



2022-2023 Parent Handbook

1. L4 Objectives

- 1.1. Academically: L4 commits to improving the performance of every child in our program
 - 1.1.1. L4 will coordinate with teachers from Windsor STEM to make sure **all assigned homework is completed on time** by each of our children during our program.
 - 1.1.2. For our K-1 children, by the time they complete our program year they will be able to **identify and write all letters and letter sounds**.
 - 1.1.3. K-1 children will also **increase the number of sight words they know** from the beginning to the end of the program year.
 - 1.1.4. Older children will work towards **reading one book every day** of the program and develop a love of reading.

- 1.2. Socially and emotionally: L4 commits to being a place where...
 - 1.2.1. Our children feel **safe and loved**.
 - 1.2.2. Our staff prove themselves **trustworthy and committed** to our children
 - 1.2.3. Windsor STEM is supported in reinforcing their culture of being **respectful, responsible, and ready to learn**

- 1.3. Spiritually: By the end of each program year all of our children will have a deeper understanding of **who God is and how much he loves each of them**.

- 1.4. Safety: Because the safety of our children is our highest priority, L4 follows a comprehensive safety plan which has procedures in the following areas:
 - 1.4.1. **Screening** of staff and volunteers
 - 1.4.2. Defining and requiring **safe behaviors and routines** for staff and children
 - 1.4.3. Following established guidelines for **investigating and reporting** policy violations
 - 1.4.4. Committing to **support survivors** of abuse
 - 1.4.5. Thoroughly and effectively **communicate our policies** to our staff, volunteers, as well as the families we serve
 - 1.4.6. Regularly **evaluate and update** our child safety policies.



2. Program components/schedule

- 2.1. Pickup: Every day that L4 is in session, children will be picked up at Windsor STEM at the end of the school day in an L4 van by two of our staff and safely transported to our program space.
- 2.2. Game Time: Supervised by our staff at the start of our program day, this will be held outside whenever possible and inside when the temperature or weather are not cooperating. Step routines will also be practiced during this time for those who are interested.
- 2.3. Dinner: Once game time is concluded we have an early dinner around 4pm to ensure all children have the energy they need to focus on their academics later on. Children help create and give feedback on the menu. There is fruit available at every meal. Dessert must be earned by eating a small portion of dinner beforehand. Children help clean up after each meal.
- 2.4. Academics: For one hour children work with a teacher and mentors to get all their assigned homework from Windsor STEM completed each program day and additionally work on improving their literacy through guided instruction or activities.
- 2.5. To conclude our program day students have a big group time devoted to doing either art or music and centered on learning more about who God is and how much he loves each of us.
- 2.6. Dropoff: At the end of our program day each child will be safely transported to a location predetermined between the child's guardian and the L4 director. There must be an approved adult present and visible to the L4 driver before the child can be dropped off.
- 2.7. Special events: L4 occasionally has special events that parents are able to attend which will be publicized well in advance. Additionally LLF has its own events that L4 families are invited to, but do not fall under the umbrella of L4 and so may also include other churchgoers and people from the community.



3. Child Abuse and Protection

L4 maintains a zero tolerance policy against all forms of child abuse (visit l4linden.com for an even more detailed description of kinds of abuse and protection policies). All L4 staff will be trained to recognize and report any symptoms of child abuse to the L4 director for further investigation and necessary reporting to proper authorities. L4 commits to being a safe environment by implementing the practices below in order to protect the children who participate in our program.

- 3.1. All potential L4 employees and volunteers will be thoroughly **screened** by at least two members of the leadership team prior to their involvement in the program. This includes, but may not be limited to a criminal background check, driving records, calling references, and interview questions related to past experiences working safely with children.
- 3.2. Whenever possible, L4 staff and volunteers will have at least **two unrelated adults** working with children, including the main bathrooms.
- 3.3. L4 recognizes that **appropriate touch** is part of a positive, nurturing environment. It is important for everyone to ensure that even appropriate physical contact feels safe and welcomed by the child. The following guidelines are to be carefully followed by all staff and volunteers.
 - 3.3.1. Appropriate contact: hand on the shoulder or upper back, handshakes/high-fives/fist bumps, a brief hug
 - 3.3.2. Inappropriate/unsafe contact: picking a child up, lap sitting, any touch done in anger/disgust or sexual/sexually suggestive, Kissing, tickling
 - 3.3.3. The appropriateness of other forms of contact are left to the discretion of the L4 director.
- 3.4. L4 does not tolerate the use of **sexual language** or the creation or distribution of **sexual media** during program hours or with program participants. This includes but is not limited to words, jokes, innuendos, descriptions, pornography, as well as any music, games, movies, or other media that are sexually suggestive.
- 3.5. L4 has implemented comprehensive safety **routines** for transportation, building security, and emergency situations (available in more detail at l4linden.com)
- 3.6. All staff and volunteers will immediately report and document to the L4 director any known instance or credible suspicion of abuse or violation of the safe behaviors/routines portion of this policy. The director will document and report all abuse allegations to the proper person(s) within 24 hours of the determination of reasonable cause.
- 3.7. L4 commits to thoroughly training all staff and volunteers on the contents of its child protection policy yearly and as needed throughout the program year. The policy will also be evaluated and updated annually by L4 leadership to make sure it is comprehensive and practical.

4. Behavioral Expectations and Discipline Policy

L4 commits to making sure the following behavioral expectations are well taught, practiced, and positively reinforced throughout the program year.

- 4.1. As often as possible L4 tries to match our behavioral expectations to Windsor STEM. When L4 staff see problematic behavior we will stop and ask the child whether their behavior is **respectful, responsible**, demonstrates being **ready to learn**, and/or is **safe** with the intent to help them examine and change their behavior.
- 4.2. L4 acknowledges that each family chooses what language they consider appropriate while at the same time having some need for uniformity in our program. Regardless of how they may be used by various cultures, we do not allow the use of any **racial epithet** or commonly identified "**swear words**" in our program. However, L4 staff will patiently teach this standard to the children in our program over time rather than respond to it with immediate discipline.
- 4.3. Whenever being transported to or from L4 children are required to always **stay seated** on their bottoms while wearing a snug fitting **seat belt, avoid touching others, avoid eating, and remove all trash** from the vehicle when they get off.
- 4.4. During dinner, all children are required to either sit alone at a black cafe table or with at least **one adult at a table** and may not leave their seat without an adult's permission. If a child wants dessert they are required to **eat at least two bites** of their entree and throw away their trash first. At the end of the meal before the table is dismissed the adult at the table needs to ensure the **table is thoroughly cleaned**.



5. Discipline Policy

L4 uses a restorative model of discipline that emphasizes working **with** a child. This model seeks to give children choices in how they go through the process and make them feel advocated for by those in authority. When a child's behavior does not follow the policy described above and they either do not respond to quick correction or have exhibited a pattern of behavior, a further conversation is warranted with the following elements in place:

- 5.1.1. An adult will only go through this process if they can be calm and predictable. The child feeling both physically and psychologically safe throughout is of the highest importance. Adults should be aware of how their body language, tone of voice, and word choice will affect the child's perception of safety.
- 5.1.2. Physical restraint is not to be used except to prevent physical harm to someone and even then the least amount of physical restraint possible should be employed.
- 5.1.3. To whatever extent possible, allow children to choose where to meet, what can be brought to the "meeting" (i.e. a toy, a drink, a ball, etc.), who speaks first
- 5.1.4. If the child's emotions are heightened the adult should validate their feelings, help the child express those feelings, and ultimately deescalate the situation. This could include giving them something to do with their hands, a drink of water, calming breaths, or a "walk and talk" or other physical activity.
- 5.1.5. Behavioral problems are a "cause for a pause." The adult should work with the child to identify the cause of their behavior (i.e. what healthy need are they communicating through their unhealthy behavior) and how they are feeling.
- 5.1.6. Though L4 seeks to make the discipline process instructive, rather than punitive, the following consequences may be used during the discipline process: losing dessert, issuing an apology, phone call home, assigned seating. Additional or alternative consequences may be used if the adult and child, while working through the discipline process, believe they are of greater instructive value.
- 5.1.7. Positive growth demonstrated by the child during the process will be communicated to them as well as strategies they can use in the future to avoid repeating the behavior.
- 5.1.8. While L4 commits to offering true forgiveness for children who go through the discipline process in good faith. It is important to document any time the formal discipline process is used to help identify either individual or program-wide trends that need to be addressed more thoroughly.
- 5.1.9. We will reach out annually to both our children and their families to get their feedback on the effectiveness and fairness of the discipline policy so that we can continue to improve it.



L4 Consent

For each child you are enrolling into L4 please list their:

First Name

Last Name:

Age:

Grade entering:

Photography Consent *

I grant full permission and authority to Linden Life Literacy and Learning (L4) and their representatives to photograph my child and to use, publish, and release for publications such photos. Photos taken by L4 may be used for L4 publicity or other purposes without remuneration or other considerations. Please let L4 staff know if you do not want your child photographed. The name of the child may be used in connection with the above, with the understanding that there is to be no exploitation of him or her and that any photographs so used should conform to standards of good taste.

By signing below, I agree to what is stated above.

Faith Based Consent:

I give permission for my child to participate in L4's programming which is founded on Jesus and the Bible. By signing below, I agree to what is stated above.

Miscellaneous *

I understand that L4 is not responsible for lost or stolen items.
I understand that the L4 is not, nor claims to be, a licensed day care center.
By signing below I agree to what is stated above

Release to Transport *

I hereby give full permission for my child to be transported by staff, mentors, volunteers or other L4 representatives.

I hereby release and discharge L4 and any and all parties of interest from all claims, demands, grievances and causes of action of every kind whatsoever, including but not limited to, all which may arise from or out of the injury incurred by my child while being transported to and from L4 activities.

By signing below, I agree to what is stated above.

Please List any person(s) over the age of 18 you authorize L4 to release your child(ren) to below. L4 will not release your child to any person other than those listed below and yourself.

Linden Life Fellowship L4 Program Medical/COVID Waiver

Dear guardian,

In response to the COVID-19 pandemic and Ohio's Responsible Restart, the Director of the Ohio Department of Health has authorized certain activities to re-open. While Linden Life Learning & Literacy (L4) program intends to fully comply with recommended safety standards and safety precautions, it is impossible to remove all risk of contracting COVID-19 while students, staff, and/or volunteers gather to participate in our program.

Therefore, participation in student activities and/or the use of Linden Life Fellowship facilities at this time is voluntary and conditioned upon **compliance with the following safety precautions and acceptance of the following terms and conditions:**

COVID 19 PROTOCOL

1. We ask that prior to participation, you assure that you will conduct a daily symptom assessment (self-evaluation) and if experiencing symptoms of fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headaches, sore throat, or new loss of taste or smell, the Student will stay at home.
2. We ask that your body temperature will be measured and recorded daily before participating in the L4 program; and if he/she has an elevated body temperature or has been exposed to any person who has tested positive for COVID-19 in the past fourteen (14) days, they stay at home.
3. As the guardian you understand that participation involves risks and dangers including, but not limited to accidents, illnesses, and death, including but not limited to COVID-19 and any related or derivative disease or condition, and as the Parent/Guardian, you hereby assumes all risks of participation in the activity including those set forth above.
4. The child's participation in the activity is conditioned upon the child complying with any and all federal, state, and L4 rules and regulations, including but not limited to those related to health, safety, and/or the spread of contagious disease, including but not limited to COVID-19 and any related or derivative disease or condition and may be revoked at any time.
5. As guardian, you release, discharge, and/or waives any and all liability, claims, damages, causes of action and/or demands against Linden Life Fellowship and its employees of every kind and nature which may arise from or in connection with the activity; and agree to indemnify and hold harmless the program and its employees from any claim arising out of or related to the Student's participation.
6. The child will at all times of participation, be covered by a current accident/medical policy. *(a copy of a medical card or insurance declaration page may be required)*
7. The child will comply with such rules and regulations at all times while present on Linden Life Fellowship property including transportation vehicles.
8. The child will agree to support the mission of L4 with Commitment, Compassion, and Christ-Centered actions every time they are on the property of Linden Life Fellowship.

By signing below, I the undersigned employee acknowledge that I have read and understand the above terms and voluntarily accept them. I understand that this Agreement and Waiver shall remain in full force and effect unless withdrawn by me in writing.

Guardian Name: _____

DOB: _____

Guardian Signature

Date

Print Child's Name/ages Here : _____

L4 menu questionnaire

Please list any foods you do NOT allow your child to eat:

Please circle on the following table any/all of the meals you expect your child would enjoy:

| | | | |
|---|---|--|--|
| Tortilla chips with beef nacho cheese sauce | Chicken tenders and tater tots | Hotdogs and mac and cheese | Quesadillas and tortilla chips with salsa |
| Scrambled eggs with cheese and hash brown patties | Waffles with strawberries and cool whip and chicken sausage patties | Pancakes and turkey bacon | French toast sticks and chicken sausage patties |
| Corndogs and soft pretzel bites | Beef lasagna and garlic bread | Cheese Pizza | Rotini in marinara sauce with meatballs and garlic bread |
| Meatball subs and popcorn | deli turkey and cheese sandwiches with chips | Grilled cheese and chicken noodle soup | Hamburgers and tater tots |
| Seedless grapes | Mandarins (cuties) | peeled/sliced apples | Cinnamon applesauce |

Please list any additional meals your child really likes that are not listed on the above table:
