



5465 Moline-Martin Road

Walbridge, OH 43465

419-838-7600

[kokonski@mainstreetlife.org](mailto:kokonski@mainstreetlife.org)

---

**Preschool Director**

Katrina Okonski

### Center Parent Information

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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>.

## **Table of Contents**

Center Operating Hours.....	4	Reception and Release.....	9
Daily Schedule.....	4	Custody Issues.....	10
Calendar.....	4	Food Information.....	10
Arrival Procedure.....	5	Procedures for Emergencies and Accidents.....	10
Departure Procedure.....	5	Emergencies and Accidents.....	10
Staff to Student Ratios.....	5	Accident Reports.....	10
		Emergency Evacuations.....	10
Nondiscrimination Statement.....	5	Management of Illness.....	10
Inclusion Policy.....	5	Health Policies	
Toileting Policy.....	6	ADA Compliance Policy Statement.....	11
Preschool Classes.....	6	Daily General Health Check.....	11
Education Position.....	6	Developing Sickness.....	11
Assessments of the Children.....	6	Prescription Medication Policy.....	12
Financial Information.....	6	Non-Prescription Drug Policy.....	12
Making Payments.....	7	Doctor Release Form.....	13
Enrolling into the Center.....	7	Child's Medical Statement.....	13
Withdrawal Policy.....	7	Immunizations.....	13
Enrollment.....	7	Communicable Disease Policy.....	13
Suspension/Expulsion Policy.....	7	Inhaler or Special Medication.....	13
		Parent Participation.....	13
Guidance and Management Policy.....	8	Birthdays.....	14
Non-Violence Policy		Clothing.....	14
Discipline Policy.....	8	Routine Field Trip.....	14
		Swimming Policy.....	14
Supervision of Children.....	8	Napping.....	14
Emergency/Disaster.....	9	Outside Play Policy.....	14
Pandemic.....	9	Personal Belongings.....	14
Security Procedures and Policies.....	9	Messages.....	14
Safety Policies.....	9	Photographs and Publicity.....	14
		Weather Related Closings.....	15
		Appeal Process.....	15

### **Center Operating Hours**

**9 AM-3PM**

### **Daily Schedule**

**9:00-9:10 | 12:30-12:40 Arrival & Table Activities**

**9:10-9:25 | 12:40-12:55 Circle Time/Lesson**

**9:25-10:00 | 12:55-1:30 Learning Centers**

**10:00-10:15 | 1:30-1:45 Craft Time**

**10:15-10:30 | 1:45-2:00 Snack Time**

**10:30-11:00 | 2:00-2:30 Gross Motor Play**

**11:00-11:20 | 2:30-2:50 Closing Circle**

**11:20-11:30 | 2:50-3:00 Dismissal**

### **Calendar**

**8/31 First Day of School**

**9/7 Labor Day CLOSED**

**11/25-11/27 Thanksgiving Break CLOSED**

**12/21-1/1 Christmas Break CLOSED**

**1/18 MLK Day CLOSED**

**3/26 Good Friday CLOSED**

**5/28 Last Day of School**

**Mainstreet Preschool** is licensed by the Ohio Department of Children and Youth. The license is posted in the Director's office. The laws and rules are available at the center upon request. The Center's licensing record including compliance reports and evaluation forms from the Health, Building and Fire Departments are available upon request.

The Ohio Department of Job and Family Services have a toll-free number for any person to report a suspected violation by the center. That number is 1-800-686-1572.

Mainstreet Preschool is a Christ-centered, non-profit preschool fostering spiritual, intellectual, social and emotional growth in young children. We provide a nurturing and safe environment where children can learn and explore through play-based learning while developing a love for God, people and live like Jesus. We partner with families not only as their children begin to make academic milestones, but also as they learn to love God, love people and live like Jesus.

**Arrival Procedure:** Parents or guardians will walk students up to Mainstreet Church main entry and their teacher will be there to greet them, while also marking them in attendance for the day via the Procure App. Parents should promptly drop-off child at class start time.

**Departure Procedure:** Parents or guardians will meet students at the Mainstreet Church main entry and their teacher will send child with approved pickup parent/guardian, while also marking them picked up for the day via the Procure App. Students should promptly be picked up at end of day time for their class.

If students will be absent please update child's attendance in Procure App and leave a note

### **Staff to student ratios**

3-year-old class: 1:12

4-year-old class: 1:14

### **NONDISCRIMINATION STATEMENT**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964. USDA is an equal opportunity provider and employer.

### **INCLUSION POLICY**

*What is inclusion?*

We welcome all children into our center to equally participate in daily activities.

The key elements of inclusion are as follows:

#### **Access:**

We welcome all children in our center. A plan must be in place prior to start date to allow for support when necessary. All furnishings will be at the child's level and allow for easy participation and equipment (if able to) will be modified if needed.

#### **Participation:**

We give all children a chance to participate. If a child has a sensory issue for example, we will explore options and create a strategy that includes every child. We plan and modify activities to include all children to allow for meaningful participation. Our staff is equipped to make appropriate accommodations. As our staff observes children in academic and interactive play time, we will correct and redirect behaviors that are not appropriate for the activity in which children are partaking in.

#### **Support:**

We will involve and inform parents of the child's day and value the opinion of the parents as we partner with families to prepare their children for school and desire for their children to grow spiritually. Parents are expected to be involved and willing to participate with us. We will work closely and involve support organizations as we see fit.

Disenrollment is a last resort for us after exhausting all other options. We cannot stress the importance of parent involvement. If an issue arises, we would document necessary observations, then meet with the parents to develop a plan, from there outside agencies would be brought in to help in any way possible.

### **TOILETING POLICY**

It is expected that children entering Mainstreet Preschool program are potty trained. Staff will be able to assist children with toileting as needed. Accidents happen; children should have a change of clothes in their backpacks daily.

### **PRESCHOOL CLASSES**

The preschool program is for children ages three to five years of age (who are not yet in kindergarten.) Children are encouraged to learn through play. Creative and consistent curriculum and themes provide an atmosphere of learning throughout the day.

In our daily schedule, children enjoy free play, and hands on activities. Teachers will be teaching from an approved curriculum that supports spiritual growth, and encourages Kindergarten readiness skills by learning about themes, months, letters, numbers, songs and bible stories, etc.

### **EDUCATION POSITION**

The center provides a developmentally appropriate curriculum which takes into account the development of each child. Classes use the whole language approach that incorporates phonic and other whole language activities.

The center encourages learning through play. Both structured and non-structured play is included in the center's programs and may include manipulatives, learning centers and free play.

While the center strives for educational excellence, Mainstreet Preschool does not guarantee results for every child. The center cannot be held responsible for failure to educate.

### **ASSESSMENTS OF THE CHILDREN**

Each preschool child will receive an informal "Developmental Screening" sent home mid November, mid-February and the end of May. These screenings will be administered by the preschool teacher.

### **FINANCIAL INFORMATION**

***There is a \$50 Non-Refundable registration fee for all new registering students***

## **Preschool age Children 3-5 years**

### **4/5-year-old class:**

**M/W/F 9:00am-11:30am or 12:30pm-3:00pm- \$250/month**

**T/TH 9:00am-11:30am or 12:30pm-3:00pm- \$185 Month**

**M-F 9:00am-11:30am or 12:30pm-3:00pm- \$285/month**

### **3-year-old class:**

**M/W/F 9:00am-11:30am or 12:30pm-3:00pm- \$250/month**

**T/TH 9:00am-11:30am or 12:30pm-3:00pm- \$185 Month**

**M-F 9:00am-11:30am or 12:30pm-3:00pm- \$285/month**

*\*Full tuition is due regardless of if your child is in attendance the full week or not.*

## **MAKING PAYMENTS**

Tuition is paid by using the Procure app. It is your responsibility to set up your payment to be paid using the Procure app. This is the preferred method of payment. Families can decide to pay by cash or check, but will still receive invoices via the Procure App.

Tuition is due the **FIRST** Friday of each Month.

Any family who is more than 1 week behind on their tuition will not be allowed to attend until their balance is current unless you have spoken with the director and an agreement for payment has been made. (i.e., you need to pay on a different schedule than the above mentioned)

## **ENROLLING INTO THE CENTER**

All potential families **MUST** take a tour of the center prior to enrolling. During the tour, families will be given the required paper work to fill out and return before the first day of attendance.

Prior to a child's first day at the center the parents/caregivers are welcome to come in and spend some time with their child in the classroom to help them adjust to the center and meet the teacher and other children. At this time, you are also welcome to bring in any needed items for your child to help ease the busyness of the first day.

## **WITHDRAWAL POLICY**

To permanently withdraw a child from the center, two (2) weeks written notice is required to guarantee cancellation of future payments.

## **ENROLLMENT**

Upon enrollment each child must have on file current emergency contact and transportation information, routine field trip permission form, any special health care information if needed, and custody paperwork if pertinent.

In the event of a medical emergency, 911 will be called and if necessary, child will be transported to the nearest medical facility. The emergency transportation authorization signed at the time of enrollment outlines this procedure. The center reserves the right to refuse services to any child whose parents declines to give permission to transport in the event of an emergency.

### **SUSPENSION/EXPULSION POLICY**

- **Temporary Removal:** Sending a child home for part or all of a day; requiring parents to pick them up early.
- **Classroom-Based Removal:** Moving the child to the director's office or another classroom for extended time.
- **Formal Expulsion:** Permanent dismissal from the program, often after repeated issues and failed interventions.

### **GUIDANCE AND MANAGEMENT POLICY**

#### **NON-VIOLENCE POLICY**

The center strives to create a fun-environment that meets the needs of all our children. However, “play” that includes violence towards another person is not allowed (guns, swords, fighting, etc). If after redirecting that child’s activities, the child continues to speak or act violently towards other people, a parent/teacher/director conference will be requested. Your child may be sent home if he is unable to control his or her actions.

#### **DISCIPLINE POLICY**

The center strives for a consistent methods of discipline with the same expectations and consequences used with all children through the center. As a learning center, we feel it is necessary to safeguard the welfare of all our children. Constructive developmentally appropriate child guidance and management techniques are used at all times by all employees of the center. These techniques include redirection, time out, temporary loss of privileges and/or restriction from certain play materials or areas, separation from the situation and talking through the issues at hand.

We expect all children to exhibit good behavior. To maintain the art of self-control and good discipline, we feel it is necessary to outline certain types of behavior which we consider to be unacceptable:

Disrespect, use of angry or hostile tones or gestures with staff persons, willful disobedience, injuring or endangering another child or staff and use of profanity and other inappropriate vocabulary.

We reserve the right to remove any student we feel is endangering the health, safety or welfare of the other students enrolled in the center or who display inappropriate behavior that prohibits the development of the other students. If the behavior is detected, the child will receive a verbal warning and the parents will be informed, if the behavior continues the child will receive a written warning that



the parent must sign. If the behavior continues after the verbal and written warnings, a conference will be scheduled with the parents, teacher and director. If the behavior continues after the three steps have been taken, immediate dismissal may result. Parents will forfeit any tuition and fees that have been paid. We reserve the right to cancel all services to a family who refuses to cooperate with the policies of the center.

The standard procedure for parents who need assistance with a problem or complaint that is related to the childcare program is to contact the teacher. If you feel the matter was not resolved to your satisfaction, you may contact the director.

## **SUPERVISION OF CHILDREN**

### ***Children should NEVER be left alone***

An adult MUST escort your child to the entry point to the Preschool. **DO NOT DROP OFF YOUR CHILD AND ALLOW THEM TO WALK INTO THE BUILDING AND CLASSROOM ALONE.** Children should always be with an adult. Upon arrival and departure, the teacher will take attendance via the Procure App.

## **EMERGENCY/DISASTER**

In the event of an emergency/disaster and the center needs to be evacuated, the children will be walked to the parking lot entry at Moline-Martin Road. Each classroom will take the binder with children's enrollment and health paperwork in them, along with the travel first-aid back pack and any medications the children may need. If possible, the teacher will try to take the children's backpacks. Parents will be notified via our Procure App and a group text as to what is happening and if they need to come pick their children up and any special directions will be relayed at that time.

## **PANDEMIC**

In the event of a Pandemic the center will follow all policies and procedures handed down by the local government officials and CDC guidelines.

## **SECURITY PROCEDURES AND POLICIES**

The safety and security of your child is something that we take very seriously. Mainstreet Church is always locked. The Children's Ministry wing will have another level of security to that wing of the building, only allowing entry to those with a key fob. If you need building access for a meeting with a staff member or need to get to your child, contact the Director of the center.

Katrina Okonski: Office 419-838-7600

Every day the center implements security procedures to provide a safe environment in which your children can learn and grow. The following outlines the daily security procedures that we use:

- \*The center staff has immediate access to a working phone at all times
- \*All parents are required to escort children to and from the building entry point.
- \*Only authorized persons with proper identification are allowed to pick up children
- \*Personal information regarding your child is kept confidential – unless we have a signed statement by the parent or guardian allowing release of such information. No information about your child will be given over the telephone.

## **SAFETY POLICIES**

- Children are never left unattended or unsupervised.
- Fire drills are held each month
- Emergency plans are posted in each classroom.
- The use of spray aerosol is prohibited when children are present – this includes sunscreen.
- Staff are trained and required by law to notify the local public children's service agency if they suspect a child has been abused or neglected.
- First aid kits are available in the classrooms.
- A communicable disease chart is posted in the kitchen.

## **RECEPTION AND RELEASE**

A responsible person age 18 years or older must bring all children to the drop off location. Please do not leave until the teacher receives the child. A child may not leave the school premises until he/she has been released to a responsible person no younger than 18 years of age. Your child will only be released to those whom you authorized on your enrollment form. If you want someone other than the persons listed on your enrollment form to pick your child up, please write a note to your child's teacher that morning. A picture ID is required to be shown to the appropriate staff member. In an emergency, other arrangements can be made through the office. No child shall be left alone or unattended. Teachers will be in sight and hearing distance of each child. The staff has immediate access to a working telephone at all times.

## **CUSTODY ISSUES**

Children will only be released to those individuals listed on the contact sheet. If a parent is not allowed contact with a child, court papers must be on file at the center stating the custody arrangements. We are required to adhere to the court order in these matters.

## **FOOD INFORMATION**

The center will provide a mid-morning or mid-afternoon pre-packaged snack and water for children. Dietary Restrictions are to be made on registration forms.

## **PROCEDURES FOR EMERGENCIES AND ACCIDENTS**

### **EMERGENCIES AND ACCIDENTS**

Parents must provide the center with current emergency information. In the event of an emergency, parents are notified immediately. If parents or those authorized to act on their child's behalf cannot be reached, the signed emergency medical form is used to secure the necessary medical treatment at the hospital. Please inform the office if your work or home/cell numbers change.

In the event of an emergency or accident, the center will take the following action. Another teacher or adult in the building will be secured to supervise all other children; first aid will be administered. The local emergency squad will be called. The parents or guardian will also be called. The child will be transported to emergency medical or dental care by local emergency medical services as requested by the parent and the Emergency Transportation Authorization.

## **ACCIDENT REPORTS**

All center staff are required to fill out an accident report if anything happens to your child. The accident report records and specifies the accident date, child's birthday, what happened and who witnessed the event. The report also records what actions were taken (band aid, ice, etc....) and what comfort was given. Copies of the report are made. Parents must sign and date the report and will be given a copy.

### **EMERGENCY EVACUATIONS**

A fire drill is held once a month. An evacuation plan is posted in each classroom, illustrating the steps to be taken in case of a fire or emergency weather alert. Staff members are taught the severe weather plans and these are posted in the rooms. If the center would need to be evacuated for emergency purpose, the children will be relocated to the parking lot entrance at Moline-Martin Road.

### **MANAGEMENT OF ILLNESS**

#### **HEALTH POLICIES**

All center staff receives periodic training consisting of recognition of communicable disease and signs and symptoms of illness. Staff and children practice procedures that prevent the spread of contagious diseases and illnesses. Our goal is to maintain a healthy environment for all children and staff. The center provides care for healthy children only. If a child becomes ill while at the center, he or she is removed from the other children and a parent or authorized contact is notified. ***SICK CHILDREN MUST BE PICKED UP IN LESS THAN 30 MINUTES FROM THE TIME THE PARENTS ARE CONTACTED.*** If a child is sent home with a fever, ***THEY MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL PER STATE LICENSING.*** If your child's teacher becomes ill while at the center, they will be sent home and a substitute teacher will be called in.

### **ADA Compliance Policy Statement**

Mainstreet Preschool is committed to full compliance with the Americans with Disabilities Act (ADA) and ensuring equal access to all programs, services, and activities for children with disabilities. In alignment with ADA requirements, the preschool will:

- **Administer Medication:** Provide necessary medication to children with disabilities as prescribed, following all state licensing regulations, parent/guardian authorizations, and health-and-safety procedures.
- **Administer Required Care Procedures:** Perform essential care procedures for children with disabilities, including but not limited to medical, developmental, or daily-living supports, as documented in the child's care plan and in collaboration with families and qualified healthcare professionals.

### **DAILY GENERAL HEALTH CHECK**

Upon arrival, teachers check your child for any of the following symptoms of illness:

- Fever
- Unusual behavior
- Infected skin patches
- Evidence of lice, scabies or parasitic infection
- Unusual spots or rash

- Yellowish skin or eyes
- Breathing difficulty
- Redness of the eye, obvious discharge, matted eyelashes, burning itching

A child who exhibits these symptoms is not allowed to stay at the center unless the parent can provide a written statement from the child's physician indicating that the child's condition is not contagious. A communicable disease chart is posted in the kitchen.

### **DEVELOPING SICKNESS**

If a child develops the following symptoms while at the center, the parents are called to pick the child up immediately:

- Temperature of at least 100 degrees Fahrenheit or higher
- Diarrhea – 2 or more abnormally loose stools within a 24-hr. period
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

### **PRESCRIPTION MEDICATION POLICY**

The staff will administer medication to children only when the specific procedures are followed:

- Parents must complete a medication request form indicating the medication name, prescribed dosage, length of time to administer, time of needed dosage and possible side effects
- Medication must be in the original container with the prescription label stating:
  - Child's name
  - Prescription date (within the last 6 months)
  - Exact dosage to be given
  - Number of doses to be given daily (***first dose must be given at home***)
  - parent's signature and instructions
  - Given from date to date
- Hand prescription directly to the teacher

### **NON-PRESCRIPTION DRUG POLICY**

Non-prescription drugs and medications such as Sun Screens, Tylenol, etc., can be administered if the following procedures are followed:

- The item must be in the original container with the original manufacturer label, must specify appropriate dosages based on the child's age or weight. The center may not

give any dosages that are not specified on the original label, unless there is a doctor's written note permitting quantities that exceed the manufacturer's recommended dosages. If dosages are not listed for your child's age or weight, then a doctor must complete the "Request for Administration of Medication" form indicating the appropriate dosage.

- Section II on the request form must contain:
  - Child's name, date of birth, current weight
  - Current date
  - Name of medication
  - Dosage and time to be given (***first dose must be given at home***)
  - Parent's signature and instructions
  - Given from date to date
- Tylenol or non-codeine cold medications are given for no more than 3 consecutive days
- Other lotions and creams are administered for no longer than 3 months

### **DOCTOR RELEASE FORM**

If your child has had surgery or an extended illness, a doctor must provide a release form permitting your child to return to the center. The doctor must specify any dietary or physical restrictions. This re-admittance slip will enable Mainstreet Preschool staff to best care for your child.

### **CHILD'S MEDICAL STATEMENT**

Each child attending the center shall be examined by a licensed physician prior to the date of admission or within thirty days after the date of admission. The physician is affirming that the child is free from apparent communicable disease and is in suitable condition for enrollment in a childcare center. The physician is also affirming that the child has had the immunizations required by the state department of health. The center will provide the ODJFS form: Child's Medical Statement at the time of enrollment. This form must be updated annually by the child's physician. In addition to recording immunizations, the center must have assurance that the child continues to be in suitable physical condition for enrollment in a childcare center. The center will send a reminder that the child's annual physical is due within 30 days of the expiration date. If the ODJFS Form: Child's Medical Statement is not returned by the thirteenth month annually, the child may not attend the center.

### **IMMUNIZATIONS**

All children enrolled in the center will have received the vaccinations required by the state of Ohio for each age level, not the suggested ones but the required one. Immunization exemptions for religious or personal reasons: parents must fill out the exemption form and have on file with the center.

### **COMMUNICABLE DISEASE POLICY**

The Ohio Department of Job and Family Services Disease chart is posted in the kitchen on the refrigerator. The parent or guardian will be reached by telephone when it has been determined that a child shows one or more of the communicable disease symptoms. Once a communicable disease

outbreak (2 or more cases) has been confirmed, a notice will be posted immediately on the center's entrance. Continuous outbreaks may result in the center closing for disinfecting and ventilation.

### **INHALER OR SPECIAL MEDICATION**

It is the center's policy that it allows the possession and use of an inhaler or medication by a child when needed in an emergency for a child with special health conditions. The inhaler may be in possession of the school age child. All staff will be informed of the child's special need. The parent will still need to fill out a medication form.

### **PARENT PARTICIPATION**

Parents are welcome to visit the center and observe in the classrooms at any time but are required to schedule this time with the Director. Parents and family members are encouraged to attend the Graduation program as well as any other family fun nights throughout the year.

Regular communication will be sent home with your child via the Procure app., letters, posted notices etc.

A sample of your child's daily schedule is posted in the classroom and is also included in the handbook.

Custodial parent, custodians, or guardians of a child enrolled in our center are permitted access to the center, during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center or evaluating the premises.

### **BIRTHDAYS**

Parents are encouraged to allow their child to celebrate birthdays with their friends at school. If you would like to bring in a special snack for your child's birthday, please make prior arrangements with their teacher.

### **CLOTHING**

Please dress your child in comfortable play clothes that will allow them to participate in all types of activities, both indoor and outdoor.

We ask that you bring in an extra set of clothing for your child to keep at the center in case of spills or accidents.

### **ROUTINE FIELD TRIP**

Parents are asked to sign a Routine Permission slip for their child to go on routine field trips to keep filed for record purposes. \*Mainstreet Preschool will not be taking field trips. We may schedule special events or days that will require parent/guardians to drive their children to and from a location.

### **SWIMMING POLICY**

Ohio childcare swimming policies require written parental permission, certified lifeguard/attendant supervision (1:35 ratio for deep water), active adult oversight (seeing all parts of the pool), prohibiting lakes/rivers/spas, ensuring pool safety (fences, accessibility), and daily sanitation for wading pools, with specific rules for on-site vs. off-site pools. *We will not be participating in water play at the center.*

### **NAPPING**

Naptime is not scheduled in our 2.5 hour class schedule. If a child needs to temporarily lay down, they will do so in the director's office and parents/guardians will be notified.

### **OUTSIDE PLAY POLICY**

Due to our class structure and hours children are at the center, we will not have outside play time. We will utilize the Breakout Room for indoor play needs.

### **PERSONAL BELONGINGS**

Please DO NOT send toys, or money with your child. There may be special days set aside by the teacher for children to bring in toys from home

### **MESSAGES**

Please communicate through the Procure App to communicate with teachers. You may also email them or call the office directly.

### **PHOTOGRAPHS AND PUBLICITY**

Photographs of the children in the center may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials including the center's private Facebook page. Your permission for photographs including your child may be used without compensation as part of the agreement.

A photo release form is part of registration. Parents should indicate on this form their desire for their child's photo to be used or not be used.

### **WEATHER RELATED CLOSINGS**

The preschool will typically follow the lead of Lake School District for school CLOSURES. However, you should always check the Procure App for clarity on whether the center will close.

### **APPEAL PROCESS**

Mainstreet Church has embarked in this ministry to serve our community by providing a quality Preschool Program. Because of the complex nature of doing business, we have developed this policy handbook, the handbook was developed to clearly present policies to protect Mainstreet Church, the Preschool and all parties involved (students, parents, teachers, etc.) from misunderstandings. As the handbook is a general guideline for the center's

policies, we recognize that there will be times where the policies and rules may not be clear, appropriate and/or relevant to a specific need or circumstance. Recognizing this, we have added an appeal process as a forum to address these circumstances as they arise. Each appeal is to be made on a case-by-case basis and any determination concerning the appeal only applies to that specific individual and circumstance. A ruling of appeal by the center does not set aside the policies of this handbook in regards to any other student or circumstance.

Revised December 2025

### Center Parent Information

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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>.





**EVENING AND OVERNIGHT CARE**  
(Rules 5101:2-12-21 and 5101:2-13-21)

Will the program be providing evening and/or overnight care? (Between 7:00 PM and 6:00 AM) ☐ Yes ☒ No

**ADMINISTRATION OF MEDICATION**  
(Rules 5101:2-12-25 and 5101:2-13-25)

Will the program administer medication, topical products or lotions? ☐ Yes ☒ No

If yes, describe the program's procedures for administering medication, and topical products or lotions. (Be sure to describe the plan for each type of product).

**SECTION 3: FOOD REQUIREMENTS**

**MEALS AND SNACKS**  
(Rule 5101:2-12-22 and 5101:2-13-22)

Will meals and snacks be prepared on site or brought in from another source?

snacks will be provided. They will be pre-packaged snacks that fall into health department requirements under a food-license exemption form.

Signature of Administrator/Provider

*Rafaela Olenki*

Date

9/29/2025

Ohio Department of Job and Family Services  
**PLAN OF OPERATION FOR CHILD CARE**

**SECTION 1: GENERAL INFORMATION/SPACE**

Name of Center/Provider <b>Mainstreet Church</b>		County <b>Wood</b>	
Address <b>5465 Moline-Martin Road</b>		State <b>Ohio</b>	Zip Code <b>43465</b>
Mailing Address (if different)		State	Zip Code
Name of Contact Person <b>Katrina Okonski</b>		Contact Person's Telephone Number <b>419-787-0219</b>	
Telephone Number <b>419-838-7600</b>		Owner/Corporation if applicable <b>Mainstreet Church</b>	
Proposed Date of Opening <b>1-5-2026</b>		Proposed Months of Operation <b>(9)</b> <b>Jan, Feb, Mar, April, May, Sept, Oct, Nov, Dec</b>	
Proposed Hours of Operation <b>9:00am - 3:00pm</b>	Proposed Days of Operation <b>Monday - Friday</b>		

**PLANNED ENROLLMENT**

Age Categories	Number of Children Planned at Opening		Number of Groups Planned at Opening		Number of Children Planned at Capacity		Number of Staff Needed at Opening
Infants (0 - 18 mo)							
Toddlers (18 mo - 3 yrs)							
Preschoolers (3 yrs - school-age)	52		4		104		3
School-age Children (5 yrs - 14 yrs) Note: Fulltime is for evenings, weekends, school breaks, snow days, summer, etc.	Before School	After School	Before School	After School	Before School	After School	
	Fulltime		Fulltime		Fulltime		
Total Number of Child Care Staff Members Planned at Opening							3

**INDOOR SPACE**  
**(Rules 5101:2-12-11 and 5101:2-13-11)**

**Centers:**

Attach the diagram that was reviewed by the building department showing the indoor space used by the child care operation, including any notes made by the building department on the diagram. Indicate the following:

- Exits/entrance/office spaces
- Walls, partitions or half walls
- Walls, partitions, or half walls that are moveable
- Sinks and water fountains
- Emergency exits and exits to the outdoor play space
- Floor plan with room names/number
- Restrooms
- Diaper changing area with sink
- Food preparation areas



Will the center care for children under the age of 2 ½ years? If yes, describe how the center will keep these children separated from other groups older than 2 ½ years.

NO

Family Child Care Homes:

Attach the diagram showing the indoor space used for child care. Indicate the following:

- Entrance and exits
- Rooms that will be used for child care, including sleeping areas used by children
- Restrooms
- Diaper changing area with sink
- Kitchen

For Type A only: This diagram shall be the diagram reviewed by the building department, including any notes made by the building department made on the diagram.

#### OUTDOOR SPACE (Rule 5101:2-12-11 and 5101:2-13-11)

Diagram the space used for outdoor play. Indicate the following:

- Include location of fence or barriers
- Note gate locations, street locations, and parking lots
- Sketch outdoor permanent play equipment which stays in space (i.e., slides, swings, sandboxes, etc.)
- Include sidewalks, concrete, or blacktop areas

If the play space is away from the center/home, diagram the outdoor space used.

If the center has no onsite outdoor play space, then an indoor recreation area must be provided. Give dimensions of your indoor recreation area.

What type of protective fall surface will be used on the playground? (Fall surface needed under slides, swings, climbers, bouncers, etc.)

How is the play area enclosed or otherwise protected from traffic or other hazards?

☒ Not Applicable: Program operates less than four consecutive daylight hours and will not provide outdoor play.

## SECTION 2: PROGRAMMING AND POLICIES

### TRANSPORTATION/FIELD TRIP SAFETY (Rules 5101:2-12-14 and 5101:2-13-14)

Does the program provide transportation? ☐ Yes ☒ No

Does the program plan to offer: (check all that apply)

☐ Field trips ☐ Yes ☒ No

☐ Transportation to and from school ☐ Yes ☒ No

☐ Transportation to and from home ☐ Yes ☒ No

List the make and model of the program's vehicle(s) if applicable.

A contracted agency is used to transport children. ☐ Yes ☒ No