

Hosanna Lutheran  
Childhood Center



Hands-On Learning!

**Hosanna Lutheran Childhood Center**  
**Family Handbook**  
**7714 Hazelton-Etna Road**  
**Pataskala, Ohio 43062**  
**740-964-6333**  
**[www.HLCCPreschool.org](http://www.HLCCPreschool.org)**  
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**Revised August 2021**

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## **Welcome**

We welcome you and your children to Hosanna Lutheran Childhood Center. We invite you to visit with us often and communicate your ideas to anyone on the board or staff. We hope your child has a very enjoyable experience at HLCC.

This handbook contains information regarding the programming at HLCC. It is very important that you read this handbook and keep it as a reference for the school year. Please read this book again EVERY year, even if your student attends consecutive years, as policy does change. NOTE: The HLCC Board reserves the right to amend policies and this handbook during the year as needed.

The most up to date handbook is always available at:

<https://hlccpreschool.org/family-handbook/>

## **Licensing**

HLCC is licensed as a preschool through the Ohio Department of Job and Family Services. The past two years of inspection reports are posted on the parent information board located outside of Classroom A.

The laws and rules governing the program are available at the Center for review upon request. At the end of this handbook you will find an attachment about licensing and contact information for the Ohio Department of Job and Family Services, HLCC's licensing body.

## **Philosophy and Goals**

The mission of Hosanna Lutheran Childhood Center shall be to provide educational excellence within a Christian atmosphere with the purpose of creating and sustaining a strong foundation for future learning.

The staff recognizes the importance of balance and seeks to provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own pace in many areas of the classroom.

We are pleased that you have chosen to include us in the growth and development of your child.

HLCC's goals are:

1. To emphasize personal participation by each child
2. To provide learning experiences through the usage of all child's five senses
3. To provide alternate periods where children are active and quiet
4. To provide opportunities for children to engage in individual and cooperative play
5. To encourage parent participation in all areas of the preschool
6. To provide a non-denominational Christian-based program teaching Christian values

### **Hours and Days of Operation**

The Center will be in operation Monday-Friday from 9:00am- 3pm.

Morning sessions run from 9am-11:30am and the afternoon sessions run from 12:30pm-3:00pm. Our All-Day programs will be in session from 9:00am-2:00pm.

HLCC has a variety of class options ranging from two days to three days per week.

HLCC will close for Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day and Spring Break.

Please refer to the current year school calendar for specific dates.

### **Hosanna Lutheran Church reserves the right to adjust school hours due to needs of the facility. Example: funerals**

Please review the second on cancellation and inclement weather for information on snow days and other emergencies that may cause school to be closed.

## **Daily Schedules**

The children's daily schedule is flexible to provide adaptability when necessary but structured to provide predictability for the children.

### **Sample of Half Day Preschool Classes**

9:00-9:10/12:30-12:40	Greetings and Attendance
9:10-9:25/12:40-12:55	Circle/Community Time
9:25-10:10/12:55-1:35	Independent Free Choice
10:10-10:20/1:35-1:45	Clean Up
10:20-10:35/1:45-2:00	Circle Time/Community Time
10:35-10:45/2:00-2:10	Bathroom
10:45-11:00/2:10-2:25	Large Motor Activities
11:00-11:20/2:25-2:45	Independent Free Choice
11:20-11:25/2:45-2:55	Clean up
11:25-11:30/2:55-3:00	Closing/Dismissal

### **Sample of Full Day Pre-K Classes**

9:00-9:15	Greeting, Attendance, Jobs, Share
9:15-10:00	Free Choice/Table Activity/Small Group
10:00-10:10	Clean-Up
10:10-10:30	Large Motor Activities
10:30-10:40	Bathroom
10:40-10:50	Snack
10:50-11:00	Book Exploration
11:00-11:15	Community Time
11:15-11:35	Free Choice/Table Activity/Small Group
11:35-11:45	Bathroom
11:45-12:15	Lunch
12:15-12:35	Large Motor Activities
12:35-12:45	Bathroom
12:45-1:50	Free Choice/Table Activity/Small Group
1:50-2:00	Closing/Dismissal

## **Staff/Child Ratios & Maximum Group Size**

HLCC will not exceed the following state required ratios:

1:12	3-year old
1:14	4-6-year-old

Classroom A and B have a maximum capacity of 16 students, while classroom C and D have a maximum capacity of 12 students.

## **Transition Into the HLCC Program**

HLCC is very excited to welcome new families to our program each year. Once a family shows interest in our school, we welcome them by giving a tour of our facility. New families can see the classrooms, office area, library, restrooms and indoor/outdoor play areas.

While touring during school hours, parents and children are also able to meet the teachers and briefly interact in the classroom activities.

Some of the items discussed during the tour may include but not limited to: pick up/drop off procedure, snack and lunch procedure, classroom routines, special activities, field trips, social/emotional growth development, discipline, conferences, etc.

Students are accepted at any time throughout the school year based on availability. **Preschool students must be 3 years old and completely potty trained to begin school at HLCC.**

Registration process is as simple as filling out the Registration form and sending it into the office along with the \$50.00 registration fee. Parents may also use Hosanna Lutheran Childhood Center website to register. Once arriving at the website, click on the Registration tab and begin the process.

Once HLCC has received paperwork and payment, the Director will confirm your spot for the school year. Registration is good for one school year, and parents must re-register if returning for the following year. Once families are registered, they will receive an enrollment packet from the center. All families are invited to attend an orientation the week prior to school beginning.

The first day of school in September is Meet the Teacher Day. On this day, the children are scheduled for approximately 15-20 minutes to come into their new classroom and meet their teacher along with a few other students. Parents/legal guardians or another authorized adult must stay with their child during this time. The child's next day of school will be their first "official" day of school.

## **Admissions**

A child is enrolled in the Center only after the registration form is completed and HLCC has received the form and your registration fee. All required paperwork must be submitted to the Director.

Any changes to this information must be communicated to the Director immediately so that current information is always on file. This is for the safety of your child.

Required forms that must be submitted before your child begins:

- Child Enrollment and Health Information Form
- Child Medical Statement
- Authorization for Photographs
- Authorization for Release
- Financial Obligation Form

Please Note: As a part of signing the Child Enrollment and Health Information Form, you acknowledge that you have read and understand all the policies and procedures within this handbook. This is on page three (3) of the form.

The medical statement must be completed by your child's physician or nurse practitioner. **This form is current for 13 months from the date of exam, NOT the date the form was completed.** If your child's medical statement has expired (13 months) they may not attend preschool until a current statement is submitted to the office. Families have 30 days from the first day of school to submit this form to the HLCC office.

HLCC will accept children whose parents refuse to immunize their child. However, a medical statement signed and dated by your child's physician or nurse practitioner is still required.

HLCC admits children of any race, color, creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center.

The Center does not discriminate based on race, color, sex, religion, national, or ethnic origin in the administration of its educational or admissions policies, athletics, or other school-administered programs.

## **Arrival/Departure**

Parents are required to bring their child to the classroom door where they will be greeted by a staff member. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the departure of the parent.

As a courtesy to other students and their teachers, please try to arrive on time each day. The building will be locked approximately 15 minutes after class begins. Late drop offs can be very disruptive to the learning environment for other students.

At the time of pick up, parents are asked to make contact with their child's teacher to ensure they are aware the child has been picked up. No one under the age of 16 can pick up or drop off a child at the Center.

**Please remember to sign your child in and out!! Parents are responsible for the supervision of their child until they have entered the classroom and under the supervision of the teacher.**

**There is no running in the building.**

**Parking directly in front of the entrance is not permitted.**

**This is a fire lane and a direct walkway into the preschool.**

If your child will be absent on their scheduled day of school, please give a courtesy phone call or email to the office letting them know that your child will be absent. If your child does not arrive from another program as scheduled, HLCC will contact a parent or legal guardian.

## **Release of Children**

Staff members will release children only to the authorized adults (16 years or older) stated on the release form provided by the parent/guardian. If an emergency arises, please contact the office at (740) 964-6333. If there is a change of pick up known in advance, please provide this information in writing to the Director.

**Staff will check ID's of ANYONE they do not recognize.**  
**Please inform ALL authorized adults of this procedure.**

The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Proper authorities will be notified if necessary.

### **Custody Agreements**

Custody agreements involving any child attending the Center must be presented to the Director through official documentation. The Center may not deny a parent access to their child without proper documentation.

### **Late Pickups**

Any parent picking up a child later than five minutes past dismissal shall pay \$1.00 per minute thereafter, with a minimum fee of \$5.00. If a parent is late in picking up more than three times per school year, an additional \$50.00 fee will be assessed in addition to the late pickup fee. Late pickup fees are subject to the same payment policies as tuition.

### **Supervision Policy**

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. **At no time will a child be left unattended.** If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

The responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of children, anticipate possible hazards, and take necessary, appropriate, precautionary and preventive measures at all times.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make

the Director aware and a report will be made to Licking County Children Services. Safety of the children is always our first concern.

## **Child Guidance & Management Policy**

The children will have the security of gentle discipline. Teachers will set clear and consistent limits. The children will be redirected to an appropriate activity and shown positive alternatives if a difficult situation arises.

Modeling the desired behavior and reinforcing appropriate behavior along with encouraging children to control their own behavior, cooperating with others and solving problems are positive solutions. Having children communicate to each other, removing the child from a conflict situation to a more positive situation, and a quiet discussion between the teacher and child are more effective/positive ways of guidance. Teachers will never strike, slap, or shake a child.

In the event a child displays persistent, unacceptable behavior that continuously disrupts the class, or is destructive or dangerous to themselves or others, the Center will work with the parents and child to improve the behavior. If attempts by staff and parents do not result in correction or continuous improvement of such behaviors, Hosanna Lutheran Childhood Center reserves the right to terminate the child's enrollment.

The above rules must always be followed by staff and parents on the premises.

## **Meals & Snacks**

Parents are asked to provide a nutritional snack for their child each day they attend preschool. This snack must fit into a sandwich size Ziploc bag. A snack could include fresh fruits, raw vegetables, cheese, peanut butter, muffins, granola, crackers, etc.

Parents of All-Day students are asked to provide a nutritional lunch for their child each day they attend preschool. The child's lunch must include foods from all four food groups and meet one-third of the child's recommended daily dietary allowance. Drinking water and 1% milk will be freely available to all children.

If a child is sent to school without a snack and/or lunch, the Center will provide a nutritious snack. If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Speak with the Director for more details.

There may be times that a classroom could be peanut (or other allergen) free due to allergies that exist in the classroom. We ask that all parents adhere to those conditions when they exist in their child's classroom. Do not bring homemade cupcakes, cookies, candies, etc. as staff cannot monitor ingredients.

### **Juice & Share Calendar**

The teachers will provide a share and drink calendar at the beginning of each month for each child and the calendar will be posted on the classroom bulletin board. The date that your child's name appears on the juice and share calendar is when it is the parent or guardian's responsibility to provide a 100% non-red juice, water or milk; along with cups and napkins for your child's class. Also, your child can bring an educational item to share with the class. Suggested items include: books, vacation photos/souvenirs, puzzles, games, etc.

### **Birthdays**

HLCC will recognize each child on or near the date of his/her birthday with a song and conversation about their special day. This will coincide with the juice and share calendar. Please do not bring cake, cupcakes, ice cream, or presents. These are better left for your home celebration.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 35 degrees or rises above 90 degrees.

If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

Please send your children with the proper clothing so they may be comfortable and safe. This includes snow pants, hats, mittens, and boots in the winter season. **ALL SHOES MUST HAVE A BACK STRAP ACROSS THE ANKLE. PLEASE PLACE SHORTS OR LEGGINGS UNDERNEATH DRESSES.**

## **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the Center. Parents have access to all areas of the building during operating hours.

If you would like to observe a class, please let your child's teacher and Director know in advance to avoid any scheduling conflicts. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when they are not having class contact time.

HLCC provides an opportunity for parents to meet with their child's teacher at least once a year during a scheduled conference time. Pre-K parents will have a chance to view a portfolio that is completed throughout the year along with assessments the teachers complete

Teachers will also complete informal assessments for each Preschool student in the Fall and Spring. This allows an opportunity to discuss progress of the child with the parent(s) regarding placement of the child for the following school year.

If you have any concerns or questions at any time it is the Center's policy that the following chain of command be used:

1. Child's teacher
2. Director
3. President of the Advisory Board

Staff members should adhere to the following chain of command when a problem arises in the classroom:

1. Talk with the child and parent(s) directly involved
2. Director
3. President of the Advisory Board

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Hosanna Lutheran Childhood Center realizes that you trust us with your little ones, and we want our relationship to be a positive experience for all.

If needed, the church library or sanctuary is made available for nursing mothers at any time to nurse their child or pump breastmilk while at HLCC.

If you would like to receive the contact information for other parents and guardians with children attending the center, please contact the Director for a current list.

## **Tuition/Fees & Payment Policies**

Tuition is based on an annual fee. You may pay tuition in full in September or finance the balance at 0% interest divided into nine equal monthly payments due on the first of each month, September to May. As monthly payments represent a financial agreement of equal payments are required through vacation, illness, holidays, etc.

Please see the director for current tuition rates. Families with more than one child enrolled during the same school year may receive a discount on siblings in the lower priced class subject to HLCC Board approval

Your tuition payment is due the 1<sup>st</sup> of each month. Any payments received after the 5<sup>th</sup> will incur a \$35.00 late fee. Payments are applied to the oldest outstanding balance FIRST.

Tuition invoices are generated each month approximately 5 days before the due date. These invoices automatically email to the primary

email address on your student's account. If you do not receive your invoice, you must contact the bookkeeper before the 5<sup>th</sup> of each month.

Please keep your monthly invoice/payment receipt for your records. HLCC will provide tuition statements for tax purposes. These must be requested from the bookkeeper with 10 days advance notice. Consult your financial advisor on the tax deductibility of tuition and fees.

You may pay tuition via EFT or credit card with a link in the email. We also accept checks for tuition and fee payments made payable to HLCC. Payments can be mailed or placed in the tuition box outside of the Director's office. **Do not hand payments to staff.**

A \$45.00 returned check fee will be added to your payment for any insufficient funds. Insufficient funds payment will be accepted in cash or money order only.

Failure to pay tuition or make payment arrangements will result in your child being dismissed from HLCC. A collection process will be initiated for any unpaid tuition and fees. The following actions will be taken for late payments.

- At 5 days past due: a late fee of \$35.00.
- At 15 days past due: a note from the HLCC bookkeeper.
- At 25 days past due: a phone call from the Advisory Board.
- On the first of the following month, an additional \$25 late fee is applied to outstanding balances from the previous month.
- At 45 days past due, the student will be withdrawn from HLCC and the account will be sent to collections, including tuition and fees for 30 days from the withdrawal date.

HLCC is willing to make payment arrangements at any time with families. This can only be done, however, if hardships are communicated to the Director. Tuition and all applicable late fees will continue to accumulate during payment plans.

## **Education Enhancement Fee**

The Education Enhancement Fee covers costs that are incurred throughout the school year. Monies received go toward a school t-

shirt, HLCC sponsored field trips, speech and hearing testing and other special activities. Cost for Preschool program (half days) is a one-time fee of \$80. A one-time fee of \$100 is required for the Pre-K programs (all day).

Enhancement Fees are due by August 15<sup>th</sup>. A late fee of \$35 will be added for fees not paid by September 5<sup>th</sup>. Payments are applied to the oldest outstanding balance FIRST. This means that tuition payments received in September will be first applied to outstanding enhancement fees. This may result in an additional late fee on September tuition.

## **Withdrawals**

To withdraw your child from HLCC, the parent or guardian must notify HLCC **in writing**. You will be billed for one month of tuition from the date of the 30-day notice. Final tuition invoices are subject to the same payment policies as outlined above (late fees, etc.)

## **Emergency Drills**

Ohio Department of Job and Family Services requires students to practice the following drills.

- **Fire Drills** – once a month – during this drill children evacuate the building in an orderly manner with their class away from the building.
- **Tornado Drills** – four times a year – during this drill children evacuate to the hallway and pretend to be turtles with their heads covered until the drill is over.
- **Lock Down Drills** – three times a year – during this time, each class locks their doors and children remain quiet until the drill is over.

## **Accidents/Emergencies**

The Center has devised several procedures to follow if an emergency would occur while a child is in the Center's care. In the event of a fire or tornado, the staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot.

To prepare for the unlikely need to evacuate the Center due to fire or weather conditions, or the loss of power, heat, or water to the Center

the situation would be assessed, a call would be made to the proper agency to determine the length of outage and, if necessary, parents would be notified. A sign will be posted on the front door of the building indicating that we have evacuated, the destination location, and a cell phone number.

If a threat of violence would happen the children would be moved to a safe destination determined by the staff, the authorities would be called, and if necessary, parents would be contacted to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

Our evacuation site is located to the north of the church property at the Hosanna House. This is the large white farm house that is owned by the church.

If we must evacuate from the geographic area of the church/preschool, our evacuation location is Pataskala Grace Church on Headley's Mill Road in Pataskala. In this instance, the transportation department of Southwest Licking Schools will provide bussing for children and staff.

There is always one staff member present that has received training in First Aid/Communicable Diseases/Child Abuse and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding the course of action.

If an injury is life threatening, emergency services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff members may not transport children in their vehicles. Only parents or emergency services will transport children.

HLCC is not licensed to transport any child at any time. In the event of an emergency, HLCC will contact 911 and then the parent. Parents must indicate on Child Enrollment and Health Information Form 01234, whether to grant consent or refuse emergency transportation. HLCC will provide first aid until emergency services or the parent

arrives. If any of the following incidents occur, an injury/accident report will be given to the person picking the child up that day:

- Child has an illness, accident, or injury which requires first aid
- Child receives a bump or blow to the head

A report will be given within twenty-four hours if:

- Child is transported by emergency squad
- Unexpected event occurs that jeopardizes the safety of the child

## **Medications**

Hosanna Lutheran Childhood Center will not administer any medication unless it is needed for an ongoing illness. For example: asthma treatments, diabetes, seizures or severe allergic reactions. A medication form and a health care plan would need to be completed by the first day of school.

Prescription medications must be in their original container and administered in accordance to instructions on the label and your provided health care plan. If the medication is not provided to the center while the child is in attendance, the child may not be allowed to stay.

School age children are permitted to have in their possession inhalers or epi-pens while at preschool for emergency use. A school age child is defined as a child that is 5 years of age by August 1<sup>st</sup> but is not enrolled in Kindergarten.

A parent/guardian will be required to personally instruct child care staff members on how to use an inhaler or epi-pen.

If your child requires a food supplement or if an entire food group is eliminated from your child's diet, you must provide written instruction from your child's physician on the ODJFS Form 01217 – Request for Administration of Medication for Child Care. When special diets are required for cultural or religious reasons, parents must supply written, dated and signed instructions to the Center.

## **Management of Illness**

Hosanna Lutheran Childhood Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they will experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the Center.

A child with any of the following symptoms must remain at home or if this occurs at the Center will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F- in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty breathing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in Center activities, the parent will be called to pick up the child. Any time a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

A letter will be sent home and/or posted on your child's classroom door if exposure has occurred from a communicable illness. Children will be readmitted to the Center after a minimum of 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required that the child is not contagious.

In the case of a public health emergency, these guidelines and rules may be superseded by an order from the health department, state, and/or local government. HLCC will be required to follow such orders.

### **Field Trips/Transportation of Children**

The Center will not transport children in emergency medical situations. If a child requires emergency medical treatment the emergency squad will be contacted unless otherwise stated on your child's enrollment form.

Field trips will be scheduled though out the year. The Center will have a written and signed permission form from each parent or guardian before the child can attend the field trip. All children shall be **transported and accompanied** by their parent/guardian or another individual, as noted on the permission slip form **for the duration of the field trip.** All field trips will be monitored by trained staff members.

If a parent is unable to attend, they may designate another parent/guardian or authorized adult to transport their child. The staff of HLCC will not transport children to and from field trips. In the event of an emergency while on a field trip, HLCC will contact parents and call emergency services.

Upon arrival at the field trip destination, the parent/guardian/accompanying adult shall follow the same sign in/sign out procedure that is in place at the Center. Each parent/guardian/accompanying adult will need to do this through their child's teacher. A count will be taken to assure that all children have arrived safely. This process will be repeated upon leaving the destination.

**The children must wear a HLCC logo shirt  
on field trips to further ensure safety.**

The cost of all field trips for students will come from the Education Enhancement Fee. **This fee does not include parent or siblings attending the field trips.**

**Cancellation and Inclement Weather**

HLCC will close in the event of a Level 2 or 3 snow emergency. In the event that other inclement weather or other emergency conditions exist (e.g. no water, no power, or no heat), HLCC will email all the parents that have submitted their email addresses to the Director, post the closure on the HLCC website and notify WBNS 10 TV by 7:30 a.m., when those conditions exist, or when a Level 2 or 3 snow emergency is determined.

When a Level 2 or 3 snow emergency or some other environmental condition occurs DURING a school day, you will be notified by email, phone, website, and Facebook page to pick up your child, or alternatively that your session has been cancelled.

**HLCC will follow SWL Schools closure  
schedule for inclement weather.**

If SWL Schools close for the day due to inclement weather, HLCC will be closed as well. If SWL Schools issues a **2-hour delay** for inclement weather, all day classes will operate on a two-hour delay. Morning preschool will be cancelled; afternoon preschool will begin at the regular time.

To check on the status of the Center, please monitor the HLCC website, [www.hlccpreschool.org](http://www.hlccpreschool.org), check your email that was given to the Director, and watch WBNS 10 TV.

**Make up days, if used, will generally occur at the end of the school year. These are determined at the discretion of the HLCC Board.**

# **Attachment A: Licensing & Contact Information for ODJFS**

License is posted on bulletin board by classroom B

Bureau of Child Care & Development  
4200 E. Fifth Ave.  
P.O. Box 183204  
Columbus, Ohio 43219

Help Desk 1-877-302-2347 option 4  
[Jfs.ohio.gov/cdc/childcare.stm](http://Jfs.ohio.gov/cdc/childcare.stm)

## **Office of Family Assistance**

This office oversees cash and food assistance programs, work support programs for recipients of cash and food assistance, the state's child care program, refugee programs, and the Ohio Commission on Fatherhood. If you have questions about a specific case or need services, please call your county department of job and family services. You can find this number here.

- **General:**  
Phone (614) 466-4815  
Fax (614) 466-1767
- **Family Assistance Customer Inquiry Call Center:**  
Phone (866) 244-0071
- **Child Care Help Desk:**  
Phone (877) 302-2347
- **Out-of-State Inquiries:**  
Fax (614) 466-1767  
Email: [Inquiries@jfs.ohio.gov](mailto:Inquiries@jfs.ohio.gov)

# Attachment B: Portion Sizes for Meals

Appendix B to Rule 5101:2-14-21

**Portion Sizes for Meals**

Meal	Component	Minimum Serving		
		1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or 1/3	½ slice 1/3 cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	¾ oz.	1 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.
	Fluid Milk	½ cup	¾ cup	1 cup

Additional information on meal preparation and nutrition may be found at:  
[http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal\\_Patterns.htm](http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm)

# Attachment C: Meal & Snack Requirements

Appendix A to Rule 5101:2-14-21

**Meal and Snack Requirements**

The number of meals, snacks and/or breakfast provided shall be available as follows:

Type B Home Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	1 meal and 1 snack or breakfast
More than 8 hours and less than 14 hours per day	1 meal and 2 snacks or breakfast, 1 meal and 1 snack or 2 meals and 1 snack
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% undiluted)
4. Milk (fluid cow's milk) and dairy
  - a) 100% whole homogenized vitamin D fortified for children 12 to 24 months
  - b) low fat or skim homogenized vitamin A and D fortified for children over 24 months

Meal, snack and breakfast food group requirements:

Type of Feeding	Food Group
Meal (must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture (USDA))	1 serving of fluid milk 1 serving of meat or meat alternative 2 servings of fruits and/or vegetables 1 serving of bread and grains
Breakfast	1 serving each from 3 of the 4 basic food groups
Snack	1 serving each from 2 of the 4 basic food groups

## **Attachment D: Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>