



**grove city
christian
early school**

Nurturing children through their first steps in life, learning and faith.

Welcome to the Grove City Christian Early School (GCCES). The childcare center exists as a Ministry of Grove City Church of the Nazarene to assist parents in fulfilling their God-given responsibilities in training their children. The services provided are designed to assist parents in meeting the demands placed on them in a contemporary life and reinforce Christian principles essential in making the home complete.

Grove City Christian Early School is viewed as a supplement to the child's family by providing a warm, secure Christian environment outside the home. The purpose of the program is to guide and nurture each child in his/her spiritual, physical, mental, emotional, and social experiences, to provide age appropriate educational and social experiences and age-appropriate educational goals for continual growth and development. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

This handbook contains information regarding the childcare program and school-age wrap around. It is very important that you read this handbook and keep it available if your child is enrolled in our program. It will answer many of the questions you have about Grove City Christian Early School. At the end of the handbook, you will find an attachment about licensing. Please take the time to read this information.

We look forward to serving you and your family.

If you would like to discuss our policies and procedures in further detail, please call (614) 875-1917 and I will arrange an appointment with you.

Holding His hand and theirs for over 30 years...

Tina F. Skaggs
Director

Glossary

Page 3	Admission Policies and Procedures
Page 3	Hours and Days of Operation
Page 4	Staff/Child Ratios and Maximum Group Size
Page 4	Curriculum and Daily Schedules
Page 7	Tuition/Fees and Payment Policies
Page 9	Supervision Policy
Page 10	Transportation of Children
Page 11	Swimming and Summer Program Information
Page 12	Guidance/Suspension/Expulsion Policy
Page 12	Meals and Snacks
Page 13	Accidents/Emergencies
Page 14	Management of Illnesses
Page 15	Medication and Medical Food Policies
Page 16	Outdoor Play
Page 17	Parent Participation
Page 17	Photography
Page 17	Toys and Clothing
Page 18	Center Parent License Information
Page 19	Grove City Christian Childcare Center/staff contact information

Admission Policies and Procedures

To begin the enrollment process at Grove City Christian Early School, an interested parent/guardian meets with the Director or Administrator to discuss the philosophy, policies, and procedures of the center. A tour of the facility is given and the specific program schedule in which their child will be placed is discussed. The Director acquaints the parent/guardian with the required state forms, which must be completed to be officially enrolled.

The enrollment packet includes:

- Confidential Child Enrollment and Health Information for childcare (JFS 01234)
- Authorized pick up list.
- Routine transportation permission forms (if applicable)
- Student photograph consent form
- The Parent Handbook web link
- Child's Medical statement Form (JFS 01305)

The center cares for children whose parent/guardian declines immunizations and declines emergency transportation authorization.

When the enrollment forms are returned and any required deposit is paid, a date is scheduled for the child to begin.

Any change in the information submitted at enrollment must be communicated to the office immediately so that current information is always on file. This is for the safety of the child.

Hours and Days of Operation

Grove City Christian Early School is open the following hours Monday-Friday:

Full Day Program	6:30AM-6:00 PM	
Before School Program	6:30AM-8:30AM	*Bus pickup and drop off times vary
After School Program	3:00 PM-6:00PM	per school
Part-Time Pre-School	8:30AM-3:00PM	

For school-age children, the program will accommodate school days off, including snow days, conference days, vacation days and holiday breaks. Only children enrolled in the program will be accepted on days when school is not in session. The center is not able to accept drop-in children. If a holiday falls on a weekend, management will determine the appropriate observed holiday and notify parents. The following are our observed holidays:

Memorial Day	July 4 th	Labor Day
Thanksgiving Day	Friday after Thanksgiving	Week of Christmas
New Year's Eve *close at 3PM	New Year's Day	Good Friday

The center will not close for snow days unless a level 3 weather emergency is declared and persons in the Columbus/Grove City area are ordered not to be on the roads. Local News stations (Channels 4, 6 and 10) will be advised of our delays, cancellations, or early closing. Parents should listen for instructions and plan accordingly. If during the day, we are already in session and Franklin County calls a level 3 emergency, we will close immediately. For our staff to have the same safety considerations, it is VITAL that you come right away to retrieve your child. Do not call. Just come! Our phone lines need to remain open for emergencies.

Staff/Child Ratios and Maximum Group Size

Grove City Christian Early School will not exceed the following state required ratios and group sizes:

Staff/Child		
Group	Ratio	Small Group
Infants 0-18months	1:5 or 2:12	12
Toddlers 18-30 months	1:7	14
2 ½-3-year-olds	1:8	16
3-year-olds	1:12	24
4- to 5-year-old	1:14	28
School agers	1:18	36

Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at nap time if all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio in the event of an emergency.

A minimum of two adults will be present when the center is in operation.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunchtime, outdoor play, or special activities.

Curriculum and Daily Schedules

Our curriculum is designed to meet the needs of each child as an individual. We take an active approach to learning and use an experience-based process to introduce cognitive concepts. We believe learning should be fun. Math and reading readiness, visual and auditory discrimination skills are presented in a variety of learning games and activities. Social/emotional and communicative skills are also emphasized. Nap time is part of our daily routine. Our program conducts developmental assessments. We don't conduct formal assessments or report child level data to ODJFS.

Each member of the teaching staff has been employed as a qualified and competent person to care for each child, according to his/her needs. Each staff member is required to obtain the necessary training in early childhood education and early child development as required by law.

General curriculum activities include:

Music	Large Motor Skills
Arts and Crafts	Heggerty
Language Arts	Outdoor/indoor Play
Bible Stories	Health and Safety

Video Viewing Policy: Because we believe that boys and girls learn best by being active participants in their environment, we limit video entertainment. If videos are shown, they will be deemed appropriate for young children.

The children's daily schedule is flexible enough to provide adaptability, when necessary, but structured enough to provide predictability for the children. We want them to view the Childcare Center as a safe and comforting place, where they know what to expect and when to expect it. A daily program/lesson plan for each age group is posted in the classroom.

The following are outlines of a typical day in each of our age groups. * Times and activities may vary slightly for each individual classroom.

6 weeks to 18 months

6:30 AM Center opens, children arrive.
Breakfast and free play
Holding, rocking, cuddling, and comforting each child as she/he desires.
Variety of appropriate activities, games, tummy time, and play facilitated.
Diapering*, bottles*
Snack for infants eating table food.
Sleeping/Napping/Resting – Individual crib provided for each child*
Bible/Story/Music/Circle time for older infants
Large motor activities, wagon rides, outdoor play, stroller ride
Lunch
Planned activities.

6:00 PM Center closed-all children picked up.

*Diapers are checked and changed every 2 hours or immediately upon noticing a wet/soiled diaper and parent preferences are available.

*Bottle feeding, infants are fed on demand or upon parent preference, not to exceed 4 hours between feedings. Baby cereals and food are introduced at consultation with parents and will comply with written feeding instructions from a parent, physician, etc.

*Sleeping/Napping/Resting infants will be placed in their assigned crib for sleeping/napping/resting. A staff member will monitor the crib area anytime an infant is in their assigned crib.

*Space is provided for mothers to breastfeed and/or pump breast milk in the Nursery. Please see teachers in the Nursery for assistance.

18 Months to 35 Months

6:30 AM Center opens, children arrive, table activities.
Children go to their own classroom with their group teacher.
Diapering*, bathroom breaks for older toddlers.
Breakfast
Circle Time/Bible/Prayer
Large muscle indoor or outdoor play
Teacher defined activities- music, stories, art, and unit study.
Lunch in room
Indoor or outdoor playtime
Nap - Snack
Planned activity/ clean up/ prepare for outdoor/indoor play.

6:00PM Center closed-all children picked up.

*Diaper checks every 2 hours. Parent preference is available.

3- to 5-Year-Old

6:30 AM Center opens, children arrive, table activities.
Children go to their own classrooms with their group teacher.
Breakfast and clean up.
Bathroom break
Opening circle time/Unit
Gym or outside play
Music, creative art
Bathroom/wash hands
Center choice/Small Group Activities
Lunch time
Bathroom, Story time
Bible & Prayer
Naptime
Bathroom, clean up, Snack.
Afternoon circle time
Gym or outside playtime/directed activities.
6:00 PM Center closed-all children picked up.

Before and After School Program

6:30 AM Center opens, children arrive, table activities.
Breakfast, prayer, bathroom break, clean up.
Activity for the morning
Devotions
Dismiss for school.

2:40 PM Students arrive.
Attendance, announcements, prayer, snack
Bathroom break
Free play, inside and outside (Centers and active play)
Bathroom break
Quiet time inside for homework and tabletop activities
Group activity, centers

6:00 PM Center closed-all children picked up.

Tuition/Fees and Payment Policies

Grove City Christian Early School exists as a nonprofit organization with tuition and fees established to defray the primary cost of operation.

Tuition rates starting July 1, 2025: The weekly/monthly rate is based on 50 weeks per year from July to July.

Infants (6 weeks-18 months)	\$ 387.00 Weekly	\$1,612.92 Monthly
Toddlers (18 months-35 months)	\$ 353.00 Weekly	\$1,470.00 Monthly
Toilet trained 3-5-year-olds (includes Pre-K)	\$ 324.00 Weekly	\$1,352.00 Monthly

We are available to you from 6:30am-6:00pm, Monday through Friday.

We do not have tuition rates for half days or hourly.

Before and after School	\$ 145.00 Weekly	\$580.00 Monthly
-This includes care on non-school days - Pack a lunch.		
Summer Field Trip Program	\$275.00 Weekly	\$1,100.00 Monthly
Part-Time Pre-K MWF	\$190.00 Weekly	\$760.00 Monthly
Part-Time Pre-K T/TH	\$170.00 Weekly	\$680.00 Monthly
- Class are held September-May		

There is no provision for daily or part-time tuition arrangements.

GCCES requires monthly Auto Payment Withdraw from your checking account or credit card. We utilize Procare as our childcare software program. You will be sent an invitation to join Procare and at that time you will complete your auto payment information. An invoice will be sent to your email on the first of the month and your payment will come out on the fourth of the month.

Delinquent Accounts/payments- Delinquent tuition payments without satisfactory arrangements with the Director will prompt withdrawal from the Center until your account is brought current. A \$30.00 fee will be charged for any returned payments due to insufficient funds.

Discounts-10% discount for families that are members of the Grove City Church of the Nazarene, Sibling discount- 5% Discounts are given for full-time care only.

Holidays: Full tuition is due for any periods including holidays – our staff receives these days as paid holidays.

Inclement Weather: In the event the center does not open due to inclement weather or other emergencies, regular payment is expected.

Late Pick-up Fees: Our center closes **promptly at 6:00 PM**. If you cannot pick up your child prior to 6:00 PM, please contact someone from your pickup list to pick up your child before our closing time. **A late charge of \$20.00** for each 15 minutes or part thereof will be payable with next week's tuition. **Please call-in advance to notify the staff if you will be late. Repeated lateness will prompt the child's disenrollment.** At one hour past normal pick-up time, Franklin County Children's Services and Grove City Police will be notified.

When school-age children are expected at the center and don't arrive due to being absent from school or being picked up early, it causes an alarm. We immediately call the school and/or parents to determine their location. This search takes valuable time from teaching and office staff. **Please report any absences for school-age children to our office at (614) 875-1917.**

Rate Increases: You will be notified not less than one month prior to the effective date of any rate increase. Rates are reviewed annually by the Grove City Christian Early School Education Committee.

Schedule change: Please complete a [change of schedule form](#) if your child is leaving for the summer/fall or no longer needs care.

Withdraws- Parents may withdraw their child at any time. **Please give a minimum of 30 days' notice.**

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff people are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. At no time will a child be left unattended. Staff will always supervise the children. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Arrival/Departure: Parents are required to bring their children into the classroom so that the teacher can check them in. Any special messages, special pick-up notes, etc. are to be given to the teacher. **Children may not be dropped off at the entrance of the building or be sent inside alone.** Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to contact their child's supervising staff member to ensure that staff is aware that the child has been picked up. **Parents are responsible for the supervision of their child coming into the building and leaving the building.** No child is permitted to be passed over the playground fence to pick up or drop off.

Children arriving at the center from Other Programs: At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day and then contact the program that they are to have arrived from. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Custody Agreements: If there are custody agreements involved with your child you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Release of a Child: Staff will release children only to people on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check the IDs of anyone they do not recognize. Please let people know about this ahead of time, so they bring a picture ID, and they are not offended. The children's safety is our priority.

Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

School-age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher.
- The teacher checks on the children regularly until they return.
- The restroom is for the exclusive use of the center.

One group of no more than six schoolchildren, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without an adult childcare staff member, if the teacher can always see or hear the children and check on the children periodically.

School Delays/Cancellation: Our program will operate a full day program for school-agers when school is closed for vacations, delays, or cancellations.

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, the center staff will develop a transition plan. This plan will include the beginning and end date of the transitioning period and include a transition schedule. The plan will be signed by the parents. Parents may also request to have their child transitioned. These requests will be accepted if it is in the best interest of the child and space is available in the next room.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Transportation of Children

The center will not transport children in emergency situations. If a child requires emergency medical transportation, the parent or the emergency squad will be contacted.

Transportation to the center for the Before and After School Program is the responsibility of the parent or guardian. Grove City Christian Early School does not transport children to and from school on a regular basis. Southwestern City Schools determine which schools they will transport to the center. Currently JC Sommer, Monterey, Buckeye Woods and GCCS are transported to and from our location. Check with the center and/or your child's school for changes. Children in other school districts will have to provide their own transportation to and from the center.

Field Trips: We will be taking periodic field trips on the minibus owned by the center or rent a charter bus. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to ensure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian. On the day of a scheduled field trip, children must arrive at the center by departure time or the parents must make other arrangements for the day.

By enrolling your child in the center, you agree to pay any additional costs associated with a field trip or make other childcare arrangements for that day.

The center will be unable to provide care for children not participating in field trips.

For the safety of the children, all children must wear field trip shirts issued by the center on field trips. Please return your child's field trip shirt to the teacher after the field trip. Children must wear seat belts while traveling in a car or van.

Emergency transportation authorization forms and health records for each child will be taken on all field trips.

A first aid kit will accompany all field trips. Center staff members trained in first aid and CPR will be present on all field trips.

Summer School-Age Program Schedule Field Trip Days

On field trip days, we will leave the center between 8:30 AM and 10:30 AM and return between 2:30 PM and 4:00 PM. (Times will vary depending on the trip). Departure and arrival times are posted on the Parents Bulletin Board located outside your child's classroom. Lunchtimes will vary, depending on the field trip, however we will attempt to eat as close to 11:45 as possible. While at the center, we will follow the schedule for Non-Field Trip Days.

Swimming Information

Outdoor swimming activities will be provided only for school-age children during the summer, when offered by the YMCA. A lifeguard will always be present, and childcare staff will also be actively supervising the children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. It is the policy of Grove City Christian Early School to take additional staff on field trips and swimming outings, whenever possible. Please check with your child's teacher for details, swimsuit, towels, sunscreen, and schedule. If you would like your child to apply our sunscreen, please fill out a sunscreen form. See your child's teacher or the office for a sunscreen form. **Apply the first dose of sunscreen at home.** If your child burns easily, please include a lightweight T-shirt that can be worn over a swimsuit. Aerosols are not permitted.

Guidance/Suspension/Expulsion Policy

Grove City Christian Early School staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) will be used. A child may be asked to sit for a short period of time to give him/her a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done at the time of the incident. No child will be unsupervised during a time out. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

The center shall communicate and consult with the parents prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parents. This Guidance policy is consistent with rule 5101:2-12-19 appendix A.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents, child, and teacher to correct the behavior, this would include contacting Southwestern City Schools and or Nationwide Childrens Hospital for evaluation of child and environment (classroom) and other resources as needed. However, the safety of children is always our primary concern. It may be necessary to begin our progressive discipline policy. The administrator and parents will be in communication prior to the child being placed on the progressive discipline policy.

Meals and Snacks

Grove City Christian Early School's all-day programs provide breakfast, lunch, and an afternoon snack which meets one-third of child's recommended daily dietary allowance. Breakfast contains three food groups, lunch contains four food groups, and the afternoon snack will contain at least two food groups. **Please let the office and teacher know ahead of time if your child is not permitted to have any type of food due to allergies or religious reasons.** A substitute will be provided by parents.

The nursery ages 6 weeks to 12 months, the center provides Dr. Brown's Good Start Gentle Pro Formula, baby cereals, and baby foods. If a parent chooses to not use the above items, they are permitted to provide their own formula or breast milk, baby cereals or baby foods.

Before and After School program provides breakfast each morning from 6:35 AM until 7:30 AM and an afternoon snack around 4:00 PM. Breakfast contains three food groups, and the afternoon snack will contain at least two food groups. **Please let the office and teacher know ahead of time if your child is not permitted to have any type of food due to allergies or religious reasons.** A substitute will be provided by parents. A copy of our menu to take home is in the office.

When kindergarten and school-age children attend the center for the Full Day program, parents are required to provide a lunch for their child. (If the packed lunch has less than two food groups the center will supplement with an additional food group.) This meal must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. **Please no peanut butter/nuts.** We are a nut free center. All food items must be stored in a lunch box/bag clearly marked with your child's name. Should your child require vitamins or a special diet/medical food, you must have a written prescription or Medical Physical Care Plan signed by a licensed physician. You will be asked to substitute with acceptable food items.

Accidents/Emergencies

Grove City Christian Early School has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in the classroom, describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills and safety drills. Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water to the center our emergency destination will be another part of the building if the entire building is not affected, otherwise we will evacuate to Homestead Village located at 4990 Hoover Rd., Grove City, Ohio. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/CPR, Child Abuse & Communicable Diseases. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be provided the day of the incident.

Management of Illnesses

The center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. **We ask that you not bring a sick child to the center.** They will be sent home! Please also plan and have a back up care plan in place if you are not able to take time off from work/school. A Communicable Disease chart is posted in the office (JFS 08087).

A child is sick when demonstrating any of the following symptoms:

- Temperature one hundred- and one-degrees Fahrenheit (**one hundred degrees Fahrenheit if taken axillary**) when in combination with any other signs or symptoms 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 and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign or symptom of illness.
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness will be isolated and discharged to his/her parent or guardian or person designated by the parent or guardian. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot or crib and any linen used will be washed and disinfected before being used again. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Parents will be notified by a sign on the door if children have been exposed to a communicable illness.

Children will be readmitted to the center after at least 24 hours of being free of fever (without medication) and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medication/Medical Food Policy

The administration of medication is best done in the home.

Medication administration in childcare poses an extra burden for staff and creates added safety risks. Therefore, Grove City Christian Early School will administer prescription medication to physically stable children with written approval of the physician, director, and parent(s)/legal guardians. We follow all guidelines for administration of medications and care procedures to children with disabilities to remain in compliance with the American with Disabilities Act.

Medication administration at Grove City Christian Early School will be performed by staff that has completed Medication Administration training and will be limited to the following:

- A request for Administration of Medication for Child Care Form JFS01217 must be completed by the parent/guardian or a licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant.
- It is a medication/medical food prescribed by a physician. The medication prescription is in the original labeled container and contains the child's full name, current dispensing date within the previous twelve months, exact dosage, and directions for use.
- Specific time to be administered will be determined by the parent/legal guardian and by childcare staff.
- The first dosage of the medication/medical food has been given at home to watch for adverse reactions to the medication.

Nonprescription medication: Form (JFS 01217) must be completed by parent/guardian or a licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant. The medication or product is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child and follows the above medication policy. The original container needs to have the child's name written on it. Please stop at the office for this form.

Topical Products: We have a specific form for topical products like diaper ointment and hand lotion, once filled out and with office approval the form and ointment/lotion will remain in the classroom for application.

Medication needs to be handed to the office staff. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. School-age children are NOT permitted to carry their own medication and ointments.

Prescribed medication/medical food can be administered to children with specific health conditions under the following conditions:

- The child's condition is/and remains stable.
- A Child Medical/Physical Care Plan for Childcare, form JFS 01236, completed and on file prior to attendance or upon confirmation of a health condition.

- If medication is required, Part II of JFS 01236 is to be completed by parent/guardian or licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant.
- Staff training and properly maintained equipment have been provided by the parents.
- The Child Medical/physical care plan is updated as needed for changes and at least annually by the parent.

Parents/legal guardians may administer medications to their own stable child during the childcare day.

If the center suspects that a child has a health condition, the center may require a physician's statement within a designated time frame.

"As needed" or PRN doses of medication will not, for any reason, be administered by staff/teachers at any time. This excludes the administration of an Epi-Pen for anaphylaxis.

*** GCCES will not administer injections or maintain infusion devices. This excludes the administration of an Epi-pen.**

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperature is very warm or very cold. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit. Please fill out a sunscreen form if you would like us to apply sunscreen before afternoon outdoor play. Apply the first dose of sunscreen before dropping off your child. Your child's teacher will have this form or pick one up in the office. Please put your student's full name on the sunscreen container. Aerosols are not permitted. Stop at the office with questions about sunscreen.

If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes boots, hat and gloves, as well as long pants and a warm jacket. Sturdy sandals/shoes, not flip flops, are preferred for the safety of little toes on the playground.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Please feel free to contact the lead teacher to make special arrangements for Birthdays. For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.

Parent volunteers are appreciated, and we gratefully anticipate your talent. We encourage parents to volunteer on party days and field trips.

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Coordinator
3. Director
4. Education Committee

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. We fully realize that you trust us with your little ones, and we want our relationship to be a good one.

Photography

Grove City Christian Early School staff members will take pictures of students and classroom events, field trips, etc. throughout the year. The photos will be used for classroom albums, graduation slide shows, monthly newsletters, church community service project promotions, individual parent emails/texts, and private classroom Facebook pages. The photos will not be used in social media unless a written consent form is signed. This consent form is included in the enrollment packet.

Toys and Clothing

We cannot be responsible for toys and personal items brought to the center. When a child brings his/her own toys, it can create a conflict and result in loss, breakage, and hurt feelings. Violent games and guns/weapons are not appropriate. Some music or video games may also be deemed inappropriate. Please make sure that everything that belongs to your child is marked with his/her name. A lost and found is kept in the office.

CENTER PARENT LICENSE INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable 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 rules governing childcare are available for review at the center and online.

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. 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 center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. We follow all guidelines for administration of medications and care procedures to children with disabilities in compliance with the American with Disabilities Act.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614)644-2703 (voice)

1-866-277-6353 (toll free)

(614)752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

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

GROVE CITY CHRISTIAN EARLY SCHOOL
CONTACT INFORMATION

Director

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Preschool Coordinator

Christie Barton cbarton@grovecitychristian.org

Nursery-Toddler Coordinator

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Grove City Christian Early School

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