

## Camp Hosanna Code of Conduct

I \_\_\_\_\_ will do my best to be respectful of myself and others by being

1. Honest
2. Fair
3. Friendly
4. Helpful

I will

1. Be responsible for what I say and do
2. Respectful of my counselors, authority, and resources
3. Listen and pay attention

The above requirements are mandatory for a safe and fun camp experience!

Camper

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# PARENT HANDBOOK



# CAMP HOSANNA

# CAMP HOSANNA

Northwest Christian Child Care  
5707 Olentangy River Road  
Columbus, Ohio 43235  
(614) 451-4412



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# NOTES

## Northwest Church

Northwest Christian Child Care is the weekday ministry of *Northwest Church of the Nazarene Children's Ministry Department*. Northwest Church offers several opportunities for worship each week to meet the needs of the entire family. Please go to [www.northwestchurch.org](http://www.northwestchurch.org) for more information about ministries and service times.

### From the Office Staff

Dear Parents,

We are pleased that you have chosen Camp Hosanna as the place where your child will receive the best care and educational opportunities possible. Our dedicated staff will do their best to meet the needs of your family. If you have any questions regarding the policies and procedures in this handbook, please do not hesitate to contact us at 614-451-4412, FAX 614-451-0201 or check out our website at [www.northwestchristianchildcare.org](http://www.northwestchristianchildcare.org). We look forward to meeting each of you.

Your NWCCC Office Staff,

Bethany Nicholson (Director), Michele Sinacori, Becky Bowman, Tammy Smith, & Jodi Keller



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Welcome. We are pleased that you have become a part of Northwest Christian Child Care. We are committed to providing the best possible care for your family. It is our desire to guide and nurture each child by providing social, emotional, physical, intellectual, and spiritual learning experiences. We want to encourage children to reach their God-given potential. It is our prayer that your child will be surrounded by Christian love.

Dear NWCCC Families,

Welcome to Northwest Christian Child Care, a ministry of the Northwest Church of the Nazarene. We are excited about the privilege of caring for your child.

Throughout the year we offer many family activities. You are welcome to join us at all of our events. We will do our best to keep you informed of activities that may be of interest to you. If you would like to receive our monthly calendar of events by email, please send your email address to [churchoffice@northwestchurch.org](mailto:churchoffice@northwestchurch.org).

We believe the worship of God makes better parents and families. If you do not have a church home, let me invite you to join us on Sunday mornings for our worship services. Childcare and Children's activities are available both hours. For updated service times please check our website at [www.northwestchurch.org](http://www.northwestchurch.org).

The church is here to serve you. If you have special needs or seek counsel or special prayer, please feel free to contact me, or our other church staff, or church volunteers. Our doors are always open!

Sincerely, Pastor Sam

**Holidays:** Northwest Christian Child Care will be closed on Memorial Day and the Fourth of July. If the Fourth of July falls on a Saturday, the center will be closed on the previous Friday. If the Fourth of July falls on a Sunday, the center will be closed on the following Monday. **We do not adjust tuition for holidays.**

### **Child Abuse/Neglect**

All childcare staff is required by law to immediately notify the local public children's service agency when child abuse or neglect has been suspected.

### **Toys**

We cannot be responsible for toys and personal items brought to camp. When a child brings his/her own toys it can create conflict. Check with your child's camp teacher if you have any questions about toys. NWCCC is not responsible for lost or damaged items.

### **Chapel**

Chapel times are held on Mondays, Wednesdays, and Fridays. Chapel is led by the Camp Hosanna staff.

### **Clothing**

Please dress your child as comfortably as possible to enable him/her to participate in the different activities of the day. **Field Trip shirts must be worn on Tuesdays and Thursdays.**

Children are encouraged to wear sturdy shoes and socks to avoid injury to their feet. All children must wear shoes while in attendance.

**All clothing including towels, bags, sunscreen, etc. should be marked with your child's name** and stored in your child's classroom.

We can not be responsible for lost or damaged clothing. Lost and found items are located in the school office.

Enrollment status can only be changed **one time** throughout the course of the summer. For example, a camper can change from full-time to part-time status, but not back to full-time. **Once a change in enrollment status has been made, the camper must remain at that status for the remainder of the summer.**

<b>Registration Fee</b> (per child)  <b>Non-refundable</b>	<b>Schedule</b> (FT/PT)	<b>Activity Fee</b> (per child)	<b>Advance Deposit</b> (Applied to last week of camp)  <b>Non-</b>	<b>Weekly Tuition</b> (Due on Wednesdays by noon)
<b>\$60</b>	FT	<b>\$145</b>	<b>\$245</b>	<b>\$245</b>
<b>\$60</b>	3 Day (MWF)	<b>\$145</b>	<b>\$185</b>	<b>\$185</b>
<b>\$60</b>	2 Day (TR)	<b>\$145</b>	<b>\$133</b>	<b>\$133</b>

**Account statements** are available on the Tuition Express website and are also available from the center upon request. The center's **Tax ID # is 31-0992539.**

**Year End Statements** are distributed to all families in January.

**Family Discounts:** Families who attend **full-time** will receive a \$20/wk discount for the second child enrolled in either the childcare or summer day camp, \$25/wk for third child/twin and beyond. The **part-time 3-day** discount is \$10/wk for the second child, \$12/wk for the third child/twin and beyond. The **part-time 2-day** discount is \$7/wk for the second child, \$8/wk for the third child/twin and beyond.

The deposit due at enrollment is reduced by the applicable discount (s). See SDC Rates and Dates sheet for details.

**Referral Program:** Camp Hosanna has a referral program. If you refer a new family to Camp Hosanna, and they are enrolled in camp all summer, you will receive a **\$300 referral credit**, as long as, the new family is registered by March 31.

**Late Pick Up Fee:** Our center closes promptly at 6:00 p.m. If you cannot pick up your child prior to 6:00 p.m., please contact someone from your pick up list to come and get your child. Should it be necessary to pick up your child later than 6:00 p.m., a late fee will be assessed to your account at \$1.00 per child per minute. Please notify the school if you will be late. Repeated lateness will prompt the child's disenrollment. All parents and children must be out of the building by 6:00 p.m.

## Our Mission

To join with families to provide quality care for children that is Bible based/age appropriate in its daily activities and curriculum that is life applicable, relational, creative, safe and fun, and striving to teach the qualities of a "servant heart."

Northwest Christian Child Care is a privately owned and operated non-profit child care center. The child care center is licensed by the Ohio Department of Job and Family Services. We are approved to operate legally as a child care center, preschool, and summer day camp (school-age) program. Care is provided from 6 weeks of age through pre-kindergarten. A summer day camp program is offered for children having completed Kindergarten through 12 years of age. NWCCC does not discriminate on the basis of race, religion, sex, color, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

The licensing rules and laws are available at the center, and a copy for review can be requested from the Director. The licensing inspection reports and complaint investigation reports, for the current licensing period, are located online at [www.jfs.ohio.gov](http://www.jfs.ohio.gov). The center's licensing records, both past and present, and the compliance report forms from the Health, Building and Fire departments are available upon request from the Ohio Department of Job and Family Services. These are also available online at [jfs.ohio.gov](http://jfs.ohio.gov).

If any person wishes to report a suspected violation by the center, The State of Ohio Licensing Division can be reached by calling 1-866-886-3537, option 4.

The licensed capacity for each age category is noted in the center's license. The license is posted in the front office.

The center observes a 1:18 staff/child ratio and small group size of 2:36 for school-agers.

## Hours and Days of Operation

Camp Hosanna is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Children need to be checked in by 9:00 every morning so that we can begin promptly. If your child will be late or absent, please notify the front office as soon as possible.

### Daily Schedule

#### M/W/F

7:00-8:30	Check in to classroom, breakfast snack
8:30-9:00	Opening ceremony (Teen Room)
9:00-11:00	Activities #1 and #2
11:00-12:00	Swim Prep
12:00-1:00	Lunch— on the front lawn or in the gym
12:30-3:00	Swimming
3:00-3:40	Changing/Snack
3:40-4:45	Bible talk
4:45-5:00	Closing ceremony
5:00-6:00	Last camp activity/Check out

#### T/TH

(The schedule for Tuesdays & Thursdays will vary due to the different times and lengths of our field trips.)

7:00-8:30	Check in to classroom, breakfast snack
8:30-9:00	Opening ceremony
9:00-11:00	Activities #1 and #2
11:00-3:30	Field trip/Lunch on site
3:30-4:45	Return to NWCCC/Snack
4:45-5:00	Closing ceremony
5:00-6:00	Last camp activity/Check out

Departure and arrival times for field trips, as well as nightly check out locations will be posted on the Camp Hosanna board located through the double doors in the front office area.

## Child Guidance and Behavior Management

The camp staff in charge of a group of children will be responsible for their discipline in keeping with the policies established by Northwest Christian Child Care and Camp Hosanna. All discipline will be handled with kindness, consistency, and understanding in accordance with the individual needs of each group and each child. The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want children to hurt themselves or others. We want them to learn to respect other people and their property.

**Registration:** An annual **\$60.00 registration fee per child** is due at the time of enrollment. The registration fee is **non-refundable**.

**Activity Fee:** A **\$145 activity fee per child** is due at the time of enrollment.

**Advance Deposit:** A **non-refundable** deposit of one week's tuition is required at the time of enrollment. (This will secure your place in camp along with payment of the registration fee and activity fee) *Complete enrollment forms must be submitted along with your fees.* The deposit is automatically applied to the last week of camp.

**Tuition:** Northwest Christian Child Care is a non-profit organization with tuition established to defray the primary costs of operation. There are three acceptable methods of payment. Our preferred method of payment is ACH withdrawal from a bank account using Tuition Express. There are **no fees associated with ACH withdrawal**. The second **fee-free method of payment is by personal or bank check**. All checks should be made payable to Northwest Christian Child Care or NWCCC and dropped in the tuition box located on the wall outside the office no later than each Wednesday by noon for the current week's tuition if you are paying by check. **The third payment option is by debit or credit card through Tuition Express. There is a 3% fee associated with this option.** All payments (ACH and debit/credit card) are processed each Friday for the current week's tuition. A \$25 late fee will be charged to your account when tuition is paid late. There will be a \$26 charge for all NSF checks, \$13 charge for all NSF ACH transactions, and \$3.50 for debit/credit card declines. See the front desk to sign up for Tuition Express. There is a form that must be completed and returned. Should it be necessary to increase tuition rates, you will be notified as soon as possible, but not less than 30 days prior to the effective date. Rates are reviewed on an annual basis and changes are implemented at least annually, usually on March 1.

**Payments that are delinquent by more than two weeks automatically disenroll a child unless satisfactory arrangements have been made with the Accountant.**

**Everyone enrolled in Camp Hosanna is required to pay for the full eleven weeks of camp.** Each family will be given a one week optional **vacation voucher** to be used for a week (5 consecutive days) during the summer. If you choose to utilize the vacation voucher, a total of 10 weeks tuition is required (11 weeks of camp less one vacation voucher week if used).

### **Indoor Policy**

If the weather is inclement (raining, extreme hot or cold) children will be provided with large muscle play in the gym.

### **Outdoor Policy**

Under ODJFS operating rules, all children must have an outdoor time scheduled. Fresh air is necessary and healthy in a child's development. Children will go outside unless the weather is severe (storming, extreme hot or cold). If you feel that your child should not go outside, the best choice is to have your child remain at home. We cannot accommodate individual children asked to remain indoors.

The back door leading to the playground is kept locked at all times. You will need to use the keypad located to the right of the doors to access the building. Please see the office for the keypad code.

### **Parent Participation**

A roster of the names and telephone numbers of the parents or guardians of children attending the center is available upon request. The roster will not include names of any parent or guardian who requests that their information be omitted.

We welcome and encourage parents to volunteer and assist on party days or with field trips. Northwest Christian Child Care has an open-door policy and any parent, custodian, or guardian of a child enrolled here at Northwest is allowed to visit the center at any time during the day. The center only asks that the parent or guardian notify the office at the time of his/her visit.

Parents who need assistance with concerns related to Camp Hosanna or Northwest Christian Child Care are encouraged to make an appointment with the Director.

### **Enrollment Qualifications**

**Enrollment Paperwork:** Enrollment paperwork is done online through ChildCareFORMS. Please go to: [www.northwestchristianchildcare.org](http://www.northwestchristianchildcare.org) for instructions on enrollment.

### **Additional NWCCC Child Guidance and Behavior Management Policies**

No form of corporal punishment will be administered in the center. No cruel, harsh, unusual or extreme techniques shall be used.

Use of abusive language or attacks on the child's self worth are not to be used to shame a child into conforming to the rules of behavior. Any instances of such practices are to be reported to the Director.

No discipline or behavior management techniques shall be delegated to any other child.

When a child's behavior is unacceptable, the child care staff members shall not restrain a child by any means other than holding the child for a short period of time, such as a protective hug, so that the child may regain control.

No child shall be placed in a locked room or any confined area.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Also at no time will food, rest or toilet use, or outside/gym time be withheld as a form of behavior management.

Techniques of discipline or child management shall not humiliate, threaten, shame or frighten a child.

The staff shall not subject children to profane language or verbal abuse. Making derogatory or sarcastic remarks about a child or their families is unacceptable and will not be tolerated. It is our goal to provide a positive and safe environment for each child.

The child care staff shall not punish an entire group of children due to the unacceptable behavior of just one or a few. No child will be isolated or restricted from all activities for an extended period of time.

Parents of children in our center are not permitted to discipline other children at the center. Please express your concerns to the staff.

When a child has a discipline issue, we will encourage them to find a quiet space and get themselves calmed down. Then they will be allowed to "try again" and return to the group and activity. All Northwest Christian Child Care staff adheres to the child guidance and behavior management guidelines listed above.

It is important that school-age children learn to solve problems on their own. Therefore, camp staff will encourage children to work out their disagreements by themselves in an acceptable manner. Staff will spend more time guiding and facilitating behavior management rather than just disciplining the children. For instance, when a child approaches a teacher with a situation, the staff member may ask the child how the situation can be resolved and then encourage the child to solve the issue with the other child involved. When necessary, camp staff will intervene. But, in most situations, the staff will encourage the children to solve their issues on their own.

When a child's behavior is unacceptable, camp staff will discuss with the child the behavior and appropriate alternatives to his/her actions. If necessary, further action, including a brief time out or removal from an activity, will take place. In the case that the staff member and child cannot come to a satisfactory solution in the classroom, the Director and Parent will be made aware of the situation to support each other in resolving the situation.

For severe behavior, a behavior management plan will be developed. The staff will communicate with the parent or guardian before implementing any specific behavior management plan. It is our hope that this will encourage the child to understand the importance of acceptable behavior.

In extreme cases involving the chance of injury to self or others, or destroying property, it may be necessary to require that a child be disenrolled from camp.

Misbehavior on field trips will not be tolerated. Any misbehavior such as destruction of property, disrespect toward other adults or children not a part of Camp Hosanna, etc. on a field trip will result in the loss of the next field trip and the child must remain at home for that day.

**BULLYING OF ANY KIND WILL NOT BE TOLERATED AND IS SUBJECT TO DISCIPLINARY ACTION.**

Northwest Christian Child Care has adopted a "no weapons" policy. Therefore, if any child brings any type of weapon such as a knife, pocket knife, gun, etc. to camp, he/she will be automatically disenrolled.

New this year: Please sign and return the attached code of conduct agreement.

Monday, Wednesday, and Friday regardless of weather, outside temperature, or pool temperature. Swim times will only be cancelled for severe weather such as heavy rain, thunderstorms, lightening storms, etc. or unsafe conditions such as high/low chlorine levels.

If you need to contact Indian Hills Swim Club, please see an office staff member for the pool's number.

Occasionally, we will participate in other water activities including, but not limited to, sprinklers, slip-n-slides, and water games.

**Pool Snacks**

Snacks will be provided for campers while they are at the pool. "Pool snacks" will include things like seasonal fruit, frozen treats, etc. on Mondays and Wednesdays and then a full size candy on Fridays.

**Swim Lessons**

Swim lessons may be available and are given at Indian Hills Swim Club by Certified Lifeguards. Parents will be made aware of dates, times, and prices for swim lessons. Swim lesson fees are due by the first day of lessons or your child will not be able to participate. Checks should be made payable to Indian Hills Swim Club. Camp Hosanna staff will escort the children to and from the pool and will be present during each of the swim lessons.



## Field Trips

Field trips are scheduled every Tuesday and Thursday. Staff/child ratios are always maintained while on field trips. Field Trip information is posted on the Camp Hosanna Board. Each child must have a written permission slip signed and dated by a parent or guardian. Parents must initial next to **each** date on the permission form (unless their child will not attend certain field trips). **Campers must wear their camp T-shirts on field trip days.** All children will be transported to and from field trips on either the child care bus or a chartered school bus. If children are transported on the child care bus, a second staff member will be present. A staff member trained in first aid, CPR, and Management of Communicable Disease will always be present on field trips, along with a first aid kit.

No child is left unattended. Each child will be assigned to a responsible adult. Attendance is taken at departure and arrival at the child care center and also at the field trip site. Camp staff also keeps with them at all times the attendance records, emergency transportation authorizations, and health records for children with chronic health conditions.

Misbehavior on field trips will not be tolerated. Any misbehavior such as destruction of property, disrespect toward other adults or children not a part of Camp Hosanna, etc. on a field trip will result in the loss of the next field trip.

## Swim Policy

Before a child can participate in water or swimming programs where the water is more than two feet deep, a signed and dated permission slip indicating whether the child is a swimmer or a non-swimmer is required. Parents must initial next to **each** date on the permission form (unless their child will not swim on certain days).

Camp Hosanna will swim at the Indian Hills Swim Club. All staff and campers will walk to the Indian Hills Swim Club located behind the Northwest property in the Indian Hills Community. We will swim on Mondays, Wednesdays, and Fridays from 12:30-3:00 p.m. Camp Hosanna staff will be present during each swim time. Indian Hills Swim Club will provide Certified Lifeguards or Water Safety Instructors to supervise the pool. The required 1:18 staff/child ratio will be maintained during all swimming and water play activities. Indian Hills community pool is a non-heated, outdoor pool. Therefore, pool temperature cannot be regulated. Camp Hosanna will swim every

## Supervision Policy

Children enrolled in Camp Hosanna are allowed to run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision. However, the children will always be within hearing distance of their teacher and the teacher will check on them regularly until they return. When school-agers use restrooms without adult supervision, they will use child care restrooms.

## Safety Policies and Procedures

No child is to be left unsupervised by staff or parents. There is to be no rough play or running in the building except for directed physical activity in the gymnasium.

Camp Hosanna has a "no money" policy. Please do not send cash to camp with your child.

The use of aerosols is prohibited when children are in attendance.

Emergency telephone numbers and names of persons trained in first aid are posted in each classroom. The center staff has immediate access to a working phone at all times.

If a child has a head injury, the staff will contact the office immediately. Phone calls will be made to a parent or guardian in the case of any head injury, no matter how slight.

The fire emergency and weather alert plans are posted in each classroom.

Fire drills are held monthly at varying times and a record of these drills is kept in the school office.

## Custody Issues

To ensure that Northwest Christian Child Care is in compliance with any court order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need certified copies of these documents on file. It is Northwest Christian Child Care's policy to remain neutral in all custody matters.

### **Delivery and Release of Children**

Our facility is a “**secure**” center. Upon entering the building, each parent must code in their child. When you enroll your children at NWCCC, you choose a code and you must input that code into a box located outside each entrance. Each child must be taken directly to his or her teacher. Under no circumstances is a child to be dropped off outside or left unattended. Children must be supervised at all times.

Please remember to walk through the school when picking up your child from the playground. For safety reasons, we do not allow drop-off or pick-up at the fence.

Each parent is asked to sign in his or her child upon arrival at camp and sign out when leaving the building with the child.

Each teacher will keep a class list with them to mark your child’s arrival and departure. Please make sure the teacher responsible for your child knows that your child has arrived. Also, when the child is leaving with an authorized person, the attending teacher should be notified.

Children will only be released to their parent or persons who have been authorized in writing by their parents at the time of enrollment. Changes in authorization must be done in parent’s handwriting and submitted in advance to the office. Anyone wanting to pick up a child must show proper identification.

**All** parents need to bring proper identification the first week of camp. Camp staff will ID everyone the first week.

### **Meals and Snacks**

A breakfast snack is served between 7:00 a.m. and 8:30 a.m. This snack includes a minimum of two out of the four basic food groups.

Children enrolled in Camp Hosanna are required to bring their own lunch, including a drink, everyday unless parents choose to purchase a camp lunch. Please make sure all items in your child’s lunch are ready to eat. Camp staff is not able to microwave or heat camp lunches.

It is important that children eat a balanced, healthy meal. Therefore, when packing your child’s lunch, please remember to include two servings of fruits/vegetables, one serving of milk, one serving of

### **Medication Procedures**

Your child may occasionally need to take medication while at camp. To insure that we administer the medication in a safe and healthy manner, we will only administer medication that is properly labeled and dated. All medications and topical ointments must be in the original container. Only prescription or authorized over-the-counter medication will be given. Over-the-counter medications will be administered only in accordance with the labeled instructions, unless written physician instructions are given. A green Medication Administration form must be completely filled out in order for NWCCC to administer any medication. These forms are located in the office.

All children requiring the use of an inhaler must have a green medical form on file. Inhalers cannot be left in a child’s cubby or backpack.

The Medication Administration form must also be filled out for all topical ointments, including sunscreen, bug spray, and lotion.

Please give the medication and signed green Medication Administration form to an office staff member. **ONLY** topical ointments, sunscreen, or lotions can be kept in the child’s classroom. All other medication is to be kept in a designated location. All refrigerated medication will be kept in the small refrigerator in the office.

### **Other Health Concerns**

**If your child has been DIAGNOSED with allergies or other health issues, these must be indicated on a green medical form, and we must have a completed Health Care Plan on file. Anything listed on the medical or enrollment form as a health issue must be accompanied by a Health Care Plan.**

### **Transportation of Children**

In the event of a medical emergency, parents will be contacted immediately, and the emergency squad will be called to transport the child. The director or an appointed staff member will accompany the child.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his /her parent or guardian:

- Diarrhea - three or more abnormally loose stools within a 24-hour period
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100° Fahrenheit taken by the auxiliary (armpit) method, along with any other signs of illness
- Untreated infected skin patches, unusual spots or unexplained rashes
- Unusually dark urine and/or gray or white stool
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty in swallowing
- Evidence of untreated lice, scabies, or other parasitic infestations
- Stiff neck with an elevated temperature

If a child develops any of the above symptoms, a parent or guardian will be notified and will be expected to pick up the child as soon as possible, not exceeding one hour. In the meantime, the child will be made comfortable in a quiet location away from other children. The child will be supervised by a child care staff member at all times. Signs are posted in all classrooms that have been exposed to a communicable disease with information about that particular illness.

**If your child is sent home with a fever, vomiting, or diarrhea, they MUST be kept home the following day to recover. Your child must remain fever or symptom free for 24 hours without medication before returning to school. Mildly ill children, recovering from an illness but no longer contagious, may return.**

When staff becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

grains/bread, and one serving of meat/meat alternative. Serving sizes for each of these food groups are located in the office. If one of these components is missing from your child's lunch, a substitute will be provided.

Camp lunches cost \$2.75 per day and will be charged to your account. Camp lunches will include foods from the four food groups, which supply 1/3 of a child's recommended daily dietary allowance. Occasionally, lunch is included in one of the field trips. There will be a sign posted on the Camp Hosanna board notifying parents anytime lunch is provided on a field trip.

Northwest Christian Child Care is a **nut free** center. This means that nut products including peanuts, peanut butter, peanut butter crackers, etc. cannot be consumed in the building. **Please do not include any nut products in your child's lunch.** Also, if your child eats a peanut product for breakfast, please make sure he/she washes his/her hands before coming to camp. We appreciate your help in this matter!

An afternoon snack is served between 3:00 p.m. and 4:00 p.m. or upon arrival back from a field trip. This snack includes a minimum of two out of the four basic food groups.

The monthly breakfast and snack menus are posted on the Camp Hosanna board and distributed to families. Extra copies are available in the office.

Should your child require vitamins or a special diet, including any allergies, or any change to our menu, you must have a written prescription or statement signed by a licensed physician.

NWCCC participates in the Child and Adult Care Food Program (CACFP) without regard to race, color, national origin, age, sex, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

### **Emergency Closing Procedures**

In the event that Northwest Christian Child Care has to close due to a weather emergency, the following TV stations will be notified:

WCMH News Channel 4  
WSYX News Channel 6  
WBNS News Channel 10

We will also send out a text message to parents who are registered with their carrier, as well as, an email.

### **Evacuating the Property**

In the event that we would need to evacuate the property, we will notify the Columbus police department and any other authority necessary. The staff would then evacuate the building to a safe location.

### **General Emergencies**

A general emergency plan has been posted in each classroom with instructions for the following situations:

- Threats to Safety of Children due to Environment or Violence
- Threats of Natural Disasters such as Fire or Tornado
- Loss of Power, Heat or Water
- Evacuating Northwest Christian Child Care property
- Serious Incident, Injury or Illness

All situations mentioned above will be handled in accordance with Ohio Department of Job and Family Services rules and regulations and in accordance with Northwest Christian Child Care policies and procedures.

### **Serious Incident, Injury, or Illness**

If a child becomes seriously injured or ill the parent or legal guardian will be notified immediately. A state mandated incident/injury report will be filled out and medical treatment will be sought. If a child must be transported for medical treatment, he or she will be transported by EMS. The director or an appointed staff member will accompany the child to the authorized medical facility. For all serious incidents the child's parent or legal guardian will be notified and the situation will be documented. The incident will be handled according to NWCCC/Camp Hosanna Child Guidance and Behavior Management guidelines.

NWCCC does not assume any responsibility for co-pay or deductibles that your insurance does not cover.

### **Incident/Injury/Illness Reports**

The staff member responsible for the care and control of children will fill out a state mandated incident report for the following:

- An illness, incident, or injury which requires first aid treatment.
- A bump or blow to the head or face.
- Emergency transportation to seek medical attention.
- An unusual or unexpected event which jeopardizes the safety of children or staff.

These incident/injury reports will be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. A copy of the report will remain in the child's file for one year.

### **Communicable Disease Policy**

A chart of communicable disease symptoms and information is posted in the school office. If your child has been exposed to a communicable disease at the center, a note will be posted in the classrooms involved.

When there are questions of illness please use these guidelines that are in accordance with Ohio Law, Chapter 5101:2-12, April 1, 2003.