

Parent Handbook



RIVERTREE

CHRISTIAN SCHOOL
& CHILDCARE CENTER

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Updated: 1/16/2026

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Welcome to RiverTree Christian School!

We are so grateful that you have chosen to partner with us in your child’s early education. At RiverTree, we believe that every child is uniquely created by God with a purpose, and it is our joy to provide a safe, nurturing, and engaging environment where they can learn, grow, and thrive.

Our dedicated staff is committed to fostering a love for learning through hands-on experiences, purposeful play, and Christ-centered teaching. We strive to build strong relationships with each family and work together to support your child’s spiritual, social, emotional, and academic development.

This parent handbook is designed to guide you through our program, policies, and daily procedures. Our goal is to ensure that your family feels informed, supported, and connected throughout the school year. If you have any questions at any time, please reach out—we are here to help!

Thank you for entrusting us with your child. We look forward to a wonderful year of growth, discovery, and partnership.

Warmly,

RiverTree Christian School Leadership Team

School Core Values

At RiverTree Christian School, our core values guide everything we do. They shape our culture, our classrooms, and our relationships with students and families.

S — Sold Out to Jesus

We are committed to creating a Christ-centered environment where Biblical truths are woven into daily learning, interactions, and decision-making.

C — Character Building

We intentionally teach and model integrity, respect, responsibility, kindness, and perseverance to help children develop strong character.

H — High Education Standards

We provide developmentally appropriate, high-quality instruction designed to encourage curiosity, creativity, and a love for learning.

O — Outstanding Staff

Our teachers and staff are dedicated professionals who strive to support each child's growth spiritually, academically, socially, and emotionally.

O — Open and Honest Communication

We value clear, consistent communication with families and believe strong partnerships create the best experience for children.

L — Loving and Safe Environment

We are committed to maintaining a nurturing, secure, and welcoming atmosphere where every child feels valued and cared for.

Administrative Office Team

Tori Davies — School Director

 daviest@rivertreechristian.com

 Ext. 130

Meghan Wolfe — Assistant Director

 wolfem@rivertreechristian.com

 Ext. 129

Jodi Shrock — Office Manager

 shrockj@rivertreechristian.com

 Ext. 131

Sandi Werbeck — Office Assistant

 werbecks@rivertreechristian.com

 Ext. 132

Office Availability

The School Director maintains an open-door policy and is available Monday–Friday, 9:00 AM–4:00 PM.

Parents may schedule a meeting at any time during these hours.

School Hours

RiverTree Christian School is open:

Monday–Friday — 7:00 AM to 5:00 PM

Closed on weekends

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

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

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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

Write or Call: Write or Call:

HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights

233 N. Michigan Ave, Ste. 240 30 E. Broad St. 37th Floor

Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD)
1-866-277-6353 (toll free) (312) 886-1807 (fax) (614) 752-6381 (fax) 1-866-221-6700 (TTY) Or (614) 995-9961

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

INTRODUCTION

Methods of Communication

- Brightwheel
- Take Home Flyers
- Facebook
- Telephone
- Website
- Inspection Reports

Parent Questions and Concerns

- Direct messages to your child's classroom staff, school Administrators or both through brightwheel, email or call the school office

Brightwheel Communication & Messaging

- Most of daily communication will be conducted on the "Brightwheel" app for iPhone and Android users
- Depending on *your* child's age, we will notify you of any incidents, applied medications, napping, eating, diaper changes, toileting updates, child being checked in and out of our care, photos, announcements, reminders, etc.
- Parents can view, send, and reply to messages from the Administrative Team and Classroom Teachers. This is comparable to an instant messaging platform
- It is extremely important that every mother, father and guardian creates and actively monitors their personal brightwheel account

Messaging Classroom Staff Vs Administration Team

- There are two message threads for your child. One thread is for communications between you and all staff assigned to your student's classroom, including Admins. The other thread is for communications between you and Admins only - Classroom Staff won't see this message thread

Message Types

- **General** - This is the most commonly used message type. Use this for typical back-and-forth conversations, just like a text message
- **Late Drop Off** - With a bolded header, quickly communicate that the student will be dropped off later than usual with an optional note
- **Late Pick Up** - With a bolded header, quickly communicate that the student will be picked up later than usual with an optional note
- **Early Pick Up** - With a bolded header, quickly communicate that the student will be picked up earlier than usual with an optional note
- **Absent** - With a bolded header, quickly communicate that the student will be not be attending on a

scheduled day with an optional note

Alerts

- Alerts are sent if we need to communicate urgent matters
- Parents with an authenticated mobile number associated with their brightwheel account will receive this SMS text message in addition to an in-app message, these messages will display a megaphone icon

Holidays and Scheduled Closures

- You will receive a school year calendar
- No tuition credit is given for days we are closed due to weather conditions, holidays and scheduled closures. Standard weekly fees are charged. The exception to this is the week between Christmas and New Year. We do not charge for the week between Christmas and New Year
- Please keep in mind these closures were factored into your annual tuition fee then divided into weekly payments

Community Resources

- We have a family resource center located in the West hallway that is available for all families Resources for local service providers, health department brochures, ODJFS resources, medical professionals, language, speech & hearing, child development, counseling and referral groups, Help Me Grow and many more.

Parent Engagement & Involvement

- Participation enables teachers to offer a variety of creative activities for students
- We desire to have parents participate in special events such as parties and field trips during the school year
- Any vocation, hobbies, or special interest you have and would like to share with our students would be appreciated
- Below is a list of events you could connect to within the school or RiverTree Jackson Church:

Church: Pumpkin Patch Festival
Sunday Services
Back to School Bash

School: Back to School Open House
Parent/Teacher Conferences
Field Day
Field Trip Chaperones
Building Tours
Christmas Program
Classroom Parties

Easter Family Chapel

Back to School Open House

- Held in August, provides the opportunity for families with children enrolled in our program to visit the child's classroom, meet teachers and enrichment class instructors

Annual Registration

- Current enrolled families can re-register children for the following sessions one week prior to public registration. Children must be re-registered on an annual basis to continue attending our program
- Tuition fees must be paid up to date prior to re-registration
- Scheduled in the first quarter of the year (usually February) for summer and school year programs
- We will not re-enroll a child if a parent does not consent to allow EMS to provide transportation for their child in the event of an emergency

Court Orders

- If applicable, a copy of court ordered custody paperwork must be submitted to the school office by the person enrolling the child

Visitors

- When visiting our school for any reason other than child drop off and pick up, please sign in and out with the church receptionist
- If you are entering your child's classroom for any reason, all personal items other than a cell phone must be left in your vehicle or in the school office. This includes bags, backpacks, purses, etc.

Drop Off & Pick Up Procedures

- The south doors will be locked and you must press the intercom button to be let into the building
- The south doors of the building facing Portage is the only door you may enter
- You may exit any door
- Children must be escorted at all times. No drop offs permitted outside of the building or your child running ahead of you to their classroom
- Classroom staff must have a visual of the adults dropping off and picking up children
- Children will only be released to adults written on their child's Child Enrollment and Health Information form and in brightwheel
- Any person on the pick-up list that we may not recognize must present photo identification upon request prior to us releasing the child from our care. Inform all who may pick up your child of this requirement
- Two security tags will be issued per family that must be shown to the church front desk receptionist at pick up before entering the school hallway. Security tags change in color each summer and school year and will be issued prior to the start of each program. Additional security tags may be purchased in the school office for \$2.00 each

Drop Off & Pick Up Times - Part Day

- Class time is 8:45 AM -11:45 AM
- Drop off no earlier than 8:40 AM
- Pick up no later than 11:50 AM
- A \$20 late fee will be applied to your child's account if your child is picked up any time after 11:50 AM

Drop Off & Pick Up Times - Full Day

- Our center is open 7:00AM - 5:00PM
- A \$20 late fee will be applied to your account if your child is picked up any time after 5:00PM. An additional \$1 will be applied to your account for every minute you are late past 15 minutes

Absences & Later Arrival

- If your child will be absent from or arriving late to school, please message their teacher or Admin Staff in brightwheel. There are no tuition credits for absences other than earned illness and vacation credits
- There is not an option to temporarily switch contracted days of attendance.
- If you would like to add an additional day, there is a fee of \$75 per day per child if there is room in your child's classroom
- If your child is coming from another program and does not arrive on time, we will notify you through brightwheel and call you

Weather Related Delays & Emergency Closures

- There are no tuition refunds or credits for weather closures, or other situations beyond our control
- If you see the words "RiverTree Christian School Closed" appear on local media's list of area school closings, our entire school will be closed
- If we must close due to inclement weather, loss of heat, loss of water or other emergencies, we will post the information in brightwheel messaging, our social media pages and send notification to WKYC's iAlert Instant School-Closing system

Toilet Trained

- Children enrolled in any part day class or Pre K class must be completely toilet trained to attend
- We do not have the facilities or supplies required to change children in these classrooms
- We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should happen infrequently

Toilet Trained Definition

- Child no longer wear diapers or disposable underwear (Pull-Ups)
- Child can tell the teacher when they need to go to the bathroom
- Child is able to pull down and up their underwear and pants without assistance
- Child is able to wipe themselves
- If your child is enrolled in any part day class or Pre K class and is not toilet trained as described

above when the session starts, we will withdraw your child from the class and place their name at the top of our waiting list

What to Bring

- All items listed on school supply lists
- If your child attends full day in a classroom that has nap scheduled, please provide a blanket and cot sized pillow at the beginning of every week
- A daily “water” bottle CLEARLY labeled with your child's first and last name. Water Only
- An extra set of clothes in a labeled ziploc bag, left in your child' cubby

What Not to Bring

- Personal items unless specifically requested by the teacher
- Packed snacks or lunches

What to Wear

- Play clothes!
- Children must have the freedom to explore without worrying about their clothes getting dirty or messy
- Dress your child in washable clothing suitable for outdoor play and classroom play
- While in our program, children are given the opportunity to freely explore their outside and inside environments
- They will use paints, glue, markers, scissors, pencils and art supplies
- They will play in dirt, grass, sandboxes, mulch, etc.

Acceptable Footwear

- Children must wear shoes at all times
- Tennis shoes or something similar. (closed toe and heel, able to run/play, good sole)
- They may bring rain or snow boots for outdoor play (snowy/sloppy weather days)

Unacceptable Footwear

- Sandals/flip flops
- Clogs/Crocs
- Play dress up shoes
- Rain or snow boots for inside classrooms

FINANCE POLICIES

Brightwheel Billing Notices

- Tuition and late payment invoices post to your Brightwheel account on Monday morning
- Payment reminder notices post Wednesday morning
- Late payment notices post Thursday morning

Tuition Payments

- Cash, check and those not enrolled in auto pay, payment is due every Monday morning for current week
- No processing fee for cash or check payments
- Put checks, with child's name written in the memo line in the payment slot located outside the school office door
- Hand cash payments to school office staff to obtain a receipt
- Auto pay through brightwheel is preferred and triggers Wednesday morning at 8:00 AM
- Brightwheel does charge a fee for automatic credit and debit transactions
- Advance payments are accepted. There is no discount for advance payments
- Paying is easy to do right from your account on the web or in the brightwheel app
- All parent contacts and additional payers added in brightwheel (Family or Approved Pickups) can set up individual payment methods directly in their brightwheel account on the web or on the app

Paying for Multiple Children in Brightwheel

- If you are not enrolled in auto pay and will be paying for more than one child, you will see multiple children at the top of your brightwheel application
- Toggling between the children will show account balances, invoices, and payment information for each child
- You can view the balances and make a single payment, paying for multiple children at once
- You will still receive individual invoices emailed to you for each child you are responsible for, but when you access your account to make a payment, you can select as many children as you have enrolled and pay a single time
- You will receive one e-mail payment receipt, and you will only pay a single processing fee

Tuition Rates

- Rates are based on annual rates divided into weekly tuition payments
- Rates are determined by several factors that include: child's age, number of siblings enrolled, program and number of days enrolled to attend
- Tuition rates are subject to change annually, beginning with our summer program
- There is a \$50 non refundable registration fee when enrolling your children

Late Payment Fee

- As we provide a service every week, we request that payment for that service to be made on time
- If your account carries an unpaid balance of any amount into the next week of service, a \$10 late payment fee will be added to your Brightwheel account
- After a third late payment fee, we may request that you withdraw your child from our program

Early Withdrawal Fee

- Please provide notice to our school office two weeks in advance of the withdraw date
- Failure to provide this two week written notice through the school office will result in an additional week's tuition charge

Late Pick Up Fee

- A \$20 fee will be added to your child's account if they are picked up late up to 15 minutes. \$1 per minute after 15 minutes late
- Part day children picked up after 11:50AM are considered a late pick up
- Full day children picked up after 5:00 PM are considered a late pick up

Tuition Decrease Fee

- Parent initiated schedule changes that result in a reduced payment amount will be charged a \$25.00 fee for each occurrence

NSF & Stopped Payment Checks

- \$30 service charge per occurrence
- Accounts with more than one returned or stopped payment check must make all future tuition payments by Brightwheel auto withdrawal using a credit card or by cash.

Extended Absence for Student/ Holding Enrollment Until Child Ages In

- We cannot hold a spot in a classroom
- To guarantee a spot, full tuition needs to be paid
- For a currently enrolled child who will be gone for an extended period of time, their one week vacation credit can be used towards that time
- If the parent doesn't want to pay full tuition to hold their child's spot, they can "risk it" by waiting until they actually want to start to see if there is room.
- For example: Parents wanting to enroll their child for the summer but go on vacation for the month of June. The parent can either pay for the month of June and use one week of vacation credit. Or they can wait until they return in July to see if we have room for their child and not pay anything until the child starts

Tax Statements & Reimbursement Information

- We do not print or provide tax forms
- You must access your financial reports for tax or reimbursement from within your brightwheel account
- You can either print individual invoices or statements, which include the important information needed (EIN, charge details, dates of service)
- Or, you can export your payment history. This export will include the following information: payment method, amount, date, and status; payer name; amount applied to invoice(s); invoice number(s); charges; and any dates of service that the provider added. Our tax EIN number is 34-100-3958.

Illness Credit

- Given to students enrolled full days during the school year. Not applicable for part day students
- Children must attend the entire school year to receive three days' credit
- Credit is given for hospital stays, surgeries/recoveries and physician diagnosed communicable diseases
- To receive credit, complete an Illness Tuition Credit Request and attach supporting documentation from the child's physician

- This request form is located in our school office and online at rivertreechristianschool.com
- Documentation must state the communicable disease diagnosis, surgery or hospital stay
- No illness credits issued during the summer program
- Unused credits do not carry over from program to program

Vacation Credit

- School Year
 - Students enrolled to attend full days the entire school year will receive one week's credit for vacation
 - If withdrawn early, no credit is given
 - Vacation credit is restricted to consecutive days. Credit does not carry over session to session
 - A vacation tuition credit request form must be completed and submitted to the school office prior to the vacation dates. This form is located in the school office and online at rivertreechristianschool.com
- Summer
 - Students enrolled to attend full days the entire summer program will receive one week's credit for vacation
 - If withdrawn early, no credit is given.
 - Vacation credit is restricted to consecutive days. Credit does not carry over session to session
 - A vacation tuition credit request form must be completed and submitted to the school office prior to the vacation dates. This form is located in the school office and online at rivertreechristianschool.com

FOOD PROGRAM

Breakfast

- We will serve morning snack somewhere between 8:00 and 8:30AM
- Please feed your child breakfast at home before you arrive if they will miss morning snack
- Due to many allergies in our school, **we do not allow children to bring breakfast into the classroom from home**

Child and Adult Care Food Program (CACFP)

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

Modified Diets - Cultural Identity or Religious Beliefs

- If your child requires a special diet to accommodate your cultural identity or religious beliefs, it is required that you submit written, dated and signed instructions to our school office
- Contact the Office Manager for additional instructions

Modified Diets - Reasons & Medical Foods

- If your child's diet requires the elimination of any one or more of the four food groups or altering the amount of food required to be served to meet one-third of the recommended dietary allowance, has a disability that requires food accommodation, does not have a disability but requires a special diet, or requires us to administer medical foods, you must obtain a care plan with written instructions from a physician
- Contact the Office Manager to begin the accommodation process

If a parent has committed to provide food due to a diet modification, and fails to do so, the school will supplement with sufficient food for that day. We ensure that supplemental food is on-site and that no child goes more than four hours without at least a snack or meal, except when sleeping.

Food Supplements and Medical Foods

- Please contact the Office Manager to begin the accommodation process to administer these necessary items
- Product must be stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child
- Child must have a first dose of a medical food at least once at home prior to our school staff administering a dose of the product, to avoid unexpected reactions
- We cannot administer food supplements or medical foods beyond the date prescribed on the prescription label or after the expiration date on the medication, whichever comes first

Menu, Snacks and Lunch

- We provide and prepare snacks and lunch
- Snack is provided for children enrolled in a part-day program, no lunch will be provided
- Lunch is provided for children enrolled for full days and provides at least 1/3 of the recommended daily dietary allowances as specified by the USDA
- The weekly menu is posted on the wall in the West hallway, inside classrooms, school website and in brightwheel
- We participate in the government CAFCP, for this reason, **parents are not permitted to bring in morning or afternoon snacks, beverages or lunches for children**
- Lunch contains one serving of all of the following: Fluid milk, meat or meat alternative, fruit and one serving of vegetables, bread and grains
- A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables are to be served
- Snack contains at least one serving each from two of the four basic food groups.

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

1. Meat or meat alternative

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

18 mos to 24 mos:

- Unflavored 100% homogenized vitamin D fortified cow's milk
- Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental request. Parents must provide individual servings of the substitution on a daily basis

24mos and older:

- Vitamin A & D fortified, unflavored 1% or skim homogenized milk
- Vitamin A & D fortified unflavored fat free or skim
- Non-cow milk substitutions that are nutritionally equivalent to milk, with written parental request. Parents must provide individual servings of the substitution on a daily basis

Special Occasion Treats

- Treats provided cannot be homemade. They must be commercially prepared or store bought with ingredient label
- Please communicate with your teacher before bringing treats to the classroom
- All treats must be dropped off at the school office and we will double check allergies then disperse to classroom

OUTDOOR RECREATION

Outdoor Play - Year Round

- Children who attend four or more consecutive daylight hours must go outside
- Children who attend three hours per day may go outside if it is written into the teacher's lesson plans
- Suitable weather for outdoor play is a minimum of 25 to 90 degrees Fahrenheit
- Dress your child in appropriate outdoor attire for outside play within these temperatures
- On unsuitable weather days, the children will play in the large indoor gym
- Considerations may include but are not limited to temperature, current weather conditions, weather safety alerts, heat index, humidity, wind chill, ozone levels, pollen count, lightening, rain or ice

Water Activities - Summer

- Children younger than school age may have opportunities that include sprinklers, squirt bottles, and small wading pools (less than 18 inches deep)
- Written permission from a parent/guardian is required for all water activities and when water is directly accessible to children

FIELD TRIPS

School Year and Summer Field Trips

- On occasion, Pre-K classes take field trips during the school year
- Our Pre-K and school age children are offered occasional field trips during the summer
- Trip costs are NOT included in weekly tuition rates
- Adult staff members actively observe children
- Students will ride in a bus provided by a contracted transportation company
- Children must leave and return from school. Parent drop off or pick up not permitted
- Parent/Guardian signed permission forms are required for all trips
- Summer field trips only:
 - RiverTree t-shirts are required to be worn the entire time of the trip. These are available to purchase in the school office.
 - Children must be in their classroom 30 minutes before the designated departure time for each trip. Late arrival to school may prevent the child from attending that day's field trip
 - You must give a one week notice to cancel a trip and not be charged.
 - We do not offer credits for last minute cancellations or late arrivals the day of the trip
- Routine walking trips outside, around our church property are considered field trips by childcare licensing

DISCIPLINE, SUSPENSION & DISMISSAL

Discipline, Suspension & Expulsion

These rules apply to all enrolled children and employees.

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

Discipline (18mos-2 years)

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

Discipline (3-5 years)

- Relates to the behavior and is administered immediately
- First attempt - Redirection
- Second attempt - Timeout. Child is separated from the group for a period equal to the child's age
- If the child continues to misbehave, the Director will counsel the child and work with the teacher to

direct behavior that is more constructive

- In an unusual circumstance, parents, teacher and Director will confer for workable solutions

Discipline (School Age)

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

Documentation of Concern

- Staff will complete a Documentation of Concern form for students who require extra attention to discipline issues
- The parent will be given the opportunity to review it and be asked to sign the form
- The Director will review, sign, and follow up on the form
- Cases of multiple documentation directed at the same behaviors will be reviewed between the parent, teacher, and the Director to develop a workable solution

Difficult Disciplinary Situations

- Possible removal of student from field trips
- Isolation if student uses acts of violence or verbal abuse
- Requires immediate pickup by the parent
- Possible suspension or permanent dismissal

Dismissal from School

- Diligence is taken to insure students remain in school and receive the assistance needed to correct undesirable behavior
- If all attempts to discipline, find a workable solution with parents and teachers, or the student's actions are detrimental to others, the student may be permanently dismissed from school
- Reason for dismissing a student are not limited to: bullying, continual biting, continual hitting, foul language use, or hurting others
- Parents/Guardian fails to make timely payments as written on their tuition contract, do not follow school procedures, or do not follow ODJFS TAPS publicly funded childcare payment assistance requirements, students may be dismissed from school at the Director's discretion
- When a child is dismissed for a behavioral reason, we are required to report it in the Ohio Child Licensing and Quality System (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code

MEDICAL

Child's Annual Medical Exam

- Child's Medical Statement JFS 01305 (Rev. 10/2021) is a prescribed form that must be submitted within 14 days of their first day of school. An immunization record must be attached to be in compliance

- Children are required to have an annual wellness exam
- The exam and prescribed form must be completed by the child's examining physician, PA, APRN or CNP
- It is required that this form gets updated and submitted to the school office every 13 months from the date of exam for all children who have not yet attended public school

Medical Transport

- We will not accept students into our school/child care center whose parents have not given permission to transport in the event of an emergency

Management of Illness

- Keep your child home when they are ill
- Do not send your child to school if they require medication to feel better
- Children who show signs or symptoms of illness upon arrival will not be admitted
- If a child is exposed to a communicable disease, we notify parents through Brightwheel. Please notify us if your child gets diagnosed with a communicable disease. Some communicable diseases must be reported to the SCHD and ODJFS
- If your child becomes ill during school, we will contact you
- You are expected to pick your child up within one hour from being notified
- Your child will be isolated from the class and remain in the school office until pick-up

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

- Temperature of at least 101.0 degrees or higher (temporally/forehead) when in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a 24-hour period)
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick pus discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rash
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infections
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

The child may return to school after illness when:

- Fever stays under 101.0 degrees for 24 hours WITHOUT fever reducing medication administered
- Nausea, vomiting and diarrhea have subsided for 24 hours
- An antibiotic has been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and has returned to normal behavior

Medications

- All medication must be given directly to the school office
- Medications transitioning from school to home may not be stored in cubbies, pockets, diaper or

book bags

- School age students are not permitted to carry their own medication or ointments
- Product must be in the original container with the manufacturer's label containing directions based on the age and/or weight of the child

Medication Administration

- We will not administer over the counter medication dosages exceeding prescribed dosages or the manufacturer's recommended dosages.
- To avoid unexpected reactions, we will not administer any medication, medical food or topical product until after the child has received the first dose or application at home at least once prior to us administering a dose or applying the product. Emergency medications are exempt from this requirement
- We will not administer any medication, medical food or topical product for any period of time beyond the date on the prescription label or after the expiration date on the medication, whichever comes first
- We maintain compliance with the Americans with Disabilities Act (ADA), including: administering medication to children with disabilities and administering care procedures to children with disabilities
- All topical lotions require a signed permission form to apply. Ex (sunscreen, bug spray)

Incident/Injury Reports

- In the case of a minor accident/injury, staff will administer basic first aid and care for the child
- If the injury would be more serious, or the child had a serious illness, first aid would be administered and a parent would be contacted immediately to assist in deciding an appropriate course of action
- If an injury is life threatening, EMS will be called, a parent will be notified, and a staff member will accompany the child to the hospital with all available health records. An incident/injury report will be completed by the childcare staff member in charge of the child when the following occur:
- An illness, accident, or injury which requires first aid treatment; or a bump or blow to the head; or emergency transporting; or an unusual or unexpected event, which jeopardizes the safety of children or staff, such as, a child leaving the center unattended
- Incidents in which parents must follow up with a hospital or doctor's office visit will be reported to ODJFS within 24 hours

Immunization Requirements

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

ASSESSMENTS & CURRICULUM

Developmental Screening

- Upon registering and annually thereafter, each child will need to be assessed using the ASQ screening tool (Ages and Stages Questionnaires)
- The screening tool is used to identify possible developmental delays in young children.
- ASQ-3 focuses on 5 key areas of development (communication, gross motor, fine motor, problem solving, personal- social) and the ASQ:SE focuses on social-emotional development
- ASQ scores are shared with parents through written communication and/or at parent/teacher conferences
- Each family will need to download The Sparkler app and make an account for their children.
- The parent will be sent the age appropriate screening for their child through the app. The parent will then be responsible for completing that assessment.
- A Help Me Grow Developmental Screening Specialist will review the assessment and contact the parents through the messaging system of the app to discuss results, share activities, provide connections to programs and resources for your child.
- The school administrative team will have access to the scores so they can inform the teaching staff on how to better serve the child with their personal educational needs

Assessments

- Informal Assessments: Each child has a portfolio that begins their first week of attending and stays with them throughout the program. The portfolio contains work samples, anecdotal notes, art samples and other materials that teachers may save for teacher and parent review.
- Formal assessments: RiverTree Christian School Progress Reports are completed by teachers each fall and spring using observation and performance measures as designated by the tool. Progress reports are then sent home to families.
- The teacher reviews the results of the portfolios and progress reports and alters lesson plans and classroom activities to accommodate individual needs. Assessment results are also used when placing children in classrooms. We do not communicate child-level data to the Department of Children and Youth.

Parent/Teacher Conferences

- Teachers, Assistant Teachers and the Director are available for conferences
- Conferences are held in the fall and spring and families are encouraged to meet with their child's teacher.
- Teachers, families and the Director may also request conferences at other times when necessary.

Curriculum

- Each age group has a carefully written curriculum that is designed to meet the developmental needs of the young child.
- Children attend Chapel weekly and participate in age-appropriate Christian and Bible-based learning activities that promote spiritual growth and character development.
- Weekly lesson plans written by the teacher focus on a developmentally appropriate theme and

include activities such as art, fine motor skills, dramatic play, music, science, math, literacy, sensory and gross motor skills

- Classrooms are organized into interest-based learning centers because children learn best through hands-on, play-based experiences, allowing them to explore, discover, and grow while meeting each child's individual needs.
- All classrooms follow a structured daily schedule to provide children with a stimulating and consistent educational experience.

TEACHING GOALS

- Spiritual
 - Help children learn that they were created perfect in God's image and He has a plan for their life.
- Cognitive
 - Help children become confident learners by letting them investigate their own ideas and experience success
 - Help them acquire learning skills, such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings
 - Help them become Kindergarten ready
- Emotional
 - Help children problem solve and learn self-confidence, develop independence, self-control, and have a positive attitude toward life
- Physical
 - Help children increase their large and small muscle skills and feel confident about their motor ability
- Social
 - Help children feel comfortable and trust their environment, make friends, and feel they are a part of a group

CLASSROOM INFORMATION

Staff/Child Ratios - Ohio Department of Job and Family Services

1:7 18 months < 30 months

1:8 30 months < 36 months

1:12 Preschool - 3 years

1:14 Preschool - 4 and 5 years of age

1:18 School age - Kindergarten through 1st grade

We will always be in compliance with ODJFS ratios and it is our goal to be under them to provide safe, quality care and an excellent educational foundation

Personal Belongings

- Each child has a personally assigned storage space
- PLEASE label all personal items with your child's first and last name
- Coats, blankets, toys, water bottles, etc.
- Lost and Found is located in the school office

Nap Time/Sleeping

- Toddlers and Preschool students are required to "rest". Although children are not required to sleep, each child must lie down and rest quietly
- Any child who does not fall asleep after an appropriate length of time during the designated naptime shall have the opportunity to engage in quiet activities while on their cot or at a table

SAMPLE DAILY SCHEDULES

Sample Schedule - Toddler

7:00-8:00 AM	Arrival to opening classroom; Free Play
8:00-8:15 AM	Diaper Check/Bathroom
8:15-8:45 AM	Prayer & Snack
8:45-9:00 AM	Circle Time
9:00-10:00 AM	Centers (Art, Blocks, Dramatic Play, Sensory, Fine Motor, etc.)
10:00-10:20 AM	Bible (Diaper Check/Bathroom)
10:30-11:00 AM	Outside Play/Gross Motor Room
11:00-11:15 AM	Wash hands/Prepare for Lunch
11:15-11:45 AM	Prayer & Lunch
11:45 AM-12:15 PM	Music & Movement/Story
12:15-12:30 PM	Diaper Check/Bathroom
12:30-2:30 PM	Nap
2:30-3:00 PM	Diaper Check/Bathroom/Nap Clean-up
3:00-3:30 PM	Prayer & Snack
3:30-4:00 PM	Centers
4:00-4:30 PM	Outside Play/Gross Motor Room
4:30-5:00 PM	Centers (Diaper Check/Bathroom)

Sample Schedule - Part Day Preschool and Pre-Kindergarten

8:45-9:00 AM	Arrival & Snack
9:00-9:15 AM	Circle Time (Calendar, Weather, Pledge, Music and Prayer)
9:15-9:30 AM	Small Groups (Literacy & Math)
9:30-10:30 AM	Learning Centers (Art, Dramatic Play, Blocks, Science, Sensory, etc.)
10:30-10:50 AM	Bible
10:50-11:00 AM	Heggerty Phonics Lesson/Show and Share
11:00-11:30 AM	Playground or Gym
11:30-11:45 AM	Closing Circle Time (Story, Song and Prayer)

Sample Schedule - Full Day Preschool and Pre-Kindergarten

7:00-8:00 AM	Arrival to opening classroom; Free Play
8:00-8:30 AM	Prayer & Snack
8:30-9:00 AM	Circle Time (Calendar, Weather, Pledge, Music and Prayer)
9:00-10:00 AM	Learning Centers (Art, Dramatic Play, Blocks, Science, Sensory, etc.)
10:00-10:30 AM	Playground or Gym
10:30-11:00 AM	Bible
11:00-11:30 AM	Small Groups (Literacy & Math)
11:30-11:55 AM	Heggerty Phonics Lesson/Show and Share
12:00-12:30 PM	Prayer & Lunch
12:30-12:55 PM	Story & Nap Prep
1:00-2:30 PM	Nap
2:30-3:00 PM	Clean-up, Prayer & Snack
3:00-3:15 PM	Music & Movement
3:15-4:00 PM	Learning Centers
4:00-5:00 PM	Playground or Gym

Sample Schedule - School Age (Summer Only)

7:00-8:00 AM	Arrival to opening classroom; Free Play
8:00-8:30 AM	Prayer & Snack
8:30-9:00 AM	Circle Time (Calendar, Weather, Pledge, Music and Prayer)
9:00-10:00 AM	Learning Centers (Art, Dramatic Play, Blocks, Science, Sensory, etc.)
10:00-10:30 AM	Playground or Gym
10:30-11:00 AM	Bible
11:00-11:30 AM	Small Groups (Literacy & Math) or Journaling
11:30-11:55 AM	Heggerty Lesson or Sight Word Review
12:00-12:30 PM	Prayer & Lunch
12:30-12:55 PM	Group Game or Activity
1:00-1:30 PM	Group or Independent Reading/Quiet Time

1:30-2:30 PM	Playground or Gym
2:30-3:00 PM	Prayer & Snack
3:00-4:00 PM	Learning Centers
4:00-5:00 PM	Playground or Gym

SUPERVISION

Supervision

- Staff will leave no child unsupervised
- Staff need to be able to see and hear each child in their care
- Staff must not be under the influence of any substance that would interfere with their ability to supervise children
- School age children in our care will adhere to these same policies

CHILD TRANSITION PLANS

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

Transitioning into our Center

- Parents tour the center
- Registration paperwork is completed prior to first day of school
- Parent Handbook is submitted electronically through Brightwheel to all enrolled parents
- First week of school paperwork and information is given to parents to complete and return
- Parent/Teacher Conference is offered at the beginning of the year

Toddler to Preschool Class

- Near the end of the school year or summer session, toddler naptime and classroom schedules are adapted to fit the preschool schedule
- Teachers talk with the child about preschool and read stories about going to preschool
- Parents are informed of transition and transition form is signed
- Incoming teacher is informed of transition and information is shared between staff
- The child and parent are introduced to the new teacher and classroom
- At the beginning of the new session, the child is transitioned to the new classroom

Preschool to Pre K Class

- Near the end of the school year or summer session, preschool schedules are adapted to fit the pre-k schedule
- Teachers talk with the child about pre-k and read stories about going to pre-k

- Parents are informed of transition and transition form is signed
- Incoming teacher is informed of transition and information is shared between staff
- The child and parent are introduced to the new teacher and classroom
- At the beginning of the new session, the child is transitioned to the new classroom

Pre K to Kindergarten

- Parents are informed of the transition and provided with copies of the progress report
- Transition Skills Summary (TSS) paper is sent to the child's incoming school in April
- Pre k naptime (or quiet time) is decreased or eliminated
- Teachers talk with the child about kindergarten and read stories about going to kindergarten.
- Parents are encouraged to schedule a time to visit the new school with the child
- Parents request transfer of documentation to new school

OHIO WIC PROGRAM ELIGIBILITY

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

Ohio WIC Program Income Guidelines

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

How to Apply

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

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

To save time at your appointment, you can also print out a health history form. Print out one form for each person applying. The WIC staff will help you to make *sure* you receive health and nutrition information that is individualized to you and your family based on the information on these completed forms.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may

contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or email: program.intake@usda.gov.
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