



Christ Church Preschool

CHRIST CHURCH PRESCHOOL PARENT HANDBOOK

301 N. MAIN ST
ORRVILLE, OH 44667
PHONE: 330-683-0735

Director/Head Teacher: Miss Kate Knotts
Assistant Teacher: Miss Shannon Austin

Preschool Contact Information:

Phone Number: 330-683-0735 (direct preschool line)
Website: <https://www.christucc.com/christ-church-preschool>
Preschool Email: ChristChurchPreschoolOrrville@gmail.com

Hours of Operation:

Preschool Hours: Monday to Thursday 8:30am – 3:30pm
Friday 8:30 – 12:30pm

Christ Church Preschool Board Members:

| | |
|------------------|--------------------------|
| Robin Stocker | President – 330-201-6101 |
| Bethany Williams | Secretary – 330-201-6796 |
| Emma Fletcher | 330-201-0538 |
| Sarah Ballentine | 330-464-5673 |
| Erica Troyer | 330-749-6680 |
| Nikki Jones | 330-621-8698 |

Christ United Church of Christ Contact Information:

Phone Number: 330-683-0715
Website: <https://www.christucc.com/>
Church Email: ChristUCC@zoominternet.net

Hours of Operation:

Church Hours: Monday – Friday 8:30am – 2:30pm

Church Staff:

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|-------------------------|---|
| Brian Burke | Interim Pastor |
| Caitlin Armstrong-Lewis | Office Manager |
| Brian Amstutz | Treasurer |
| Kaylene Holderman | Faith Formation & Marketing Coordinator |
| Lisa Yeagley | Youth Coordinator |
| Joe Hranko | Custodian |

Christ Church Preschool History

Christ Church Preschool was founded in 1988

Christ Church Preschool Mission Statement, and Philosophies

To provide opportunities for children to interact together in an atmosphere that is conducive to developing wholesome social relationships.

To provide age-appropriate experiences and opportunities that will enhance a child's self-esteem and always consider each child's developmental needs.

To provide research-based curriculum allowing growth of each child's individual needs, choices, interests and abilities to build a good foundation for future skills.

To establish a good relationship with parents in order to communicate and work together in helping the child to develop in all areas.

To recognize the uniqueness of each child and working creatively to develop a plan to guide their progress

To teach children to respect and take delight in individual differences

Financial Information:

Tuition Payments:

Please make checks payable to: Christ Church Preschool

Our preschool program is a nine month program, tuition can be paid in full at the beginning of the year or can be broken down into monthly payments. The first payment should also include the activity fee.

1. Monthly
 - Green Class (Tues & Thurs) - \$140
 - Blue Class – (M, W, F Morn) - \$160
 - Red Class – (Mon – Thurs) - \$195
2. Yearly (5% discount if paid by the 1st day of school)
 - a. Green \$1,197
 - b. Blue \$1,368
 - c. Red \$1,667

- \$25 registration fee per child
- \$20 activity fee per child (included in September payment)
- Please note there will be no refunds
- Notify us if your payment will be late, otherwise a \$7 late fee will be imposed if tuition us more then 10 days late
- Registration for the next year will begin in February
- Our tax ID is available upon request

What to Bring to Preschool

Please allow your child to bring the following items to school on a regular basis:

- A backpack
- Appropriate outdoor clothing according to the seasons.
- Extra clothing should be included in your child's backpack in a gallon-sized baggie with your child's name on it

Daily Schedule

Arrival and Circle time:

During circle time, we will sing songs, read a story, share the alphabet bag with our weekly letter and group discussion.

Gross Motor (Gym Time):

During this time the children will participate in limited gym equipment, large motor activities, dancing, marching, exercising, games and free expression. Time will be spent outdoors as weather permits.

Free Play time:

During this time the children may play and work with blocks, cars, puzzles, read books, play house, dress up, paint at the easel, take part in art activities or cooking projects. Socialization will be taking place through active and/or creative play.

Snack Time:

Handwashing, table setting, prayer and table manners will be discussed during snack time.

Story Time:

This time slot will be spent as group time in a learning situation when attention span, memorization, alertness, listening skills, group discussion & story time.

Music Time:

The children will learn songs, finger plays, act out skills, use listening skills, practice rhythm and use instruments.

Dismissal

Children will be dismissed from the classroom once a parent/guardian is present.

The same activities will be used for all classes but will be developmentally appropriate for each.

General Licensing Information

The center is licensed to operate legally by the Ohio Job and Family Services. The laws and rules governing child day care are available upon request.

Licensing Records:

The centers licensing records including, but not limited to, compliance report forms from the health department and building and fire departments that inspected the center are available upon request.

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always in file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. The medical form must be updated every 13 months.

Child/Teacher Ratios & Maximum Group Size

The Ohio Department of Job & Family Services requires a child/teacher ratio of 1:12 (2:24) three-year old students and 1:12 (2:24) four- and five-year students. Group sizes are listed to twice the ratio because we desire to provide a higher level of quality care.

Roster

A roster of names and telephone numbers of parents/guardians of children attending the school are available.

Child Abuse

The administrator/teacher and staff have been trained in child abuse recognition and prevention and are required by law, section 2151.421 to report their suspicions of child abuse and neglect. The safety of the children is always our first concern.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indication who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Field Trips/Transportation of Children

The center will not transport children in emergency situations. If a child required transportation, the parent or emergency squad will be contacted.

Field Trips

We will be taking periodic field trips, which will be done with staff members trained in first aid/communicable disease and CPR. The field trips will all be close to the preschool, we will walk to them. Before departing the preschool, a count will be taken of all children, and they will be marked on a separate attendance sheet, specifically created for that trip. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination and returning to the preschool. During field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the preschool will obtain written permission from the parent or guardian.

Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 35 degrees Fahrenheit, or above 90 degrees Fahrenheit. If the situation requires, we will adjust outdoor playtime due to rain, threatening weather, etc. On days outdoor play is not available due to these conditions, we will include a time for indoor gross motor activities such as obstacle courses, hula hoops, bean bags and exercising in Fellowship Hall or in the classroom. Please send your child with proper clothing so they may be comfortable and safe whenever we go outside. This includes snow pants, hats, mittens and boots in the winter.

Parent Teacher Conferences

Conferences are scheduled in the fall and in the winter. Formal assessments are conducted on all enrolled children. At this time, we do not report child level data to ODJFS. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with teachers when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If you have 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. Talk to your child's teacher
2. Talk with the Director
3. Talk with a member of the Preschool Board

Please feel free to bring up concerns when they occur. They can be addressed when they are little problems, before they grow into bigger problems. Teachers/Staff realize you trust us with your children and we want our relationship to be a good one.

Immunization Policy

In accordance with state recommendations, we highly advise all families to immunize their children against preventable diseases. Families may decline to have their child immunized for any of the following reasons:

1. It is medically contraindicated for the child
2. The child's parent or guardian has declined for reasons of conscience, including religious convictions.
3. Immunizations against the disease is not medically appropriate for the child's age.

If there is an outbreak of a disease that a child is not immunized against, Christ Church Preschool reserves the right to exclude the child from attending preschool until the incubation period has passed.

Christ Church Preschool Arrival and Departure Procedure

Parents are required to walk their child into the classroom. Teachers must be aware of each child's presence before the parent departs. Any special messages, special pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or sent inside alone. Please do not bring your child early as your teacher will be preparing for the activities of the day.

At the time of pick-up teachers will release children individually to the parents outside the classroom. Parents are responsible for the supervision of their child at drop off before walking them to their classroom and after the teachers have released the child from the classroom. Children may not be left in the hallway at any time without a parent who can see and hear their child. This is a State of Ohio rule and will result in a major noncompliance for our preschool.

Please note: Siblings or preschoolers may never be left in the car while parents talk a child into or pick up a preschooler from the class.

Releasing a child from school

We cannot release a child from school to anyone other than their parent, guardians or any other person so specified by the parents. For this reason, we will need a list of your carpool and the names of people who may pick them up. PLEASE NOTIFY us if someone different will be picking up your child. You may do this either by note or by phone.

Parking Lot Safety

Please enter and leave the parking lot with extreme caution. Be on the lookout for children and adults. Always hold your child's hand when going to and from your car. DO NOT let him/her run ahead of you.

Snacks

The children really look forward to their turn to bring the snack, we will use a Sign Up Genius link to schedule snack. Please keep snack portions small. Snack suggestions are: fruit, cheese, crackers, teddy grahams, fish crackers, carrots, granola bars, fruit cups. Please keep the snack health (please no cupcakes or cakes) Nutritious snacks can be an important part of your child's diet. Water will be the beverage. If your child has any food allergies, please let us know.

Birthdays

We will celebrate birthdays on their birthday or the closest day to their birthday. If your child has a summer birthday, a "special day party" will be held at the end of the year.

Classroom Visits

An open door policy will be observed in the classroom and we welcome you, but we do ask that you call ahead of time so as to not crowd the room with adults.

Holidays

During the year, special holidays (Valentines Day, Easter, Halloween & Christmas) will be celebrated.

Absence

Please call the teacher if your child is ill or will be absent for any other reason. Inform the teacher if your child has been exposed to a contagious childhood illness.

Procedures for Emergencies and Accidents

General Emergencies: Christ Church Preschool has devised several procedures to follow in the event an emergency would occur while a child is in our care. In the event of a fire, tornado or safety concern, teachers would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, we will provide a monthly fire and tornado drills. Fire Drills – September through May and Tornado Drills – September, October, March, April & May. On a quarterly basis we will conduct emergency lockdown drills. Should we need to evacuate for any reason, our emergency destination is Serpentine Cheverlot across the parking lot. A sign will be posted in front of the preschool indicating we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment documentation. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact parents as soon as the situation allows. An incident report would also be provided to the parents.

Christ Church Preschool requires all teachers to hold certifications/trainings in First Aid, Communicable Disease, Child Abuse and CPR. In the case of a minor accident/injury 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 an injury/illness is life threatening, 9-1-1 will be called, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Teachers/Staff will not transport any child in their personal vehicles. Only parents or EMS will transport. We will not enroll a student if parents do not consent to allow EMS to provide their child under emergency conditions.

Incident/Injury Report

Incident/Injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by the EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within twenty-four hours after the incident occurs Christ Church Preschool will also verbally contact licensing personnel from the appropriate ODJSF office within twenty-four hours when there is a "general emergency" or "serious incident/injury or illness." The report will be provided to licensing staff within three business days of the incident.

Procedures for Emergencies and Accidents 5101:2-12-16

Medication

It is Christ Church Preschool Board Policy that Christ Church Preschool will not administer medication for short-term illness.

Medical/Physical Plan of Action

When your child requires a medical/physical plan of action, Christ Church Preschool will administer medications to a child only after the parent completes a Medical/Physical Plan of action form, a Request for Medication form and provides the appropriate training. All proper sections must be completed, and the medication handed to a staff member. Medications will be stored in a designated area inaccessible to children. Medications may never be stored in a child's backpack or cubby.

Prescription Medications

Must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please talk with the Director for more details.

Water Activities/Swimming

We do not participate in water activities or swimming at Christ Church Preschool.

Napping/Resting Policy

We do not participate in napping or resting as we are only here 3 hours a day.

Procedure for Inclement Weather and Closings

Snow Days: Christ Church Preschool will follow the Orrville City Schools Inclement Weather closings. If Orrville City Schools close due to inclement weather, Christ Church Preschool will be closed. Snow Day closings will be announced using Christ Church Preschool on Fox News and WKYC News.

Procedures for Delays

In the event Orrville City Schools have a 2-hour delay, our morning preschool classes will be cancelled. Notification will happen using the same TV and messaging systems at approximately 6:30 am.

Disenrollment/Suspension of a child Policy

Christ Church Preschool believes that helping children to learn self control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. We feel if children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on the child doing the "right" thing) and positive redirection (removing a child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give them a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

At no time is it ever appropriate for a teacher to impose any type of discipline for failure to eat, sleep, or for toileting accidents. This behavior management policy applies to all teachers/staff and parents while they are in the center. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are continuously disruptive or aggressive may need a behavioral plan put in place. The plan would be developed in consultation with parents and would be consistent with the requirements of Rule 5101:2-12-19.

If a child's behavior continuously takes away from the care and safety of the others, suspension or enrollment termination might be required. Every attempt will be made to work with the parents and the child to correct the behavior. The Director would be in communication with the parents before suspension or disenrollment would occur.

In most cases, the following process will be followed:

1. Teachers will log behavior issues on Incident Report forms. A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home. In some instances, follow up with a professional for an evaluation may be recommended. If so, the parents will be expected to cooperate for the continued enrollment.

2. If a child exhibits continuously disruptive or aggressive behavior, the child will be excluded from the group activities for a period of time and will be sent to the Administrator's office. Depending on the severity of the incident, the child may be allowed to return to the group after the situation is diffused. This will be allowed no more than 2 times a day.

3. If a child's aggressive behavior continues the same day and the child is sent to the Administrator's office for the 3rd time, the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up. If a child is sent home more than 3 times due to disruptive or aggressive behavior, the following options are available.

- A. Child will be suspended until a parent meeting can occur to discuss and implement a behavior action plan, which may include additional professional services and assessments.
- B. The family can seek an alternate care arrangement for their child. We may be able to continue to provide care up to a 2 week period while a family is looking for another arrangement. Please see the administrator to see if this is possible for your family.

Guidance and Management Policy 5101:2-12-19

Parents who refuse to consent for transportation to the source of emergency treatments

Teachers/Staff will not transport any child in their personal vehicles. Only parents or EMS will transport. We will not enroll a student if parents do not consent to allow EMS to provide transportation to their child under emergency conditions.

Formal Assessment Policy

Formal assessments are conducted on all enrolled children. At this time we do not report child level data to ODJFS.

Management of Illness

Christ Church Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible they may experience more illness at the beginning of their preschool experience as their immune system becomes more mature. As our Ohio regulations mandate, when children arrive to Preschool, Christ Church will take their temperature and complete a short health assessment. Any child or staff member with a temperature of 100.0 F or above or showing any other signs/symptoms of illness will not be allowed to enter the facility.

We immediately send home any child or employee who develops a temperature of 100.0 degrees or higher while at the program. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he/she must complete isolation or quarantine procedures in accordance with the CDC recommendations prior to returning to the program. We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform ODJFS, Wayne County Health and our parents.

Please plan ahead and have a backup plan in place in case your child becomes ill and you are not able to take time off from work.

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

- Temperature of 100.0 degrees F or higher
- Cough
- Difficult or rapid breathing, shortness of breath
- Fatigue, fever, chills
- Headache, muscle or body aches
- Loss of taste or smell
- Congestion or runny nose
- Sore throat or difficulty swallowing
- 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 grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Nausea or vomiting
- Diarrhea

Any Child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If a child does not feel well enough to participate in preschool, the parent will be called to pick-up the child. Any time a child is isolated they will be kept within sight and hearing of a staff member. The cot and linens will be washed and disinfected before being used again. Please notify us if your child is going to be absent due to illness. 330-683-0735.

Parents will be notified by a sign on the door if their child has been exposed to a communicable illness. Children, who were ill, will be readmitted to preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Management of Illness 5101:2-12-16

Americans With Disabilities Act

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), Christ Church Preschool will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Effective Communication: Christ Church Preschool will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all Christ Church Preschool's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Christ Church Preschool will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Christ Church Preschool, even where pets are generally prohibited.