

**Weekday Christian
Preschool
of
First United Methodist
Church**

**2022-23 Parent
Handbook**



**First United Methodist Church
245 Portage Trail**

Cuyahoga Falls, Ohio 44221-3274
330-923-5243

jbrooksfallsumc@gmail.com

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Thank you for your interest in the Weekday Christian Preschool of First United Methodist Church of Cuyahoga Falls. As stated in your registration form, we are offering classes for children who will be 3, 4, or 5 years of age by September 30, 2018 and will not be attending Kindergarten.

We are state licensed by the Ohio Department of Jobs & Family Services. The license, as well as inspection reports, compliance reports and complaint investigation reports are posted in the director's office and on the "Parent Resource" board which is located on the wall across from room 203. Evaluation forms for the building and fire departments are available for review upon request.

Our present staff/child ratio is as follows:

3-year-old class	2 adults: 15 children
4-year-old class	2 adults: 16 children
5-year-old class	2 adults: 16 children

Substitute teaching assistants are hired in the absence of a staff person so that state required staff/child ratios are maintained.

The Department of Job & Family Services has a toll-free number for you to report suspected violations of the Administrative Codes 5101 2-12 or 5104 ORC. That number is listed on the posted Child Care License in the Director's office. It is unlawful for the premises to discriminate in the enrollment based upon race, color, religion, sex, national origin, or disabilities. The website of child care licensing is <http://jfs.Ohio.gov>.

Classes will begin with scattered entry on Wed., September 4th and will meet Monday, Wednesday, and Friday mornings from 9:00-11:40 a.m. for the morning session and from 12:15 - 2:45 p.m. for the afternoon session. Also offered for four and five year olds is a Tuesday/Thursday Enrichment Class which will be held during the same time frames. The Cuyahoga Falls public school holiday calendar will be observed. Our program will offer the opportunity for learning through discovery and play. Our main objective is to foster a positive self-image in each child. A daily snack will be provided, along with frequent cooking opportunities, special family centered activities, a weekly Chapel time and other enjoyable, enriching activities.

Please remember that each child develops mentally and physically at his or her own pace. Every child needs praise and encouragement. It is our goal to provide your child with happy and positive experiences at our preschool.

Tuition costs are on pages 8 and 9 of this handbook.

SAMPLE DAILY SCHEDULE

This schedule will be flexible and will vary with each class and individual teacher. Afternoon activities will be similarly scheduled with the same blocks of time.

9:00 – 9:15 Student arrival/child choice centers	10:45 – 11:05 Large muscle activities in gym
9:15 – 9:30 Circle Time	11:05 – 11:15 Music/Story time
9:30 – 10:30 Learning Center rotation including Arts/crafts (small group/individual interaction)	11:15 – 11:30 Chapel/Movie
10:30 – 10:45 Snack	11:35 – 11:40 Prepare for dismissal
	11:40 Dismissal

The following pages will deal with policies and procedures. Please read these carefully. If you have any questions or concerns during the school year or before the school year begins, please feel free to stop by off the preschool office located in Room 209, or call the preschool Director at 330-923-5243.

DISCIPLINE POLICY

This policy refers to the entire preschool staff.

When a discipline problem arises, the following procedures and steps will be taken:

1. The teacher or assistant will talk with the child and try to discover the reason for the misbehavior.
2. The child will be redirected to a new activity.
3. A brief TIME OUT may be given so that the child can be removed from a difficult situation and have the opportunity to “regroup”.
4. After one or more TIME OUTS have been tried and the child still has not selected a more appropriate behavior, the child will be asked to discuss the situation with the Director. A phone call will usually be made to the parent to inform them of what has taken place.
5. A conference will be scheduled when necessary, involving parent(s), teacher and possibly the Director.
6. Research will be done and a behavior modification procedure will be discussed and implemented.
7. After, all of the above actions have been taken and the child still exhibits inappropriate behavior, the parents will be asked to withdraw their child from the center.
8. Should a child’s behavior put him/herself, other children or staff at risk for physical harm, or if the child’s language or behavior escalates to clearly unacceptable levels, the above for mentioned steps may be skipped and the child may be asked to withdraw from the program immediately.

SAFETY POLICY

In the event of an accident, the following procedures will be followed:

1. A teacher or assistant who is trained in first aid will administer basic treatment for the injured child. A complete First Aid Kit is available in the Director’s office and a supplemental First Aid Kit is located in the Large Muscle Center (Gym).
2. If advanced first aid is required, the teacher or other staff member or responsible adult will dial “911” to summon paramedics located a few blocks from the center. Phones are available in the Director’s Office #209, Asbury Hall, in the main church offices, and in room #237 of the preschool area. All staff have cell phones accessible to them at all times.
3. Emergency Transportation Authorization Form 5101:2:12:49 will accompany the child if transportation to a medical facility if necessary and has been authorized on the form. These

are located in the children's folders in the file drawer of the Director's desk and in each classroom attendance clipboard. Weekday Christian Preschool reserves the right to call advanced medical personal for any child enrolled in their program and will rely on the advanced medical personal's opinion on transporting a child, therefore we require authorizations from parents or guardians on the Emergency Transportation forms to transport if necessary

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4. An incident report shall be completed which will require a signature of the parent or the person picking up the child on the day of the incident.
5. POISON CONTROL CENTER phone number is 1-800-222-1222.
6. Use of spray aerosols shall be prohibited in the presence of children.
7. No child will be dismissed into the care of anyone other than a parent or other authorized person unless a personal note or phone call has been received by the Director or other staff member. By state law, a child is not permitted to be released to anyone under the age of 16 years.
8. AN EMERGENCY PLAN is prepared in the event of threats due to environmental, violent, or a natural disaster situation. This plan has been established in coordination with the Police, Fire, and Emergency Management Team in Cuyahoga Falls. Preparations for lock downs and evacuations are in place.

Should we need to evacuate because of loss of power or heat, a parent or other adult listed on the child's emergency form will be notified to pick up the child through REMIND, Facebook and/or a phone call.

Should we need to evacuate for other dangerous situations, we will proceed north to the Natatorium or South to Taylor Library.

9. Lock-down drills will be held once a quarter. Lock-down procedures are posted in each classroom.
10. No child shall be unsupervised during the school session. An adult shall be responsible for the group and/or individuals at all times.
11. All staff members are trained in CPR. All assistants are trained in basic First Aid.

FIRE AND TORNADO SAFETY POLICY

1. Fire exit procedures are posted in each classroom.
2. Fire drills will be held once a month.
3. Pull alarms situated throughout the building will be periodically checked.

4. A fire inspection of the premises will be completed by the Fire Marshall each school year.
5. Tornado drills will be held 4 times a year. Children will proceed to closed-in hallways located on the bottom floor of the building near the music department.

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COMMUNICABLE DISEASE POLICY

The following procedures will be followed when a communicable disease is suspected:

1. Parents are required to keep a child home from school if he or she is suspected of having an illness or has displayed symptoms of an illness within 24 hours previous to the school day, such as fever, diarrhea, vomiting, etc.
2. The staff will observe children for any signs of illness upon the child's arrival to school and throughout each session. All of our staff members are trained in Communicable Disease Recognition.
3. If a child is suspected of having a communicable disease, or is ill in any way, he or she will be immediately removed from the classroom and will be placed in a separate room with adult supervision until the child is picked up. The center shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart posted in the Director's office.
4. The ill child's parents will be notified immediately to pick up the child. If the parents cannot be located, another person authorized on the Emergency Transportation Authorization Form will be asked to pick up the child.
5. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to parent or authorized person:
 - a) diarrhea
 - b) severe coughing
 - c) conjunctivitis
 - d) untreated infected skin patches
 - e) difficult or rapid breathing
 - f) unusually dark urine and or gray stool
 - g) fever
 - h) yellowish skin or eyes
 - i) stiff neck
 - j) unusual spots or rashes
 - k) vomiting
 - l) evidence of lice, scabies, or other parasitic infestation
6. A cot, pillow and blanket are available in Director's office if needed until parent arrives.
7. Parents should notify the school if a communicable disease is diagnosed. We will attempt to notify other parents by classroom door postings and by REMIND if a communicable disease is reported.
8. A child will not be permitted to return to the classroom until symptoms are gone or a doctor has stated that the child is not contagious.
9. No medicine will be administered at the center at any time.

10. If a child is suspected of being even mildly ill, parents are asked to keep the child at home.

11. Employees of the center are also bound to abide by the above communicable disease policy. Our staff members are trained in communicable disease recognition.

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MEDICAL EMERGENCY POLICY

1. Any child requiring special medical services will need to have the appropriate forms completed and signed by their physician with specific instructions for those services. The parent will need to sign the form each time a special service has been provided at the school.
2. Dental Emergency Chart posted in the supply area between rooms #203 and #206 and in the Director's office will be consulted in case of a dental emergency.

CHILD ABUSE OR NEGLECT

Any suspicious evidence of child abuse or neglect shall be reported immediately to The Children's Protective Agency at 330-379-1880, as is required by law. All staff members are trained in Child Abuse Recognition.

SEE SAFETY POLICY FOR OTHER MEDICAL EMERGENCY POLICIES

CUSTODY POLICY

Custodial parent or guardian is permitted unlimited access to the Center.
Non-custodial parent is permitted unlimited access unless a court order is on file with the Center limiting access to the Center.

WEEKDAY CHRISTIAN PRESCHOOL PROFESSIONAL STAFF (Subject to change)

Allison Dunlap – Director

<u>Lead Teachers</u>	<u>Assistant Teachers</u>	<u>Classroom</u>
Megan Bartle	Michelle Boyes	Three year olds
Kristina Janesh	Jennifer Ward	Four year olds
Jennifer Murphy*	Sherri Scott	Four/Five year olds
Jennifer Brooks	Heather Nottingham*	T/Th Enrichment - Full Day

*Designates person in charge in absence of Director

ARRIVAL AND DISMISSAL: Children will need to be escorted into their preschool classroom and picked up from their classrooms daily by their parent or authorized caregiver. Parking is available in the lot on 3rd St. No child will be permitted to leave with anyone other than a parent or other authorized person. Should a child need to be picked up by someone other than a parent, a signed note, email or personal phone call to the Director will be necessary. Authorized persons are required to show a picture ID when picking up a child for the first time. No child is permitted to be dismissed to anyone under the age of 16 years. Families may enter the building 15 minutes before school begins. **DO NOT** ever leave and let your child come to the classroom on his/her own. Children must be escorted by an adult to and from their classrooms at ALL times. PLEASE DO NOT DOUBLE PARK ON 3rd ST.

BAD WEATHER DAYS: The preschool will generally follow Cuyahoga Falls City Schools concerning “snow” days. If CFCS are closed due to snow, the preschool will be closed for the day. If CFCS are closed due to “extreme” temperatures, the preschool may remain depending on the circumstances and the discretion of the Director. Refer to our Facebook page, WKYC channel 3 or News channel 5 for a special announcement regarding our preschool-Weekday Christian Preschool. We will also send out a message via REMIND. You may keep your child home at your discretion at any time.

BIRTHDAYS: Children may bring in a store-bought treat for a snack or a take home treat on his or her special day. We do have some food allergies to consider this year, so in order to meet our licensing guidelines, nutritional information (package label) is required. Please be sure to let the teacher know if and when you will be bringing in the treat since we try to plan our days and snacks ahead of time. Children with birthdays during the summer will have a chance to celebrate and have a special day for this during the months of April and May. You will hear more about this in April. No one is obligated to send in a treat. **If you have out of school birthday parties, please do not send invitations to school to be distributed unless you are inviting every child in the classroom.**

BOOK BAGS: Sturdy book bags, either commercial types or shoe bag types are a must. Book bags need to be large enough to carry gym shoes for our large muscle time in bad weather and will serve to bring home messages, class projects and other important items. The cute little animal shaped back packs are adorable, but do not generally have adequate space needed.

CALENDAR: School calendars will be issued at the beginning of each school year. We will make every attempt to follow the same Holiday calendar as the Cuyahoga Falls Public School System except that we start in September and end in May. There are two main variations from the public-school calendar in that we will be closed. They include the Wednesday before Thanksgiving and the Monday after Easter.

CARPOOLING: If you are interested in exploring carpooling options, please let the Director know prior to the beginning of the school year. Those families who request car pool information will receive a list of possible connections in early September. You will be responsible at that time to set up your own car pools. When a car pool is completed or changes are made throughout the year, the Director needs to be notified.

CHAPEL: Our ten to twenty minutes Chapel time will generally be held on Wednesdays at 11:15 a.m. and 2:20 p.m. This is a very basic “God is Love” type of a program with stories, songs and lessons. We will focus on trying to be the best person we can be because God made us each special and loves us no matter how we look, act, or where we live.

CLOTHING: It is very important that all outer clothing be labeled with the child's name; first and last. In the winter, with so many hats, gloves, and boots to deal with, this is absolutely necessary. Everyday play clothes are very appropriate for preschool since we use paints, sand, etc. throughout the day. Since outdoor play is now available, please be sure to dress your child suitably for the weather and to consider applying sunscreen on your child prior to coming to school.

COMMUNICATION: It is very important that we keep close communication open and that we function as a team throughout the school year. Please let us know if we need to schedule a conference, talk on the phone or write notes regarding any new event in your child's life. Any changes in home situations, no matter how minor, should be reported to your child's teacher, to ensure that we might offer support. In addition to written notes and verbal communication, please also feel free to communicate with us at the following e-mail address or through your child's Class Dojo:

Jennifer Brooks (Director) – Jbrooksfallsumc@gmail.com_

ENROLLMENT: While we strive to enroll the majority of our children ahead of time for the upcoming school year, however, we will accept children throughout the course of the school year if there are available spaces within each classroom in an effort to accommodate additional children without compromising our pre-established maximum group sizes.

FIELD TRIPS: The only Field Trips permitted at this time are walking trips from the Preschool. During these walking trips, – State mandated Child/Adult ratios will be maintained, – A complete First Aid Kit will be taken along, – Written Parental Permission Slips will be obtained prior to the trip and taken along, – Supervision plans of having teacher and assistant with children at all times will be followed. Director will also be attending the field trips.

FORMS: All forms which accompany this handbook, should be completed before the school year begins. Please note that each child must have a MEDICAL STATEMENT signed by his or her physician. This Medical Statement is valid for one year and a new form must be signed after that year is up. It must be resubmitted each year and a new form is required within 1 year and 30 days of the last exam.

GYM SHOES ARE A MUST: Please be certain that these shoes are worn on your child daily or are sent in the book bags each day. In the interest of time, gym shoes should be worn to and from school unless boots are absolutely necessary. For safety reasons, children who do not wear appropriate gym shoes to school may be prohibited from using the climbing equipment in the gym and/or on the playground during gross motor time based on the discretion of the teacher and/or Director.

ILLNESSES: Please DO NOT send your child to school if you suspect that he or she is ill. Read our Communicable Disease Policy on Page 4 for an explanation of these regulations. You need to call the preschool office, 330-923-5243, if your child has a communicable disease so that we can inform other parents that their child has been exposed.

LUNCH CLUB: Lunch Club will meet most Mondays, Wednesdays and Fridays from 11:45 - 12:15. It is purely optional. Children need to bring a lunch from home and the cost is \$2 per day. There will be No Lunch club on the day before a holiday. Parents will be notified of “No Lunch Club” days in advance.

MEDICATION: Medication will not be administered by our school staff, with the exception of emergency prescription medicines to keep at school for an emergency. (Example - Epi-pen for severe allergies). Please see the Director if you have any questions.

NEWSLETTERS: A monthly newsletter will be sent home which will serve to keep you informed about the classroom and school events. In addition, you will receive communications from your child’s classroom teacher, so check those folders and book bags every day. The monthly newsletter and snack list will be posted on the preschool website as well.

OUTDOOR PLAY POLICY: On days when the weather is suitable for outdoor play (no precipitation, dry conditions, mild temperatures ranging from 50’s – 80’s) the children will utilize the playground for their gross motor play. Even within these conditions, there may be times when the teacher’s plans would be more conducive to the indoor gym environment. Please consider applying sunscreen to your child prior to coming to school on warmer days where there is a possibility of outdoor play.

PARENT PARTICIPATION: You are welcome to share your talents with us at any time. Parents or guardians of enrolled children may visit the center at any time according to law for the purpose of contacting the child, evaluating the care provided by the center, evaluating the premises of the center or for other purposes approved by the Director. Please be advised that if your child is having a separation problem and is making progress in managing their anxieties, your visit to the classroom may potentially be a disruption to that progress.

PARENT/TEACHER CONFERENCES: Along with day to day communications, you will have the opportunity to meet with your child’s teacher to discuss his or her progress in late January or early February each year. **Informal meetings/conferences can be scheduled at any time.**

SNACKS: We will provide a snack each school day, with the exception of birthday treats which are brought in by children. Children will be offered a snack each day but will not be forced to eat it. An alternate snack will only be offered to children who have food allergies. Parents are asked to inform us of any food allergies and to send in an alternate snack if this is the case. Please **DO NOT** send in an alternative snack just because your child does not like a certain snack.

TOILET TRAINING: It is absolutely a must that your child be fully toilet trained before being enrolled in our school. We realize that accidents do happen. We will try to manage urine accidents and will do our best to change or handle bowel accidents. You may be called should an accident occur if we do not have on hand a change of clothes for your child. We encourage you to make very little issue of toilet accidents to your child except to be sure that they are sufficiently trained at the beginning of the school year and that you try to encourage them to go before they come to school for each session. We do allow them to use the toilet as needed but it is disruptive if they wait to come to school to go.

TUITION: Tuition payment of \$125.00 per month for one child and \$224.00 per month for two children in the same household will be required on the first school day of each month for those children enrolled in the Monday-Wednesday-Friday program. For those enrolled also in the Tuesday-Thursday Enrichment Classes, tuition is an additional \$75 per month (\$192). Tuition is \$90 per month for T/R Enrichment as a stand-alone class. Checks may be made out to FIRST UNITED METHODIST CHURCH or FUMC. If tuition is not paid by the end of the first week of the month, a late notice will be sent home. Any payment that is **15 days or later** will be subject to a \$15 late fee if prior permission regarding a later payment has not been granted in advance. If no tuition has been received, we will assume that you have chosen to withdraw your child from our school. We are very reasonable and will try to accommodate you as best as we can but every parent needs to assure us that they are financially able to be responsible for school tuition before children are enrolled. Tuition is the same for each month, regardless of the number of school days in that month that the child actually attends. This includes the month of May. If tuition is not up to date by May 12th, your child will be ineligible to participate in the End of the Year Program/Graduation. Please do not ask that tuition be waived or refunded for any reason. The preschool accepts tuition payments in the form of cash, checks and most major credit cards.

SCHOOL YEAR: Children in the M-W-F program will generally have the opportunity to attend school 85-90 days each year, with the exception of possible snow days. Children in the full week program will average 156 school days per year.

WEAPONS: Toy weapons of any kind are not permitted in the classroom, this also includes “Show and Tell” Days. Toy weapons include, but are not limited to, guns, knives, swords and lightsabers. Please do not allow your child to bring them to school. It is unlawful for anyone to carry a gun onto our premises.

DOGS/PETS: Dogs and/or pets of any kind are not permitted to enter the church or preschool without prior permission of the Director.

BULLYING: We are committed to providing a caring, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our preschool. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING setting. This means that anyone who knows that bullying is happening is expected to tell the staff.

Bullying is the use of aggression with the intention of hurting another person, child or adult. Bullying results in pain and distress to the victim.

Bullying *can* be, but is not limited to the following examples:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence

IMMUNIZATIONS: Our current policy is to not allow enrollment of children who have not been immunized unless approved by the school's board of directors.

REMIND AP: We currently use "REMIND" as a way to help cut-down on the use of paper and to help keep you better informed of special dates, school closings and other important information throughout the year. Instructions for joining REMIND will be sent home at orientation. Instructions can also be found on the classroom websites. With REMIND, you can choose to receive our messages/reminders via text or email.

SOCIAL MEDIA: The preschool currently uses Facebook as a way to let you see what is going on in the classrooms and to send out reminders of special days, events and school closings. In order to maintain a professional relationship between teachers and the families who attend here, teachers are prohibited from engaging in any form of social media with any family who has a child currently enrolled at the preschool for the duration of the school year.

FORMAL ASSESSMENTS: All students will be given a formal yearly assessment. Occasionally the preschool program may decide to conduct additional formal assessments of our enrolled children. This information will be used to help us better serve the children and the families of our preschool. All information will stay in the child's file unless there is written permission to share this data with ODJFS or any other entity. The formal yearly assessment will not be reported to ODJFS. (Pursuant to 5101:1-17-02 of the Administrative Code)

NURSING ROOM: Due to not enrolling infants and toddlers we do not have a designated area to nurse children.

STEPS IN SOLVING INTERNAL SITUATIONS/PROBLEMS:

1. Go directly to the adult that is part of the situation that is in need of resolution.
-If the situation is between the director and a parent/guardian/teacher and the situation cannot be satisfactorily resolved move directly to step 3.

2. Next bring the situation in need of resolution to the attention of the director of Weekday Christian Preschool. This can be for the purpose of including the

director

in the process of resolution or to just to allow the director knowledge of the situation. The director can be contacted by email or by phone.

Phone # Office – 330-923-5241- Cell – 234-380-3047

Email [-Jbrooksfallsumc@gmail.com](mailto:Jbrooksfallsumc@gmail.com)

3. If an additional party is needed for resolution the lead minister of First United Methodist Church in Cuyahoga Falls Ohio should be contacted.

Reverend Jonathan Priebe can be contacted through the church's main office.

Phone #- 330-923-5241 Ext. 211

ACTION: Final

ENACTED
Appendix

DATE: 12/06/2016 8:34 AM

Appendix C to rule 5101:2-12-07 5101:2-12-07

Center Parent Information

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>