



Guardian Angels Early Learning Center  
A ministry of Ss. Robert and William Catholic School

## Family Handbook 2022-2023

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INCOME TAX IDENTIFICATION NUMBER #27-1392588.  
PLEASE KEEP TUITION RECEIPTS FOR YOUR TAX RECORDS

\*\*\*Parents, please use this number on your employee reimbursement forms! \*\*\*

The Family Handbook is always available on the GAELC website. Printed copies may be requested from the GAELC office.

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# Introduction to GAELC

## Structure

Ss. Robert and William Catholic School (SRW) is a state-accredited Catholic elementary school in the Diocese of Cleveland, serving children in kindergarten through grade 8. Founded in 2010, it is rooted in the Ursuline tradition that was present at St. William and St. Robert schools dating back to 1946. In 2014 it became a joint ministry of Ss. Robert and William and St. John of the Cross Parishes.

Guardian Angels Early Learning Center (GAELC) is a ministry of Ss. Robert and William Parish. Under the guidance of the Administration, it extends the elementary school's mission: To foster student success, Ss. Robert and William Catholic School provides a nurturing environment focusing on faith, academics, and service to our youngest learners. Guardian Angels Early Learning Center is a private, non-profit, Early Learning Center. The Learning Center is licensed to operate legally by the Ohio Department of Education, a Division of Early Learning and School Readiness - Chapter 3301-37 Ohio Administrative Code (ODE). Our license is posted on the Family Bulletin Board. Copies of our rules and regulations for our preschool programs are available upon request from the Director.

GAELC is comprised of the following classes:

- Infant Angels (6-weeks through 12-months old)
- Baby Angels (12-months through 24-months old)
- Toddler Angels (24-months old through 36-months old)
- Wee Angels (36 months through eligible for Little Angels)
- Little Angels (3 year-old preschool)
- Junior Angels (4 year-old preschool)

## Mission

To encourage curiosity, SRW's Guardian Angels Early Learning Center provides a nurturing environment focusing on faith, knowledge, skills, and behaviors that are the foundations for future success.

*A Journey in Life, Love, and Learning*

## Philosophy

During the early childhood years, a child is developing good decision-making skills and forming good habits. He/she is developing a positive self-image in relationship to a loving God. We provide an atmosphere to enhance and stimulate development in all areas: spiritual, physical, emotional, social, and cognitive. We affirm that no two children are alike. They do not grow and develop according to a rigid plan. With this in mind, the preschool exists to provide opportunities for growth and development of the individual child in an accepting, nonjudgmental way.

Teacher-child interaction and activities are designed with the young child in mind, aimed to develop the whole child, the child's self-esteem, and a positive feeling toward learning. Activities also promote an atmosphere where children develop an understanding of themselves, others, and the world around them. Children are allowed to grow with the freedom of expression to strengthen their individual personality.

## Beliefs

- We believe each individual is a valued child of God with unique physical, social, emotional, spiritual, and intellectual needs.
- We believe children learn in different ways at different rates. Curriculum and instruction incorporate a variety of learning activities to accommodate differences in learning styles.
- We believe that play is an agent for creative learning.
- We believe a child's self-esteem is enhanced by positive relationships and mutual respect between children and staff.
- We promote an atmosphere of peace.

## Goals

- To provide a family-centered environment.
- To promote a holistic developmental design of age appropriate materials and activities for each infant, toddler, and preschooler based on physical, social, emotional, cognitive and spiritual needs.
- To employ a dedicated staff who will assist each child to grow in creativity, choice, discovery, problem-solving and exploration.
- To encourage children to grow in the awareness that they are each unique and special.
- To assist children in developing a positive self-image.
- To lead children to a sense of responsibility and feeling of self-confidence.
- To increase in children their awareness and appreciation of adults and other children.
- To develop in children their problem-solving skills through experiences and freedom to explore and choose.
- To provide opportunities to develop listening skills.
- To increase vocabulary through hands-on experiences and daily activities.
- To provide a routine that will help produce self-discipline

## Reporting Absences

Absences must be reported by 8:00 a.m. in one of two ways:

- By indicating an absence on the Brightwheel App
- By calling the GAELC Office at extension 243

As a general rule of thumb, if your child is ill enough to require medication, including pain/fever reducers such as Tylenol, they are too ill to attend school.

## Attendance Policy

Our Little and Junior Angels classes begin each day at 8:00 a.m. The first part of the day is a crucial time for students to learn routines, establish connections with staff, and prepare themselves for the day of learning ahead. Therefore, it is important that students are in their classrooms, ready to learn, at the start of the day.

### *Late Arrival*

Late arrivals are not only disruptive to the classroom environment, but also put stress on students as they attempt to acclimate to the classroom environment. Families that exhibit a pattern of late arrivals will be required to meet with the Director to discuss necessary changes or support needed. If arrival time does not improve after completion of the conference, withdrawal from the program or exclusion from re-enrollment may be necessary.

### *No Call - No Show*

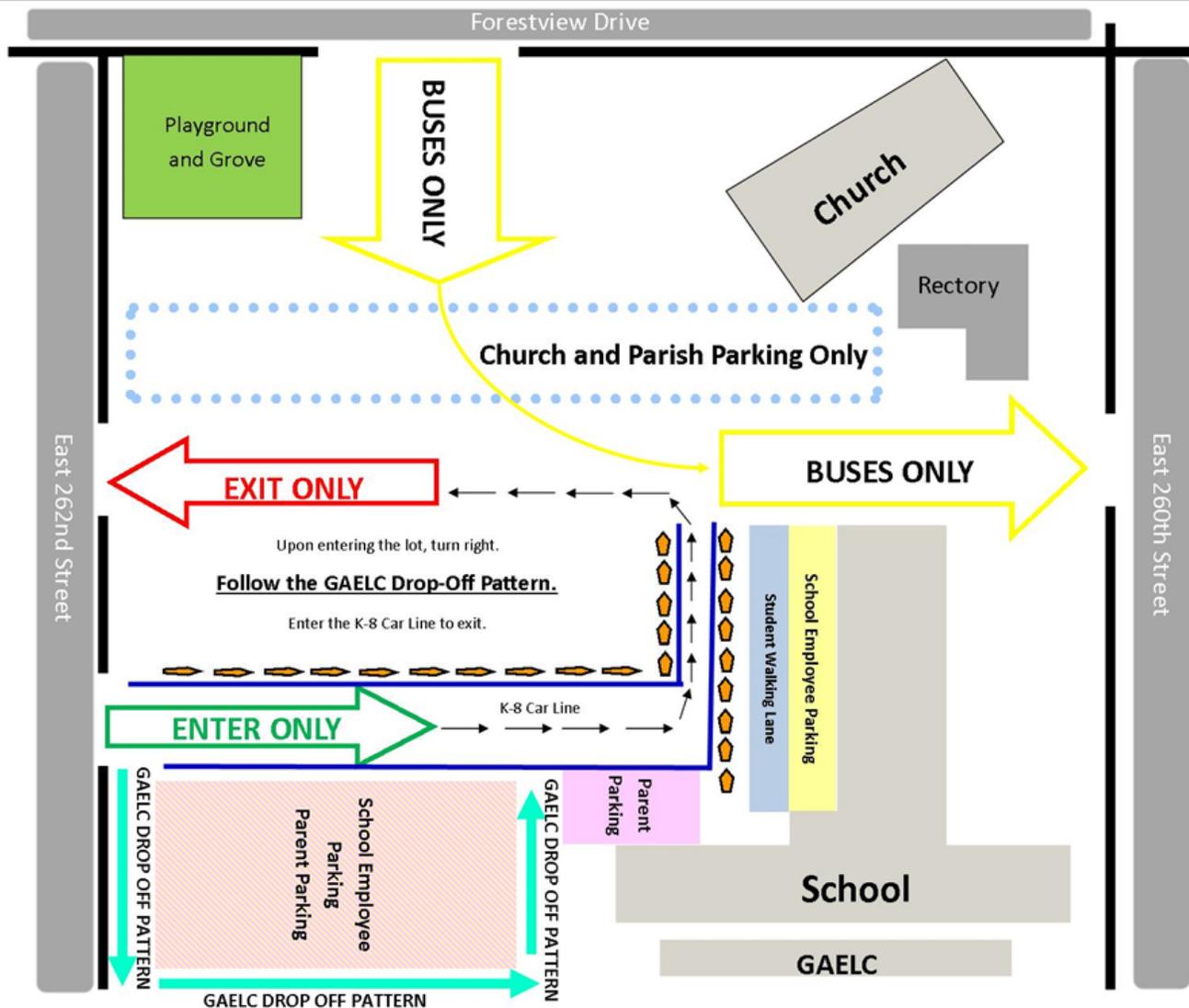
Reporting absences is required. In order to ensure the safety of our students, it is crucial that we can account for each child scheduled to be in our care. After 5 instances of a child being absent with no notification, withdrawal from the program or exclusion from re-enrollment may be necessary.

### *Early Dismissal*

Students will not be dismissed during rest time, unless an emergency arises. Students are expected to remain until the end of the academic day.

## Arrival/Dismissal

All families are responsible for checking their child in and out via the Brightwheel app each day. Any adult responsible for dropping-off or picking-up a child must have a profile in the Brightwheel app.



Our traffic pattern begins at the entrance at the North end of the Parking Lot (Shown in teal green above). Upon entering the parking lot, turn right immediately.

### *Infant/Baby/Toddler/Wee Angels Drop-Off/Pick-Up*

Parents must park in a parking space and walk children to their classroom. Do not park in the drop-off lane. Using a QR Code posted on the building/classroom door and/or on staff lanyards, parents must check their children into and out of GAELC and answer health screening questions. All Infant/Baby/Toddler/Wee Angels are picked-up at their classroom door. Please note that staff are not permitted to place a child in his/her car seat. Parents of Toddler and Wee students arriving between 7:45 a.m. and 8:00 a.m. may choose to utilize the preschool drop-off lane. Please see below for details.

## *Little and Junior Angels Drop-Off/Pick-Up*

Little and Junior Angels arriving between 7:00 and 7:45 should enter the building through the main door. Parents must park in a parking space and walk children to their classroom. Do not park in the drop-off lane. Using a QR Code posted on the classroom door and/or on staff lanyards, parents will check their children into GAELC and answer health screening questions.

Little and Junior Angels arriving between 7:45-8:00 must utilize the GAELC Drop-Off Lane. If you are the first car in line, please pull all the way up to the STOP line at the end of our drop-off lane. Using a QR Code provided by the teacher, parents will check their children into GAELC and answer health screening questions from their car. Teachers will assist your child exiting the car, and he/she will enter the building with the teacher or aide. For everyone's safety, do not let any child enter the building alone. The purpose of the drop-off lane is to keep traffic moving quickly and efficiently. Although our staff loves any opportunity to speak with families regarding their students, the drop-off lane is not the appropriate time for this. If you need to speak with your child's teacher, please plan to arrive prior to 7:45 a.m. or schedule an appointment.

Students in the part-time Little Angels class are dismissed at 11:00 a.m. Parents of Little Angels will form a car line for pick-up. If you are the first car in line, please pull all the way up to the STOP line at the end of our drop-off lane. Teachers will walk students to the family's car. Using a QR Code provided by the teacher, parents will check their child out of GAELC. No child is permitted to leave the building alone to meet the parent at the car. Please note that staff are not permitted to place a child in his/her car seat.

Students in the part-time Junior Angels class are dismissed at 12:00 p.m. Parents of Junior Angels will form a car line for pick-up. If you are the first car in line, please pull all the way up to the STOP line at the end of our drop-off lane. Teachers will walk students to the family's car. Using a QR Code provided by the teacher, parents will check their child out of GAELC. No child is permitted to leave the building alone to meet the parent at the car. Please note that staff are not permitted to place a child in his/her car seat.

Dismissal for students in the full-time Little and Junior Angels classes is from 2:50 – 3:00 p.m. Parents of Little and Junior Angels will form a car line for pick-up. If you are the first car in line, please pull all the way up to the STOP line at the end of our drop-off lane. Teachers will walk students to the family's car. Using a QR Code provided by the teacher, parents will check their child out of GAELC. No child is permitted to leave the building alone to meet the parent at the car. Please note that staff are not permitted to place a child in his/her car seat.

## **Required Forms/Documents**

The following are required forms for attendance at GAELC. No forms/documents will be accepted via fax. Forms must be dropped off at GAELC or emailed to the Director/Administrative Assistant.

- Emergency Medical Form (permission for transport must be granted in order for a child to be enrolled at GAELC)
- Birth Certificate
- Child Medical Statement – (ODJFS 01305)
- Immunization Records
- Enrollment Form via Brightwheel
- Brightwheel Form
- Family Handbook Acknowledgement Form
- Ages & Stages Questionnaire
- Infant Information Form – (ODJFS 01218) (all children under 24 months old)
- Baptismal Certificate (If applicable)
- Child’s Medication Form (If applicable)
- Custody Agreements (If applicable)

## Operating Hours

GAELC is open Monday through Friday, 7:00 am to 6:00 pm.

## State Staff/Child Ratios

| State Staff/Child Ratios               | Group Sizes       |
|--|-------------------|
| Infants less than 12 months (1:5/2:10) | Group Size = 2:10 |
| Infants 12 months to 18 months (1:6)   | Group Size = 2:12 |
| Toddlers 18 months to 3 years (1:7)    | Group Size = 2:14 |
| Toddlers 2 ½ years to 36 months (1:8)  | Group Size = 2:16 |
| Preschoolers 3 years (1:12)            | Group Size = 2:24 |
| Preschoolers 4 and 5 (1:14)            | Group Size = 2:28 |

## Faith Formation

As a Catholic Early Childhood Center, faith formation is the foundation of our program. Children will participate in Daily Prayer (beginning of the day, before lunch, before dismissal), daily lessons, weekly lessons, and monthly Mass attendance.

## Communication

GAELC primarily uses the app Brightwheel to communicate with families. All families will receive log-in information upon applying to the program. We encourage families to check the app frequently for information from the administration and staff. It is IMPERATIVE that we have current contact information for parents/guardians/emergency contacts. Please notify us of any changes in order to keep our data accurate.

Each teacher's primary responsibility during the day is the education and supervision of the children in his/her care. Teachers use Brightwheel for logging food intake, tracking diapers/potty, documenting rest time, and sending photo/video updates throughout the day. Brightwheel is only accessible to staff via iPads in their classrooms, therefore, messages will be responded to during working hours.

Please note that the primary intention for the Brightwheel messaging feature is to connect parents with their child's classroom staff regarding topics such as drop-off and pick-up, questions regarding daily activities, or to share other pertinent information. Sensitive topics, including billing questions, should not and will not be discussed via Brightwheel message. Please email the Director with billing questions or other confidential information. We prefer that families do not utilize the "Admin Only" messaging option on Brightwheel to contact the administration, as these messages can be easily missed.

Red folders are sent home every Tuesday. Items on the left are intended to be "left" at home. Items on the right should be completed and returned "right" back to school. Please empty and return the folder in their backpack on Wednesdays.

Voicemails, emails, and Brightwheel messages will be returned within 24 hours. If a message is sent after 6 p.m., on a weekend, or on a day that GAELC is closed, it will be responded to the next business day.

## Staff

All preschool lead teachers are licensed by the Ohio Department of Education. They are specifically trained in Early Childhood/Preschool Education. Further training for all lead teachers is required in First Aid, Communicable Disease Control, Child Abuse Recognition and Prevention, Hand-Washing and Disinfecting Procedures, and Infant-Child CPR. Well-qualified teachers are a priority so that your child will be enriched by their influence as well as by their instruction. Professional Development is provided and required for staff in order for them to remain on the cutting edge of early childhood education. All staff are background-checked and VIRTUS trained.

## Curriculum

To deliver lessons that address the general areas of development—social-emotional, physical, language, and cognitive—The Creative Curriculum is used. This research-based curriculum is aligned to the Ohio Department of Education's Early Childhood Education Standards and guides the teachers in providing age-appropriate routines and experiences. Our daily schedule includes learning experiences appropriate to children ages 6 weeks to five years. Our curriculum emphasizes development in motor, social, language, and cognitive-thinking skills. The children participate in activities involving play, stories, songs, games, manipulatives, and art. Lesson subjects include science, social studies, math, religion, reading/phonics/language arts, music, and creative movement. We adhere to the belief that play is children's business! Much learning takes place

through play, and play activities are planned with learning potential in mind. Daily schedules provide for both quiet and active play. Weather permitting, children go outside at least once a day.

## After Care/Home Away From Home

GAEELC offers After Care to children in our Little and Junior Programs. After school care services commence at the end of the school day and last until 6:00 p.m.. Sufficient notice is given to parents should this program be canceled for any reason. Pre-registration is required for After Care.

Home Away From Home (HAFH) is available for children in Little and Junior Angels classes on specific days when traditional classes are not in session, from 7:00 a.m. - 6:00 p.m. Pre-registration is required for HAFH. HAFH will also be available on Calamity Days (snow/cold days), provided it is safe to drive on city streets. If the Calamity Day is due to an emergency at the school building (power outage, no heat, flood, etc.) Home Away from Home will NOT be open.

## Basic Daily Schedule

Each classroom will follow their own schedule, based on the specific needs and developmental level of the classroom. In general, all classrooms include the following:

- Small-group activities
- Center-based play
- Circle time
- Whole-class lessons
- Snacks and meals
- Rest time
- Art and music
- Large and fine motor activities

# Parent Policies

## Family Engagement

GAELC strives to provide support, education, and bonding experiences for the whole family. Throughout the year, family events are scheduled in order to cultivate a sense of community and connection.

## Parents as Partners

Choosing GAELC involves a commitment and exhibits a concern for helping the child to recognize God as the greatest good in his/her life. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

GAELC considers it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.

As a parent/guardian of a GAELC student, there is a responsibility to uphold the policies found within the Family Handbook, be active participants in their child's development, and work alongside members of the GAELC community to foster an environment of respect and professionalism.

## Parent Visitation/Participation

We feel it is important for our parents to visit GAELC. You are welcome to visit your child at any time. We do request that you schedule your visit with your child's teacher. While you are at GAELC, please feel free to observe all classrooms and share any comments or concerns you may have about your child's care and about our program. We ask that you do not interrupt the learning experiences. Should you wish to confer with GAELC Administration or your child's teacher while at GAELC, a meeting may be scheduled. For the protection and safety of your child, this open policy is limited to custodial parents and guardians of the children enrolled in our program. Non-custodial parents and other relatives and friends will not be granted this open door visitation policy. Non-custodial parents will be allowed to visit GAELC with a signed and dated written permission form from the custodial parent.

Parents are encouraged to participate in our program as much as possible. It is our hope that you will have time to participate in our special occasions such as birthdays, open house, special meetings, events, holidays, or activities. By encouraging and welcoming parent participation, we hope to develop a bond between your family and our staff.

# Classroom Policies

## Infant Angels

All items must be labeled with the child's name.

GAELC staff will send home a copy of the Infant Information Form – (ODJFS 01218) to be updated as children reach various developmental stages.

### *Hygiene*

- Parents provide: disposable diapers, wipes, and creams.
  - All babies have their own schedule. Diapers are checked and changed as needed throughout the day. Care will be taken to change a child's diaper as their pick-up time approaches.
  - Please be sure to restock supplies as they are needed. Staff will send reminders via Brightwheel when supplies are running low.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

### *Nutrition*

- Parents provide:
  - prepared bottles of formula/breast milk, labeled with the child's name and date
  - empty bottles and frozen breast milk/formula powder, labeled with the child's name and date
  - baby food
- Our licensing requires that all bottles/cups be labeled with the child's name.
- Opened jars of food and bottles are to be taken home or discarded after 24 hours.
- Parents who wish to come in during the day to breastfeed may make arrangements with the Lead Teacher.
- Please be sure to restock supplies as they are needed. Staff will send reminders via Brightwheel when supplies are running low.
- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.

### *Nap/Rest Time*

- Children will be positioned on their backs for napping/rest unless the Sleep Position Waiver Statement (ODJFS 01235) is completed.
- No blankets, stuffed animals, or toys will be permitted in a child's crib while he/she is napping.
- Bibs and pacifier clips will be removed before a child is laid in his/her crib.

## *Clothing*

Infant Angels should have (3) complete changes of clothing, including socks.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

## **Baby Angels**

### *Hygiene*

- Parents provide: disposable diapers, wipes, and creams.
  - All babies have their own schedule. Diapers are checked and changed as needed throughout the day. Care will be taken to change a child's diaper as their pick-up time approaches.
  - Please be sure to restock supplies as they are needed. Staff will send reminders via Brightwheel when supplies are running low.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

### *Nutrition*

- Parents provide:
  - prepared bottles of formula/breast milk, labeled with the child's name and date
  - empty bottles and frozen breast milk/formula powder, labeled with the child's name and date
  - baby food
- Parents provide the following appropriate food group servings based on their child's daily schedule. Please send your child's food in a container/lunch box labeled with his/her name.
  - Breakfast (if applicable)
  - Morning snack – 2 different food groups (for example 1 starch and 1 fruit)
  - Lunch – 1 protein, 1 starch, 1 fruit \*, 1 vegetable \*, 1 dairy)
  - Afternoon snack – 2 different food groups (for example 1 starch and 1 fruit)
    - \*may have 2 fruits or 2 vegetables instead of one of each
- Our licensing requires that all bottles/cups be labeled with the child's name.
- Opened jars of food and bottles are to be taken home or discarded after 24 hours.
- Parents who wish to come in during the day to breastfeed may make arrangements with the Lead Teacher.
- Please be sure to restock supplies as they are needed. Staff will send reminders via Brightwheel when supplies are running low.

- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.
- Parents may be given notice to avoid certain food items brought in for snacks to which a child in the class may be allergic.

### *Nap/Rest Time*

- Children will be positioned on their backs for napping/rest unless the Sleep Position Waiver Statement (ODJFS 01235) is completed.
- No blankets, stuffed animals, or toys will be permitted in a child's crib while he/she is napping.
- Bibs and pacifier clips will be removed before a child is laid in his/her crib.
- As a child prepares to transition to the Toddler Program, he/she will begin napping on a cot in the Baby Angels room.

### *Clothing*

Baby Angels should have (3) complete changes of clothing, including socks.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

## Toddler Angels

### *Hygiene*

- Parents provide: disposable diapers/pull-ups, wipes, and creams.
  - All toddlers have their own schedule. Diapers are checked and changed as needed throughout the day. Care will be taken to change a child's diaper as their pick-up time approaches.
  - Please be sure to restock supplies as they are needed. Staff will send reminders via Brightwheel when supplies are running low.
  - Please refer to our toilet training policies, as we will begin the toilet-training process in the Toddler Angels Room.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

## *Nutrition*

- Parents provide the following appropriate food group servings based on their child's daily schedule. Please send your child's food in a container/lunch box labeled with his/her name.
  - Breakfast (if your child arrives before 7:30 a.m. he/she may pack breakfast to eat at school)
  - Morning snack – 2 different food groups (for example 1 starch and 1 fruit)
  - Lunch – 1 protein, 1 starch, 1 fruit \*, 1 vegetable \*, 1 dairy)
  - Afternoon snack – 2 different food groups (for example 1 starch and 1 fruit)
    - \*may have 2 fruits or 2 vegetables instead of one of each
- Our licensing requires that all bottles/cups be labeled with the child's name.
- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.
- Parents may be given notice to avoid certain food items brought in for snacks to which a child in the class may be allergic.

## *Nap/Rest Time*

Toddler Angels who stay for a full day will have a rest period each afternoon. Children will rest on a cot and will use a blanket from home as a blanket or a cot cover. These blankets are kept in the child's individual cubby after each rest period. Cots are cleaned and sanitized daily. Blankets will be sent home weekly to be washed.

## *Clothing*

Toddler Angels should have (3) complete changes of clothing, including socks and underwear (if applicable).

No shoes will be worn in the classroom. Families may send in a pair of slippers that the child can change into upon arrival.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

In the winter months, Toddler Angels should bring hats, mittens, scarves, and snow pants to school so children are able to play outside if the temperatures permit. Boots should be worn whenever there is snow on the ground, or when snowfall is expected during the school day.

# Wee Angels

## *Hygiene*

- Children should be completely or nearly toilet trained upon transition into the Wee Angels Room.
- A supply of pull-ups should be kept at school for children not yet transitioned to underwear.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

## *Nutrition*

- Parents provide the following appropriate food group servings based on their child's daily schedule. Please send your child's food in a container/lunch box labeled with his/her name.
  - Breakfast (if your child arrives before 7:30 a.m. he/she may pack breakfast to eat at school)
  - Morning snack – 2 different food groups (for example 1 starch and 1 fruit)
  - Lunch – 1 protein, 1 starch, 1 fruit \*, 1 vegetable \*, 1 dairy)
  - Afternoon snack – 2 different food groups (for example 1 starch and 1 fruit)
    - \*may have 2 fruits or 2 vegetables instead of one of each
- Our licensing requires that all bottles/cups be labeled with the child's name.
- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.
- Parents may be given notice to avoid certain food items brought in for snacks to which a child in the class may be allergic.

## *Nap/Rest Time*

Wee Angels who stay for a full day will have a rest period each afternoon. Children will rest on a cot and will use a blanket from home as a blanket or a cot cover. These blankets are kept in the child's individual cubby after each rest period. Cots are cleaned and sanitized daily. Blankets will be sent home weekly to be washed.

## *Clothing*

Wee Angels should have (3) complete changes of clothing, including socks and underwear (if applicable).

No shoes will be worn in the classroom. Families may send in a pair of slippers that the child can change into upon arrival.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children

appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

In the winter months, Wee Angels should bring hats, mittens, scarves, and snow pants to school so children are able to play outside if the temperatures permit. Boots should be worn whenever there is snow on the ground, or when snowfall is expected during the school day.

## Little Angels

### *Hygiene*

- Students in the Little Angels class must be potty-trained.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

### *Nutrition*

- Parents provide the following appropriate food group servings based on their child's daily schedule. Please send your child's food in a container/lunch box labeled with his/her name.
  - Breakfast (if your child arrives before 7:30 a.m. he/she may pack breakfast to eat at school)
  - Morning snack – 2 different food groups (for example 1 starch and 1 fruit)
  - Lunch – 1 protein, 1 starch, 1 fruit \*, 1 vegetable \*, 1 dairy)
  - Afternoon snack – 2 different food groups (for example 1 starch and 1 fruit)
    - \*may have 2 fruits or 2 vegetables instead of one of each
- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.
- Parents may be given notice to avoid certain food items brought in for snacks to which a child in the class may be allergic.

### *Nap/Rest Time*

Little Angels who stay for a full day will have a rest period each afternoon. Children will rest on a cot and will use a blanket from home as a blanket or a cot cover. These blankets are kept in the child's individual cubby after each rest period. Cots are cleaned and sanitized daily. Blankets will be sent home weekly to be washed.

### *Clothing*

Little Angels should have (2) complete changes of clothing, including socks and underwear.

No shoes will be worn in the classroom. Families may send in a pair of slippers that the child can change into upon arrival.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

In the winter months, Little Angels should bring hats, mittens, scarves, and snow pants to school so children are able to play outside if the temperatures permit. Boots should be worn whenever there is snow on the ground, or when snowfall is expected during the school day.

## Junior Angels

### *Hygiene*

- Students in the Junior Angels program must be potty-trained.
- Water cups, bottles, and other feeding accessories will be sent home daily for cleaning.

### *Nutrition*

- Parents provide the following appropriate food group servings based on their child's daily schedule. Please send your child's food in a container/lunch box labeled with his/her name.
  - Breakfast (if your child arrives before 7:30 a.m. he/she may pack breakfast to eat at school)
  - Morning snack – 2 different food groups (for example 1 starch and 1 fruit)
  - Lunch – 1 protein, 1 starch, 1 fruit \*, 1 vegetable \*, 1 dairy)
  - Afternoon snack – 2 different food groups (for example 1 starch and 1 fruit)
    - \*may have 2 fruits or 2 vegetables instead of one of each
- GAELC is not equipped to safely store food items for long periods of time. Please send your child's food daily. Uneaten food will be sent home daily.
- Please send items that do not need to be heated. The classroom is not equipped with a microwave.
- Parents may be given notice to avoid certain food items brought in for snacks to which a child in the class may be allergic.

### *Nap/Rest Time*

Junior Angels who stay for a full day will have a rest period each afternoon. Children will rest on a cot and will use a blanket from home as a blanket or a cot cover. These blankets are kept in the child's individual cubby after each rest period. Cots are cleaned and sanitized daily. Blankets will be sent home weekly to be washed.

## *Clothing*

Junior Angels should have (2) complete changes of clothing, including socks and underwear..

No shoes will be worn in the classroom. Families may send in a pair of slippers that the child can change into upon arrival.

Clothing should be marked with the child's name for positive and exact identification. If a set of clothes is soiled and sent home, please send a replacement set the next day. Dress children appropriately according to the season and daily weather forecast. Comfortable play clothing is best for GAELC. Do not send your child in his/her "Sunday-best" since we do not always stay clean when we are learning. Learning activities can be inhibited by the child concerned about getting messy/dirty.

In the winter months, Junior Angels should bring hats, mittens, scarves, and snow pants to school so children are able to play outside if the temperatures permit. Boots should be worn whenever there is snow on the ground, or when snowfall is expected during the school day.

# Building Policies

## Classroom Observations

To ensure that developmentally appropriate learning experiences are provided to the children in our care, we observe each teacher in assigned classrooms at least twice annually. To help teachers grow their teaching skills, observation notes are shared with the teacher after each visit and goals for enhancing teaching practices are agreed upon. These observations are also shared with supervisors and are incorporated into performance appraisals. At times, we may ask a peer or teaching partner to participate in the observation. Additional observations may be scheduled when a teacher requires additional support or coaching. Classrooms may also be observed by external assessors from agencies that regulate child care services.

## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## Screening

Within 60 days of enrollment, all children in GAELC receive a comprehensive developmental screening. GAELC uses the Ages & Stages Questionnaire. If warranted, referrals are made within 90 days.

## Referral Process

GAELC communicates results or screenings to parents. For Infants/Babies/Toddlers/Wees who exhibit developmental deficiencies, parents are encouraged to contact their child's pediatrician. If needed, GAELC will work with families to recommend pediatric support. For children under 3-years old, GAELC will provide families with information regarding Help Me Grow and assist with the referral process.

GAELC works in conjunction with the Euclid City School District when students in the Little and Junior classes need to be referred for evaluation as a result of assessment results and/or parent/teacher request. This partnership is specifically with the Early Learning Village. The process is as follows:

- Teacher discusses concerns with the Director.
- Director schedules a conference with parents. Lead teacher will be present.
- Parents are directed to call and speak to the building psychologist to make an appointment for a developmental screening at:  
Euclid Early Learning Village

27000 Elinore Avenue  
Euclid, Ohio 44132  
216.797.4700

At the time of the scheduled screening, parents will be asked to sign a consent allowing an ELV staff member to observe the child in our school setting. Observational notes will be taken to determine the need for further evaluation. Parents will be contacted by the ELV with results. If further evaluation is recommended, parents will conference with the GAELC teacher, ELV Staff, and the Administrator/Director to complete the consent and planning form. Results will be presented to the team with recommendations after the evaluation is completed.

In the event that a family seeks evaluation from a pediatrician, GAELC will cooperate with completion of checklists/referral forms.

In the event that a student does not live in Euclid, GAELC will refer the student to the public district of residence.

## Directory

A directory of the names, telephone numbers and email addresses of the parents/guardians of the children attending GAELC is available upon request. The directory is only available to custodial parents/guardians. The parent directory will not include the contact information of any parent/guardian who requests that his/her information be excluded from the directory. Information to be included in the Directory is collected as part of the GAELC enrollment process .

## State Assessment

All children enrolled in GAELC will be administered the GOLD Assessment over the course of the school year. Children receiving the Early Childhood Education Grant are administered the Ohio Department of Education's Early Learning Assessment (ELA).

## Classroom Assessment

Classroom Assessments consist of observations, demonstrations, explanations, one-on-one sessions, small group activities, whole group discussions, and paper/pencil worksheets. Documentation is in the form of tracking inventories, skill checklists, anecdotal notes, and photos/videos. Assessments may be formal or informal. All assessments fall into two categories: Formative or Summative.

Formative assessments are used to:

- Assess students' knowledge,
- Identify strengths and weaknesses,
- Target areas that still need work,

- Determine if children are ready to proceed to the next concept or need remediation on the current topic,
- Guide instruction

Summative assessments are used to:

- Evaluate learning at the end of a unit,
- Compare learning to a standard/benchmark

At the preschool level, the majority of assessments fall into the formative assessment category. Teachers use the results of assessment to direct their instruction, differentiate the work/lessons they present to each student, and set goals for students.

## Conferences

Formal Conferences are scheduled in the fall and spring. In consultation with parents and based on the results of assessments, goals are set for each child. Progress Reports are distributed to the parents throughout the year. Please feel free to contact the Director or your child's teacher to discuss your child's needs and progress at any time.

## Enrichment Experiences/Opportunities

All of GAELC's enrichment experiences are held here in our building. Parents will be notified at least two weeks prior to the enrichment experience. The cost of the experience is not included in the cost of tuition, therefore, extra fees may be charged to cover the cost.

## Classroom Management

We believe that children can learn through positive reinforcement and redirection techniques. Staff members for each group are responsible for the behavior management of the children that are assigned to them directly.

Methods Used:

- Redirection
- Separation from the situation within the classroom with a teacher, or, if necessary, in the office of the director
- Conversation to inform child of inappropriate behavior and appropriate alternatives
- Encouragement rather than criticism
- Individual attention to fulfill individual needs
- Frequent praise of good conduct
- Firm and fair limits
- Review of rules, safety, and discipline policies
- Developmentally appropriate techniques suitable to the children's ages and the circumstances

- Communication and consultation with parents or guardians in implementing any specific behavior management plan

Therefore, when the child's behavior is unacceptable and methods of management are unsuccessful, the staff member shall:

1. Immediately conference with the child's parents to discuss the handling of the situation
2. Come to an agreement with the parent about a solution to the problem, involving a consistent disciplinary action to be taken
3. If the child does not respond to any method being taken, temporary or permanent termination of service may be necessary

GAELC is committed to the following:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his/her family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## Withdrawal Procedures

A child may be asked to withdraw from the program at any time at the discretion of the Administration in the following situations:

- the child exhibits continual discipline problems after the discipline policy has been followed
- if developmentally unable to cope with the preschool environment and curriculum
- the GAELC environment is not an appropriate fit for the child or family

## Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way

that may endanger the child. To protect your child, we may request that another Approved Pick-Up come to pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

In addition, children must be in properly secured in a child restraint system, following Ohio Revised Code 4511.81:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, 9 inches tall, must use a booster seat.

Lastly, your child will not be released to anyone whose name does not appear on the release form. Any person picking up a child must carry identification for safety purposes.

## Toilet Training

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

If you feel your child is ready for this experience, you should first begin the transition at home. A meeting will be held to discuss preferred methods and to create a specific plan for at school that is individualized to your child. Children should be successful at home before toileting is introduced at school. Please keep your child in diapers during this training stage. Underwear should not be introduced at school until the child is consistently making it through a day without accidents. Please keep added changes of clothing available in your child's cubby and restock as needed.

The following tactics and techniques will be used:

- Children will be given intentional instruction on language to use when they have soiled their diaper (pee, poop, change, diaper) and staff will help children understand the feeling of a wet versus dry diaper.
- Children will be given opportunities to assist in the diaper changing process such as holding the dry diaper, closing the tabs after a change, and removing clothes/redressing for changes.
- Children will be placed on the toilet a few times per day after removing a dirty diaper so that an association can be made between the diapering and toileting process.
- Based on your methods at home, we can introduce a sticker chart or reward process in the classroom.

## Biting Policies

As unpleasant as it is, biting is a developmentally appropriate activity for children under 3 years of age. In most instances, children bite because they do not have the communication skills necessary to convey their emotions or needs. Children rarely bite just to bite. Understanding the reasons behind a bite is crucial to creating an avoidance plan.

When a biting incident occurs:

- Caregiver will state calmly and firmly, at eye level to the child “No Biting, Biting Hurts”.
- Child who bit will be redirected, or shortly separated if necessary while the child who was hurt is taken care of.
- Attention will shift solely to the child who was hurt, comforting the child appropriately, washing the area, and icing if needed.
- An incident report will be logged on Brightwheel for both the child who bit, and the child who was bitten, including what was done for the child who was hurt, and any information leading up to the biting incident. Names will never be mentioned in either report.
- After the child who has been bit is comforted and back to playing, staff will talk with the child who bit (labeling their feelings, teaching them to sign/ask for help when needed, offering to check in on the other child and help take care of them).
- If the biting is reoccurring, a parent teacher conference will be called to discuss strategies for prevention, a consistent response at home and at school, and discussion about possible causes.

Prevention Efforts from Staff include:

- Higher staff to student ratios in the classroom
- Professional Development classes on biting causes and prevention
- Keeping a record of incidents, logging the time of day, which staff were present, which students were around them, and possible causes
- Positive guidance and reinforcement and a consistent protocol when incidents do occur
- Language and communication building activities in the classroom and teaching children to ask for help when needed
- Teaching common baby signs for communication
- Practicing gentle hands with baby dolls during a variety of activities
- Support books regularly read in the classroom
- Re-direction as needed
- Offering a variety of teething items (cold teethers, cold washcloths, crunchy snacks)
- Introducing turn taking and sharing
- Sitting on the floor engaging with the children in their play space
- Praise for the children when they treat others kindly and appropriately
- Working to understand the cause of bites and developing an individual plan to offer the needed support

If you notice any biting incidents at home, please inform classroom staff. In many cases, children do not bite at school solely. It is beneficial to have a plan in place before biting becomes a habit.

Our primary focus is to keep all children in the classroom safe. Children that appear to be biting out of aggression or with the intention of hurting another child will be referred to early intervention services. In some cases, these children may be asked to withdraw from the program until the biting instances have been resolved.

# Medical Policies

## Health/Development Screening

Health screening is a key part of children's overall health care. It can help identify concerns early. When concerns go unidentified, they can lead to bigger problems. Children develop rapidly during the first three years of life, so keeping a watchful eye on health and development is critical. The American Academy of Pediatrics (AAP) recommends that children receive screening for development at 9, 18, and 24 or 30 months and for autism at 18 and 24 months. Screening also can be done whenever a parent or provider has a concern. If you are not sure if your child has had a developmental screening, ask your pediatrician to screen your child or to share results with you from the most recent screen.

## Physicals

To ensure that children receive comprehensive health screenings, including vision, dental health, height, weight, hearing, blood lead levels and hemoglobin levels, GAELC requires students seeking enrollment in GAELC to submit a Child Medical Statement for Child Care form prior to enrollment. The statement shall verify the date of exam within the past 12 months and be updated every 13 months thereafter. Medical exam statement contains the child's name, date of birth, date of exam, signature of doctor/nurse practitioner, business address, phone number, immunization records, and statement that the child is suitable to participate in group care.

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

## Daily Health Check

We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

## Administration of Medication, Vitamins, Modified Diets, and Creams

All lead teachers and administration have been trained in the Administration of Medication. Parents are to complete the "Request for Administration of Medication Form" before medication will be administered to the child. This form is good for the amount of time designated by the prescription or 12 months, whichever comes first. Parents may request administration of topical creams but all other prescriptions or over-the-counter medicines require a doctor's order. All medications are to be kept in the original container with the original label left on the bottle or box. Medications will be kept in the GAELC Office in a locked cabinet, with the exception of an epi-pen or inhaler which will be kept in the classroom out of reach of children. Forms are to be filled out for the use of non-prescription products such as fever reducing medicines which do not contain aspirin, cough or cold medicines which do not contain codeine, and topical ointments, creams and lotions. A modified diet also needs to be documented with a form. The Director and staff members reserve the right to refuse to administer any creams, medications, vitamins, or modified diets at their discretion.

Parents must inform the Learning Center of all medications administered, even those taken at home. Also, no medications should be added to infant formula.

## Management of Illness Policy

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to GAELC. We reserve the right to refuse a child who appears ill.

Please report all cases of communicable diseases. When your child returns to school after an absence due to an illness, you must send a note explaining the reason for the absence.

For the mildly ill (non-contagious) child, he/she may participate in the classroom setting upon child's own discretion and watched carefully by the staff.

## Communicable Diseases

Children should not come to school if they are ill. Please follow these guidelines in the case of illness:

- Please keep the child home 24-hours after the break of a fever.
- Please keep the child home in the case of illness during the previous night or before school.
- If strep throat is suspected, do not send the child to school until the results of the strep throat culture have been obtained from the doctor.
- If your child is being treated with antibiotics for an illness, they may not return to GAELC until 24-hours of treatment with the antibiotic and 24-hours fever-free.

A staff member will notify the parent or guardian of a child's condition when a child has been observed with the signs/symptoms listed on the communicable disease chart. A child who exhibits

symptoms of a communicable disease will be isolated in the director's office, placed on a cot, kept comfortable, and supervised. The communicable disease chart is posted on the wall in the office. Parents will be notified of exposure to communicable disease via a Brightwheel message. Children sent home must be symptom-free for 24-hours before returning to GAELC. Sending a child back to school before they have fully recovered does not help them, nor the other students in the classroom.

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- H1N1 Virus
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- Any cluster/outbreak of illness

## Isolation and Removal

You will be called and asked to retrieve your child if your child exhibits symptoms detailed below. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

Please have an emergency plan if your child should become ill at GAELC. You will need an authorized person to come within one hour of notification to retrieve your child.

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Illness that poses a risk of spread of harmful diseases to others
- Fever of 100°F or higher
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet
- Vomiting
- Mouth sores caused by drooling
- Rash with fever, unless a physician has determined it is not a communicable disease

- Severe coughing, blue face, whooping
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellow skin or eyes
- Complaints of severe stomach/headache, or other pain
- Infected skin patches, unusual spots or rashes, blister-like bumps
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head lice, until treatment and all nits are removed
- Scabies, until 24 hours after treatment
- Chicken Pox, until all lesions have dried and crusted
- Pertussis (Whooping Cough), until 5 days of antibiotics
- Hepatitis A virus, until one week after immune globulin has been administered
- Tuberculosis, until a health professional indicates the child is not infectious
- Rubella, until 6 days after the rash appears
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Has a physician or other health professional's written order that a child be separated from other children

## Return to School

- Fever, Vomiting, Diarrhea – If fever, diarrhea, and/or vomiting occur at GAELC, the child will be discharged that day and may not return the next day. Fevers, diarrhea, and/or vomiting must be cleared up for 24-hours before a child may return. This is to ensure that the child will not be contagious to others and/or to help the child to recuperate adequately.
- Skin Rash – All skin rashes must be diagnosed by a physician/nurse practitioner with a written diagnosis. The child may not return to GAELC until all evidence of the rash is gone. A doctor's note will be required.
- Open Sores – No child may be present at GAELC with any open sores or skin irritations which are oozing or weeping. Open sores must be healed before the child returns – clear/scab free for the exposed areas. At the discretion of the Director or staff member, a doctor's written approval may be requested for any condition causing concern before a child may be readmitted. Children who have been ill may return when:
  - They are able to participate comfortably in all usual activities

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

## Early and Periodic Screening, Diagnosis, and Treatment

- Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment Program. It is a service package for babies, children, and young adults younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers 10 check-ups in the first 2 years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:
  - Medical history
  - Complete unclothed exam (with parent approval)
  - Developmental screening (to assess if child's physical and mental abilities are age appropriate)
  - Vision screening
  - Dental screening
  - Hearing assessment
  - Immunization assessment (making sure child receives them)
  - Lead screening and
  - Other services or screenings as needed
- If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services too.

## Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide GAELC with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in each classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. We are not an allergy-free campus but will do our best to meet the needs of children with allergies.

## Incident, Behavior, and Illness Reports

Major and minor incidents will be logged in Brightwheel. In the case of a serious incident, a staff member shall complete the Incident/Injury Report for Child Care form (ODJFS 01299) and will be given to the parent on the same day. If the child has been transported to the hospital for an emergency, the incident/injury report form shall be available at GAELC for the parent or guardian within 24 hours following the incident/injury. These forms are signed and kept on file.

# Tuition Policies

## General Policies

- All families will be pre-billed for tuition.
- All tuition and fees will be paid through Brightwheel.
- Auto-pay through Brightwheel is required for all tuition accounts.
- Monthly billing plans for the Preschool classes will begin in August and end in April.
- Bi-Weekly billing plans will begin 2 weeks before the child's first scheduled day of attendance.
- Weekly billing plans will begin 1 week before the child's first scheduled day of attendance.
- Payment date for monthly billing plans will be set for the last day of each month unless a family requests another date at the time of registration.
- Part-Time families will be billed hourly based on a consistent, pre-arranged schedule. No credit will be given for unused hours in the event of absence, late drop-off, or early pick-up.

## Payment Plans

### *Infant/Baby Angels*

Families may choose a weekly or bi-weekly billing plan

Full-Time: \$275/week

Part-Time: \$9/hour

### *Toddler/Wee Angels*

Families may choose a weekly or bi-weekly billing plan

Full-Time: \$250/week

Part-Time: \$8/hour

### *Little Angels Part-Time*

8:00-11:00 a.m. Tuesday, Wednesday, Thursday: \$1800 per year

9 Monthly payments of \$200

20 Bi-Weekly payments of \$90

40 Weekly payments of \$45

### *Little Angels Full-Time*

8:00 a.m.-3:00 p.m. Monday-Friday: \$4995 per year

9 Monthly payments of \$555

20 Bi-Weekly payments of \$249.75

40 Weekly payments of \$124.87

### *Junior Angels Part-Time*

8:00 a.m.-12:00 p.m. Monday-Friday: \$3465 per year

9 Monthly payments of \$385

20 Bi-Weekly payments of \$173.25

40 Weekly payments of \$86.62

### *Junior Angels Full-Time*

8:00 a.m.-3:00 p.m. Monday-Friday: \$4995 per year

9 Monthly payments of \$555

20 Bi-Weekly payments of \$249.75

40 Weekly payments of \$124.87

## Absences

No tuition credits will be given for a child who is absent.

## After Care

After Care is available for students in the Little and Junior Angels Programs at a rate of \$7 per hour. After Care is available from 3:00 p.m. – 6:00 p.m. on all days that the Academic Programs are in session. After Care is the only program that will be post-billed through Brightwheel. Each Monday, After Care fees from the previous week will be added to students' Brightwheel accounts. After care fees are non-refundable. Enrollment fees may be required for After Care. Information regarding these fees will be included on each year's enrollment forms. Students not sign-ed out of After Care via Brightwheel will be charged until 6:00 p.m.

## Application Fee

A \$100 application fee is required for all new applicants. If a previously enrolled child is re-applying to GAELC, a \$50 reactivation fee will replace the application fee. Application and reactivation fees are non-refundable.

## Supply Fee

In lieu of sending a supply list for families, a fee of \$100 per child will be charged to Brightwheel accounts on August 15. Families will only be responsible for sending in their child's personal items (extra clothes/diapering supplies) rather than shopping for paper, crayons, glue, etc.

## Delinquent Tuition

In addition to any other remedies provided by law, GAELC, at its discretion, may enforce any or all of the following for students whose tuition is not current.

- Registration for the next school year will not be permitted.
- No records, transfers, or report cards will be forwarded.
- If a family has outstanding tuition from the previous school year, their child(ren) will not be permitted to start the new school year. Registration and readmission are contingent upon all financial obligations being met.
- If a family's tuition account is delinquent for two consecutive months, their child(ren) will not be permitted to attend until payment is received.

## Discounts

- The Little and Junior Angels Programs qualify for a 3% discount if tuition is paid in full by July 15. Payment must be made with cash or check to qualify for the discount.
- Families with multiple students enrolled at GAELC will receive 15% off the oldest child's rate. Both students must be enrolled a minimum of 10 hours per week.
- Children of SRW/GAELC Employees will receive 15% off each child enrolled.
- Children of Diocese of Cleveland Employees will receive 10% off each child enrolled.

## Early Childhood Education Grant

As a result of our excellent ratings, GAELC qualifies for Early Childhood Education (ECE) Grants. This is a financial need based scholarship and is targeted for Preschool aged children who turn 4 years old by August 1 (Junior Angels class).

GAELC receives a predetermined amount of grants each year. Grants will be awarded on a first-come, first-served basis. Applications for this grant will be accepted beginning in February of each year.

On November 1, if any unused grants are remaining, families in the Little Angels class may submit a grant application.

The previous year's tax return, a minimum of 2 consecutive pay stubs for any adult living in the home, and a copy of the child's birth certificate are required for the grant application.

The ECE Grant covers tuition for the 9-month Academic Program only. Families on the ECE Grant will not be charged enrollment fees. All other fees (After Care, Home Away From Home, Late Payment, etc.) still apply. The tuition scale for this grant is based on the Federal Poverty Guidelines and is listed below.

Between 186% and 200% Poverty Level: \$990/year (9 payments of \$110)

Between 176% and 185% Poverty Level: \$792/year (9 payments of \$88)

Between 151% and 175% Poverty Level: \$594/year (9 payments of \$66)

Between 126% and 150% Poverty Level: \$396/year (9 payments of \$44)

Between 101% and 125% Poverty Level: \$198/year (9 payments of \$22)

100% Poverty Level and below: no tuition

## Financial Aid

For any child in the Junior or Little Angels program seeking financial assistance, the ECE Grant application must be completed. For families that will likely qualify for the grant, no further financial aid is needed. If a family does not qualify, the application information will be used to determine the level of financial aid that we are able to provide.

Financial aid is not available for children in Baby or Toddler Angels Programs.

## Holidays

GAELC will be closed on the following holidays. These dates have been calculated into the full-time tuition price for all programs. Part-time families will not be charged if a child is scheduled to attend on any of the following days.

- New Years Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Professional Development Days (3 business days before Labor Day)
- Labor Day
- Election Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

## Home Away From Home

Students in the Little and Junior Angels program may enroll in Home Away From Home (HAFH) care on calamity (snow) days and specific days that the academic programs are closed. Charges for these days will be added to the student's Brightwheel billing account at a rate of \$7/hour. Families are responsible for checking their child in and out via Brightwheel on Home Away From Home days. Failure to do so will result in a full day's (7 a.m. - 6 p.m.) charges being added to the child's Brightwheel billing account.

HAFH fees are non-refundable. Enrollment fees may be required for HAFH. Information regarding these fees will be included on each year's enrollment forms.

## Late/Returned Payment Fee

Any payment not submitted by the Brightwheel due date, and any payment returned, is subject to a \$35 fee. This fee will be added to the student's Brightwheel billing account. Families with frequent returned payments may be subject to removal from the program.

## Late Pick-Up Fee

Families in the Academic Program, who are not enrolled in After Care, must pick-up their child by 3:00 p.m. After this time, a \$1/minute late fee will be charged. Payment is due via Brightwheel.

Families using After Care, and families in the Baby and Toddler programs must pick-up their child by 6:00 p.m. After this time, a \$1/minute late fee will be charged. Payment is due via Brightwheel.

Consistent late-pickups will result in a conference with the Administration.

## Non-Scheduled Days

We understand that situations arise that require part-time students to attend GAELC on a day not included in their schedule. If we have space, we are always willing to accommodate families that need to add a day or switch days around. However, if your child is in attendance on a day that is not part of their normal schedule, you will be charged \$10/hour for that day.

## Re-Enrollment

Re-Enrollment for current families begins on February 1st of each year. After March 1st, spaces for the next year can no longer be guaranteed. There is a \$25 fee for any student enrolling in the Little or Junior Angel Class. This fee is due at the time of enrollment. Re-Enrollment fees are non-refundable.

## Vacation

If arranged at least 2 weeks prior to absence, tuition plans for students in the Infant/Baby/Toddler/Wee Class may be credited for up to one week (5 days) per year for vacation. Vacation days reset each year on July 1.

# Transition Policies

## Purpose

The Transition Policy of Guardian Angel Early Learning Center (GAELC) is designed to ensure continuity for children during periods of transition, whether from class to class in the Early Learning Center or from the Preschool to Kindergarten. We believe that smooth transitions support the personal, social, and emotional development, learning, and future success of every child. We want children to feel safe, stimulated, and happy in the school setting and to feel secure and comfortable with the staff. We also want parents/guardians to have confidence in both their children's well-being and their role as active partners.

## Transition Process

Transitions occur as children “age-out” of their current classroom. The child will visit the next classroom and eat meals with them for transitioning purposes. Parents will be included in the creation of the Transition Plan.

As a transition approaches, the Lead Teacher will meet with parents to discuss the transition, timeline, goals, and answer any questions.

## Preschool Transitions

Teachers discuss the results of on-going assessments administered throughout the school year, outline the students’ strengths as well as areas of concern. Options for transition are discussed and teachers make recommendations based on data and input from parents. Ultimately, the parents will make the decision regarding placement for the following school year.

Because our program offers academic programming, the majority of transfers occur in the fall. In May of each school year, Little Angels will spend time in the Junior Angels’ classrooms and Toddler/Wee Angels eligible for the Little Angels Program in the fall will spend time in the Little Angels’ classroom.

## Transitions for Kindergarten

GAELC students have the opportunity throughout the year to participate in activities in Ss. Robert and William Elementary School. Although they are familiar with the space, the GAELC staff works hard to make the transition to Kindergarten seamless.

A visitation day will be scheduled in order for Junior Angels to meet the Kindergarten teachers and do activities in the Kindergarten classrooms. They will be taken on a tour of the K-8 building, see the bathrooms (the K-8 school has hand dryers and automatic toilets, so this will be an adjustment for our students) and visit the lunch room.

If your child is enrolled at SRW for Kindergarten, his/her Kindergarten screening will be conducted during a school day.

## Transition/Transfer to a school other than SRW

Parents choosing to transfer a student to a different school will be assisted by the GAELC staff to explore options in the following ways:

- Contact future school to assist with application process
- Send a recommendation to new school
- Make records readily available

Once the new school is chosen, parents/guardians are required to sign and submit a Request for Records form. This form allows the release of records including academic, psychological, disciplinary, attendance, medical, and evaluation results.

When families leave our program prior to kindergarten, we will explain the re-admission policy, should they choose to return.

# Admissions Policies

## Overview

Open spaces are filled on a first-come, first-served basis. Priority will be given to families who have children enrolled in either the Early Learning Center or in the elementary school.

Children entering the Academic Classrooms of our program must be potty-trained and meet the following age requirements:

- |                |                          |
|----------------|--------------------------|
| Little Angels: | Must be 3 by September 1 |
| Junior Angels: | Must be 4 by September 1 |

All families are required to attend an Admissions Interview as part of the admissions process. This appointment allows us to meet your child(ren) and family and to review the required paperwork. Part-time families will select their schedule at this meeting.

If a family un-enrolls less than 4 weeks from a child's scheduled start date, the family is responsible for the first 2 weeks of tuition/fees.

## Application Policies

- After submission of an application via the GAELC website, a confirmation email will be sent to the email address provided on the application. This email will contain a link to submit the \$100 Application Fee as well as information regarding the next step in the Admissions process. \$25 of this fee is non-refundable if the child is not accepted for admission. If the child is accepted and the parent does not complete enrollment, the entire amount is non-refundable. Money collected is not applied toward tuition.
- Submitting an application does not guarantee space in the GAELC programs.
- Information collected during the Application process will be used to create the student's file and does not impact admissions decisions.
- Applications are not considered complete until the Application Fee has been submitted and the Admissions Interview has been completed.
- Applications that have been inactive for more than 2 weeks are subject to wait-listing.

## Welcoming Incoming Students/Families

At GAELC, we want to aid the parents in this process by providing information about our school offerings as well as experience them first-hand:

- Open Houses: Families are invited to tour the school, meet the teachers and administrators, and receive information packets outlining the Early Education offerings.
- School Website: [www.srwgaelc.cc](http://www.srwgaelc.cc) with specifics about each program.

- Individual tours and welcoming session: available by appointment Monday-Friday, 8:00 a.m. - 12:00 p.m.
- Orientation Days: At the start of each new school year, preschool parents and students are invited to an Orientation Day to meet the administrators, meet the teacher, explore the learning environment, etc.

## Non-Discriminatory Policy

SRW/GAELC does not discriminate by reason of race, color, religion, sex, national origin, or disability (in violation of the Americans with Disabilities Act of 1990), in enrollment and services provided to children. Children with special needs will be evaluated on an individual basis and welcomed into the program whenever appropriate. An Individualized Education Plan (IEP) will be signed and dated by the Director, teacher, staff members who are identified and trained regarding the child's special needs, and the parent. \*\*See information regarding Children with Exceptional Needs

## Children with Exceptional Needs

We are not equipped to serve children with severe exceptional learning needs or health conditions. Exceptions may be made by the Director in accordance with a written medical/ physical care plan for the care of the child. We are willing to work with the technical assistance programs for a child with exceptional needs.

## Infants and Toddlers – Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings

In Ohio, the County Board is the primary contact for an individual and their family. In Cuyahoga County the phone number is 216.241.8230. The County Board serves two primary functions:

1. Determining Eligibility: Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:
  - a. Ages 0-2: the eligibility report completed by or for Help Me Grow is used to determine eligibility. The phone number is 216.698.7500.
  - b. Ages 3-5: Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool education
2. Service Coordination: Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

# Safety Policies

## Supervision of Children

- Children are never left alone. Staff are aware of each child's arrival and departure.
- Whenever children leave the GAELC building (to play on the playground, visit the elementary school, or pray in the Church) they will be supervised by staff members.

## Safety Procedures

- Custody agreements must be in the child's file.
- The doors to GAELC are kept locked at all times.
- Visitors must ring a doorbell and be buzzed in to gain entrance to the school.
- All visitors must check in with the Director/Administrative Assistant before reporting to a classroom.
- Emergency phone numbers and Dental First Aid Information are posted within GAELC.
- Drills are held monthly. Exit plans and procedures are posted in each classroom.
- Fire Drills are held each month.
- Tornado Drills are held each month from March through August.
- Lock Down Drills are held three times each year.
- In the case of an emergency, GAELC staff members will call 911/Fire Department, staff members will exit the building and transport all children to Ss. Robert and William School or Church. (Refer to the Emergency Response Plan posted in the main office, parent board, and classrooms.)

## Emergency and Accident Policy

In case of an emergency, lockdowns and/or accident, GAELC will follow the emergency transportation authorization form and the posted medical and dental emergency plan. A staff member would complete an incident report form for the parent. GAELC will administer First Aid, summon emergency transportation, and contact the parent(s). In the event that a child needs emergency transportation, a call to 911 will be made and the Euclid Fire Department will provide emergency transportation. When an accident or injury occurs, the staff member completes an incident report and has the parent sign the form which will be kept on file. If there is a general emergency (for example, threats to the safety of the children due to environmental situations or threats of violence, natural disasters, loss of power, heat, water, etc.) and it would require GAELC to evacuate, the Director, staff member, Local Police, and/or Fire would declare an emergency and institute the appropriate actions as listed in the Emergency Response Plan (posted in the main office, classrooms, and the parent board).

## Dangerous Weapons/Verbal Threats

GAELC is to provide the children with a safe environment which is free of the dangers of firearms, knives, and other dangerous weapons. No report of, or rumors of, verbal threats or weapons in GAELC shall be ignored. Action will be taken immediately by calling 911. Refer to the Emergency Response Plan. If need be, a lockdown procedure will be called. GAELC has cameras positioned at the front door, in the hallways, and by the outdoor play area.

## Outdoor Play Policy

Decisions regarding outdoor play will be made in compliance with the chart below. If the weather is suitable for the children to be outside, they will go out. If the weather is not suitable, we will provide an appropriate indoor large muscle activity. The weather policy chart/safety issues are posted in each classroom for quick reference. Suitable weather is at a minimum of 25 to 90 degrees Fahrenheit. During inclement weather, recess will be held inside.

|              |  |
|--------------|--|
| Temperature  | Babies under 18 months old will go outside in spring, summer, and fall.<br>Toddlers/Wees/Littles/Juniors may go outside at 25 degrees or above.                                  |
| Humidity     | On days when the temperature reaches 90 degrees or above, humidity will be factored into the decision to go outside. Caution will be used and drinking water will be encouraged. |
| Wind Chill   | As long as the wind chill does not drop the temperature below 25 degrees,<br>Toddlers/Wees/Littles/Juniors can go outside.   |
| Ozone Levels | Students will stay inside if the UV index goes above 10.   |
| Pollen Count | Pollen count will be factored into the decision to go outside.   |
| Lightning    | No outside activity  |
| Heavy Rain   | No outside activity  |
| Heavy Ice    | No outside activity  |

## Approved Pick-Ups/Emergency Contacts

Per state requirements, a minimum of 4 adults (18 years or older) must be listed in each child's Brightwheel account as approved-pickups/emergency contacts. This information is collected as part of the admissions process. Parents may request changes to these contacts at any time. If an

individual is removed from a child's list of approved pick-ups/emergency contacts, he/she may not be re-added within the same school year. Any adult responsible for dropping-off or picking-up a child must have access to the Brightwheel app in order to check the child in and out.

## Suspicious of Child Abuse

A toll-free telephone number 1.866.886.3537 or 216.420.7952 may be used to report a suspected violation of the licensing laws or administrative rules. The licensing laws and rules governing child care are available for review at SRW/GAELC upon your request.

Each staff member of the facility is required under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children services agency and the local police department. (5101:2-12-19) (ODJFS)

Any parent or guardian of a child enrolled at GAELC 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 GAELC or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Director or the office staff of his/her presence.

## Helpful/ Resources/Contacts

A Parent Resource Center is available in the main hallway. This center holds books, articles, and GAELC materials for families to access.

A resource tab is available on the GAELC website ([www.srwgaelc.cc](http://www.srwgaelc.cc)) with helpful information and resources for families.

# COVID-19 Addendum

The policies found in this section will be implemented as needed following local, state, and federal guidance. As information changes, policies may be adjusted to meet the most-current recommendations.

## Screening

Since COVID-19 spreads so rapidly, it is essential that students (and their caregivers), staff, and volunteers conduct daily health checks prior to going to school

Parents are asked to answer the following questions each day affirming that students have not exhibited symptoms.

- My child has not had a fever within the past 24-hours.
- I have not administered fever-reducing medicine to my child in the past 48-hours.
- My child has not exhibited coughing, congestion, nor runny nose.
- My child has not complained of a sore throat.
- My child has not exhibited shortness of breath or difficulty breathing.
- My child has not been in contact with COVID-19 in the past 14 days

## Hand Washing and Sanitizing

Washing hands often with soap and water for at least 20 seconds is important, especially after having been in a public place, or after blowing one's nose, coughing, or sneezing. Individuals should avoid touching their eyes, nose, and mouth with unwashed hands.

All children and staff will wash their hands:

- upon arrival and before departure,
- before and after eating,
- after playing outside,
- after participating in water activities,
- after using the restroom, and
- any time they are visibly soiled

## Cleaning/Sanitizing

GAELC has a custodian that is responsible for cleaning and disinfecting all classrooms each evening after the last student is checked out. In addition,

- Teachers have disinfecting wipes that are used throughout the day to clean high-touch surfaces as well as toys.
- Toys that have been put in any child's mouth will be removed from the play area until sanitizing can occur (usually at the end of the day).

## Confirmed Cases/Exposure

As guidance is continually changing, it is difficult to plan for confirmed cases or exposure. We will rely on the Ohio Department of Health and the Cuyahoga County Department of Health for direction.

We will send notices to families in a class/GAELC if such situations occur.

# Handbook Acknowledgement Form

SRW Guardian Angels Early Learning Center

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- I have read and agree to abide by the policies and procedures of GAELC including the responsibility for the payment of tuition.
- I consent to the enrollment of my child at GAELC and agree that GAELC is not responsible in case of illness or injury to my child while in attendance or in transition to and from GAELC.
- I give permission for my child to play on the riding toys.
- I give permission for my child to play in water activities (water table / wading pool / sprinkler).

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_