



HANDBOOK

Play, Learn and Grow in Faith

Faith Preschool programs offer a positive approach to learning in a loving Christian atmosphere that meet the physical, emotional, social, and intellectual needs of our students.

HISTORY

In the summer of 1977, a group of young mothers of Faith Church were given a challenge to create a preschool. Many afternoons were spent visiting existing schools to collect ideas of how they wanted the school to be structured. Then, they went through piles and piles of rules and regulations the state required for licensing. That fall, our major goal was to devise the basis of our school. Since all of the mothers were former teachers, their desire was to provide a quality preschool program, which would stimulate the whole child and allow creative learning experience. Many long hours were put into this. After getting clearance from the church to begin, and receiving the state license, the next major step was to advertise. The children of the church passed out flyers from door to door, and through the grace of God, enough children had been registered to start one morning class for the 4's, and another for the 3's. Through the next few years, the school added classes, equipment, and materials. We look back today and can be quite proud of what started off as a challenge: we now have a quality program for the "Whole" child.

PURPOSE

Faith Preschool is a program for the "Whole Child." Our responsibility is to provide a service to the community for the highest type of early education through:

- A well-organized program to meet the physical, emotional, social, and intellectual needs.
- A loving Christian atmosphere.
- Fully utilizing the physical facilities of Faith Church, for the benefit of the community.
- Group experiences outside the home.
- Loving encouragement and guidance of children toward independence, responsibility, and social consciousness.
- A positive approach to learning.

GENERAL GOALS

1. To create a Christian atmosphere so children may become aware of God's love as revealed in Jesus Christ, in nature, and in people.
2. To accept peers as persons with their own worth, and to embrace the beauty of our differences.
3. To help children accept mature authority and loving interest outside the home.
4. To work and play well with other children, in-group settings.
5. To create an atmosphere in which a child may develop self-confidence and independence.
6. To make choices, think, and problem solve, for one's self, and live with those choices.
7. To learn what it means to be an American.
8. To speak and express self clearly.
9. To develop an appreciation of literature, and the arts (music, drama, poetry, art, and more).
10. Provide an atmosphere of co-operation in which parents, teachers and children can learn together.

SPECIFIC GOALS

1. **Develop Gross Motor Skills-** Young children need opportunities to develop their bodies and coordination by running, jumping, climbing, lifting, pushing, and pulling. Physiological readiness precedes other learning.
2. **Develop Fine Motor Skills-** Small muscle, hand-eye coordination. Young children need opportunities to practice with things to put in, take out, match, fit, connect, and disconnect. The environment provides the developmental materials needed to do just that.
3. **Develop Language Arts-** Children learn vocabulary and the rhythm of speech through listening to their own peers and other languages as they are spoken and sung in many forms. Classroom libraries, storytelling, self-expression, games, alphabet letters, recognition (name, address, phone number,) expression through show and tell are only a few of the means of communication which are vital to both personal and academic success.
4. **Develop Social Skills-** Dramatic play helps a child progress from solitary role-playing, to sharing and understanding rules and problem-solving. Through social activities, the children begin to feel secure in themselves, family, and community.
5. **Develop Creative Expression-** Experiencing experimentation, discovery and creativity, is the value of arts at an early age. Children will learn about basic colors, and shapes, with hands-on experiences, through painting, coloring, cutting, gluing and play-doh.
6. **Develop Math & Science Concepts-** The more young children know and understand about their world, the more independent and confident they will become. Children will investigate their environment and interests. Learning about seasons, weather, measurements, animals, plants, our five senses, and health and nutrition are some of the many concepts we teach.

ORGANIZATION

NAME: FAITH PRESCHOOL

SPONSORSHIP: Of the Faith Presbyterian Church, as a non-profit, non-sectarian, interracial and non-political institution, Faith Preschool is open to anyone in the community. There is no attempt to promote Presbyterian doctrine, and our doors are open to everyone. However, the school is Christian in atmosphere. The Board of Directors is responsible to the session of the church to maintain a Christian atmosphere. We do follow the teachings of Jesus Christ.

BOARD OF DIRECTORS: Policies are handled and directed at a monthly Board of Directors meeting of Faith Preschool. The Board consists of: Chairman, three members at large, 2 parent representatives, and the Administrator of the Preschool as ex-officio member. All parents and teachers are welcome at all board meetings. The time of our Board meetings will be posted on the BAND app.

LICENSE: Faith Preschool is licensed by the Department of Children and Youth (DCY), which is posted in the preschool office and reflects the number of children licensed to serve. The law and rules governing child day care are available at the school for review upon request. A toll-free number (1-877-302-2347, option 4) 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 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 Children and Youth.

OPPORTUNITIES FOR FAMILIES

We like to have our families involved with our school. Volunteer opportunities are listed below.

1. **Representative on the School Board-** Responsible for attending a monthly meeting to discuss various aspects of procedures, goals, planning fundraisers, etc. of the Preschool.
2. **Fund Raising-** The Preschool holds fund raising projects during the school year. The intent of these events is to provide new equipment or teacher education as needed to improve our facilities.
3. **Class Party Volunteers-** Help organize classroom parties during the school year. We have a set limit of 2 volunteers for each party. If you're interested, please let your child's teacher know.
4. **Volunteering in the classroom-** Please inform your child's teacher if you are interested in becoming a classroom volunteer. Background checks are no longer required for volunteers. Volunteers are never left alone with the children and are not counted in our child/teacher ratio.

PARENT PARTICIPATION POLICY

Faith Preschool Staff Members are available to meet with parents at any time. If you would like to talk directly with your child's teacher, please call the school between 9:00 a.m. and 9:15 a.m. **The school office hours are Monday-Friday 9:00 a.m.-3:00 p.m.** If parents need assistance with any problems or concerns, please contact the director.

VISITING THE CLASSROOM:

Parents may feel free to visit their child's class at any time. There is no need to call for an appointment. Faith Preschool wants families to feel welcome to visit. We greatly encourage parent involvement. However, we ask that when you come in to visit, you talk with the teacher **before** the class begins.

SUGGESTIONS FOR VOLUNTEERING:

1. Hang your coat up in the hall. Take your belongings to the room in which you are helping; you may put them in the closet, if you would like, so the children won't be able to get into them.
2. If there are two or more volunteers in the room, it is better to separate, so that conversation with each other is limited, giving more attention to the children. They will react better if you are on their level, sitting on a chair rather than standing.
3. Feel free to ask a teacher any questions concerning your child. Please ask questions when the teacher is free to talk. The teachers are to keep information about other children confidential at all times.
4. Report all injuries (even slight) to the teacher. Report to the teacher any situations of danger or concerns that you see.
5. Be natural with and enjoy the children, they can teach us a lot.
6. The teachers are here to teach, keep the children safe, and are here for the parents as well. It is important to us that you feel comfortable with your child's environment at the school. Please feel free to talk to us about any concerns.
7. The administrator or an office assistant will be available at your convenience. We are here to assist you in any way possible.

Parent volunteers are not permitted to be alone with any child other than their own

PRESCHOOL REGISTRATION

Due to limited class size, a priority system of registration will be used:

1. Children currently enrolled in the 3 year old class.
2. Children whose parents are members of Faith Church.
3. Children who were on the previous years' waiting list.
4. Children with an older sibling who attended Faith Preschool in the past.
5. Children from the community.

Any remaining requests will be placed on a waiting list to fill openings as they occur.

CLASS OPTIONS:

The three-year old class will meet **M/W/F & T/Th & M-F mornings from 9:15-11:45 or M/W/F & T/Th & M-F afternoons from 12:30-3:00**. Class size will be limited to 12 children with 1 teacher or 16 children with two teachers. A child must be three years old by the first day of school to enroll in this class.

The four & five-year-old Pre-K classes will meet **Monday-Wednesday-Friday mornings from 9:15-11:45 or the afternoon class from 12:30-3:00**. Class size will be limited to 14 children with 1 teacher or 23 children with two teachers.

The Kindergarten Readiness class will meet **Monday-Friday from 9:15-3:00 p.m.** Class size is limited to 14 children with 1 teacher or 23 children with 2 teachers.

Full day option from 9:15 a.m. – 3:00 p.m. **This option is only for ages 4 & 5.** You will need to make sure you provide a lunch for your child, and it must have at least 2 food groups. If you send a water bottle, it needs to have your child's first and last name on it.

NOTE: The school reserves the right to recommend the withdrawal of a child from the preschool program for reason of immaturity. **We request that ALL children are potty trained, before coming to preschool. If your child is not potty trained, they will be sent home and may return once they are potty trained.** We suggest sending in a change of clothes in a ziploc bag, labeled with their first and last name.

Children may also be released from the program for on-going behavior problems. If we feel we cannot give the child the appropriate intervention or the other children are negatively affected and teaching/learning is being limited, the teacher/administrator will make recommendations for behavior evaluations to be done. The teacher and/or administrator will discuss specific behavior problems with the parent/guardian when needed. If we feel a child needs a behavior plan at school, we will discuss this with the parent/guardian, so we are working together as a team.

If we feel a child requires special needs services that we cannot provide, we will make recommendations to get an evaluation done by the local school district and/or a doctor. We want what is best for each child and will make the necessary recommendations when needed.

STAFF RATIOS: 3 year old children- 12 students per 1 teacher & 4 & 5 year old children 14 students per 1 teacher. ***We will always have two teachers in the classrooms on a daily basis if there are 12 or more 3 year olds and 14 or more 4 year old students in the class.**

PRESCHOOL FEES

REGISTRATION FEE: **\$60.00 before June 1st /\$70.00 after June 1st**

This is a non-refundable fee, which must accompany the enrollment application. The registration fee helps cover art supplies & cleaning supplies needed for the school year.

TUITION FEES:

2 Days a week (Tuesday/Thursday) classes:	\$150.00 Monthly
3 Days a week (Mon./Wed./Fri.) Pre-K classes:	\$175.00 Monthly
5 Days a week (Kindergarten Readiness Class):	\$265.00 Monthly

Full Day (Ages 4 & 5 Only)

2 Full Days a week (Tuesday/Thursday) classes:	\$295.00 Monthly
3 Full Days a week (Mon./Wed./Fri.) classes:	\$345.00 Monthly
5 Full Days a week (Monday - Friday) classes:	\$525.00 Monthly

Tuition is based on an annual fee and is kept as modest as will ensure a thoroughly professional school, on a non-profit basis. **Monthly tuition is due by the 1st of each month.** Because Faith Preschool is non-profit, tuition MUST be paid promptly. A **late fee of \$15.00** will be charged after the 1st of every month, unless other arrangements are made with the administrator. **In case of returned checks, you will be charged the fee that the bank charges us (\$10.00), along with the tuition payment.** After Faith Preschool has received one returned check, all payments must be made in cash or by money order. **All payments must be made no later than the 15th of each month. If the tuition payment is not received by the 15th of the month, (tuition plus the late fees), your child will not be able to attend preschool until all fees are paid in full.**

****Refunds cannot be made for snow days, or absence.**

During days a child is proven hospitalized, no tuition is due.

At least 2 weeks' notice must be given before withdrawing a child.

FAMILY RATE:

Registration fee:	\$10.00 reduction for second child in same year.
Tuition:	First child full tuition, with a \$10.00 reduction for each additional child in the same year.

TUITION DISCOUNTS:

In keeping with the idea that Faith Preschool should fill a real need within our community, a limited number of tuition discounts are available for families in financial need. The Chairman of the governing Board determines the number and amount of these discounts. Please see the administrator for the application.

OPEN HOUSE

We will have an open house at the end of August for families. Our open house gives your child an opportunity to meet his/her teachers and explore the classroom, so they feel more comfortable on their first day of school. We will email you a letter in July with more information about Open House.

A parent or guardian needs to plan to meet with the director or an office assistant for 5-10 minutes in the parlor to check over your child's paperwork. It is important that at least one parent or caregiver attends open house. If you are unable to attend the open house, please contact the school to schedule a time to submit your child's paperwork as soon as possible, to ensure your child's first day of school is not delayed.

Enrollment paperwork must be turned in no later than open house.

- Child Enrollment Form for Early Care and Education Programs (DCY 01234)
- Faith Preschool Child Release Form/Policies Permission Form
- Faith Preschool Picture Permission/Video Observation Consent Form
- Family Information Form
- Immunization Records (within 30 days from start of school)
- Health Care Plan Documentation & Permission to Administer Medication (DCY 01236) for any allergies, medical conditions, emergency medicines

The Immunization Record is due within 30 days of the first day your child starts school and will be valid for 13 months from the date it is received. This is a state requirement. Medication needs to be given to the director by the first day of school, along with the Health Care Plan Documentation & Permission to Administer Medication (DCY 01236).

A class roster with your child's name, address, phone number, birth date, and parent/guardian information will be checked at open house to ensure all information is correct.

CLASSES BEGIN: The first day of classes begin on Tuesday and Wednesday after Labor Day.

PRESCHOOL CLOSING DATES: Labor Day, Professional Development, Thanksgiving and Christmas break, M.L. King Day, President's Day, Spring Break & a parent/teacher conference day in March.

Faith Preschool follows the same calendar as Huber Heights City Schools, **except** for WOEa and Huber School Conference days.

LAST DAY OF CLASSES: Classes will run through May.

INCLEMENT WEATHER POLICY:

1. **When the Huber Heights City Schools are closed due to bad road conditions or bad weather, Faith Preschool will be closed. We will stay open for school if Huber schools close due to cold weather.** Teachers will send a message to families on our BAND app about our delay or closed status. We will also have our status on Channel 7 & our Facebook page. (Facebook--Faith Preschool, Huber Heights).
2. **If the Huber Heights City schools are on a two-hour delay, Faith Preschool will have school at 10:00 and pickup at 11:45 for the morning class & PM Class is from 12:30-3:00.** Of course, parents have the final decision as to how safe it is to travel, even when school is open. **If there are more than 5 school closings due to weather, the preschool will meet with the school board in regards to adding extra days to our school calendar.**
3. **Tuition is due for snow days and days we are not in session such as all holidays and breaks.** There are no adjustments to tuition for the days that school is not open.

WHAT WILL YOUR CHILD BE DOING AT SCHOOL?

LEARNING CENTERS- Children will have an opportunity to choose a variety of activities (free play) every day, including manipulative, dramatic play, blocks, listening center, library, science corner, and cooperative play. This time is also for the creative activity of the day, connected with the day's lesson plan.

GROUP TIME- Periods of quiet alternating with periods of activity, pledge of allegiance, weather, story time, show and tell, games, songs, musical instruments, finger plays, conversations, and other activities for the group together.

ART - Challenging gross and fine motor activities, hand-eye coordination with all kinds of painting (easel, finger, watercolor, feather, string etc.), cutting, gluing, pasting, including collage items. Activities with play-doh, water play, games, and small manipulative play, which includes readiness activities (basic colors, shapes, math skills, matching, and change of seasons).

OUTDOOR PLAY- Teachers encourage outside play, weather permitting. A variety of equipment is provided for children to develop their bodies and coordination with climbing, crawling, and sliding. We will not go outside if it is raining, snowing, or too cold. The staff will decide to limit outdoor play due to weather or safety concerns.

RESTROOM, HANDWASHING & SNACK TIME- Children can go to the restroom any time during the day. Teachers take all the children to the restroom before snack, to make sure all hands are washed.

Snack time gives children an opportunity to talk together as a group, have prayer, practice manners, & clean up. All snacks need to be individually wrapped for each child. There will be opportunities for the children to do cooking projects.

Birthdays will be celebrated during snack time. You may ask your child's teacher to sign up for a date to celebrate your child's birthday. On this day, you may provide snack for the class. **Please do not send in any nuts or chocolate foods due to severe allergies at the school.**

POSTED ON THE BULLETIN BOARD & BAND- Newsletters, snack calendars and lesson plans will be posted monthly on each class's BAND so parents may know what will be taking place in their child's classroom. Please read newsletters for important dates & information.

CENTER FAMILY/STAFF COMMUNICATION PLAN -

Communication has always been important for all center staff and families. As we navigate these times together, regular communication will continue through email, Facebook, the BAND App by the director/teacher, as well as face to face from teachers when appropriate (before or after school hours).

SCHOOL POLICIES

NON-DISCRIMINATORY POLICY

Faith Preschool does **not** discriminate students of any race, color, national or ethnic origin, sex, religion, or disability in violation of the Americans with Disabilities Act of 1990, in administration of its educational and admissions policies, scholarships, or other school administered programs.

PHONE AND SOCIAL MEDIA POLICY

During the school day, Faith Preschool Staff is only to use personal cell phones for school related purposes. If a staff member needs to deal with a personal phone call issue, they can walkie talkie for another staff member to swap into the classroom, and cover for them. Faith Preschool Staff members are allowed to take pictures of approved children (as indicated on enrollment form), post them to Band and/or Faith Preschool's Facebook page. No pictures will be posted of children who do not have permission. Pictures that are posted will not contain names or other information that contains information to identify the child. No pictures will be posted directly to personal social media pages, pictures can be shared from the Faith Preschool Facebook Page.

PROHIBITING EXPOSURE TO INAPPROPRIATE LANGUAGE, MEDIA AND BEHAVIOR FROM STAFF

Faith Preschool Staff are not permitted to use foul/ inappropriate language, media or exhibit inappropriate behavior. Staff members must maintain a good team spirit among fellow staff members, children and family members. When using media (videos or music) in the classroom, Staff Members must insure all media is free from inappropriate language and behavior

SMOKE FREE ENVIRONMENT

Faith Preschool is a smoke free environment for the children during the hours that child care is being provided in compliance with the smoking ban pursuant to section [3794.02](#) of the Revised Code and according to the following:

- (1) The center will not expose children to the following products including, but not limited to, cigarette, cigar, or pipe butts or ashes, smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.

LIMITED ACCESS TO PROGRAM

At all times the front doors will be locked. Upon entrance into the building, visitors will check in with Director or Office Staff, be identified, assisted, and directed where to go.

SEXUAL MISCONDUCT POLICY

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

Standard of Conduct: All Directors, Childcare Staff Members and volunteers, paid, of Faith Preschool are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the preschool policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

1. Pre-screening of Workers

- a. All paid workers will fill out an application, paperwork including Code of Ethics Statement, and complete a background check as outlined by Ohio Department of Children and Youth
 - i. Background check requirements are outlined in Rule 5180:2-12-09 of the Ohio Administrative Code. Individuals are required to complete and submit a request for a background check and submit fingerprints according to the Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) process and have the results sent electronically to the Ohio Department of Children and Youth (DCY) from the Webcheck agency. DCY determines eligibility for continued ownership, employment, or residency by reviewing results from the following background check components: BCI, National sex offender registry, Child abuse

- and neglect, statewide automated child welfare information system (SACWIS), FBI, State sex offender registry
- ii. New fingerprints and background checks are required every 5 years.
- iii. Anyone deemed not eligible to work in childcare due to a background check will not be employed.
- b. All non-parent volunteers must agree and sign a Volunteer Code of Ethics provided by Faith Preschool.
- c. Parent volunteers are welcome to come into the classrooms. They will never be alone with a child that is not their own.
- d. All Preschool Employees (Director, Child Care Staff Members), paid, will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID).
- e. All Preschool Employees (Director, and Child Care Staff Members) paid, will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the preschool.
- f. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct supervision of children.
- g. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member prior to service in a position with direct relation to children.
- h. All Preschool Employees (Director, Child Care Staff Members) are required to complete Child Abuse Training before being alone with children.

2. Common Supervisory Policies and Procedures for Volunteers

- a. Two Adult Rule – minimum of two (2) adults in any setting or activity regarding volunteers working with children. Volunteers need to work in a room with a Preschool Staff Member present.
- b. Bathroom Policy – volunteers are not allowed to be in or around the bathroom while children are in there. Staff must keep the bathroom entrance door open when taking children to the restroom. We will adhere to the rules concerning adult/child ratios from The Ohio Department of Children and Youth.
- c. Any supervisor is responsible for addressing suspicious behavior or any behavior that may be contrary to preschool policy and to document and report such occurrences to the proper authorities.

3. Reporting Procedures

- a. All allegations must be taken seriously.
- b. All allegations should be reported to the established authority and/or Director as immediately as possible.
- c. The established authority and/or Director will notify the parents or legal guardian.
- d. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
- e. Full cooperation will be given to civil authorities when applicable.
- f. No accused will be addressed by anyone other than the established authorities and/or Director until the child or victim is secured.
- g. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

4. Investigation of an Allegation

- a. All allegations will be investigated expeditiously by established authorities and/or Director.
- b. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
- c. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
- d. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

ADMINISTERING CARE PROCEDURE TO CHILDREN WITH DISABILITIES

The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, they provide children and parents with disabilities with an equal opportunity to participate in the child care centers programs and services.

- Faith Preschool's staff will administer any needed medication to children with disabilities detailed in a signed note from his or her doctor.
- Centers cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program
- Faith Preschool will not assume that a child's disabilities are too severe for the child to be integrated successfully into the center's child care program. The center must make an individualized assessment about whether they are able to meet the particular needs of the child without fundamentally altering its program. Faith Preschool will consult with the parent or guardians and any other professionals (such as educators or health care professionals) who work with the child in other context.

SAFETY:

The teachers in charge of a child, or group of children, are responsible for their safety. In order to insure the safety of each child in their care, teachers adhere to the following regulations:

1. The teachers are responsible in governing the arrival and departure of the child, and are aware of each child's presence at school at all times. One teacher greets children at the door, while the other teacher greets children in classroom when arriving to school.
2. No child shall be left alone or unsupervised.
3. The staff has access to phones & walkie talkies at all times. The school emergency plan is posted at each door.
4. Should an accident or injury occur, an incident report is duplicated with a full description of the incident with signatures of the teacher and given to the parents or caregiver on the day of the injury. One copy is kept at school with the parent/caregiver signature/date to confirm they received the notification. This copy is filed in the child's folder.
5. The school has monthly fire and weather alert drills, with a plan posted on each door for action of the alert. The children are moved to the designated safe area posted.
6. Any threat to the safety of the children due to environmental situations and threats of violence will be handled by having a lockdown. All doors and windows closed and locked. In the event the administrator or police decide the school is not safe, the staff will take the children across the street to **Saint Matthew Lutheran Church** (5566 Chambersburg Rd.).

Our secondary location is **Get Air**, (6020 Chambersburg Rd.). All parents will be contacted. **Please read our SAFETY PLAN & Lockdown procedure!** Lockdown drills are practiced one time each quarter. Families will be told when we practice the lockdown drill.

7. In case of loss of power, heat or water, the parents are called and notified via the BAND app.
8. Child Abuse-- Our teachers, by law must immediately notify Montgomery County Children Services if they suspect that a child has been abused or neglected.
9. No spray aerosol will be used in a room where children are in attendance.
10. **Medical Emergency Plan, Safety Plan, Lockdown Procedure is located at the end of the handbook.**
11. Entrance/back doors and classroom doors will be locked at all times. If a door is unlocked, please notify the teacher as soon as possible so we can lock the door.

HEALTH POLICIES

Each child attending the school shall have on file: **immunization records, which will be valid for 13 months from the date it is received.** The record must include child's name, date of birth, exact date immunization was received, and the date the document was received by the center. Immunization records on file need to be updated when a new immunization is received. This must be on file within 30 days of enrollment. Children NO LONGER NEED a signed Medical Statement.

The completed enrollment forms and the Ohio Department of Children and Youth Child Enrollment Form for Early Care and Education Programs (DCY 01234) which include health records, emergency transportation information, and parent/guardian roster permission for all children attending the center must be in each child's folder by the first day of school. Faith Preschool requires that parents grant permission for transportation for emergency treatment. All records are kept confidential. The administrator or an office assistant will go over all forms that are required during enrollment of a child.

Sometimes it will be necessary to not admit a child because of a health problem. While this is upsetting to the child, it is for their safety, as well as the safety of others. **Please do not send your child to school ill.**

CHILDREN WITHOUT IMMUNIZATIONS:

Any child **without** immunizations **must have a statement from their doctor or a parent statement explaining why they do not have immunizations.** We will permit children to attend preschool without immunizations completed but they **must** have a statement on file.

CHILD ENROLLMENT & HEALTH INFORMATION POLICY:

The Child Enrollment Form for Early Care and Education Programs (DCY 0234) is **required**. **If a parent does not grant consent for transportation to a hospital for emergency treatment, the parent must provide a written statement to the school and clearly state what exactly needs to be done if there is an emergency for your child and emergency transportation is needed. We will provide preschool for your child but we must have the statement in your child's file before they attend school.**

Parents **MUST** notify Faith Preschool immediately of any changes of address or phone number, work, cell or home. It is essential that the school be able to contact parents at any time for emergencies.

HEALTH SCREENING

Children/Employees must perform daily symptom assessments, and employees/students **must stay home if symptomatic**.

PRACTICES DURING THE DAY

Hand washing

All children, staff and volunteers should engage in hand hygiene at the following times:

- Upon arrival for the day, after breaks and upon returning from outside;
- After toileting or assisting a child with toileting;
- After each pull-up change;
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids;
- After cleaning or sanitizing or using any chemical products;
- After handling pets, pet cages or other pet objects that have come in contact with the pet;
- Before eating, serving or preparing food;
- Before and after performing first aid;
- When visibly soiled (must use soap and water);
- After water activities

All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds.

- Turn water on and wet hands, remove from water;
- Add soap to hands and create friction to make bubbles;
- Scrub for 20 seconds, (sing Happy Birthday or ABC's)
- Rinse hands under running water;
- Dry hands with single use paper towels; and
- Turn off faucet with paper towels.

Alcohol-based sanitizers:

- Use of alcohol-based hand sanitizer on children should only be practiced when soap and water method is not available.
- If a child needs to use an alcohol-based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.
- Staff may use alcohol-based hand sanitizers throughout the day, but soap and water is still the preferred method.
- Hand sanitizer needs to be kept out of the reach of children.

- Please **do not** send your child to school with sanitizer in or on their backpacks.

We want to ensure that the more sanitizing the better, and sometimes a pump of sanitizer is all you have time for in the quick hands-on environment of child care. The safety of our children is still the top priority, so if a quick pump of sanitizer will help you complete your task and bridge the gap until you can get to the sink for soap and water, we would prefer that over nothing at all.

The [Centers for Disease Control and Prevention](#) (CDC) recommends consumers use an alcohol-based hand sanitizer that contains at least 60 percent ethanol (also referred to as ethyl alcohol). Staff will make sure that sanitizer is CDC approved and not on the recall list.

ADDITIONAL RULES/BEST PRACTICES

- Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must follow local health department guidelines prior to returning to the program.
- Child care providers should wear gloves while serving food.

CLEANING/SANITIZING PROCEDURES

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

COMMUNICABLE DISEASES AND ILLNESS

1. **DO NOT SEND YOUR CHILD TO SCHOOL IF THE CHILD SHOWS THE FOLLOWING SIGNS OF ILLNESS:** Symptoms observed which require isolation and immediate discharge: A child with any of the following signs, or symptoms of illness shall be immediately discharged to their parent/guardian:
 - (a) Temperature of 100 degrees in combination with any other sign or symptom of illness.
 - (b) Diarrhea (3 or more abnormally loose stools within a 24-hour period).
 - (c) Severe, continual, or constant coughing, causing the child to become red or blue in the face, or to make a whooping sound.
 - (d) Difficult or rapid breathing.
 - (e) Yellowish skin or eyes.
 - (f) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
 - (g) Untreated infected skin patches, unusual spots or rashes.

- (h) Unusually dark urine, or white or gray stool.
- (i) Stiff neck with elevated temperature.
- (j) Evidence of lice infestation, scabies, or other parasitic infestations.
- (k) Sore throat or difficulty on swallowing.
- (l) Vomiting more than 1 time, when accompanied by another symptom.

2. IF A CHILD SHOWS ANY SIGNS OF ILLNESS/OR MILDLY ILL WHILE IN SCHOOL:

- (a) The parents will be contacted and asked to take the child home. If the parent or guardian is unable to come, the child will be discharged to the next person designated on the form. The child will be isolated until they can be picked up. The child will be within the sight and hearing of an adult at all times. The child will be cared in another room, away from other children. The child will be provided with a cot if needed, and made comfortable. After use, the cot will be completely disinfected and cleaned with appropriate germicide.
3. The communicable disease chart is posted on the door of the Janitor's closet in our main hallway. Parents will be sent a notification if their child has been exposed to any communicable disease.
4. A child may be re-admitted to school:
- (a) As soon as all signs of illness are gone.
 - (b) A doctor has examined the child and given permission for the child to return.
 - (c) The parents feel that the child's own health is not in danger.
 - (d) After the isolation period.
5. **NO MEDICATION/VITAMINS WILL BE ADMINISTERED AT SCHOOL AT ANY TIME, EXCEPT IN EMERGENCY SITUATIONS WITH WRITTEN INSTRUCTIONS FROM A DOCTOR AND FOR CHILDREN WITH REQUIRED MEDICATIONS DUE TO DISABILITIES:** If a child is on a special diet, we will be in compliance to the parent's instructions as to what the child can or cannot eat. (Because we do not serve meals, only snacks, we ask that if your child requires special food, you help to provide it for them). In case of an extreme emergency, the school will administer epi pens, inhalers, or seizure medications to a child, with permission from a doctor, or call poison control. A currently authorized American Red Cross instructor, Registered nurse, or Licensed Physician has trained the Preschool staff in communicable disease. The training includes the following:
- (a) Signs and symptoms of illness.
 - (b) Hand washing- to make sure their hands are free from germs by using soap and running water-drying hands with a single towel, upon all necessary occasions.
 - (c) Disinfecting furniture and toys periodically to ensure freedom from germs.
6. Each staff member is to provide immunization records and be screened for Tuberculosis prior to their first day of employment. If any staff members become ill, they are to stay home until all signs and symptoms are gone.

GUIDANCE AND MANAGEMENT

We believe in discipline and structure in our classrooms. We do use “Time Out” only as a last resort, and the teacher lets the child know the reasoning for the “Time Out.” The staff will recognize, encourage and praise children. They will be positive and constructive. They will use consistent and fair rules. They will communicate clearly their directions and expectations. They will assist the children with problem solving. They will encourage children to control their behavior and cooperate with others. They will help the children feel successful at tasks, and give options for other tasks if those chosen prove too difficult. They will notify children of a change in activity prior to, and allow for a comfortable transition. We will also protect the children from abuse and neglect. When the behavior is unacceptable, the staff will use developmentally appropriate techniques suitable to the child’s age and circumstances. They will redirect the children to another activity, talk to the children about the situation, state alternatives, and use separation from the situation only as necessary. We speak to the children so that they understand what is unacceptable is the behavior, not the children themselves, or their feelings. The staff will communicate with the parents if so necessary. We will never use harsh language in any situation.

Discipline problems are at a minimum because our teachers are well trained and the number one requisite is that each teacher understand and love children. A child does not intentionally and maliciously disobey one whom he loves. The policy of love and understanding by the teachers will give the child the boundaries he needs to feel secure and set the freedom he requires to become himself.

Violent words and/or behavior will not be tolerated. Parents will be notified if this is a concern or problem in the classroom.

If a child’s behavior becomes a problem, the parents will be notified, and the problem will be discussed and worked out with them. Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Specifications of the Guidance and Management Rule 5180:2-12-19 applies to all employees of Faith Preschool.

***The teachers will use positive reinforcement techniques to encourage appropriate behavior.**

ATTIRE:

Your child will be a very busy child during their day at school. Remember that each day your child will be given the opportunity to use paints, play doh, sand, and sometimes water; therefore, please do not dress him or her in clothing that you would mind if they potentially become soiled.

Children should wear clothing appropriate for preschool activities. Washable play clothes are best. Children should wear clothes that are easy for them to manipulate themselves. Tennis shoes are the best shoes for preschool play. Sandals/flip flops usually cause a problem on the playground. The children may get hurt when running because of the wood chips. Please send them in closed-toe shoes.

TEMPERATURES:

Suitable weather is a minimum of 25-90 degrees Fahrenheit. We will not take the children outside to play unless the temperature is above 40 degrees. The children will not go outside to play if the temperature is 90 degrees or above.

The sidewalk is cleaned off and salted when needed. The children DO NOT go out in the snow. There is no need for snow boots. Please do not send your child to school in snowsuits; they are difficult for the children to manipulate.

During the winter, please dress the children warmly. We can always take off a sweater or sweatshirt if the child gets too warm. Dress the children in warm coats or sweaters in the fall and spring, to go outside to play.

*******MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**

Sometimes more than one child has the same color or similar coats, etc. **Labeling your child's belongings (coats, lunch boxes, water bottles) makes it easier for everyone.**

ABSENT STUDENTS:

Please call into the school office, 937-233-4771 or send a message on Band to report your student absent for the day. Please inform us if they are ill and have been diagnosed with an illness.

TIME:

*****The doors of the school will NOT be opened before 9:15 for the morning class and 12:30 for the afternoon class.**

School is over at 11:45 for the morning class & 3:00 for afternoon class. Please be prompt when dropping off and picking up your child. If you must be more than 5 –10 minutes late, please call the school, or make arrangements to have someone else pick up your child. **The teachers' lunch period is between classes, so PLEASE BE PROMPT. The fee is \$1 every minute you are late after 15 minutes at the end of each session.**

RELEASE OF CHILDREN:

A parent/guardian consent form is kept on file at the school. **For your child to be released to anyone, the names must be listed, (blue form).** Notify the school if anyone other than an authorized person is sent to pick up the child. **Be prepared to show your license if we do not recognize you and/or you do not have the child's assigned number.**

List the name of anyone who is **NOT** allowed to pick up your child at the bottom of the form if there is a safety issue we need to be aware of. Please make the teacher/administrator aware of any potential problems.

**** Anyone picking up your child must be 18 years old.**

DROP OFF AND PICK UP OF YOUR CHILD PROCEDURE:

There is a set procedure for dropping off/picking up your child. **Please enter from Harshmanville Road. Five cars will drop off/pick up children at one time. The first car will pull up to the orange cone, the second car behind and the third car at the sidewalk entrance and the fourth & fifth car just behind.** It is imperative that you wait in line until all cars have unloaded or picked up their passengers. The teachers will dismiss all the children for those first 5 cars at one time. **DO NOT LEAVE until ALL 5 cars have the children safely in the car. Exit using Chambersburg Road only.** The line will proceed and the next set of children will be dismissed. If you are in a hurry, please park your car in the parking lot and walk over to the sidewalk. **After the LAST set of children are dismissed, the walkers will be dismissed.** We have the safety of each child in mind. Children running in the parking lot becomes a safety hazard. No child will be allowed to leave the building until the parents have stopped in front of the school. The children are not allowed to walk from the parking lot alone. **Please make sure to HAVE YOUR NUMBER (distributed at Open House) ready to display.** Once again, please try to be prompt when dropping off and picking up. **Please DO NOT pull around the car in front of you.** Wait patiently until they move. **If someone different is picking your child up from school, please call to inform us. Without a number, they will have to come to the door and show I.D.**

***Must be 18 years old to pick up a child.**

*****Preschoolers must be in a car seat/booster seat upon arriving & departing the school. This is Ohio law. Keep children in their car seat until it is time to have them walk into the preschool.**

[OHIO CAR SEAT LAW OHIO REVISED CODE \(ORC\) 4511.81](#)

Parents and caregivers are required by Ohio law to obey the following safety practices:

- Infants and young children must ride in a child safety seat until they are 4 years old AND weigh at least 40 pounds.
- Every child ages 4-8 who is no longer in a car seat must use a booster seat until she reaches 4'9" tall.

CUSTODY:

If there is a custody issue involving your child, please inform the director. **If legal custody is given to only one parent, the preschool will need to have copies of the court agreement. If one parent is not permitted to pick up your child, we will also need copies of that court agreement.** Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. **If a problem arises during school hours, the Huber Heights City Police will be called.**

FIELD TRIPS:

On the day of the field trip there will be no preschool. Parents, children, and staff will all meet at the field trip destination at the time the field trip is scheduled. Parents will be responsible for only their child. Siblings are usually welcome to attend. The administrator or teacher will send home a form with each child to notify the cost, where, time, and confirmation if you will be attending the field trip. If you are unable to attend and would like your child to go, the school will give you a list of parents' phone numbers in your child's class. You may call a parent and work out an arrangement with them. The staff is not responsible for the supervision of the children when on field trips, only the parents or caregiver are responsible.

WAYS PARENTS CAN HELP:

Preschool experiences are not a substitute for the home or parents. Rather, they should complement the child's growth within the family. Thus, Faith Preschool welcomes a close relationship with our children's family so we can work together in your child's growth.

One parent-teacher conference is scheduled each year. If at any time a parent would need assistance with any problem or complaint related to the school, call the administrator for a conference. The matter will be taken to the Preschool Board for review if needed. The Board will then have a conference with the parent, the teacher, and the administrator.

Casual, reassuring attitudes from the parents and family go a long way towards helping a young child accept and benefit from the exciting adventure of preschool. Time taken to show an active interest in anything your child brings home and requests to "tell me about it" are so very important.

Parents should help their children participate in Show and Tell Days/special class days. At other times, children should not bring any toys, food, gum, etc. to school. Toy guns and knives are not permitted at school at any time.

Daily Schedules

***Below are examples of a typical daily schedule. It is possible the teacher may need to adjust the schedule based on how the class learns best.**

3-Year Olds Tues/Thurs A.M. or P.M.

9:15- 9:50 or 12:30-1:15 **Children's Arrival/Free Play/Large Muscle Play/Outside**

9:50-10:10 or 1:15-1:35 **Circle Time**

10:10-10:25 or 1:35-1:45 **Bathroom**

10:25-10:35 or 1:45 – 1:55 **Story Time**

10:35 –10:50 or 1:55 – 2:15 **Snack**

10:50-11:30 or 2:50 – 3:00 **Art**

11:30-11:45 or 2:50- 3:00 **Departure**

3/4-Year Olds - Monday/Wednesday/Friday A.M./P.M. Class

9:15- 9:50 or 12:30-1:15 **Children's Arrival/Free Play/Large Muscle Play/Outside**

9:50-10:10 or 1:15-1:35 **Circle Time**

10:10-10:25 or 1:35-1:45 **Bathroom**

10:25-10:35 or 1:45-1:55 **Story Time**

10:35 –10:50 or 1:55-2:15 **Snack**

10:50-11:30 or 2:15-2:50 **Art**

11:30-11:45 or 2:50-3:00 **Departure**

Kindergarten Readiness M-F A.M./PM Class Room 9 & M/W/F P.M. Class

9:15-9:25 or 12:30-12:40 **Children's Arrival**

9:25-10:05 or 12:40-1:20 **Art**

10:05-10:15 or 1:20-1:30 **Bathroom**

10:15-10:35 or 1:30-1:50 **Group A Snack/Group B Circle Time**

10:35-10:55 or 1:50-2:10 **Group B Snack/Group A Circle Time**

10:55-11:35 or 2:10-2:50 **Free Play/Large Muscle Play/Outside**

11:35-11:45 or 2:50-3:00 **Departure**

MEDICAL EMERGENCY PLAN

A. EMERGENCY PLAN

1. **The location of the first aid kit:**
 - (a) **Top drawer of file cabinet in the hall.**
2. **Emergency Phone Numbers:**
 - (a) Emergency Squad.....911
 - (b) Fire Department.....911/233-2080
 - (c) Hospital (Children's).....641-3000
 - (d) Poison Control.....222-2227
 - (e) Police Department.....233-2080/233-1565
 - (f) M.C. Children Services.....276-6121/224-5437
 - (g) Children's Emergency Room.....641-3600
3. **Staff are trained to administer First Aid and CPR**
4. **Location of children's medical records:**
 - (a) Middle of black shelf in Director's office in file boxes.
5. **Location of children's emergency forms:**
 - (a) Middle of black shelf in Director's office in file boxes.
6. **Instructions in case of emergency:**
 - (a) Teacher's aide/Director is to remove the child from the group (If child can be moved, if not, class will be moved).
 - (b) Administer first aid to the child.
 - (c) Notify emergency squad.
 - (d) Notify parents.
 - (e) The child will remain under the supervision of the teacher's aide/Director until the parents are present.

NOTE: If Administrator is available, she will make all calls.
7. **Instructions in case of illness;**
 - (a) Teacher's aide/Director is to remove child from class.
 - (b) Notify parents to come and take child home. If parents cannot be reached, the 2nd person on emergency form will be contacted.
 - (c) Teacher's aide/Director will stay with the child until the parent or 2nd person arrives. (Or with the administrator or office assistant).

B. EMERGENCY PLAN FOR SERVICES.

1. **In case a child needs medical assistance:**
 - (a) All information given on consent form will be attempted first.
 - (b) Emergency squad will be contacted and the child will be transported to Children's Medical Center or the listed hospital, with a Teacher assistant or Administrator.

NOTE: Unless parents are present to take full responsibility for taking the child to the hospital or physician.

 - (c) The preschool staff **will not** transport any child in their vehicle, in case of an emergency.
2. **Administrator: can be reached at school 937-233-4771.**

Administrator/Office Assistant hours of availability- Monday–Friday 9:00-3:00 pm.

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>.



Payment Portal



DCY Childcare
Rules



Center Parent
Information

**ACCEPTANCE OF NEW PROCEDURES FOR
CHILDREN/FAMILIES/STAFF OF FAITH PRESCHOOL**

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in Faith Preschool's programs.

I have read and fully understand Faith Preschool's policies and procedures. I also understand that this document can be changed at any time with or without notice by the director or her designee, as new information or orders may be given.

I understand that the safety, health, and well-being of children, families, and staff rely on my due diligence to keep myself and family following rules set at any given time.

Family/Staff Signature

Date