



# Origins School of Learning

DUBLIN LATCHKEY  
PRESCHOOL

5970 Venture Drive

Dublin, Ohio 43017

(614) 793-0871

Email: [origins.dubkey@gmail.com](mailto:origins.dubkey@gmail.com)

Website: [originsschooloflearning.org](http://originsschooloflearning.org)

**Address:**

(Located in Jerome Church) 10531 Jerome Rd,

Plain City, Ohio 43064

**Email:** origins.dubkey@gmail.com

**Email:** Dublinlatchkey@sbcglobal.net

**Main Office Hours:** 9:00am to 2:00pm

**Website:** www.Dublinlatchkey.org

## Philosophy

At Origins School of Learning, we believe early childhood education and experience should focus on the development of the whole child, touching on the 5 Domains of Early Childhood Development including Social, Emotional, Cognitive, Physical, and Language, along with life skills and self-esteem. We foster these through HighScope Curriculum and Ohio Early Learning Standards. We strive to provide a high quality learning program that is affordable and flexible for our families.

## Mission Statement

The mission of Origins School of Learning is to provide a high quality preschool program that is affordable and flexible to meet the needs of children, families in the community. We strive to ensure that the children in our community have a safe and educational environment, which provides developmentally appropriate activities in which they can learn and grow.

## Program Goals

- Our goal is to maintain an affordable and flexible Preschool option for families.
- We want to develop effective working relationships with families, school, and the community, that results in an increased parental/school involvement, effective use of resources, program quality, increased sustainability, and an increased ability.
- Comply with licensing and keep students safe.
- Develop a learning environment that is diverse and inclusive for all students.
- Students will be participating in HighScope Curriculum.
- Students participating in activities will demonstrate progression in social and emotional well being through their behaviors and relationships.

## Program Curriculum

Origins School of Learning bases our program on HighScope Curriculum, an approach to Preschool education and Ohio Early Learning Standards. Highscope is a research based Curriculum, carefully designed to provide a rich academic foundation and foster child creativity, confidence, and independence.

## **Weekly lesson plans include the following:**

- Direct and immediate experiences with people, materials, events, and ideas
- Active learning-provides opportunities to make choices and decisions, communicate verbally and nonverbally
- Positive Adult/Child interaction
- Child friendly indoor/outdoor learning environments
- Both child directed and Teacher directed learning
- Consistent Daily Routine- small and large group activities
- Team based assessments, anecdotal notes, daily planning, and child assessments

## **Monthly:**

- Parent Newsletter: provides Special Events, Birthdays, Themes and important and reminders for parents.
- Classroom Calendar

### **Formal Screenings and Assessments:**

- The program obtains comprehensive, developmentally appropriate screening tools for the age group served. (Ages and Stages)
- Staff who administer screenings are trained to administer, score, and utilize the screening tools properly.
- Requirements- The screening tool is to include the following domains:
  - Language, Cognitive, Motor, Social and Emotional behavior.

## **Community Engagement**

As a non-profit dedicated to the education of children, we feel strongly about teaching students the role of a community and we encourage our students to be responsible contributing members of one's community. Efforts are made to select local and national charities to raise awareness and support. The students learn about a needed cause and how they can make a difference.

## **Healthy Bodies; Healthy Minds**

Origins School of Learning promotes healthy living habits through its programming and education.

### **Food and Nutrition**

**Lunch-** Parents/Guardians provide lunch daily

**Food Allergies-** we do not serve any food item with peanuts or peanut by-products. However, please notify your teacher if your child has an allergy for accommodations.

**Special Events-** Any food item contributed for any snack time, special event, party or celebration must be prepackaged. If a child has a serious food allergy or limitations on their diet, parents are required to furnish a nutritious snack on a daily basis.

**Breakfast-** A space will be designated for breakfast if you wish to send it with your child.

## Physical Activity

### **Outdoor Physical Activity**

Origins School of Learning believes that fresh air and outdoor exercise are a part of a healthy lifestyle. Our program will provide daily outdoor play when weather and safety conditions are suitable. **Students should dress appropriately for the weather.** (All the following temperatures include the wind chill effect.) For temperatures 25 degrees Fahrenheit and above, there will be outside play. Please provide appropriate winter wear for outside play when it is cold (coat, scarf, gloves, etc.) and sunscreen for your child if you are concerned about skin protection when the sun is out. Temperatures above 90 degrees including the heat index will prohibit outdoor play.

### **Indoor Physical Activity**

Indoor gross motor play will be provided in the classroom or gymnasium if weather conditions are too hot, too cold, raining or poor air quality. Please make sure your child has the appropriate footwear such as tennis shoes to participate. Children wearing flip-flops and sandals will not be permitted to participate due to safety. Gross Motor activities will be provided.

## **Program Limitations**

- Our programs strive to provide a 1-10 teacher to student ratio. We are unable to provide 1-1 care.
- We are unable to have unscheduled parent teacher conferences during instructional hours; however, conferences with teachers may be scheduled upon request.
- We are unable to purchase snack specific items for individual children.
- We are unable to provide care for children who hurt themselves, physically hurt other students, and physically hurt teachers, who flee the commons area or bully other students.

## **Staffing and Supervision**

### **Education and Background**

#### School Staff

All of our teachers have experience and education specific training in developmental education. All staff members receive State certified courses in Child Abuse, First Aid, CPR, and Communicable Disease. The Directors and Teachers attend a minimum of 6 hours of educational professional development annually in content areas of child development, nutrition composition, discipline management, curriculum planning, music, art, administration and parent/family engagement. All teachers hired must complete a Bureau of Criminal Identification and investigation (BCII) and Federal Bureau of Investigation (FBI) background check. The BCII check is required to be updated every five (5) years.

#### Program Administration Staff

Origins School of Learning recognizes that our program's success is dependent on our

staff's support and dedication from our Program Directors. All of our Directors have decades of experience and education in Early Childhood Education. They have been selected based on their curriculum vitae, dedication to quality Community involvement.

## **Teacher to Child Ratios**

The teacher/child ratio shall never exceed 1:12 and the maximum group size is 2:24. In an effort to provide the best possible program environment, Origins School of Learning strives for a 1:10 teacher child ratio. Origins School of Learning operates as a group setting and does not provide one-on-one care. The maximum group size is limited by state licensing.

## **Parent Involvement and Participation**

### **Parent participation**

Any parent or guardian of a child enrolled in our program shall be permitted unlimited access to their child's program during all hours of operation for the purposes of contacting their child(ren), evaluating the care provided by our teachers or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there are court documents limiting access and conditions of the nonresidential parent. In rare situations, if visitations cause disruption or distracts staff from their supervisory duties, visitation may be limited. Upon entering the premises, the parent, or guardian shall notify the Director of his/her presence.

If you wish to contribute your time or talent, please notify the Administrators. Your participation enhances the program.

To ensure the safety and well-being of the children at Origins School of Learning, parents must refrain from confronting other children. We understand that conflicts need to be addressed, but please let any concern be addressed by the Administrator or other staff member. Parents and staff members must treat each other with respect. All parties will conduct themselves in a professional manner.

### **Parent Feedback and Annual Survey**

Our mission is to serve the needs of the Community and we depend on parent feedback for continual growth and development of our programs. Please contact us with any suggestions, ideas or concerns. We have an anonymous 10 question survey we send out via email link; however, you may fill a survey at any time as the link is on the front page of our website.

### **Parent-Staff Communication**

Origins School of Learning staff will strive to engage in daily communication with parents as well as providing any information for upcoming events and different activities with newsletters and emails. During instructional hours, we are unable to meet for unscheduled conferences due maintaining the safety of our students and potential inappropriate context of the conversation.

If a parent has a concern, it should be addressed with an Administrator.

Origins School of Learning has a zero-tolerance policy for violent, threatening, and/or

disruptive behavior from parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another. This type of behavior shall result in the child's immediate disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of Origins School of Learning, Inc.

## **Parent Responsibilities**

Parents' Responsibilities are...

- Informing staff if their child will be absent.
- Reading the parent information board, newsletter and emails from our program.
- Informing Administrator of any change in home, work and cell phone numbers, addresses and emails.
- The safety and supervision of any non-enrolled child while picking up enrolled children.
- Filling out and submitting all necessary medical forms. Keeping medications current and available on site.
- Picking up their children no later than 4:30p.m.

## **Daily Schedule**

School Hours:

Monday - Friday: 7:30am-4:30pm

### **Full-time:**

7:30am-9:30am- Sunrise Social

9:30am-12:30pm- Morning Preschool

12:30pm-1:00pm- Lunch Social/Fine Motor and Occupational development/Socialization

1:30pm-3:00pm -nap/rest time

3:00pm- afternoon snack

3:30pm-4:30pm- educational learning centers/departure

### **Part-time:**

Morning Preschool (9:30-12:30pm)

Afternoon Preschool (1:30-4:30pm)

### **Rest Time:**

- Our program will provide a quiet space for any child that wants to rest, nap, or sleep. -All children will sleep on cots assigned to them.
- Any child who does not fall asleep after an appropriate length of time during the designated nap time will have the opportunity to engage in quiet activities.

## **Policy on Hours of Operation:**

- Closings/Delays/Early Release procedures

- If our program needs to close due to inclement weather, we will notify you. We will close if a Level 1 Emergency is issued. If there are any changes to hours of operation due to inclement weather, Parents will be notified. Parents will be notified via phone, text, email.
- For weather that causes a 2 hour delay, hours of operation will begin at 9:30am.
- Please have an Emergency backup plan for an Early Release situation, due to unknown circumstances or situations that are out of our school's control.
- We will follow Dublin City Schools delays and closings for weather.

## Enrollment Procedures

### Enrollment Procedures for New Families for the Current School Year 1.

Please visit our sign-up page at [dlsinfo.org/signup](https://dlsinfo.org/signup) to make your enrollment request.

2. You will be notified by email if your request has been Approved, Waitlisted, or Denied. You will receive a Registration Code if your request is Approved or Waitlisted to log back into our Parent Portal to create a Origins School of Learning account and complete the enrollment application.
3. Once you submit your application, it will be reviewed for completeness and accuracy. Upon approval, an email will be sent with payment details to secure your enrollment request.

\* Please note email responses are not automated.

There is a 3-business day waiting period from the date your application is approved and processed and after your payment has been submitted until your child/children can start.

### Spring Enrollment for the Following Fall School Year

Spring enrollment for the following school year will begin in the months of February, March and April. In January, specific dates and enrollment tiers will be made public. Please check our website's front page on the first of the new year. After our tiered enrollment process is complete, parents may enroll anytime.

#### Current Family Enrollment

Families who are currently enrolled in a Origins School of Learning program will have ***priority*** to re enroll their child/children for the following school year during the Current Family Enrollment period. Families will receive an Enrollment Packet first. All families will be required to sign upon receipt of their packet. Detailed instructions with dates and deadlines to submit and secure enrollment requests for the following school year will be included. Please read all the information carefully. ***PLEASE be mindful of your deadline to enroll.***

#### New Family Registration

1. Please visit our sign-up page at [dlsinfo.org/signup](https://dlsinfo.org/signup) to make your enrollment request.
2. You will be notified by email if your request has been Approved, Waitlisted, or Denied. You will receive a Registration Code if your request is Approved or Waitlisted to log back into our Parent Portal to create a Origins School of Learning account and complete the

enrollment application.

3. Once you submit your application, it will be reviewed for completeness and accuracy. Upon approval, an email will be sent with payment details to secure your enrollment request.
4. If you are placed on the waitlist, only the non-refundable registration fee is required. [If you are on the waitlist and are unable to take the position, you may not remain on the waitlist but will receive a credit to apply to future use.]

\* Please note email responses are not automated.

### Enrollment Tiers

ALL ENROLLMENTS, INCLUDING PART-TIME IS A FIRST COME FIRST SERVE BASIS. THEY ARE NOT GUARANTEED FROM PREVIOUS YEAR.

1. Tier 1: Currently enrolled families will have priority to re-enroll their children and currently enrolled siblings for the following school year.
2. Tier 2: New Family Enrollment

## **Program Policies and Procedures**

### **General Policies**

1. Parents are responsible for bringing in and picking up their child when signing them in/out for the day.
2. Origins School of Learning students do not take field trips or participate in swimming activities.
3. Aerosols are NOT permitted.
4. Origins School of Learning does not require children to be vaccinated to be enrolled.
5. All employees of a childcare center are required under section 2151.421 of the Ohio revised code to report any suspicions of child abuse or neglect to the Department of Children's Services in Franklin County.
6. Children's files all contain medical information, registration forms, tuition/compliance forms, and any accident/incident reports. All files and personal information is kept confidential and stored in a secure location. This information is only accessible by site staff. Parents may review THEIR child's file upon request to the Director.
7. Origins School of Learning is not responsible for any items from home that are lost or stolen.
8. Emergency Contacts: **Parents cannot be listed as emergency contacts.** At least one person must be listed who can be contacted in the event of an emergency or illness if parents cannot be reached. Any person listed should be able to assist in contacting the parent and at least one person listed must be within one hour of the site and able to take responsibility for the child in case the parent cannot be contacted.
9. Two (2) weeks notification is required to withdraw from the program. Please call (614) 793-0871 to give notification. **Withdrawal will be effective on the first of the following month.**
10. Employment of Origins School of Learning staff by parents for personal childcare is at



the parent's own discretion and is not monitored by Origins School of Learning. Parents are responsible for investigating the backgrounds of potential personal caregivers. Origins School of Learning assumes no responsibility for the actions of employees beyond Origins School of Learning hours.

11. Origins School of Learning requires that any changes in information given on a child's original enrollment forms be updated in the parent portal immediately. This would include, but is not limited to, change of employment (and telephone number change), change in home telephone number, etc. Any change in pick up restrictions affecting a natural parent must be accompanied by legal documents to support the requested change. The other parent may be notified of any such requested change.
12. If, in the opinion of our staff, a parent or guardian appears to be unable to safely transport his/her child(ren), we will suggest an emergency designee be contacted for this purpose. Should the parent or guardian refuse, Origins School of Learning, Inc. will notify the proper authorities.
13. Origins School of Learning, Inc. reserves the right to inspect backpacks and/or clothing as long as it is reasonable at inception and in scope.
14. A child may not attend the program without the necessary completed forms on file, along with any required medication(s).
15. For those parents who require space for breastfeeding, please ask the administration.
16. Origins School of Learning does not conduct formal evaluations on students or report information to ODJFS (ODJFS Administrative code 5101:2-17-02)

## **Enrollment and Registration Policies**

1. Origins School of Learning is a NON-PROFIT organization and is solely dependent upon user fees for its operation. Our organization does not discriminate in enrollment upon the basis of race, color, religion, sex, national origin, military status or disability in violation of the Americans with Disability Act of 1990, 104 Stat. 327, 42 U.S.C. 12101 et seq.
2. We will make reasonable accommodations and modifications to our programs as long as it does not fundamentally alter our structure or puts your or other students' safety in jeopardy. Better communication can only further benefit your child's growth.
3. Notification of any medical, emotional or physical condition is required before enrollment into Origins School of Learning. This information is needed to adequately provide for the health, safety and welfare of the students in the program. The Administrator will arrange a conference time at your convenience, if necessary. Failure to disclose medical, emotional or physical conditions could lead to dismissal from the program.
4. All children must be toilet trained without the use of training pants or other aids.
5. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
6. The State of Ohio Department of Job and Family Services Child Care License is posted on the parent board for review. It specifies the number of children the program is licensed to serve. Copies of the program's licensing record for the current licensing period as well as inspection reports and any complaints that may have been lodged are on-site. These may also be obtained from the Ohio Department of Job and Family Services website. To report suspected violations by the center, you may contact the Ohio Department of Job and Family Services (1-877-302-2347). A copy of the current law and rules governing child day care is available at the Origins School of Learning site. A roster of the names and telephone numbers of the parents/guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests to be excluded. For your information and convenience, the weekly lesson plans; weekly menus, special events and other pertinent information are displayed at the parent table.

7. After the new school year has started, new students must complete all forms entirely and submit them online to our main office located at 5970 Venture Drive, Dublin, Ohio 43017. Available spots must be confirmed through the main Latchkey office. You will then be given a “start day” at that time and may begin attending on that date. If space is unavailable at the time of registration, there may be a waiting list option. When space becomes available, contact will be made for continuing enrollment and start dates.
8. Enrollment for the following school year is only available to families whose balance is paid in full.
9. If payment is not received by the 10th of the month, your child may not attend until we receive payment, unless an arrangement has been made with the Director of Accounts. Late payments can be grounds for suspension or dismissal from the program.

## **Tuition and Fee Policies**

1. The first month’s tuition and yearly registration fee are due at the time of registration. The annual cost of childcare is divided into nine (9) equal payments: August/September – May. Your spring registration payment will cover the first August/September monthly payment. An annual registration fee provides funds for insurance payment and yearly start up supplies and expenses.
2. There are two (2) categories of students: full-time and part-time.
  - a. **Full-time students**  
Full-time students attend all day. Which includes learning in Core Block 1 and extended learning, lunch, Gross Motor, and rest time.
  - b. **Part-time students**  
Part-time students have an option to enroll in our morning or afternoon learning sessions.
    - Morning Preschool (9:30am-12:30pm)
    - Afternoon Preschool (1:30pm-4:30pm)
5. Tuition will only be prorated if the student’s initial enrollment in the program occurs during the first month of your enrollment. Tuition cannot be prorated for any other reason, including calamity days, leaving the program, illness or family vacations. Our fee structure is 9 equal payments over the course of year, independent of the number of program days in a calendar month.
6. Tuition will only be prorated if the student’s initial enrollment in the program occurs during the first month of your enrollment. Tuition cannot be prorated for any other reason, including calamity days, leaving the program, illness or family vacations. Our fee structure is 9 equal payments over the course of year, independent of the number of program days in a calendar month.
7. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
8. **All status change requests must be made by July 31st for any enrollment changes** to be effective at the start of the new school year. Status change requests made after July 31<sup>st</sup> will not be effective until October of the current school year.
9. Planned absences from Origins School of Learning care, up to one (1) month in length, will pay half of the tuition fee in order to reserve their space at their site for the following month. This does not apply to part-time enrolled children. This fee must be pre-paid at our main office, 5970 Venture Drive, Dublin, Ohio 43017 and is non-refundable. Spots will be held for one (1) month only per school year. This is a one (1) time only occurrence. If the program is not full, only a re-entry fee of fifteen (15) dollars is charged. In either case, the Latchkey main office must be notified. If the absence is less than a

- month, the regular fee will apply.
10. Enrollment and initial payment fees are NON-REFUNDABLE. REGISTRATION FEES ARE NON-REFUNDABLE IN ANY CASE.
  11. A nineteen (19) dollar charge is assessed for a returned check. After one (1) returned checks, payment MUST be made through Electronic Funds Transfer (EFT). Origins School of Learning, Inc. will require that you enroll in this service.
  12. Children may not be signed in before 7:30 a.m. Children need to be picked up by 4:30 p.m. Beginning at 4:30 p.m., you will be charged \$1.00 per child for every minute that you are late. If you or your emergency designee has not picked up your child by 4:55 p.m., the police and Franklin County Children's Services may be contacted. After two (2) late pick-ups, a conference will be held between the Administrators and the parents. It is at the Administrator's discretion when a child will be dismissed from the program due to continuous late pick-ups, and such dismissal may occur after two (2) late pick-ups.
  13. If payment is not received by the 10th of the month, **your child may not attend until we receive payment**, unless an arrangement has been made. Late payments can be grounds for suspension or dismissal from the program.

## **Medical Care Policy**

The following forms, required by the Ohio Department Job & Family Services, must be completed and filed on site before attendance. Emergency forms must be updated as changes occur and annually thereafter. Origins School of Learning reserves the right to exclude children if the parents are unwilling to sign consent for transportation in case of an emergency.

Medication(s) and ODJFS medical forms MUST be dropped off 1 week prior to the start of the new school year for students enrolled to start in August. Parents will be sent a reminder in the summer.

## **Emergency Information**

1. Each child must have this on file the first (1st) day of attendance (this form is three [3] pages).
2. The emergency portion MUST contain parental consent for transport, work telephone numbers, addresses and telephone numbers of both parents and the addresses and telephone numbers of at least one (1) person able to assume responsibility for the child in the event the parents cannot be reached and their relationship to the child. At least one (1) person listed must be within one hour of the site. This form must also contain the names, addresses and telephone numbers of the child's physician and the preferred hospital.
3. **Emergency Transportation Authorization.** Origins School of Learning reserves the right to refuse admittance to any of their programs should the parent/guardian not give permission to transport.
4. The health record portion must list the following:
  - a. Allergies (food, medication and/or environmental)
  - b. Special health or medical conditions
  - c. Medications, food supplements or medical food currently using
  - d. Dietary restrictions, including those for medical, religious or cultural reasons
  - e. History of hospitalization and History of disease

## **Medical forms**

Request for Administration of Medication (JFS 01217) and Medical/ Physical Care Plan (JFS 01236)

1. These forms are needed when a child requires medication to be administered during Origins School of Learning hours. Medication(s) and all ODJFS medical forms must be completed and kept on site on the child's first day of attendance. Our program does not have access to the school's nurse or their medication storage.
2. A parent/guardian must sign the form. A physician may also need to complete a portion of this form. Medications must be in the original container, with the prescription label attached, with the directions for administering to the child. Upon receipt of the medication, a staff member shall verify the amount of medication brought and indicate that amount on the medication log form (staff and parent must initial). Staff of Origins School of Learning will document each time medication is administered to the child on the medication log. This log will remain with the child's file at the school site. A staff member will destroy any unused medication unclaimed by the parent with a witness when a prescription is no longer to be administered or at the end of a school year.
3. No employee who is authorized by Origins School of Learning to administer a prescribed drug and who has a copy of the most recent medical form would be liable to civil damages for administering or failing to administer the drug, unless the staff member acted in a manner that would constitute "gross negligence or reckless misconduct.
4. Origins School of Learning will administer any medical foods required with prior written documentation and a physician's signature when applicable.
5. Children shall NOT be permitted to carry and use topical products/ointments/lotions. Any topical ointment or lotion must be kept out of reach of children, with proper paperwork for the products.
6. Origins School of Learning will ensure compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities and administering care procedures to children with disabilities.
7. Due to the fact that there are some medical treatments and procedures that legally Origins School of Learning is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## **Tuition and Fees**

\*Please see Fee section on [Dublinlatchkey.org](http://Dublinlatchkey.org) for current tuition rates.

### **MISCELLANEOUS FEES**

Registration fee

\$35.00/family

Late payment fee

\$10.00

Returned check fee \$19.00

Late pick-up fee \$1.00 per child per minute beginning at 4:30 p.m.  
\$30.00 per occurrence (after one change)

## **Payment Policies and Procedures**

Payments are due on the first (1<sup>st</sup>) 5 school days of the month and are considered late after the fifth (5<sup>th</sup>) school day of the month. A \$10 late fee is then added. There are nine (9) equal payments for the school year: August/September through May. With holidays and breaks, the payments balance out over the year. A registration fee and first (1<sup>st</sup>) month's tuition are required at the time of registration. There is a discount for siblings. **Payments are NON-REFUNDABLE.**

### **Payment Methods**

#### **EFT**

- EFT start date will be in October of each school year and will run through May.
- There is a bank fee of \$.35 PER transaction, a total annual cost of \$2.80 per year.
- Payment will occur on the 4th day of each month (unless on a weekend or bank holiday, it will occur the next business day).
- EFT enrollment is available in the parent portal.

### **Bank Draft Check**

- Your bank or third party can issue a check (usually free of charge) to be sent to our main office.
- Attn: Admittance Director, 5970 Venture Drive, Dublin, OH 43017.
- Please have the following in the memo: your child's name and your child's school.

### **Credit Card Payments**

- Transaction Fees Apply
- 2.2% + .30 cents for Visa, Mastercard and most other cards.
- 3.5% for American Express Cards
- You can make one-time payments or set up auto payments through the ledger section of your Origins School of Learning account.

### **Personal Check**

- Use the Payment Box.
- Should we receive your personal check returned to us for any reason, you will be required to provide a cashiers check, money order or cash at our office.
- Should your tuition payment be late two (2) times, you will be required to provide a cashiers check, money order or cash at our office.

## **Arrival and Departure Policies**

### **Morning Arrival and Departure:**

1. All children must be accompanied into the building and signed in by a parent or guardian. Children may be signed in to their school site at 7:30am.
2. Parents must notify an Administrator if your child will be absent. You may notify the school via email, message, voicemail or phone. Please do not call the main office, your message will not be delivered to the school site.
3. Upon the arrival and departure to and from the Origins School of Learning , all children will check in and out with their teacher for attendance and safety purposes. Children are under the teacher's direct supervision at all times.

4. **NO** child is released to anyone other than his/her parents or designees. If the person responsible for picking up the child is not on the emergency list, it is acceptable for the parent to leave a message at the child's site location indicating the person picking up the child that day, write a note to the teacher or communicate to the teacher in person. A photo ID will be checked by our staff of all persons who pick up the child other than the parents/guardians.
5. Parents/Guardians that have custody of their children will be allowed to designate others to pick up their children. If there is shared custody between parents, either parent will be 16
  - a. allowed to designate others to pick up their children. If custody lies with one parent, legal documentation is needed to prove this and only that parent will be allowed to designate other contacts to pick up their child(ren).
6. Anyone picking up a child from our program that is unknown to the Origins School of Learning teachers will be asked for identification in the form of a photo ID (valid driver's license or state identification card). Information from the driver's license or state identification card will be recorded and kept on file for safety purposes.
7. All authorized persons must be at least 16 years of age. A child may not arrive or leave from the program alone. Every child must be signed in/out by a parent or guardian. 8. In the event that a parent/guardian authorized person does not pick up the child within half an hour of the program's closing time, with no contact made to the Latchkey school staff, school staff will assume that a personal crisis or emergency has occurred. The local police and children's services will be contacted to assist in a plan in locating the parents or guardians.

### **Personal Property Policy**

Origins School of Learning takes no responsibility for lost, damaged or stolen items. Parents are encouraged to clearly mark children's belongings in order to prevent confusion and misunderstandings.

### **Technology Policy**

Students will have limited access to electronic devices during classroom sessions, unless approved by a supervising teacher, or Administrator. We will have a Smart Board in the classroom for educational purposes to advance learning. It will be used for teaching purposes and child interactive learning.

### **Custody Arrangements Policy**

It is the mission of Origins School of Learning to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, who is our main priority, we feel that it is imperative that we be able to maintain good relations with all the significant adults in his/her life. If this is not possible, your child or children may be dis-enrolled.

In the event of a difficult situation, we ask that you make an appointment to meet privately with the Administrators in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. It would be helpful to discuss the child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us. In an effort to minimize situations which

may be uncomfortable for you, your child and our staff. We ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about the child's other parent in front of the children.

Please note, we cannot deny a parent access to their child upon the word of the other parent unless we have a copy of a court order stating that this is the case. Once again, it is the child's well-being that is our main priority and we need to be able to maintain good relations with both parents.

- The parents/guardians are responsible for providing the most current copy of legal documentation concerning custody arraignments and court ordered access for each child. Latchkey will not deny any parent access without the most recent court documents.
- **Parents with joint custody are required to agree** prior to returning this paperwork to Origins School of Learning **on all persons listed** as persons granted permission to pick up the child on **any day** Origins School of Learning is in session, unless court documents specify otherwise. If Origins School of Learning receives a completed permission to pick-up list, you will be deemed to have agreed upon the list, and Origins School of Learning will release to any person who is on the list on any day. Again, joint custody parents must agree on the list before the list is returned to Origins School of Learning.

## **Bullying Policy**

Bullying behavior will not be tolerated at Origins School of Learning. There are different conditions and circumstances that need to occur to define actions and situations as bullying. Children do joke around with one another by calling each other names or even engaging in physical contact at times. These are not labeled as bullying. The difference lies in the relationship of the victim and their bully, as well as frequency and intent of interactions. REPEATED actions from one child towards another are considered bullying. Bullying and harassment of any kind will be just cause for going through the behavioral slip process.

## **Behavior Guidance, Management and Social Development**

Our student behavior management system involves the use of positive reinforcements, modeling and behavior management to assist our students in making better choices, understanding the rules and safety limits that keep them safe in our program. Along with keeping our students safe, our practices help shape students' behavior in learning needed social skills and interpersonal regulation.

All staff members of Origins School of Learning are responsible for ensuring that reasonable, developmentally appropriate child guidance and management techniques are followed. The following techniques are used for the behavior management of the children:

1. Setting clear limits
2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior
5. Reinforcing and praising appropriate behavior

6. Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out
7. Separating the individual from problem situations
8. Reviewing the reasons why children are separated and explaining the behavior that is expected

According to Licensing Rule 5101:2-12-19, when children's behavior is unacceptable, the childcare staff member **shall NOT**:

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
- Place children in a locked room or confine children in any enclosed areas
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time.

## **Student Behavior Management Policy**

Physical assistance and/or intervention may be used to prevent a child from hurting others, himself or attempting to leave the Origins School of Learning area unattended. When a child's behavior disrupts a classroom activity or threatens the safety of the child or others, the teacher will approach the child, attempt to redirect the child and offer a solution to the problem while remaining fair and consistent. If this approach is ineffective, the teacher may direct the child to move, or use physical assistance to guide the child to a safe and quiet place. Separation will always be from peers, but within sight and hearing distance of the Preschool personnel. Physical punishment shall **NEVER** be used. Once the child has re-established a neutral disposition, he/she will be integrated back into the day's activities.

## **Incident Reports**

A "behavioral slip" will be used for chronically disruptive or unsafe behavior. This slip shall be given to the parents for discussion and a signature. Based on the severity of the infraction, the parents may be contacted by the program Admin Director to discuss the issues and establish a written behavioral plan. Prior to the student's return to the program, a parent signature is required to acknowledge receipt of the behavior plan. A signature does not necessarily evidence acceptance of the behavioral plan by the parent, only acknowledgement of its existence. "Chronically disruptive or unsafe behavior" is defined as receipt of three (3) behavior slips and may result in dismissal from the program. Examples



include but are not limited to: causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. If a child cannot safely participate in the Latchkey environment after a behavior plan has been implemented a parent may be asked to find alternative childcare.

### **Immediate Suspension or Dismissal**

Origins School of Learning has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from children or parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another. This type of behavior shall result in the child's immediate permanent disenrollment from the program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of Origins School of Learning.

No reimbursement of tuition or fees paid shall be given for the days a child is suspended or dismissed. A child who has been dismissed from the program, for any reason, may not seek entrance in future years.

## **Emergency and Accident Procedures**

### **General Student Emergencies**

#### **Minor injury or illness**

For nonlife-threatening injuries, students will be treated by a staff member who is certified in first aid. If the situation warrants, the parent will be called to pick up their child.

#### **Serious injury or illness**

Any serious illness or injury will be treated by staff members and parents notified immediately. If a staff member cannot treat the child's injury, the Emergency Squad will be contacted and parents notified immediately. If the parents have not arrived by the time Squad leaves for the hospital, a staff person will accompany the child to the hospital until parents arrive.

#### **Incident Reports**

Staff is required by law to fill out an incident/injury report for the following reasons

- Illness, accident or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff

The parent/guardian must sign the incident/injury report on the day the serious Incident/injury occurs. ODJFS must be electronically sent a copy of the report for serious incidents/injuries.

#### **Management of illnesses**

A child who displays any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or higher.
- Diarrhea (three or more abnormally loose stools within 24 hours).
- Severe cough, causing the child to become red or blue in the face, or to make a whooping sound.
- Difficulty or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain.
- Stiff neck with an elevated temperature.
- Untreated, infected skin patch, unusual spots or rashes.
- Evidence of untreated lice, scabies, or other parasitic infections.
- Sore throat or difficulty swallowing.
- Vomiting more than one time when accompanied by any other symptom of illness.

Child will be isolated and his/her parents will be contacted to pick him/her up immediately. The isolation area is adjacent to the Origins School of Learning area and within sight and hearing distance of the staff. The child will be provided with a cot and/or mat. All linens and blankets used by ill children will be laundered before being used by another child. Mats will be washed with soap and water, as well as sanitized with an appropriate germicide.

- In the event that a child's temperature rises to 103 degrees and/or vomiting or diarrhea becomes frequent, the Emergency Squad will be summoned if the parents or guardian cannot be located.
- Please contact the staff immediately if your child contracts a communicable disease. Parents will be notified anonymously of occurrence of a communicable disease by posting a sign on our parent board Trifold board.
- If a child has been absent from school due to illness during the school day, the child **MAY NOT** attend the p.m. session of Origins School of Learning.
- A mildly ill child, one with symptoms of a low-grade temperature (*Latchkey teacher's discretion*), a runny or stuffy nose or a child returning following an illness will be expected to follow the normal routine.
- Teachers will contact parents/guardians immediately if the child is too ill to participate.
- Children who are discharged from the program may return after **24 hours** of being symptom free from any illness or communicable disease, or less than 24 hours with a doctor's note stating they are not contagious.
- Other parents/ guardians will be given a written notification when children have been exposed to a communicable disease.
- A teacher who displays any of the above symptoms of communicable disease **WILL NOT** be permitted in the program. A teacher may return after 12 hours if there is no indication that a communicable disease is present.

### Symptoms for Discharge

All staff members are trained to recognize common symptoms of communicable diseases or other illnesses that could be present during program sessions. Staff members shall observe each child as they enter the school site. Precautions shall be taken for children exhibiting signs of any communicable disease.

A child with the any of the following symptoms shall be immediately isolated from the other students and discharged to a parent or emergency contact:

- Temperature of 100 degrees Fahrenheit or higher
- Diarrhea (three or more abnormally loose stools within 24 hours)
- Severe cough, causing child to become red or blue in the face, or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain
- Stiff neck with an elevated temperature.
- Untreated, infected skin patch, unusual spots or rashes
- Evidence of untreated lice, scabies, or other parasitic infections.
- Sore throat or difficulty swallowing
- Vomiting more than one time when accompanied by any other symptom of illness.

Program staff shall follow the Ohio Department of Health Communicable Disease Chart to assist in the recognition and appropriate management of suspected illness. Chart is posted in the office/Administration area.

## **Emergencies, Drills and Procedures**

Weather Alert Procedures ensures that we will conduct monthly safety drills consisting of fire drills, tornado drills, and emergency/ lock down drills. Staff will have the cell phone available at all times for emergencies.

### **Fire Drills**

A fire escape plan is posted on site, at all times, in each location. The plan will show all suggested routes and exits in case of fire. Fire drills will be documented, signed by Latchkey staff and posted. Children and staff will practice evacuating the building with the most direct route. Staff will notify the proper authorities.

### **Tornado Drills**

Tornado drills are conducted during the months of March through September. Tornado safety procedures, with suggested safe areas are posted at all times, in each school site. Tornado drills will be documented, signed by staff and posted.

\*Should a tornado warning be put into effect and sirens sound, children and Latchkey staff will proceed with tornado drill and move to designated safe areas. Everyone will remain in the safe area until sirens stop and the danger has passed.

### **Lock Down/ Emergency Drills**

Lock down and emergency drills will be conducted throughout the year and recorded. Site staff and students will also discuss different options that can be taken for different situations.

For all general emergencies, children will be evacuated to a safe location (location will vary at each school site). 911 will be called and staff will be responsible for making sure that all children are accounted for once children are safe and attendance is taken. Staff will carry cellular phones to call parents directly to inform them of an emergency and advise parents to pick up their children.

In the event of an evacuation, parents will be contacted by Latchkey for further instructions on reuniting families.

**Emergency Evacuation Locations**

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram to the “safe place” your child will be. This is posted in the classroom.

If there is an emergency evacuation due to a bomb threat, gas leak, etc., please see the location below where your child can be picked up: