



BETHESDA ON THE BAY LUTHERAN
— CHURCH & CHILDCARE CENTER —

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PARENT HANDBOOK

2025-2026

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“Jesus took a little child and put it by his side and said to them, “Whoever welcomes this child in my name welcomes me, and whoever welcomes me welcomes the one who sent me, for the least among all of you is the greatest.””

Luke 9:47-48

Grace and peace to you!

What a great pleasure and honor it is to welcome you into the community we call Bethesda on the Bay! The worshipping community of Christian faith has been welcoming members and inviting people to find a place of safety, rest, renewal and community for over 75 years. Over 15 years ago, the congregation saw a need in the community for good quality childcare and decided to open this center. I hope your child finds a home here and feels welcomed and loved.

Since the beginning, Bethesda has been proud to be a small but important part of the raising and formation of the children in our care. Thank you for trusting Bethesda and for giving us the opportunity to be a part of your child’s early childhood education. You and your children’s presence is a great gift.

In addition to weekly childcare, the community at Bethesda has a variety of opportunities for connecting and serving the community, for formation and fellowship, and for worship and faith development. Please know you’re always invited to any of the offerings Bethesda has and reach out to me at any time if I may be of support or help for you and your family.

It is my prayer that each child who comes through the doors at Bethesda knows they are valued and wonderful gifts of God! I lift prayers and well wishes for each of your children as they begin this school year here at Bethesda!

Grace and peace,

Rev. Angela Freeman-Riley

Please Note: The title, parent/s will be used throughout this document to include parents, guardians, and parent designees.

Mission Statement of Bethesda Child Care Center

The mission of Bethesda Child Care Center (BCCC) is to provide quality child care in a Christian environment, stimulate a child's interest in God's world, provide a safe environment where each child can develop his/her physical, mental, and social capabilities, and promote positive cognitive development and communication skills. BCCC is an integral part of the church's outreach program and is open to children of all spiritual backgrounds.

Licensing

BCCC is a non-profit organization within the Bethesda on the Bay Lutheran Church legal entity. The center is licensed by the Ohio Department of Jobs and Family Services to serve 3-13 year old children. A copy of the license is located outside the Administrator's office by the parent information board. Any suspected violation of licensing policies should be reported to the Ohio Department of Jobs and Family Services. BCCC has a Board of Directors made up of members of the congregation of Bethesda on the Bay Lutheran Church.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin or disability in the Americans with Disabilities Act or 1990, 104 Stat. 32, 42, U.S.C. 12101 et seq.

Class size and Extracurriculars

The State of Ohio requires a teacher child ratio of 1:18 for school-age children; BCCC has a teacher child ratio of 1:15. The State of Ohio requirement for preschool age children is 1:12; BCCC has a 1:10 teacher child ratio. Daily group activities for school age children will not exceed 36 children, unless the activity is outside or in the gym. Daily group activities for preschool age children will not exceed 24 children. The center provides opportunities for individual, small group, and large group activities on a daily basis for all students.

Free homework help is available for school age children, and individualized tutoring is available for a small monthly fee. Extracurricular activities and special events are offered throughout the year. Several community service projects are offered throughout the year also. These are an opportunity for children and families to show compassion and respect for others, and to help those in the community who are in need.

Children are invited to participate in monthly chapel time with the Pastor. During chapel, the children will learn songs, hear stories, and explore some basic Christian principles of loving a neighbor, showing mercy, and being compassionate. Children meet with the Pastor in the church sanctuary for chapel. Permission slips are required. A long tradition at Bethesda is before snack time, each classroom will say a basic prayer of thanksgiving together before they eat.

Admissions

Bethesda Child Care Center provides full day preschool and pre-k for children ages 3-5 years old, and before/after school care for children in kindergarten through 7th grade.

Prior to a child's first day, the Administrator must have the first month full tuition, registration fee, and all required paperwork including health information. Any changes to any of this information must be communicated with the office immediately so that current information is always on file. Preschool children must be fully potty trained prior to registration to attend BCCC.

Families are invited to tour the center and meet the staff. Parents are required to meet with the Administrator prior to a child's first day of attendance to review the Parent handbook and all paperwork necessary to begin enrollment.

Parents of children with allergies or handicapping conditions such as, but not limited to, cognitive, physical, or social delays in development shall confer with the Administrator/Lead Teacher. Both the teacher and the Administrator shall be included in the development of an Individualized Educational Plan (IEP) for the child. The signed, dated, and written plan will outline any special instructions necessary for the health and/or development of the child. This form will also include any special services the child is currently receiving. Only staff trained by parents or certified medical professionals can administer special treatments. The Administrator/Lead Teacher will document efforts to receive parental consent for sharing of information. The program is unable to serve children with special needs if access to the IEP or treatment information is denied.

Days Hours of Operation

Hours of operation are Monday through Friday from 7:00 AM to 6:30 PM during the school year.

BCCC follows the Bay Village School District calendar. If Bay Village Schools declare a calamity day, BCCC will also close for a calamity day.

There are certain times throughout the year, spring break, teacher work days, etc., when Parents will be surveyed to see if child care is needed on those days. If there is enough interest from families, and if the center is able to staff accordingly, the center will offer care on those days. This will incur an additional fee.

Please reference the Bethesda calendar for a full list of days the center is closed.

Parent Communication

Communication and cooperation among home, school, and BCCC is very important. Parents are encouraged to participate in activities of the center whenever possible. Participation opportunities include but are not limited to formal/informal Parent teacher conferences, Parent accompanying children on field trips, class parties, special events, and volunteer opportunities. Parents are welcome visitors at the center at all times; please notify the office before visiting a classroom or attending an event.

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

Staff is available to discuss a child's progress or needs at any time. Parents are asked to make an appointment when it is necessary to engage in any lengthy conversation.

Class contact lists are available in the office upon request. Contact lists include parent information listed on the enrollment forms.

Private space to breastfeed or pump breast milk is available upon request in the office.

Administrator hours are listed on the bulletin board outside the BCCC office. Alternate times can be scheduled by calling or emailing the Administrator. Please feel free to bring up concerns as they occur. Open communication is important to all.

Tuition and Payment Policies

Tuition is calculated on the number of days students attend Bay Village public/parochial school for the year (180 days). The tuition is then divided into 9 monthly payments. Monthly tuition payments are due on the 1st of each month. Tuition received after the 15th of the month is considered late and is assessed a 5% late fee on the total amount due. Checks should be made out to Bethesda Child Care Center and can be given to the Administrator or put in the brown box next to the BCCC office door. Failure to pay tuition by the end of the month may result in termination of child care services.

Monthly tuition is based on the number of days a child is enrolled. There are no refunds for absent days. There is a multi-child discount of 10% off the oldest child's tuition.

Registration fee: An annual non-refundable registration fee of \$50.00 for one child and \$75.00 for two or more children is charged. A child is not considered enrolled until the registration fee is received.

Tutoring fee: Individualized tutoring is available for a fee of \$15.00/half hour session.

Late pick up fees: If circumstances require a delay in pick up, a phone call is required. A late fee of \$10.00/each 15 minute interval will be charged on the first offense. On the second offense, a charge of \$15.00 for the first fifteen minutes and \$1.00/minute thereafter will be charged.

Returned checks: Returned checks for insufficient funds are accessed at a \$15.00 fee.

Calamity Days: Occasionally, it may be necessary to close the center for weather conditions or other building safety issues. If this should occur, the Administrator will post the notice on all local news stations and on the BCCC Facebook page. Sign up for text alerts on the Fox 8 News website.

Withdrawals: A two week notice in writing is required in advance of any withdrawals. No refund of tuition shall be made before that date. If a child is withdrawn without advance notice, two weeks tuition will be charged.

Monthly Tuition (September-May)

# of Days	Before School	After School	Preschool
5	\$165	\$469	\$933
4	\$132	\$381	\$846
3	\$99	\$288	\$646
2	\$69	\$193	\$424

Add on after school day: \$24 per day

Add on before school day: \$11 per day

Non-School day: \$49 per day

*Before/After school care refers to our school-aged children who attend the center before and/or after their regular district school day.

** Preschool/Pre-k refers to our full day programming for 3-5 year olds.

Meals and Snacks

The bulletin board outside the BCCC office has a monthly menu posted and the menu is always available on the BCCC website. Breakfast is not provided. A nutritious snack is served to preschool students at 9:00 AM .

Lunch is served daily at 11:15, and includes a main dish, fruit, vegetable, and milk. Lunch provides 1/3 of the recommended daily dietary allowances as specified by the USDA. Parents may provide lunch, but the packed lunch must also meet the above requirements unless there is a food allergy or a religious requirement. If a packed lunch does not meet the USDA requirements, BCCC will provide the missing items. All packed lunches should be clearly labeled with the child's name and will be kept in the classroom. Please include ice packs if a packed lunch must be kept cold.

Food Supplements or Modified Diet: Parents must provide written permission from a child's physician if the child requires a food supplement or a modified diet. Parents will be asked to fill out a medical care plan.

All children are offered an afternoon snack at 2:30 PM.

We are an entirely 'nut free' center to aid in all allergy needs.

Meal	3-5 year olds	6-12 year olds
Lunch	Meat - 1 1/2 ounces Fruit or vegetable - 1/2 cup Grains/Breads/Pasta/Noodles 1/2 slice, 1/4 cup Milk - 3/4 cup	Meat - 2 ounces Fruit or vegetable - 3/4 cup Grains/Breads/Pasta Noodles 1 slice, 1/2 cup Milk - 1 cup
Snacks	Fruit or vegetable - 1/2 cup Grains/Breads - 1/2 slice, 1/4 cup, or 1/3 ounces Milk - 1/2 cup	Fruit or vegetable - 3/4 cup Grains/Breads - 1/2 slice, 1/4 cup, or 1/3 ounces Milk - 1 cup

Before and After School Curriculum

Children participate in literacy, science/math, fine/gross motor skills, dramatic play, art, music, and cooking activities. Homework time is part of each classroom each day. A child with no homework on a given day is required to participate in another quiet activity during homework time. Free homework help is available Monday through Thursday each week, as well as individual tutoring for a small fee.

Some additional activities offered include parties, picnics, talent shows, special visitors, special themed days, and movie days.

Preschool Curriculum

BCCC uses The Creative Curriculum for our preschool programs, and touches on the Foundations program used at Normandy Elementary School. BCCC staff communicates regularly with the teachers at Normandy Elementary. The program covers all aspects of kindergarten readiness: letter and number recognition, name recognition, positions/patterns, opposites, address and phone number, social skills and writing skills. Children will participate in literacy projects, daily art, and sensory projects. Conferences are offered during the school year to discuss a child's progress. This information is for Parents only and is not shared with the Ohio Department of Jobs and Family Services or any other agency without prior Parent permission.

Preschool children who attend full day are required to nap or rest. Children are not required to sleep, but must remain quietly on their cot. Each child will have an assigned cot, please bring a cot cover to use at rest time. A link to order a cot cover, along with a 10% discount, can be obtained from the office. Parents are required to take cot covers home weekly to be laundered.

Supervision

BCCC staff will continually ensure the health and safety of each child at the center. Staff is alert to safety needs of the children, anticipates possible hazards, and takes necessary appropriate precautionary and preventive measures.

School age children (no more than 6 at a time) may move around the building without staff supervision to visit other classrooms, go to the library within the building, walk to tutoring, or use the restroom. Children must be within hearing distance of staff, and staff will check on K-5 children every 5 minutes. Children use the restrooms that are exclusively for BCCC.

Preschool children will be accompanied by a staff member at all times. Preschool children may not leave the classroom unattended and will use the restrooms within the classroom.

Arrival/Departure

Parents are required to bring children to the classroom and to connect with the staff upon arrival. Any special messages or special pick up notes are to be given to staff at this time, and staff must be made aware of the child's presence. Children may not be dropped off at the entrance of the building or be sent in alone.

At the time of pick up, Parents are asked to make contact with a supervising staff member to ensure staff is aware that the child has been picked up. Children are the responsibility of the Parent before and connecting with the supervising staff at the beginning and end of the day.

Families will be given key fobs to use to enter the building for drop off and pick up. A \$10.00 cash deposit is required for each fob given to the family. In the event the fob is lost, the deposit will be used to replace it. Deposits will be returned when key fobs are returned.

Attendance

Parents are required to contact the center by phone or by email if their child will not be attending for any reason. If a school age child is scheduled to arrive from school and does not, Parents will be contacted first to determine the reason for the child's absence. If a Parent cannot be reached, the school will be contacted.

Staff members check attendance when children arrive and depart the center. If school age children move throughout the building, attendance is taken upon leaving the classroom and upon arrival to the destination. Staff will always know where children are in the building.

Release of Children

State of Ohio regulations require children to be released only to a custodial Parent or guardian, or a person authorized by custodial Parent or guardian to pick up the child. Parents must provide a written signed note if any other person is to pick up a child on a given day. If an emergency occurs during the day and a Parent cannot pick up a child, a phone call must be made to the center to authorize the person doing the pick up. Staff will check the ID of anyone they do not recognize. Safety of the children is the number one priority. Staff will not release children to anyone, including a Parent, who appears to be under the influence of drugs or alcohol. In this case, emergency contacts will be called to transport the child home. Police will be notified if necessary.

If a Parent is not permitted to pick up their child, legal documentation must be on file at the center office. Without proper documentation, we are unable to deny a Parent access to their child.

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being neglected or abused, staff members are required by Ohio law to make a report to the Cuyahoga County Child Protective Services Agency.

Guidance

Behavioral expectations are age appropriate and all staff members will communicate expectations in words children will understand. Emphasis is on making discipline a positive learning experience with a clear cause/effect relationship. Children are never punished physically or verbally. Staff will help a child realize that his/her feelings are accepted, but negative behavior is not. Conflict resolution will be used and short breaks will be implemented if conflict resolution is not successful. Staff will make every effort to keep a child from hurting him/herself or others.

In the unlikely event that a child is consistently endangering him/herself, peers or staff, the Administrator and classroom staff will work with Parents and child to correct the behavior and make a plan for the child to be successful at BCCC. A child experiencing behavioral problems may be asked to sit in the Administrator's office with an Administrator until the situation is safe for all involved while a Parent is being contacted. The Administrator will work closely with Parents in the event withdrawal becomes necessary. If an expulsion must occur, the center will assist the child and family in transitioning to another program by identifying and engaging mental / behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.

Emergency Procedures The center has devised several procedures to follow in the event of an emergency. In the event of a fire or a tornado, staff will follow the written instructions posted in each classroom. Instructions describe emergency evacuation routes and the procedures that follow to assure that all children have arrived at the designated area. BCCC conducts monthly fire drills and periodic tornado drills. Fire evacuation includes all children and staff meeting on the sidewalk on Wolf Road. Weather condition evacuation includes all children and staff meeting in the church basement. Should the need for evacuation arise, Parents will be contacted to pick up children as soon as possible. If Parents cannot be reached, emergency contacts on the child's enrollment form will be contacted. In the event of an environmental threat or a threat of violence, staff will secure children in the safest location possible, contact the proper authorities and then follow their directions. Parents will be contacted as soon as the situation allows.

All staff members are trained in First Aid/Communicable Diseases, CPR, and Child Abuse/Neglect Reporting. In case of a minor accident or injury, staff will administer first aid. If a more serious injury occurs, staff will administer first aid until EMS can be contacted. If EMS is called and a child must be transported to the hospital, Parents will be notified and a staff member will accompany the child to the hospital with all available health records. Each classroom is equipped with a first aid bag along with each child's emergency authorization form. In the event of injury, an incident report will be filed with Ohio Jobs and Family Services and a copy of the incident report will be given to Parents upon request.

Staff may not transport children in their vehicles for any reason. Parents and EMS will always be contacted in the event a child needs emergency transportation. Any Parents refusing to grant permission for transportation due to an emergency via EMS must provide a plan of what to do in case of an emergency.

Management of Illness

BCCC provides a clean and healthy environment and realizes children do get sick from time to time. Staff will observe children as they enter the program to assess general health. Please do not bring a sick child to the center.

A child with any of the following symptoms will be immediately isolated and discharged as soon as possible to the parent or emergency contact: Temperature of 100.1 degrees Fahrenheit or higher; diarrhea (3 or more abnormally, unexpectedly, and unexplained loose stools within a 24 hour time period); severe coughing causing the child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; yellowish skin or eyes, redness of the eye, thick and purulent eye discharge, matted lashes, burning or itching, redness of the eyelid or eye pain; untreated infected skin patches; unusual spots or rashes; unusual dark urine or gray or white stool; stiff neck with elevated temperature; evidence of untreated lice, scabies, or other parasitic infections; sore throat; difficulty swallowing; or vomiting more than one time or when accompanied by another sign or symptom of illness.

Parents are required to pick up a sick child within one hour of the phone call. Anytime a child is isolated, he/she will be kept within eyesight and hearing distance of a staff member. Child will be given a cot to rest on, and the cot will be washed and disinfected before another use.

Parents will be notified in the event their child has been exposed to a communicable illness. Children will be admitted to the center after being symptom free for at least 24 hours. If a child is not symptom free, a doctor's note will be required stating the child is not contagious.

The Health Department Communicable Disease Chart is located in the hallway outside the Administrator's office.

BCCC will administer medications to a child only after the Parent completes all sections of a Request for Medication Form. Medications may not be kept in a child's backpack, and will be stored in a designated area that is inaccessible to children. Any changes to dosages or use must have written instructions from a physician on the Request for Medication form. School age children that need to have access to an inhaler are an exception to this rule if Parents have signed a release form for access to the inhaler. Over the counter medications will not be administered for more than 3 days without instructions from a physician. Other than emergency medication, BCCC cannot administer the first dose of any medication.

Parents will be informed of any illness/outbreak at the center. Children who are not immunized will not be permitted to return to the center through the incubation period of an illness/outbreak. This is a recommendation from the Department of Health and Human Services, and is posted on the communicable disease chart by the administrator/s office.

Outdoor Play

Research has shown that children are healthier when they have daily outdoor play. Based on state requirements, outdoor play will be included in programming on a daily basis. Children will not be taken outside when temperatures drop below 20 degrees Fahrenheit or rises above 90 degrees Fahrenheit. Wind chill and heat index will be factored in. On days when outside play is not possible due to temperatures,

ozone warnings, humidity, wind chill, pollen count, lightning, rain, ice or other threatening weather, children will have indoor play in the gym. Please send children with the proper clothing so they can be safe and comfortable when playing outside. This includes hats, gloves, and boots in the winter. Parents will be notified in advance of a snow play day so children can bring snow pants.

Transportation

The Bay Village School District provides bus transportation to and from Bethesda Child Care Center for before/after school care. A Request for Bus Change form must be filled out every year and sent to the Transportation Department in order to have transportation to BCCC. This form is included in the Enrollment Packet.

BCCC cannot transport children in any situation.

Field Trips

Field trips are mostly taken in the summer months, although occasionally a field trip will be planned on a day during the school year that the school system is closed. Preschoolers may occasionally walk over to the Lake Erie Nature and Science Center or to the Bay Village Police and Fire Stations. All field trips are walking trips.

Before departing BCCC, a count will be taken of all children and kept on a separate attendance sheet created specifically for the field trip. Upon arrival at the destination, another count will be taken to assure everyone has arrived safely. This process will be repeated upon leaving the destination and upon returning to the center. Each staff member will be responsible for a group of specific children on a field trip. Written permission will be obtained from Parents before a child participates in a field trip.

Thank you for choosing Bethesda Child Care Center.

Please complete the last page of this handbook and return to the administrator upon enrolling. This will serve to state that you have received and acknowledged the policies of Bethesda Child Care Center.

I have read this handbook in its entirety and understand the policies and procedures of Bethesda Child Care Center. I understand that at any time the policies may need to be updated and if/when this occurs, BCCC will provide each family with a copy of the updates.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

List the names of each child being enrolled from your household.

PLEASE SUBMIT THIS PAGE WITH YOUR ENROLLMENT PAPERWORK

List of paperwork required at time of registration for your child.

1. **This handbook acknowledgement page signed by parent**
2. **JFS 01234 Child Enrollment and Health Information**
3. **JFS0305 Child Medical Statement & Immunization Record (*preschool only*)**
4. **JFS01236 Medical Care Plan (*if necessary for child*)**
5. **JFS01225 Routine Trip Form**
6. **BCCC Enrolment Form**
7. **BCCC Photo Release Form**