

Parent Handbook

2022-2023



Christ United Methodist Preschool

700 S. Main Street, Baltimore, OH 43105

Phone: (740) 862-4343

Fax: (740) 862-6163

Email: preschool@christum-baltimore.com

Web: www.christum-baltimore.com/ministries/preschool.html

Table of Contents

PHILOSOPHY & GOALS.....	3
ENROLLMENT REQUIREMENTS	3
ENROLLMENT FEES, TUITION & PAYMENT POLICIES.....	4
ADMINISTRATOR and TEACHER AVAILABILITY and COMMUNICATION	4
REMIND SERVICE.....	5
STAFF CHILD RATIOS & MAXIMUM GROUP SIZE	5
CURRICULUM GUIDE.....	5
DAILY SAMPLE SCHEDULE OF HALF-DAY CLASSES.....	6
DAILY SAMPLE SCHEDULE OF PRE-KINDERGARTEN FULL-DAY CLASSES.....	6
PARENT PARTICIPATION & VISITATION	6
PARENT/TEACHER CONFERENCES.....	6
FUNDRAISERS.....	7
SUPERVISION POLICY.....	7
ARRIVAL and DISMISSAL PROCEDURES	7
SCHOOL CANCELLATIONS & MAKE-UP DAYS.....	8
CHILD GUIDANCE & MANAGEMENT	8
OUTDOOR PLAY	9
CLOTHING and SHOE POLICY	9
SNACK INFORMATION	10
FULL-DAY LUNCH PROGRAM REQUIREMENTS	11
ACCIDENTS/EMERGENCIES.....	12
MANAGEMENT OF ILLNESSES	13
CALENDAR - 2019-2020.....	13
CENTER PARENT INFORMATION	14

CHRIST UNITED METHODIST CHURCH
700 SOUTH MAIN STREET, BALTIMORE, OHIO 43105
PHONE: (740) 862-4343
preschool@christum-baltimore.com
www.christum-baltimore.com/ministries/preschool.html

Welcome to Christ U.M. Preschool! This handbook contains information regarding the policies and procedures for our program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. Many questions you may have will be answered in this material.

PHILOSOPHY & GOALS

The mission of Christ United Methodist Preschool shall be to provide educational excellence within a Christian atmosphere with the purpose of creating and sustaining a strong foundation for future learning.

The staff recognizes the importance of balanced growth and seeks to provide opportunities for mental, physical and emotional growth through a variety of creative, hands-on experiences. Children are encouraged to learn and explore at their own pace in many areas of the classroom. We are pleased that you have chosen the Preschool to be a part of your child's early learning process.

Our goals are:

- ✓ To encourage individual participation of each child by providing materials and activities with time to explore through play
- ✓ To provide engaging learning opportunities and experiences through the usage of the five senses, exploration, discovery and curiosity following the guidelines of the Ohio Early Learning and Development Standards.
- ✓ To help children develop responsibility and self-help skills.
- ✓ To provide opportunities for children to engage in individual and cooperative play
- ✓ To provide alternating times of active and quiet play for children in groups or by themselves
- ✓ To provide a loving, caring environment in which children can interact with their peers and develop social skills and relationships

LICENSING

Christ United Methodist Preschool is licensed and regulated by the Ohio Department of Job and Family Services (Hereafter referred to as "ODJFS"). The license number is 402568 and is posted in the office and in the entryway hall bulletin board. Our capacity is 78 children. The laws and rules governing the preschool are available upon request or may be found at the ODJFS¹ website. The program's licensing record, including compliance reports and inspection forms from the health, building, and fire departments, are available upon request from the department. ODJFS' toll free number is 1-866-635-3748

ENROLLMENT REQUIREMENTS

1. Children entering our younger classes must be three by August 1st of the upcoming school year. These children have the opportunity the following year to enter our Pre-K classes in which students must be 4 by August 1st. Children in Pre-K classes are typically eligible to enter kindergarten the following year.
2. Each child MUST be toilet trained and able to care for him or herself in the restroom.
3. Each child must have the *Child Enrollment and Health Information (JFS 01234)*, *Child Medical Statement (JFS 1305)* and *Driver Authorization* completed and returned before your child can attend. These forms were emailed to the families and are available on the church website at www.christum-baltimore.com/ministries/preschool.html.
4. A child must be immunized to attend Preschool and following the traditional or delayed schedule for immunizations. Their record and proof of immunizations are part of the *Child Medical Statement (JFS 1305)*.

HOURS AND DAYS OF OPERATION

Christ United Methodist Preschool is open on Monday, through Thursdays for Pre-K and Tuesday through Thursday for Preschool beginning September 6 and ending May 18. Hours of operation are from 9:00 AM to 3:00 PM for full-day classes, 9:00 AM to 11:30 AM for half-day morning classes, and when applicable, 12:30 PM – 3:00 PM when we hold afternoon half-day sessions. Refer to the calendar located in this handbook for details on scheduled closings.

ENROLLMENT FEES, TUITION & PAYMENT POLICIES

The registration fee for all classes is \$100 and non-refundable. The tuition for full-day Pre-K classes is \$2,628/year or \$292/month for 9 months. Tuition for half-day Pre-K classes is \$1,782/year or \$198/month for 9 months. Tuition for half-day Preschool classes is \$1,395/year or \$155/month for 9 months. Payment options are:

- Pay in full by August 20, 2022
- Pay half before August 20, 2022 and the second half by January 5, 2023
- Pay monthly using automated withdrawals from your bank account. Payments will be taken out the 5th of each month starting in August (August 20, 2022) and ending in May. If using this option, please complete the ACH Payment Authorization form and return it to the church office by August 20th. There will be a \$35 fee for non-sufficient funds.

If other arrangements are needed please call the church office at 740-862-4343 and ask to speak to the treasurer. If tuition is **NOT PAID** by the due date, the child will not be allowed to attend the next month until payment has been made.

Discount - A multi-child discount of 5% off each monthly payment is given to families with more than 1 (one) child attending the Preschool. This discount applies for the second child and each additional child within the same family.

Late Fee – A \$25 late fee will be charged for late tuition payments.

Milk Fee – The yearly milk fee is \$70 for preschool students and \$85 for each pre-K student. Milk will be served at snack time for half-day classes and at lunch for full day classes. Fee is due at Parent Orientation.

ADMINISTRATOR and TEACHER AVAILABILITY and COMMUNICATION

Administrators are onsite during school hours and available from 8:45 AM – 3:15 PM during days school is in session to answer questions, phone calls, emails or to speak in person. Teachers are available after dismissal until 11:45 for half-day morning sessions and until 3:15 for afternoon and full day sessions. Teachers also use the REMIND service. (Please see REMIND service for more information). If more time is needed to talk with any of the staff we would be happy to set up an appointment so that we can devote quality time to your concern(s). If you have unresolved concerns about the center you may call ODJFS at 1-877-302-2347 option 4.

REMIND SERVICE

REMIND is a free text messaging app that helps teachers, students, and parents communicate quickly and efficiently. Messages are sent in real time to an entire class, a small group, or just a single person. There are three ways to access the REMIND service: (1) via a smart phone app, (2) text messages, or (3) email. Parents will receive printed directions on how to easily sign-up for this service from their child's teacher who will also share a class code to join that specific classroom. Because each room has their own code, parents will receive special reminders specific and unique to that classroom such as a reminder to bring in an item to share, instructions regarding an activity or to send them a copy of a newsletter. They may also send out a school-wide message to remind parents of a special program or event or that there's been a school closing. Please note that any school-wide notifications are a courtesy for the parent and that such information would generally be found in the calendar or a newsletter. See SCHOOL CANCELLATIONS for the policy on school closings. *We ask that at least ONE member of the child's family join the service*, and parents are encouraged to share the code with whoever transports their child to and from school such as a babysitter or grandparent. Please note that staff cannot use their phones during school hours unless they are on a break. Therefore, if you have something that requires immediate attention and communication with the teacher you should call the office or send the message in writing.

STAFF CHILD RATIOS & MAXIMUM GROUP SIZE

Our center will not exceed the following state required ratios:

1:5 or 2:12	Infants (0 - 12 months)
1:6 or 2:12	Infants (12 - 18 months)
1:7	Toddlers (18 - 30 months)
1:8	Toddlers (30 - 36 months)
1:12	Preschoolers (3 - 4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	Schoolagers (eligible for school)

CURRICULUM GUIDE

The preschool uses the Ohio Department of Education's *Early Learning and Development Standards*² for children aged 3 to 5 years old³. These standards are aligned with Ohio's kindergarten standards that help teachers, children and families understand what is expected in kindergarten. These standards are divided into 5 areas (domains):

1. **Social and Emotional Development** – (self, relationships, awareness, expressing emotions, self-regulation, sense of competence, attachment, peer interactions, empathy)
2. **Approaches Toward Learning** – (Initiative and curiosity, motivation, engagement, persistence, creativity, planning/action/reflection, innovation, invention)
3. **Cognitive Development and General Knowledge** – (memory, patterning, spatial relationships, number sense, measuring, analyze, compare, create shapes, history and heritage, civic participation skills, exploration of living things, cause and effect, exploration)
4. **Language and Literacy Development** – (listening, language comprehension, expressive language, social communication, phonological awareness, letter recognition, function of print)
5. **Physical Well-Being and Motor Development** – large muscle and small muscle: touch, grasp, reach, manipulate, balance, coordination. Body awareness, self-help, nutrition, safety practices, physical activity, sensory-motor, oral-motor)

Our job as educators is to provide opportunities and environments for learning in all five of the above domains. We also include daily prayers and weekly lessons from the Bible.

ODJFS rule 5101:2-12-17 requires we have developmentally appropriate play materials that are readily accessible and arranged in an orderly manner so that children have opportunities to select, remove, and replace play materials with minimal assistance. Child Care Centers with preschool-aged children are required to have materials in the following categories: art, manipulatives, blocks, science and nature, pretend or dramatic play, music, transportation, gross motor and sensory motor. The materials for these categories are often set-up and labeled as "areas" or "centers" such as the "Block Area", "Art Area", "Music Center" and "Science Center". We also provide a "quiet" area where a child can rest or do quiet activities.

POWER OF PLAY – Play is an important part of children’s learning and development.⁴ An example would be children playing in the block area where they can learn and experiment with sizes, shapes, numbers, order, area, length and weight, sharing, cooperative play and sequencing.

DAILY SAMPLE SCHEDULE OF HALF-DAY CLASSES

Morning/Afternoon Schedules

9:00 - 9:15 AM Prayer, jobs, sharing, calendar, weather
9:15 - 10:00 AM Free Choice: art, sensory table, dramatic play, sorting beads, etc.
10:00 - 10:30 AM Outdoor Play or Gross Motor – large muscle activities
10:30 - 10:45 AM Snack
10:45 - 11:00 AM Chapel Time, Language Arts or Storytelling
11:00 - 11:30 AM Music and packing-up
11:30 Dismissal

DAILY SAMPLE SCHEDULE OF PRE-KINDERGARTEN FULL-DAY CLASSES

9:00 – 9:30 AM Opening: Attendance, prayer, pledge, calendar, table work, story time
9:30 – 10:30 AM Free Choice: art, sensory table, dramatic play, sorting beads, etc.
10:30 – 10:45 AM restroom break
10:45 – 11:15 AM Outdoor Play and/or Gross Motor
11:15 – 11:45 AM Story and Morning Wrap UP
11:45 – 12:00 PM Restroom break
12:00 - 12:50 PM Lunch and recess
12:50 - 1:00 PM Restroom break
1:00 – 1:15 PM Rest Time
1:15 – 1:30 PM Music
1:30 – 1:45 Chapel Time or Group Activity
1:45 - 2:15 PM Teacher Directed Activity
2:15 - 2:45 PM Restroom and snack
2:45 - 3:00 PM Clean-up and pack-up
3:00 Dismissal

Teachers will have a copy of their specific daily schedule posted inside their room near the door. Full-day classes have a “rest” or “quiet” time when children can rest at their seats or find a quiet activity to do.

PARENT PARTICIPATION & VISITATION

Parents are encouraged to participate whenever possible in the activities at Preschool. Parents are permitted to inspect all parts of the preschool at the time of enrollment. You will have unlimited access to the preschool, however, we limit one set of parents into a classroom at a time for observation. To observe your child, please contact the teacher to schedule a date and time. Parents will also have opportunities to volunteer during any event throughout the year; this may vary from class to class. If you have a vocation, hobby or talent that you think your child’s class might be interested in, we welcome this enrichment opportunity! Please discuss this possibility with your child’s teacher.

When visiting, please go to the main door and ring the bell. You will need to sign in at the front desk. If you bring a purse, satchel or anything with personal items it is required that you keep it out of the reach of children. Please ask any preschool staff member if unsure where to place your personal belongings.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found: 1. Child’s teacher. 2. Administrator. 3. If necessary the administrator(s) will take the issue to the Preschool Board. Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems before they grow into bigger ones. We understand you have entrusted us with your little ones and we want our relationship to be a good one.

PARENT/TEACHER CONFERENCES

Although not required by ODJFS, we will have parent/teacher conferences in March. At this time teachers will discuss with parents their child’s progress using simple assessments and observations. We do not report data to ODJFS because we are not a member of the Step Up To Quality program.

FUNDRAISERS

- ✓ We offer Scholastic Book Club for parents to purchase age-appropriate books for their children. This is offered monthly. Information will be sent home by the classroom teacher.
- ✓ Scholastic Book Fair – We have one or two Book Fairs per year. The first one is offered in the fall. The profit from the Book Club and Book Fairs assist the teachers in purchasing books and other classroom supplies from Scholastic.
- ✓ Kroger Community Rewards Program – If you have a Kroger Plus Card please list Christ United Methodist Preschool, (KCR16) as the recipient of the 'rewards'. Once that code is listed in your account, there's nothing more you need to do except use your Plus Card at Kroger! To enroll visit www.krogercommunityrewards.com. If you have the Kroger app, enter the app and tap the three horizontal lines to bring up the menu. Choose "My Account" then pan down until you see "Community Awards" and press that option and enter the code/identifier **KCR16** and "SAVE" before leaving that screen.

The Preschool often conducts other fundraisers throughout the year. Profits from these are used toward the supply of classrooms manipulatives, games, equipment and other educational items.

SUPERVISION POLICY

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. At no time will a child be left unattended. If a child becomes ill, they may be isolated in a section of the room but within sight and hearing of a staff member.

The responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of children, anticipate possible hazards, and take necessary, appropriate, precautionary and preventive measures at all times.

Attendance, medical forms, driver authorization and emergency contact information is always kept with the staff member in charge of the group. This information stays with the staff member in charge and moves with the group whenever they leave their main classroom such as emergency drills, playground use, lunch, restroom breaks.

FIELD TRIPS/SWIMMING

For field trips, we walk and have parents fill out and return required permission slips stating that they allow their child to go on the trip. Each child will wear identification bracelets stating the child's first name and our center's name and phone number.

We do not go anywhere for swimming.

ARRIVAL and DISMISSAL PROCEDURES

ARRIVAL - The lower door (south end of parking lot) will be used by the Preschool. Every school day around 8:55 AM the Preschool door will be opened. **The adult will walk their child or children to their specific classrooms.** Children cannot run ahead; you need to deliver them directly to the classroom and be sure the child's teacher is aware they are there. This is a great time for your child to point out his or her items that are hanging in the hallway. The door will be locked between 9:10 AM and 9:15 AM. To gain entry to the building either when you're running late or you're there to visit and the Preschool door is locked, please go to the main church doors and ring the bell.

DISMISSAL - The Preschool door will open at 11:25 AM and 2:55 PM. Whoever is picking up your child is to come to the Fellowship Hall. The children will be escorted from their classrooms to the Fellowship Hall by their own teachers who will then dismiss them individually, and only to those listed on the Driver Authorization form.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. The emergency contact person(s) or another authorized driver on the authorization form will be called to transport the child home. Police will be notified if necessary.

SHARED PARENTING AND CUSTODY AGREEMENTS – In shared parenting situations when both parties have equal time with the child, provide the name, address, phone numbers and an email address for both parties. Please let the administrator and teacher know of this agreement so that we can make every attempt to provide both parties with equal information. If your child is part of a custody agreement that has any restrictions involving parent/child contact, you need to provide copies of the pertinent court documents on or before the first day of school. If there are any changes in the custody of your child or a previously submitted document, it is the parent's responsibility to alert the Preschool office right away.

- ✓ Please never leave other children unattended in your vehicle during arrival or dismissal times.

PARKING LOT - All drivers should drive slowly and use *extra caution* when using the parking lot including pulling in or backing out of a parking space. Parking can only occur in a designated parking spot and NEVER in the Fire Lane which is the area along the sidewalks and buildings. Whether it's arrival or departure time, children need to stay along-side their driver when in the parking lot. Children cannot be seen as vehicles are moving around the parking lot. Please share these safety rules with, babysitters, grandparents, or anyone else who is designated to pick up your child.

SCHOOL CANCELLATIONS & MAKE-UP DAYS

We will follow Liberty Union-Thurston (LU-T) closings when they close due to inclement weather. You can find LU-T closings on local television and radio stations. If LU-T has a delay due to inclement weather the preschool WILL BE OPEN. We will also announce closings on Facebook and via the REMIND service.

If we need to have early dismissal due to weather conditions worsening we will announce it via the REMIND service and on the preschool Facebook page.

We have allotted cancellation of three (3) days due to funerals or other activities that need to be held at the church, or for weather conditions. Any days missed over three, for any reason, will be rescheduled at the discretion of administration and may include make-up days to be held on: (1) a day not typically used for class (Monday or Friday), (2) a day previously scheduled to be closed (3) added to the end of the school year. Administration and the child's teacher will alert parents to the dates and times of any/all make-up days when this occurs.

CHILD GUIDANCE & MANAGEMENT

Your child will be treated with love and respect! All staff has been educated in age-appropriate ways to maximize your child's experience so that they feel safe, are encouraged to explore and learn and have multiple opportunities to interact with their peers. ODJFS requires that we put in writing our methods of child management.

A. Staff Responsibility

Staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

B. Managing Behavior

To manage behaviors staff may utilize any of the following approaches:

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the staff shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

When a child's behavior is unacceptable, the staff member **SHALL NOT**:

1. Abuse or neglect a child
2. Utilize cruel, harsh, unusual, or extreme techniques
3. Use any form of corporal punishment
4. Delegate children to manage or discipline other children
5. Use physical restraints on a child
6. Restrain a child by any means other than holding a child for a short period of time, such as in a protective hug so the child can regain self-control
7. Place a child in a locked room
8. Humiliate, threaten, or frighten a child
9. Subject a child to profane language or verbal abuse
10. Make derogatory or sarcastic remarks about a child or their family
11. Punish a child for failure to eat or for toileting accidents
12. Withhold any snacks or use of the toilet
13. Punish an entire group of children due to the unacceptable behavior of one or a few

C. Plan-of-Action for Undesirable Behavior

When a child frequently repeats undesirable or unacceptable behavior(s) the teacher will first consult with the parent(s) either by phone or in person. If the behavior persists, we may suggest or require developing a Behavior Modification Action Plan in which the parent(s), teacher(s) and administrator(s) gather together to decide goals, the timeframe in which to reach the goals, and implementation strategies to complete the goals. The Action Plan will be put in writing, signed and all parties involved in the Plan will receive a copy. At the end of the timeframe, the staff involved with the Action Plan will assess if the goals have been reached and notify the parent(s) of their findings. If needed, a modified or new Action Plan may need to be implemented. If acceptable behavior cannot be achieved and it disrupts the class and/or impedes the education or safety of others, Christ U.M. Preschool reserves the right to withdraw the student from the Program.

Should a behavior cause physical harm to any individual or imply or carry out a situation that is deemed detrimental to the mental or physical well-being of others, administration and parent(s) will be notified, the child will be removed from the group and placed in the care of another staff member. Depending on the severity, we may request that the child be picked up immediately and not return until a formal Action Plan is set in place.

OUTDOOR PLAY

We have a wonderful outdoor play area; one side includes equipment where they can swing, slide and climb and the other is an open area where they can run, jump, play games or use some of the other items we introduce periodically such as chalk, a parachute, balls and blowing bubbles. We strive to go outside on a daily basis.

Several factors are taken into consideration before using either area such as the temperature (must be between 25-90 degrees), wind chill, rain, prospect of impending storms, ozone warnings and condition of play equipment (may be a danger to use if wet or frozen).

Whenever outdoor play is not feasible your child's group may have an indoor recess in the Family Life Center, do active Music and Movement activities or play fun games that require gross-motor movements either in their classroom or Fellowship Hall.

CLOTHING and SHOE POLICY

There is so much to do, learn and explore at Preschool, and while doing so, children need to be clothed in attire that:

- ...will not be restrictive for running, jumping, squatting, playing and sitting
- ...is comfortable
- ...the child can *manage on their own* especially during use of the restroom
- ...can become messy from art projects or dirty from spills or normal play
- ...matches the weather which includes any needed attire to wear outside such as hats, jackets, coats and mittens
- ...does not contain hanging strings/cords/ties that could get caught on something causing an injury or choking hazard.

The Preschool keeps extra clothes on-hand for when a child needs to change. When this happens, please wash and return them within two school days. If your child is allergic to any soaps or softeners that may have been used to launder the clothes we keep on hand, please send in a change of clothes with your child's name clearly marked and the teacher will keep them in the child's classroom for his/her use.

Shoes – No heels, open-toed or open-healed (unless it has a strap) shoes are allowed. Although NO child will ever be disciplined for wearing the wrong shoes, please note that they will be restricted from playing on certain playground equipment as well as certain activities that when wearing heels or open toe/heel shoes could be a safety concern. In certain situations, this may also apply to Crocs. When this happens, the child will be shown or given a choice of other activities. Your child's safety is of utmost importance to us! The best shoe to wear is one that is rubber-soled or non-skid, encloses the foot entirely, doesn't fall off when running or kicking and bends easily at the sole such as the average "sneaker" or "tennis shoe".

SNACK INFORMATION

Each teacher will post a snack calendar or schedule that will list the first name of who is to provide snack that day for their classroom. As a reminder, a snack bucket will be sent home the day before which will also include a list of suggestions, the amount to bring in and any restrictions. If your child was to bring in snack and forgot or did not attend school on that day, preschool will provide snack and you can bring in a non-perishable snack to replenish our back-up supply.

If your child has any known food allergies that are life-threatening and would require medical attention, we require your child to bring in their own snack. (Please see "Medical Plan" elsewhere in this document). The snack they bring in must still follow any guidelines that the school and individual classroom might have. Because your child would be bringing in their own snack daily, it is up to you whether they should remain on the snack schedule to bring snack in for others.

Birthdays – it is not required, but if you'd like you may send in special, festive napkins and/or a **small** treat such as one cookie or mini candy bar on the day your child's birthday is celebrated at school. These items would be used or served during snack time. See "CELEBRATIONS AND SPECIAL DAYS" for important information.

The standard snack rules differ for half-day and full-day classes. Full-day classes must follow guidelines established by ODJFS for meals (lunch) and snack.

Half-day classes – Snack time is often one of a child's favorite parts of the school day! Your child's teacher knows that this time is much more than simply a time for children to eat. The learning opportunities are abundant! Before snack they will say a blessing and all children will have washed their hands. In half-day sessions, children are encouraged to talk to their neighbors, use appropriate manners, learn to "take one and pass" (such as a basket of straws, napkins and individually packaged snacks), open their own milk and when finished, clean up after themselves by throwing away their trash and cleaning the spot they used.

Full-day classes – Snack is different for children who attend school over 4 hours a day. ODJFS requires snack have something from two of the four food groups. The food groups are shown in the next section.

FOOD PREPARATION (Both Snack and Lunch)

The staff cannot slice, heat, cook or prepare food; snacks and lunches must be ready to serve. Food that needs to be cut or sliced lengthwise are hotdogs, baby carrots, grapes, tomatoes and strawberries to alleviate the "tubular" or "round" shape that could be a choking hazard. If an item needs to be kept cold please send it in a thermos pack or small cooler with enough freezer packs to keep it adequately chilled.

FULL-DAY LUNCH PROGRAM REQUIREMENTS

The children attending full day 9:00 AM to 3:00 PM classes are to bring a well-balanced, nutritious lunch every day to school.

The four food groups are: (1) meat or meat alternative, (2) breads and grains, (3) fruits and vegetables (juices may be used if 100% and undiluted) (4) fluid milk.

It is required by the State of Ohio that the lunch include one serving each of meat/meat alternative, fluid milk, bread and grains and 2 servings of fruits and/or vegetables. This serving of milk is what you purchased with the milk fee. If your child comes to school without a lunch, an administrator will call the parents or responsible person and ask that a lunch be brought to school.

The packed lunches must be stored in a lunch box/bag clearly marked with your child's name on it. The lunches will be stored in the classroom; please be sure to include ice packs in your child's lunch if foods need to be kept cold. If sending food to remain warm, thermoses are suggested. We will not be heating up food.

Preschool will follow ODJFS requirements to "Obtain a physician's written instructions if administering a food supplement to any child or if an entire food group is eliminated. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent unless the special diet is part of a center program."

Further nutritional information can be found at the USDA's "MyPlate" website at www.myplate.gov.

VIP LUNCHES

Full-day classes have four opportunities during the school year in which each child may invite ONE Very Important Person (VIP) in their lives to join them for lunch! The guest should bring their own lunch and plan on being there a few minutes before noon and stay until around 12:30 PM. A VIP guest may be a parent, grandparent, aunt, uncle or other VIP person (18 or over). The VIP will need to pre-register so the cafeteria will have adequate seating. (See CALENDAR for dates.)

CELEBRATIONS AND SPECIAL DAYS

We will make a real effort to observe any special event in a child's life, such as a new baby, a birthday, a new home, a vacation, etc. in an appropriate and memorable way. We hope parents will talk about these experiences at home, too.

- **Birthdays** – Your child's birthday will be celebrated by singing "Happy Birthday" to them, a discussion on what they did on their special day (or what they plan to do) and a small gift from preschool. For birthdays, *we ask that you keep parties and presents for the child's home celebration.* However, you may wish to send in festive napkins, or at the maximum one cookie or a mini candy bar which will be served at normal snack time. *Please do not bring goodie bags or gifts to distribute to children in the class.* Although it's admirable for a child to want to share these things on their special day, those children who do not bring in anything on their special day often are sad and have even cried because their parent(s) "must've forgot". **There will be no exceptions.** Anything above or beyond what is mentioned above will be returned.
- **Halloween** - We **DO NOT** "celebrate" Halloween (no parties or costumes) and try and keep to a minimum any mention of witches in our activities, books and stories, and art opportunities. Please do not send children to school in costume nor bring in any treats.
- **Valentine's Day** – each class will celebrate Valentine's Day in their classroom. The teacher will send out information on how your class is celebrating and what items may be needed.
- **Invitations** – Preschool staff cannot hand out your personal invitations. If you'd like to distribute them yourself, you are free to do so during arrival and dismissal times. Your child may also distribute invitations but only as long as **every child** is invited.

ABSENCES – If you know your child will be absent or late, such as a planned vacation or because of an appointment, please provide the teacher with that information in writing. If there is an unplanned absence please call the school and leave a message. If we do not hear from a child's caregiver after two absences, administration will attempt to contact the parents.

ACCIDENTS/EMERGENCIES

First-Aid Kits – A small first aid kit is kept in each classroom for minor situations. Complete First-Aid kits are located in the Preschool Office and in the Family Life Center.

Safety Drills – Preschool will conduct the following drills (Rule 5101:2-12-16): (1) Monthly fire drills at varying times, (2) monthly weather emergency drills in the months between March and September when school is in session, (3) quarterly emergency/lockdown drills. Written documentation of these drills will be kept in the Preschool office.

Our Preschool has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot.

Evacuation - Should we need to evacuate due to fire, weather conditions, loss of power, heat or water to the Preschool, the situation would be assessed, a call would be made to the proper agency to determine the length of outage and, if necessary, parents would be notified. A sign will be posted on the Preschool door indicating that we have evacuated and the destination location which is the gymnasium at Liberty Union Elementary School, 1000 S. Main St., Baltimore, OH. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will call the emergency contacts as listed on your child's enrollment information.

In the unlikely event that there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest destination possible determined by the staff, authorities would be called and staff will begin contacting parents as soon as the situation allows.

A Disaster Plan specific to our school has been made which includes what to do in the event of different types of emergencies such as a gas leak, loss of power, severe weather and threatening situations. Staff members have been trained on the various procedures for any emergency.

Injury/illness - There will always be a staff member present that has received training in First Aid, Communicable Diseases, Child Abuse and CPR. In the case of a minor accident/injury the Staff will administer basic first aid and TLC.

If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records. Preschool is not licensed to transport any child at any time. Parents must indicate on the *Child Enrollment and Health Information (JFS 01234)* whether to grant or refuse transportation. Preschool reserves the right to not enroll a child if the parent(s) have indicated that they refuse transportation of their child. Administration will communicate with the parents to discuss this option they've chosen and a final determination will be made by the School Board.

If any of the following incidents occur, an *Incident/Injury Report (JFS 01299)* will be given to the person picking the child up: Child has an illness, accident or injury which requires first aid. Child receives a bump or blow to the head.

An *Incident/Injury Report (JFS 01299)* will be given within 24 hours if a child is transported by emergency squad or an unexpected event occurs that jeopardizes the safety of the child. All JFS 01299 forms are kept onsite for one year for review by ODJFS.

MANAGEMENT OF ILLNESSES

The Preschool provides the children a clean and healthy environment. We realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may have more frequent illnesses at the beginning before their immune system becomes more active. We ask that you do not bring a sick child to Preschool; they will be sent back home.

A child with any of the following symptoms will be isolated immediately and discharged to the parent or emergency contact:

1. Temperature of 100 degrees F in combination with any other sign of illness
2. Diarrhea (more than three abnormally loose stool within 24 hour period)
3. Severe coughing (causing the child to become red in the face or to make a whooping sound)
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated skin patches, unusual spots or rashes
8. Unusually dark urine or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of lice, scabies or other parasitic infestation
11. Vomiting more than once or when accompanied by other sign of illness
12. Sore throat or difficulty in swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be contacted. Any time a child is isolated they will be kept within sight and hearing of a staff member. Any areas in which the ill child occupied will be washed and disinfected before they are used again. Children will be allowed to return to Preschool after their fever and other symptoms have been gone for 24 hours. In the event there has been a confirmed communicable disease (such as "pink-eye" or croup) information will be shared with the parents via email and/or the REMIND service by the end of the next day.

Preschool will not administer any medication unless it is prescribed by a doctor and needed for an ongoing illness. A "*Request for Administration of Medication for Child Care*" (JFS 01217) and must be completed and kept with the medication. **Over the-counter medications or items such as cough drops, vitamins, lotions, lip balm are not permitted at preschool.** Please keep these items at home. If medications or any of the above needs to go to a sitter, it must be delivered outside of the preschool building.

If a child has special health conditions such as allergies of foods, bees, asthma, etc., an ODJFS form "*Child Medical/Physical Care Plan for Child Care*" (JFS 1236) must be completed, on file and stored with the necessary medications. Parents or certified professional are required to provide training to staff for the use of needed devices such as an epipen or inhaler.

CALENDAR - 2022-2023

August

23 – Parent Orientation, 7:00 PM.
25 – Meet the Teacher, 5:30-7:00 PM

September

6 – First Day of School

October

10 – No school; Fair Week
11 – No School; Fair Week
12 – No School; Fair Week
13 – No School; Fair Week
20 – Lifetouch Photos – Picture Day

November

23-25 No School - Thanksgiving

December

TBD – Half-Day Christmas Programs
TBD – Full Day Christmas Program
15 – Last day of school before winter break
19-30 No School

January

2 – No School
3 – School Resumes
16 - MLK Day – No School

February

4 – Registration for the 2023-2024 school year begins for currently enrolled and Christ U.M. members

13 - 16 –Valentine exchange* Teacher will notify parents

20 - Presidents Day – No School

27 – Open Registration to public

March

?? – TBD Parent/Teacher Conferences

April

3-7 Spring Break no school

May

?? – TBD Graduation

18 - Half-day classes end-of-year event, families invited (picnic during school hours) – time to be determined

18 – Full-day end-of-year event, families invited (picnic during school hours) – time to be determined

18 – Last Day of school

Themes

The following are the weekly themes the staff may or may not use during the course of the school year. Some teachers may opt to change the themes.

Sep 6 – New Friends, New Faces
Sep 12 – Bubbles, Balls, Balloons
Sep 19 – Fun With Books
Sep 26 – Zoom! Zoom! Zoom!
Oct 3 – Apples; Johnny Appleseed
Oct 17 – Fall Fun
Oct 24 – Pumpkins
Oct 31 – Open
Nov 7 – Our Senses
Nov 14 – Thanksgiving
Nov 21 – Family
Nov 28 - Open
Dec 5 – Santa, reindeer
Dec 12 - Jesus' Birthday
Jan 3 – Winter Wildlife
Jan 9 – Winter Magic
Jan 17 – Open
Jan 23 – Dinosaurs

Jan 30 - Ground Hog Day / Shadows
Feb 6 – Outer Space
Feb 13 – Love
Feb 21 – Open
Feb 27 – Dr. Seuss
Mar 6 – Sea Life
Mar 13 – Wiggly, Creepy, Crawly
Mar 20 – Spring
Mar 27 – Easter
Apr 10– Bloom, Bloom, Bloom
Apr 17 – Safety Heroes
Apr 24 – Farm Week
May 1 – Open
May 8 – Open
May 15 - Open

Center Parent Information

Licensing requires the following be given to the parents of children enrolled in the center [Appendix C of Ohio Administrative Code 5101:2-12-07]

The center is licensed to operate legally by the *Ohio Department of Job and Family Services*. 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 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 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>

INDEX

- Absences, 12
- Accidents and Emergencies, 12
- Allergies
 - Food, 10
- Arrival Procedures, 8
- Assessments, 7
- Behavior Management, 9
- Behavior Modification Action Plan, 9
- Birthdays, 11, 12
- Calendar, 14
- Cancellations, 9
- Celebrations, 12
- Child Enrollment and Health Information (JFS 01234), 4, 13
- Child Medical Statement (JFS 1305), 4
- Child Medical/Physical Care Plan for Child Care (JFS 1236), 13
- Closings, 9
- Clothing Suggestions, 10
- Concerns, 5
- Conferences, 7
- Curriculum, 6
- Custody Agreements, 8
- Disaster Plan, 12
- Dismissal Procedures, 8
- Driver Authorization, 4, 8
- Enrollment
 - Tuition, 5
- Enrollment Fees, 5
 - Milk Fee, 5
- Enrollment Requirements, 4
- Evacuation, 12
- Fair Week, 14
- Fees
 - Late Fee, 5
 - Milk, 5
 - Non-Sufficient Funds, 5
 - Registration, 5
- First-Aid Kits, 12
- Food Groups, 11
- Fundraisers, 7
 - Kroger Community Rewards Program, 7
 - Scholastic Book Club, 7
 - Scholastic Book Fair, 7
- Halloween, 12
- Hours and Days of Operation, 5
- Illness, Management of, 13
- Immunizations, 4
- Incident/Injury Report (JFS 01299), 13
- Injury/illness, 13
- Invitations, 12
- Kroger Community Rewards Program, 7
- License, 4
- Lunch
 - Requirements, 11
 - VIP lunches, 11
- Make-up Days, 9
- MyPlate, 11
- Ohio Early Learning and Development Standards, 4, 6
- Outdoor Play, 10
- Parent
 - Concerns, 7
 - Visiting, 7
- Parking Lot Safety, 8
- Payment Policies, 5
- Philosophy and Goals, 4
- Registration
 - 2020-2021 School Year, 14
 - Fee, 5
- Remind Service, 5
- Request for Administration of Medication for "Child Care" (JFS 01217), 13
- Safety Drills, 12
- Schedule
 - Sample of Full-Day Pre-K, 7
 - Sample of Half-Day Classes, 6
- Scholastic Book Fair, 7
- Shoe Policy, 10
- Snack Information, 10
- Spring Break, 14
- Tornado, 12
- Tuition, 5
 - Discount, 5
- Valentine exchange, 14
- Valentine's Day, 12
- VIP Lunches, 11
- Visitors, 7

¹ ODJFS is Ohio Department of Jobs and Family Services

² Current link to the Early Learning and Development Standards is at <https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>

³ Currently the Ohio Department of Education's website is at <https://education.ohio.gov/>

⁴ The National Association for the Education of Young Children (NAEYC)