

Faith Community Preschool Handbook

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Welcome

We want to welcome you to Faith Community Preschool! We are so glad that you chose to join our Preschool family. This handbook is designed to communicate general information and our policies to our preschool parents. Additional information will be given out at parent orientation regarding individual classes and their curriculum. Please do not hesitate to contact your child's teachers or the preschool director with any concerns or questions you may have.

Our Purpose

Our goal is to provide a safe place where you can confidently leave your children with competent, loving, Christian caregivers. Children will have an opportunity to play and learn with other children in a structured Christian atmosphere.

Faith Community preschool welcomes all children and does not discriminate in the enrollment of children based on their race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990.

Our Mission Statement

Our mission statement is to provide a safe and loving atmosphere for children, and partner with their families to provide a positive early childhood education, while surrounding them with God's love.

Statement of Religious Instruction

Faith Community Preschool is a Christian preschool and is sponsored by Faith Community UMC. It has an atmosphere of Christian nurturing and caring. We acknowledge God as our Creator and Jesus as God's Son and our Savior. We want our students to feel God's love through us each day. Our holiday seasons of Christmas and Easter reflect the stories of Jesus as told in the Bible and we reflect on God's love and power throughout the year.

We offer a Christian Enrichment class called the Church Mice which meets on Mondays. It has a Bible-based curriculum with a preschool structure. Students in our 3's and Pre-K classes may take this class in addition to another class or it may be taken as a one-day-a-week only class. This class helps emphasize God's love of children and fosters Christian self-esteem.

For the 2-year olds, we offer a Thursday & Friday Christian Enrichment class with a similar Christian based curriculum as the Church Mice class. This class is only offered as an add on to the Tuesday or Wednesday Honey Bears class.

License Statement

Our program is licensed by the State of Ohio as a daycare center under the Department of Job and Family Services as required by Ohio law. Our Ohio State License to Operate is posted on the bulletin board inside the preschool office. It states the ages and numbers of children we are licensed to serve.

At the end of this handbook you will find an attachment about licensing and other valuable information.

Admissions

A child is enrolled at our preschool only after the non-refundable registration fee and the non-refundable May tuition has been received, the preschool director has confirmed the availability of space, and the required paperwork is received. This paperwork includes, but is not limited to, basic enrollment and health information. Any change in this information must be communicated to the preschool office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within thirty days of admission. This medical form must be updated every 13 months.

Class Schedule

Froggy Pals (Pre-K) T W TH F 9:30 – Noon /16 students

Froggy Pals (Pre-K) T W TH F 1:00 - 3:30 p.m./16 students

Dino-fours (Pre-K) M W F 9:15 - 11:45 a.m./16 students

Dino-fours (Pre-K) T W TH 1:00 – 3:30 p.m./16 students

Dino-fours (Pre-K) T TH 9:15 - 11:45 a.m./16 students

Busy Bees (3 yr. old) M W F 9:30 - Noon /14 students

Busy Bees (3 yr. old) T TH 9:30 - Noon /14 students

Busy Bees (3 yr. old) W F 9:15 - 11:45 a.m./14 students

Busy Bees (3 yr. old) T TH 9:15 - 11:45 a.m./14 students

Busy Bees (3 yr. old) T W TH 1:00 – 3:30 p.m./14 students

Honey Bears (2 yr. old) M 9:15 - 11:45 a.m./10 students

Honey Bears (2 yr. old) T TH 9:15 – 11:45 a.m./10 students

Honey Bears (2 yr. old) W F 9:15 - 11:45 a.m./10 students

Church Mice (3-5 yr. olds) M 9:15 - 11:45 a.m./14 students

Age requirements for the above classes are: for the 2, 3, and 4-year-old classes the child must turn 2, 3 or 4 (depending on the class) by August 1st of that school year.

Vacation Days and Calamity Day Policy

Faith Community Preschool follows the Lakota School District's vacation days, in-service days, and snow/calamity days. Our school closures follow the Lakota School District. For status, check the Faith Community Preschool Facebook page, your local radio and TV stations and Lakota School District's website at lakotaonline.com. If Lakota cancels we cancel for inclement weather, however we do not follow delays or kindergarten am/pm cancelations.

Licensing

Ohio Department of Job and Family Services

REQUIRED STAFF/CHILD CENTERS

The following staff/child ratios must be maintained in order to follow
minimum licensing requirements.

Staff to Children	Maximum Group Size	Category	Ages of Children
1:5 or 2:12	12	Infants	0-12 months
1:6 or 2:12	12	Infants	12 months-18 months
1:7	14	Toddlers	18 months-30 months
1:8	16	Toddlers	30 months-36 months
1:12	24	Preschoolers	3 years-4 years
1:14	28	Preschoolers	4 years until age eligible for kindergarten
1:18	36	School agers	Age eligible for kindergarten to 11 yrs.
1:20	40	School agers	11 years through 14 yrs.

Exceptions:

- When different age children are combined in one group, the ratio for the youngest child must be followed. The only exception to this is when one child, who is 21/2 years or older, is permanently assigned to the next older age group.
- At naptime, ratio may be doubled, if all of the following are met:
 - All children are resting quietly on their cots.
 - All children are toddlers or older (not permitted for any group containing infants).
 - There are adequate staff members on site to meet ratios in case of an emergency.
 - It is done for no more than 1 ½ hours per day.
- Maximum group size is the maximum number of children that may be cared for in one group at any time. When age groups are combined, the maximum group size is based on the age of the youngest child.
- Maximum group size requirements do not apply during naptime, evening sleep time, meal time, snack time, outdoor play, field trips, or special occasions.

Some programs follow more stringent staff/child ratios due to center philosophies or requirements of a program the center is participating in such as "Step Up To Quality", NAEYC accreditation, or a local quality initiative. Centers may list their staff/child ratio standards below that are followed in this classroom. These may not fall below the state requirements listed above.

This is a prescribed form provided by ODJFS to meet the requirements of rule 5101:2-12-20

Daily Sample 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 them to view their school as a safe and comforting place where they know what to expect and when to expect it.

Froggy Pals (a.m.)

9:30-10:00	Arrival and activity tables
10:00-10:15	Class Meeting
10:20-10:40	Playground/indoor play
10:40-11:05	Restroom and Snack
11:05-11:20	Class Meeting
11:20-11:50	Centers & 1:1 with Teachers
11:50-12:00	Clean Up
12:00	Dismissal

Froggy Pals (p.m.)

1:00-1:30	Arrival and activity tables
1:30-1:45	Class Meeting
1:50-2:10	Playground/indoor play
2:10-2:35	Restroom and Snack
2:35-2:55	Centers & 1:1 with Teachers
3:25-3:30	Clean up
3:30	Dismissal

Dino-fours M/W a.m. and T/TH a.m.

9:15-9:30	Arrival
9:30-9:55	Learning circle
9:55-10:20	Playground/indoor play
10:20-10:40	Snack
10:40-10:55	Helper's circle
10:55-11:35	Center time
11:35-11:45	Music or story time and closing

Dino-fours T/W/TH p.m.

1:00-1:15	Arrival
1:15-1:45	Learning circle
1:45-2:05	Playground/indoor play
2:05-2:25	Snack
2:25-2:40	Helper's circle
2:40-3:20	Center time
3:20-3:30	Music or story time and closing

Busy Bees 9:15 a.m. T/TH & W/F

9:15-9:30	Greeting and free play
9:30-9:35	Clean-up
9:35-9:50	Circle
9:50-10:20	Centers
10:20-10:25	Restroom break
10:30-10:45	Snack
10:45-11:05	Outdoor/Large Muscle
11:10-11:15	Wash Hands
11:15-11:30	Free Play
11:30-11:35	Clean-up
11:35-11:45	Story/Good Bye Song

Busy Bees 9:30 a.m. M/W/ F & T/TH

9:30-9:45	Greeting and free play
9:45-9:55	Helper Circle
9:55-10:10	Gym
10:10-10:20	Restroom Break
10:20-10:40	Snack
10:40-10:50	Circle Time
10:50-11:40	Centers
11:40-11:50	Clean-Up
11:50-12:00	Story/Goodbye Song

Busy Bees 1:00 p.m. T/W/TH

1:00-1:15	Greeting and free play
1:15 – 1:25	Helper Circle
1:25 – 1:40	Gym
1:50 – 1:50	Restroom Break
1:50 – 2:10	Snack
2:10 – 2:20	Circle Time
2:20 – 3:10	Centers
3:10 – 3:20	Clean-Up
3:20 – 3:30	Story/Goodbye Song

Honey Bears 9:15 a.m. – 11:45 a.m. M, T/Th, & W/F

9:15-10:00	Free play
10:00-10:20	Free play/Art activity
10:20-10:30	Clean up
10:30-10:40	Circle Time
10:50-11:00	Snack
11:00-11:05	Clean up snack
11:05-11:35	Outdoor play/large muscle
11:35-11:45	Songs and dismissal

Church Mice M

9:15-9:45	Welcome and discovery time
9:45-9:55	Circle time
9:55-10:20	Playground/indoor play
10:20-10:35	Restroom and wash hands
10:35-10:50	Snack
10:50-11:30	Centers
11:30-11:45	Second story and music

Tuition and Fees

At the time of registration, you pay the non-refundable registration fee along with the non-refundable May tuition of the school year for which you are registering.

Starting in September, tuition is due the first of each month and is late by the tenth. After the tenth a \$10.00 late fee is due with that month's tuition.

If you are returning the following school year, registration will be held in January. For priority registration, you will need to pay the non-refundable registration fee along with the non-refundable May's tuition of the class for which you are registering.

Monthly Tuition Chart

1 day	\$80.00
2 day	\$130.00
3 day	\$160.00
4 day	\$185.00
5 day	\$215.00

If you are in the Church Mice Class ONLY, you pay the one-day tuition. If you are in the Church Mice in addition to another class you add one day to the number of days you are already attending and pay that tuition. For example: If you are in our W-F am Busy Bees Class, then add one day for Church Mice and your tuition would be the 3-day monthly tuition of \$160.00

For your convenience, we have the same monthly tuition each month. The tuition is based on the total amount of days our students are scheduled to attend during the school year, and for your convenience divided over nine monthly payments. Some months we attend more than the average amount of days and others less.

Checks should be made out to Faith Community Preschool. A \$25.00 fee will be charged for each returned check. Checks can be put in the preschool's secured mailbox in the preschool entrance vestibule.

Children must be picked up on time or a charge of \$10.00 for each fifteen minutes late will occur, and the second instance of late pick-up will be cause for consideration of dismissal from the program.

Dismissal Policy

FCP wants to ensure each child's safe transition from FCP's care to an authorized adult at dismissal time. Following Ohio Department of Jobs and Family Services (ODJFS) training guidelines, staff is encouraged to observe the state of the adult picking the child up from FCP. If a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the *Child Release Waiver*.

Dismissal from the Program

Cause for dismissal from our preschool program includes, but is not limited to, the following issues:

- Discipline/behavior issues that are not able to be corrected after using the discipline policy procedure
- If the monthly tuition is not paid
- If a parent fails to abide by our policies
- Our preschool is unable to meet the special needs of a child based on professional assessment and/or conferences with parents

Withdrawal Policy

To withdraw from our program, you must give thirty days' written notice to the preschool director. A refund will then be made for any full month remaining. No refunds will be made for withdrawal notices after March 31st of any given school year. Failure to give thirty days' written notice will result in the forfeiture of the pre-paid May tuition.

Supervision Policy

Supervision of Preschoolers: A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Teachers are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. At no time will a child be left unattended; preschool staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. A parent will be contacted as soon as possible.

Arrival/Dismissal: Upon arrival to school each day, please use the preschool entrance at the right side of the building. Children must always be supervised while waiting for the classroom door to open. Please wait calmly and quietly with your child in the hallway until your teacher opens their door to begin class. Be sure that your teacher marks your child as present on the attendance chart as you enter the classroom. At dismissal, please pick your child up at their classroom door and ensure your teacher marks your child's departure on the attendance chart. Make sure you have all your papers, projects, and personal belongings at this time.

Keyless Entry: Faith is a church wide password protected facility. Parents will be issued a code at the beginning of the school year which will only allow you access to the Preschool entrance of the church, and only during your child's scheduled class time. All other times, you must enter at the main church entrance (front of the building), and be buzzed in by the church secretary.

Release of a Child: Teachers will release children to their parents or legal guardians only. Anyone transporting a student to or from school or field trips other than the child's parents must have a "Child Release Waiver" (available in the wall folder by the preschool bulletin board or on our website), signed by both parents, on file in the preschool office. The first time the child is picked up by someone listed on this form, or until that person is recognized by the teachers, that person must show their I.D. to the teacher. The teacher will then verify that this person is listed on the student's Child Release Waiver before the child can be released.

If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check picture ID's of anyone they do not recognize. Please let people know about this ahead of time so that they bring a picture ID and they are not offended. The children's safety is our priority! 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: A legal custody agreement must be on file, if applicable, and will be upheld by the school. If there are custody issues involving your child you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.

Field Trips

To insure the safety of our students and to adhere to the Faith Community UMC's "Safe Sanctuary" policy, we require the parents to drive their own child to and from all field trips. If a parent is unable to transport their child, it is their responsibility to make arrangements for someone else to transport the child. Any person, other than the child's parent, who transports a student, must have a Child Release Waiver, signed by both parents, on file in the preschool office. Please insure that children are always being transported in accordance with all current State of Ohio laws regarding child safety seats, booster seats, and seat belts.

On field trips, the classroom teachers will bring first aid materials and each child's Child Enrollment and Health Information form and Child Medical Statement. A staff member trained in first aid will be present at all times. Children will wear identification tags that have the Preschool's name, address, and telephone number. A permission slip must be signed by a parent or guardian. Children are counted upon arrival, will stay with teachers, will be supervised by a teacher at all times, and will be accounted for at dismissal.

Siblings are not permitted to attend our preschool fieldtrips. Our fieldtrip destination is prepared to accommodate the age and number of the students in our class, it is the policy of most of our destinations to have a NO SIBLING POLICY as well. The preschool covers the cost of our students' trip fee. If parents would like to chaperone and share this special day with your child, the parent must pay the cost of their own fieldtrip. If you are a chaperone, we may depend on you to help with safety issues during the fieldtrip and you cannot be distracted by children not in our class.

Smoking is not allowed on field trips.

Guidance Policy

We believe discipline involves teaching children how to take control of their own behavior and teaching children to respect themselves and others. Children are not permitted to do anything that would hurt themselves, others, or damage equipment. Every discipline situation's objective is to achieve a workable solution and instill inner self-control or self-discipline. All employees and persons on the premises will abide by our policy as required by rule 5101:2-12-22.

A. Discipline Policies

1. Develop a teacher-child relationship built on trust.
2. Emphasize and attend to positive behavior more than negative.
3. Create an environment that encourages choices, cooperation, self-control, and personal responsibility.
4. Develop and enforce consistent and reasonable rules.
5. Our school is proactive about discipline by using the following preventative steps to discipline.
 - a. Room arrangement
 - b. Appropriate schedule
 - c. Smooth transitional plans
 - d. Encouragement and self-concept building activities
 - e. Physical presence
 - f. Setting clear limits
 - g. Modeling the desired behavior

B. Discipline Procedures

1. Intervene when needed, as quickly as possible, to ensure the safety of all children.
2. Warn a child breaking a rule and redirect his/her attention to another activity.
3. Time out is used when a child cannot control his/her behavior after being warned and redirected. The student will be required to sit and discuss with the teacher an appropriate way to rejoin the class. This will not exceed more than one minute per age of the child.
4. Corporal punishment is never to be used.
5. No use of verbal punishment that is designed to shame or humiliate a child will be used.
6. At any time during the school year if the preschool director, the teacher, or the parents deems it necessary a conference will be scheduled. The parents, the teacher, and the preschool director will be in attendance at the conference. At the conference, the following will occur:
 - a. Discuss the behavior.
 - b. Set goals needed to help improve the behavior.
 - c. Set ways to reach the goals.
7. If the above goals as set are not met then another such conference will be scheduled to reach a solution that works for the child in question.

8. The Preschool reserves the right to request permanent dismissal of any child whose needs are unable to be met in the classroom. Any dismissal will be approved by the Preschool Director along with the Child Ministry Director.

Meals and Snacks

Faith Community Preschool is a peanut and tree nut free environment. Please check the labels of your snack to be sure they are free of peanuts or any tree nuts and have not been manufactured at a plant that processes peanut products. Due to the danger of allergies we require any student with a food allergy to provide their own snack.

Each class has a designated snack time (please see your child's class schedule). Snack is provided by classroom parents on a rotating basis. We encourage you to involve your child in selecting the snack, but prefer that they choose from a suggestion of healthy snacks, such as fruit, vegetables, cheese, crackers, yogurt, and pretzels.

Accidents/Emergency

The preschool has devised several procedures to follow if an emergency would occur while children are in the center's care.

In the event of a fire or tornado, staff would follow the written instructions that are posted in each classroom which describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills.

Should we need to evacuate off the property due to fire or weather conditions (or other situations as determined by the preschool director) our emergency destination is the gymnasium of Hopewell Junior located next door to the Preschool. If the immediate area must be evacuated we will evacuate with direction from our police and fire departments. In each case, parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

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 the proper authorities and follow their directions, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. Preschool staff has gone through the ALICE training by the West Chester Police Department.

If a child is injured in the classroom, CLC/gym, or play ground, the classroom teacher will administer first aid. There is a First Aid Kit in every classroom as well as a First Aid Box that is located on a shelf in the teacher workroom. Small abrasions will be cleansed with water and then a bandage will be applied. Small bumps and bruised areas will have ice applied. Deep wounds or cuts, severe extremity strain or dislocation, will result in parents or emergency

contacts being immediately contacted to take the child home or for treatment as needed. In life-threatening situations occurring at school or on field trips, parents and the nearest life squad will be called.

When an accident or injury occurs, an accident/incident report shall be completed. One copy will be given to the parent and one copy will be kept in the preschool office.

Management of Illnesses

All Preschool staff are trained in First Aid, CPR, Communicable Disease and Child Abuse recognition, and are required to report any suspicions of child abuse or neglect. A person trained in First Aid will always be present in the classroom and on all field trips.

The staff and all parents are to be informed of our policies and procedures, regarding the management of illnesses, before our program starts. The "Ohio Communicable Disease Chart" is posted inside the art closet door in the Preschool office and in each classroom.

Each staff member is to take the required communicable disease course. Teachers and parent volunteers will be instructed in the correct procedure for washing hands and in disinfection procedures.

A teacher who has received training in recognizing communicable diseases will check each child for disease as he or she enters the classroom and before the child joins a group of children.

Parents will be notified immediately of their child's condition when that child has been observed with signs or symptoms of illness.

Signs and Symptoms of Illness

A child with any signs or symptoms of illness shall be immediately isolated and discharged to his or her parent or emergency contact:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the temporal (forehead) method with a digital thermometer. The thermometer will be sanitized after each use.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).

3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching, or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infections.
11. Sore throat or difficulty swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child isolated due to suspected communicable disease shall be:

1. Within sight and hearing of a staff member at all times.
2. Provided with a cot and be made comfortable in the preschool office with the director. If the director is not available, the child will be isolated and be made comfortable in a section of the classroom that is not in use, away from other children.

Preventative Practices

Any child demonstrating signs of illness not listed above will be isolated and be allowed to play quietly while being carefully observed for symptoms of a worsening condition. The parent will be notified. If a child does not feel well enough to participate in preschool activities a parent will be called to pick up the child.

If a child comes to school with a live louse on their head, the child will be isolated and a parent or emergency contact will be called to come pick up the child. The child can return to the preschool once they have been treated and no lice are found to be living on their head. If a class has 2 or more cases of lice, parents will be notified.

Please call the Preschool if your child will be absent from school and leave a message so that your child's teacher can be notified. Also, please report any contagious diseases to the preschool director so she can notify parents that their children were exposed. The preschool staff will notify parents, within the next day that school is in, when their child has been exposed to a communicable disease.

No teacher exhibiting any of the signs or symptoms of illness listed herein will be permitted to teach that day. A substitute will be hired.

A child will be re-admitted to the preschool after *at least* twenty-four hours of being free of fever and other symptoms.

Emergency Medications

No medications will be given except at the request of a physician.

The preschool will administer emergency medications to a child only after the parent and a physician complete the Request for Medication form. All proper sections must be completed and the medication given to the school. Parents must train the child's teachers and the preschool director on how to administer the medication. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or tote bag.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over-the-counter medications must be requested for use by a physician and be administered in accordance with instructions on the label and/or the physician must provide written instructions on the Request for Medications form.

Vaccinations

The Preschool supports vaccination against the risk of disease for all children. This is to protect the health and well-being of every person in our Preschool. Therefore, the Preschool requires that all children must be immunized according to state of Ohio requirements before preschool entry (Ohio Revised Code 5101:2-12-15, Division B.) Enrollment of children whose immunization against a disease is not medically appropriate for the child's age or is medically contraindicated will be considered upon conference with the child's parent and review of appropriate medical documents. Parental waivers against immunization for other reasons will not be considered.

Outdoor & Large Muscle Play

Research has shown that children stay healthier when they have daily outdoor or large muscle play. Based on this information and state requirements, outdoor or large muscle play will be included in our program daily. 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 is below 32 degrees, it is raining or snowing, or there is threatening weather. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities in our CLC/gym.

Please send your children with the proper clothing so that they may be safe and comfortable whenever we are outside. This includes coats, hats, and mittens/gloves in the winter time. Rubber-soled shoes, such as athletic shoes, are requested year-round. *No sandals or dress shoes, please!* While these shoes can be fun and fashionable they may not be suitable or safe for all the activities that we do or the playground equipment that we use.

When playing outside, children are restricted to the center's fenced-in playground or a supervised area marked by cones.

Parent Participation

Each class has two teachers present at all times. Parents, grandparents, and other adults significant in your child's life, are welcomed and encouraged to help in our classrooms anytime. This is a great opportunity to see your child in a classroom setting, observe how the classroom is run, and to meet your child's friends. It helps enrich the classroom by freeing up the teacher to do projects or other activities she wouldn't have time to do with her students without a parent helper.

We encourage, but do not require, parents to help in our classrooms. A sign-up sheet is always available so the teachers can know in advance that they will have help on a given day. Helpers are welcome any day but need to have a "Parent Helper/Chaperone" form on file in the preschool office. No siblings are allowed in the classrooms while volunteering in your child's room, only children who are registered for that particular class are allowed.

Carpools

Please notify your child's teachers of any regular carpools you have organized. The drivers in your carpool must have a Child Release Waiver on file in your child's student file in the preschool office. (Please see "Supervision Policy – Release of a Child" stated earlier in this Handbook.) The parent driver is responsible to get anything needed to the teacher and to pick up all the child's papers and projects going home that day. Make sure the parent at home gets all important notes or information that was on the bulletin board that day.

It is against school policy for our teachers to transport a student to or from school.

Potty Training

Students in the 3's or 4's classes must be potty trained at the start of the school year or have a doctor's diagnosis of a child with special needs. Children are expected to toilet themselves independently with teachers verbal supervision. If a child is not fully potty trained after six weeks, it may be cause for the child to be removed from the class roster and be placed back at the top of the waiting list to return if we have an opening after they are potty trained. If an opening does not occur, they will be given priority registration in January for the following school year. Those children enrolled in a two-year old class do not have to be potty trained.

Special Needs Policy

If we have a child that is diagnosed with special needs, and we cannot meet their needs, we can require an aide for that child at the expense of the family. If we cannot meet the needs of a child that is not diagnosed, we can require the student to be evaluated. We will work with you to the best of our ability.

Non-Violence Policy

No guns, swords, or weapons of any kind, real or toys, are permitted to be at school. We do not permit violent play during play or center time.

Birthday Celebrations

Birthdays are a very special day of the year and we want to celebrate! Each teacher will tell you how birthdays (or half-birthdays) are celebrated in their individual classrooms.

Parlor, Sanctuary, Prayer Room, and Library/Media Room

Faith Community United Methodist Church wants you to feel welcome and at home here. We invite you to sit, relax, socialize, and have a cup of coffee in the church narthex, or use our sanctuary, prayer room, or media center when available.

Lost/Forgotten Items

Occasionally a child or parent will forget or leave something at the school. The teachers will do their best to return these items to the child at their next class time. However, we cannot guarantee every item will be found and many different groups use our facility. Please try to gather all your belongings before you leave the building. A Lost and Found basket is located outside the director's office.

Show and Tell

We discourage children from bringing toys, blankets, stuffed animals, and pacifiers to school. On show and tell days children are encouraged to bring items from home to share at circle time to reinforce the lesson of the day. No toy guns or weapons of any kind are allowed.

Personal Needs

Please have your child bring their class tote bag to school each day. Please place a complete change of clothing (change clothing out with the seasons and as your child grows) in a plastic bag and label it with your child's name. Dress your child in play clothes which will allow them the freedom to paint, play in sand, climb, run, etc. Please have your child wear rubber-soled shoes, preferably athletic shoes. No sandals, flip-flops, or dress shoes, please!

Preschool Director

The preschool director, Michelle Morgan, is available most days from 9:00 a.m. until 4:00 p.m., or you can make an appointment with her for another time. The director's office is the first door inside the preschool entrance. To contact the director, either call her at the office, (513) 777-2726, or email her at michelle.morgan@emailcumc.net.

Our teachers and the preschool director will be accessible to parents or appropriate adults in a private location before or after school with a scheduled conference, to discuss any concerns you may have about your student or our program. To help us keep confidentiality, we ask you to refrain from asking us questions about your child in public, in front of your child, or in front of other parents.

Registration

Faith Community Preschool is a ministry of Faith Community United Methodist Church. Our purpose is to serve the church members of Faith Community UMC, our alumni families, and to act as an outreach to our surrounding communities. Our registration process gives priority to church member and alumni families.

To enroll in one of the preschool classes, your child must be two, three, or four years old by August 1st of that school year. Children are not required to be potty trained if they are being enrolled in the Two's class.

A non-refundable registration fee must accompany each registration form. In-house parents are given first priority and are guaranteed a placement for the following school year. **Their first choice is not guaranteed and depends on that year's registration.** They will receive a confirmation note by February with their child's placement for the following school year when the non-refundable May tuition for that school year is paid.

Student Forms

A requirement of our state license states that the Enrollment, Health, and Emergency Information forms must be on file in the preschool office for each child upon attending their first class. The child's Medical form must be filled out and signed, by their doctor, within thirty days. In the event of a medical or dental emergency, the student's parents will be contacted immediately and can be transported by them or a designated adult listed on the form or the West Chester Township Life Squad if severity warrants.

Please return all student forms by the summer due date that is listed in the summer informational email so that everything can be checked and corrected by the first week of school.

All student forms are available on our website www.faithcommunityumc.org

Communication

The entire school does most of our communication via email. Please check your email regularly and notify us as soon as possible of any changes in your email address.

All teachers and the preschool director want you to feel comfortable communicating with us. We have a system in place to communicate needs to and from your teachers. The tote bags we make the first week of class will come home with a clip attached to it. If we have a behavior issue to tell you about or a reminder of some sort, we will attach a note to the tote bag. If there is an issue you would like to discuss please wait until the class has been dismissed and we will be glad to set up a time to discuss it in private or on the phone. Many of our teachers teach both mornings and afternoons so please be considerate of their short lunch time. Please attach a note to the tote bag with anything you would like to communicate to us and with any home routine that is out of the ordinary.

Newsletters from your teachers will be sent home or emailed monthly, at a minimum, to keep you informed of our curriculum, special events, and classroom needs. We ask that you check the bulletin board outside your child's classroom door each day for additional updates, reminders, and sign-ups.

We will hold a minimum of one parent/teacher conference a year for those student's in a Three's or Pre-K class, to discuss your child's progress and adjustment. A conference may be requested by a teacher, the preschool director, or a parent at any time.

General Safety Items

- ❖ A staff member who oversees a child or a group of children shall be responsible for their safety.
- ❖ Children are not permitted to harm themselves, others, or to damage equipment.
- ❖ Broken toys and other possibly unsafe object are removed promptly from the children's areas.
- ❖ Harmful substances and materials are kept out of the reach of children.
- ❖ Use of aerosol spray is prohibited when children are in attendance.
- ❖ Employees have access to a telephone for emergency use in the preschool office. Phone numbers for the Police, Life Squad, Fire Department, Hospital, Poison Center, and Child Protection Agency are in each teacher's Attendance binder, posted on the preschool office wall and in each area of the property that is used by the preschool.
- ❖ It is illegal to carry a firearm, deadly weapon, or dangerous ordinance on church and preschool property. Signs are posted.
- ❖ Smoking is not permitted inside the church/preschool or on church/preschool grounds. Signs are posted.

Safe Sanctuary Policy

Our church leadership is committed to providing an environment that is safe as possible for all the children who come to any program here at Faith Community UMC, including preschool. Necessary precautions are taken to protect church leaders and volunteers from accusations and suspicions. The Safe Sanctuary policy has been developed to help insure the protection of our preschoolers, parents, employees, and volunteers.

Every effort will be made to insure the safety and well being of the employees, volunteers, children, church members, and visitors of Faith Community UMC. This includes the times they are on the premises of the church, involved in related activities, and while using church-owned equipment. FCUMC deserves to insure the spiritual growth of all who come here.

Let's make it our goal to have happy, energetic children. Please have your child eat a healthy meal before coming to school and be sure they have been to the restroom before dropping them off for class. A structured bedtime contributes to a happy child.

**"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
And He took the children in his arms, put his hands on them and blessed them. Mark 10:14-16**

Thank you for sharing this school year with us, we are blessed!

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>

This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

Appendix C to rule 5101:2-12-07