup> Street Lorain, Ohio 44055 440-420-2914 <a href="mailto:hlamore@horizonohio.org">hlamore@horizonohio.org</a></p> <p><b>License Capacity:</b> The Lorain Community Center (#2180018103) is currently licensed to serve 97 children above the age of 2½.</p> <p><b>General Emergencies:</b> In the event of an emergency or evacuation the children will be transported to City Center, 300 Broadway, Lorain, OH 44052 (8am-3:30pm) OR East Lorain Horizon Education Center, 2500 Colorado Ave, Lorain, OH 44052 (3:30-6:30pm) The phone number is 440-288-5437. Site is currently closed due to COVID.</p>
<p style="text-align: center;"><b>Lakewood Center</b></p> <p>13523 Detroit Avenue Lakewood. Ohio 44107 440-61606300 <a href="mailto:bvolle@horizonohio.org">bvolle@horizonohio.org</a></p> <p><b>License Capacity:</b> The Lakewood Horizon Education Center is licensed to serve 9 infants, 18 toddlers and 38 preschoolers.</p> <p><b>General Emergencies:</b> In the event of an emergency or evacuation the children will be transported to St Edward High School located at 13500 Detroit Rd. Lakewood, Ohio 44107. The phone number is 216-221-3776.</p>	<p style="text-align: center;"><b>Berea Center</b></p> <p>555 West Bagley Road Berea, Ohio 44017 440-616-6200 <a href="mailto:jpenttila@horizonohio.org">jpenttila@horizonohio.org</a></p> <p><b>License Capacity:</b> The Berea Horizon Education Center (#2190021097) is licensed to serve 20 infants, 42 toddlers and 120 preschoolers, 36 school agers</p> <p><b>General Emergencies:</b> In the event of an emergency or evacuation the children will be transported to Helwig Whistle Stop Plaza 599 West Bagley Rd. Berea 44017. The phone number is 440-239-1320.</p>
<p style="text-align: center;"><b>Emerson School SACC Center</b></p> <p>13439 Clifton Blvd. Lakewood, Ohio 44107 440-616-6300 <a href="mailto:bvolle@horizonohio.org">bvolle@horizonohio.org</a></p> <p><b>License Capacity</b> – The Emerson Horizon Education Center is licensed to serve 48 school- aged children.</p> <p><b>General Emergencies</b> In the event of an emergency or evacuation the children will be transported to St Edward High School located at 13500 Detroit Rd. Lakewood, Ohio 44107. The phone number is 216-221-3776. Site is currently closed due to COVID.</p>	<p style="text-align: center;"><b>Harrison School SACC Center</b></p> <p>2080 Quail Street Lakewood, Ohio 44107 440-616-6300 <a href="mailto:bvolle@horizonohio.org">bvolle@horizonohio.org</a></p> <p><b>License Capacity</b> – The Harrison Horizon Education Center is licensed to serve 88 School-aged children.</p> <p><b>General Emergencies:</b> In the event of an emergency or evacuation the children will be transported to St Edward High School located at 13500 Detroit Rd. Lakewood, Ohio 44107. The phone number is 216-221-3776. Site is currently closed due to COVID.</p>

<p><b>Gala 21<sup>st</sup> CCLC School Based Site</b>  13442 Lorain Rd. Cleveland, Ohio 44111  216-339-5413 <a href="mailto:rkropf@horizonohio.org">rkropf@horizonohio.org</a>  <b>Capacity</b> – The Gala 21<sup>st</sup> CCLC serves up to 50 school- aged children.  <b>General Emergencies:</b> In the event of an emergency, the children will relocate to the Cleveland Public Library- Eastman Branch located at 11602 Lorain Ave., Cleveland, Ohio 444111. The phone number is 216-623-6955</p>	<p><b>Louis Agassiz 21<sup>st</sup> CCLC School Based Site</b>  3595 Bosworth Rd. Cleveland, Ohio 44111  440-867-8078 <a href="mailto:kwelsandt@horizonohio.org">kwelsandt@horizonohio.org</a>  <b>Capacity-</b> The Louis Aggasiz 21<sup>st</sup> CCLC serves up to 50 School- aged children.  <b>General Emergencies:</b> In the event of an emergency, the children will relocate to The Constellation School- Westside School of the Arts located at 3727 Bosworth Rd.; Cleveland, Ohio 44111. The phone number is 216-688-1900. Site is currently closed due to COVID.</p>
<p><b>Southside Pride 21<sup>st</sup> CCLC Site Based Program</b>  East Park and Recreation Center  1101 Prospect Street, Elyria, Ohio 44035  <b>Capacity:</b> This site serves up to 50 5-8<sup>th</sup> graders.  <b>Contact is:</b> <a href="mailto:nperez@horizonohio.org">nperez@horizonohio.org</a>  440-328-6882  <b>General Emergencies:</b> In the event of an emergency, the children will relocate to EHMS 528 Garford Ave. Elyria, Ohio. The phone number is: 440-284-8015</p>	<p><b>Say Yes! School Based Site</b>  <b>Wilbur Wright School, Cleveland, Ohio</b>  <b>Capacity:</b> This site serves up to 150 children.  Site is currently closed due to COVID.</p>

**Welcome!** To the Horizon Education Center. Horizon’s mission is to provide high quality early education and care, and youth development programs. Horizon is a non-profit celebrating 42 years of service to families. This handbook contains information regarding the education programs offered at Horizon. You have chosen the best investment for your child’s future. It is very important that you read this handbook and keep it handy as long as your child/ren is enrolled in the program. It will answer many of the questions you have about our centers.

The information contained in this handbook is intended to help us work in partnership to care for your child/ren; it does not create any contractual rights or obligations for staff or families.

Because the childcare program is subject to various external legal and regulatory agencies, the information in this handbook may be subject to change at any time. When changes must occur, every effort will be made to keep families well informed. Be sure to participate in communication strategies your center uses.

Participation in Horizon programs is at the discretion of the Site Administrator or Center Director. Non-payment of fees, continuous late pickup, or failure to abide by the policies and procedures (including behavior/discipline issues) outlined in this handbook can be cause for removal from the programs for short time periods or permanently.

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## **We are here to help**

At any time, Horizon can provide information to families about community resources and services available. We seek to support the development of each child and family. Please watch for fliers and information posted throughout the center, as well.

If you have questions or concerns about the care that your child is receiving, it is best to talk with your Site Administrators. Please schedule an appointment to discuss.

For your convenience, administrator hours of availability are posted near the office.

## **Goals and Philosophies**

Teachers utilize research-based information to plan experiences that best meet children's individualized developmental needs, so they are prepared for Kindergarten, school and life. The philosophy that drives educational programming is to help children relate and interact in a group situation by providing intellectual stimulation and encouraging social, emotional, physical and creative activities in the classroom. Horizon aims for children to feel comfortable in any peer group, in any setting, thus developing a strong self-esteem. Our staff recognizes the importance of balanced growth, so they will provide opportunities for growth through a variety of creative experiences. Our staff recognizes the importance of individuality, therefore allowing the child to interact and grow at his/her own pace.

## **Licensing Information**

Centers are licensed to operate legally by the Ohio Department of Job and Family Services. The licensing laws and rules governing child day care are available upon request or may be found at [www.jfs.ohio.gov](http://www.jfs.ohio.gov). The center's license capacity is listed on the cover page of this handbook. A toll-free number is listed on the center license and may be used to report suspected violation of the licensing law or administrative rules.

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

## **Licensing Inspections**

Licensing inspection reports and complaint investigation reports are available for review on the Ohio Department of Job and Family Services website. The current health, building, fire and food licenses are posted.

## **Early Education**

To help your child be ready for kindergarten, Horizon uses Teaching Strategies Creative Curriculum GOLD, which is a center-based exploration and discovery learning experience with large and small group learning. Creative Curriculum is a nationally recognized, research-based approach to early education. It is also aligned to the Ohio Early Learning and Development Standards. The teaching objectives are organized into four areas of child growth and development (social emotional, physical, language and cognition) and five areas of content learning (literacy, mathematics, science, social studies and the arts). Additionally, Horizon tracks your child's development with screening and assessment tools. Results may be shared with you in either electronic and/or paper formats.

The program conducts formal assessments on enrolled children to determine strengths and weaknesses. Information collected from the assessment is used to determine strategies to support development of the child within the context of the classroom as well as his/her family, culture and environment. The assessment of

individual children's development and learning is essential for planning and implementing appropriate curriculum. At Horizon, a child's assessment and curriculum are integrated. Our teachers continually engage in observational assessment of your child for the purpose of improving teaching and learning. The program reports child level data from the Early Language Assessment (ELA) on enrolled children to the Department of Job and Family Services pursuant to 5101:22-17-02 of the Administrative Code.

### **School Age**

Programming is designed to support the healthy development of children and to provide a safe place to continue learning outside the classroom. Increased student achievement, youth development and family engagement are three goals of the program. Horizon uses a blended curriculum of Cincinnati Afterschool and Building the Primary classroom. The curriculum achieves these goals through engaging students and families in balanced activities aligned with CORE standards and infused with Search Institutes 40 developmental assets.

### **Nita M. Lowey 21<sup>st</sup> Century Learning Centers**

For some centers, Horizon was awarded 21<sup>st</sup> CCLC grants through the Ohio Department of Education (ODE). This grant provides tutoring, enrichment activities, clubs, and academic support for your child. The curriculum builds on our school age program and additionally offers Mobymax, which is an additional math and reading intervention. Please understand that to maintain this funding, ODE requires data to be collected on each individual child. We ask that a parental release of information is signed each school year for your child.

School or Site Based Programs, may operate under different policy and may not be licensed. For example,

- Administration of Medication is strictly prohibited.
- Children may sign in and out of programs.
- Children may walk to and from program with parental permission.
- Transportation home may be an option.
- Paperwork requirements are different.
- Staffing requirements and or group sizes may differ.
- Attendance requirements may apply to participate.

Please contact your location's Site Administrator for more information.

### **STEP UP TO QUALITY**

We are pleased that you have chosen to include us in the growth and development of your child/ren. Horizon is committed to quality care and education programs and voluntarily participates in the Step up to Quality (SUTQ) state sponsored five-star quality rating system.

#### **What does a five star Step up to Quality center mean to you?**

- The program demonstrates commitment to quality by hiring teachers with higher education qualifications
- Administrators and teachers are committed to increasing professional knowledge and skills by receiving a minimum 30 hours of specialized training every two years.
- Staff conducts self-assessments and uses the results to identify strengths and develop action plans to improve classroom practice and environments.
- The program expands the continuous improvement process by developing an action plan with goals for overall program development.
- Children's individual needs are met and child progress is monitored and shared regularly with families.

- Families and staff work together to develop goals for children.

### **On Your Child's First Day**

First Days are hard for some children. Plan to take your time to help transition your child into the center. For the younger children, families should bring a complete set of labeled weather- appropriate change of clothes. Additionally, if your child is not toilet trained, bring labeled diapers and wipes. The teacher will let you know in both cases when additional items are needed.

For the school age child, make sure the child knows the teacher's name that will be caring for them and they know where the restroom is located. If there is a need, an extra set of clothes may be left in the office for your child.

### **What to Bring**

Because children in our program are actively interacting with their environments, it is important that they wear functional play clothes that can get dirty or messy. Sturdy, close toed shoes made for active play will provide safety and comfort. We ask that children do not wear sandals, clogs, slides, mules or crocs.

Children will also go outside to play in all kinds of weather. Children need to be dressed appropriately for the weather. In the summer, water play is scheduled. Children will need one piece bathing suits and towels so they may participate.

Children are comforted by items from home. For naptime, we encourage small pillows and cot sized blankets.

All early childhood program children will need to bring at least one extra set of clothing in case of accidents.

Families with infants and toddlers, or children not fully potty trained will need to supply diapers and wipes. We do not use cloth diapers at any time.

### **Enrollment**

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received completed and signed in its entirety. This includes basic enrollment and health information. A preadmission Interview is needed; the administrator or designee shall conference with each child and their parent or guardian prior to the child's admission to the program to discuss family information and education goals to help Horizon to meet your child's needs.

Any change to this information must be communicated to the office immediately so that your child's file will remain current. The center must have a current working phone number for contact at all times. This is for the safety of your child.

### **Health Information**

For children too young for kindergarten, a **complete** medical examination form, with up-to-date immunizations and other medical information signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission, and annually thereafter. **Horizon recommends that each child has a vision, dental, height, weight, hearing, and blood lead and hemoglobin levels screening.** Well-child visits allow doctors and nurses to have regular contact with children to keep track of—or *monitor*— your child's health and development through periodic developmental screening. If you are unsure where to take your child to complete their health screening, the office will provide assistance in locating a medical provider.



Horizon, in the fall and spring, in partnership with community-based organizations, may complete lead testing, vision, hearing, and height/weight screenings. If this is not authorized, please put into writing your wishes.

Immunizations or vaccines are critical to keeping your child and the other children in the program healthy. However, as required by the Ohio Department of Health, Ohio State law makes provisions for non-vaccination of children whose parents object to vaccines for medical, religious or philosophical reasons. Therefore, in the event of an outbreak of any disease listed on the immunization exemption form, children without required vaccinations will be subject to exclusion from the center and/or classroom for the duration of the outbreak. This action is necessary not only to protect the child, but the remainder of the children and staff of the classroom.

### **Attendance Expectations**

Regular attendance gives your child the opportunity to get ready for kindergarten or receive academic support. Therefore, it is Horizon's assumption that your child will be in attendance on all days in which they are being billed or indicated on the schedule. Some program participation requires regular attendance. Horizon's philosophy is "miss a day, miss a lot." Please contact your administrator when your child will be absent from the center.

School aged children who are absent or suspended from school may not attend the center on those days.

### **Ratios and Group Sizes**

<b><u>1:5</u></b>	<b><u>Infants</u></b>	<b><u>6 weeks-18 months</u></b>
<b><u>1:7</u></b>	<b><u>Toddlers</u></b>	<b><u>18 months- 3 years</u></b>
<b><u>1:10</u></b>	<b><u>Preschool</u></b>	<b><u>3 to 5 years</u></b>
<b><u>1:18</u></b>	<b><u>School age</u></b>	<b><u>Grades Kindergarten and up</u></b>

Maximum group size is determined by classroom size, ODJFS license capacity and SUTQ requirements. Infants will be in a group size no larger than 12. Toddlers will be in group size no larger than 14, Preschoolers 24 and school agers 36. Ratios for toddlers and preschoolers may be doubled for 1 1/2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.

Staff/Ratios are posted at the entrance of each classroom area.

### **Napping**

Napping is encouraged for all early learning classrooms and is an important part of a young child's day. Young children need approximately 12 hours of sleep each day and typically at least one or two hours is gained through napping. Sleep is a vital need, essential to each child's health, immune function, normal growth and development. Sleep enhances emotional health, alertness, attention and cognitive processes such as memory. Infants nap on their own schedule, staff will work with families to accommodate individual sleep patterns. Infants are placed in their cribs while napping. Toddler and preschool children who are at the center for 5 hours or more a day are required by Child Care Licensing to be offered a nap or rest time. Routines for rest and sleeping are handled in a relaxed manner. Teachers often will give gentle backrubs to help the children relax, if the children want them. We recognize that there are individual differences in the amount of rest/ sleep children need and these differences are respected as much as possible. The children who do not fall asleep are encouraged to rest for half an hour. At that point, they

will be allowed to look at a book or engage in some other quiet activity while the other children are sleeping, but will need to remain on their cot. (Note: Horizon Education Centers does not provide one on one care, for any reason.) Toddlers and Preschoolers will have assigned cots. Your child may bring a small pillow and blanket for his/her cot. Families are responsible for laundering the bedding every week.

### **Infant Sleep Position**

Research shows that the best measure to prevent Sudden Infant Death Syndrome or crib death is to put infants on their backs to sleep. Therefore, Child care licensing requires that all infants be placed on their backs to sleep as a best practice. Each infant will be assigned to a crib. Crib sheets will be supplied by the center and NO blankets shall be in the crib for children under 12 months of age. Therefore, families may want to provide sleepers or sleep sacks for their infant's comfort.

### **Toddler and Infant Care**

Families will provide their own supply of diapers and wipes. Two extra sets of clothing are also required in case of accidents. Preschoolers who are potty training will need multiple sets of extra clothing and or other changing materials such as pull ups and wipes.

### **Daily Schedules**

The goal of the classroom daily schedule is for children to experience the child care program as a place of safety and comfort where they know what to expect and when to expect it. All classroom schedules are flexible enough to provide adaptability when necessary but structured enough to provide predictability for children. Daily schedules are developed by each classroom and will vary by age and center/site. Activities involving academics, socialization, arts, music, STEM, motor development, and self-help skills are included. All curriculums are age appropriate and based on the Ohio Early Learning & Development Standards and the Ohio CORE Learning Standards. Please note bathroom time is ongoing throughout the day. The following are samples of schedules for each age level.

#### **Infant Room**

Open – 9:00 Arrival – Breakfast, bottles as needed, diaper changes, activities in play area.  
 9:00-11:30 Songs, Art, small muscle play, Indoor/Outdoor Large Motor Play, snack and diaper changes.  
 11:30-12:30 Lunch  
 12:30-3:30 Nap, activities in play area, diaper changes as needed, Indoor/Outdoor Large Motor Play  
 3:30 – 6:30 Snack/bottles, diaper changes as needed, buggy walks, Departure  
 \*This schedule is a guideline: all babies are on their own schedule. Feeding and sleeping are on demand and diapers are done every two hours, or as needed per parent request.

#### **Toddler Room**

Open – 7:30 Arrival/free play learning centers	11:45 – 12:15 Lunch/cleanup
7:30 – 8:30 Breakfast/ diaper check/ toileting	12:15-12:30 Story – Diaper check/ toileting 8:30 – 9:00 Circle time
	12:30 – 3:00 Nap – quiet rest time
9:00 – 9:45 lesson plans/ centers	3:00 – 3:15 Bathroom Break – diaper check
9:45 – 10:30 Fine motor activities	3:15 – 3:30 PM Snack
10:30 – Diaper check/ toileting	3:30 – 4:00 Art
11:00-11:45 outside/large motor skills	4:00 – 6:00 Outside/free play (diaper check) – 6:00 – Close Quiet activities/departures

#### **Preschool Program:**

Open-7:30 Arrival/free play learning centers	12:00-1:00 Toileting/tooth brushing/book choice 7:30-8:30
Breakfast/Toileting	1:00-3:00 Naptime/quiet me
8:30-9:00 Tabletop Activities	3:00-3:30 Rise and snack time 9:00-9:30 Group lesson
plans /Circle time	3:30-3:45 cleanup/toileting

9:30-10:15 Centers  
 10:15-11:00 Large Muscle/Toileting  
 Cleanup/wash hands/finger plays  
 11:30-12:00 Lunchtime

3:45-4:15 Theme related gross motor, art and music  
 4:15-4:45 Free play/outdoor time 11:00-11:30  
 4:45-5:00 Clean up time  
 5:00-Close Departure/ Activities

### **School Age:**

6-9 Breakfast and Table top center play 3-4 Snack and Table centers

4-6 Room rotations and Specials: STEM, Learning lab with tutoring, Art and Gym. One day of the week is club day.

### **Before and After School Care**

This provides school age children with a great place to spend time both before and/or after school. Our program includes gym, arts and crafts, STEM, drama or small group games, homework help, tutoring, science and computer labs.

The afternoon schedule is generally broken down into four main activity periods as follows:

Arrival – Homeroom (snack quiet activities, homework help)

4 pm to 4:40 pm – 1st Activity period 4:40 pm to 5:20 pm – 2nd

Activity period 5:20 pm to 6:00 pm – 3<sup>rd</sup> Activity period

6:00 pm to Close– Last pickups in large motor room

Times and number of activity periods may vary by site. A schedule is posted outside of each classroom. Centers may rotate classroom assignments or centers may assign a child to one classroom.

### **Homework Policy**

Your child is given time to complete homework in the afternoon. It is the child's responsibility to have their homework, assignment binder and materials to complete. Horizon is unable to return to the school to retrieve missing materials. Our staff is committed to helping children; however, it is the responsibility of the parents to oversee their child's homework or lessons, and to encourage their child to use their time at the program appropriately. Horizon does not guarantee completion or accurateness of assignments. Please review your child's learning and assignments at home.

### **Financial Information**

HORIZON EDUCATION CENTER tax identification number is 34 -1267458

### **Enrollment**

Children may not attend the center until the Center's Director or Administrator has approved all paperwork and met with you to determine a start date.

### **Registration and Fees**

Online Registration is required two times a year. If access to a computer is a problem, the Business Coordinator will assist you in enrolling your child. There is a \$45 per child, non-refundable, registration fee, for each contracted term, however, watch for special registration dates where this fee is waived.

### **Security Deposit**

All new families are required to pay a one- time security deposit at the time of original enrollment, equivalent to **one week tuition (per child)**. The security deposit is held by Horizon throughout your child's enrollment and will be refunded upon proper withdrawal of your child and all outstanding bills have been fully paid.

## **Bus Fees**

There is a \$30.00 a month bus fee per child, per month, for Horizon transportation to and from school.

## **Paying Your Bill**

All payments may be made with personal check, money order, or online (tuition express). A NSF fee of \$30 will be charged for any returned payment. **Cash is not accepted, as it is not able to be secured in the office and mail routes.**

## **Full Time Slot Policy**

Infant, Toddler and Preschool slots are Full-Time Only, however school age slots are full time when school is NOT in session. The contract states: "If I am allowed to enroll my child Part-Time, I understand I will lose my slot or be asked to enroll Full Time should the classroom become full."

## **Tuition**

Billing is calculated based on contracted days in a month. Tuition is based on approved enrollment for a reserved program slot for a full term; not by attendance. Tuition includes days the center is closed for Holidays, weather and emergencies. Additional Fees apply, when a school age child is scheduled to be in the center full time. (like a snow day)

## **Late Fees**

Tuition is due on the first business day of the month. If full payment is NOT received by the 15<sup>th</sup> of the month a **\$30 late charge** will be assessed (added) on the 16<sup>th</sup> of the month. Parent/Sponsor must pay tuition and late fee by the 3<sup>rd</sup> day after the late fee is charged or non-payment of charges will automatically result in discontinuation of services.

Third party payments are to be arranged by a placement letter, before services will be provided.

Contract Fees are based on the number of children, the programs they are participating in and the attendance plan chosen; this is how the monthly tuition rate is determined. Tuition fees are subject to change due to programming.

**Standard Private Rates:** All families, drop-in attending less than 5 days per week

**Scholarship Income Rates:** 200% to 400% of poverty

**Subsidized Child Care Program (County):** < 130% of poverty.

**Grant funded program rates such as 21<sup>st</sup> Century, Head Start, and ECE expansion slots may be available;** but are subject to change.

**Lorain County only:** These are free ½ day programs to provide kindergarten readiness. Additional program and paperwork requirements are required to participate in this program.

**Cuyahoga County only:** The Cuyahoga County program participates in the Universal Pre-Kindergarten (UPK) program funded by Invest in Children of Cuyahoga County. UPK is a comprehensive, high quality; early care and education program for 3–5-year-old children that will help them enter school healthy and ready to learn. UPK makes high quality early care and education possible by providing funding and resources to programs to enhance quality, as well as, scholarship assistance to low- and moderate-income families. UPK parent scholarships/discount for children in families <400% of poverty aged 3 to 5. Enrollment in the UPK program is required of all Cuyahoga residents and open and nondiscriminatory.

**UPK Discount:** The contract states "I understand that my child will attend 80% of each month (This is a UPK

Policy). If 80% attendance isn't met the UPK discount amount will be the Parents responsibility to pay. “

### **Hours, Vacation Days and Holidays**

Full monthly tuition is due for any periods including holidays, closures, and vacations, per contract.

No adjustment will be made for vacation time unless a parent provides at least two weeks' notice on the Horizon Vacation Request form. If proper notice is provided, Horizon will remove the charge for one full week of vacation from the account. However, there will be a re-registration fee required to hold the classroom slot.

Horizon is open Monday through Friday, 6:00 a.m. to 6:30 p.m., with the exception of the South Elyria Center, which is open 6:30 a.m. to 6:30 p.m. (summer hours may vary) Horizon will be closed for the following holidays minimally: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Holidays falling on a Tuesday or Thursday may cause closing on Monday or Friday as an extension of the holiday. Days closed are subject to change.

The local news station and the Horizon Facebook will be notified in the event the centers opening is delayed or cancelled due to weather or other issues. Hours and Schedules may change at any time.

**Please note that Horizon Education Center is not affiliated with Horizon Science Academy or Horizon Child Development Center.**

### **Late Pick-up Charges**

If a parent realizes that circumstances beyond their control are going to delay pick-up a phone call is requested. Children often fear they have been forgotten if parents do not arrive at their usual time. Families leaving their children at the Center after 6:30 p.m. will be assessed a late fee of \$10.00 for every fifteen minutes, for each child. Please remember our staff is anxious to get home to their families and commitments.

### **Withdrawing Your Child**

Parents withdrawing their child from a Horizon program must provide the Director with a written withdrawal notice of 2 weeks. Families are billed for child care services during the two-week notice period and are responsible for payment in full on the account. All tuition, fees, and financial charges must be paid as of the withdrawal date. This includes families who do not choose to have their child attending during the two-week notice period.

Those families participating in the subsidized child care program must have their entire co-pay balance paid by the withdrawal date. The County Department of Jobs and Family Services will be notified of those families who have not complied with this requirement.

Families may request that records be shared with the new school by completing a records release form.

### **Contracted PFCC Attendance Policy**

- Families who are on PFCC publicly funded child care program (vouchers) are required to TAP attendance both in and out daily. Back TAPS (P/IN & P/OUT) are to be done daily. If TAP attendance is not corrected or completed on Wednesday for the previous week, your child may not return. JFS requires all children to have completed TAPS, or you may be required to enroll as a private pay family. A late TAP fee of \$10 will be applied to your account, and Horizon will charge additional fees for failure to TAP.
- Parent is responsible for the copay assigned by JFS. Copays are subject to change. You are required to

pay your copay on a monthly basis. If your child is absent from care, you are still responsible for the copay for all weeks in the month. and to pay co- payments as applicable.

- Parents are required to maintain their relationship with ODJFS. If ODJFS cancels your PFCC benefit for any reason, you will be required to pay all private pay charges.
- **Full time/ Part time Policy** If a child is authorized for **part time care** they must attend at least 7 hours per week under contract. If a child attends fewer than 7 hours, the parent must pay the difference between what Horizon is paid by the County for the child's hourly attendance and the part time rate. If a child is authorized for **full time care** they must attend at least 25 hours per week under contract. If a child attends fewer than 25 hours, the parent must pay the difference between what Horizon is paid by the county for the child's hourly attendance and the full-time rate.

### Inclement Weather, School Delays, and Cancellations

Horizon will hold regular hours of care for school age children when the schools are closed, or cancelled as the result of inclement weather or delays. If government safety forces issue a code in which streets are off limits, we will adhere to their instructions. When schools served by this center announce that classes will be delayed two hours as the result of weather conditions, Horizon will extend morning care for these children. On these occasions, payment is still expected and additional charges may apply.

### Child Supervision Policies

#### Arrival & Departure

The person bringing the child to the center is responsible for the actions and behavior of the child and any other visitors in their charge, until the child is taken to the classroom. Unsupervised or running children and physical discipline in the building is not permitted.

**Children must be walked to their classroom AND signed in on the Horizon kiosk.** The teacher should be made aware that you are dropping the child off. Children arriving after school will be escorted into the center and signed in by a staff member. **Children must be signed out at the end of the day, on the Horizon kiosk, and the teacher should be made aware that you are picking up your child.** Incident reports regarding your child will be handed to the person picking up the child, if applicable. If anyone other than the parent is to pick up the child, that person must be designated as an authorized person/emergency contact source in your child's file. A picture ID will always be required. The parent or guardian must call or put in writing any change in the pickup routine. **The person picking up children from the center must be sixteen years of age, have a photo ID to identify them, and must be listed on the child's pick-up list or authorized in writing by parent.**

Staff will not release children 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.

#### Cell phone Use

We ask that families limit phone conversations during drop off and pick up of children. Staff has important information to relay about your child's day!

### Parking Lot Safety and Reminders

The following are some very important reminders to help make our center drop off and pick-up times as safe as possible. **Child Safety is always our first priority!**

- Please drive slowly and be cautious of children and adults when driving near our center.

- Please do not park in the designated *Handicap Parking Spaces* unless you have a handicap placard. Parking here without a placard is not acceptable, even for short periods of time.
- All vehicles must be turned off while parked and unattended.
- Please do not leave children unattended in a vehicle.

### **Supervision of School Age Children**

School age children may be unsupervised inside the building or use the restroom alone as long as they are in hearing distance of the staff and in groups of less than six. Children are checked on every 5 minutes until they return to the classroom. Most programs utilize the “hall Pass” system to monitor time away from class.

### **Supervision and Safety of All Children**

- No child will ever be left alone or unsupervised, except for School age children as noted above.
- Parents of children must call, text or email the center if their child is to be absent.
- Staff has immediate access to a communication system at all times.
- Horizon holds monthly fire drills and weather drills March through October. Fire and weather emergency instructions are posted in every room. Lock down drills are also required.
- Use of spray aerosols is prohibited when children are at the Center. This includes aerosol sunscreen.
- Staff completes trainings in First Aid, CPR, Communicable Disease and Child Abuse Recognition and Prevention.
- All staff has an Ohio Background check and FBI Check on file. As well state and federal sex offender check, child abuse and neglect registry check.
- It is understood that Horizon Education Centers, its staff, or its property, or anywhere classes are held, will NOT be responsible for any injury or damage incurred. Parents also agree to fully complete information ODJFS 01305 child medical statement and update information when requested by Horizon Education Center, as required by the State of Ohio.
- During field trips children will have identification on them at all times. (A Horizon Education Center Summer Camp Shirt, bracelet, or label that has the centers address and phone number). A first aid kit will be available at all times, as well as a staff member trained in first aid. Emergency Transportation Authorization and child’s medical history are also taken on every trip. A written permission slip signed by a parent/guardian is required any time a child leaves the campus on all field trips and routine field trips. Children will be counted and recounted while on all field trips and on all routine trips. The staff members will have use of 2/way radio for communication or cell phones. Rosters will be with the staff at all times.
- For the safety of the children, no child may be dropped off or picked up from any field trip. This includes children of staff.
- During summer programs all children have a Horizon T-shirt. These shirts are to be worn on all field trip days. They identify children as part of a group and are for their personal safety. If your child does not have his/her T-shirt on these days, he/she will not be allowed to attend. Children will be issued swimming bracelets for swimming, each trip.
- Staff is responsible for the wellbeing and safety of each child in the group to which they are assigned and for meeting each child’s basic needs.
- Center employees, families, or media will not expose children to inappropriate language, conversation, or behavior. This includes inappropriate music, DVD's, videos, radio, television show, or adult conversation.

### **Custody Agreements**

Any family who has court regulated custody agreements are encouraged to provide a copy of the courts

documentation for their child's file. These papers will help fulfill the orders of the court. Any child's file not having such papers will be considered as shared parenting.

Regardless of custodial arrangements, the parent who signs the contract for care is responsible in full for payment.

### **Confidentiality**

We respect the right to privacy of both the children and families in our care. Staff will refrain from disclosure of private or confidential information, including information about other children in the classroom. Incident reports will not list names of other children involved in an incident. The information in child files is confidential as well. The information may be compiled and viewed by administrative staff and classroom staff for the purposes of healthy, safe and appropriate care and handled by staff to ensure compliance with regulatory agencies. Disclosure of children's records beyond family members and staff requires consent, except as follows below.

Children's records shall be confidential but shall be available to the Ohio department of job and family services for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-12 of the Administrative Code. The immunization records shall be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

### **Reporting Child Abuse and Neglect**

The administration and each employee of Horizon Education Center are required under section 2151.421 of the Ohio Revised Code to report any suspicion of child abuse or neglect to County Children Services. The safety of the children is always our first concern. We may share confidential information with agencies or individuals who have legal responsibility for intervening in the child's interest.

### **Family Access**

For the safety and protection of your child, the center currently is a locked facility. The center uses a security system that involves entering an access code in order to enter the building. Any parent of a child enrolled at the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their child, evaluating the care provided by the center or evaluating the premises. A parent of a child enrolled at the center who is not the child's custodial parent shall be permitted unlimited access to the center and be afforded the same rights as the custodial parent unless there is court order limiting access and conditions of the noncustodial parent. Upon entering the premises, the parent shall notify the Administrator of his/her presence.

### **Family Engagement**

We welcome family involvement in our programs. We host monthly family events which offer entertainment and important information about the center. Additionally, we want your participation in conferences, to update you on your child's successes.

### **Transitions**

Transitions are important in education; children are learning to connect and build stable relationships between home, school and community. There are many reasons a child may experience a transition: visiting an older group, a new classroom, leaving the center for new school placement, entering the center as a new enrollee and classroom transitions between activities. The center meets with parents to make a written, signed agreement identifying the time period including schedule and appropriate activities offered to assist



the child. Many activities are offered to alleviate a child's distress during what may be an exciting or difficult time. Parents and children may spend time in the new environment together; may schedule home visits or conferences with both teachers and the transition may include the child experiencing the new environment, routines and schedules and new friends. Additionally, preschool children transitioning into Kindergarten may experience a graduation/bridging ceremony, a visit to one of the local public kindergarten buildings and classrooms, ride a Horizon Bus, or attend a field trip to celebrate.

Parents may request child records be released to other centers upon transition with a written request by signing the request form located in the office.

### **Transportation**

Transportation is provided for field trips, routine trips, and/or going to and from school. The yellow school bus does provide transportation in some locations. Transportation will be provided by Horizon bus, vans, mini buses, and/or chartered buses to transport children to and from field trips (ages 3 yrs-12 years of age). First aid kits along with a staff member trained in First Aid, CPR, and Communicable Disease will attend all field trips. Copies of attendance lists are taken on every trip to account for the children.

Attendance will be taken before, during and after every field trip. Children are assigned to a specific childcare staff member for all trips. A parent signed permission slip is required for each child attending a field trip. We adhere to the staff/child ratios at all times. Parents are responsible for car seats for children under 4 years of age or 40 pounds. Those not providing a car seat may not be permitted to attend. Please communicate with your child's teacher in case of a problem concerning safety seats. The center will not transport children in emergency situations. If a child requires emergency transportation, the parent and/or the emergency services is contacted.

When picking up children at their bus stop/school pick-up, a tracking procedure is followed to ensure the safety of your child. An attendance list is issued to staff members who gather the children at the bus stop/school. If a child is unexplainably not in attendance, the staff member must:

- 1) Check the call off list at Center Office.
- 2) Check with Center Administration to see if the parent had called the child off for the day.
- 3) Check with the school office/bus driver to see if the child was ill or had an early dismissal.
- 4) Call the parent at work or at home to check on the child's safety.

If for any reason the child presents a safety threat for behavior issues or other prohibited conduct when picking up children at their bus stop/school pick up site, the child will not be transported. If this incident occurs at the school pick up, the parent/guardian will be called to pick up and the child will wait with school personnel that are available until arrival.

Note: By signing the JFS 01234 (child enrollment and health information) you are giving your child permission to be walked to and from the bus stop by Horizon staff.

### **Children Arriving to the Center From other Programs**

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first attempt to call the parent to confirm the child's schedule, and then contact the program from which the child should have arrived. We will then attempt to contact the parent for further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

### **Biting Policy**

Biting is a very common behavior among children birth to three years of age. We understand that a child biting other children is one of the most common and difficult behaviors to deal with in a classroom setting, and one that evokes strong emotion in both children and families. For most children the biting stage is just a passing problem. Children try it out as a way to get what they want from another child. They are in the process of learning what is socially acceptable and what is not.

Staff and teachers will work in partnership to resolve behaviors. Where necessary, permission will be sought to refer concerns and involve professionals.

Confidentiality for all children involved in biting incidents is maintained by staff and administrators, Names will not be shared and families are discouraged from confronting other families or the child.

### **Child Guidance and Management**

All employees of our center are trained and held accountable to our Child Guidance and Management Policy. While the families or caregivers are in the building, the Horizon staff will not be responsible for supervising/guiding the children. It is our philosophy not to overstep or undermine a family's role as the number one authority figure; however, physical punishment may not be used while on Horizon's campus. The goal is to provide a safe nurturing environment to children and open communication between families and staff is essential. It is important for your children to accept responsibility for their own behavior and to be able to self-regulate.

Child care staff members are assigned to actively supervise a set child or group of children.

Child guidance and management measures are developmentally appropriate for the child, are consistent, and are explained to the child at the time of the incident as soon as the issue can be safely addressed.

- 1) The child care staff member will:
  - a) Use developmentally appropriate techniques suitable to the child's ages and relevant to the circumstances; such as, but not limited to:
    - i) Setting clear limits.
    - ii) Redirecting the child to an appropriate activity.
    - iii) Showing positive alternatives.
    - iv) Modeling the desired behavior.
    - v) Reinforcing appropriate behavior.
    - vi) Encouraging children to control their own behavior, cooperating with others and solving problems by talking.
    - vii) Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity the provider shall review the reason for the separation and discuss the expected behavior with the child.
    - viii) Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.
  - b) Intervene, when needed, as quickly as possible to ensure the safety of all children.
  - c) Communicate and consult with families prior to implementing any specific behavior management plan for children that require frequent "extra attention" from a staff member. This plan must be in writing and signed by the family and must be consistent with the requirements of this rule.
  - d) If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to remove the child for a short period of time or disenroll the child. Every attempt will be made to work together with the families and the child to correct the behavior. The safety of all children is of primary concern. Families may refer to Behavior Policy above for more information.**

NOTE: School age children who are ill or suspended from school may not attend the center during their suspension. In addition, school aged children who were removed from school for any reason such as lice, medical, shot records, etc. are not permitted to attend program in the center. Please contact the center office if you have any questions regarding this policy.

If a child stays after school for a detention or afterschool activity, families must provide transportation to the center.

### **Behavior Management Policy and Plan –adopted 06/2016**

Horizon welcomes all students into the centers. However, programs are designed for children based on state licensing and quality staffing ratios. Therefore, students who have behavior challenges that impact learning and functioning in groups will have accommodations that result in safe participation for all students in the center. Accommodations may include (but are not limited to) individual behavior plans, medications, counseling, limited time in group activities or at the center. The cost of any accommodation is the responsibility of the parents/caregiver. In the case of behavior which has adversely affected the learning environment and safety of students and staff, the following steps are to be taken to assist all involved:

- 1.) Parents/Caregivers are notified and required to attend a meeting with the director and/or staff regarding the matter.
- 2.) Parents/Caregivers are made aware of the severity of the situation and the steps necessary to resolve the matter up to and including potential suspension of care, pending a team-created support plan.
- 3.) Community based services are offered and consent paperwork is given to parents/caregivers.
- 4.) Service organization(s) are contacted by the parents/caregivers to begin evaluation or support services. Centers may provide support to parents/caregiver while contact is being made.
- 5.) A team including the director, classroom teacher, service organization representative and parents/caregiver are assembled once evaluations are completed and services are underway, to create a support plan.
- 6.) The framework of the support plan will include: a statement of purpose, timeframe, rules and procedures, responsibilities and consequences for failure to uphold the plan.

Resolving differences is essential to quality childcare. There is a negative effect on children and the childcare program when ongoing complaints cannot be resolved. Parents always have the right to withdraw their child from the program if they have basic disagreements with the philosophy of the program (e.g., confidentiality in incident reporting) or are dissatisfied with the service. The program has the right to request that a family leave the program if differences cannot be resolved.

Any complaints concerning maltreatment or neglect will be addressed in accordance with the Mandated Reporting of Abuse Policy.

### **Breastfeeding mothers**

Breastfeeding mothers shall be provided a private and sanitary place, (other than a bathroom) to breastfeed their child or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Families should notify center administrators of their needs upon enrollment.

### **Meals and Snacks**

Each child is served, through the Child and Adult Care Food Program; a USDA approved nutritious breakfast, lunch, and a P.M. snack. Lunches are served to all children. School age children are served lunches on days off school and during summer camp. Breakfast is served until 9 a.m.; please make other arrangements if you will be arriving after 9 a.m.

Supplemental foods are also available to your child daily.

For families who pack lunches: These meals must include: one protein source, one grain source, one dairy source, and two fruit or vegetable sources. If lunch does not meet the nutritional requirements then the center is mandated to provide the additional foods(s).

Horizon Education Centers offer meals that meet USDA specifications, but may not meet medically directed

modified diet or religious requirements of an individual child.

### Horizon Centers are Peanut and Pork Free

**Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, we prohibit peanuts and/or foods containing peanut products.**

**Families who choose to bring snacks or pack their child's lunch are responsible for following this policy for the safety of all children.**

- Medically Directed Modified Diets and Supplements- These are physician directed modifications of a child's diet (an entire food group is eliminated-fluid milk is a food group) or food supplements are required (Pedialyte, Ensure, etc...)  
Both Child Medical/Physical Care Plan Forms ODJFS 01236 (if allergic) and Request for Administration of Medication Form ODJFS 01217 with physician instructions and signature in box 2 must be completed for each child.
- Religiously or Culturally Modified Diets- These are family directed and must be entered on the Child Enrollment and Health Information Form ODJFS 01234. **Families are required to provide alternative foods that meet USDA meal requirements.**
- Published menus are posted at the center. Families are required to provide any supplemental or alternative food necessary to ensure that children have USDA equivalent meals.

### Ohio Healthy Program and Designation

Horizon Education supports Healthy Ohio Program; therefore, the staff and center demonstrate healthy habits for families and students:

- Food and snacks that are not distributed to the students must remain in the staff lounge and or office. Eating in the classroom is limited to menu items or provided supplemental food choices for the children.
- Staff participates in both the planned and free time large motor classroom activities.
- Staff ensure drinking water is available in classrooms (for example pitchers, cups as well). Water First for Thirst!
- Posters that support healthy habits will be posted in the hallways and classrooms.
- Establish family style meals for early education students
- Establish positive meal time habits in early learning and school age classrooms
  - Sit at the table together
  - Hold conversations that build dinner table rapport, etiquette and community
  - Model good eating habits
  - Teach good nutrition and food concepts
- Support family healthy food choices
  - Family options for packing children food must align to ODJFS/CACFP guidelines
  - Food may be returned home with a note regarding appropriate food choices
  - Menus are available on the website or emailed in advance to families
- Establish center play time routines supporting healthy habits
  - Large motor time is structured (with a lesson plan) at least half of the large motor time (60 minutes per day).
  - Limit sitting or sedentary time in the classroom environment schedule.
  - Limit screen time for all age groups.
- Center supports family efforts for healthy habits
  - Host family nights to share nutrition information and physical education ideas at least every

school year

Family Information board has posted nutrition and wellness information

Encourage drinking water as primary beverage choice

- Classroom celebrations and parties will focus more on the event and not on the food. Holiday celebrations will be used as learning experiences to teach the reasons and history behind the holidays. Children's birthday celebrations will focus more on a celebration of the child's successes and accomplishments as well as the likes and interests of the child.

### **Tooth Brushing**

The younger children may brush their teeth after breakfast and lunch. Horizon provides a toothbrush, cap and toothpaste. We use children's toothpaste; the active ingredient is sodium fluoride (0.25%). The toddler room toothpaste has NO fluoride. Please ask the teacher for classroom specifics and routines.

### **Emergencies and Accidents**

#### **General Emergencies**

In the event of an emergency including (natural disasters, \* loss of power, heat, water, environmental situations or threats of violence), and if Center **IS REQUIRED** to evacuate the building: we will transport the children to the locations listed on **the cover of this document**. Center vehicles provide emergency transportation or children will walk in a supervised group. Families will be notified for children to be picked up at this location.

**Families must consent for emergency transportation on the JFS 01234 page 3 to be enrolled.**

#### **Unusual or Unexpected Event**

Staff are trained and practice lockdowns and safety drills on a regular basis. Unusual or unexpected events might refer to an intruder or unauthorized adults entering the building with the intent to abduct a child. When an event like this occurs, a building "lock down" will occur. Each teacher will be alerted to lock their door, close the shades where applicable, and quietly seat the children out of the view from an intruder. 911 will be called. The building "lock down" will be lifted, only after safety can be assured.

#### **Serious incidents, injuries, or illness**

After assessing the needs of the child and performing first aid, 911 will be called to transport the child to the nearest hospital. Families are also contacted. Often, the administrator accompanies the ambulance to meet the family at the facility.

#### **Incident and Accident Reports**

A report (JFS 01299) will be completed for each incident or injury that occurs to a child while being cared for in the center. The report will be available for the family's review and signature and provided to the adult at pickup. A copy of this report will be kept on file at the center. After completing first aid procedures, the child's family will be called informing them of any head trauma, deep cut, or injury causing swelling or persistent pain.

#### **Management of illness**

The center will notify families, within the next day of center operation, when their child has been exposed to a communicable disease. Centers post signs or notify through the Horizon kiosk, regarding exposure to communicable diseases.

Centers shall follow the current version of the JFS 08087 "Ohio department of health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart is posted in a location readily available to center staff and families, generally the office.

- 1) A child care staff member shall observe each child daily upon arrival at the center and before the child joins a group of children.
- 2) The center will notify the families of the child's condition when a child has been observed with signs or symptoms of illness, which may include vomiting, fever or diarrhea.
- 3) A child isolated due to suspected communicable disease shall be:
  1. Within sight and hearing of a staff member at all times.
  2. Cared for in another room or portion of a room away from other children.
  3. Provided with a cot and made comfortable.
- 4) An ill child may be made comfortable on a mat. The center shall implement the following preventative practices for the management of communicable disease on a daily basis:
  - a) The center administrator ensures that training is provided for all staff in the process of hand washing and diapering.

**The following guidelines are to be used to determine when your child can return to the center after illness:**

- Twenty-four hours after the stool or urine has returned to a normal color or consistency.
- Twenty-four hours after vomiting has ceased.
- Twenty-four hours after beginning antibiotic treatment for a positive throat culture.
- Twenty-four hours after beginning of antibiotic treatment for conjunctivitis.
- Twenty-four hours after a child has been sent home due to illness.

Twenty four hours of recovery time is important to strengthen the child and to help the child resist further infection.

Re-admittance of a child who has been ill shall be by verbal communication from the family that the child has recovered from the illness. At the discretion of the Center Director, a doctor's written approval may be requested for re-admission. A child's attendance at the center implies his/her ability to participate fully in his/her age group's activities. A child may not remain indoors if his/her class is going out. For this reason, proper clothing is required.

### **Lice or Bed Bugs**

Head lice and bed bugs can be a nuisance but they have not been shown to spread disease. Many families find this to be embarrassing, but personal hygiene or cleanliness in the home or school has nothing to do with getting head lice or the spread of bed bugs.

Once families make a concerted effort to treat and remedy the problem and the child is free of live insects, the child may return to the center. The Health Department can provide assistance and written documentation to the center.

### **Medications and Topical Preventatives**

#### **Medications**

Horizon administers medications to children under the following provisions:

- **Emergency Medication** – This is physician prescribed medication that is only given in a life-threatening emergency. Examples are Epi-pens and asthma inhalers.

- This medication is administered by **family trained and designated staff**, indicated on **Medical/Physical Care Plan Form JFS-01236**. Families indicate on this form that if medication is unavailable any Horizon Staff Member will follow instruction of emergency services contacted through 911.
- This medication will be secured in close proximity of the child, yet out of reach of all children or with a designated trained staff member
- **Nonemergency Prescription Medication** – This is physician prescribed medication. Examples: Amoxicillin, Ritalin, antibiotics, nebulizer delivered medications.
  - This medication will be administered by the Center Director, Center Administrators or designated trained staff members.
- **Over-the-Counter Medication** – Examples: Tylenol, Benadryl, cold medication... (JFS 01581)
  - If the medication is stored in the original container with prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use, box two of the [JFS 01217](#) does not need to be completed.
  - This medication will be administered by the Center Director, Center Administrators or designated trained staff members.
  - Medication must be in its original container and must NOT be expired.
  - Amount and time of dosage completed in box 1 of the JFS 01217 exactly matches the instructions from the manufacturer based on the child's age/weight.
- **General Rules for Medications (Over-the-Counter with Physician's Instructions and Prescribed)**  
Horizon staff does not provide any medical injections (except emergency auto- injector medications). Prescription medication must:
  - Be in original container, label must include child's full name, current date (within last 12 months), exact dosage, and means of administration. Must be non-expired medication.
  - Prescription label must be attached to original container.
  - The instructions on the label must match the information in Box 1 for the dosage amount and time for medication to be given.
- All nonemergency medications will be secured in the Center's Office.
- **Request for Administration of Medication Form JFS 01217** must be completed for each child and each medication.
- All medications (except emergency and topical preventatives) will be administered in Center's Office.
- A health care plan has been completed if medication is needed for a health condition.
- **WE ONLY TAKE EMERGENCY MEDICATION OUTSIDE OF THE BUILDING.**
- All medications will be recorded on **Request for Administration of Medication Form JFS 01217** located in office.
- Children are not permitted to carry their own medication, AT ANYTIME.

### **Topical Preventatives**

Topical Preventatives are family selected over-the-counter products.

These may be: Sun Block, Insect Repellent, Chap Stick, and Preventative Diaper Rash Products

- These Preventatives will be administered by direct care trained staff.
- **Request for Administration of Medication Form ODJFS 01217** must be completed for each child and each preventative.
- Application of preventative will not be recorded.

- Children may not carry these items for any reason.

### **Outdoor Play**

Outdoor play shall be provided each day during suitable weather. Families are reminded to dress their child appropriately for all weather. Outdoor time can be cancelled as the result of inclement weather conditions, temperatures under 32°F., hot weather advisories, or unsafe environmental conditions. If children are unable to go outside, there is an opportunity for large motor activities indoors.

### **Family Participation Policy**

Any parent, custodian, or guardian of a child enrolled in the childcare facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided, or evaluating the premises. Horizon encourages family participation- a child's success is only as good as their support system. Families who are involved with their child's education have more academic success, than those who have uninvolved families. Please notify the office of your visit upon entering the building. Each family should feel free to contact the Director/Administrator, via phone, fax, in person or email (contact information listed on coversheet of this handbook) when assistance is needed with problems or concerns related to our program. Families may check the bulletin board, center newsletters or child's book bag daily for information about the program. You are welcome to take the opportunity to discuss your child's needs and progress with:

- Lead and Assistant Teacher of their classroom
- Director or Business Coordinator
- Please schedule your child's semiannual conference at any time.

Because we are a Non-Profit center, we rely on donations and volunteers. Suggestions for volunteering:

- assisting in a classroom (centers, homework, tutoring)
- special occasions, room "parent"
- participating in fundraisers and marketing events like parades
- assisting in planning a family night
- Sharing an experience- talent, hobby, career, culture. We need green thumbs for our greenhouses!
- story time
- identifying family workshops and presentations
- becoming part of the family advisory board
- providing a dish to share for an event
- Collecting/donating items for center projects (Ziploc bags, newspapers, paper rolls, soda bottles...)
- office support- copying, bulletin boards, phone calls

However, field trips and other volunteer assignments which may result in volunteers being alone with children or high frequency of work require complete files and background checks. Horizon processes these at no cost to volunteers. Background checks and additional screening typically take one week or up to one month. Please see attachment D for additional volunteer guidelines. Horizon is proud of the high-quality programs and services we offer. This is not possible without families and volunteers who give their time and talents.

### **Summer Camp (Kindergarten through age 12)**

Summer camp is fun in the sun for our school age children! We offer swimming and trips to the area parks as well as a major field trip each week. These trips may include going to zoo, science centers, museums and other area attractions and educational locations. We spend a lot of time outside, so sunscreen, insect repellent and



Chap Stick (which require **Request for Administration of Medication Form ODJFS 01217**) and water bottles are encouraged. Water bottles must be taken home on a daily basis to be cleaned.

Our goal is to provide fun hands-on activities which prevent children from losing the information gained during the school year. Active brains, healthy bodies and happy faces!

NOTE: Scheduled field trips are subject to change due to changing weather conditions and trips may be verified by calling the center or looking at FACEBOOK.

### **Example School Age Summer Camp & Non School Days**

6:00-8:30	Arrival; breakfast and educational table top activities.
8:30-11:30	Rotate approximately 4 times for 45 minutes each. Rotations consist of Completing lesson plans and Stride Academy ( <b>Field Trip Thursday &amp; Friday</b> )
11:30-12:30	Restroom, Hand washing, Eat Lunch- ( <b>Field Trip Thursday &amp; Friday</b> )
12:45-4:15	Field Trip ( <b>Thursday &amp; Friday</b> )
4:15-4:45	Snack
4:45-6:00	Activities and daily reading/ large motor play
6:00-6:30	Clean up and prepare for departure

### **Swimming**

School age children will swim at area pools and water parks during the summer months and various times during the year. Certified lifeguards will be present at all swimming events where water depth is greater than two feet in addition to a ratio of one lifeguard to every 35 children. Horizon children will always remain under the active supervision of Horizon staff, but will follow the pools safety rules. Ratios of 16:1- for school-age children to staff; A permission slip for each child swimming must contain: child's swimming ability, birth date of the child, date and location of swimming event. **A staff person who is a Certified Swim Instructor is involved on swim days full time. Child care staff members will review swimming and/or water safety rules with children each time they participate in water activities. Included in these rules there is a system for checking to ensure that each child is safe when in the water.**

**For attendance, proper attire is noted:**

- Boys – Modest appropriately sized swimming trunks (no Speedos or sagging trunks)
- Girls - Modest appropriately sized one-piece swim suit
- Each child must have a towel with their name marked clearly (Please take home each week and launder)
- Wrist Bracelets with Center's name and contact info will be provided to each child.
- Flip flops are appropriate for the swimming trip location only!

### **Water Play**

Children are offered water play opportunities at the center. These may include sprinklers, water table or toys and small wading pools (less than 24 inches deep). Families will be asked to sign written permission forms prior to play in standing water. Please remember to send bathing suits, towels, sunscreen (medication form needed) and a lightweight t shirt to wear if your child burns easily. Watch the calendars for these special days. At times, we even play in the rain.

### **Dress Code**

- All children need to be dressed in play clothes; we may get messy!

- Tennis shoes at all times. **No sandals or open type shoes are allowed.**
- For the younger children, extra clothes clearly marked with the child's name are required.
- Please come dressed for the weather as we play indoors and outdoors!
- Horizon T-shirts/or bracelets are to be worn on all field trips!

Note: Children without proper attire or shoes will not be permitted to participate in physical or outdoor activities. Summer Camp field trips require a Horizon issued Camp T Shirt and children without Camp Shirt will not be permitted to go on field trip.

### **Toys and Personal Items**

We take pride in our classrooms; they are stocked with age appropriate materials to play with and enjoy.

- CHILDREN ARE NOT PERMITTED TO BRING ELECTRONICS TO THE CENTER. All discovered items will be confiscated and turned over at pick-up.
- All other personal items are the responsibility of the child and families. Names should be put on everything in black permanent marker.
- Horizon is not responsible for any personal items that are lost, broken or stolen.
- A transition item such as a blanket, stuffed animal or doll is permitted for naptime and often helpful for the comfort of your child. Again, please label the item.

### **Babysitting Policy**

Horizon strongly discourages any form of babysitting, sleepovers, inviting children to a staff person's home or transporting for any child/family enrolled in the center. Making sure each child leaves our program safely must be balanced with the custodial parent's right to decide what is in the best interest of the child. This policy prevents issues from arising when a parent requests a staff person to transport or babysit their child.

### **No Weapon Policy**

No firearms or dangerous weapons of any type, concealed or unconcealed, are prohibited on premises, regardless of whether the person is licensed to carry the weapon or not. The exception is for law enforcement officers.

### **Tobacco and Nicotine Free Policy**

No use of tobacco or nicotine products, including electronic/vapor devices are permitted on Horizon property.

### **Handbook Terms of Use**

The parent or guardian and each employee signs and dates a statement verifying the review and receipt of the written policies and procedure listed in the Family Handbook. This signed statement is kept on file at the center. (ETA) The handbook is provided electronically through your online registration account. Paper copies are available in the office, upon request.

HORIZON EDUCATION CENTER shall demonstrate in daily practice that all written policies, procedures, and statements given to the parents or guardian, and employees are followed.

### **Liability**

I understand the Horizon, its staff or its property or anywhere else programming is held, will not be held responsible for any injury or damage incurred.

I understand Horizon or the staff is not responsible for lost, broken or stolen items.

# 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 four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

## 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 or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks 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

Ohio Department of Education

Horizon Education Centers  
Administrative Center  
25300 Lorain Road Floor 2  
North Olmsted, Ohio 44070  
440-779-1930

CACFP Consultant  
25 S. Front Street, MS 303  
Columbus, OH 43215-4183  
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 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 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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

12/2015



### **Volunteer Guidelines:**

Horizon supports having volunteers at the centers and sites. The following information is provided as a guide to assist a volunteer. ODJFS requires screenings be completed on volunteers. Horizon does pay for screening costs (using our vendor).

- Volunteers must be 18 years of age and may be parents, relatives or community members
- Volunteers must keep all information regarding children confidential.
- Willing and physically able to participate in agreed to or assigned activities
- Comply with Horizon Employee Dress Code
- Tobacco products or alcoholic beverages are not permitted on campus
- Language and conversation must be child appropriate.
- If a child refuses to follow instructions, please inform staff. Staff is in charge of child management practices.
- Only staff persons may administer medical care. This includes insect repellent and sunscreen. All medical situations must be referred to and handled by appropriate staffmembers.
- If you are concerned with a decision made by a staff person, speak with them privately. If you are still dissatisfied; please feel free to contact the center administrator or director.
- If you are assigned to attend a field trip, please keep in mind the following:
  - You must arrive 30 minutes prior to departure
  - Souvenir purchases or extra food, snack or drink purchases may NOT be made, including items purchased at your own expense.
  - Staff and children will be wearing Horizon Shirts or wristbands.
  - A child may never be released while on a field trip.
  - Children are never permitted to go to the bathroom alone. Generally, bathroom breaks are taken as a group.
  - Never leave a child alone or unsupervised
  - Every van/bus has a first aid kit and Emergency Transportation Authorization File on every child enrolled in the center. The field trip lead has a cell phone with them on field trips. Additionally, radios are accessible to staff on the vans/buses.
  - All field trips are preplanned and approved by the administration. Due to circumstances beyond our control, field trips may have to be changed. Your cooperation in such circumstances is greatly appreciated.

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