



Learning to Flourish

Parent Handbook

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Learning2flourish.com

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Exceptional education. Optimal wellbeing. Sustainable happiness.



Mission Statement

Our students thrive and develop a profound understanding of how to maintain optimal well-being, so they can lead happy and purpose-driven lives.

Program Philosophy

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

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

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

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

Days and hours of operation

Learning to Flourish is open Monday through Friday from 7:00 am to 5:00 pm. Please refer to the school calendar for scheduled closings. A late pick-up fee of \$1.00 per minute after closing will be assessed as a result of chronic tardiness. The school will close during severe weather events. The school has an open door policy. Parents are welcome to call or visit the school to check on their child any time during the school day.

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Management and Licensing

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

5101:2-12-07 Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

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



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

Parent Engagement

We value collaborative relationships. Any parent of a child enrolled shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. Unfortunately, due to COVID-19 restrictions, we cannot provide opportunities for parental involvement within the school at this time. We strive to create a family atmosphere and encourage parents to contact us with any concerns or questions about their child. Parents can message us at any time through the Himama app. Learning to Flourish has two scheduled conference sessions, one in the fall and one in the spring. Parents may reach out to Krystal Mitchell to schedule additional conferences or to express concerns at any point in the year.

Enrollment

Enrollment is available all year. We do not conduct formal assessments to enroll children nor do we report child level data to ODJFS. Parents are encouraged to participate in a virtual or in-person tour to learn about the schools guiding principles and educational philosophy before enrolling. We want to ensure our families understand and agree with our educational practices to promote successful outcomes for all parties. An application must be completed and submitted along with a non-refundable deposit of \$100 to enroll. Every family must attend a virtual orientation before their child's first day of school. During orientation, parents will share important information about their child and learn about the school's safety protocol and general practices.

Prior to the start of school, we must receive all signed forms listed at the end of this document. Note the Medical Statement JFS01305 form must be on file within 30 days of the child's first day of enrollment and is required to be updated every thirteen months thereafter. The Child Enrollment and Health Information JFS01234 form must be updated annually. Please note Learning to Flourish will provide care for children who are not immunized for personal or religious reasons. ODJFS requires a written statement from the parent or guardian to support the aforementioned reasoning.



A supply fee of \$100 is due on the first day of school and then annually on August 1st.

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

Tuition

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

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

	Full-time	Part-time Mon, Wed, Fri	Part-time Tue, Thu
Tot Program Ages 2 to 3.5	\$297 per week	\$209 per week	\$141 per week
Preschool Program Ages 3 to 4.5	\$297 per week	\$209 per week	\$141 per week
Pre-Kindergarten Program Must plan to enroll in a Kindergarten program the upcoming school year	\$297 per week	\$209 per week	\$141 per week
Wellness Retreat Rising Kindergarten through rising Fourth-Grade	\$165 per week		

We provide a 5% discount for families with multiple children. Tuition is due every

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Monday prior to the rendering of services. A late fee of \$30 will be applied to any account not paid in full by the end of business on Wednesday. A \$30 fee will be applied for checks returned due to insufficient funds.

School Calendar

2021-2022 School Calendar	
13-May	Evening Conferences
31-May	Observation of Memorial Day
9-Jun	Wellness Retreat Begins
5-Jul	Observation of Independence Day
17-Aug	Wellness Retreat Concludes
6-Sep	Observation of Labor Day
18-Nov	Evening Conferences
25/26-Nov	Thanksgiving Break
23-Dec	Winter Break Begins
3-Jan	School Resumes
17-Jan	Observation of Dr. Martin Luther King, Jr. Day
21-Feb	Observation of President's Day
28/29-Mar	Spring Recess
31-May	Observation of Memorial Day
6-Jun	Wellness Retreat Begins
4-Jul	Observation of Independence Day
17-Aug	Wellness Retreat Concludes

Weather Closings

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We will close for level 2 and level 3 snow emergencies. We will notify parents of closures via our Facebook page and text messaging.

The Learning Process

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

Our educational philosophy gives children the opportunity to independently practice academic skills using multiple approaches to develop a deep understanding of fundamental skills. The teachers place engaging materials out for children to explore and create independently. Our teachers are skilled in providing carefully planned lessons that meet the children's individual needs. The learning goals identified within each lesson reinforce early literacy and cooperative math concepts. In addition, Studio thematic units support project-based learning and are developed around the childrens' interests.

Another important attribute of our program is our focus on Outdoor Education. This program is paramount to our core values because we believe it encourages kids to explore, take risks, develop resiliency, and build their endurance. Exploring the grounds at Franklin Church (soccer field, walking path, and Memorial Park) is an integral part of our outdoor education program.

Daily Schedule & Programs

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Please refer to the Program for detailed information about each program Learning to Flourish offers.

Tot Schedule

7:00-8:00	Self-directed play and studio projects
8:00-8:20	Cooperative math
8:20-8:30	Fingerplay rhymes and songs
8:30-8:50	Breakfast & diapers - bathroom routine
8:50-9:10	Yoga
9:10-9:30	Guided academic discovery activities
9:30-9:50	Community meeting and mindfulness
9:50-10:10	Guided academic discovery lessons and self-directed play
10:10-10:25	Diapers - bathroom routine
10:30-11:00	Outdoor exploration and play
11:00-11:30	Creative expression
11:30-12:00	Lunch
12:00-12:15	Diapers & bathroom routine
12:15-12:30	Read aloud and independent reading
12:30-3:00	Nap
3:00-3:30	Diapers - bathroom routine and snack
3:30-4:00	Outdoor exploration and play
4:00-4:20	Studio project or cooperative math
4:20-4:30	Fingerplay rhymes and songs
4:30-5:00	Self-directed play and closing circle

Preschool Schedule

7:00-8:15	Self-directed play and studio projects
8:15-8:45	Breakfast and bathroom
8:45-9:15	Guided academic discovery activities
9:15-9:45	Community meeting
9:45-10:15	Outdoor exploration and play
10:15-10:45	Guided academic discovery lessons
10:45-11:15	Yoga and mindfulness
11:15-11:30	Read aloud and independent reading
11:30-12:00	Lunch and bathroom
12:00-3:00	Nap

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3:00-3:30	Snack and bathroom
3:30-4:00	Studio project
4:00-4:30	Outdoor exploration and play
4:30-4:50	Academic trays or cooperative math
4:50-5:00	Read aloud and closing circle

Pre-Kindergarten Schedule

7:00-8:00	Self-directed play and academic trays
8:00-8:20	Creative expression
8:20-8:30	Bathroom
8:30-8:50	Breakfast
8:50-9:00	Mindfulness
9:00-9:20	Community meeting
9:20-9:30	Handwriting
9:30-10:00	Positive education
10:00-10:45	Early literacy
10:45-11:00	Self-directed play and academic trays
11:00-11:15	Bathroom
11:15-11:45	Outdoor exploration and play
11:45-12:15	Lunch
12:15-12:30	Read aloud or independent reading
12:30-1:00	Bathroom and yoga
1:00-3:00	Rest time
3:00-3:30	Snack and bathroom
3:30-4:00	Cooperative math
4:00-4:30	Studio projects
4:30-5:00	Outdoor exploration and play

Program Transitions

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



Class Sizes

We believe children thrive due to responsive and warm interactions with teachers. We pledge to maintain teacher-to-student ratios well below state licensing requirements. The ratios represent the number of students that will be present with a teacher per day.

Group	Age	Staff/Child Ratio	Maximum Group Size
Toddlers	2 to 3.5 years of age	1:6	6
Preschool	3 to 4.5 years of age	1:8	8
Pre-Kindergarten	4 to 5.5 years of age	1:12	12
Schoolage Summer Camp	4 to 10 years of age	1:12	12

Meals and Snacks

We serve a morning snack between 8:00 - 8:30 am. Our wholesome lunches include organic meat, dairy, and eggs. We use whole grains products and strive to provide fresh fruits and vegetables daily. We serve lunch with organic vitamin D cow's milk or almond milk. After a nap, the children will have a healthy snack. In compliance with the Ohio Department of Job and Family Services (ODJFS) regulations, parents must complete a form to request almond milk. We will work with parents to make adjustments to the menu due to allergies and food sensitivities. Refer to the Program Guide for more detailed information regarding our menu. Students with severe food allergies are welcome to pack a lunch.

Clothing & Weather

At Learning to Flourish, we place a strong emphasis on outdoor play. We allot about 30 minutes in the morning and 30 minutes in the afternoon for outdoor education and play. Per ODJFS requirements, suitable weather for outdoor play is a minimum of 25 °F with consideration given for wind chill factor and a maximum of 90 °F with considerations given for heat index. We will play outdoors as much as possible within those guidelines. We encourage our students to explore the outdoors freely. We ask that parents dress their

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children in comfortable clothing appropriate for the weather and messy outdoor play. We also ask that parents provide us with three pairs of extra clothes in case their child's clothes get soiled. The children should have snow pants, boots, gloves, and hats to be left at the school during the winter months. During the spring, we ask that parents provide rain boots. Please note your child's clothing may get dirty. All belongings should be clearly labeled. Open toed shoes are not permitted.

Absences

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

Security Measures

Learning to Flourish has set in place a number of preventative measures to ensure the safety of all children and staff.

- Children will be released to legal parents or guardians, unless prior written notice has been provided. Parents must complete a Pick Up Form prior to the child's first day.
- Children are supervised by at least one teacher at all times.
- Students must have completed an authorized pick-up form on file.
- Adults on the authorized pick-up list must show photo identification.
- An adult is required to escort children to their classroom at drop off and greet the teacher from the door.
- Teachers clock children in and out within the HiMama app.
- Learning to Flourish is a locked facility that requires a code for access.
- Learning to Flourish has safety plans in place to address serious emergencies. These plans are on file with ODJFS.
- The school has fire and tornado plans in place. Drills are practiced regularly as required by ODJFS. Evacuation routes are posted in each classroom.
- Teachers have access to a phone that has been provided by the school.
- No smoking is allowed on school grounds.
- Firearms are not permitted on school grounds.
- We will release children according to legal custody agreements
- Learning to Flourish will follow up with parents/ guardians if a child is scheduled to arrive from another program or activity but does not arrive

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Health Protocol

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

- Our families participate in orientation to learn about our safety protocols and procedures.
- To maintain high standards, we do not mix classes.
- Families must keep their sick children at home.
- Upon arrival, we take every child's temperature each morning with a no contact thermometer.
- If a child shows signs of illness, they will be safely isolated. We will ask the child's parent or guardian to pick them up immediately.
- We enforce frequent hand-washing and hand sanitizer is always available.
- Adults wear face coverings.
- To maintain the safety of our students, we restrict visitors inside the classroom.
- We adhere to routine cleaning for all indoor and outdoor areas. We clean and disinfect high contact areas throughout the day.
- We have eliminated soft toys and dramatic play indefinitely.
- Each child has their own supply box.
- The school will provide all naptime linens and wash them twice a week.
- We restrict shoes from being worn inside the school.
- We restrict children from bringing anything into the school from home.
- Teachers have access to first aid kits, communicable disease charts, emergency contact information, and children's medical histories, as needed.

Sick Policy

Keeping our students safe and healthy is our number one priority at Learning to Flourish. Refer to the Program Guide for a complete list of our healthy and safety protocol. We take our responsibility of keeping our students healthy very seriously and ask that our families do as well. To prevent the spread of germs, sick children must not come to school. If a child gets sick at school, we will isolate that child from the rest of our students. Parents must pick up their sick child promptly. Our sick policy complies with the Ohio Department of Health's recommendations. Please note that if your child has any of the following symptoms, they may not come to school or must be picked up

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from school immediately:

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

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour 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 or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Emergency Procedures

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

Administration of Medication

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



day. In compliance with the ODJFS, parents who wish to have medication administered to their child at school must submit form JFS01217. Parents must also complete appropriate forms for teachers to administer creams and ointments such as bug spray, sunscreen, and diaper cream. School-aged children that attend summer camp and carry their own medication and ointments.

Transportation

Learning to Flourish does not currently offer off-campus trips.

Water Activities

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

Diaper Checks

The state of Ohio requires that we change our student's diapers every two hours unless there is a bowel movement, in which case we will change the diaper sooner. We collaborate with families to develop individualized potty training plans, including putting a child on the potty before each diaper change. We use positive reinforcement and praise to encourage potty use.

Napping and Rest time

Every classroom has a designated nap period of approximately 2 hours each school day. Learning to Flourish provides cots, sheets, and blankets that are washed regularly. Parents are free to send a blanket or stuffed animal; however, these items must remain at the school in compliance with our COVID-19 policy. Learning to Flourish will wash these items weekly. Naptime will take place from 12:00-3:00 in the Toddler classroom and from 12:30-3:00 in the Preschool classroom. The Pre-Kindergarten classroom will have rest time from 1:00-3:00. Children who do not wish to nap in Pre-Kindergarten will be provided with quiet activities to do on their cots.

Evening and Nighttime Care

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



Proactive Behavior Management

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

Handbook Update Acknowledgement

Parents will be notified of updates to this Handbook via email. A current copy of the Parent Handbook is available on the school's website at learning2flourish.com. It's the responsibility of parents and guardians to stay abreast of changes made to the Parent Handbook.



Enrollment Checklist

Child's Name: _____

Parent or Guardian's Name: _____

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

_____ Enrollment Agreement

_____ Authorized Pick Up List and Schedule

_____ Request for Administration of Medication for Child Care JFS 01217

_____ Child Enrollment and Health Information for Child Care JFS 01234

----- Child Medical Statement JFS 01305

----- Routine Field Trip Permission JFS 01225