

Parent Handbook

2018-2019



*Trinity Christian Preschool and Child Care Center, Inc.
"Celebrating 40 Years of Serving Families!"*

Dear Families,

Welcome to Trinity Christian Preschool and Child Care Center! This year will be our fortieth year of providing quality early childhood experiences for young children! Trinity Christian Preschool and Child Care Center is a mission of Trinity United Methodist Church and seeks to serve the families of the congregation and reach out to serve families of Orrville and surrounding communities.

We are fortunate enough to have very dedicated teachers here at Trinity! As Early Childhood professionals, they bring many years of experience, professional credentials in the field of Early Childhood Development, wonderful ideas and lots of love to share with your child. Each teacher's professional development is based on the State of Ohio's Core Knowledge and Competencies for early childhood development.

Trinity Christian Preschool and Child Care Center follows the guidelines set by the Ohio Department of Job and Family Services, Step-up to Quality, and the Ohio Department of Education, offering the highest quality of Early Childhood Education to each child enrolled in our program. Our research-based curriculum and lesson plans incorporate the Ohio Early Learning and Development Standards outlined by the Ohio Department of Job and Family Services. We are confident this will enable your child to master milestones in language development, cognitive skills, large and small motor skills and social/emotional development, helping your child gain necessary skills that will allow them to be successful in their next level of learning.

To help guide your decisions about your child's early childhood education, we will complete, with your permission, an age-based developmental screening which will help guide our lesson planning, and assessments based on the developmental content standards in the early winter and spring.

We are also proud of the fact that our Christian Curriculum is the core or "heart" of our teaching here at Trinity! Our curriculum will help your child learn about Jesus and grow in God's love for them. The framework of our curriculum will encourage children to learn basic Christian Principles including sharing, caring for others, giving, Bible verses and most of all God's love for them and others!

If at any time you have any questions or concerns, my door is always open. Please feel free to stop into the preschool office or call me at 330.682.1383.

Thank you for sharing your child with us...it is an honor and privilege to have your family as part of our family here at Trinity.

Blessings,
Karen Sullivan
Administrator

Trinity Christian Preschool & Child Care Staff

Administrator

Karen Sullivan

Office Assistant

Mim Wenger

Teachers

Carolyn Barkman

Lauren DeBlank

Sharon Horst

Tara Kutz

Julie Nussbaum

Valerie Schlabach

Hannah Sullivan

Stephanie Werntz

Trinity Christian Preschool Board Members

Carrie Foy

Julie Keener

Julie Leathers/

President

Jon McGuire

Donna Jean Smith

Linda Tibbitts

Jarra Underwood

Lynn West/

BookKeeper

Trinity's History

Trinity United Methodist Nursery School was founded in 1978, as a mission of Trinity United Methodist Church. Trinity's Child Care Program was developed in 1994, and is open to our Preschool Families and to the general public when enrollment is not full.

In the summer of 2012, as part of our relicensing process, Trinity's name was changed to Trinity Christian Preschool. What remains the same is the fact that each year the teachers and staff strive to provide a comprehensive early childhood educational experience for young children which combines teaching Christian principles with a developmentally appropriate, research-based preschool curriculum. Children age three to six who are not enrolled in kindergarten are eligible to enroll in our program.

Our center is licensed by the Ohio Department of Job and Family Services and follows the guidelines set by Step-Up to Quality. The core of our curriculum is based on the Ohio Early Learning and Development Standards and the foundation or heart of our program is based on Christian values and principles.

Trinity Christian Preschool and Child Care Center

1556 Rex Drive
Orrville, Ohio 44667

Preschool Contact Information

Phone Number: 330.682.1383 Answered Monday -Friday from 9:00AM to 3:00PM
Website: www.orrvilletrinity.com
Preschool e-mail trinitychristianpreschool@orrvilletrinity.com

Hours of Operation:

<u>Preschool Hours</u>	Monday-Friday	9:00AM to 12:00AM
<u>Child Care Hours</u>	Monday -Friday	7:00AM to 9:00AM 12:00AM to 5:30PM

Trinity United Methodist Church Contact Information

Phone Number: (330) 682-1806
Fax Number: (330) 682-2470 *fax*
Office Hours: Monday - Thursday 9:00 a.m.-1:00 p.m.
Office e-mail: office@orrvilletrinity.com
Website: www.orrvilletrinity.com

Center Program Information
Rule 5101:2-12-07

Mission Statement, Goals and Philosophies

Mission Statement

- ❖ To provide opportunities for children to interact together in an atmosphere that is conducive to developing wholesome social relationships in a Christian environment.
- ❖ 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 a research-based curriculum allowing growth of each child's individual needs, choices, interests, and abilities and 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 orientate families to our program and provide educational information in areas concerning child development and other family issues.

Goals

- * To share with the children God's love for them & the teachings of Jesus Christ.
- * To nurture a positive self-esteem.
- * To develop respect for others.
- * To develop respect for the environment.
- * To encourage children to learn through their play.
- * To develop independence.
- * To develop self-discipline.
- * To encourage children to think, reason, question and experiment in an appropriate way.
- * To encourage and demonstrate sound health, safety and nutritional practices.
- * To encourage communication skills.
- * To nurture expression of creativity and an appreciation of the arts.
- * To develop good social habits.

Philosophy

Our philosophy at Trinity Christian Preschool and Child Care Center is to provide a Christian learning environment filled with play-based opportunities for children to grow spiritually, intellectually, emotionally and socially. Growth in these areas will allow each child to know God's love, understand basic Christian values, gain positive self esteem and be prepared to enter kindergarten, confident of his/her developmental abilities. These preschool building blocks will provide a secure and positive educational foundation, allowing each child to experience educational success as they enter Kindergarten.

Admission of Children to Trinity Christian Preschool

A child is considered to be enrolled in our preschool only after the registration form and fee has been received, reviewed and approved by the administrator. Prior to the first day of enrollment, parents must complete basic enrollment and health information provided by the preschool. Any change to this information needs to be communicated to the preschool office immediately so that current information is always on file. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months. Failure to keep a current medical statement on file will result in a child being disenrolled until a current medical statement can be obtained and is on file in the preschool office.

Sample of Daily Preschool and Child Care Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want the children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

A Typical Preschoolers day would include:

9:00 AM

Circle Time...Children are welcomed into the classroom, wash hands and teachers may have a brief group time where job assignments are made, activities are introduced, a prayer is said, etc. to start off the day.

9:15AM

Activity Time... This activity time includes many opportunities for children to learn through play & interact with the specifically planned learning centers. Children play with manipulative materials, blocks, sand or water, create art work, look at books, listen to tapes or CD's, participate in dramatic play, paint at the easel, etc. Science experiments and cooking may also take place during this time. Children are encouraged to choose activities that they enjoy.

10:15 AM

Clean up Time... The song, "Clean up time is almost here", is often sung to prepare the children for clean up time & the transition into group time. Children are encouraged to clean up as they finish playing with materials, such as puzzles, and return them to their place, in order to make clean up time easier.

10:20 AM

Group Time... This is an interactive time. Children participate by being the "weather person", discussing the Bible verse, etc. There are math and language flannel board activities that involve the children. Themes the children are studying are discussed at this time. Songs, stories, poems and finger plays will be included.

10:35 AM

Snack Time...Children wash their hands & prepare for snack time. Snack is served family style allowing the children to become more independent by serving themselves. The child who brings the snack selects the prayer. The children are encouraged to converse and use good manners.

10:50 AM

Large Muscle Activity Time...If the weather permits, the children will go outside to play. In inclement weather the children will participate in gross-motor activities in Fellowship Hall where bikes, basketball hoops and balance beams, etc. are set up for their enjoyment.

11:05AM

Story time...review and activities which are coming up will be discussed with the children.

11:30AM & 12:00PM

Time to go Home

A Typical Child Care Day Would Include:

7:00AM to 8:00AM

Centers in the Classroom

8:00AM to 9:00AM

Centers in Fellowship Hall

9:00AM to 11:30AM/12:00PM

Preschool Classes

11:30AM to 12:00PM

Large Motor Activities

12:00PM to 12:45PM

Handwashing, Lunch

12:45PM to 1:15 PM

Clean up and Restroom

1:15PM to 3:00 PM

Story Time and Rest Time

3:00PM to 3:15PM

Wake up and Restroom

3:15 PM to 3:30PM

Snack

3:30PM to 4:30PM

Large Motor Activities

4:30PM to 5:30PM

Centers in the Classroom

Parent Participation Policy

Procedure for Parents Who Have Concerns or Need Assistance

Parents are encouraged to participate whenever possible in the activities at the preschool. Parents have unlimited access to all areas of the building used for preschool during the hours of operation. Parents may wish to attend class parties or simply stop in to join in the daily activities. **All parent volunteers or visitors must stop in the preschool office to sign-in and get a visitor badge, prior to going to a classroom.** Parents who wish to visit classrooms more than four times a month are required by the State of Ohio to be fingerprinted at their expense and complete additional paperwork to remain in compliance with ODJFS rules and regulations.

Parent-Teacher Conferences are scheduled in the fall and in the spring. 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 anytime. 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 with your child's teacher
2. Talk with the Administrator
3. Talk with a member of the School Board

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

How to Receive Contact Information about Other Families Enrolled in the Preschool

Parents who would like contact information of other families enrolled in Trinity Christian Preschool should stop in the preschool office to inquire about this information. If parents have agreed to release this information to others, the information will be passed on.

Trinity will only release contact information if permission has been indicated on the Child Enrollment and Health Form.

Child/Teacher Ratios and Maximum Group Sizes

The Ohio Department of Job & Family Services requires a child/teacher ratio of 1:12 (2:24) three year olds and 1:14 (2:28) four & five year olds. Group sizes are limited to twice the ratio. Because we desire to provide a higher level of quality care, we will follow Step-Up to Quality ratios which are lower than the State minimum standards.

SUTQ requires us to have a 1:10 (2:20) for Three Year Olds and 1:12 (2:24) for 4's and Pre-K children.

Ratios for preschoolers may be doubled for two hours at naptime as long as all children are resting quietly on their cots and enough staff remain in the building to meet the regular required staff/child ratio if there is an emergency.

Group Size and Ratios
5101:2-12-18

Guidance and Management Policy

Trinity Christian Preschool and Child Care believe 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 children 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 the 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, enrollment termination might be required. Every attempt will be made to work with the parents and the child to correct the behavior. The Administrator would be in communication with the parents before disenrollment would occur. However in most cases, the following processes will be followed:

- 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, parents will be expected to cooperate for continued enrollment.

- If a child exhibits continuously disruptive or aggressive behavior, the child will be excluded from 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 in one day.
- 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 parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
- The center can hire another staff member to shadow their child, at the expense of the parent. (appx. \$9.00/hour)
- 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

Supervision of Children

5101:2-12-19

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Teachers are alert to the safety needs of each child, and anticipate possible hazards, taking necessary appropriate precautionary and preventative measures.

Trinity's Arrival and Departure Procedure

Parents are required to walk their children to 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 be sent inside alone.

At the time of pick-up teachers will release children individually to parents outside of each classroom. Parents are responsible for the supervision of their child before walking their child to the classroom and after the teachers have released the child from the classroom.

Children may not be in the hallway at anytime 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 Trinity.

Please Note: Siblings of preschoolers may never be left in a car while parents walk a child into or pick-up a preschooler from class.

Supervision of Preschoolers

Children may not come into the building on their own they must always be supervised by an adult who can see and hear the child. At no time can a child be left unattended. Staff will supervise children at all times, including naptime. Children who become ill will be cared for in the preschool office until parents arrive.

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at preschool from another program. If a child is scheduled to arrive from another program and does not, we will first contact the parent to confirm that the child was scheduled to be at the preschool that day, and then contact the program they were coming from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Procedure for Releasing Children to anyone other than parent/guardian

Parents will be required to provide two emergency numbers on the Child Enrollment and Health Form and complete a Permission to Release Form to let Trinity Christian Preschool know who has permission to pick-up their child in the event a parent/guardian is not available. Staff will only release children to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving additional person(s) permission to pick-up their child.

Staff will check picture ID's of anyone they do not recognize. Please let family members/friends know about this ahead of time so they bring a picture ID and they are not offended. The child's safety is our first priority!

Please Note:

Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick-up the child. As required by law in the State of Ohio, Trinity Christian Preschool and Child Care Center may not deny a parent access to their child without proper documentation.

Child Abuse Reporting

All teachers/staff are mandated by law to be reporters of child abuse. If teachers/staff have suspicions that a child is being abused or neglected, we are required by law to make a report to the local children's services agency. The safety of the children is always our first concern.

Napping/Rest Policy

Children who attend child care on a full time basis will be provided a quiet space to rest or nap. Nap and rest time shall be in accordance with the developmental needs of the child. The rest or nap area shall be lighted to allow for visual supervision of children at all times. Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities. Ratio may be doubled for no more than two hours during nap time and shall only be doubled if all the children in the group are on cots.

Procedure for Inclement Weather and Closings

Procedures for Snow Days

Trinity Christian Preschool and Child Care Center will follow the Orrville City Schools "Inclement Weather" closings. If Orrville City Schools close due to inclement weather, Trinity Christian Preschool and Child Care Center will be closed. Snow Day closings will be announced using **TRINITY CHRISTIAN PRESCHOOL and CHILD CARE CENTER on FOX NEWS and WKYC NEWS**. Snow days will **ONLY be made up in the event that a class should exceed the five allowable days for inclement weather**. Parents will be notified in advance as to when additional days beyond five will be made up. **Please note**, these days may not follow the same make up days as Orrville City Schools due to class schedules during the week.

Procedures for Delays

In the event Orrville City Schools decides to have a **2 hour delay**, our Morning Preschool Classes will be cancelled. The Child Care Center will open at 8:00AM. Notification will happen using the same TV, radio and messaging systems at approximately 6AM.

Trinity 411

Trinity utilizes a 411 information system via telephone which alerts parents with a recorded message in the case of school closings or delays. Our "one call now" system will inform you at approximately 6AM of delays or cancellations due to inclement weather. Please listen to each recorded message for details. This service can only be provided to families who register to be on our call list and complete the required form. Please contact the preschool office for details.

Please Note: Parents should identify a person(s) as a back-up for care giving on the days that our child care program is closed due to inclement weather.

Food Information

Snacks

Trinity Christian Preschool will provide a snack time incorporated into each classroom's daily schedule. There is an afternoon snack given to children who are in attendance all day. Each snack **MUST** contain at least **TWO** of the four food groups. The children look forward to their time to bring snack! Snack schedules will be sent home to you by each child's teacher and posted on the teacher's information board. **Please Note: All juice must be 100% juice.**

Lunches/Nutritional Requirements for Meals

If your child is in attendance at Trinity Christian Preschool & Child Care Center between the hours of 11:00AM and 1:30PM, inclusively, you must pack a lunch for him/her. This meal must constitute one-third of your child's recommended daily dietary allowance, and it must include, at a minimum, one food from the meat/meat alternative group, one food from the bread and grains group, one serving fluid milk (1% or skim) and two foods from the fruit/vegetable group.

Example of Minimum Portion size for a 3-5 year old

1 serving = $1\frac{1}{2}$ oz. meat or meat alternative

1 serving = $\frac{1}{2}$ slice bread or $\frac{1}{4}$ c. pasta

$\frac{1}{2}$ c. two foods from the fruit/vegetable group

$\frac{3}{4}$ c. fluid milk (1% or skim)

All food items must in a lunch box and stored in the preschool refrigerator located in the "old kitchen" in the education wing. Please be sure your child's name is on his/her box. If a lunch does not meet the nutritional requirements, we are required by ODJFS to provide the additional foods. **These will be provided at a charge of \$1.00 per item...An "Uncrustable" and fruit and milk will be provided if a child's lunch is forgotten at a cost of \$3.50.**

Lunch Supplement Policy

If a child has special dietary needs that do not allow them to have one of the food groups or other special dietary needs, you will need to have your child's doctor complete some special forms for us to have on file.

Food Information - 5101:2-12-22

Procedures for Emergencies and Accidents

General Emergencies

Trinity Christian Preschool and Child Care Center 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 practice a monthly fire and tornado drills (Fire Drills ~ August-May and Tornado Drills ~ March - September. On a quarterly basis, we will conduct emergency/lockdown drills.) Should we need to evacuate due to a fire or weather conditions, or the loss of power, heat or water to the preschool, our emergency destination is the parsonage across the street (1565 Rex Drive.) A sign will be posted in front of the center 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 to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as 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.

Trinity requires all teachers to hold current certifications/training 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 any 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 transportation to their child under emergency conditions.

Incident/Injury Reports

An 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 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. Trinity will also verbally contact licensing personnel from the appropriate ODJFS 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

Management of Illness

Trinity Christian 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. We observe all children as they enter our program to quickly assess their general health. We ask that you not send a sick preschooler to school. They will be sent home! Please also plan ahead and have a backup plan in place if you are not able to take time off from work/school.

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

- Temperature of 101 degrees F (100 Axillary)-in combination with any other signs or symptom of illness
- Diarrhea (three or more abnormally loose stool within a 24 hour period)
- Severe Coughing (causing a child to become red or blue in the face or making a whooping sound)
- Difficult or rapid breathing
- 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
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing

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 or child care activities, the parent will be called to pick-up the child. Anytime 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. ..330.682.1383.

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

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: a)it is medically contraindicated for the child, b)the child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions, or c)immunization 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, TCP reserves the right to exclude the child from attending preschool, until the incubation period has passed.

Child Record Requirements

5101:2-12-15

Medication

It is Trinity School Board Policy that Trinity Christian Preschool and Child Care will not administer medication for short-term illness.

Medical/Physical Plan of Action

When your child requires a medical/physical plan of action, Trinity 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 to instructions on the label. Over the counter medications must also be administered in accordance to 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 Administrator for more details.

Medication Administration and Food Supplements

5101:2-12-25

Transportation of Children

Trinity Christian Preschool staff will not transport children in emergency situations. If a child requires transportation, the parent or EMS will be contacted. We will not enroll a student if parents do not consent to allow EMS to provide transportation to their child under emergency conditions.

Field Trips

Trinity Christian Preschool will only participate in field trips in the following two ways:

Routine Walking Field Trips~ Trinity Christian Preschool will occasionally take walking field trips only on the Church Campus, but out-of-areas approved by the Ohio Department of Job and Family Services. A parent permission slip will be provided annually at the beginning of the school year in August for parents to give permission for their child to participate.

Kindergarten Field Trip ~ Kindergarten eligible children who will be attending Orrville City Schools Kindergarten the following fall will have the opportunity to take advantage of visiting the Orrville City Schools Elementary building in the spring. Orrville City Schools will provide a school bus for transportation and parents will be required to give written permission to Trinity Christian Preschool and Orrville City Schools before their child may be transported and participate.

All staff members will be trained in first aid, communicable disease and CPR. Before leaving the preschool, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the preschool. During the field trip, each teacher will have specific children 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/guardian. Ratios are required to be 1:7. Only Trinity Christian Preschool staff are eligible to be counted in the ratios.

Transportation of Children
5101:2-12-14

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 on a daily basis. 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 also adjust outdoor time 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 hula hoops, obstacle courses, dancing and exercising in the Fellowship Hall or in the classroom. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time.

Outdoor Play Policy
5101:2-12-11

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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 upon request.

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, custodian, or guardian 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.

Contact information for parents/guardians of the children attending the center is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

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>.

This information must be provided to all parents of the children enrolled in this center as required in 5101: 2-12-07 of the Ohio Administrative Code.

Required Information
5101:2-12-07

Trinity Christian Preschool & Child Care Tuition and Late Fee Information

Registration Fees/Art Fees

An annual, non-refundable registration fee of twenty-five dollars (before June 30th~Forty dollars per family for more than one child.) will be required for registration for the 2018-2019 preschool year. (After June 30th registration fee is thirty-five dollars or sixty dollars per family) An art fee of twenty-five dollars is also due with registration. A child is not considered enrolled in Trinity Christian Preschool until a registration fee and art fee is received. (This is subject to change per Board Approval)

Tuition Contract Information

All Trinity Christian Preschool parents are required to complete a Trinity Preschool Tuition Contract and/or Trinity Child Care Contract during Parent Orientation, to ensure parents are fully aware of their tuition responsibilities.

Holidays

Preschool tuition is based on 36 weeks of preschool (this does not include Christmas Break and Spring Break). The Trinity Preschool Board offers several payment options: one annual tuition payment, four quarterly payments or nine monthly payments for your convenience.

Child Care Parents will receive a tuition calendar of when child care payments are due. Child Care parents are not responsible for tuition on days we are closed, including snow days and holidays. They will however be billed for days they are contracted for beyond their allowable absent days whether their child attends child care or not. (Please see child care contract for more information.)

Checks

All checks are to be made payable to: Trinity Christian Preschool and Child Care Center. Tuition should be placed in the locked tuition box outside of the preschool office. A twenty-five dollar fee will be charged for any returned checks due to insufficient funds.

Late Payments

- Please notify us if you are going to be late with a payment. If we do not hear from you, within five days of when the tuition is due, a five dollar fee will be assessed to your account.
- Accounts which are more than 2 weeks delinquent will result in a child being unable to attend until the account is current.
- When tuition payments are more than 6 weeks late, the student will have to withdraw unless special arrangements for payment have been made.
- Past due accounts must be current/paid in full to enroll for following school year.

Payment During Illnesses

In the event of illness, payment is expected, except for an extended illness. An extended illness is considered to be an illness that requires a child to be hospitalized for five or more consecutive days or two consecutive weeks of illness.

ODJFS Accounts

- ODJFS co-pays must be paid at the end of each week your child is in attendance before your child may return to school the following week. Past due co-pays will be referred to ODJFS for cancelation of benefits.
- Caregivers must swipe in/out each day for their child to return to school the next day. Failure to swipe in a timely manner will result in your child being disenrolled and/or your account being charged for the "private-pay rate."
- Please refer to the ODJFS Contract for more information.

Late Pick-up

If a preschool parent realizes circumstances beyond their control are going to delay pick-up, a phone call is required. This is important, as many children fear they have been forgotten when parents do not arrive at their usual time. Children who are not picked up on time will be kept comfortable in our childcare area. Repeated late pick-ups will be charged a minimum of \$5.00 each time they are late. Child Care children who are picked up past closing at 5:30pm will be charged \$5.00 for every 15 minutes they are late.

Changes in Child Care Schedules

- Due to our low child to teacher ratios, child care parents are required to set and adhere to the child care schedule they provide to Trinity and are responsible for paying tuition for that schedule regardless of attendance after absent days are used.
- Two changes of schedule will be allowed for each family. Parents must give at least a two-week notice and complete a new Child Care Contract.
- For each additional child care schedule change, a \$10.00 fee will be required to update paperwork including master schedule for ODJFS and attendance sheets. At least a two-week notice must be given and a new child care contract will need to be completed. (Parents are responsible for current tuition contract during two week period.)

Withdrawals

Parents wishing to withdrawal their child(ren) may do so at any time. A two week notice in writing is needed.

What to Wear to Preschool/Child Care

Please allow your child to wear comfortable clothing they can play in without worry of ruining or tearing something special. Clothing should also be easy for children to manipulate while using the restroom and to prevent the child from having an accident due to difficult buttons or belts. Comfortable shoes should be worn to allow for playground play with consideration given to mulch on the playground and being able to climb on the playground equipment. **For safety reasons, no flip flops are permitted unless they have a back strap attached to the shoe.**

What to Bring to Preschool/Child Care

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

- A backpack...no wheels please.
- Appropriate outdoor clothing according to the seasons
- A blanket/pillow or stuffed animal for rest time if attending child care (must be washed weekly)
- Toy policies will be set by each individual class.
- Extra clothing should be included in your child's backpack in a gallon-sized baggie with your child's name on it. . We have clothing that can be borrowed too!☺

Parking Lot Safety

- All Parents/Guests must park in a parking space. Parking is not permitted in the yellow fire lanes or on the edge of the parking lots!
- Younger siblings are never to be left alone in the car while other children are being picked up inside the building. Please contact the preschool office if you need assistance in getting your preschooler.

Please be sure to enter and leave the parking lots with extreme caution. BE ON THE LOOKOUT FOR CHILDREN! Please hold your child's hand when going to or from your car. Children are not permitted to sit, stand or walk on the brick wall in front of the church.

Trinity is a Secure School

An added safety feature at Trinity is that our school is secure; all doors are locked! Please do not let others into the building; they may not be part of our program and may not have the best interest of the school in mind. Parents will be given a code to access the school in the event they need to pick-up their child early or visit their child's classroom. Preschool entrances will be open according to the policy set below.

Where to Come In

Preschool parents should park in the south parking lot by the bell tower and come in the double set of doors by the education wing. Doors will be locked until fifteen minutes before class begins. They will be locked again fifteen minutes after preschool begins. They will be unlocked again fifteen minutes before class lets out and locked fifteen minutes after class lets out.

Child Care parents should use the childcare entrance off of the north parking lot. Use the pin pad to enter the code. Please sign your child in, and put your child's lunch in the refrigerator before dropping off your child.

Birthdays

Teachers will try to schedule your child's snack turn around his/her birthday. If your child has a summer birthday feel free to ask his/her teacher about scheduling a "1/2 birthday celebration" during the school year. Please feel free to send a special snack or favor in addition to the regular snack if you like. You are also welcome to join us to celebrate your child's birthday if your schedule allows!

Once you have read this Parent Handbook, please sign and check the area on the ODJFS Child Health and Enrollment document to acknowledge you have received and read the handbook. Thank you 😊