

Parent Handbook 2016-2017



**St. John's Christian Preschool
700 S. Defiance St.
Archbold, OH 43502
419-446-2545**

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ST. JOHN'S CHRISTIAN CHURCH

St. John's Christian Preschool

www.stjohnsarchbold.org

E-mail: office@stjohnsarchbold.org

Ph. 419-446-2545

St. John's Christian Preschool was founded in Archbold, Ohio in 1989. We are a nonprofit, interdenominational, interracial and non-political institution sponsored by St. John's Christian Church. Our advisory board consists of ten members. We will not discriminate in the enrollment of children upon the basis of disability, race, color, religion, sex or national origin.

Our school follows the recommendations made by the National Association for the Education of the Young Child and is licensed by the Ohio Department of Job & Family Services in regards to services for young children. We believe that parents are the primary educators of their children, and we strongly encourage parents to take an active role in the education of their children. You are welcome to be involved in every aspect of our school. Together we can make this a successful, enjoyable year of learning.

MISSION STATEMENT

Our purpose is to provide children ages three, four, and five with a preschool program that enriches and extends their physical, intellectual, emotional, social and creative growth and development. Basic Christian values will be shared and applied. Each child is viewed as an individual, and we will customize our approach to the unique needs of each child.

LICENSEE

St. John's Christian Preschool is licensed by the Ohio Department of Job & Family Services and operates in accordance with the Ohio Administrative Code; Chapter 5101:2-12. We are licensed to serve no more than 20 preschoolers and 8 school age children at any one time. Our license is on display in the classroom. A copy of the code is on file at the school and is available to be reviewed. The school's licensing record is available upon request from the Ohio Department of Job & Family Services. Suspected violations of this code may be reported by calling 877-302-2347.

ADMISSION POLICY

Our Admission Policy is as follows: Registration forms will be sent home with currently enrolled students before winter break. They will have until January 15 to have priority. On the first business day following January 15, registrations will be accepted *online*, on a first come, first served basis. Before being considered for admission, parents/guardians must complete our registration form and pay the non-refundable \$35.00 registration fee. Each child must be at least **three years of age by August 1** and must be potty trained.

We will maintain class sizes of up to 14 for the 3' and 4's classes and up to 18 for the 4's and 5's classes. When the classes are full, a waiting list will be established.

A roster of names and telephone numbers of parents, custodians, or guardians of children attending the school is available upon request. This roster will not include the name or telephone number of anyone who requests their name and number be excluded.

TUITION for 2016/2017

\$35.00 Activity/Registration Fee

\$60.00 per month for three/four-year-old class (two mornings or two afternoons a week)

\$80.00 per month for four/five-year-old classes (three mornings or three afternoons a week)

Tuition is due on the 15th of each month. Payment by check is preferred. A written receipt will be issued by your child's teacher. **Late notices will be issued the 30th of each month. If full payment is not made by the 15th of the following month, the parents will receive a letter from the Preschool Board. In the event that tuition is not made current by the 30th of the following month, your child will not be permitted to attend class until full payment is made.** In the event the parent chooses not to have their child return to St. John's Preschool, the delinquent amount is still due and payable. Financial arrangements can be made; please contact Sue MacDonald or a member of the Preschool Board. Monthly tuition is always the same regardless of attendance, holidays, or vacations, unless your child is withdrawn. *The tuition for May is for half the normal amount.*

***Tuition checks should not be put into your child's backpack. Please put tuition into an envelope and hand it directly to one of your child's teachers.**

--Our tax id number is available upon request--

CLASS SESSIONS

St. John's Christian Preschool offers four different classes for the 2016/2017 school year:

1. One three and four year-old class meets from 8:30 - 11:30 A.M. Tuesday and Thursday.
2. One three and four year-old class meets from 12:30-3:30 P.M. Tuesday and Thursday.
3. One four and five year-old class meets from 8:30 - 11:30 A.M. Mon, Wed, Fri.
4. One four and five year-old class meets from 12:30- 3:30 P.M. Mon, Wed, Fri.

ADULT-CHILD RATIOS

The following adult to child ratios are mandated by our licensing agency:

Preschoolers: ages 3-4, one adult for every 12 children

Preschoolers: ages 4 until eligible for kindergarten, one adult for every 14 children

Our maximum class sizes range from 14 to 18 children, and 2 adults will be present with children.

WRITTEN COMMUNICATION / NEWSLETTER

At least five days prior to the first day of each month your family will receive a newsletter from school with a calendar, snack assignments and information on important events. Each student will receive newsletters and flyers in their backpacks throughout the year. **Please make sure your child has a backpack big enough to accommodate these papers and your child's art work.** When messages are sent from home, put them in the main, biggest pocket of your child's backpack.

CONFIDENTIALITY

All information regarding your child and family will be kept confidential. We will release information only after we have signed authorization from parents or guardians. All students' records will be kept in a file cabinet in the preschool office.

ENROLLMENT PACKET

Enrollment packets will be sent out by June 30th for the upcoming school year. Each packet contains the following forms that are required by Ohio Department of Job & Family Services (ODJFS). These forms **must** be completed before your child attends preschool.

1. Child Enrollment & Health Information Form

Every blank space must be filled in (3-page form), including:

- Name, address and telephone number(s) of at least one emergency contact (other than parents) that may be called if the parent cannot be reached.
- Name, address and telephone number of child's physician.
- Signature authorizing permission to transport in the event of an emergency

IMPORTANT NOTE – This form must be on file before your child starts school.

2. Physical Form

The Licensing Regulations require that each child attending preschool be examined by a licensed physician prior to the date of admission or within thirty days after that date. A record of that physical will be kept on file. The medical form must be completely filled out. The physician's signature verifies the immunization dates included on the form.

DAILY SCHEDULE

A day at preschool includes:

ARRIVAL AND GREETING:

This is when attendance will be taken, and teachers will do a visual health check. We sing our “Hello” song and “Days of the Week” songs. We will count and compare the number of boys vs. girls in order to introduce and reinforce 'more', 'less' and 'equal'.

SIGN-IN:

Children will participate in a variety of activities centered around their name and the letters in their name. This is an excellent opportunity for the children to learn that writing has a purpose, and that their name is made up of letters. We realize that each child comes to preschool with a different skill level, and we will pursue the goal of having them write their first name (capital letter first, the rest lower case) by the time they leave for Kindergarten. Children who have mastered this skill will be challenged to write their last name.

HANDWASHING:

We teach the children to use proper handwashing steps in order to cut down on the spread of germs. Children learn to wash for the length of time it takes to sing the “ABC Song”.

CIRCLE TIME 1:

Teachers and children gather on the carpet. At this time, teachers and children will pray together, usually asking God to keep them safe during their play and praying for friends who are sick or absent. We would like the children to learn that they can talk to God anytime, and that we fold our hands and close our eyes as ways to respect and honor Him. At this time, we also review the monthly Bible verse. The daily art projects and activities in the different learning areas are explained so the children can plan their day. This time together may include a story, flannelboard activity, fingerplays or related activities.

OPEN LEARNING TIME:

Children are encouraged to work with all the materials in our classroom. The learning centers include the following: Blocks, Dramatic Play, Math, Library, I-Pad, Science, Sensory, Games, Table Toys/Fine Motor, Art, Easel, Woodworking, Cooperative Play and Lego Table/Train Table. Opportunities for both quiet and active play will be available.

CLEAN UP TIME:

Children are encouraged to participate as much as possible. We make it a learning opportunity and feel that they benefit from this responsibility.

STORYTIME:

At this time, the focus will be on listening and/or participating in storytelling. Stories relating to our unit theme may be told using puppets, magnet board, flannelboard or props.

USING RESTROOM/HANDWASHING

SNACK TIME:

Parents of preschoolers will be assigned a day on which they will be providing a nutritious snack and beverage. The emphasis here will be on good nutrition, relaxed conversation and participation by the children in passing, serving and pouring.

MUSIC:

Children will be exposed to various types of music and music activities. Activities may include use of musical instruments, CDs, bean bags, large muscle movement, singing and experiencing concepts such as fast/slow, loud/soft.

CIRCLE TIME 2:

Teachers and children gather on the carpet to discuss the calendar and weather. They may also reinforce the unit/weekly theme.

LARGE MOTOR DEVELOPMENT TIME:

Activities will be designed to enhance development of the gross motor skills. Equipment may include a slide/climber, a balance beam, balls, hoops, bean bags, a mini trampoline, and a parachute. Weather permitting, we will take the children out to our playground.

Books, magazines and writing materials are available in many areas of the room.

Individualized and small group instruction will take place during Open Learning and Large Motor Development times. This provides one-on-one learning experiences for all children.

At preschool, we often do messy projects: paint, finger paint, play dough, and sometimes food coloring. We will make use of paint smocks and use washable paint, but please dress your child in play clothes. Children will learn better if they aren't worried about staying clean.

ARRIVAL AND DISMISSAL

Teachers arrive 30 minutes prior to the morning classes. This time is used for preparation for the day. It helps enable us to provide the best possible program for you and your child.

When you bring your child to school, enter the east driveway of the church, and go to the U-shaped drive on the east side of the church. Stop at the sidewalk entrance at the southeast door and stay in your car. Someone will come out to assist your child into the building. A teacher will be present to accompany children into the building from five minutes prior to, through five minutes after the start up time, or until the last child in line is accompanied into the building. **DO NOT allow your child to leave the car until a teacher comes to get him/her from the car.** If you arrive late and no teacher is there to assist your child from the car, park your car and accompany your child into the classroom – you may need to enter through the south doors of the church if the preschool doors have already been locked.

At dismissal time follow the same route and the teachers will accompany your child to the car. If for some reason you need to pick your child up early, please come into the classroom to get your child. Let one of the teachers know you are picking up your child.

If you prefer to walk your child into or out of the building, please park in the large south parking lot and enter through those double doors. **You must stay with your child until the teachers have come out of the classroom to greet them.**

Please notify us in writing if anyone other than those listed on your Transportation Form will be transporting your child. Include all carpooling information. If arrangements must be changed at the last minute, please call the church at 419-446-2545 to inform us of the change. We will not allow children to go with anyone without prior notification. Your cooperation in this matter will help our preschool run smoothly and will keep all of our students safe.

***IMPORTANT** The southeast door closest to the preschool room (along the horseshoe drive) will remain locked throughout the day, except during drop off and pick up.*

SCHOOL SCHEDULE

Classes will begin the first Monday after Labor Day. During the year, we will follow the same calendar as Archbold Schools. **The exception to this is when Archbold Schools have a planned cancellation/delay for teacher in-services or parent/teacher conferences. In those instances our preschool will not close or delay.** St. John's Christian Preschool will close for the year in mid May.

SCHOOL CANCELLATIONS

In case of inclement weather, school cancellations will be announced on the Archbold radio station, WMTR 96.1, and on the 3 major Toledo TV stations (ABC, NBC, CBS). Listen specifically for ST. JOHN'S CHRISTIAN PRESCHOOL. When Archbold Area Schools have a two-hour delay, St. John's morning classes will run from 10:30-12:30pm and the afternoon classes from 1:30-3:30pm. When Archbold Area Schools close, our classes will be cancelled for that day.

If the 3-day classes have missed more than five days and/or the 2-day classes have missed more than four days, we will add make up days to the end of our school year.

PARENT INVOLVEMENT

Any parent, custodian or guardian of a child enrolled in the preschool is welcome to visit the school during its hours of operation. Upon entering the premises, please notify the teacher of your presence. Our preschool has an open door policy for parents, custodians and guardians. We know that children's learning tends to increase when parents are actively involved in their children's education. Families of students are provided with the opportunity to participate in their child's preschool program by way of...

- Preschool Orientation Night in August
- A Grandparents Event
- Mom's Night for 2-day classes
- Dad's Night for 3-day classes
- Parent-Teacher Conferences for 3-day classes

- Being a Guest Reader anytime
- Field trip driver/chaperone
- Opportunities to plan and help with classroom parties
- Visiting the classroom anytime

A school calendar sent home monthly is meant to keep parents informed of the activities at school. Parents are welcome to visit our classroom anytime.

SNACKS

Parents are asked to provide a nutritious snack, including a drink, a few times a year as designated on the monthly calendar. We provide the napkins and cups. **Please pay special attention to whether there are any food allergies in your child's class, we will make you aware of them at the beginning of the school year and in the newsletter. If you have any questions about whether your snack choice is appropriate, please do not hesitate to call the church office and ask for Sue MacDonald (419-446-2545) or text/call her at 419-388-3606.**

SNACK IDEAS:

Please do not feel like these are your only options. These are just suggestions/ideas (Pinterest has some great, creative ideas as well). We like to provide healthy snacks for the children whenever possible, but special treats may be brought in for birthdays if you like.

- *pretzels
- *veggies & dip
- *apple slices
- *bananas (1/2 per child is fine)
- *yogurt
- *cheese & crackers
- *string cheese
- *popcorn
- *pepperoni & crackers
- *fruit & fruit dip
- *veggie chips
- *muffins
- *no-bake cookies
- *oatmeal cookies or other nutritious cookies
- *raisins
- *mini soft tortilla wraps
- *fruit kabobs
- *clementines/cuties
- *cheese cubes wrapped in ham or turkey (held with toothpick)
- *grapes
- *fruit cup
- *applesauce
- *fruit pizza/veggie pizza
- *"gorp" (mixture of cereal/crackers/pretzels, etc. in individual baggies)
- *goldfish crackers
- *jello/jello jigglers
- *granola/granola bars
- *wheat thins
- *yogurt covered raisins
- *graham crackers
- *zucchini bread/banana bread/pumpkin bread/etc.

CONFERENCES

Children benefit most when parents and teachers share information about the child. St. John's Christian Preschool gives parents opportunities to discuss their child's needs. We will schedule a Preschool Orientation in August, a brief phone conference in the fall for parents of children in the 2-day classes and parents of new students in the 3-day classes and a sit-down conference (during which parents will receive a written progress report) for parents of children in the 3-day classes prior to Archbold Schools Kindergarten Round-Up in March. Parents of children in the 2-day classes will receive a progress report in their child's bookbag in the spring. Informal conferences can be scheduled any time by appointment. During these conferences we will discuss your child's progress and needs. Ways to meet these needs will also be discussed.

When you want to schedule a time to meet with a teacher, please call the church (419-446-2545) and leave a message. Mrs. MacDonald or Mrs. Wyse will return your call. You may also call or text Mrs. MacDonald directly on her cell phone anytime (419-388-3606). She will not answer during class time, but you may leave a message for her to return. She can also be reached by e-mail at macfamily5@roadrunner.com.

FIELD TRIPS

Parents will be informed in advance any time their child's class takes a field trip. A signed permission slip must be on file for each child being transported away from the preschool. We may need parent volunteers to provide transportation for our field trips. If you have an idea for a field trip, please share it with us! Occasionally we will take walking field trips in our neighborhood/on the church grounds. You will sign one permission slip at the beginning of the school year to cover all **walking** field trips.

CONCERNS

If any parent has a comment or concern regarding the preschool, please discuss it with the Administrator/Teacher first. If the concern is not resolved, a preschool board member should be contacted. If the desired results are still not achieved, please notify the pastor and a meeting will be arranged with the Preschool Board.

DISCIPLINE POLICY

Definitions of Discipline and Punishment

Discipline is action taken by adults to help children change their behavior by identifying for them the consequences of their actions. Discipline is helping the child to identify acceptable behavior and the consequences of that behavior. Children develop the capacity for self-control when they are with adults whose behavior is consistent and predictable, and who model desirable behavior.

Punishment refers to action taken by an adult to change a child's behavior by making him or her suffer physically or emotionally. Young children are often unclear about why they are being punished. They may not even be sure what kind of behavior the punishing adult finds acceptable. Therefore, they may end up feeling angry, guilty or resentful. The only thing they learn is that they are "bad". Such feelings lead to self-doubt, and the child who lacks self-confidence is less ready to assume responsibility for self-control.

Punishment will not be used at St. John's Christian Preschool.

As teachers our role is to...

1. Allow the child to make real choices whenever possible
2. Define and explain the behavior expected of a child in as few words as possible, and in language he/she can understand
3. Be sure the child understands the "why" of a situation.
4. Plan the environment...
 - a. Well-arranged space allows for better supervision
 - b. A wide variety of materials help to reduce conflict
5. Plan the schedule...
 - a. Flexible scheduling meets the needs of the children
 - b. Little need for waiting on the part of children reduces the need for discipline
 - c. Conducting guessing games, singing songs, etc. helps prevent misbehavior if children do need to wait
6. Model acceptable behavior

When additional intervention is needed we will...

1. Take the child away from the group. Ask the child to explain why he or she did what they did, then carefully explain why it cannot be done and help the child identify acceptable behavior. Or...
2. Remove the child from the group and place child with another group. Or...
3. Place the child in "time out" in the classroom – encourage the child to rejoin the group at their discretion. For example, the teacher might say "when you can keep your hands to yourself, you can come join us for the rest of the activity." In this example, a staff person can remind the child by saying "Are you ready to join us now?"
4. Ensure the safety of each child by stopping any child from injuring himself or others.

SAFETY POLICY

- No child is to be left alone or unsupervised.
- A working telephone will be available at all times.
- Fire drills will be held monthly at varying times; tornado drills will be held monthly from March to October according to ODJFS guidelines.
- Lock-down drills will be conducted every other month in each class. We call these, "Be Safe" drills with the children. If there was an imminent danger in our building, where the best option would be to keep the children inside (an intruder, for example), our blinds would be drawn, doors locked, and we would all gather against our large cabinets on the north side of our classroom, away from all windows and doors.
- Dates and times of all drills will be recorded and posted in the classroom.
- An emergency escape plan for fire and weather safety will be posted in all rooms used by our preschool.
- In the event of imminent danger or emergency (gas leak, for example), where evacuation of the building is necessary, we will walk the children down to McDonald's restaurant, approximately 100 yards to the south. We will have shelter in that building. At that time, we will contact all parents.
- Emergency transportation/authorization forms for each child will be kept in the classroom and taken on all field trips. Children's addresses, phone numbers, emergency contact numbers, immunization records, etc. will be updated continuously throughout the year to ensure availability in the event of an emergency.

- Children will be released only to the persons designated on the Transportation Form. Children may be released to persons other than those designated with a handwritten note from the parent. Authorization to release a child via a telephone call from the parents will only be allowed under emergency circumstances.
- If there are custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up your child. We cannot deny a parent access to their child without proper documentation.
- All chemicals and potentially dangerous materials will be kept out of reach of children. No aerosol sprays will be used when children are present.
- Telephone numbers of the fire department, rescue squad and poison control center will be posted by the telephone and in all rooms used by our preschool.
- The equipment in our classroom is continuously checked for hazards and repaired or replaced as needed.
- If a serious illness or accident occurs while a child is at preschool and requires immediate medical/dental treatment, first aid will be administered, parent will be notified and if necessary, 911 will be called and the child will be transported to the proper medical/dental facility by ambulance for further treatment. An exception occurs if a parent has not signed the Emergency Transportation section on the Health & Enrollment form. In this instance, that parent will give detailed instructions as to their wishes in case of an emergency.
- If a child receives an injury while involved in any preschool activity, first aid will be administered and an incident report will be completed. This form will be given to the person picking up the child on the same day of the incident.
- A well-stocked first aid kit will be in the classroom at all times. This first aid kit will also be available on the playground and on field trips.
- All staff will be trained in First Aid and Infant and Child CPR.
- St. John's staff is required by law to report any suspected cases of child abuse or neglect to the proper authorities.

COMMUNICABLE ILLNESS POLICY

Communicable diseases are illnesses caused by infection with specific germs, viruses, bacteria, fungi or parasites. Contagious or communicable diseases are infectious diseases that can spread from one person to another.

- A communicable illness chart will be posted in the classroom for quick reference by trained personnel.
- Parents will be notified either verbally or in writing of all communicable, infectious illnesses in the classroom.
- A child suspected of having a communicable illness will be isolated immediately in the classroom away from other children, but within sight of a staff member at all times. The child's parent/guardian or emergency contact person will be notified and requested to pick up the child as soon as possible.
- Children who are mildly ill will be observed; if the symptoms intensify, the parent/guardian will be called and requested to take the child home.
- Children on prescription antibiotics will be kept home for a minimum of 24 hours after the medication is started.
- St. John's Christian Preschool does not administer medication unless there is a need for a specific medication to be kept on-site for a specific child (such as epi-pen/Benadryl) in case of an emergency situation. Administering of any specific medications will be in compliance with Ohio Administration Code 5101:2-12-31 - "Administration of medication in licensed child care centers," and the necessary "Request for Administration of Medication" form (JFS 01217) must be completed and on file with the preschool administrator.

- Each child will be observed for any symptoms of illness when they enter the classroom.
- All staff will abide by the same policy relating to communicable illness as the children.
- Staff members who are not able to work because of illness will have substitutes in their place.
- All staff members are trained in recognizing communicable childhood illness, and use proper hand washing and disinfecting procedures outlined by local county health departments.

Criteria for excluding an ill or infected child:

Temperature:

Oral temperature of 101 or greater, axillary temperatures (armpit) 100 degrees or greater

Signs of possible severe illness:

Unusual lethargy, persistent crying, difficult breathing, uncontrolled coughing

Uncontrolled diarrhea

Vomiting

Lice or nits:

If a child has either lice or nits or both, they must stay home until the child has been treated with lice shampoo and the child is free from lice and nits

Hepatitis A Virus Infection:

Must be kept out until one week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in program

Rash with fever or behavior change:

May return to preschool when a physician has determined rash is not a communicable disease

Pink eye: - May return to preschool 24 hours after treatment begins

Impetigo: - May return to preschool 24 hours after treatment begins

Strep Throat:

May return to school 24 hours after treatment has been initiated and fever is gone

Chicken Pox:

May return to preschool when all lesions are dried and crusted over

2016-2017 PRESCHOOL BOARD MEMBERS

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burkyohio@hotmail.com

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 child care 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.

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.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.

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

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