

Welcome to Glenview Center...

We welcome you and your child to Glenview Center for Child Care and Learning. This handbook is intended to provide information about our policies and procedures. It is only one piece of the communication link, but we hope that the information it provides will help make us partners in your child's care and learning. If you have any questions or concerns that are not answered in these pages, please feel free to call the Glenview Office at 440-617-7330, or call or email the Director, Dorothy Chadwick, directly at 440-617-7332, Dorothy.Chadwick@bayschoolsohio.org.

HISTORY

Glenview School was a neighborhood school housing K-5 which closed in 1981. A private daycare leased the building for one year, however it was unsuccessful. In the summer of 1982, under the direction of John Cavalier, Bay Village School's finance director, Glenview entered into an agreement to utilize the building as an early childhood program.

Since 1982, Glenview has had five Directors:

- Carol Ball served from 1982-1984. Carol was well-known and highly respected in the community and she was able to hire a very competent staff that laid the groundwork for a successful program. She brought in consultants from all over the city to educate staff on the "best practices" for young children in care.
- Lyn Kirst served from 1984-1997. Under Lyn's supervision, the Special Early Education Development (SEED) Program was introduced in 1989. Glenview's SEED Program was the first Preschool special education program in the western suburbs serving Westlake and Rocky River in addition to Bay Village.
- Debbie Sutton served for one year, 1997-1998.
- In 1998, Barb Manning who had been a teacher at Glenview since 1982 became the Director and served until 2009. Barb continued to grow the program and her mentoring skills promoted staff longevity which has contributed to Glenview's success.
- In 2009, Dorothy "Dody" Chadwick became the current director. Dody has her Masters Degree in Education from Cleveland State, her BA from Yale University and a licensure in Pre-Kindergarten Education. Glenview is the third child care center that she has directed. A resident of Bay Village, Dody is committed to continuing the excellent reputation of quality care for which Glenview has always stood.

PHILOSOPHY AND GOALS

The Glenview staff is committed to creating a safe, happy and developmentally appropriate environment for each child in our care. We are dedicated to providing a curriculum rich in learning which will help each child reach their maximum potential and reflect the individual needs of each child. We value each child as a unique individual and strive to provide a place in which self-concept and self-confidence can grow. We believe that when children feel secure and trust their environment, their social, emotional, physical and cognitive development will also continue to evolve. We are committed to providing the kind of care which will allow the children to develop to their potential in all these areas of development. We believe a successful Glenview experience is dependent on communication and cooperation between home and the Center.

OPERATION OF GLENVIEW

Glenview Center is a non-profit child care center that serves children eight weeks through fifth grade. The Bay Village School District oversees the operation and serves as the fiscal agent for the organization. The building also houses the Bay Village School District's SEED Program. While the two programs are on the same license and share space and resources, SEED is under the direction of the Bay Village Office of Special Services (440-617-7322). The daily operation of Glenview is the responsibility of the Director who is supervised by the superintendent of Bay Schools.

Licensing Information:

Glenview Center is licensed to operate by the Ohio Department of Education. All State licensing rules, the Center's licensing record and the Board of Education approved policies are available for review upon request. The Center's license and most recent inspection report are posted on the bulletin board in the Glenview Office.

Any concerns, complaints and/or violations should be first reported to the Director but may be reported to the Bay Village Board of Education at 440-617-7300 and/or to Ohio Department of Education at 614-466-0224 or the Department of Ombudsperson at 877-644-6338.

Hours and Days of Operation:

Glenview is open from 6:30 a.m. until 6:30 p.m. Monday through Friday. While we are open for 12 hours, parents and guardians are strongly encouraged to keep children's care to 10 hours or less as research shows that long hours in group care are not beneficial to young children.

Late fees:

The Center **CLOSES** at 6:30 PM. All children should be picked up **BEFORE** 6:30 PM. Teachers' shifts end at 6:30 p.m. and they have other commitments, so please be considerate. We ask that parents take into consideration traffic and weather conditions and plan ahead. We realize that there are acts of nature that no one can control and we will take into consideration specific incidents that affect a late pickup *when it affects more than one family*. However, for the most part, if a parent/guardian arrives after 6:30 p.m., late fees will be assessed in the following manner:

- First time: Policy will be reviewed and fee is waived.
- Second time: For each 15 minute increment, a \$10 fee will be charged.
- Third time and after: A minimum \$15 fee will be charged. For each minute after 6:45 P.M, a \$1.00 fee will be added. The Director may choose to meet with the family to discuss the viability of this child care arrangement for the family.

Days we are closed:

Glenview is closed on state and federal holidays designated on the Bay Village School calendar. Glenview Center is closed on:

- Labor Day
- Thanksgiving and the Friday following Thanksgiving
- Winter Break, the dates and duration of which will be published at the beginning of the school year, but will include December 24th and 25th through January 1st to allow maintenance and cleaning of the building.
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day

Snow Days:

On days when the Bay Schools are closed due to weather, Glenview will attempt to remain open and provide care unless the conditions are unsafe. Parents of school-age children should call Glenview's Office as soon as possible to indicate if their child will attend so adequate staff can be ensured. If Glenview does have to close, the decision will be made by the Superintendent of Bay Schools and the closing will be posted on local radio and TV stations as "Glenview Center".

Glenview Office Hours:

Glenview's Office is open Monday through Friday from 7:30 AM to 5:00 PM. Should you need to reach the Center by phone at other times, there is a classroom phone in operation during Center hours. An answering machine is also in operation 24 hours a day. The machine is checked frequently and your message will be given to the appropriate person. You may also reach the Glenview Office via email to the Director.

REGISTRATION AND ENROLLMENT

All families interested in attending Glenview fill out a registration form and pay a registration fee. A wait list is generated from the registration forms in order of the date the registration fee is received. Preference is given to siblings of children already enrolled at Glenview, children of Glenview employees and/or to Bay Village residents. A certain number of slots are reserved for full-time children who attend 12 months a year.

Before you enroll...pre-admission meeting ...paperwork:

We strongly encourage families to tour the Center and meet our staff. Before your child's first day of attendance at the Center, parents/guardians will meet with the Director, or designated staff person, to review the policies and procedures of the Center and the Parent Handbook, to go over all paperwork and to answer any questions the families may have.

Required paperwork includes:

- For all children, an Emergency Authorization Form, Birth Certificate (requirement of Ohio Missing Child Law) and an informational sheet.
- For children in the Infant, Toddler, Preschool, or Pre-kindergarten Programs, a Medical Form must be on file within **one (1) month** of enrollment and updated yearly thereafter. .
- For School-Age children:
 - Bus transportation form *if applicable*.
 - Internet usage permission slip.
 - A Medical Form is NOT required to be on file at Glenview as a physical will be on file with the Bay Village school district.

After you have enrolled your child...orientation procedure:

Each child under kindergarten age is required to complete a classroom orientation accompanied by a parent or guardian. This orientation session is age appropriate, designed by the registrar and approved by the Glenview Director. At that time all paperwork as outlined above will be reviewed and must be completed.

The staff also recommends that parents/guardians of School-Age children visit the Center with their children to meet the teachers and familiarize them with the building before their first day of attendance.

PARENT VISITATIONS, INVOLVEMENT & CONFERENCES

The Glenview staff welcomes any opportunity to work with parents. Our “open door” policy means parents/guardians are always welcome at the Center. A parent of a child enrolled at the Center that is not the child’s residential parent shall be permitted unlimited access to the Center and afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent on file at the Center. Feel free to come in and participate, volunteer and have fun with your children. If you wish to speak to a teacher, however, please make a separate appointment as teachers need to focus on the children during the main classroom hours. Please stop in the Glenview Office to sign in before visiting a classroom.

Parent volunteers are welcome in classrooms, to assist with field trips, present programs, share a special talent or help with activities. Ask your child’s teacher how you might be able to help.

Friends of Glenview:

- Another important opportunity for involvement is Friend’s of Glenview which is a parent group dedicated to supporting and meeting the needs of the children, families and staff of Glenview
- advising and assisting the Director in administering, evaluating and improving the program
- promoting communication and cooperation between home and Glenview
- encouraging parent and family involvement in the care of their children.

Meetings are scheduled at regular intervals during the school year. The specific dates are posted on the Parent Board in the main corridor near the Glenview Office and everyone is encouraged to attend. If evening meetings are difficult, but you would like to be involved, give the Glenview Office your email and Minutes and Friends’ activities will be emailed to you.

The Parent Bulletin Board is located in the main corridor near the Glenview Office. The Center staff posts important information about Glenview, the Bay Village Schools and the community in this location. Additionally, parents may use the board to share information with each other. Glenview also publishes a newsletter throughout the year as a communication tool with parents.

Conferences for Preschool and Pre-Kindergarten Children:

Staff members will schedule conferences at least twice a year. The first conference is to discuss where a child is developmentally at the start of the year and for a parent and teacher to establish goals for the coming year. The spring conference is to discuss a child’s progress. Telephone or “in person” conferences for any child at Glenview can be scheduled as needed throughout the year to discuss specific issues or concerns. Teachers encourage parents to share information and events occurring outside the Glenview environment which may influence their children’s behavior and attitude while they are at the Center. Call the Glenview Office at 440-617-7330 to schedule a conference. Issues or discussions of an extended nature should be scheduled before or after school hours to ensure classroom sessions will not be interrupted.

Conferences for School-Age Children:

Glenview does not do formal conferences for School-Age children because parent conferences are done in the school. Please call the Glenview Office, however, at anytime to make an appointment with your child’s teacher to discuss any questions or concerns.

Class Roster:

A class roster is prepared annually for families enrolled in specific classes for their convenience. The roster includes those families that have given permission in a signed statement for their information to be included. Families may opt out of being included on the roster. Class rosters may be obtained by asking the Director for a copy. This roster information is considered confidential and is only for the private use of families in that class. The roster may not be made available or given to non-Glenview families.

Parent Email List:

Glenview also has a parent email list which might be used for such things as special announcements, reminders, emergency situations and other pertinent information. The list is only used by the Glenview Office and is sent under blind copies so no one else sees your email address. Families may join this list if they choose.

PROGRAM OPERATIONS

Classroom Size and Ratios:

Glenview is licensed to serve 206 preschoolers and 126 School-Age children. To maintain quality care, every effort is made to maintain the following child/staff ratios:

<i>Age</i>	<i>State ratios</i>	<i>Glenview ratios</i>	<i>State Group Maximum</i>	<i>Glenview's Group Size</i>
Infant (8 wks – 12 months)	1:5	1:4	12	12
Infant (12 months – 18 months)	1:6	1:4	14	12
Toddlers (18 months – less than 30 months)	1:7	1:7	14	14
Toddlers (30 months– less than 3 years)	1:8	1:7	16	14
3 year olds	1:12	1:10	24	20
4 year olds	1:14	1:12	28	24
Kindergarten*	1:18	1:15	18	15
Elementary*	1:18	1:18	18	18

*The Kindergarten class is usually 30 students with two teachers and two rooms. Any Elementary class that goes over 18 students on a given day will have two teachers in the room.

Staff:

All staff members required to have a background check. Fingerprinting is done through the State and FBI databases every five years and a non-conviction statement is signed annually. Before starting, teachers must have three references and a physical examination on file. For every teaching position, educational qualifications and experience are emphasized with Lead Teachers required to have at a *minimum* an Associates degree in Early Education. The majority of our staff has a Bachelor of Arts in Education. Each year, teachers are required to take at least 10 hours of continuing education and keep their required courses of First Aid, CPR, Communicable Disease and Child Abuse up to date.

Classroom Observers:

Glenview has a commitment to the early childhood field and we do welcome student teachers and students in the field who need to do field observations. We do verify their association with the college and university and all paperwork. Confidentiality is always maintained.

Volunteers:

Community Volunteers or Classroom Aides from the High School meet with the Director to review all safety and confidentiality policies. Any volunteer over the age of 18 years of age will be fingerprinted and must have a physical examination on file. Volunteers are never left alone with a child at any time and are supervised by the regular teachers.

CLASSROOM/PROGRAM DESCRIPTIONS

The Infant Program:

Glenview recognizes that families know and understand their children better than anyone else. Therefore, the Infant Program relies on parental information to ensure each child's individual schedule is followed as closely as possible. Each infant is assigned two primary caregivers, one for the morning and one for the afternoon who work with the parents to ensure continuity of care. These teachers are responsible for the specific care and feeding of their assigned child while they are at Glenview and for providing activities which meet the developmental needs of these individual children. Each day, parents and teachers share information through a daily note which shares and details the child's daily experiences. At your child's orientation, parents will be given specific classroom information about what each child needs and the specific regulations that we follow concerning infants. Parents are required to supply diapers, wipes and formula/baby food until the child is able to eat the Glenview-supplied food.

The Toddler Program:

Glenview has two toddler rooms that work in tandem. We provide small group interactions with one teacher with an assigned group of seven children and then at times, such as for walks in the neighborhood or large muscle times, we join together in a large group with two teachers and fourteen children. This format allows for the attachment of child to caregiver that is so important at this age, but also allows for the safety factor of two adults for large muscle activities. Daily schedules vary but provide a wide range of activities. Classrooms are equipped with materials which provide growth in all areas of the child's development. Teachers provide an approved curriculum which takes into consideration the individual children and also the skills needed by toddlers to grow and succeed. Some time each day is spent in free play: developing manipulative, cognitive and sensory skills; science projects; music; literacy and language arts. Quiet time activities and nap time are also a part of the daily schedule which is posted in each room. A Toddler Handbook with specific room information and details about toilet training is provided to families when they visit these classrooms for orientation.

The Preschool/Pre-Kindergarten Program (Ages 3-5):

Glenview's Preschool classrooms are based on the year they will enroll in Kindergarten. The Preschool room will go to Kindergarten in two years and the Pre-Kindergarten Room will go in one year. In this way, the children in the room will be in the same Elementary class together.

Both preschool rooms use the Creative Curriculum, a developmentally appropriate play-based curriculum that uses themes in which the children are interested. All activities align to the Ohio Early Learning Content Standards and the objectives and goals of the curriculum. The Preschool Teachers will plan activities and prepare the learning environment, taking into consideration the needs of the individual students. A balance of free choice, teacher-directed activities, large and small muscle activities and quiet activities are scheduled and reflected in the daily schedule which is posted in each room. This curriculum also provides a research-based assessment tool which will be used to show each individual student's progress throughout the two years. Individual progress reports will be done twice a year.

School-Age Programs:

The Kindergarten Extension Program:

This program is available to children enrolled in kindergarten in public or parochial schools. The children are bused to their respective schools for the regular kindergarten program by the Bay Village School Transportation Department. Glenview staff work with the schools to provide a program that compliments and reinforces the regular school curriculum.

The Elementary Before and After School Program:

This program is available for Elementary Age children from First through Fifth Grades. Bay Village children are bused to and from Normandy, Westerly, the Middle and St. Raphael's schools. Transportation is provided by the Bay Village School Transportation Department. Families may tailor their needs and pick the hours and days that they need. In the morning, the early morning activities involve small group activities, games, and play under a teacher's guidance.

In the afternoon activities include outdoor or gym play, supervised homework time with assistance by experienced teachers, games, projects and quiet time to relax and recharge. Activities are presented with the individual children's interest in mind and focus on creating a community of caring and learning where school age children can establish meaningful relationships with peers and adults. Copies of classroom schedules are posted in each classroom, and extra copies can be made available to parents.

Curriculum for School-Age Programs:

Individual classroom teachers are responsible for planning activities around the individual needs and interest of the children. However the curriculum shall address personal discipline, social development and emotional well-being, recreational skills and health and safety skills as well as planning activities that incorporate literacy, science and math, social studies and the arts. To assist in the planning and to provide a framework for the curriculum, Glenview uses the Search Institute's 40 Developmental Assets for Ages 5-12. These assets have been identified as being correlated with successful young adults to develop into healthy, caring and responsible citizens.

School-Age Supervision:

Children may run errands or use the restroom without adult supervision if the children are within the hearing of a staff member or a staff member knows the whereabouts of the children at all times. Children in Grades 3-6 may work together in small groups in an unsupervised classroom if it is within hearing of a staff member. A child may be permitted to leave Glenview for specific activities, if Glenview has written permission from a parent or guardian.

ARRIVAL AND DEPARTURE PROCEDURES

Security System:

There are three doors on the south side of the building. Families may obtain entrance to the building through the main entrance (South side doors with a ramp entrance) and the door by the playground (farthest Southwest door). The doors in the middle corner of the building (by the Toddler classrooms) are for exiting only. The front doors on the north side of the building are locked at all times and only used for emergency exits. The entrance doors unlock when you enter a 4 or 5 digit code plus the pound symbol (#) to enter the building. Families receive notice when the code changes as this will need to occur periodically.

Parents will have access from 6:30 AM until 6:30 PM, Monday through Friday. You will not be able to enter the building before or after that time. If you are late picking up, you will need to be buzzed into the building through the main entrance. Once in the building, parents are still to follow the standard protocol.

Please do not give your code to any child or to any person who is picking up infrequently. Visitors must come to the main entrance and be buzzed in. Visitors will need to press the call button and utilize the intercom system. There will also be a phone number posted on the door to call if a visitor gets no response.

Signing In and Out:

Upon arrival at the Center, children are brought to the classroom by the parent/guardian. Each day parents are **required** to sign their child in and out, noting the time of arrival and departure and using a full signature. Children arriving and/or departing by school bus will be signed in or out by Glenview staff. Once children are signed in, they are under the supervision of Glenview and once they are signed out, they are under the supervision of the parent/guardian. Therefore, children who have been signed out should not be left with his/her class or to be in the building without parent/guardian supervision. Please note that during an emergency, i.e., fire/tornado drills, these sign-in/sign-out sheets are used to check classroom attendance.

Absences, Late Arrivals:

Parents are responsible for notifying Glenview when a child who is supposed to attend Glenview is absent or arriving late. Please let us know if your child will be staying for after-school activities such as extended day or choir on a regular basis. We will need to know how they are being transported, when they will arrive and the duration of the program. Please call the Glenview Office at 440-617-7330 to report an absence.

If a School-Age child does not arrive on the bus when scheduled, and no call has been received, the Glenview Office will call the parents/guardians. If no one is reached, Glenview will call the school for information. If a parent needs to change a bus schedule, they must notify the Transportation Department at 440-617-1659 as well as the Glenview Office.

Release of Children:

- Children will be released only to a residential parent, guardian or person authorized by the custodial parent.
- If a person other than the parent is designated to pick up a child on a specific day, authorization must be in writing and given to the teacher at the beginning of the day or be on file in the Glenview Office.
- If during the day, a parent finds it will be impossible to pick up the child in the afternoon, a telephone call must be placed to the Glenview Office to identify the authorized person.
- Any unknown designated pick up person will be asked to show photo identification.
- Any person picking up must be at least 18 years of age.
- In *special circumstances*, a 16 year old may be authorized to pick up with written permission from the parent/guardian and authorization from the Director.
- In the event of an emergency, if a parent is unable to be reached, the names listed on the Emergency Authorization Form will be used for pick-up.
- No child shall be released to an adult who appears to be intoxicated, incoherent or under the influence as demonstrated by means of speech, gait or manner. In such a case, the Director will be notified and alternative transportation may be arranged such as calling an alternate parent/guardian or an emergency contact. If a parent/guardian insists on removing a child despite the recommendations of the staff, Bay Village Police may be notified and a conference will be held between the parent and the Director that could result in the termination of the child's participation in the program.

OTHER PROCEDURES/POLICIES

Transitions to the next classroom:

Infants move to the Toddler classroom once they reach 18 months of age if there is space available. If a child is older and unable to transition due to no space availability, the teachers will ensure that they meet the needs of the individual children through planning activities for the child's developmental level. For all other classrooms, unless a space comes available unexpectedly, transitions are done as a class in June or August, depending on whether the child attends 12 or 10 months a year. Transitions will consist of a written plan agreed upon by the parents and the teachers, documenting the visit times for parents and children so as to best support a smooth transition for the child.

Toys from Home:

Glenview is not responsible for any toy brought from home. We discourage bringing any toy that is special or expensive to school in case it gets stolen or broken. We have lots of toys to play with and special toys or expensive game systems are better left for home.

However, often children still want to bring toys to show friends and certain guidelines are in place:

- All toys/games from home *must* be shared with *everyone*. If your child is unable to share their toy/game, they will be informed that the toy/game must be put away in a locker or back bag.
 - Please make sure that the toy/game has your child's name clearly marked on it.
- No hand-held video games are allowed as they are not permitted at school and should not be in children's back bags.
- All videos, DVD's, CD's must be reviewed by the Director or teacher before being viewed or listened to. All games/videos/CD's/DVD's must have a "G" rating. (For the older elementary children PG rating may be allowed in certain specific cases.)
- No toys/games/videos/CD's/DVD's with bad language, blood, violent or sexual content are allowed at Glenview at any time. Any item found at Glenview with the former content will be confiscated and returned to the parent directly.
 - No superhero toys are allowed for the Preschool and Pre-Kindergarten classrooms.
- Teachers may designate specific days for specific toys and they have the right to say no toys from home depending on the make-up of the group.

Nap Toys: Soft toys or comfort toys are welcome for nap time. Please do not bring toys that make noise or are made of hard plastic as they could hurt a child if they are slept on.

Outdoor Play:

Research has shown that children stay healthier when they have daily outdoor play. With this and State requirements in mind, outdoor play is included in our program daily. We will limit the time outside when the temperatures are very warm or cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. We will adjust outdoor times due to rain, threatening weather, ozone warnings or any other conditions that are unsafe. If we do not go outside, indoor gross motor activities will be provided. Please send your children with the proper clothing so they may be comfortable and safe when they are outside. This includes snow pants, hats, mittens and boots in the winter time and bathing suits, hats and sun block in the summer time. Parents are responsible for applying the first application of sunscreen in the morning. We will apply sunscreen after swimming or before going outside in the afternoon as long as parents have supplied sunscreen and filled out a medication application form.

Footwear:

We request that children wear, or at the very least, bring to school sneakers or school shoes. Sandals or open-toed shoes are not safe on the playground or for running and climbing in the gym or for walking to the pool in the summer.

Computers:

Glenview does have computers in the classrooms. In the Preschool and Kindergarten classrooms, the computers have educational games with no internet access. School-Age classroom, Grades 1-5, have computers with internet access. These computers and the internet access they provide are for educational and enrichment purposes and to help us support and continue the learning that is taking place in your child's elementary school. At the same time, Glenview is a place for the children to come to relax and have some fun and we want the children to be able to use the computers for those ends as well. Glenview abides by the Bay Village City Schools Acceptable Use Policy which can be reviewed at www.bayvillageschools.com in the Glenview section. All children must have a signed permission slip before they are allowed to use the computers. The computers are set up so that the students may have access to www.leeca.org/baykids. All the District's Internet content is filtered according to the guidelines of the Children's Internet Protection Act

(H.R. 4577 December 15, 2000) using product managed by our computer consortium. Screen time will be limited and supervised at all times.

Field trips:

- *Routine Scheduled Trips or Walking in the Neighborhood:* A general permission slip may be used for walking trips within the neighborhood of Glenview or for regularly scheduled field trips within walking distance. On these walks, two adults will be present, classroom ratios will be maintained, a first aid bag, a copy of each child's Emergency Authorization Form and a cell phone will accompany the group. A sign will be posted in the room indicating the direction and duration of the walk or an agreed upon route which will be taken.
- *All other Field trips:* Parental permission will be obtained in writing for any other type of field trip. The cost for field trips is not included in the tuition schedule. Any fees associated with field trips, including transportation, may be charged to parents/families. All transportation will be provided by Bay Village School's Transportation Department and proper ratios will be maintained with each group having children's emergency forms, a first aid bag and cell phones.
- *Field Trips near water:* If children will be near water during a field trip, parents will be notified on the permission slip and will need to grant permission to participate in any water activities.
- The expectation is that all children in attendance on the day of a field trip will go on the field trip.

Enrichment Opportunities:

Glenview will offer opportunities to take outside activities such as language, art or athletic classes as a service to our families. These programs are provided by special arrangements with different organizations. They are optional and there will be a separate cost for these classes.

Summer Program:

Families may use Glenview all year round or they can be withdrawn for the summer (see Withdrawals). For children in our Infant, Toddler, Preschool, Pre-kindergarten and Kindergarten programs, Glenview does decrease classroom sizes for the summer and focuses on having fun in a more relaxed setting. We provide teacher directed activities but spend lots of the summer in the wading pools and sprinklers! Children move up to their new classrooms as a class in June. While we will walk Kindergartners to the pool for swim lessons, T-Ball and tennis, we have found that they are too tired to walk to the Bay pool in the afternoon so we provide water activities at Glenview.

School-Age Program for children entering 1st through 6th Grades:

Glenview does run a summer program using a theme or project approach. We arrange field trips with transportation provided by the Bay School's Transportation Department and activities like visiting the Bay pool and the Bay Library on specific schedules. While we provide time for art activities, reading, science experiments, math skills and computer use, we also want the children to have ownership of what we plan and to make sure that they have fun. We will transport children to specific local community, school sports or academic camps and activities during the summer.

Special Services:

The SEED program (Special Early Education Development Program) is an early assessment and intervention program for children ages three through five which is housed at Glenview. Children must be referred by parents calling the Bay Village Office of Special Services at 440-617-7322. A child may be delayed in one or more areas of development. The areas of development to consider are communication skills, fine/gross motor skills, cognitive areas, socialization, behavioral and emotional growth and/or adaptive behaviors.

FOOD SERVICE AND POLICIES

Glenview provides two snacks and a hot lunch for children who are here all day. Children attending the Kindergarten Extension Program receive lunch and one snack and the Elementary Before and After School Program children receive a snack. The menus and meals are under the supervision of the Bay Schools Child Nutrition Services Department. Glenview is part of the USDA National School Lunch Program. The District's Nutrition programs will comply with, or exceed Federal State and local requirements. Monthly menus are posted in the Glenview kitchen, each classroom and on the Parent Board. Copies are available in the pamphlet holders outside the Glenview Office.

The Center is not licensed to serve breakfast, so we ask that all children eat breakfast before they come to Glenview. If a child brings breakfast from home, it must be consumed before entering the room and a parent would need to stay with their child to supervise them while eating.

Glenview will accommodate special diets with written directions from a physician. Cultural and familial preference will be accommodated with documentation and approval of the Director, but parents will need to supply the food or milk substitutions and abide by the USDA guidelines. All food brought from home needs to be labeled clearly with the child's full name and the date it is sent in so we can assure proper storage of perishable food items.

We encourage children to eat the food provided, as accommodating every child's individual tastes is problematic. By eating the food provided, children try and are exposed to healthy foods prepared in different ways and experience the social experience of eating as a group.

Birthdays and Classroom Parties:

Glenview follows the Bay Village School's School Nutrition and Wellness policy. The policy states that "Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans." We encourage parents to bring healthy treats to share for class parties or on a child's birthday. Lists of Health Snacks prepared by the Child Nutrition Services Department are available in the Glenview Office.

Peanut-Nut Free:

Due to the increase in severe child allergies to peanuts and other tree nuts, we ask that no peanut or tree nut products such as peanut butter or nuts in cookies be brought in to the building. All food served at Glenview is carefully chosen to be peanut-free and tree-nut free. If a label contains any of the phrases listed below or has no label, the food will leave the classroom and will go to the office.

Please read labels and make sure that the label does **not** say:

- contains nuts/peanuts
- may contain nuts/peanuts
- processed in a plant with nuts/peanuts
- processed with nuts/peanuts

Non-discrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, and as a requirement of the USDA National School Lunch Program 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 Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410* or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

DISCIPLINE PHILOSOPHY AND PROCEDURES

Young children experience strong feelings and urges which they often have difficulty verbalizing. Sometimes these emotions become so overwhelming that they may lose control.

Children at the Center are not punished physically or verbally. There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting. The Center shall not abuse or neglect children and shall protect children while in our care. Discipline shall not include withholding food, rest or toilet use nor will discipline be imposed on a child for failure to eat, sleep or for toileting accidents. No physical restraints other than a protective hug will be used. The emphasis is on making discipline a positive learning experience with a clear cause and effect relationship. Techniques of discipline shall not humiliate, shame or frighten a child. Rules are made clear and so are the reasons for them. The goals are to help the child realize that while their feelings are accepted, the behavior is not; and every child has the potential for keeping him or her in control of his/her own behavior.

Taking this philosophy into consideration, the following procedures have been established:

1. It is the responsibility of the teachers to be able to communicate, at the child's level of understanding, an acceptable behavior for each situation. No discipline is ever delegated to another child.
2. The teacher will make every endeavor to keep a child from hurting him/herself or others. This will be accomplished by:
 - a. Drawing the child's attention to what s(he) is doing and reminding her/him that it is not acceptable behavior, describing the behavior and the emotions that the child is exhibiting.
 - b. Conflict resolution strategies will be emphasized, especially for School-Age children.
 - c. If the behavior persists, the child is withdrawn from the situation and directed to another activity. The teacher may take that opportunity to address the child's feelings, help the child to see the behavior is inappropriate and help the child problem solve as to what the child could do if s(he) finds herself or himself in another similar situation in the future.
 - d. If the child still has difficulty staying in-control, the child may be removed from the activity or classroom. No child will be placed in a locked room or confined in a small area. No child will ever be subjected to profane language, threats or derogatory remarks about himself or his family, or other verbal abuse. Separation, when used, shall be brief in duration and appropriate to the child's age and developmental ability. The child will be within sight and hearing of a staff member in a safe space at all times.
3. In extreme situations, the parent may be called to remove the child from the Center for the remainder of the day. The staff and parents will then work together to make a plan for helping the child when s(he) returns to school.
4. The Center reserves the right to exclude a child from school if the staff and Director feel the child may injure her/himself or others as a result of continued inappropriate behavior or violence. If the child is unable to adjust to the classroom experience, or, if the child's behavior is such that it requires the constant attention of the teacher(s), we will work with the family to find an appropriate placement for the child and then to plan a smooth transition.

ATTENDANCE SCHEDULES

Blank Attendance Schedules are placed in each child's mailbox or folder before the 15th of each month for the upcoming month or you may submit your child's schedule electronically. To sign up to receive electronic invoices and schedules sign up in the office. Parents need to fill out the schedule, indicating the days a child will attend the Center. The schedules must be returned to the Glenview Office by the date printed at the top of the schedule. **A \$10 late fee will be assessed for late schedules.** Classroom attendance rosters are made from these schedules. This ensures that teachers and the Glenview Office know where your child should be on a given day, allowing for accurate food preparation and for proper staffing.

If a child will not attend on a regularly scheduled day (e.g. illness, vacation, etc.) parents must call and inform the Glenview Office at 440-617-7330 as soon as possible. If parents choose not to use an already scheduled day, but substitute another day instead, no refund or credit for the change will be given. The daily rate will be charged for the additional day and you must call the Glenview Office before sending your child on an additional day. Permission must be granted by the Glenview Office for each additional day. Our classrooms are staffed according to the number of children expected for the day. Therefore, we need to be certain that enough staff is available to meet the state licensing requirements.

TUITION PAYMENTS

Tuition for Infants, Toddlers, Preschool and Pre-kindergarten children is calculated on the number of possible days the child will be enrolled at the Center throughout the year with holidays, vacation credit days and sick days already subtracted. The yearly tuition is then divided into twelve monthly payments.

Tuition for elementary School-Age children is calculated on the number of days students attend Bay Village schools. The tuition is then divided into nine monthly payments. Elementary children do not receive sick day credits. On days the schools are closed like teacher work days, summer or holidays, a daily rate is charged to those families that attend. The current daily rate is listed on the Tuition Schedule. (Copies are available in the Glenview Office).

Payment of Tuition:

Monthly tuition payments are due in the Glenview Office by the first of each month. Tuition received after the 5th of the month is considered late and is assessed a 5% late fee on the total amount due. Payments can be placed in the lock box in the Glenview Office at any time. Checks should be made out to "Glenview Center". Returned checks for insufficient funds are assessed a \$15 fee. Failure to pay tuition by the end of the month can result in termination of child care services. If families wish to pay on a payment plan or have cash flow difficulties, please talk to the Director to avoid the late fee.

State of Ohio Child Care Assistance:

Glenview accepts Child Care Vouchers. Parents/guardians are responsible for having the payments and next month's voucher in by the 5th of the month. A contract must be signed with Glenview and parents/guardians are required to follow all stipulations set forth therein. All Placement letters must be up-to-date and current at all times and any changes in schedule must be confirmed by the County.

Family Discount for children who are enrolled fulltime:

Discounts will apply to the lowest tuition amounts. Families with two children enrolled fulltime will receive a discount of 10% off the lowest tuition. A family with three children will receive 10% off the lowest tuition, 5% off the next lowest tuition and the highest tuition does not receive a discount.

Tuition Rates:

The Bay Village Board of Education reserves the right to adjust tuition policy and fees with one month's notice to parents. Glenview employees may inquire with the Director to determine eligibility for an employee rate and to learn the current rate as adopted by the Board of Education.

WITHDRAWAL FROM THE CENTER

Written notification of withdrawal from the Center must be received at least two weeks in advance of the withdrawal date. No refund in tuition shall be made before that date. If a child is withdrawn without advance notice, two weeks tuition will be assessed.

Withdrawal for the summer:

A parent who withdraws their child for the summer may reserve a space in the fall by making a non-refundable holding fee. The holding fee will be set by the Board of Education with the summer fees and will be announced in the spring.

CHILDREN'S HEALTH

All staff and children practice proper hand washing techniques before eating, toileting and handling bodily fluids. Proper procedure is reviewed at the beginning of the fall and summer programs. We encourage everyone to wash hands before entering the classroom. Disinfecting toys and furniture is ongoing daily. Mouthed toys are cleaned with soap and water, bleached and air dried. Tables and surfaces where food is served are disinfected before use. Classrooms, bathrooms, hallways and gym are disinfected and cleaned daily.

Medical Forms for School-Age Children not yet in Elementary School:

Medical Forms must be completed for children before their entrance into the program. A Medical Form signed by the child's physician must be completed once every year for infants, toddlers and preschoolers. School-Age children are not required to have a Medical Form because the schools have their information on file.

Communicable Disease:

All teachers at Glenview are required to be trained in First Aid and Communicable Disease and these courses are reviewed regularly. All children will be observed daily and if any signs of communicable disease are seen the following procedures will take place:

When a child is suspected of having a communicable disease, they will be isolated in the Glenview Office where they will be provided a cot and blanket. The child will be within sight and sound of an adult and will not be left alone or unsupervised. A parent/guardian will be called and parents or parent designate are required to pick the child up within one hour of the phone call.

Isolation and Discharge to a parent or guardian is **required** for a child with any of the following signs or symptoms:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period.)
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck

- Evidence of lice, scabies or other parasitic infestation

Children will be isolated and the decision to discharge shall be determined by the Director and the parent/guardian:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting (once).

Notification:

If a child is diagnosed with a Communicable Disease, a note describing the disease, when the children were exposed, symptoms and treatment will be posted in the proper classrooms. If your child comes down with a Communicable Disease at home, please notify Glenview so we can notify other parents to watch for symptoms.

Re-admittance of sick children:

Children may return to the Center:

- **24 hours** after being free of all symptoms and/or in accordance with the guidelines set out by the Ohio Department of Health Communicable Disease Chart.
- With a physician's note identifying the condition and stating that the condition is not contagious or is no longer contagious due to medication.

Mildly Ill Children:

Children who are only exhibiting minor cold symptoms, but are not feeling well enough to participate in classroom activities, will be observed within the group and monitored for worsening conditions.

All children are expected to play outside daily. Please dress your child appropriately for the weather. If your child is not well enough to participate in the entire program, it is best for the child to remain at home until completely recovered. Please remember that children who return to school not completely recovered will have low resistance to germs.

Administration of Medicine:

Glenview will administer medication, vitamins and/or modified diets with instructions from a child's pediatrician. An Administration of Medication Form found in the Glenview Office and your child's classroom must be completed with specific instructions and permission from the parent. A prescription label is considered proper instruction. When administering a medication, a written log including dosage, date and time will be made.

GLENVIEW WILL NOT ADMINISTER ANY ORAL MEDICATION WITHOUT WRITTEN, SIGNED AND DATED INSTRUCTION BY A LICENSED PHYSICIAN FOR A SPECIFIC CHILD.

All medications will be kept out of the reach of children, so no medication, vitamins or anything with an active ingredient should be left in your child's backpacks, bags and/or lockers. Please hand all medications, lotions with active ingredients to your child's teacher for safe keeping.

Allergies, Health Conditions:

Any child with special health conditions including allergies or familial or cultural food preferences must complete a child Medical/ Physical Care Plan with the Director. If medical procedures or treatments will need to be used, a parent/guardian is required to train the Director, staff and the child's teacher in the proper procedures to be used. It is important to update any medical information with us to ensure proper care and treatment of your child.

All staff members in the building are notified of all children with allergies and health conditions.

EMERGENCY AND SAFETY POLICIES AT GLENVIEW

In the case of a medical, dental or general emergency and/or accident, Glenview will follow the Bay Village City Schools Crisis Response Actions and/or the Medical, Dental and General Emergency Plan posted by each phone in the building.

Safety procedures are reviewed annually and are stressed at staff meetings and with the children. All staff is alert to potential unsafe conditions, equipment or events. All teachers are required to have up-to-date First Aid, Communicable Disease and Child Abuse and CPR training. When a child has an incident that requires first aid the Center will complete an incident report. A log will be kept in the Glenview Office of these incident reports.

Each classroom is equipped with a first aid bag which is carried with the teacher. These first aid bags also contain a copy of each child's Emergency Authorization Form. The Center also has a first aid kit in the Glenview Office. A defibrillator with CPR masks can be found in the main hallway outside of the Glenview Office.

In case of a serious incident, injury or illness:

Glenview will administer first aid and call the Bay Village Emergency Squad. Parents/guardians will be called immediately and told to meet us at the hospital. The Director or teacher will accompany your child to the nearest hospital or to the hospital you have designated on the Medical Form. The Emergency Authorization Form will be used by Glenview, the Emergency Squad and the Hospital to obtain an immediate medical history and contact information. Therefore, it is vital that parents keep this information up to date during the year. Please notify the Glenview Office if you have any changes in contact information or your child's medical history.

In case of a minor accident:

The parent will be called and informed so they can make the decision whether or not to seek medical attention.

In case of a dental emergency:

Staff will follow procedures set out by the Dental First Aid Chart which is posted by each phone in the building.

In case of evacuation of the building:

If the building needs to be evacuated, Glenview will evacuate to their primary location of Bethesda Lutheran Church, across the Street from Glenview at 28607 Wolf Road. The secondary location will be Bay High School at 29230 Wolf Road, Bay Village. While teachers will have their first aid bags with emergency numbers included, the teachers' and staff's first concern will be the care and safety of the children, so we may not be able to call each family directly. The Bay Village School Board Office will be notified and alerts will be put out through the media. Signs will be posted on the doors to guide parents to our location. Once at the location, guidelines for rapid release will be followed.

Rapid release guidelines:

In the case of a lock down or emergency situation:

- All entrances will be locked.
- Children will be released from the Beach St. entrance only.
- Support staff will allow 10 parents at a time into the front hallway, where Emergency Authorization Forms would be checked.
- Customary sign-in/out sheets will be used.
- If a parent does not arrive, the contact on the Emergency Authorization Form will be contacted.

Shelter in Place:

- Will be the classroom unless we find it necessary to be in one location.
- In the event we need one location, it would be our gym.
- Teachers will supervise classes.
- The Director will supervise the entire process.
- The Administrative Staff will sign out students if the situation warrants it.
- The Custodian will make sure areas are secure.

Rapid Release at an Evacuation Location:

- Teachers will supervise classes.
- Director will coordinate with Administrative Staff the sign out process and identifying all parents and emergency contacts.

Emergency Fire, Tornado Evacuation and Lock Down Procedures:

In accordance with state licensing standards and Bay Village Fire Department, fire drills are conducted monthly and tornado drills are practiced four times a year. Once a year, a lock down drill is practiced. A log of all drills is kept on the Glenview Office bulletin board. Evacuation routes are posted by the doorway in each room in the building.

To make the Center a comfortable and secure place for a child, safety rules and emergency procedures are reviewed with the children at their appropriate developmental level.

Child Abuse Reporting:

All staff at Glenview is mandated by law to report to the Child Protection Services any signs of suspected child abuse which can be in the form of physical abuse, emotional abuse, sexual abuse, neglect and/or maltreatment.

Parking:

Parking is permitted only in the main parking lot south of the building. The NO PARKING areas are in effect at all times, including drop-off and pick-up periods. For the safety of our children, please do not leave your car running and unattended in the parking lot.

On school days, there is no parking permitted on the east side of the building along Beach Lane to ensure safe student pick up and drop off by school buses.