



Holy Trinity Child Development Program
2001 Northwest Blvd Columbus, OH 43212
614/486-2895 directorhtcdp@gmail.com

Program Handbook

2026-2027

Reviewed 07/20/2026

Holy Trinity Child Development Program Contact Information

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Website: www.engagedbygrace.org/preschool

Address: 2001 Northwest Blvd. Columbus, Ohio 43212

Hours and Days of Operation

HTCDP follows the Upper Arlington City Schools calendar.

Center Hours:

Monday through Friday 8:30am - 6:00pm

Classroom hours:

- Zebra 9:00am to 11:15am - Tuesday, Wednesday and Thursday
- Panda 9:00am to 11:30am - Monday through Thursday
- Tiger 9:00am to 12:30pm - Monday through Friday
- Lion 9:00am to 12:30pm - Monday through Friday
- Panda Lunch Bunch 11:30am to 12:30pm - Monday through Thursday
- Pre-K Afternoon Adventure 12:30pm to 1:30pm - Monday through Thursday
- K-Club 2:50 to 6:00pm - Monday through Friday

GENERAL INFORMATION

LICENSING RULES

Licensing Rules for Child Care Centers can be viewed at
[Chapter 5180:2-12 - Ohio Administrative Code | Ohio Laws](#)

NON-DISCRIMINATION STATEMENT REGARDING CHILDREN

Holy Trinity Child Development Programs admits children of any race, color, religion, national origin, sex, and qualified children with disabilities to all rights, privileges, programs, and activities of the Center and does not discriminate based on any of these factors in administration of its educational policies.

AMERICANS WITH DISABILITIES ACT

A child with a disability(s) is assessed on an individual basis to determine if the Holy Trinity Child Development Program has the resources to effectively meet the needs of the child. Medication will be administered to children in accordance with the child's documented medical/physical care plan. Prior to caring for a child with a disability, HTCDP staff are properly trained in necessary care procedures and the administration of medication according to the medical/physical care plan on file for that child.

NUMBER AND AGES OF CHILDREN SERVED

Holy Trinity Child Development Programs is licensed to serve a total capacity of 126 children ranging in age from 2 ½ through 12 years old.

STAFF

Holy Trinity Lutheran Church is an Equal Opportunity Employer

The majority of teachers/staff hold higher education degrees earned from nationally accredited universities and colleges. When hiring staff, early childhood education degrees or related areas are preferred, as well as several years of experience working with groups of children.

All teachers/staff are trained and maintain certification in

- First Aid
- CPR
- Recognition of Communicable Diseases
- Recognition and Mandated Reporting of Child Abuse and Neglect

Additionally, teachers are required to obtain a minimum of 6 hours of continuing education/specialized training each year.

All staff have been trained to treat children with warmth and personal respect, to provide positive support and to be responsive to the needs of individual children.

PROGRAM PHILOSOPHY

- The Child Development Program at Holy Trinity is a non-profit, interracial, interfaith center established for the care and education of young children. We are committed to providing a healthy, happy, and safe environment for each child in our care. Each child is treated as a gifted and unique individual. We use positive words and actions in an atmosphere of love. The Holy Trinity Child Development Program will strive to improve the quality of life for young children and their families. By doing so, we hope to help children grow to be happy, confident, and loving. HTCDP serves both the members of the congregation and the larger community. As an Outreach of Holy Trinity Lutheran Church, we are partners with the pastoral staff and church ministries.
- The educational philosophy of the Holy Trinity Child Development Program is based on meeting the developmental needs of young children of all cultures and abilities.
- HTCDP offers learning activities and experiences which encourage creative and intellectual expression, stimulate learning, and promote a warm, accepting, and flexible climate for children. We provide a rich, full, safe and kind environment that fosters creativity, critical thinking, and social-emotional growth, ultimately preparing children for lifelong success.

PROGRAM GOALS

The Holy Trinity Child Development Program encourages children to be actively engaged in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world. The activities planned each day reflect the knowledge that young children learn through active manipulation of the environment and concrete experiences, which contribute to concept development. For more information regarding developmentally appropriate practice, please see

[DAP: Defining Developmentally Appropriate Practice | NAEYC](#)

CHILD GUIDANCE

Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. To give this help successfully, we need to build relationships with every child. We build these relationships from day one, outside of conflict situations. It is only when children know and trust us in day-to-day interactions that they will listen to us when conflicts happen (after we have helped everyone calm down). [Instead of Discipline, Use Guidance | NAEYC](#)

CURRICULUM

Holy Trinity Child Development Program utilizes *The Creative Curriculum*® as the foundation upon which classroom environments are designed and activities are planned to meet each child's social, emotional, physical, and cognitive needs. Through *The Creative Curriculum* developmentally appropriate practice is implemented into the classrooms; teaching in ways that match the way children develop and learn. Within this developmental framework, play based activities (free play, guided play and structured games) are planned to provide opportunities for the child to make choices, achieve successes, solve problems and be creative. The combination of planned, purposeful environments and play based activities foster positive self-image and attitude toward education. Classroom lesson plans are aligned with the Ohio Department of Children and Youth and Ohio's Early Learning and Development Standards. The curriculum provides for all areas of a child's development: physical, social, emotional and cognitive. For more more information regarding the creative curriculum please see [The Creative Curriculum for Families - Teaching Strategies](#)

FORMAL SCREENINGS AND ASSESSMENTS

Ages and Stages Questionnaire-3

Each family with a child enrolled in the preschool program is asked to complete the digital Ages and Stages Questionnaire-3 through the Sparkler App within 60 days of the child's first day of school. The ASQ-3 is a reliable, comprehensive, first-level screening. In most cases, these questionnaires can accurately identify the children who need further evaluation to determine whether they are eligible for early intervention services. Because developmental and social-emotional delays can be subtle and can occur in children who appear to be developing typically, most children who would benefit from early intervention are not identified until they begin public school. Results from the ASQ are visible to DCY and families may be contacted if referrals or support is available.

Ages and Stages Questionnaire-Social Emotional

The ASQ-SE complements the ASQ by providing information specifically addressing the social and emotional development of children. Critical to the well-being of children is their ability to successfully regulate their emotions and manage social interactions in ways that are acceptable to themselves and others.

Teaching Strategies

Teaching Strategies Gold/SmartTeach is a comprehensive assessment system designed to support teachers in effectively observing, documenting, and analyzing children's learning and development. It provides educators with a wealth of tools and resources that facilitate formative assessments, enabling them to make informed instructional decisions and tailor their teaching strategies to meet the unique needs of their students.

STAFF/CHILD RATIOS AND GROUP SIZE

The Holy Trinity teacher to child ratio is included below.

Preschool Programs

Classroom	Age Requirement	HTCDP Ratio	Maximum Group Size
Zebra	2 ½ by September 1st	1:6	12
Panda (3 year old)	3 years by September 1st	1:9	18
Tiger (4 year old)	4 years by September 1st	1:12	24
Lion (5 year old)	5 years by December 31st	1:12	24

School-Age Programs

K-Club	Enrolled in K - 2nd grade	1:17	34
Summer Fun	Enrolled in K - 2nd Grade	1:17	34

Extended Day Programs

Program	Age Requirement	HTCDP Ratio
Panda Lunch Bunch	3 - 4 years old - Panda	1:9
Pre-K Afternoon Adventure	4 -5 years old - Tiger and Lion	1:12

Children enrolled in the Zebra classroom are not eligible to attend extended programs.

State of Ohio - Staff to Child Ratios and Maximum Group Size

2 ½ year olds	1:8	16
3-year-olds	1:12	24
4-5-year-olds	1:14	28
Kindergarten, First and Second Grade	1:18	36

TUITION/FEEES AND PAYMENT POLICIES

- Tuition is based on the actual cost of operating the school.
- Monthly statements are emailed to families at the beginning of each month.
- Tuition is due by the 10th day of each month.
- Tuition is late if not received by the end of day on the 15th day of the month.
- Please make checks payable to Holy Trinity Child Development Program or HTCDP. Credit card payments may also be made online through HTCDP's MyProcure account. Access information to online accounts is given at enrollment.
- Tuition may be paid yearly, bi-yearly, or monthly.

PRESCHOOL TUITION

Zebra:

2 days/week - \$210.00/month

3 days/week - \$270.00/month

Panda:

3 days/week - \$270.00/month

4 days/week - \$330.00/month

Pre-K - Tiger and Lion:

4 days/ week - \$395.00/month

5 days/ week - \$440.00/month

Panda Lunch Bunch and Pre-K Afternoon Adventure - \$10.00/ day

K-CLUB TUITION

2-4 days/week - \$35/day

5 days/week - \$30/day

REGISTRATION FEE

A \$50.00 non-refundable registration fee is due each year when registering your child for the following school year, with a maximum of \$75.00 per family. The non-refundable Summer School Age Program Registration Fee is \$50.00.

DEPOSIT

A non-refundable deposit is due each year for the upcoming school year. For preschool families, this fee is equal to the cost of May tuition and will transfer to cover the May payment of tuition. For K-Club families, the deposit is \$200. This fee will be deducted from May's tuition payment.

DELINQUENT ACCOUNTS

A \$25.00 late fee will be assessed on delinquent accounts unless prior arrangements have been made with the directors. If tuition has not been received for two consecutive months, a written notice will be issued to the parents concerning this matter. The child will be unable to attend class until full payment has been made.

RETURNED CHECKS

A \$30.00 fee will be assessed for all returned checks. Full payment in cash, credit card or money order will be due within 5 business days of the date of the returned check. If a pattern of returned checks is displayed, payment by cash or money order may be requested.

TUITION AND ABSENCE OR EXTENDED ILLNESSES

Tuition is expected to be paid even when your child is absent due to minor illness, vacation, etc. These days may not be made up or refunded. In the event of illness that lasts longer than one week of school, tuition for the second and subsequent weeks will be waived if your physician provides written documentation of the illness.

LATE PICK UP FEE

If a parent realizes that circumstances beyond their control are going to delay pick-up, communication to the center is necessary. If notification is not received, a late pick-up fee of \$5.00 per 5-minute increment will be assessed beginning 5 minutes after dismissal time.

NOTICE OF WITHDRAWAL

Withdrawal requests from Holy Trinity Child Development Program must be made in writing. Two weeks' notice or two weeks tuition is payable upon your child's withdrawal from the program. The deposit is not refunded.

TRACKER FEE

A fee will be assessed if K-Club teachers, at Barrington dismissal time, have not been notified of a child's absence from K-Club. The fee will be assessed if K-Club teachers are forced to communicate with Barrington staff or attempt to contact the parent and confirm the child's absence. The fee for the first offense is \$10, second offense is \$25 and third offense is \$50. Families will be emailed when the fee is assessed.

INCLEMENT WEATHER REIMBURSEMENT

It may be necessary to close the center due to poor weather conditions. On these occasions, regular payment is expected.

DELAYED ENROLLMENT

If a child is enrolled in a classroom but unable to begin at the start of the school year, based on age, toilet training requirements, or other reasons, the deposit is required to hold the spot in that classroom. Monthly tuition will also be required if there are students on the waitlist.

CENTER POLICIES AND PROCEDURES

ATTACHMENT OBJECTS

We understand that the transition to preschool is sometimes a difficult one. If your child feels more comfortable at school with a security item, please allow the child to bring it along until he/she is ready to leave it at home. Attachment objects are not shared.

ATTENDANCE

Preschool-

Arrival - Children are met by the classroom teachers at the outdoor designated drop off locations each morning at 9:00am. Classes will proceed to their classrooms at 9:05am. If you arrive after 9:05am, please come to the preschool door and a staff member will take your child to his/her classroom.

Dismissal - Children are dismissed from their classrooms at the end of the class day. Please enter the building through the playground doors and proceed to the classroom. Children who are attending Panda Lunch Bunch or Pre-K Afternoon Adventure will be signed out of their regular class and signed into the afterschool program by a staff member. Students are dismissed to a parent or authorized person.

K-Club-

Arrival - The K-Club teachers meet the students at the Barrington Elementary School flagpole immediately following school dismissal at 2:50pm. Kindergarten students are picked up at their classroom doors and walked to the flagpole. The children and staff walk to HTCDP.

Dismissal - Please enter through the playground entrance when picking up. Students are dismissed to a parent or authorized person. The children must be signed out on the attendance form before being released.

BIRTHDAYS

Birthdays are special days for our small children and are happily celebrated at school. Classroom teachers will provide information regarding birthday celebrations. When sending in treats, we respectfully ask that you do not bring in a whole birthday cake or treats with high levels of sugars and dyes.

BREASTFEEDING

Private spaces are available for breastfeeding mothers: church library, family bathroom, center office or empty classrooms.

CARE OF CHILDREN WITHOUT IMMUNIZATIONS

For the health and safety of our students and staff, all children who attend HTCDP must follow Ohio Revised Code 5104.014 which requires children to be protected against 14 vaccine-preventable diseases. "In-process of being immunized" means receiving at least the first dose of an immunization sequence and complying with the intervals or catch-up schedule following the American Academy of Pediatrics (AAP) recommendations.

CHILD ABSENCES

If your child will not be attending school, families are asked to first, contact the classroom teachers through classroom email or text message and then advise the center office.

CHILD ABUSE AND NEGLECT AND MANDATED REPORTING

Reporting Child Abuse and Neglect

The Ohio Department of Children and Youth mandates that every employee is required by Ohio law to notify Franklin County Children's Services if they have reasonable cause based on facts that a child has been abused or neglected. [Section 2151.421 - Ohio Revised Code | Ohio Laws](#). There is a penalty for violation of this reporting law. This act protects the people reporting (unless proven to be malicious) for any civil or criminal liability. All records and reports concerning child abuse and neglect filed with Franklin County Children's Services in the district court are confidential and will not be disclosed. All teachers at HTCDP are aware of their responsibilities regarding this act and will alert the directors, or the person in charge of the center should the directors be absent, if they have reasonable cause that a child has been abused or neglected.

HTCDP Policies and Procedures to Protect Children

1. Comply with Ohio law, which states that every staff member must obtain a background check upon hire before working with children and every 5 years thereafter. Records that are included in a background check are Bureau of criminal investigation (BCI), Federal bureau of investigation (FBI), National sex offender registry, State sex offender registry, and statewide automated child welfare information system (SACWIS) records.
2. Require all staff to obtain and maintain current certification and complete DCY Child Abuse and Neglect Recognition and Mandated Reporting Requirements training every two years.
3. Assist with resources and referral.
4. Welcome parents to make unannounced visits to the center.
5. Require all visitors to enter through the center's secured door and sign in/out at the center office.
6. Require that adults, volunteers, employees or researchers never go into a bathroom or enclosed room with a child and close the door.
7. Require doors be left open or have a second adult in the room if a researcher, employee, specialist or therapist wishes to work individually with a child.
8. Never allow a volunteer, researcher, or teacher to leave the premises at any time for any reason with a HTCDP child unless explicit consent is given by a parent/guardian.
9. Children are only released to parents, guardians and persons authorized for pick up.
10. Immediately terminate any teacher, volunteer, or an employed person not working with children, who is determined to be unfit. For HTCDP purposes, the term "unfit" refers to non rehabilitative misdemeanor or felony convictions listed in the Ohio Revised Code 5180:2-12-9 Appendix A .

11. Teachers must use positive, respectful, and encouraging language at all times. Staff must never use profanity, cursing, or vulgar words in the presence of children or on school grounds. Yelling, shaming, name-calling, or threatening a child is strictly forbidden.
12. Staff behaviors serve as a role model for young learners.
13. Require that media (books, music, videos, movies) be developmentally appropriate for young children.

CLASSROOM DIRECTORY

A center directory of children/parents' names, addresses, phone numbers and email addresses is made available to families in the fall of each year. The directory will only include the information of families who give consent on the "Classroom Directory Information Release" form included in enrollment paperwork.

CLASSROOM SCHEDULES

Please note that times are approximate. The children's daily schedule is flexible enough to provide adaptability when necessary and structured enough to provide predictability for the children. We want children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Sample Preschool Schedule

9:00am	Children arrive and are greeted by teachers. Children wash their hands upon entering the classroom.
9:15am	Gathering time – brief sharing time about events, good morning songs and a book begin the day. Discussion of the opportunities available in the classroom.
9:30am	Free Choice - Lesson planned activities and Interest areas: Creative Art and Easel, Dramatic Play, Construction/Block Play, Manipulative Area, Reading Center/Quiet area, Writing Center, Sensory Area and Math/Science Exploration
10:15am	Clean-up time – Children put all materials away in their proper places and wash hands.
10:35am	Snack Time
10:50am	Circle Time – Music, language and concept development, story reading and story writing
11:00am	Outdoor/Large Muscle Play – running, climbing, pedaling, sliding, jumping, sand or water play, etc
11:20am	Final Gathering - music and movement, large group game, etc.
11:30am	Departure – Parents or other authorized adults pick up their children.

Sample Pre-K Schedule (same as above until 11:30am)

11:30am until 12:30pm Lunch and Planned Group Experiences

K-Club Daily Schedule:

- 2:50pm Pick-up and walk from Barrington Elementary School
- 3:20pm Snack
- 3:45pm Journals and Quiet Reading
- 4:00pm Outdoor Play
- 4:30pm Planned Activities and Free Choice: Lesson planned activities and Interest areas: Creative Art and Easel, Dramatic Play, Constructive/Block Play, Manipulative Area, Reading Center/Quiet area, Writing Center, Sensory Area, Math/Science Exploration/Activities
- 5:30pm Outdoor/Large Motor Play until closing
- 6:00pm Closing

CLOTHING AND PERSONAL BELONGINGS

Children should come to school dressed for active and messy play. Children's clothing may get dirty or covered in paint throughout the day.

Comfortable closed-toed shoes (tennis shoes are preferred) with a heel or heel strap and clothes for running and climbing are best. We enjoy outside time each day the weather permits. Please send your children dressed for outside play throughout the year. In cold weather, children should come to school with coats, hats, gloves/mittens, scarves, and boots. Sometimes the playground will be wet from rain, snow, and dew. Please make sure that children have appropriate shoes for these occasions. Outdoor play will be fully enjoyed on snowy days.

Please provide a spare set of clothing in a labeled bag to leave at the center in case a change of clothing is needed. Classroom teachers will provide instructions.

Please label your child's personal belongings. This includes shoes, jackets, backpacks, lunch boxes, waterbottles, etc. One child's belongings may look exactly like another's. We cannot be responsible for lost articles. A book bag or tote bag large enough to carry daily projects, and brought each day is an effective way to keep all personal belongings together.

CUSTODY AGREEMENT PROCEDURES

Any custodial parent or guardian of a child enrolled in a childcare center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren) or evaluating the care or 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 is court documentation limiting access and conditions of the nonresidential parent.

DISINFECTING THE CLASSROOM

A solution of ¼ cup of bleach to one gallon of water or a commercial surface sanitizer is used to disinfect tables, toys, and all surfaces with which children and staff come into contact. Bleach solutions are prepared daily. The center is cleaned and disinfected daily.

DISPUTES

Open lines of communication are essential. If concerns arise that need to be addressed, a meeting of parents/guardians, teachers and the directors will be scheduled as early as possible. At that time, a plan of action will be discussed and implemented, with weekly, written communication between all parties involved. A second meeting may be scheduled to review the situation. Unfortunately, a situation may arise that requires the center to consider changing or terminating a child's enrollment. The best interest of the child, teachers and classroom will be taken into consideration when these decisions are made.

EMERGENCIES AND ACCIDENTS

In the event of a medical or dental emergency, HTCDP staff will follow the procedures set in the HTCDP Emergency Preparedness and Response Plan available in the center office. All staff members have completed the DCY required First Aid certification. An Automated External Defibrillator (AED) is located in the church Gathering Space outside of the Welcome Center.

Minor Accidents

Minor accidents (bumps, bruises, cuts and scrapes) occur with active play. The center and classrooms are equipped with first aid supplies to care for a child with a minor injury. The parent/guardian or authorized pick up person will be informed of the accident or injury. An accident/incident report (DCY 01299) will be completed when a child becomes ill or receives an injury which requires first aid treatment. The parent/guardian or authorized pick up will be asked to sign a copy of the report to verify they have been informed of the accident, injury or illness. The report is kept in the child's file in the center office.

Medical Emergencies and Emergency Transportation

HTCDP requires parents to authorize consent for the emergency transportation of their child. A signature/consent is located on page 2 of the pink, HTCDP Child Enrollment Form for Early Care and Education Programs which is completed upon enrollment and yearly thereafter. In an emergency, if consent is given, HTCDP will call 911 and then parents will be notified immediately. If the parents can not be reached by phone, the emergency contact (listed on the pink HTCDP Child Enrollment Form for Early Care and Education Programs) will be called. If the emergency transport leaves the center before the parent or emergency contact arrives, a teacher will accompany the child. If transported by emergency squad, the HTCDP Child Enrollment Form for Early Care and Education Programs will accompany the child. If a child has a DCY Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs (DCY 01236) it will also accompany the child. HTCDP staff do not transport children in personal vehicles. If consent is not given, parents or emergency contact will be notified immediately.

Dental Emergencies

If a dental emergency occurs, staff will follow the Dental First Aid fact sheet provided by the Ohio Department of Health and DCY located in each classroom and First Aid Kit. Parents will be notified immediately.

EMERGENCY PREPAREDNESS AND RESPONSE

HTCDP has an established plan in the case of evacuation, shelter in place, emergency outdoor or indoor lockdown, outbreaks, epidemics or infectious disease emergencies, medical emergencies, transport of a child due to medical injury or illness, dental emergencies, and loss of power, heat or water. A copy of this plan is available in the center office. The plan is reviewed yearly and necessary drills are performed. All emergency events will be reported to the Ohio Statewide Licensing System.

ENROLLMENT

Enrollment is open to any child between the ages of 2½ and second grade, provided the center has the resources to effectively meet the needs of the child. The Summer Fun school age program serves children entering kindergarten through entering second grade. Our Ohio Department of Children and Youth license requires that children no longer require the use of diapers. Children who are in the final stages of potty training, may wear pull ups (Please see Toilet-Training on page 21).

To register your child, please return a completed registration form and submit a \$50.00 non-refundable registration fee. All health, immunization, personal data, enrollment forms and fee agreement must be on file before the first day of attendance at Holy Trinity Child Development Program. Each child, not enrolled in public school, must provide a current immunization record that is kept on file in the HTCDP office. The immunization record must be updated every thirteen months.

FAMILY PARTICIPATION

Parents and guardians are welcome and encouraged to visit anytime. Upon arrival, please check in at the office to notify the office of your arrival. (see Visitor Policy p.21)
The center will host two opportunities for families and special guests to visit. The children will enjoy sharing classroom activities and our guests will gain insight into the learning that takes place at the center. Families can assist in planning and organizing center events through Family Involvement Committees. Sign-ups for these committees take place at the beginning of each year via online sign-up systems. This is a great way to be involved and help the center. Special events for the preschool will take place during the year such as Back to School Orientation and Open House, Circle S Farm Day, VIP Playdates, Pajama Day, and others. Details regarding special events will be shared through email, newsletters, bulletin boards and social media.

FAMILY AND TEACHER COMMUNICATION

Teachers communicate classroom information through weekly emails, newsletters and calendars. At any time, families can contact the center with questions or concerns. Start the conversation with your classroom teachers. If you need further assistance, the directors are always available. Finally, the HTCDP Advisory Board can help navigate any difficult situations.

Parent – Teacher Conferences will be offered twice each school year to discuss your child and his/her progress relating to development: social/emotional, cognitive, physical and behavioral. These conferences are important and encourage parents to attend. Conferences for K-Club families are scheduled upon request.

FIRE AND TORNADO SAFETY

Fire drills are conducted monthly at varying times to ensure safe and efficient evacuation of the building in the event of a fire emergency. A plan of action for fire evacuation is posted next to the door of every classroom.

Tornado drills are also conducted monthly, April through September, to ensure maximum safety in the event of a weather emergency. A plan of action for weather emergencies is posted next to the door of every classroom. In the event of a weather emergency, weather reports will be monitored closely through The National Weather Service and local media sources.

FOOD, SNACKS AND DIETARY NEEDS

Snack/mealtime is a special time at HTCDP. Adults in the classroom sit down at a table and eat with the children. Optimally, there will be one adult at each table. Socialization is vital to this time. Children are encouraged to be independent when handling their food, serving others and cleaning up when finished. Snack/mealtime begins with a song/prayer. Food is not placed on bare tables and health factors are taken into consideration. Children are encouraged to taste what is served. Adults will be positive role models during snacks and meals by tasting and conversing in a positive way.

Water Bottles

Please send a reusable water bottle each day, clearly labeled with your child's name. Water is available and offered to all children at all times.

Preschool Snacks

Preschool families are asked to donate snacks for the class. Teachers will provide information at the beginning of the year regarding the snack schedule. Snacks need not be elaborate, but they do need to be healthy and nutritious! Fresh fruits and vegetables are always welcome and may be brought to school washed and cut. Store bought snacks should be unopened and in original packaging with the ingredient list and nutrition label visible, due to possible classroom food allergies. The center will furnish a snack suggestion list to help you plan nutritional snacks.

K-Club Summer Fun Snacks

Snacks for K-Club and Summer Fun are provided by the center. One serving from at least two food groups (protein, grain, fruit, vegetable, and dairy) will be offered when HTCDP provides the snack. Any child attending the center for more than 4.5 hours per day will be provided a snack.

Allergies/Dietary Needs

Please notify your child's teacher of any food allergies. A DCY "Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs" form (DCY 01236) must be on file to allow staff to take appropriate precautions or actions for treatment if your child has an allergy or health condition. This information will be posted in the classroom.

Appropriate safety precautions will be taken within the classroom of a child with food allergies. Parents will be asked to provide safe snacks for their child who has a special diet due to food allergies.

Lunch

When your child brings lunch to the center, please pack a well balanced meal with a variety of food groups. HTCDP will happily provide a meal to any child who does not have one.

HANDWASHING

Handwashing is the most important step in keeping our children and staff healthy.

To further promote a healthy environment at Holy Trinity Child Development Program the following schedule of hand washing will be followed:

Appendix A to Rule 5180:2-12-13

Handwashing occurs in a designated handwashing sink that is not used for meal preparation or clean-up and is away from the food serving area.

Childcare staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

1. Upon arrival for the day and upon entry into a classroom.
2. After toileting or assisting a child with toileting.
3. After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
4. After cleaning or sanitizing or using any chemical products.
5. After handling pets, pet cages or other pet objects that have come in contact with the pet.
6. Before eating, serving, or preparing food or bottles or feeding a child.
7. Before and after completing a medical procedure or administering medication.
8. When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer at the following times:

1. Upon arrival for the day
2. After toileting/diaper change.
3. After contact with bodily fluids.
4. After returning inside after outdoor play.
5. After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
6. Before eating or assisting with food preparation.
7. After water activities.
8. When visibly soiled (must use soap and water). Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

ILLNESS

Please do not send a sick child to school. Children must be free of fever, without use of fever reducing medications, for at least 24 hours before returning to the center.

The mildly ill child (a child experiencing minor common cold symptoms) will be allowed to attend the program, providing the child feels well enough to participate in activities, including outdoor play. A child who is too ill to participate in a full day of school, should not attend.

Please use good judgment when determining whether your child should come to school.

Remember that your child's resistance to germs is reduced, even when mildly ill, and could prolong an illness and expose others to the illness.

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

1. Temperature of one hundred degrees Fahrenheit or above.
2. Diarrhea (three or more abnormal, unexpected, or unexplained loose stools within a twenty-four-hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and /or gray or white stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

All HTCDP teachers are trained to recognize the common signs of communicable disease and will observe each child daily. The DCY 08087 "Communicable Disease Chart" is posted in the center office and the requirements listed on that chart will be followed by the center. If the communicable disease is required to be reported to the health department, the center will report within 24 hours.

When caring for sick children, the center will:

1. Isolate the sick child away from other children in another room or portion of a room, but within sight and hearing at all times.
2. Provide the sick child with a cot or mat and make him/her comfortable.
3. Notify the child's parent/guardian immediately to arrange discharge.
4. Sanitize the thermometer after each use.

INCLEMENT WEATHER

On rare occasions, it may be necessary to close the center due to poor weather conditions. If circumstances should arise, the classroom teachers will communicate with families regarding closings and delays via text or classroom email. Families can also check social media postings and local media sources for closing information. We follow the Upper Arlington School District. When Upper Arlington Schools are closed, Holy Trinity Child Development Program is closed. If the Upper Arlington Schools are delayed, HTCDP preschool is delayed as well and classes will begin at 10:00am.

MEDICATION AND SPECIAL DIETS

A "Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs" form (DCY 01236) must be completed and on file at the center when a child has a condition that requires one of the following:

1. Monitoring the child for symptoms which require staff to take action
2. Ongoing administration of medication or medical foods.
3. Administering procedures which require staff to be trained on those procedures
4. Avoiding specific food(s), environmental conditions, or activities
5. A school-age child to carry and administer their own emergency medication

Center personnel may administer medication, medical procedures, and medical foods when necessary, only when the Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs form is completed, staff have been trained and the form is on file at the center.

All medications, including over the counter items, lotions and sunscreen, must be labeled with the child's name. Prescription medicines require the pharmacy label.

If a child has special nutritional needs, medical foods will be administered with the completion of the Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs form. The required forms must be completed prior to administration of any prescription or non-prescription medication. Parents will be asked to provide safe snacks for their child who has a special diet due to food allergies.

All medications travel with the child throughout the day. They are stored out of the reach of children. Medications, topical lotions and medical foods are returned to the parent at the end of the school year.

ADMINISTRATION OF MEDICATION, MEDICAL FOOD OR TOPICAL PRODUCTS.

1. **Medical Foods:** All medical foods must be provided by the family and must be in the original container with the child's name. The medical food should be given to the teacher at arrival. HTCDP will follow the directions on the medical food container to ensure safe storage.
2. **Modified Diets:** If a child requires a modified diet due to health, religious or cultural reasons, families must provide written, dated and signed instructions. Families will provide any food requirements that are not part of the HTCDP menu.
3. According to Ohio Revised Code, school age children are permitted to carry emergency medication such as an EpiPen or inhaler if a DCY 01236 "Health Care Plan Documentation and Permission to Administer Medication for Early Care and Education Programs" form is on file. It is the policy of HTCDP to have all medications and topical products carried and administered by staff.

OUTDOOR PLAY

Outdoor time is an integral part of the curriculum for physical development and as an extension of classroom learning. State licensing also requires that unless extreme weather conditions prevail, children should have a daily period of outdoor play under the supervision of an adult. Children spending more than four consecutive hours at the center shall play outdoors for at least one hour daily.

All children will go outdoors daily for at least 20 minutes. This time may be spent on the playground or on a walk. Each classroom has an outdoor schedule and teacher child ratios are maintained.

Circumstances that alter or preclude outdoor play:

1. Temperature factoring in wind chill is below 25 degrees fahrenheit
2. Temperature factoring in heat index is above 90 degrees fahrenheit
3. During a severe weather watch or warning.
4. Playground conditions are not safe due to ice, rain, temperature, humidity, ozone levels, pollen count or lightning.

On days when circumstances prevent classes from going outdoors, opportunities for large motor activities are available indoors.

Safety Rules and Policies for Children Playing Outdoors

The playground and outside play is an extension of the learning environment of the classroom. Developmentally appropriate rules that are established in the classroom are therefore extended to the playground.

1. Children need both hands free for climbing.
2. Children may go up and down the slide. When going down, they must go feet first, either on their stomachs or backsides.
3. Sand stays in the sand box. Sand in eyes should be gently flushed out with water.
4. Picnic benches are for sitting only. Feet on the tables or benches is discouraged.
5. Children are not lifted onto a climber.

PETS AT SCHOOL

For the health and safety of all children and staff, no pets are allowed inside the preschool building, on the playground, on the preschool or church porches, sidewalks or entryways or during school-sponsored off-site trips.

PICK-UP AUTHORIZATION

For safety purposes, we only release a child to an adult, other than the custodial parent or guardian, with authorization from the parent or guardian. Please list all authorized adults who may pick-up your child on the enrollment paperwork. You may add or remove people from that authorized list at any time. Should it be necessary for an alternate adult to pick up your child, please contact the classroom teachers as well as the center by text, email or phone call and provide the necessary information. Please understand, our priority is the safety of each child. No child will be released to any person without consent of a parent/guardian.

REPORTING CHILD ABUSE AND NEGLECT

Teachers, directors, nurses, physicians, and other professionals who work with children are mandated under Section 2151.421 of the Ohio Revised Code to report when there is suspicion of child abuse and neglect. If a staff member has reasonable cause based on facts that a child has been abused or neglected, they are required to contact Franklin County Children's Services immediately.

ROUTINE TRIPS, FIELD TRIPS AND SPECIAL OUTINGS

Licensing regulations require that the program has written and signed permission forms from a parent or guardian before transporting or escorting a child to or from the center for routine trips, field trips or special outings. Holy Trinity Child Development Program provides at least two staff members on every routine or field trip. All staff are certified in CPR and First Aid.

Routine trips are frequent or regularly scheduled excursions from the center, such as escorting a child from Barrington Elementary school, walks around the church grounds and neighboring sidewalks and areas inside Holy Trinity Lutheran Church including Grace Hall, the Gathering Place, and the sanctuary.

Field trips or special outings are infrequent or irregularly scheduled excursions from the center, such as a trip to the park or library. HTCDP staff will send permission slips for parents/guardians to sign any time field trips are planned. Without completed DCY forms on file and written parent/guardian consent children will not leave the center.

Transporting children from Barrington Elementary - K-Club Only.

Walking is always the mode of transportation. A minimum of two adults will escort children from Barrington to K-Club at Holy Trinity Child Development Program. All staff are certified in CPR and First Aid. Children must be physically able to walk with the group. Accommodations can be made for children with mobility needs. We walk every day, all year, in the rain, snow and cold. Please dress your child appropriately. Please make sure your child has a hat, gloves, and boots in winter months. Holy Trinity Child Development Programs will purchase and provide ponchos for each child to wear in rainy weather. Umbrellas are not used on the walk from Barrington.

SECURITY AND SAFETY

HTCDP SECURITY POLICIES AND PROCEDURES

1. All staff members are BCI/FBI fingerprinted and background checked before hire and every five years for the duration of employment.
2. The exterior CDP door is always locked and monitored by a CDP staff member. All visitors must use the video/intercom system to enter the building.
3. All classroom doors are locked from the outside at all times. Only CDP staff with a key can open these doors.
4. Children (toddlers, preschoolers and school age) are always accompanied by CDP staff members when moving within and around the building.
5. Staff to child ratios are always maintained.

HOLY TRINITY LUTHERAN CHURCH SECURITY POLICIES AND PROCEDURES

1. The church doors are always locked and monitored by a church staff member.
2. A video/intercom system has been installed (similar to the CDP).
3. Community groups and HTLC ministries are welcome. Groups have access to the church spaces when the door is locked through unique access codes that are only valid during their assigned gathering times.
4. The church spaces are open to community activity within safety protocols. Church doors are locked with the exception of the main entrance doors during Sunday morning activities and community-wide events by reservation, ie: concerts, weddings, Vacation Bible School, American Red Cross Blood Drive, Scouts.

SAFETY PRACTICES

1. No child shall ever be left alone or unsupervised.
2. A childcare staff member oversees a specified group of children and is responsible for their safety.
3. Staff members maintain situational awareness at all times. Staff are aware of the activities in which the children are engaged and are close enough to children to protect them from harm, meet their needs, and are able to anticipate and respond to threats to children's safety.
4. Staff members will limit children's exposure to inappropriate language, media, or behavior, including inappropriate actions by the following, but not limited to, non-staff adults, parents, and other children.
5. Children will be released ONLY to authorized persons.
6. Toys and equipment are:
 - a. appropriate to the age level of the child
 - b. sturdy and safe; free from hazards
 - c. routinely cleaned and sanitized
 - d. supervised while in use
5. Staff are equipped with two way radios and cell phones.
6. Fire drills will occur monthly at varying times. Emergency plans and evacuation routes for each classroom are posted for fire and severe weather-related emergencies. (See also Fire and Tornado Safety sheets). A record of all fire drills will be kept by the center directors and are available to be seen upon request.
7. All staff members have certification in First Aid. First aid kits are kept in the center office, K-Club room and on the upper level in the teacher resource room.
8. A parent or guardian must sign permission slips for each child who travels away from the center with a group on field trips or special outings. DCY guidelines and requirements will be followed. When traveling on field trips:
 - a. First aid equipment is taken and all teachers attending the outing are trained in first aid.
 - b. Each child wears an identification wristband, which includes the center name, center address and a phone number to call if the child becomes lost.
 - c. Emergency transportation authorization and medical records accompany the children on field trips.
9. First aid supplies and cleaning supplies are stored safely and are inaccessible to children. Aerosol sprays will not be used when children are present.

10. The directors and every employee are required by Ohio law to notify Franklin County Children's Services if they have reasonable cause based on facts that a child has been abused or neglected. [Section 2151.421 - Ohio Revised Code | Ohio Laws](#)

SLEEPING, NAPPING AND RESTING

HTCDP does not provide nap or sleep time due to the daily attendance time that children are in our programs. A quiet space is available in all classrooms that children may utilize for resting.

SOCIAL MEDIA

HTCDP has an official Instagram page that is used for the promotion of school events and for sharing center information. Photographs of students never appear on the center's social media page. Teachers take photos of children for educational purposes only. Teachers use photographs for educational documentation and classroom projects. No photograph of a student is used for personal use. Photographs and/or the names of HTCDP students are never used on a teacher's personal social media. Employees of HTCDP do not use the name, image or likeness of any HTCDP child on his/her personal social media accounts.

SUSPENSION AND EXPULSION

We reserve the right to ask you to withdraw your child from the program if:

1. Payment is consistently delinquent.
2. The child is frequently picked-up more than 15 minutes past departure time.
3. The child and/or family is not able to resolve problems or receive the appropriate services through practice and procedure as outlined in the parent handbook.
4. If a child's behavior places the child or the other children at the program at risk, HTCDP will be in communication with the family to discuss and develop a plan to address the behavior. If the behavior cannot be modified, the child may be suspended or expelled from the program.

HTCDP is required to report child expulsion for behavioral reasons to the Department of Children and Youth.

SWIMMING

Children who are enrolled in Summer Fun at HTCDP participate in field trips throughout the summer. Routine trips to Devon Pool are a regular part of the summer program. Enrollment forms include DCY sample form #01227 which specify the following:

1. Your child will be swimming or playing in water 18 inches or more in depth
2. The center will NOT provide additional adults above the required staff/child ratios. The ratio HTCDP will follow is 1 adult to 9 children.
3. The time and dates of the scheduled trips to Devon Pool.
4. HTCDP will walk on these trips.
5. Whether your child is a swimmer or non-swimmer.

Parental permission to participate in swimming activities is required.

TOILET TRAINING REQUIREMENTS

HTCDP requires all children to be fully potty trained as we are not licensed to change diapers or Pull-Ups. We do not provide programs for toilet training a child. HTCDP will accept children who still need pull-ups as a means of security. Pull Ups will not be checked while children are at HTCDP. If a child is wearing a Pull-Up and a bowel movement occurs, the classroom teachers will call the parent/guardian or authorized caregiver to come immediately and change the Pull Up. Frequent accidents indicate that your child is not potty-trained. Discussions with parents help the teachers and directors determine whether your child needs to take a break from the program until potty-training has been more successfully completed. HTCDP will hold your child's spot, free of charge, for one month. At the end of the month, after discussions including parent(s), teachers, and directors, the determination will be made if your child is ready to return to school. There will be no additional enrollment fees if this takes place.

VISITORS IN THE CENTER

All visitors to HTCDP enter through the secured playground entrance. Upon arrival, visitors report to the center office to sign the Visitor Log (noting name, time in/out, and purpose of visit). Visitors will be given a designated Visitor ID badge or sticker for the duration of their time on the premises. Visitors are never left unsupervised with children. Visitors must sign out in the office upon departure.

INDEX

Topic	Page Number
General Information	1
Licensing Rules	1
Non-Discrimination Statement Regarding Children	1
American with Disabilities Act	1
Number and Ages of Children Served	1
Staff	1
Program Philosophy	2
Program Goals	2
Child Guidance	2
Curriculum	3
Formal Screenings and Assessments	3
Staff/Child Ratio and Group Size	4
Tuition/Fees and Payment Policies	5
Returned Checks	6
Tuition and Absence or Extended Illnessness	6
Late Pick Up Fee	6
Notice of Withdrawal	6
Tracker Fee	6
Inclement Weather Reimbursement	6
Delayed Enrollment	6
Center Policies and Procedures	7
Attachment Objects	7
Attendance	7
Birthdays	7
Breastfeeding	7
Care of Children Without Immunizations	7
Child Absences	8
Child Abuse and Neglect and Mandated Reporting	8
Classroom Directory	9
Classroom Schedules	9
Clothing and Personal Belongings	10
Custody Agreement Procedures	10
Disinfecting the Classroom	10
Disputes	11
Emergencies and Accidents	11
Emergency Preparedness and Response	12
Enrollment	12
Family Participation	12
Family and Teacher Communication	12
Fire and Tornado Safety	13
Food, Snacks and Dietary Needs	13

Handwashing	14
Illness	14
Inclement Weather	15
Medication and Special Diets	16
Outdoor Play	17
Pets at School	17
Pick Up Authorization	17
Reporting Child Abuse and Neglect	18
Routine Trips, Field Trips and Special Outings	18
Security and Safety	18
Sleeping, Napping and Resting	20
Social Media	20
Suspension and Expulsion	20
Swimming	20
Toilet Training Requirements	21
Visitors in the Center	21