



Parent Handbook

New Albany
7171 Central College Rd
New Albany, OH 43054
614-656-7114

Gahanna
5144 Morse Rd
Columbus, OH 43230
614-245-8403

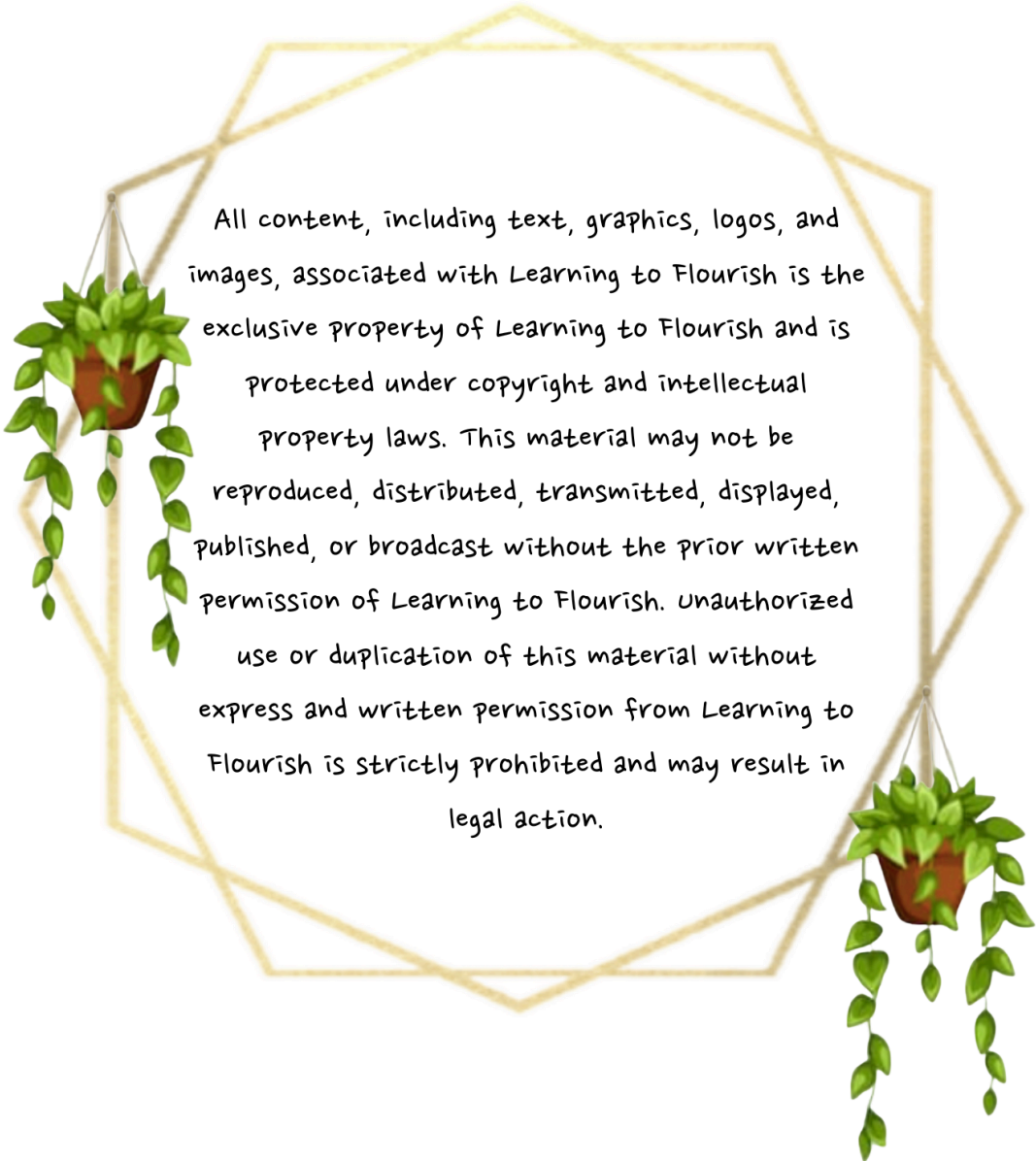
Krystal Mitchell
Owner & Director
mitchellk@learning2flourish.com

 @learningtoflourishschool

 @learningtoflourish_preschool

Exceptional education. Optimal wellbeing. Sustainable happiness.

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Mission Statement

At Learning to Flourish, we aim to empower students to thrive and cultivate a deep understanding of optimal well-being, fostering lives filled with happiness and purpose.

Program Philosophy

Learning to Flourish has several distinct components that set us apart from center-based daycares. At Learning to Flourish, we place a high premium on teaching our students and faculty the art of flourishing through Positive Education principles. Think of Positive Education is the intersection between Positive Psychology and best educational practices.

At Learning to Flourish, our school's mission is to teach practices that have a long-term impact on wellness. Our students learn to savor positive emotions, practice gratitude, social connectivity, resiliency, yoga, mindfulness, and an appreciation for nature.

Once you enter our building, you'll quickly discover that our school environment feels like home. We've intentionally designed warm and inviting spaces where children thrive.

Our curriculum has been developed with research-based practices in mind. We value hands-on learning, multi-age grouping, independence development, positive self-esteem, creativity as a way of communication, and unbeatable low teacher-student ratios. Our daily schedule design provides a balance of self-directed play and guided discovery. We plan lessons with a simple and purposeful design that guarantees results in social-emotional and academic areas. At Learning to Flourish, we treat each child with love and respect.

Days and Hours of Operation

Learning to Flourish is open Monday through Friday from 7:00 a.m. to 5:00 p.m. Please refer to the school calendar for scheduled closings.

We understand that occasionally, unforeseen circumstances will result in a late pick-up. We have a late fee payment scale listed below to discourage chronic tardiness. We reserve the right to apply a late fee to your child's account after three late pick-ups in a single calendar year. Please give us a call if you anticipate being late.

Late Fee Payment Scale

	5:05-5:09	5:10-5:14	5:15-5:30
Amount due	\$20	\$40	\$60

The school has an open-door policy. Parents are welcome to call or visit the school to check on their child anytime during the day.

Management and Licensing

Learning to Flourish is owned and operated by Krystal Mitchell. Krystal lives in New Albany



with her husband, Charles, and their three boys. She has a Master's degree in education and is a licensed teacher. Krystal taught Pre-Kindergarten, Kindergarten and, most recently, was a Reading Specialist at Columbus Academy. In this role, Krystal coached teachers, supported the implementation of the literacy curriculum, and facilitated professional development. Parents may also feel free to contact the owner, Krystal Mitchell, via email at krystal@learning2flourish.com at any time.

5101:2-12-07 Center Parent 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 center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

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

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, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

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

ADA Requirements

Learning to Flourish is committed to complying with the Americans with Disabilities Act (ADA) requirements and does not discriminate against individuals with disabilities. Additionally, the organization is willing to make reasonable modifications to policies and practices to accommodate the needs of children with disabilities, as long as it does not fundamentally alter their program or services.

ADA policy for administering care procedures to children with disabilities in childcare:

- **Non-Discrimination:** Learning to Flourish prohibits discrimination against any child with a disability. We ensure equal treatment and access to all our services and activities, regardless of a child's disability.
- **Reasonable Accommodations:** Learning to Flourish provides reasonable accommodations to children with disabilities to ensure equal access to our services and activities. This includes changing our physical environment, modifying policies and procedures, and providing necessary aids and services.
- **Individualized Care Plans:** We work with parents or guardians of children with disabilities to develop individualized care plans. These plans outline the child's unique needs, accommodations, and strategies to ensure they receive appropriate care.
- **Staff Training:** Our staff receives regular training on how to work with children with disabilities. This includes training on disability awareness, communication strategies, and techniques for adapting activities and environments to meet individual needs.
- **Communication:** We communicate regularly with parents or guardians of children with disabilities to ensure we meet their child's needs. We also communicate openly with healthcare providers or therapists involved in the child's care.

Lastly, it's worth noting that, in rare cases where a child poses a direct threat and substantial risk of serious harm to others, Learning to Flourish may be forced to expel the child. While this is an unfortunate situation, the organization is responsible for prioritizing the mental and physical health and safety of all its members.

The following is the school's policy for administering medication to children with disabilities in a childcare setting:

1. The childcare facility will comply with all applicable federal, state, and local laws and regulations for administering medication to children with disabilities.
2. The childcare facility will maintain written policies and procedures for administering medication to children with disabilities. These policies and procedures will be available to parents or guardians upon request.



3. All medication administered to children with disabilities will be prescribed by a licensed healthcare provider and provided in the original container, labeled with the child's name, dosage, and administration instructions.
4. The childcare facility will obtain written permission from the child's parent or guardian before administering any medication to the child.
5. If a child with a disability requires medication during childcare hours, the medication will be administered by a designated staff member who has completed training on administering medication to children with disabilities.
6. The designated staff member will follow the child's individualized healthcare plan, which will include instructions for administering medication, monitoring for side effects, and responding to emergency situations.
7. The childcare facility will maintain accurate records of all medication administered to children with disabilities, including the date, time, medication name, dosage, and adverse reactions or side effects.
8. The childcare facility will ensure that all medication is stored safely and securely, according to the manufacturer's instructions and applicable regulations.
9. If a child with a disability experiences a serious adverse reaction or side effect from medication, the childcare facility will immediately contact the child's parent or guardian and provide appropriate medical attention.
10. The childcare facility will review and update its medication administration policies and procedures annually or as needed and will ensure that all staff members are trained on any updates or changes to the policies and procedures.

Parent Engagement

We value collaborative relationships. Any parent of a child enrolled shall be permitted unlimited access to the center during all hours of operation to contact their children, evaluate the care provided, or evaluate the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

We strive to create a family atmosphere and encourage parents to contact us with any concerns or questions about their children. Parents can message us at any time through Procure. Learning to Flourish has two scheduled conference sessions, one in the fall and one in the spring. Parents may contact Krystal Mitchell to schedule additional conferences or express concerns at any point in the year.

At Learning to Flourish, there are several opportunities for parents to become involved in their child's education and school community. One option is the Mystery Reader program for the Pre-Kindergarten program, where parents can sign up to surprise their child's class by reading a book aloud. Another way parents can participate is by volunteering to work in the school garden, helping to cultivate and maintain the plants and outdoor learning



space. Finally, parents can offer to speak to classes about their careers or interests, sharing their expertise with students and helping to broaden their horizons.

Enrollment

Enrollment is available all year. We do not conduct formal assessments to enroll children or report child-level data to ODJFS. Parents are encouraged to participate in a virtual or in-person tour to learn about the school's guiding principles and educational philosophy before enrolling. We want to ensure our families understand and agree with our educational practices to promote successful outcomes for all parties. An application must be submitted, and a non-refundable deposit of \$200 must be made to enroll. Every family must attend an orientation before their child's first school day. During orientation, parents will share important information about their child and learn about the school's safety protocol and general practices.

Before the start of school, we must receive all signed forms listed at the end of this document. Note that the Medical Statement JFS 01305 form must be on file within 30 days of the child's first day of enrollment and must be updated every thirteen months after that. The Child Enrollment and Health Information JFS 01234 form must be updated annually. Please note Learning to Flourish will provide care for children who are not immunized for personal or religious reasons. ODJFS requires a written statement from the parent or guardian to support the above reasoning.

A supply fee of \$125 is due on the first day of school and then annually after that.

Parents may choose to add their child to our waitlist. The waitlist is a way to express strong interest but does not guarantee enrollment. We are committed to prioritizing parents on the waitlist when spots become available. Parents will be contacted to be offered a spot before it is given to another child as long as they are old enough to begin the program for which they are on the waitlist.

Tuition

We offer a full-day, year-round program. We strive to provide competitive prices that reflect our high standards and commitments:

- low teacher-student ratios
- hiring and retaining high-quality teachers
- hands-on project-based learning
- serving wholesome foods

Gahanna Rates

	Tot Program (2-year-olds)	Preschool (3 & 4-year-olds)	Prekindergarten (4 & 5-year-olds)
Full-time	\$330	\$300	\$305
Part-time (MWF)	\$240	\$225	\$215
Part-time (TR)	\$170	\$160	\$155



New Albany Rates

	Tot Program (2-year-olds)	Preschool (3 & 4-year-olds)	Prekindergarten (4 & 5-year-olds)
Full-time	\$340	\$310	\$305
Part-time (MWF)	\$260	\$245	\$235
Part-time (TR)	\$190	\$180	\$175

Tuition plans have a fixed rate of one fee per weekly billing period. Tuition is due regardless of attendance, school closure due to inclement weather, holidays, breaks, or unforeseen circumstances beyond Learning to Flourish's reasonable control, including but without limited to strikes, work stoppages, natural disasters, epidemics, pandemics, and civil or military disturbances.

We provide a 5% discount for families with multiple children. Tuition is due every Monday before the rendering of services. A late fee of \$30 will be applied to any account not paid in full by the end of business on Wednesday. Due to insufficient funds, a \$30 fee will be applied for declined transactions. Unpaid tuition for two weeks or more will result in a cancellation of enrollment notice. In addition, recurring late payments will result in a cancellation of enrollment.

Enrichment Programs

Learning to Flourish has partnered with local programs that have educational philosophies aligned with our school's guiding principles. One day each week, the children can participate in an enrichment program led by experienced professionals trained in promoting physical wellness using various techniques such as dance, creative movement, and sports skills development. There is a fee of \$9.00 per class, which is invoiced weekly. Learning to Flourish will notify parents of the enrichment program details, including the sponsor company's information, program leaders' names, start and end times, and dates for special performances. In addition, enrichment program leaders have obtained appropriate background checks in accordance with ODJFS requirements.

Learning to Flourish will notify parents of the enrichment program details, including the sponsor company's information, program leaders' names, start and end times, and dates for special performances. In addition, enrichment program leaders have obtained appropriate background checks per ODJFS requirements.

School Calendar

School Calendar	
2024	
2-Jan	School Resumes



15-Jan	Observance of Dr. Martin Luther King, Jr. Day
19-Feb	Observance of President's Day
19-Mar	Election Day (No School New Albany Location only)
28/29-Mar	Spring Recess
8-Apr	Full Solar Eclipse (No School)
7-May	In-Service Professional Development / Election Day (No School New Albany Location only)
14-May	Evening Conferences
27-May	Observance of Memorial Day
19-Jun	Observance of Juneteenth
4-Jul	Observance of Independence Day
19-Aug	First Day of 24/25 School Year
2-Sept	Observance of Labor Day
5-Nov	In-Service Professional Development / Election Day (No School)
12-Nov	Evening Conferences
28/29-Nov	Thanksgiving Break
23-Dec	Winter Break Begins (No School)
2025	
2-Jan	School Resumes
20-Jan	Observance of Dr. Martin Luther King, Jr. Day
17-Feb	Observance of President's Day
18-Mar	Tentative: Election Day (No School New Albany Location only)
27/28-Mar	Spring Recess
6-May	Tentative: In-Service Professional Development / Election Day (No School New Albany Location only)
13-May	Evening Conferences
26-May	Observance of Memorial Day
19-Jun	Observance of Juneteenth



4-Jul	Observance of Independence Day
18-Aug	First Day of 24/25 School Year
1-Sept	Observance of Labor Day
4-Nov	In-Service Professional Development / Election Day (No School)
11-Nov	Evening Conferences
27/28-Nov	Thanksgiving Break
22-Dec	Winter Break Begins (No School)

Weather Closings

Learning to Flourish follows a snow closure policy to ensure the safety of our children, their families, and our staff. In the event of inclement weather, we will follow the guidelines set by our local government's snow emergency levels.

During a level 1 snow emergency, we will be open, but operating on a two-hour delay to allow for safe travel. During a level 2 or level 3 snow emergency, we will be closed.

We will notify parents of closures via our Procure system. We understand that snow closures can be inconvenient, but the safety of our children and staff is our top priority. Thank you for your understanding and cooperation.

In our commitment to ensuring the safety and security of our students, the Learning to Flourish New Albany location will be closed to all classes during primary, special, and general election days. This decision is made in light of our facility's role as a voting precinct within the Franklin Church community. We believe in supporting our civic duties and responsibilities while prioritizing the well-being of our students. Recognizing that the dates for special elections may vary, we pledge to provide timely communication to all parents regarding any upcoming closures as soon as such dates are made available to us. This measure is part of our ongoing efforts to maintain a safe and conducive learning environment for our students, even as we encourage community engagement and participation in our democratic processes.

The Learning Process

We see children as capable of engaging in thoughtful discussions and we encourage them to share their learning with others. We believe children can lead their educational journey with scaffolding and appropriate guidance. The flow of the school day allows for a balance of self-directed play and teacher-guided activities. In the morning, children can choose between painting, Play-Doh, exploration with magna tiles, practicing cutting skills, etc. We consciously rotate materials so the children are exposed to various engaging activities.

Our educational philosophy allows children to independently practice academic skills using multiple approaches to develop a deep understanding of fundamental skills. The



teachers place engaging materials out for children to explore and create independently. Our teachers are skilled in providing carefully planned lessons that meet the children's needs. The learning goals identified within each lesson reinforce early literacy and cooperative math concepts. In addition, Studio thematic units support project-based learning and are developed around the children's interests.

Another important attribute of our program is our focus on Outdoor Education. This program is paramount to our core values because it encourages kids to explore, take risks, develop resiliency, and build endurance.

Daily Schedule & Programs

Please refer to the [Program Guide](#) for detailed information about each program Learning to Flourish offers.

Tot Schedule

7:00-8:30	Self-directed play
8:30-9:00	Bathroom & breakfast
9:00-9:20	Community meeting
9:20-9:59	Early literacy
9:50-10:20	Cooperative Math
10:20-10:30	Bathroom & self-directed play
10:30-11:00	Outdoor exploration and play
11:00-11:15	Yoga
11:30-12:00	Bathroom & lunch
12:00-12:15	Read aloud and independent reading
12:15-3:00	Rest
3:00-3:30	Bathroom & snack
3:30-4:00	Outdoor exploration and play
4:00-4:30	Studio
4:30-5:00	Self-directed play

Preschool Schedule

7:00-8:30	Self-directed play
8:30-9:00	Bathroom & breakfast
9:00-9:30	Community meeting
9:30-10:00	Outdoor exploration and play
10:30-11:00	Early literacy
11:00-11:30	Cooperative math
11:00-11:30	Yoga
11:30-12:00	Bathroom & lunch
12:00-3:00	Rest
3:00-3:30	Bathroom & snack
3:30-4:00	Studio project
4:00-4:30	Self-directed play
4:30-5:00	Outdoor exploration and play

Pre-Kindergarten Schedule

7:00-8:30	Self-directed play
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8:30-8:30	Breakfast and bathroom
8:30-9:00	Community meeting
9:30-9:45	Handwriting
9:45-10:15	Early literacy
10:15-10:30	Movement break
10:30-11:00	Cooperative math
11:00-11:15	Bathroom
11:15-11:45	Outdoor exploration and play
11:45-12:15	Bathroom & Lunch
12:15-12:30	Read aloud or independent reading
12:30-1:00	Yoga
1:00-3:00	Rest time
3:00-3:30	Snack and bathroom
3:30-4:00	Studio
4:00-4:30	Self-directed play
4:30-5:00	Outdoor exploration and play

Program Transitions

Learning to Flourish values multi-age groupings. Each program is designed to accommodate children within an age range of 1 to 1.5 years. Teachers and parents will make a collective decision based on evaluating the whole child to determine when to transition a child into the next program. Parents will receive written notification of program transitions at least one week before the move.

Class Sizes

We believe children thrive due to responsive and warm interactions with teachers. We pledge to maintain teacher-to-student ratios well below state licensing requirements.



State of
Ohio Ratio

Appendix A to Rule 5101:2-12-18

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Learning to Flourish <u>New Albany</u>	Tot Program (2-year-olds)	Preschool (3 & 4-year-olds)	Prekindergarten (4 & 5-year-olds)
Child Care Staff/Child Ratio	1:6	1:10	1:12
Maximum Group Size	6	10	12

Learning to Flourish <u>Gahanna</u>	Tot Program (2-year-olds)	Preschool (3 & 4-year-olds)	Prekindergarten (4 & 5-year-olds)
Child Care Staff/Child Ratio	1:6	1:8	1:9
Maximum Group Size	6	8	9



Meals and Snacks

We serve a morning snack at 8:30 a.m. Our wholesome lunches include organic meat, dairy, and eggs. We use whole grains products and strive to provide fresh fruits and vegetables

daily. We serve lunch with organic vitamin D cow's milk or oat milk. In compliance with the Ohio Department of Job and Family Services (ODJFS) regulations, parents must complete a form to request oat milk. We do not serve formula or breast milk. Drinking water is freely available to the children throughout the day. After a nap, the children will have a healthy snack. Meals meet one-third of the child's recommended daily dietary allowance as specified by the United States Department of Agriculture. The contents of meals and snacks are selected from the four basic food groups, including meat or meat alternatives, bread and grains, fruits and vegetables, and fluid milk. We will work with parents to adjust the menu due to allergies, food sensitivities, and preferences. We require a physician's written instructions for administering medical food when an entire food group is eliminated from a child's diet. Refer to the Program Guide for more detailed information regarding our menu. Students can pack a lunch for religious, cultural, or medical reasons. The children must independently self-feed for all meals with developmentally appropriate eating utensils.

Clothing & Weather

At Learning to Flourish, we strongly emphasize outdoor play. We allot about 30 minutes in the morning and 30 minutes in the afternoon for outdoor education and play.

Per ODJFS requirements, suitable weather for outdoor play is a minimum of 25 °F with consideration given for wind chill factor and a maximum of 90 °F with considerations given may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. We will play outdoors as much as possible within those guidelines. Indoor gross motor activities and games are incorporated into the daily rhythm when we cannot go outside due to weather or safety issues. We encourage our students to explore the outdoors freely. We ask that parents dress their children in comfortable clothing appropriate for the weather and messy outdoor play. We also ask that parents provide us with three pairs of extra clothes in case their child's clothes get soiled. The children should have snow pants, boots, gloves, and hats to be left at the school during the winter months. During the spring, we ask that parents provide rain boots. Please note your child's clothing may get dirty. Parents should clearly label all belongings. Open-toed shoes are not permitted.

Absences

Please notify the school if your child will be absent. The school will contact the family if a child has been absent for two or more consecutive days without the proper notice. Full tuition is due regardless of absences or planned vacations.

Security Measures

Learning to Flourish has set several preventative measures to ensure the safety of all children and staff.

- Children will be released to legal parents or guardians unless prior written notice has been provided. Parents must complete a pick-up form before the child's first day.
- Children are supervised by at least one teacher at all times.
- Students must have completed an authorized pick-up form on file.



- Adults on the authorized pick-up list must show photo identification.
- An adult must escort children to their classroom at drop-off and greet the teacher at the door.
- Learning to Flourish is a locked facility that requires a code for access.
- Learning to Flourish has safety plans in place to address serious emergencies. These plans are on file with ODJFS.
- The school has fire and tornado plans in place. Drills are practiced regularly as required by ODJFS. Evacuation routes are posted in each classroom.
- Teachers have access to a phone provided by the school.
- No smoking is allowed on school grounds.
- Firearms are not permitted on school grounds.
- We will release children according to legal custody agreements.
- Learning to Flourish will follow up with parents/guardians if a child is scheduled to arrive from another program or activity but does not arrive.

Health Protocol

As required by ODJFS, Learning to Flourish requires all employees to complete First Aid and CPR training, recognizing Communicable Diseases, and identifying Child Abuse and Neglect training within their first 90 days.

- Our families participate in an orientation to learn about our safety protocols and procedures.
- Families must keep their sick children at home.
- If a child shows signs of illness, they will be safely isolated. We will ask the child's parent or guardian to pick them up immediately.
- We enforce frequent hand-washing, and hand sanitizer is always available.
- To maintain the safety of our students, we restrict visitors inside the classroom.
- We adhere to a cleaning schedule. We clean and disinfect high-contact areas.
- We have eliminated soft toys and dramatic play indefinitely.
- Each child has a supply box.
- The school will provide all naptime linens and wash them weekly.
- We restrict shoes from being worn inside the classrooms.
- We restrict children from bringing anything into the school from home.
- Teachers can access first aid kits, communicable disease charts, emergency contact information, and children's medical histories, as needed.

Sick Policy

Keeping our students safe and healthy is our number one priority at Learning to Flourish. Refer to the Program Guide for a complete list of our health and safety protocols. We take our responsibility of keeping our students healthy very seriously and ask that our families do as well. To prevent the spread of germs, sick children must not come to school.

Children can return to school once they have been fever-free for 24 hours, haven't developed any new or worsening symptoms, and symptoms have started to improve. If a child gets sick at school, we will isolate that child from the rest of our students. Parents must pick up their sick children promptly. Our sick policy complies with the Ohio Department of Health's recommendations. Please note that if your child has any of the

following symptoms, they may not come to school or must be picked up from school immediately. A child is considered sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when combined with any other sign or symptom of illness.
- Diarrhea (two or more abnormally, unexpectedly, or unexplained loose stools within twenty-four hours).
- 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 stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

As per the guidelines set forth by ODJFS for childcare providers, it is important to establish procedures for handling serious illness in the emergency procedure policy. The following steps should be included:

1. Defining Serious Illness: Serious illness is any medical condition or illness that requires immediate medical attention, hospitalization, or isolation to prevent the spread of illness to others.
2. Identifying Symptoms: Childcare providers should be trained to identify the symptoms of serious illness, such as high fever, difficulty breathing, severe coughing, vomiting, diarrhea, rash, or sudden behavioral changes.
3. Responding to Serious Illness: If a child in the care of the childcare provider shows symptoms of serious illness, the provider should isolate the child from others immediately to prevent the spread of the illness. The provider should then contact the child's parent or emergency contact to inform them of the situation and request that the child be picked up as soon as possible.
4. Seeking Medical Attention: If the child's symptoms are severe or life-threatening, the provider should call 911 or transport the child to the nearest hospital or urgent care center for immediate medical attention.
5. Documenting the Incident: Childcare providers should document any incidents of serious illness and the actions taken, including the date and time of the incident, the



child's symptoms, the actions taken, and any communication with the child's parent or emergency contact.

6. Communicating with Other Parents: If a serious illness is identified in a child attending the childcare program, the provider should notify all other parents of the situation, including the symptoms and any precautions that are being taken to prevent the spread of illness.

7. Cleaning and Disinfecting: After a child with a serious illness has been in the childcare facility, all surfaces and toys the child has come into contact with should be thoroughly cleaned and disinfected to prevent the spread of illness to other children.

By following these procedures, childcare providers can ensure the health and safety of all children in their care and prevent the spread of serious illnesses.

In-Person Participation Algorithm

Sick children are not permitted to attend school. Refer to the Child In-Person Participation

Algorithm if your child has COVID-19 symptoms to determine if your child can attend school. Children are required to quarantine for the minimum number of days required by the CDC if exposed to COVID-19 or testing positive for the virus. The timeframe starts from the date of exposure or positive test result.

Emergency Procedures

We ask that parents allow their child to be transported to Nationwide Children's Hospital in our Enrollment Application. Emergency Medical Services will be called immediately in case of an emergency, followed by the student's parents. In the case of minor injuries, parents will be notified and will receive an incident/injury report. Parents who refuse to grant consent for transportation will be required to pick their child up immediately in case of an emergency. The school reserves the right to call emergency services to provide care in a life-threatening emergency. Our staff members completed First Aid and CPR training within their first 90 days of employment.

Administration of Medication

We prefer that medication be administered before school when possible; however, we will work with parents if Learning to Flourish must administer medication during school day.

The following policy outlines the administration of medication in accordance with the Ohio Department of Job and Family Services (ODJFS) requirements:

1. All medication must be prescribed by a licensed physician or authorized prescriber.
2. Medication must be provided in its original container, properly labeled with the child's name, dosage instructions, and expiration date.
3. The medication must be stored in a secure location out of reach of children and in accordance with the medication's instructions.



4. Only designated staff members trained in medication administration may administer medication.
5. Prior to administering medication, staff must review and document the child's medical history, including any allergies, sensitivities, or adverse reactions to medication.
6. Staff must document the administration of medication on a medication log, which includes the child's name, the medication name and dosage, the date and time of administration, and the signature of the staff member administering the medication.
7. Staff must observe and document any adverse reactions to medication and report them to the child's parent or guardian.
8. The center will maintain confidentiality of all medical information regarding the child.
9. In the event of an emergency, the center will follow its emergency procedures and contact the child's parent or guardian and emergency medical services if necessary.
10. The center will comply with all applicable state and federal regulations regarding medication administration.

In accordance with ODJFS requirements, the JFS 1236 form will be used to document the administration of medication. All staff members responsible for administering medication will receive training on this policy, and the policy will be reviewed annually to ensure continued compliance with ODJFS requirements.

Parents must also complete appropriate forms for teachers to administer creams and ointments such as bug spray, sunscreen, and diaper cream. School-aged children attending summer camp carry their own medication and ointments.

Transportation

Learning to Flourish does not currently offer off-campus trips that require the children to be transported via a vehicle.

Walking Field Trips

Learning to Flourish has built outdoor exploration into the daily schedule in the morning and afternoon. We believe having a deep connection to the outdoors is one key component to maintaining positive well-being. Therefore, the enrollment process requires parents to complete a Routine Field Trip form to consent to their child's participation in walking field trips. At the New Albany location, the children visit to the soccer field, basketball court, walking path, and park located on Franklin Church's grounds.

Water Activities

Learning to Flourish will notify parents on water play days and encourage parents to bring bathing suits and a towel. Bathing suits and towels will be returned to parents/guardians to be washed after each use. Water activities may include wading pools, sprinklers, and water toys.



Diaper Checks

Diaper checks are done at least every two hours, or more frequently if needed. This helps ensure that children's diapers are changed regularly to maintain proper hygiene and prevent discomfort. We collaborate with families to develop individualized potty training plans, including putting a child on the potty before each diaper change. We use positive reinforcement and praise to encourage potty use.

Napping and Rest Time

Every classroom has a designated nap period of approximately 2 hours each school day. Learning to Flourish provides cots, sheets, and blankets that are washed regularly. Parents are free to send a blanket or stuffed animal; however, these items must remain at the school. Learning to Flourish will wash these items weekly. Naptime will occur from 12:00-3:00 in the Toddler classroom and from 12:30-3:00 in the Preschool classroom. The Pre-Kindergarten classroom will have rest time from 1:00-3:00. Children who do not wish to nap in Pre-Kindergarten will be provided with quiet activities on their cots.

Evening and Nighttime Care

Learning to Flourish does not provide evening, nighttime, or overnight care.

On-Site Nursing

We are happy to provide a space for on-site nursing upon request. Please see the administrator in charge for accommodation details.

Proactive Behavior Management

At Learning to Flourish, we work hard to get to know our students' strengths, talents, temperaments, and abilities. We value the relationships and rapport we establish with each student. We respond to misbehavior by using a positive, proactive approach. We believe the following strategies support young children as they learn appropriate behavior, classroom rules, and routines: positive reinforcement, modeling appropriate behavior, reminding language, allowing for redos, natural and logical consequences, redirection, and supporting emotional regulation. We encourage yoga, mindfulness, and breathing practices to help our students reset when they are overwhelmed with negative emotions. We collaborate with parents to develop strategies for supporting children with challenging behavior patterns by setting responsive goals. We strive to ensure our students are well-loved, supported, and safe. We are committed to creating environments that support students' growth and development. Parents must respond to the school and cooperate with our efforts to address misbehavior. We are unable to provide one-on-one care. Learning to Flourish may suspend or permanently remove a child if they are harming themselves or others and parents are not cooperative with the school in finding a solution.

Handbook Update Acknowledgement

Parents will be notified of updates to this Handbook via email. A current copy of the Parent Handbook is available on the school's website at learning2fourish.com. It's the responsibility of parents and guardians to stay abreast of changes made to the Parent Handbook.



Enrollment Checklist

Child's Name: _____

Parent or Guardian's Name: _____

Please initial each line to indicate that you have read and completed the appropriate forms.

____ Enrollment Application (Google Form)

____ Enrollment Agreement

____ Milk Preference

____ Authorized Pick-Up List and Schedule

____ Child Enrollment and Health Information for Child Care JFS 01234

____ Child Medical Statement JFS 01305

____ Routine Field Trip Permission JFS 01225