



# Parent Handbook

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Massillon, OH 44646  
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[rivertreechristianschool.com](http://rivertreechristianschool.com)

Revised 1/23/2022

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

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

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

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

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

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

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

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. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St. 37<sup>th</sup> Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) Or (614) 995-9961

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

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Parents,

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

Cindy Hernandez, Director



# School Introduction

## History

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

## Mission

- We operate to serve students and families in our local community and beyond.
- Through teaching, nurturing and modeling Christ's love, we build relationships with children and families.
- We are dedicated to helping students become aware that they are unique children of God and to the importance of building a growing relationship with Jesus Christ.
- Time and capital are committed to teach children the social and academic skills required for everyday life.
- We provide continuing education for teachers and staff.
- Provide opportunities for children and families to help others in and beyond our community.
- We stay current with new learning tools, academic delivery and developmentally appropriate classroom updates.

## Operation

RiverTree Christian School and Childcare Center is in operation from 6:30 a.m.-6:00 p.m., Monday through Friday for the following:

- Summer Childcare (June – August)
  - Infants - 6 weeks through 17 months old
  - Toddlers - 18 months through 2 years old
  - 3 years old through 3rd grade
- School Year (August - June)
  - Infants - 6 weeks through 17 months old
  - Toddlers - 18 months through 2 years old
  - Preschool Full Day - 3 years old
  - Preschool Part Day - 3 years old (Fully toilet trained)
  - Pre-K Full & Part Day - 4 & 5 years old
  - Transitional K Full & Part Day - 4 & 5 years old
  - Kindergarten – 8:30 a.m. - 3:20 p.m. (RiverTree students)
  - School Age 5 years through 3rd grade (public or other)  
Includes students bussed to/from Jackson Local Schools  
(School Age obsolete beginning August 15, 2022)

## Philosophy

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

## Vision

- The church and school join to serve families.

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

**Who We Are**

- A ministry of RiverTree Christian Church
- Programs and goals are aligned with goals and mission of RiverTree Christian Church
- A child-centered, developmentally appropriate program that emphasizes various stages of development including cognitive, social, and spiritual development

## Administrative Team

Director	Mrs. Hernandez	hernandezc@rivertreechristian.com
Assistant Director	Mrs. Langley	langleyb@rivertreechristian.com
Finance Coordinator	Mrs. Clevenger	clevengerh@rivertreechristian.com
Office Manager	Mrs. Shrock	shrockj@rivertreechristian.com
Curriculum Coordinator	Mrs. Wolfe	wolfem@rivertreechristian.com

## Communication Methods

- Email
- School bulletin boards
- LifeCubby
- Classroom website
- Take home flyers
- Facebook
- USPS mail
- Texting
- Phone calls
- Inspection reports - <http://childcaresearch.ohio.gov/>
- Information regarding contact with other families or children may be obtained through the school office.

## Non-Discriminatory Policy

It is unlawful for the child care provider to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. As a religious entity, our church/school is exempt from Title III of this act and not required to comply with the ADA act. However, we do facilitate students with disabilities to the best of our ability. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

- We cooperate with other government agencies to maintain compliance.
- We comply with the Americans with Disabilities Act (ADA) which includes:
  - Administering medication to children with disabilities.
  - Administering care procedures to children with disabilities.

The Administrator/Director is available between 9:00 a.m. and 11:00 a.m. Monday through Friday.

## Teaching Goals

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

- **Social:** Help children feel comfortable and trust their environment, make friends, and feel they are a part of a group.

#### **Questions and Concerns - Parents**

- Please direct questions:
  - o About your child's classroom to your child's teacher.
  - o About the teacher or incidents to the Director.
  - o About tuition, enrollment, registration and all other to the school office.

#### **Questions and Concerns - Employees**

- Please direct procedural or classroom questions to the Director.

# School Policies

## Child's Medical Exam

- The Child's Medical Statement JFS 01305 (Rev. 10/2021) prescribed form is required to be on file and updated every 13 months (from the date of examination written on form) for all children ages 6 weeks through RiverTree Kindergarten.
- The child's examining physician, PA, APRN or CNP, must complete it. We request this form to be completed and returned upon enrollment. It is required to be completed and returned within 14 days of the child's first day of attendance.
- Children enrolled in public school are exempt from this requirement.

## Court Orders

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

## Drop-Off & Pick Up Procedures

- Enter through our south side/front door building entrance only (all other doors are locked)
- Parents must escort students at all times.
- Teacher must acknowledge parent at student's arrival/departure.
- No drop offs allowed outside the building
- When governing authorities mandate it (Covid 19), all adults must wear a mask in the building

## Emergencies (Disaster plan on file)

- Fire, weather and/or intruder
- Loss of power, heat, or water
- Our first emergency destination is Rohr's Nursery on Portage Street. Our alternate emergency destination is the gym at First Friends Church on Portage St.
- Staff will walk children to the destination.
- We will not enroll a student if parents do not consent to allow EMS to provide transportation for their child in an emergency.

## Enrollment Current Students

- Families with children currently enrolled at our school qualify.
- Tuition fees must be paid up to date prior to re-enrollment.
- Annual drive held in the first quarter of the year (February) is for our summer and school year programs.

Student forms required to be updated at the time of re-enrolling a current student:

1. JFS 01234 Child Enrollment and Health Information (Rev. 10/2021)
2. Language Data
3. Pick Up & Custody Information
4. Tuition Payment Authorization
5. Tuition Contract

## **Enrollment New Students**

- Open to the public
- Annual drive held in the first quarter of the year (February) is for our summer and school year programs.
- Our administrator or designee may conduct an informal interview upon enrollment.

### **Items and student forms required to be presented at the time of enrolling a new student:**

1. JFS 01234 Child Enrollment and Health Information Form (Rev. 10/2021)
2. Language Data
3. Pick Up & Custody Information
4. Tuition Payment Authorization
5. Copy of child's birth certificate or passport
6. Copy of child's social security card
7. Proof of residency
8. Copy of parent driver's licenses
9. Child's Medical Statement JFS 01305 (Rev 10/2021)
10. Court orders involving child

## **Health Screening Process**

- Children entering the center are encouraged to have complete annual health screenings.
- This includes vision, dental health, weight, height, hearing, and blood lead and hemoglobin level assessments.
- This process helps determine further needs. Information regarding the importance of health screenings is available in the school office or on the Parent Resources Board located outside the school office. Agency referrals are given upon request.
- Children enrolled in public schools that require health exams upon enrollment are not included.

## **Holiday Closures**

Please keep in mind that your tuition is an annual fee, divided into weekly tuition payments.

We are closed on the following holidays/days - **No tuition credit is given for these closures with the exception of the one week between Christmas and New Year.**

- Thanksgiving & the following Friday
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Christmas Break

## **Identification (School Security Requirements)**

- Be prepared to present photo identification upon request.
- Children are released to adults written on the Child Enrollment and Health Information form and Pick up & Custody Information form on file in the school office.

## **Kindergarten Additional Closures**

These additional closures apply only to Kindergarten. ALL OTHER CLASSES REMAIN IN SESSION.

**No tuition credit is given for these closures with the exception Spring Break.**

- Spring Break

- Columbus Day
- MLK Jr. Day
- President's Day
- Jackson Local School's Weather Closures (Snow Days)

### Open Houses

- **February:** Informational Open House provides enrollment information, tour of the building and information about upcoming changes within the program.
- **August:** Back to School Open House provides the opportunity for families with children enrolled in our school year program, to visit the child's classroom, meet teachers and our enrichment class instructors.

### Smoke Free Environment

- We provide for a smoke free environment for the children and adhere to the following requirements:
  - Smoking shall only be allowed on the premises of the center during its hours of operation if the person who is smoking cannot be seen by the children and if he or she smokes in either of the following:
    - An indoor area that is separately ventilated from the rest of the center. "Separately ventilated" means stand-alone ventilation, separate from the building's heating and cooling source.
    - An outdoor area that is so far removed from the children being cared for that the children cannot inhale any smoke.
- The center shall not expose children to cigarette, cigar or pipe butts or ashes.
- If smoking is permitted in the center during hours that the center is not operating, the administrator shall provide written notice to the parent of each child enrolled that smoking occurs at the center outside of center operating hours.
- The administrator shall post in a noticeable place at the main entrance of the center, a notice stating that smoking is prohibited.
- Smoking shall be prohibited in all vehicles owned by the childcare center. Smoking shall be prohibited in all privately owned vehicles when occupied by children

### Staff/Child Ratios - RiverTree

1:4	Maximum group: 8	6 weeks < 18 months
1:5	Maximum group: 10	18 months < 30 months
1:6	Maximum group: 12	30 months < 36 months
1:10	Maximum group: 20	36 months < 48 months
1:10	Maximum group: 24	48 months to < school age
1:15	Maximum group: 30	K through 3rd grade

### Staff/Child Ratios – Ohio Department of Job and Family Services

1:5 or 2:12	In same room Infants (birth and under 12 months)
1:6	12 months < 18 months
1:7	18 months < 30 months
1:8	30 months < 36 months
1:12	Preschool - 3 years
1:14	Preschool - 4 and 5 years of age
1:18	School age - Kindergarten through 3 <sup>rd</sup> grade

## **Staff Outside Employment**

Our employees are prohibited from accepting a full time childcare, babysitting or nannying position with our school families.

## **Student Drop Off & Pick Up Times – Part Day**

Part Day child drop off is no earlier than 8:40 a.m. and pick up is no later than 11:50 a.m. Late fees will be applied to your account if you arrive later than 11:50 a.m.

## **Student Drop Off & Pick Up Times – Full Day**

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

## **Supervision and Child Guidance**

- Children are supervised and accountable for care at all times and are within sight and hearing of childcare staff members. This includes, but is not limited to developmental and behavioral needs and parental preferences.
- School age children may run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the rules set out by the Department of Job and Family Services are adhered to.

## **Transitioning Age Groups**

- We assign students to classrooms according to their birth date that falls on or before September 30. Students age two and older remain in their assigned classrooms for the entire session.
- When necessary, a written agreement between parent and school is completed prior to transitioning to another classroom. The transition form must be signed by a parent.

## **Two-Way Radio Use While Transitioning Through the Building**

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

## **Wait Lists for Enrollment**

- Waiting lists are provided for each age group in the case classes fill up at registration
- When an applicable opening occurs, families are called in the order of their wait list posted date.

## **Weather Related & Emergency Closures**

There are no tuition refunds or credits for weather closures, or other situations beyond our control. If you see the words “RiverTree Christian School Closed” appear on local media’s list of area school closings, our entire school will be closed. However, we very rarely close due to inclement weather. If we must close due to inclement weather, loss of heat, loss of water or other emergencies, we will post the information on:

Facebook	WHLO	WCRF 103.3
WTAM (1100AM)	WMJI	WCLV 104.9
WMVX	WKYC	WVIZ/PBS idea stream
WMJR	WAKS	90.3 WCPN idea stream



WGAR  
WMMS

WKDD  
640ohio.com

1350radiofreeohio.com  
Kisscleveland.com  
Weather Plus Time Warner Digital 522

# Finances

## Early Withdrawal Fee

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

## First Weeks Tuition Fee

Upon enrollment, we add your child's first-week tuition fee onto their account. The first week's tuition payment is due on your child's first day of attendance. If you choose to withdraw your child before the start of our program, you are still responsible for paying the first week of tuition. This fee is nonrefundable.

## Illness Credit – School Year

- Part day students excluded
- Students enrolled to attend full days, who begin attending the first day of the school year and continue enrollment through the last day of the school year will receive three days of illness credit.
- Illness credit will be given for the following situations:
  - Child hospital stays, surgeries/recoveries and physician diagnosed communicable diseases only.

To receive credit, complete an Illness Tuition Credit Request and attach a signed note from the physician must support stating the diagnosis, surgery or hospital stay.

No illness credits are issued during the summer program.

No illness credits for part day students.

Illness credits do not carry over.

## Late Pick Up Fee

- A late fee of \$20 is charged to your child's account when a child has a late pick-up.
- The student may be withdrawn from school after the third late pick up incurred within the same school year.

## Returned Checks

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

## Tax Statements

- You may download this report by logging into your child's LifeCubby account using a web browser such as Chrome or Firefox. The LifeCubby app does not support this.
- Invoices are available upon request through our Finance office.
- Our Tax ID # 34-100-3958.

## Tuition Payments

LifeCubby (electronic tuition payment) is used for ease of tuition payment.

- Tuition rates are based on annual rates, divided into weekly tuition payments.
- Tuition payments are due every Monday on a weekly basis.
- Auto payments are withdrawn from accounts on Wednesday mornings.

- Late charges for past due payments may be automatically added to your account.
- Auto withdraw, credit or debit through LifeCubby is preferred.
- Advance payments accepted.
- No invoices or bills mailed from our office.
- Payment box for checks is located on the wall next to the school office door.
- Cash payments handled at the school office window.

### **Tuition Rate Decrease Fee**

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

- Summer program changes made after April 30, fee applies.
- School Year program changes made after June 1, fee applies.

### **Vacation Credit - School Year**

- (Part day students excluded)
- Students enrolled full days and Kindergarten students who begin attending the first day of school and continue enrollment through the last day of school will receive one week's credit for vacation.
- If withdrawn early, no credit is given. If unearned credit had been given, the week's tuition credit will be added back to the student's account.
- Vacation credit must be used in a one-week increment and is restricted to consecutive days. Credit does not carry over session to session.
- A vacation tuition credit request form must be completed and submitted to the school office prior to the vacation dates. This form is located in our school office and online at [rivertreechristianschool.com](http://rivertreechristianschool.com).

### **Vacation Credit – Summer**

- Students enrolled full days, who begin attending the first day of the summer program and continue enrollment through the last day of the program will receive one week's credit for vacation.
- If withdrawn early, no credit is given. If unearned credit had been given, the week's tuition credit will be added back to the student's account.
- Vacation credit must be used in a one-week increment and is restricted to consecutive days. Credit does not carry over session to session.
- A vacation tuition credit request form must be completed and submitted to the school office prior to the vacation dates. This form is located in our school office and online at [rivertreechristianschool.com](http://rivertreechristianschool.com).

# Snacks/Lunch/Food Items

## **Breakfast**

We are not licensed to serve breakfast. You may bring in breakfast for your child, get them set up at a designated table in their opening classroom and the child may eat before 8:30 a.m. Please do not bring hot foods. Toddlers must be provided with foods the size of a pea, no larger. Per childcare licensing requirements, a staff member cannot assist your child at this time.

## **Child and Adult Care Food Program (CACFP)**

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

## **Diet Modifications – Cultural or Religious**

If your child requires a special diet for cultural or religious reasons, this information must be written, dated and signed on the child's JFS 01234 (Rev.10/2021).

## **Diet Modifications – Eliminating an entire food group / Medical / Dietary Needs**

If your child requires an entire food group to be eliminated from their diet, has a disability that requires food accommodation, does not have a disability but requires a special diet, childcare licensing requires that you obtain written instructions from a recognized state medical authority on the prescribed JFS 01217 (Rev.10/2021) provided by ODJFS and the prescribed CACFP Special Diet form.

If a parent is scheduled to provide food due to a diet modification, and fails to do so, the school will supplement with sufficient food for that day only.

## **Food Supplements and Medical Foods**

- Parent must complete and sign Box 1 of the JFS 01217 form.
- Licensed physician, licensed dentist, advanced practice nurse, or certified physician's assistant must complete and sign Box 2 of the JFS 01217 form.
- Product must be stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.
- Child must have a first dose of a medical food at least once prior to our school staff administering a dose of the product, to avoid unexpected reactions.
- We cannot administer any food supplement or medical food beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.
- Our school ensures that supplemental food is on-site at the center and that no child goes more than four hours without at least a snack or meal, except when sleeping.

## Menu, Snacks and Lunch

RiverTree Christian Church Food Service Team prepares all foods. The menu is posted on the wall outside of the school office, inside classrooms and on our school website. Because we participate in the CAFCP, **children are not permitted to bring in their own snacks, beverages or lunches. If a need arises, please contact the school office.**

We provide:

- Morning snack - Toddler through Kindergarten
- Afternoon snack - Toddler through Kindergarten attending four or more hours per day and school agers when they arrive off buses after school. (School Age obsolete beginning August 15, 2022)
- Lunch is provided for children enrolled Full Days.

The content of snacks and lunch are selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy

Infants to 12 months:

- Formula
- Breast milk

Infants and toddlers 12 months of age to 24 months of age:

- Unflavored 100% whole homogenized vitamin D fortified for children cow's milk 12 to 24 months.
- Breast milk at parent's request without written instruction from a licensed physician.
- Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent.

Toddlers and children 24 months of age and older:

- Unflavored 1% or skim homogenized vitamin A and D fortified for children over 24 months
- Unflavored fat free or skim milk that is vitamin A and D fortified
- Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent.

Lunch contains all of the following:

- One serving of fluid milk
- One serving of meat or meat alternative
- One serving of fruit and one serving of vegetables
- One serving of bread and grains

A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables are to be served. Snack contains at least one serving each from two of the four basic food groups.

## Treats

We prefer that you provide healthy food choices for students. Food provided should be individually packaged for safety. Due to food allergies, please communicate with the teacher before bringing treats to class. We will only serve children with identified food allergies special treats that have the manufacturer's ingredient label attached.



# Outdoor Recreation

## Outdoor Play

As required by ODJFS Childcare Center licensing rules:

- Children who attend four or more consecutive daylight hours must go outside.
- Children who attend three hours per day may go outside according to the teacher's lesson plans.
- ODJFS Childcare Center licensing rules states:

“Suitable weather is a minimum of **25 to 90 degrees Fahrenheit.**”

- Please dress your child in appropriate outdoor attire for outside play within these temperature ranges.
- Outdoor play happens each day in suitable weather conditions. On unsuitable weather days, the children will play in the large indoor gym.
- Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightening, rain or ice.

Consideration will be given regarding the following:

- Weather safety alerts
- Heat index
- Wind chill
- Pollen counts
- Current weather conditions

## Playgrounds

RiverTree has two designated outdoor playgrounds.

- West side of the building: School Age (Obsolete beginning August 15, 2022), Kindergarten, and Pre-Kindergarten
- East side of the building: Toddlers through Pre-Kindergarten

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

## Water Activities – Summer

(School Age is obsolete beginning August 15, 2022)

The summer program includes water play for ages 18 months and older.

- Children younger than school age may have opportunities that include sprinklers, squirt bottles, and small wading pools (less than 18 inches deep).
- School age children may have opportunities to attend local Health Department approved pools. Adult staff members (according to licensing regulations) actively observe students.
- Written permission from a parent/guardian is required for all water activities and when water is directly accessible to children.

# Field Trips

## Field Trips - School Year

- Our PreK and Kindergarten classes take field trips during the school year.
- Field trips are purpose driven and educationally based.
- Adult staff members, according to licensing regulations, actively observe students.
- Students will use contracted bus transportation.
- Written and signed permission from a parent/guardian is required for all trips.
- Children's authorized medications are taken
- Routine walking trips are considered field trips.

## Field Trips – Summer

(Obsolete beginning August 15, 2022)

Our school age children are offered field trips once a week during the summer. Adult staff members, according to licensing regulations, actively observe students.

- Trip costs are NOT included in weekly tuition rates.
- Written and signed permission from a parent/guardian is required for all trips.
- Children's authorized medications are taken
- RiverTree t-shirts are required for all staff and children that attend.
- Required RiverTree t-shirts must be purchased through the school office.
- Children must leave and return from the school.
- No parent drop off or pick up allowed at the field trip destination.
- School age students will use bus transportation.
- Children are assigned to a specific staff person and will be under their care during the trip.
- Student number counts take place throughout the trip and again prior to boarding the vehicle to depart the destination. Upon arrival at center, children will be counted as they exit the vehicle.
- All state licensing regulations are followed for field trips.
- Children must be in their classroom 30 minutes before the designated time for each trip.
- Late arrival to school may deter the student from attending that day's field trip.
- Routine walking trips are considered field trips.



# Discipline & Dismissal

## Discipline Procedures

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

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

## Discipline - School Age (Obsolete beginning August 15, 2022)

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

## Discipline – Three years through Kindergarten

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

## Discipline - Toddlers

- Staff will explain the desired behavior
- Staff will guide, comfort and redirect the child as needed
- Time in a quiet area of the room to gain composure

## Disenrollment from School

- Diligence is taken to insure students remain in school and receive the assistance needed to correct undesirable behavior.
- If all attempts to discipline, find a workable solution with parents and teachers, or the student's actions are detrimental to others, the student may be permanently dismissed from school.
- Examples of reason for disenrolling a student are not limited to: bullying, continual biting, continual hitting, foul language use, or hurting others.

- Additionally, if parent/guardians do not honor their signed tuition contract, fail to complete timely payments or do not follow school procedures, students may be dismissed from school at the Administrator's discretion.

#### **Documentation - Concern/ Disenrollment from School**

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

#### **Possible Outcomes of Difficult Disciplinary Situations**

- Remove student from field trips
- Isolation if student uses acts of violence or verbal abuse
- Immediate pick-up by parent
- Possible suspension or permanent dismissal
- When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule [5101:2-12-16](#) of the Administrative Code

# Student Policies

## Absences

**If your child is unable to attend school, please call or email the school office immediately.**

- Parents with school agers, please inform us each time your child will not attend before or after school. (Obsolete beginning August 15, 2022)
- We are required to locate a student's whereabouts, if they are scheduled to attend our program and they do not arrive. Without prior notification, we must call home and the local school district to track their whereabouts.

## Handwashing

Handwashing shall occur in a sink that is not used for meal preparation or clean up and is away from the food serving area.

Licensed childcare staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning, sanitizing, or using any chemical products.
- After handling pets, pet cages or other objects that have come in contact with the pet.
- Before eating, serving or preparing food, bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).
- Before the child leaves the classroom for the day.

Children shall wash hands, defined as using soap and water or using hand sanitizer (if 24 months or older), at the following times:

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
- Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).
- Before the child leaves the classroom for the day.

Children who are unable to stand by themselves may be given a wet paper towel and soap to wash and rinse their hands.

## **Personal Belongings**

Each child has a personally assigned storage space.

- Label all personal items with child's first and last name. Coats, blankets, toys, water bottles, etc.
- Lost and Found is located in the school office.

## **Toilet Training**

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

## **Toilet Trained Definition**

- Child no longer wear diapers or disposable underwear (Pull-Ups)
- Child can tell the teacher when they need to go to the bathroom
- Child is able to pull down and up their underwear and pants without assistance
- Child is able to wipe themselves

If your child is enrolled in a part day class and is not completely toilet trained as described above when the school year starts, we will withdraw your child from the part day class and place their name at the top of our waiting list. Any registration fees, First Week's Tuition fee or supply fees are nonrefundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.

## **What Not to Bring**

- Personal items unless specifically requested by the teacher.

## **What to Bring**

- Items listed on school supply lists found online.
- Changes of clothing, in a gallon Ziploc bag, labeled with child's name.
- Blanket and cot sized pillow for Full Day children who nap. These must be washed and returned on a weekly basis.

## **What to Wear**

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

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

What is NOT acceptable?

- Sandals (open toe/heel OR closed toe/heel)
- Clogs
- Crocs
- Flip flops
- Rain or snow boots for inside classrooms

# Medical

## Illness Policy

- Keep your child home when they are ill.
- Do not send your child to school if they require medication to feel better.
- Staff conducts a daily health check of students. Those who show signs or symptoms of illness upon arrival will not be admitted.
- If a child is exposed to a communicable disease, the teacher will post a notice outside the classroom. Please notify us of the physician's diagnosis if a communicable disease is determined. Communicable diseases are reported to the Health Department and ODJFS.
- If a child becomes ill during school, the parent/guardian will be contacted.
- Parents are expected to pick up the child within one hour.
- The child will be isolated from the class and remain in a specific space in the school office until pick-up.

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

- Temperature of 100.0 degrees Fahrenheit or higher.
- Diarrhea (three or more abnormally loose stools within a 24-hour period)
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick pus discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rash
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infections
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

The child may return to school after illness when:

- Fever stays under 100.0 degrees for 24 hours WITHOUT fever reducing medication administered.
- Nausea, vomiting and diarrhea have subsided for 24 hours.
- An antibiotic has been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and has returned to normal behavior.

## Medication Policy

A prescription label serves as doctors written instructions for medications as long as the label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration. The prescription label must be attached to the original container. **Medications transitioning from school to home may not be stored in a child's cubby, pocket, diaper bag or book bag. All medication must be given directly to office personnel for immediate safe storage.** We do not allow school age students to carry their own medication or ointments. (School Age obsolete beginning August 15, 2022)

Requirements for nonprescription medications or medical foods or topical products:

- Parent completes and signs box one of the JFS 01217
- Medication or product is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.
- Nonprescription medication dosages administered shall not exceed prescribed dosages or the manufacturer's recommended dosages.
- Instructions in box two of the JFS 01217 are completed and signed by a licensed physician, licensed dentist, advanced practice nurse, or certified physician's assistant, this excludes topical preventative products and lotions unless the instructions exceed the manufacturer's instructions or use.

Requirements to administer medications, medical foods or topical products:

- We will not administer any medication, medical food or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" (rev. 10/2016) for the child are exempt from this requirement.
- We will not administer any medication, medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.
- Nonprescription medication dosages administered shall not exceed prescribed dosages or the manufacturer's recommended dosages.
- A separate JFS 01217 must be used for each medication or medical food to be administered for each child.

All medications, medical foods and topical products must be removed from the center when they are no longer needed.

We maintain compliance with the Americans with Disabilities Act (ADA), including: • Administering medication to children with disabilities. • Administering care procedures to children with disabilities.

### **Incident/Injury Reports**

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

- An illness, accident, or injury which requires first aid treatment; or
- A bump or blow to the head; or
- Emergency transporting; or
- An unusual or unexpected event, which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.
- Incidents in which parents must follow up with a hospital or doctors office visit will be reported to ODJFS within 24 hours.

**Immunization Requirements – Section 5104.014 ORC**

- In Ohio, immunization laws affect children attending childcare centers and childcare center employees. Children must be immunized against a number of illnesses as a condition of being admitted to school. Exceptions to this requirement can be made if a parent completes and signs designated areas of the prescribed JFS 01305 form and includes names of requirement diseases against which the child has not been immunized and whether it is because the immunization is medically contraindicated, not medically appropriate for the child's age, or declined by the parent. There is no discrimination in regard to a student who is or is not immunized.

# Classroom Information

## Assessments - Preschool – Pre-K

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

## Assessments – School Age (Obsolete beginning August 15, 2022)

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

## Assessments - Toddler

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

## Curriculum - Kindergarten

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

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

## Curriculum - Preschool & Pre-K

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

## Curriculum - School Age (Obsolete beginning August 15, 2022)

We use CINCI as a base curriculum. We also use Pinnacle.

Our curriculum is approved by the State of Ohio Department of Job and Family Services.

We use the State of Ohio Common Core Standards as a basis for planning.

## Curriculum - Toddler

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

## Enrichment Opportunities

Certified instructors bring their enrichment programs to our school for your convenience. You may register for these classes anytime during the school year. Exception: Pandemic Rules.

## Nap Time

ODJFS Childcare Licensing Rules requires Toddlers and Preschool students to "rest". Although children are not required to sleep, each child must lie down and rest quietly. Any child who does not fall asleep after an appropriate length of time during the designated naptime shall have the



opportunity to engage in quiet activities while on their cot. Toddler's nap 12:30-2:30 p.m., Preschoolers nap 1:00-2:30 p.m. Pre-K has a short quiet time and only nap per parent request.

### **Parent Involvement**

Teachers welcome parent involvement. Participation enables the teacher to offer a variety of creative activities for students. We desire to have parents participate in special events such as parties and field trips. Exception: Pandemic rules.

### **Parent Meetings**

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

### **Parent to Parent Communication**

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

### **Parent/Teacher Conferences and Progress Reports**

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

- Fall                      How your child is adjusting to school by parent sign-up
- January                Progress report sent home
- Spring                  Review of student progress by parent sign-up
- May                      End of school year progress report

### **Reporting Child Abuse**

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

### **Sample Schedule - Toddler**

6:30-7:30 a.m.	Arrival to opening classroom
7:30-8:30 a.m.	Teachers arrive and transition children to their classroom
8:30-9:00 a.m.	Prayer & Snack
9:00-9:15 a.m.	Diaper Check / Bathroom

9:15-9:30 a.m.	Circle Time
9:30-10:30 a.m.	Exploration Stations
10:00-10:15 a.m.	Diaper Check / Bathroom
10:30-11:00 a.m.	Outside Play
11:30-12:15 p.m.	Prayer & Lunch
12:15-12:30 p.m.	Diaper Check / Bathroom
12:30-2:30 p.m.	Nap
2:30-3:15 p.m.	Diaper Check / Bathroom
3:15-4:00 p.m.	Prayer & Snack
4:00-4:30 p.m.	Outside Gross Motor
4:30-4:45 p.m.	Circle Time
4:45-5:15 p.m.	Diaper Check / Bathroom
5:15-6:00 p.m.	Exploration Stations

### **Toddler Sippy Cups**

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

### **Sample Schedule – Part Day**

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

### **Sample Schedule – Full Day School Year and Summer**

6:30-8:00 a.m.	Independent Play
8:00-9:00 a.m.	Arrival / Exploration Stations
9:00-9:15 a.m.	Journal and Other Fine Motor
9:15-9:30 a.m.	Group Time (Calendar, Weather, Pledge and Prayer)
9:30-9:50 a.m.	Restroom, Prayer & Snack
9:50-10:00 a.m.	Clean Up
10:00-10:20 a.m.	Playground or Gym
10:20-11:20 a.m.	Centers (Art, Dramatic Play, Blocks, Science, etc.)
11:20-11:35 a.m.	Circle Time (story, song, finger plays)
11:35-12:10 p.m.	Prayer & Lunch
12:10-1:00 p.m.	Playground or Gym
1:00-2:30 p.m.	Nap or Quiet Time
2:30-3:00 p.m.	Prayer & Snack
3:00-3:15 p.m.	Gym or Playground
3:15-4:30 p.m.	Centers (Art, Dramatic Play, Blocks, Science, etc.)
4:30-4:45 p.m.	Story Time
4:45-6:00 p.m.	Closing Room Activities / Playground

## **Sample Schedule Kindergarten**

We use the State of Ohio Common Core Standards as a basis for planning.

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

## **Sample Schedule - School Age Before School (Obsolete beginning August 15, 22)**

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

## **Sample Schedule - School Age After School (Obsolete beginning August 15, 22)**

3:20-3:30 p.m.	Arrival of RiverTree Kindergarten
3:30-4:10 p.m.	Prayer, Snack, Devotion, Homework, Academics
4:10-6:00 p.m.	Structured Choice Activities or Large & Small Group Activities

## **Sample Schedule - School Age Summer, Weather and Scheduled Closures**

(Obsolete beginning August 15, 2022)

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

## **School Age After School Activities (Obsolete beginning August 15, 2022)**

- Social and quiet time

- Prayer & Snack
- Devotion
- Prayer
- Homework and academic challenge

### **School Age Before School Activities (Obsolete beginning August 15, 2022)**

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

### **Supplies**

Classroom supply lists are posted on our school website.

### **Telephone Calls & Messages**

- Classroom/teaching staff cannot receive telephone calls during their time with children.
- You may use your LifeCubby family app to quickly and easily send a message to your child's classroom staff.

### **Visitors**

When visiting our school for any reason other than attending a class party, please sign in and out with the church receptionist, obtain and wear a visitor's badge. Purses are prohibited inside our classrooms. Observations and tours can be scheduled through the school office. Pandemic Rules: a mask must be worn and hands sanitized/washed upon entry.

# Infant Program

## **Bottle to Sippy Cup**

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

## **Breastfeeding Mothers**

During school hours, we provide access to a private room for breastfeeding or pumping. This is generally provided in Room 122. Alternative spaces are small conference rooms, on the 2<sup>nd</sup> floor of the building. These spaces have appropriate seating and privacy.

## **Breast Milk Bottles**

Prior to bringing the bottles to school, please label each one with infant's name, date pumped and the date the bottle was prepared.

## **CACFP Kitchen and Staff**

Our kitchen is state qualified. We will provide formula and food for your child as instructed through the Child and Adult Care Food Program (CACFP). We provide Similac Advance Infant Formula with Iron (or an equivalent formula in case of supply issues) and basic infant food to be given to all children. Parents may prefer to bring their own formula, breast milk, and infant food each day until their child is 12 months of age and older. It is a mandatory requirement that certain forms are completed to allow you to provide your own food or to choose what we provide. We will assist with completion of the forms as needed.

## **Curriculum and Schedule - Infant**

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

Infants are cared for on demand. Part of their day includes feeding, napping, tummy time on the floor, play alongside other infants, listening to stories, swinging, time in a jumper, friendly play and interaction with staff including the introduction of colors and shapes.

## **Fundamental Beliefs of Both Infant Curricula**

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

## **Diapers and Wipes**

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

## **Diaper Bags**

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

## **Diaper Changes**

Infants' diapers are changed every two hours unless there is need in between this timeframe. Parents may request a change to this policy at any time.

## **Finger Foods**

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

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

## **Formula - Provided by Parent/Guardians**

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

## **Formula - Provided by RiverTree**

We provide Similac Advance Formula with Iron. If you choose to use our formula, please bring in enough bottles with nipples to leave at RiverTree for each feeding. At 12 months of age, we transition infants from bottles and infant formula to whole milk.

## **Infant Cereal**

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

## **Medications and Topical Products**

Medications and topical products such as diaper cream, teething gel and Chap Stick may not be stored in your child's diaper bag or cubby. **All medication and food supplements must be given directly to school office for immediate safe storage.**

- Parent must complete a JFS 01217 "Request for Administration of Medication" form in the school office prior to our staff administering prescription and non-prescription medications.
- As permission to administer a topical product or lotion, the school office requests a written permission form signed by the parent

## **Older Children in Infant Classrooms**

Children over the age of two are not allowed in the infant rooms.

## **Sippy Cups**

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

## **Sleep Sacks/Bibs/Binkies & Extra Clothes**

It is a good idea to provide extra of each. Especially changes of clothing. Please provide three changes of clothing each day for your infant. Sleep sacks are required for naptime safety.

## **Sleeping**

Infants are assigned their own crib. All infants will be laid to sleep on their back until at least 18 months of age. Once a child is 12 months of age, with parent written permission on a transition form, we may move your child from a crib to a low cot. This helps your child become a more independent sleeper. Infants nap as needed or by parents requested schedule.

Infants shall not be placed in cribs with bibs, pacifier clips/ribbons, teething jewelry, or any other items which could pose a strangulation or suffocation risk.

## **Tummy Time**

Infants not yet crawling have the opportunity for tummy time outside of their cribs each day.

## **Whole Milk**

For children 12 months of age through twenty-four months childcare licensing requires us to provide and use:

- Unflavored, whole homogenized vitamin D fortified cow's milk.
- Breast milk at the parent's request without written instructions from a licensed physician
- Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent.

Modifications to this requirement must be supported with written instructions by a physician, physician's assistant or certified nurse practitioner.

# Student Transition Plan

Multiple transition plans are set in place for our students. These transition plans include transitions into, within and out of the school and childcare center. If issues arise, the transition can be restructured to meet family needs. The purpose of a transition plan is to clearly define a classroom change at different periods within a year.

## **All Students Transitioning Into School/Childcare Center**

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

## **All Age Groups During the School Year - Activities That Help With Transition**

- All age groups spend time in Chapel together, which gives younger children visual of older groups and teachers.
- Students see and/or interact with the older groups on the playground.
- Students visit the Kidmobile library giving access to older age group books.
- Preschool and older students are involved in the Christmas program.

## **Infant to Toddler Class Activities for Transition**

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

## **Infant to Toddler Class Requirements for Transition**

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

## **Toddler to Pre-Kindergarten Class Activities for Transition**

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



### **Toddler to Pre-Kindergarten Class Requirements for Transition**

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

### **Pre-Kindergarten to Kindergarten Class Activities for Transition**

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

### **Pre-Kindergarten to Kindergarten Class Requirements for Transition**

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

### **Kindergarten and Younger to Older School Age Class Activities for Transition**

(School age obsolete beginning August 15, 2022)

1. Teachers talk with student and/or reads stories about 1<sup>st</sup> grade or higher
2. RT Kindergarten participates in graduation ceremony
3. Children ride a bus and participate in bus evacuation drills
4. Teachers discuss being more independent

### **Kindergarten and Younger to Older School Age Class Requirements for Transition**

(School age obsolete beginning August 15, 2022)

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

### **Kindergarten to Public School Transition**

(School age obsolete beginning August 15, 2022)

1. Teacher reads stories about moving to 1<sup>st</sup> grade and talks about what to expect in 1<sup>st</sup> grade
2. Public school orientation flyers are handed out to families
3. Promotion ceremony with parents in attendance
4. Student assessments and portfolios are compiled for transfer
5. Parents request transfer of documentation to new school

### **Student Transition to Home Care or another School**

1. As appropriate, teachers have discussions about being at home alone
2. Jackson public servant officers provide and instruct safety trainings
3. Parents request transfer of documentation to new school
4. Student assessments and portfolios are compiled for transfer
5. Parents request transfer of documentation to new school
6. Teachers provide a special "last day send-off" as students' leave

# Permission to Release Student Records

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

Student's Name: \_\_\_\_\_

I authorize release of my child's information to:

\_\_\_\_\_

Purpose of the release of information:

\_\_\_\_\_

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

\_\_\_\_\_ Entire contents within my child's student file

\_\_\_\_\_ Progress reports

\_\_\_\_\_ Ages & Stages Questionnaires (ASQ)

\_\_\_\_\_ Birth certificate

\_\_\_\_\_ Immunization records

\_\_\_\_\_ Behavior Documentation

Parent/Guardian Signature: \_\_\_\_\_

Date Requested / \_\_\_\_ / \_\_\_\_

Date Sent: / \_\_\_\_ / \_\_\_\_

Sent By: \_\_\_\_\_

\_\_\_\_\_ Post

\_\_\_\_\_ Electronic

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

# Child Screening Process

## Screening

The ASQ SE and the ASQ3 (Ages and Stages Questionnaires) are distributed the first week of each school year or as new enrollments take place. Children are screened within the first 30 days of attendance. Screenings are used to identify areas of concern and are valuable for one year. At the end of that year, new screenings are obtained. Infants through Pre-K students, we use the ASQ SE and ASQ3 questionnaires. We use the KRAL for Kindergarten students.

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

## Screening Referral Process

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

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

## School Age Screenings (School age obsolete beginning August 15, 2022)

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

# Child Assessment Process

## Assessments

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

### Assessments - Formal

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

- The teacher reviews the results and alters lesson plans and classroom activities to accommodate individual needs.
- Areas that appear outside of the standardized assessment results "normal" range are assessed by the teacher and administrator to evaluate next steps. Parents are notified in letter form and teachers use age appropriate accommodations (as referenced by the assessment tool) in lesson plans to assist with individual student development. If scores are extremely low, outside advisement from the local school system is requested.
- Assessment scores are posted to a spreadsheet that compares classroom performance across the school. This spreadsheet is used to influence school development and instruction requirements.
- Completed on every child in our care ages infant through Pre-K. In the fall of 2017, the assessment information began being transmitted to the State of Ohio.

### Assessments - Informal

**Observation:** Teachers observe children daily to assess both social emotional and academic development. Observations are shared with parents during conferences and as needed on a daily basis. The observations include:

**Anecdotal Note:** Notes are taken as the teacher observes met development markers or unmet needs of individual children. These notes may be added to the back of lesson plans or placed in the child's portfolio. Anecdotal notes are used to develop weekly lesson plans that accommodate individual child developmental needs.

**Work Sample:** Teachers collect work samples of writing, art, and additional self-created materials and file them in the student's portfolio. These examples of individual child development are used to assess progress. Lesson plans and classroom activities are adapted for students who require additional growth in a particular area. Samples are filed.

**Portfolio:** Each child has a portfolio. The portfolio contains work samples, anecdotal notes, art samples, and other materials that teachers may save for teacher and parent review. This information is used to direct individual lesson plans and activities for students.

**Tool:** Stark County Kindergarten screening tool adapted to each age level.

The tool includes the following markers:

- Social and Emotional Development
- Classroom Work Habits

- Art and Music, Math
- Physical Well-Being/Motor Development General Knowledge
- Letters/Numbers/Shapes/Letter Sounds Social Studies
- Language and Literacy Development Science

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

**Assessments School Age (School age obsolete beginning August 15, 2022)**

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

# Family Engagement Model

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

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

Models used to develop our strategy:

Harvard Family Research Project, which highlights the following:

## [Parent, Family, and Community Engagement Framework](#)

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

## [NAEYC \(National Association of Education for Young Children\)](#)

### [The 10 NAEYC Program Standards](#)

#### [Standard 1: Relationships](#)

#### [Standard 2: Curriculum](#)

#### [Standard 3: Teaching](#)

#### [Standard 4: Assessment of Child Progress](#)

#### [Standard 5: Health](#)

#### [Standard 6: Staff Competencies, Preparation, and Support](#)

#### [Standard 7: Families](#)

#### [Standard 8: Community Relationships](#)

#### [Standard 9: Physical Environment](#)

#### [Standard 10: Leadership and Management](#)

## **Engagement Opportunities We Provide**

1. School Advisory Board: School parents, church, and community leaders join together quarterly to discuss and advise on school processes, vision casting, and how to support the family role in each child's development. Exception: Pandemic
2. Parent Meetings: Regularly with the Administrator and parents who participate in school support and child development exchanges. Emphasis is placed on ways to improve the relationship between family and school. Exception: Pandemic
3. Family Events Planned: Several family events are planned during the school year.
  - Special Friends & Literacy Night: Children bring a special guest to an evening designed to encourage literacy and reading with children. We discuss importance of the family role in the child's reading development.
  - Family Nights: Specially scheduled evening of science investigation or learning. This is designed to be a relationship builder for parent and child.

- Field Days: Parents invited to participate with children in athletic events that encourage health and wellness. This event is a family relationship building exercise.
  - Mission support events
  - Exception: Pandemic
4. Parents are encouraged to be involved in local and national child enrichment such as in the links provided to families in our Parent Handbook:

[Early Childhood Resource Center Family Support and Child Development Workshops](#)  
[Ohio Help Me Grow](#)  
[Ohio Strengthening Families](#)  
[Ohio Children's Trust Fund](#)  
[NAEYC For Families](#)

5. Community Groups Engagement:
- The local library sends a Kid Mobile to our facility on a weekly basis.
  - Vision screening is facilitated by the Lions Club on an annual basis. Exception: Pandemic.
  - The police department officers visit our school to present a variety of programs along with additional information.
  - Field Trips to local history sights and museums. Exception: Pandemic
6. Open Houses and parent/teacher conferences are provided to facilitate relationships and strengthen parent school relationships. Conferences provide families with tips to strengthen educational or behavioral challenges at home and incorporate family expectations in class.
7. The director has an open door policy to discuss family issues and provide resources for assistance. Resources provided include:
- RiverTree Christian Church counseling referral and other local counseling groups
  - Help Me Grow & Ohio Department of Job and Family Services
8. School newsletters or online updates: These provide families with information of upcoming events for parent involvement. This newsletter also provides family information tips on children's health, behavioral tips, and age appropriate expectations.
9. Daily meetings with parents at student drop-off and pick-up. This time is dedicated to discussing child needs with the parent.

#### **Family Engagement Activities - All Enrolled Families: Exception - Pandemic**

1. RiverTree church attendance on a weekly basis
2. Pumpkin Patch Festival held in October. A church/school free festival for community.
3. Back to School Open House in August. Families tour school and meet teachers.
4. Informational Open House in February. Current/new family's informational meeting.
5. Parent/Teacher Conferences in September. Meet to review progress and set goals.
6. Christmas Program in December. Families invited to children's performance.
7. Parent Meetings held regularly. Parents plan and participate in events.
8. Special Friends Night in September. Food, program, literacy event for child & guest.
9. Field Day in May. Child games/parents help and observe.

10. Family Nights several times a year. Education or entertaining family events.
11. Classroom Parties near holidays. Parents sign-up to help with parties.
12. Field Trip chaperones 3-4 times a year. Parents sign-up to assist on trips.

**Family Engagement Activities - Newly Enrolled Families**

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



# Health Screening and Referral Process

## Health Screening Process

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

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

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

## Required Each Year:

### JFS 01305 (rev. 12/2016) Child's Medical Statement for Child Care

This prescribed form is required to be on file and updated every 13 month (from the date of examination written on form) for all children ages 6 weeks through RiverTree Kindergarten. Children enrolled in public school are exempt from this requirement. The child's examining physician, PA, APRN or CNP, must complete it. We request this form to be completed and returned upon enrollment. It is required to be completed and returned within 14 days of the child's first day of attendance.

If parents do not turn in a current JFS 01305 within a 14-day window, they receive a reminder letter. If parents do not turn in a current JFS 01305 within a 30-day period, their child will not be permitted to attend class until form is received.

- If this form is not updated annually as requested, we contact the parents to determine cause. If parents cannot afford medical evaluation, we refer them to the following:
  - [Stark County Health Department](#)
  - [American Academy of Pediatrics](#)
  - Local School Districts

If parents do not agree with the update of vaccinations, we do the following:

- Provide community resource information regarding the need for vaccinations
- Inform parents of their options

## Health Referral Process

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

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

The referral form will be distributed to the parents through the school office. If a school age child is enrolled in a public school district, referrals are not enquired. (School age obsolete beginning August 15, 2022)

# Pandemic Illness Policies Addendum 1-29-21

## Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of 100 degrees or more while at child care, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips will be suspended.

## Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email.
- You may follow our social media page <https://www.facebook.com/RiverTree.Christian.School> for late-breaking program updates.
- We may also update you in our school software application: LifeCubby.

## Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a regular basis. Program tours will be given until if the visitor is wearing a mask. Tours will not enter a classroom.

## Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

## Pandemic Illness Policy

RiverTree Christian School and Childcare Center will adhere to the directives of the CDC and the Stark County Health Department during periods in which a pandemic illness affects our area. Illness that spreads rapidly and can cause severe symptoms is to be treated with great caution.

## Procedures - Check-In and Pick-Up

- Parents must assure that their child(ren) do not have any signs or symptoms of illness before entering the RiverTree building. Parents and other family members will only be allowed inside the child care program if they are wearing masks (as required by the County Health Department). The following questions should be reviewed daily. If the answer to any of these is "Yes", the child should stay at home.

- Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
- Do you or anyone in your household have a fever, cough and/or shortness of breath?
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash or sanitize their hands immediately upon entering the building and continually throughout the day. When children are received for drop-off, hand sanitizer is made available for use prior to being brought to their classroom/child care area.
- Parent/family member will only be allowed to the classroom to pick up a child if they are wearing a mask. Hand sanitizer is provided at the entry door.

### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

### **Tuition**

- Vacation weeks will be allowed to be used by families during this time period.
- If a family comes down with COVID and is isolated, no tuition is charged for that period.
- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- Tuition may be suspended with no additional fee, dependent upon family circumstance.

A hot car is lethal for children.

# Never forget your kid in the car.

The **Kars4Kids Safety** app connects to your car's Bluetooth™ and sounds an alarm every time you leave your car, making sure your child is never accidentally left behind.

**Kars 4 Kids**

Scan here to download or go  
to [www.Kars4Kids.org/app](http://www.Kars4Kids.org/app)





Department of  
Job and Family Services

TO STRENGTHEN OHIO FAMILIES WITH SOLUTIONS TO TEMPORARY CHALLENGES



## Program Enrollment & Benefit Information



## Helpful Resources

- ODJFS programs: [jfs.ohio.gov](http://jfs.ohio.gov) or call 1-866-ODJFS4U (1-866-635-3748)
- To apply online or to report a change for Ohio Works First, Food Assistance and/or Medicaid: [benefits.ohio.gov](http://benefits.ohio.gov)
- Medicaid Consumer Hotline: 1-800-324-8680
- County agencies: [jfs.ohio.gov/county](http://jfs.ohio.gov/county)
- Ohio Benefit Bank: [ohiobenefits.org](http://ohiobenefits.org)
- Social Security Administration: [ssa.gov](http://ssa.gov) or 1-800-772-1213
- Medicare: [medicare.gov](http://medicare.gov) or 1-800-MEDICARE
- Unemployment benefits: [unemployment.ohio.gov](http://unemployment.ohio.gov) or 1-877-644-6562 (OHIOJOB)
- Ohio's Best Rx: [ohiobestrx.org](http://ohiobestrx.org) or 1-866-923-7879
- Register to Vote: [VoteOhio.gov](http://VoteOhio.gov)
- Women, Infants and Children (WIC): [odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx](http://odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx) or (614) 644-8006
- Children with Medical Handicaps: 1-800-755-4769 or [odh.ohio.gov/wps/portal/gov/odh/know-our-programs/children-with-medical-handicaps/welcome-to](http://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/children-with-medical-handicaps/welcome-to)
- Help Me Grow: [helpmegrow.ohio.gov](http://helpmegrow.ohio.gov)
- Ohio Government: [ohio.gov](http://ohio.gov)



**Ohio** | Department of  
Job and Family Services

Mike DeWine, Governor State of Ohio  
Kimberly Henderson, Director  
Ohio Department of Job and Family Services  
JFS 07501 (Rev. 9/2020)

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**Ohio**  
Department of Medicaid

Mike DeWine, Governor State of Ohio  
Maureen Corcoran, Director  
Ohio Department of Medicaid

# Ohio WIC Program Eligibility

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

## Ohio WIC Program Income Guidelines

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

## How to Apply

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

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

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

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, audiotope, 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](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;

fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*Last Updated: 2/5/2021*

[c1][c2][c3]



# Ohio Healthy Program

Our school participates in the Ohio Healthy Program (OHP). This program is established by the Ohio Department of Health. For more information, please follow this link. <https://occrha.org/ohp/>

As an Ohio Healthy School, we prepare a menu that meets the OHP guidelines, develop and update healthy policies to promote a great environment for children, and engage parents to model healthy environments outside the center.

One of the ways we encourage a healthy lifestyle is by limiting screen time for students. Television and screen time is only used for educational purposes. We want to see them moving rather than sitting in front of a screen.

## **The American Academy of Pediatrics Recommendations:**

### **Screen-time for Children under 18 months old:**

- No screens are used except for video chatting. (We do not do this at school)

### **Screen-time for Children 18 months to 5 years:**

- Consistent with the AAP recommendations to limit screen time to less than 1 hour per day total and recognizing that screen time activities may be available in the child's home environment, the program has a policy limiting television viewing and other screen time to less than 30 minutes per week.

### **Screen-time at Meals:**

- No screens during meal or snack times

### **Screen-time for Sleep:**

- No screens 1 hour before bedtime. Turn off all screens during sleep, including naps.

# Make Each Plate a Healthy Plate



## Measure The Right Amount Of Food With Your Hands!

Note to adults preparing meals for children: Use your child's hand to measure portion sizes.



**PALM OF HAND**  
Amount of lean meat



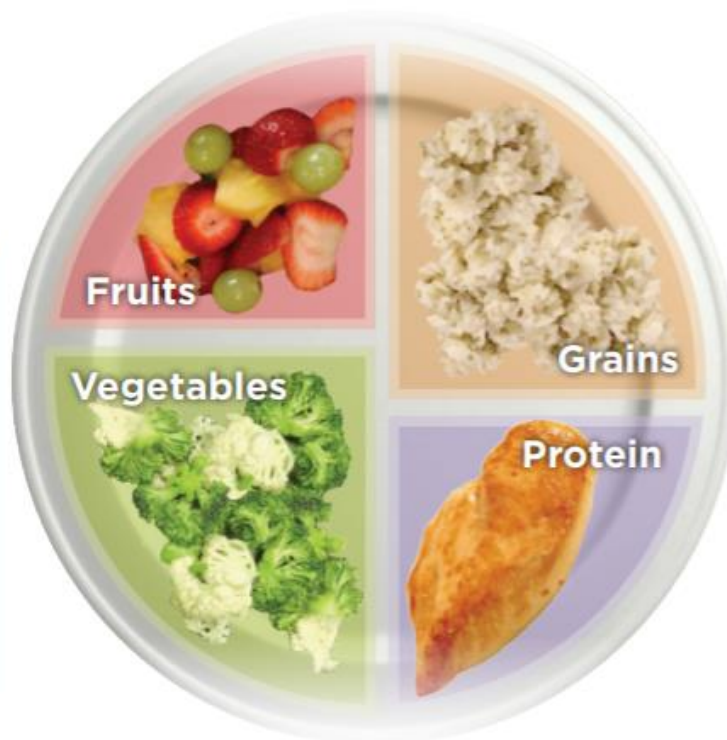
**A FIST**  
Amount of rice, cooked pasta or cereal



**A THUMB**  
Amount of cheese



**THUMB TIP**  
Amount of peanut butter



**Dairy**

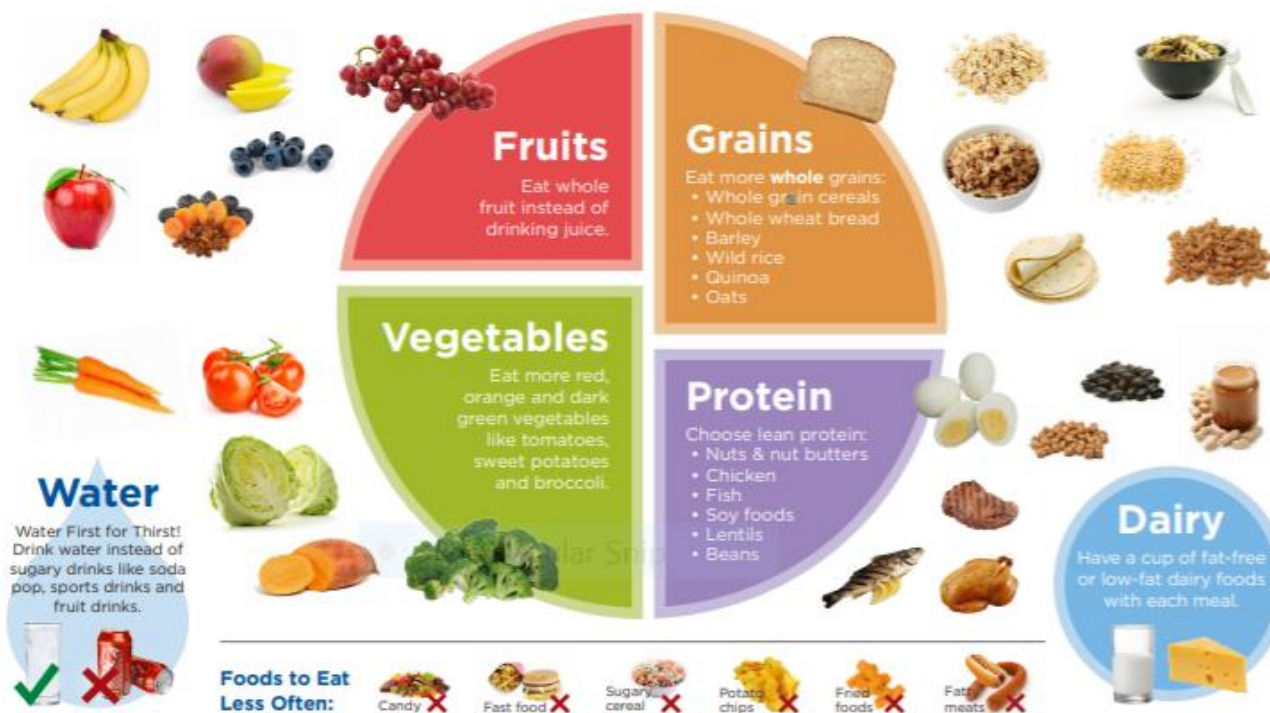


**Water**

Developed by Columbus Public Health's Growing Healthy Kids Program; Photograph source @www.fotosearch.com; Adapted from USDA's Choose My Plate campaign - [www.choosemyplate.gov](http://www.choosemyplate.gov); and New York City Department of Health and Mental Hygiene; 5/2020



# Choose Healthy Foods





# Healthy Celebrations

Together we can teach children to enjoy healthy foods and activities at celebrations.

## HEALTHY PARTY FOODS:

- Apple slices with peanut butter or yogurt
- Veggies and dip
- Fruit with yogurt dip
- Cheese Cubes
- Mini Rice cakes
- Whole grain granola bars
- Graham crackers or animal crackers
- Fat-free or low-fat milk
- Baked whole grain tortilla chips and salsa
- Water with sliced citrus fruits, berries or cucumbers



## PLAN NON-FOOD ACTIVITIES:

- **Bring a CD** the children can dance to.
- **Volunteer to read a book** about the special event.
- **Send favors**, such as pencils, bookmarks or stickers.
- **Decorate special water cups.**
- **Lead a game** that gets kids up and moving like Simon Says, freeze dance, or charades.

Developed by Healthy Children Healthy  
Weights at Columbus Public Health

For information about these materials  
visit [www.publichealth.columbus.gov](http://www.publichealth.columbus.gov)



THE CITY OF  
**COLUMBUS**  
ROBERT R. COLEMAN, MAYOR  
COLUMBUS  
PUBLIC HEALTH



# Reduce Screen Time

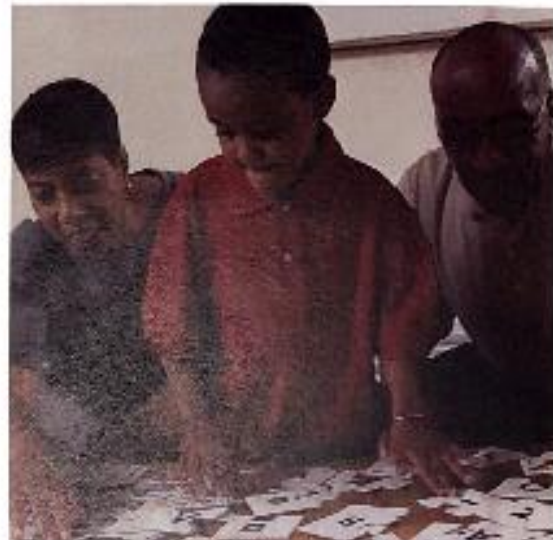
Aim for no more than 2 hours a day.

Aim for no more than 2 hours a day, including TV, computers, video games and apps.

Instead of screen time, get kids moving.

## INDOOR ACTIVITIES:

- Hide an item, like a stuffed animal, in the house and let your child find it.
- Read books and act out movements to a story.
- Keep supplies on hand for coloring, finger painting, and play dough.
- Make a favorite recipe together.
- Put a puzzle together.



## OUTDOOR ACTIVITIES:

- Blow bubbles.
- Go on a bug safari - see how many different types of bugs you can find.
- Take a walk to the library and check out a book.
- Climb the jungle gym at the local park.
- Use sidewalk chalk to draw pictures or create a hopscotch board.