Ss. Robert & William Catholic School, LLC
Early Learning Center

Family Handbook
2026-2027
Updates as of 8/20/2026

351 E. 260th Street, Euclid, Ohio 44132
216-331-5080 www.srwschool.cc

Administration
Head of School: Mr. Embacher
Vice Principal of Early Childhood Education: Mr. Alexander

IRN 056531
INCOME TAX IDENTIFICATION NUMBER #99-2927493
PLEASE KEEP TUITION RECEIPTS FOR YOUR TAX RECORDS
***Parents/guardians, please use this number on your employee reimbursement forms! ***

The Family Handbook is always available on the ELC website. Printed copies may be requested at any time.

Introduction....5
- Structure....5
- Mission....5
- Philosophy....5
- Beliefs....5
- Goals....6
- Operating Hours....6
- Staff/Child Ratios....6
- Reporting Absences....7
- Attendance Policy....7
  - Late Arrival....7
  - No Call - No Show....7
  - Early Dismissal....7
- Arrival/Dismissal....7
- Right to Refuse Child Release....8
- Basic Daily Schedule....9
- Faith Formation....9
- Communication....9
- Staff....10
- Curriculum....10
- After Care/Home Away From Home....11

Parent Policies....11
- Family Engagement....11
- Parents as Partners....11
- Parent Visitation/Participation....11

Classroom Policies....12
- Daily Supplies....12
- Toileting....12
- Bottles and Baby Food....12
- Meals....13
- Nap/Rest Time....13
- Clothing....13

Building Policies....14
- Classroom Observations....14
- Multiculturalism....14
- Screening....14
- Referral Process....15

Directory..... 15
State Assessment..... 16
Classroom Assessment..... 16
Conferences..... 16
Enrichment Experiences/Opportunities..... 17
Classroom Management..... 17
Withdrawal Procedures..... 18
Toilet Training..... 18
Biting Policies..... 19
Medical Policies..... 20
Health/Development Screening..... 20
Physicals..... 20
Immunizations..... 21
Daily Health Check..... 21
Administration of Medication, Vitamins, Modified Diets, and Creams..... 21
Management of Illness Policy..... 22
Communicable Diseases..... 22
Isolation and Removal..... 23
Return to School..... 23
Early and Periodic Screening, Diagnosis, and Treatment..... 25
Allergy Prevention..... 25
Incident, Behavior, and Illness Reports..... 25
Tuition Policies..... 26
General Policies..... 26
Absences..... 26
After Care..... 26
Application Fee..... 26
Building Closed..... 26
Calamity Days..... 27
Classroom Fee..... 27
Delinquent Tuition..... 27
Discounts..... 27
Early Childhood Education Grant..... 28
Early Withdrawal/Removal..... 28
Equipment Fees..... 28
Financial Aid..... 28
Free Days..... 28
Holding Fee..... 29
Home Away From Home..... 29

Late Pick-Up....29
Late/Returned Payment Fees....29
Non-Scheduled Days....29
Payment Plans....30
Processing Fees....30
Tuition Prices....30
Transition Policies....30
Purpose....30
Transition Into the Program....31
Transitions Between Classrooms....31
Preschool Transitions....31
Transitions to SRW Kindergarten....31
Transition/Transfer to a school other than SRW....32
Admissions Policies....32
Overview....32
Required Forms/Documents....33
Application Policies....33
Non-Discriminatory Policy....33
Children with Exceptional Needs....34
Infants and Toddlers – Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings....34
Summer Session....34
2025 Summer Session Pricing....34
Supplies....35
Safety Policies....35
Supervision of Children....35
Safety Procedures....35
Emergency and Accident Policy....35
Dangerous Weapons/Verbal Threats....36
Outdoor Play Policy....36
Approved Pick-Ups/Emergency Contacts....37
Suspicions of Child Abuse....37
Helpful/ Resources/Contacts....37
Handbook Acknowledgement Form....38

Introduction

Structure

The Early Learning Center (ELC) is a ministry of Ss. Robert & William Catholic School, LLC (SRW). Under the guidance of the Administration, it extends the elementary school's mission: To foster student success, SRW provides a nurturing environment focusing on faith, academics, and service to our youngest learners. The Early Learning Center is a private, non-profit, Early Learning Center. The Early Learning Center is licensed to operate legally by the Ohio Department of Children and Youth, a Division of Early Learning and School Readiness - Chapter 3301-37 Ohio Administrative Code. 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 Vice Principal.
The ELC is comprised of the following classes:

- Infant (under 12 months old as of September 30)
- Baby (under 24 months old as of September 30)
- Toddler (under 36 months old as of September 30)
- 3 year old preschool (3 years old as of September 30)
- 4 year old preschool (4 years old as of September 30)

Mission

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

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

Operating Hours

The ELC is open Monday through Friday, 7:00 a.m to 5:30 p.m.

Staff/Child Ratios

Classroom ratios are set based on the age of the youngest child in attendance.

Age	Individual Ratio	Group Sizes
Infants Baby Toddler Toddlers 2 ½ years to 36 months	1:3 (SUTQ) 1:5 (SUTQ) 1:7 1:8	2:6 2:10 2:14 2:16

Preschool 3 Preschool 4A Preschool 4B	1:12 1:14 1:10 (SUTQ)	2:24 2:28 2:20 (SUTQ)

Reporting Absences

Absences must be reported by 8:00 a.m. via a message in the Procare app. Please include the reason for absence in your message so that we can accurately track classroom illness levels and any cases of communicable diseases.

- CLASSROOM CHAT
- EXPLAIN SICKNESS

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

ELC school day will begin at 8a.m. for all students. However,

- All students in the Infant, Baby, and Toddler rooms are required to be dropped off by 9:00 a.m.
- All preschool students are required to be dropped off by 8:30 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.

Students receiving the Ohio Preschool Program Grant are required to maintain a minimum attendance of 12.5 education hours (8 a.m. - 12:30 p.m.) per week. Students not meeting this requirement are subject to loss of the Grant.

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 Vice Principal 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.

COMMUNICATION IS KEY

Early Dismissal

Students may be picked up from school at any time – a message on Procare or phone call to the office is required.

Arrival/Dismissal

Drop-Off Procedure

1. Park in a parking spot designated for families.
2. Walk your child to their classroom. Do not enter the classroom.
3. Check your child in via Procare at the door.
4. Exit following painted arrows, turning right into the blue-outlined exit lane.

Pick-Up Procedure

1. Park in a parking spot designated for families (green area in photo below).
2. Children in the Infant/Baby/Toddler Rooms/After Care should be picked up from their classroom.
3. Children in the preschool classes that are not participating in After Care will be picked up in their homeroom. On warmer days, students may be picked up from the outdoor classroom.
    a. Parents/Guardians should come to the main door. A staff member will be present to help you check-out your child. After successful check-out via Procare, your child will be walked to the main door by a staff member to meet you.
    b. Preschool children will not be dismissed until 2:35 p.m. in order to ensure parking lot safety for all children and families. Families that come to the door for pick-up prior to 2:35 p.m. will be asked to wait outside until dismissal.
4. Exit following painted arrows, turning right into the blue-outlined exit lane.

Other Policies

- All families are responsible for checking their child in and out via the Procare app each day. Any adult responsible for dropping-off or picking-up a child must be aware of the sign in and out procedure. It is the responsibility of the parents/guardians to ensure that all adults dropping-off or picking-up a child are provided with their unique 4-digit code, found in the parent Procare app.Students will not be dismissed until successful sign-out via Procare.
- Parking in the exit/fire lanes is not permitted in any circumstance.

- Elementary school siblings of ELC students will be dismissed from the Kindergarten hallway as a convenience for families – pull in lane "0"
- Classroom teachers will create and implement a Parents as Partners Agreement tailored to the expectations of their classroom specifically. You will be expected to adhere to the entailments of this agreement.

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.

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

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. For Toddler and Preschool students, an age appropriate Catholic curriculum will be implemented.

Communication

Classroom staff utilize the Procare system 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 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 Procare for logging food intake, tracking diapers/potty, documenting rest time, and sending photo/video updates throughout the day. Procare 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 Procare messaging feature is to connect parents/guardians 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. Procare messaging is not intended to be used for contacting the administration. Please send an email to the administrator you are looking to contact to ensure that assistance can be provided promptly.

Sensitive topics, including billing questions, should not and will not be discussed via Procare class chat messaging. Please email or office chat the Vice Principal with billing questions or other confidential information.

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

Staff

All staff hold current certifications in First Aid, Child Abuse Recognition and Prevention, and Infant-Child CPR. Additionally, lead teachers receive training in Communicable Disease Control and Medication Administration. 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! Daily schedules provide for both quiet and active play. Weather permitting, children go outside at least once a day.

After Care/Preschool Camp

The After Care program is also offered to children in our Preschool Program. After school care services begin at 3p.m. and last until 5:30 p.m. Sufficient notice is given to parents/guardians should this program be canceled for any reason. Pre-registration is required for After Care before students are permitted into the program.

Camp Days are available for children in the Preschool Program on specific days when traditional classes are not in session, from 7:00 a.m. - 3:00 p.m. After care will be offered on camp days as well. 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.

Registration and attendance based rating will be sent home from the school office when these dates approach the calendar.

Parent Policies

Family Engagement

The ELC 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 SRW 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.

SRW 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 SRW 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 SRW community to foster an environment of respect and professionalism.

Parent Visitation/Participation

We feel it is important for our parents/guardians to visit the ELC. You are welcome to visit your child, however,we do require that you schedule your visit with your child's teacher. While you are at the ELC, 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 to administration only. We ask that you do not interrupt the learning experiences. Should you wish to confer with the Administration or your child's teacher while at the ELC, a meeting must 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 the ELC with signed and dated written permission from the custodial parent/guardian and approval from the ELC Vice Principal.

> Families are encouraged to be engaged in our program as much as possible. This entails showing attentiveness and interest in your child's learning and development. It is our hope that you will have time to engage in our special occasions such as birthdays, open house, special meetings, events, holidays, or activities. By encouraging and welcoming family participation, we hope to develop a bond between your family and our staff.

In the event of any incident, please do not ask ELC staff to give you the names of other students involved in the situation. Staff are not permitted to disclose other students' information to families not their own. Likewise, written reports will not contain the names of other students.

Classroom Policies

Daily Supplies

Students in all classrooms should come to school each day with the following items:

- Bookbag 5.7 x 11.8 x 7.9 inches to 17.7 x 13.8 x 8.7 inches.
- Meals/lunchboxes/thermos/ice packs
- Extra clothing
- Water bottle (once developmentally appropriate)
- Blanket for rest (12 months and older)
- Sleep sacks (infants 12 month an dunder)
- Bottle/Baby Formula/Breast Milk
- Diapers/Pull-Ups/Wipes

In order to keep classrooms calm, minimize the spread of germs, and protect personal property, we ask that families refrain from sending in personal toys and stuffed animals.

Toileting

For children not yet toilet trained, families provide diapers and wipes. If diaper cream is provided, a current copy of the Medication Administration Form must be on file. Staff will send notifications via Procare as supplies are running low.

Students in the Preschool Program must be fully toilet trained prior to starting Preschool. Children should be able to use the toilet independently, including wiping and dressing themselves. However, teachers will assist in these areas as needed.

Bottles and Baby Food

- Families provide prepared bottles of formula/breast milk, labeled with the child's name and date OR empty bottles and frozen breast milk/formula powder, labeled with the child's name and date.
    - Our licensing requires that all bottles/cups be labeled with the child's name and the date the bottle was prepared.
- Any purees or baby food must be labeled with the date sent into school. Open or Unfinished foods will be sent home the same day.
- Bottles will be warmed to a suitable temperature in a bottle warmer. All bottles and water cups will be sent home on a daily basis for proper cleaning and are to be brought back the next day.
- Parents who wish to come in during the day to breastfeed may make arrangements with the Lead Teacher and may do so in our center's resource room.
- Classrooms are 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.

Meals

- Families 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
- It is recommended that families send in one additional item each day to be used as a backup item in case a child refuses food offered, drops items on the floor, or needs an extra snack.
- Students in attendance after 4p should pack additional snack items.

Nap/Rest Time

- Children under 12 months of age will be positioned on their backs for napping/rest unless the Sleep Position Waiver Statement (DCY 01235) is completed.
- No blankets, stuffed animals, or toys will be permitted in a child's crib while he/she is napping if the child is under 12 months of age.
- Bibs and pacifier clips will be removed before a child is laid in his/her crib regardless of age.
- As a child turns 18 months, he/she will begin napping on a cot in the Baby Room in preparation for the Toddler Room.
- As a child turns 13-14 months, he/she will transition to one nap in preparation for the Baby Room.
- Children in the Toddler and Preschool Rooms 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.
- Children are not required to sleep during rest time. However, children are required to rest quietly on their mat and allow other children in the classroom to rest.
    - If a child falls asleep during the allotted time, staff will not interrupt their slumber in an effort to preserve bedtime routines at home.

Clothing

Non-toilet trained children should have three (3) complete changes of clothing at school, including socks.

Toilet trained children should have three (3) complete changes of clothing at school, including socks. One of the outfits will be stored in the after care classroom if applicable.

Extra clothes, including underwear, should be sent while a child is in the toilet training process.

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, 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 and Preschool students 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.

No outside play will be permitted without adequate attire. This includes closed toe shoes year round and the items listed above during the winter months, as well as sunscreen in the summer time.

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, photos, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Screening

At the time of enrollment, and each year at re-enrollment, all children in the ELC receive a comprehensive developmental screening (the Ages & Stages Questionnaire). Families complete the ASQ as part of the enrollment process. Submissions are scored by the Sparkler management system (Help Me Grow). Parents are required to complete ASQs twice a year. If warranted, referrals are made within 90 days.

Referral Process

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

The ELC works in conjunction with the Euclid City School District when students in the Preschool Program 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 Vice Principal.
- Vice Principal schedules a conference with parents/guardians. Lead teacher will be present.
- Parents/guardians 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/guardians 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/guardians will be contacted by the ELV with results. If further evaluation is recommended, parents/guardians will conference with the ELC teacher, ELV Staff, and the Administrator/Vice Principal 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, staff will cooperate with completion of checklists/referral forms.

In the event that a student does not live in Euclid, staff 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 the ELC is available upon request. The directory is only available to custodial parents/guardians. The parent directory aly 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 ELC enrollment process.

State Assessment

All children enrolled in the ELC will be administered the GOLD Assessment at least twice per year.

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.

- Preschool 4 classroom will take a center based assessment to familiarize them with Kindergarten practices

For students entering Kindergarten in the fall, the Brigance Kindergarten Screening is completed in the spring.

Conferences

Formal Conferences are scheduled in the fall and spring. Fall conferences consist of individual progress reports, goal setting, and assessment results. Spring conferences consist of progress reports, goal updates, assessment results, and transition information. In consultation with parents/guardians and based on the results of assessments, goals are set for each child and updated throughout the year as needed. Please feel free to contact the Vice Principal or your child's teacher to discuss your child's needs and progress at any time. There is no school on conference days.

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 Vice Principal
- 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/guardians to discuss the handling of the situation
2. Come to an agreement with the parent/guardians 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

The ELC 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 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 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 ELC environment is not an appropriate fit for the child or family
- tuition has been delinquent for 2 consecutive months

If a family is delinquent for 4 consecutive weeks (one month), a meeting with Administration will be scheduled to set goals and draft a plan of action.

Families are responsible for 2 weeks of tuition if withdrawal notice is submitted less than one month prior to the child's last day.

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 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. 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".
- A 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 Procare 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.
- 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:

- Professional Development classes on biting causes and prevention
- Keeping a record of incidents
- 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 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
- 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.

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/guardian 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, the ELC requires students seeking enrollment 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.

Families looking for suggestions regarding pediatric health offices should contact the Vice Principal.

If at any time a child's Medical Statement is more than 1 week expired, the child shall be excluded from attendance until an updated form is submitted.

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. 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/guardians 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/guardians 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 Vice Principal's Office in a 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 Vice Principal and staff members reserve the right to refuse to administer any creams, medications, vitamins, or modified diets at their discretion.

Parents/guardians 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 the ELC. We reserve the right to refuse a child who appears ill at drop off. 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 the ELC until 24-hours of treatment with the antibiotic and 24-hours fever-free.

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.

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.

Please note that a doctor's note does not supersede the exclusion policies listed below for communicable diseases.

Families are asked to pick-up their child within one hour of notification that their child is ill.

Communicable Diseases

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 Vice Principal's office, placed on a cot, kept comfortable, and supervised. The communicable disease chart is posted on the wall in the office. Parents/guardians will be notified of exposure to communicable disease via a Procare message.

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 school. 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

Return to School

If a child had a reportable communicable disease, or another illness listed below, a physician's note stating that the child is no longer contagious and may return to our care is required. Please note that a doctor's note does not supersede the exclusion policies listed below for communicable diseases. The guidelines below must be followed regarding a child's return to the ELC.

- Chicken Pox/Shingles: Child may return after 5 days, as long as all lesions are dry.

- COVID: Current CDC guidelines regarding isolation and removal will be followed at the time of positive test.
- Croup: Child may return until severe symptoms are gone and cough has subsided.
- Diarrhea: Child may return 24 hours after diarrhea has ceased.
- Fever: Child may return when they are fever-free for at least 24 hours without the use of fever-reducing medicine.
- Fifth Disease: Child does not need to be excluded from care unless they are too ill to participate in activities.
- Flu (Influenza): Child may return when they are fever and/or vomit free for at least 24 hours without the use of fever-reducing medicine.
- Hand-Foot-and-Mouth Disease: Once rash appears, the child must be excluded for 5 days. After this time, they may return, as long as all lesions are dry. All personal belongings will be sent home to be cleaned daily for an additional 5 days.
- Hepatitis A: Child must be excluded for 10 days after the onset of symptoms.
- Impetigo: Child may return 24 hours after starting antibiotics, provided all lesions are dry.
- Lice: Child must be excluded from care for as long as lice are present.
- Measles: Once rash appears, the child must be excluded for 5 days.
- Meningitis (Viral/Aseptic): Child may return when they are fever-free for at least 24 hours without the use of fever-reducing medicine and severe symptoms have subsided.
- Meningitis (Bacterial): Child may return 24 hours after starting antibiotics.
- Mononucleosis: Child may return when they are fever-free for at least 24 hours without the use of fever-reducing medicine and severe symptoms have subsided. All personal belongings will be sent home to be cleaned daily for an additional 2 weeks.
- MRSA: Child may return when they are fever-free for at least 24 hours without the use of fever-reducing medicine and all lesions can be effectively covered.
- Mumps: Child may return after 5 days, provided they have been fever free for at least 24 hours without the use of fever-reducing medicine.
- Pink Eye: Child may return 24 hours after starting antibiotics.
- Pinworms: Child may return when pinworm has cleared and verified by doctor.
- RSV: Child does not need to be excluded from care unless they are too ill to participate in activities.
- Ringworm: Child may return 24 hours after starting antifungal medication.
- Scabies: Child may return after they have completed treatment.
- Strep Throat/Scarlet Fever: Child may return 24 hours after starting antibiotics.
- Thrush: Child does not need to be excluded from care unless they are too ill to participate in activities. All personal belongings will be sent home to be cleaned daily for 5 days.
- Tuberculosis: Child may return once they have been deemed no longer infections, as approved by the local TB authority.
- Vomiting: Child may return 24 hours after vomiting has ceased.
- Whooping Cough (Pertussis): Child may return after 5 days of receiving treatment. If no treatment is received, child will be excluded for 3 weeks from start of cough.

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 the ELC 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 Procare. In the case of a serious incident, a staff member shall complete the Incident/Injury Report for Child Care form (DCY 01299) and and will be given to the parent/guardian 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 the ELC 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 Procare.
- Auto-pay through Procare is required for all tuition accounts.
- Current tuition prices can be found on the ELC website.

Absences

No credit will be given for unused hours in the event of absence, late drop-off, or early pick-up.

After Care

After Care is available for students in the Preschool Classes at a rate of $8.50 per hour. After Care is available from 3:00 p.m. – 5:30 p.m. on all days that the Preschool is in session. After Care is the only program that will be post-billed. Each Monday, After Care fees from the previous week will be added to students' tuition accounts. After care fees are non-refundable. A $25 non-refundable enrollment fee is required for the After Care program and due at the time of registration for the After Care Program. Registration occurs in August of each year. Students not signed out of After Care via Procare by a parent/guardian will be charged until 5:30 p.m.

Enrollment/Application Fee

A $25 application fee is required for all new applicants. After your child has been officially enrolled, a $100 enrollment fee will be billed per child (siblings @ $75). If a previously enrolled child is re-applying to the ELC, the re-enrollment fee is $75 (siblings @ $50). Neither of these fees is refundable.

Building Closed

During the 2025-2026 school year, The ELC will be closed on the following days. These dates have been calculated into the tuition price for all classes. Credits will not be applied for these dates.

Calamity Days

These calamity days cover the ELC being forced to close due to weather, no heat, or other issues. If six or more calamity days are used between July 1, 2025 and June 30, 2026, families will be credited for any additional days.

Delinquent Tuition

Parents have an individual and joint obligation to pay all tuition and fees under this agreement via automatic payment through Procare. Parents shall pay any costs and attorney's fees the ELC incurs in collection of Parents' outstanding balance. In addition to any other remedies provided by law, the ELC, 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 at the Early Learning Center or Ss. Robert & William School.
- No records, transfers, or report cards will be forwarded. School records will only be withheld where there is two thousand five hundred dollars or more of outstanding debt attributed to the student. The school will transmit the records once the debt is paid.
- If a Parent has outstanding tuition from the previous school year, their Student(s) will not be permitted to start the new school year. Registration and readmission are contingent upon all financial obligations being met.
- If a Parent's tuition account is delinquent for two consecutive months, their Student(s) will not be permitted to attend until payment is received.

Discounts

- The Preschool Program qualifies 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 the ELC will receive 15% off the oldest child's rate.
- Children of SRW/ELC Employees will receive 15% off each child enrolled.
- Children of Diocese of Cleveland Employees will receive 10% off each child enrolled.
- Families on the ECE Grant do not qualify for additional discounts.

Ohio Preschool Grant

As a result of our excellent ratings, the ELC qualifies for OPP Grants. This is a financial need based scholarship and is targeted for Preschool aged children. Children must be three years of age as of October 1, 2025, and who are not age-eligible to attend kindergarten in their district of residence.

The OPP Grant covers tuition for the 9-month Preschool Program only (Sept-May). All fees (Before/After Care, Home Away From Home, Late Payment, etc.) still apply. The tuition scale for this grant is based on the Federal Poverty Guidelines.

Application instructions, guidelines, and information regarding required documentation will be provided to families as part of the enrollment/ re-enrollment process.

Early Withdrawal/Removal

Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from ELC, Parents remain obligated to pay the amount of tuition due. Parents must provide at least thirty (30) days WRITTEN NOTICE to the ELC Administration to withdraw the Student from the ELC during the school year with the last date of the notice period being the date of withdrawal (the "Withdrawal Date"). Parents are responsible for payment of tuition through the Withdrawal Date, regardless of whether or not the Student continues to attend the ELC through the Withdrawal Date.

Equipment Fees

Replacement fees for broken center equipment, toys, electronics, etc. will be based on the replacement cost at the time the item is broken. Families will be notified of the infraction and invoices will be sent via Procare.

Financial Aid

For any child in the Preschool Program seeking financial assistance, the OPP Grant application must be completed first. SRW Leadership Team will consider any internal financial aid for all age groups.

PTO Days

1. All families in the Infant/Baby/Toddler Classes will receive 5 free days to be used between July 1, 2025 and June 30, 2026. These can be planned in advance as vacation days or used for an unplanned absence, such as a sick day.
    a. Free day credits must be requested in writing to the ELC Administration in order to be applied to a tuition account.
    b. Once all free days have been used, no tuition credits will be given for a Student in the Child Care Classes who is absent.
    c. Unused free days are forfeited and do not carry over into the following year.
    d. Free days will be credited at the following rates:
        i. Part-Time: $45 per day ¾ Time: $54 Full Time: $62

Retainer Fee

If a family in the Infant, Baby, or Toddler rooms is looking to take an extended break from enrollment, such as through the summer months, a holding fee will be required in order to secure space upon return. The holding fee will be charged on a weekly basis and is equal to one half of the classroom's full-time rate. Families who choose to waive the holding fee are not guaranteed that a space will be available upon requested return date.

Late Pick-Up

Parents are encouraged to honor and uphold their pick up time indication notated in Procare. Staffing, ratios, and etc. are all planned based on the times recorded in Procare or at the time of enrollment. Consistent instances of late pick up will result in parental corrective action approved by the Vice Principal. After care students must be picked-up by 5:30 p.m. After 5:30, this time, Parents are responsible for a $1 per minute late fee. Consistent late-pickups will result in a conference with the Administration. Students in the Preschool Classes, who are not enrolled in After Care, must be picked-up by 3:00 p.m. After this time, Parents are responsible for a $1 per minute late fee – the student will also be sent to After care, where program fees may apply.

Late/Returned Payment Fees

Parents understand and agree that a $35 fee will be assessed for any returned payment. Additionally, tuition accounts not paid by the due date will incur a $10 per day late fee. Three late payments in a 6 month period may result in termination of care.

Non-Scheduled Days

We understand that situations arise that require part-time students to attend the ELC on a day not included in their schedule. If we have space and adequate staffing, 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 $65 for that day. Schedule changes must be submitted in writing to the Administration.

Payment Plans

Families may choose a weekly or bi-weekly billing plan. For students in the Infant, Baby, and Toddler classrooms, payment invoices will include dates of service for fees. For students in the Preschool classes, the annual tuition will be broken down into either 20 (bi-weekly payment plan) or 40 (weekly payment plan) installments.

Processing Fees

Procare charges a processing fee per transaction. These funds do not go to the ELC.

1. Credit/Debit card payments: 2.7% of transaction, plus 30 cents
2. ACH payments: 0.0075% of transaction

Tuition Prices

1. 2025-2026 Tuition for Infant/Baby/Toddler Rooms. Enrollment level will be selected at the time of initial enrollment, or at the time of re-enrollment each year. In the event that a family exceeds their weekly hours, a $50 surcharge will be applied. If a family exceeds their hours

more than 2 times in a 4-week period, they will be moved to the next highest enrollment level.
    - Part Time (up to 25 hours/week): $235 per week
    - ¾ Time (25.5-43 hours/week): $275 per week
    - Full Time (over 43 hours/week): $315 per week
2. 2025-2026 Tuition Breakdown for Preschool Classes
    - 3-Year Old Part-Time Class: Tuesday through Thursday, 8 a.m. - 12:30 p.m.
        - $4250 per year
    - 3- and 4-Year Old Full-Time Class: Monday-Friday, 8:00 a.m. - 3:00 p.m.
        - $8500 per year

Transition Policies

Purpose

The Transition Policy of the ELC 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. The ELC will adopt academic school year transitions – students will remain in their assigned room for at least one school year (nine months) before moving to the next room. As a transition approaches, families will receive a proposed transition schedule from the Vice Principal and if applicable, meet with the former teacher, future teacher, and VP.

Transition Into the Program

At the ELC, we want to aid new parents/guardians in this transition 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.srwschool.cc): Our website contains 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/guardians and students are invited to an Orientation Day to meet the administrators, meet the teacher, explore the learning environment, etc.

Students entering the Infant, Baby, or Toddler Room will be required to attend for two half-days before beginning full-day attendance.

Transition/Transfer to a school other than SRW

Families choosing to transfer a student to a different school will be assisted by the ELC 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.

Each spring, Kindergarten screening will be completed during the school day by an ELC teacher for any child not enrolling in the SRW Kindergarten program for the following fall.

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, families seeking full-time enrollment, and children of SRW/Diocesan employees.

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

3 year old preschool:	Must be 3 by September 1
4 year old preschool:	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.

From the date of application submission, families should plan to complete the enrollment process within 30 days in order to secure their space. Applications pending after 30 days are subject to wait listing.

Families applying for the Infant, Baby, or Toddler room will be charged a holding fee if their application is submitted more than 8 weeks before the scheduled start date. The holding fee will be charged on a weekly basis and is equal to one half of the classroom's full-time rate.

Required Forms/Documents

The following are required forms for attendance at the ELC. These forms are collected during the application/enrollment process. No forms/documents will be accepted via fax.

- Emergency Medical Form (permission for transport must be granted in order for a child to be enrolled)
- Birth Certificate
- Child Medical Statement (DCY 01305)
- Immunization Records
- Handbook Acknowledgement Form
- Ages & Stages Questionnaire
- Infant Information Form (DCY 01218) (all children under 24 months old)
- Vice Principaly Consent Form
- Baptismal Certificate (If applicable)
- Child's Medication Form (If applicable)
- Custody Agreements (If applicable)

Application Policies

For current application dates and details, please visit srwschool.cc.

Non-Discriminatory Policy

SRW/ELC 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 Vice Principal, teacher, staff members who are identified and trained regarding the child's special needs, and the parent/guardian. **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 Vice Principal 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.

Summer Session

2027 Summer Session Pricing

1. Infant/Baby/Toddler Rooms
    a. Enrollment level will be selected at the time of initial enrollment, or at the time of re-enrollment each year. In the event that a family exceeds their weekly hours, a $50 surcharge will be applied. If a family exceeds their hours more than 2 times in a 4-week period, they will be moved to the next highest enrollment level.
        i. Part Time (up to 25 hours/week): $235 per week
        ii. ¾ Time (25.5-43 hours/week): $275 per week
        iii. Full Time (over 43 hours/week): $315 per week
2. Preschool Rooms
    a. Full Day (8 a.m. - 3 p.m.): $53 per day
    b. Half Day (8 a.m. - 12:30 p.m.) $38 per day

Before/After Care and all other fees listed in the tuition section of this handbook apply to the summer session.

A non-refundable registration Fee of $25 is due at the time of enrollment in the Summer Session.

One day per week, water activities will be set up. On water days, toilet trained children should come to school in their bathing suit and with a towel. Non-toilet trained children should be sent with a bathing suit, swim diapers, and a towel in their bag. The schedule of water days will be distributed to families at the beginning of the Summer Session.

Safety Policies

Supervision of Children

- Children are never left alone. Staff are aware of each child's arrival and departure.
- Whenever children leave the 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.
- Exterior doors 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 Vice Principal/Administrative Assistant before reporting to a classroom.
- Emergency phone numbers and Dental First Aid Information are posted within the ELC.
- 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, ELC 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, the ELC 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/guardian. ELC staff will administer First Aid, summon emergency transportation, and contact the parent/guardian(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/guardian 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 the ELC to evacuate, the Vice Principal, 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

SRW 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 the ELC 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. SRW has cameras positioned at various areas of the campus, including the front door, in the hallways, by the outdoor play area, and in the parking lot.

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 80 degrees Fahrenheit. During inclement weather, recess will be held inside.

Temperature	Babies under 18 months old will go outside in spring, summer, and fall. Children over 18 months old may go outside at 25 to 85 degrees.
Humidity	On days when the temperature reaches 80 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, Children over 18 months old 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
Air Quality	Students will stay inside if AQI reaches 100 or higher

Approved Pick-Ups/Emergency Contacts

Per state requirements, a minimum of 4 adults (18 years or older) must be listed in each child's Procare account as approved-pickups/emergency contacts. This information is collected as part of the admissions process. Parents/guardians 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.

Suspicions 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 the ELC 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) (DCY)

Any parent or guardian of a child enrolled at the ELC 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 staff or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Vice Principal of his/her presence.

Helpful/ Resources/Contacts

A digital resource library is available on the ELC website (www.srwschool.cc) with helpful information and resources for families.
Families looking for suggestions regarding pediatric health offices should contact the Vice Principal.

Handbook Video Acknowledgement Form

SRW Early Learning Center

❑ I have read and/or watched the Family Handbook video and understand the rules and expectations of the SRW ELC and will uphold my responsibilities as a Parent Partner with the ELC staff and administration.

❑ I understand that any changes to this handbook will be communicated in writing and that the current handbook can always be found on the school website (www.srwschool.cc)

Parent/Guardian signature: _____ Date: _____

Student Name:

Student Name:

Student Name: