



## **THE METHODIST PRESCHOOL**

**20 South Franklin Street, Chagrin Falls, Ohio 44022**

**440-247-0950**

**[www.themethodistpreschool.com](http://www.themethodistpreschool.com)**

The Methodist Preschool began as a vision of Helen Terpenning, Director of Christian Education in 1963. Mrs. Terpenning's vision was for The United Methodist Church to be used throughout the week in ministry to the community. The Methodist Preschool remains committed to being an outreach of our Church, meeting the educational needs of young children. The Methodist Preschool is a state-licensed, nonprofit organization providing an enriching early childhood experience for 3, 4, and 5 year olds. Our license is posted on the bulletin board in the preschool hallway where you may also find our preschool licensing compliance record.

\*Updated May 2015

The Methodist Preschool is administered by the Early Learning Board of The United Methodist Church of Chagrin Falls. The Early Learning Board is comprised of members of The United Methodist Church and the preschool director who have a dedicated interest in the growth and development of our preschool children.

Located in the heart of Chagrin Falls, the Methodist Preschool offers a parent participation program, where together, parents, grandparents and teachers nurture young minds. Through participation, parents enjoy the experience of being involved in their child's preschool education.

**Mission Statement:** We strive to create a warm, loving, learning environment that stimulates creativity and produces an atmosphere conducive to developing a positive self-image for each child. We believe learning is best when children feel valued and secure. Our program has enough structure to provide security, but enough freedom so that the child can explore, develop, and grow emotionally, socially, physically, and intellectually.

We respect the power of play and provide long play periods every day, but plan these as learning times. We offer choices among activities which have the potential for skill and knowledge acquisition and practice. We believe that children learn through exploring and experimenting with a wide variety of materials.

We thank you for the opportunity to be a part of your child's early childhood education!

### **Our Program Goals:**

- Learn to cooperate, share and help others.
- Develop self-control, become more independent, take initiative and gain self-confidence.
- Learn to use materials freely and creatively.
- Learn to accept and follow directions and assume responsibilities.
- Learn basic safety rules and good health practices.
- Develop problem-solving strategies.
- Bridge the separation between home and preschool.
- Experience activities involving large and small motor skills.
- Promote cognitive skills.
- Develop a positive attitude toward preschool and learning.

**Please read over this handbook and become familiar with our program. You are required by our licensing policy to sign off on your child's enrollment form stating you have read and agree to the policies in this handbook.**

**Parent Participation Program:** The Methodist Preschool is a parent participation program with the exception of our 5 year old program. In each class session, one parent is present and acts as an assistant to the teacher under her guidance and supervision. The participating parent is also responsible for providing a healthy snack and juice for that day. At our Parents' Orientation meeting in September you will receive a helping parent schedule.

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

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility 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. ***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. JFS 01237 (Rev. 1/2011)***

**Communicable Disease Policy:** Parents are asked to contact the preschool if their child contracts an infectious disease (ex. pink eye). Children may not attend preschool if they have a fever, bad cough, or excessive runny nose. Children should remain at home following an illness until they are fully able to participate in our program. If there are any questions about the child returning to preschool, the director may require a physician's note that your child is healthy and may return to preschool.

**Please keep your child home from preschool if they exhibit the following conditions:**

- |  |  |
|--|--|
| Diarrhea (in the past 24 hours)  | Lice-return upon initial treatment   |
| Severe coughing  | Untreated, infected skin patches; rashes   |
| Yellow skin or eyes  | Dark urine/gray or white stool   |
| Conjunctivitis (pink eye)  | Stiff neck   |
| Fever ( <b>must be fever free for 24 hours before returning to preschool</b> ) | Vomiting   |
|  | Sore throat/Strep Throat ( <b>please keep your child home until they have been on meds at least 24 hours for strep throat</b> ). |

**Medications:** Medication is administered to children only with prior written permission from the parent. Prescription medication must have the pharmacy label indicating the physician's name, child's name, and instructions for administering the medication. Written records are kept of medication given to children. Medication brought to school is stored out of reach of all children in the program.

**Parents' Orientation:** Parents' Orientation is in early September. You will receive an email in August from the director explaining our upcoming Parents' Orientation.

At this time, we address your child's orientation the first week of preschool and discuss our policies and procedures.

**Tuition and Deposit:** A deposit fee of \$250 is required at the time of registration. This fee secures your child's place in the preschool and is **non-refundable**. Please note that \$200 of your deposit of \$250 will be applied toward your child's third and final payment. Tuition is payable in three installments: the first payment is due in September, the second payment is due in November, and the third payment is due in February. Exact dates are found on the preschool calendar on line (and you will also receive a copy of the preschool calendar at Parents' Orientation).

If a payment is more than 30 days past due, your child is no longer able to attend the Methodist Preschool until payment is brought up to date.

**There will be a \$25 fee for all checks returned for insufficient funds.**

Should The Methodist Preschool close due to weather-related emergencies, loss of heat, power, water, or other unforeseen circumstances there will be no tuition adjustments and days missed will not be made up.

The Chagrin Falls Snow Day Hotline is: 440-247-5518.

**The Methodist Preschool Tax ID# is available upon request.**

**Admissions:** A child is considered to be enrolled in preschool only after the deposit fee has been received and the required paperwork is received. This includes the enrollment form and med form. Any change in this information must be communicated to the director immediately so the current information is always on file. This is for the safety of your child. A medical form signed by a physician is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

**Hours & Days of Operation:** The Methodist Preschool operates Monday through Friday, offering a three and four year old morning program from 9:00a to 11:30a. Our five year old program meets 9:00a to 12:30p Monday through Thursday (this program is not a parent participation program). We also offer a Fun Friday program 9:00a to 12:00p (this program is not a parent participation program). Please refer to our preschool calendar for days we are closed for holidays.

**Arrival and Dismissal Procedures:** Please be prompt when bringing and picking up your child as this is a very important part of your child’s routine. Prompt arrival time allows your child time to transition from free play to “the start of the day” and listening rug time. Whether you choose to “walk” your child into preschool or use our drop off procedure at the curb is at your discretion.

Arrival and dismissal procedures will be thoroughly explained at Parents’ Orientation.

**Daily Program:** To be age eligible for our program, your child must be three, four or five years old by September 30<sup>th</sup> of the year of enrollment. Daily class programs are as follows:

<b><u>3’s Program *</u></b>	<b><u>4’s Program</u></b>	<b><u>5’s Program</u></b>
<b>Meets 2 days/week</b>	<b>Meets 3 days/week</b>	<b>Meets 4 days/week</b>
<b>Monday/Tuesday</b>	<b>Monday/Tuesday</b>	<b>Monday/Tuesday/Wed.</b>
<b>or</b>	<b>and Wednesday morning</b>	<b>&amp; Thursday</b>
<b>Wednesday/Thursday morning</b>		
9:00 free play	9:00 free play	9:00 free play
9:30 art	9:30 art	9:30 Movement
10:00 clean up	10:15 bathroom	10:00 bike room
10:10 circle time	10:20 snack	10:25 Math/Science
10:20 bike room	10:40 bike room	Language Arts/Art/
10:40 bathroom	11:00 group time	Social Studies
11:05 snack	11:30 dismissal	11:30 Lunch
11:20 books		12:00 Reading
11:30 dismissal		12:30 Dismissal

**\*All children entering the 3’s program must be toilet trained.**

**Classroom Management:** Each child at the Methodist Preschool is a valued and integral part of the program. It is our intent to preserve each child’s dignity and self-esteem yet provide a safe atmosphere where each child can feel secure. We do not use verbal or physical punishment or negative discipline methods that hurt, frighten or humiliate children.

Should a child engage in inappropriate behavior, the staff dealing with the situation shall:

- Attempt to involve the child in problem-solving and offer choices.
- Encourage the child to be in touch with his/her own feelings and find an appropriate way to manage those feelings.
- Separate the child from classmates when necessary.
- Involve the parent when necessary.

Children demonstrating excessive disruptive behavior, preventing others from benefiting from our program and/or those requiring inordinate individual attention, may be dismissed. Prior to dismissal the following review procedure will be followed:

1. Personal contacts between parent and teacher including parental notification of the problem; one or more meetings to develop an appropriate resolution of the problem; and parent observation of the child in the classroom.
2. At a meeting of staff and parents, discuss the possible use of outside resources. We request that any outside resources working with a family at the Methodist Preschool observe the child in our preschool setting.
3. Following efforts to resolve the problems, if they persist, the child will be dismissed upon the recommendations of the teachers in consultation with the director.

**Parent Visitation:** Parents are welcome to visit us at any time. We do request that all visitors immediately make their presence known to the teacher or director. For the safety and protection of your child, this open door policy is limited to parents/guardians of children enrolled in our program. Others will not be afforded visitation unless accompanied by you or a signed and dated note of permission is received from you.

**Release from Preschool:** If your child is to go home with someone other than yourself, we must have written permission. A photo ID may be required of the person picking up your child.

**Conferences:** A parent/teacher conference is scheduled for parents of children enrolled in our 4 and 5 year old programs in February. Parents of children enrolled in our 3 year old program receive a “skills package” from their child’s teacher also in February.

**Other Parent Communication:** Our teachers strive to maintain great communication with parents throughout the year. Daily contact is made at drop-off and pickup times, monthly newsletters, and parent/teacher conferences. We feel that effective communication between preschool and parents is essential in providing a successful preschool experience for all!

On your child’s first day of preschool he/she will be given a book bag with their name on it for transporting art work. The book bag will have a large pin attached that we use for pinning newsletters, field trip permission slips, tuition notices, etc. If you have a note to your child’s teacher, please pin it on their book bag.

**Confidentiality:** Please do not post anything you may have heard, seen, etc. in the classroom/and or preschool on any social media outlet in order to protect our children enrolled at The Methodist Preschool. Please bring questions or concerns to your child’s teacher or to Kile Kenny, Director.

**School Pictures:** School pictures will be taken in October. Specific information will be sent home at that time. We also take class pictures and they are given to your child by their teacher for Valentine’s Day.

**Clothing:** Parents are encouraged to dress children appropriately for preschool activities (painting, play dough, etc.) Crocs are strongly discouraged at preschool due to their tripping factor. Names must be clearly visible on all outer clothing, boots and lunch boxes.

**Program Evaluations:** A program evaluation form is given to our parents in March. We continually strive for excellence in our program and welcome your suggestions to help us do so!

**Fire Drills:** The teachers will discuss fire drill procedures with the children in September so they understand fire drills and know what to do without fear or panic in the event of fire. A fire drill program has been established to assure prompt evacuation of the building in case of an emergency. Our “safety zone” is located in front of Village Hall and the Police Station.

**Tornado Drills:** If preschool is in session when a tornado warning is issued, the children will be escorted to the basement of The United Methodist Church.

**Safety and Supervision:**

- A teacher in charge of a child or a group of children is responsible for their safety. No child is left alone or unsupervised. Children shall be within sight and hearing of staff at all times.
- A teacher trained in first aid, management of communicable disease, child abuse prevention, and CPR is available at all times.
- A working telephone is available in the school for staff at all times.
- The children’s enrollment forms along with emergency transportation authorization are on file on the director’s desk.
- Posted plans for medical, dental, general emergencies, fire, and weather alerts are posted in each classroom. Fire drills are conducted on a regular basis. All staff must be familiar with all fire exits and storm drill information.
- In the event we must evacuate our building, our “safety zone” is in front of Village Hall and the Police Station.
- If you are bringing your child into the building late (after 9:20a) please accompany up the stairs as the preschool door will be locked.
- Teachers will take attendance upon arrival and departure.
- Children are escorted by the teacher to dismissal and remain with them until the parent arrives.
- Children must have a written note from their parents if they are leaving preschool with a friend or relative other than the designated parent. In an extreme emergency, a person known to the director (i.e. the parent) may phone permission for release to a specific person. A child shall only be released to persons 16 years of age or older. Staff will check ID’s of anyone they do not recognize. Your child’s safety is our first priority.
- In case of “legal separation or divorce,” the child will be released only to the parent having custody, unless the custodial parent indicates otherwise. If a custody agreement, restraining order or protection exists, a copy needs to be in your child’s file.
- Spray aerosols will not be used when children are in attendance at preschool.
- As a safety and health policy we are required under the State of Ohio Licensing Laws to allow only prospective students (accompanied by an adult) as child visitors in the classroom.
- We want you to know we are committed to keeping your child safe and secure while at preschool. We lock our preschool doors after the arrival time of 9:00-9:20a. The doors remain locked until our dismissal times of 11:30a and 12:30p at which time the back door is opened to dismiss the preschoolers and our **main door remains locked**. Visitors and parents must ring our door bell at our main preschool door if they wish to enter after our arrival time of 9:00a to 9:20a, at which point we verify the identity of anyone wishing to enter the preschool.

**Absence:** Please call the preschool to inform your child's teacher they will be absent. We ask that you put in writing extended absences with the dates your child will be absent and give this information to your child's teacher.

**Field Trip Policies:** While on field trips the following provisions must be met:

- Siblings are not allowed on preschool field trips due to our licensing policy.
- Written permission to go on the field trip is required from the parent and kept on file for one year.
- Each child's enrollment form with emergency transportation authorization will be taken on field trips.
- A first aid kit will be taken on field trips. A staff person trained in first aid, management of communicable disease and CPR will be in attendance.
- Your child will be provided with an identification bracelet with The Methodist Preschool's name, address and phone number printed on the bracelet.
- State approved staff ratios will be maintained on all field trips. Children shall be assigned to a specific staff member for all trips. Attendance will be taken. There will be a record listing each child on the trip.

**Incident/Accident Reports:** Parents will be notified if their child has an incident/accident at preschool which requires our staff to administer first aid. If the circumstances are more serious, 911 will be called and the parent contacted.

If the child requires medical attention at a medical facility, your child's teacher will accompany the child and remain with him/her until the parent arrives.

The teacher will complete an incident report (JFS 1299) when a child is injured or requires emergency transportation. The parent will sign the incident report, receive a copy and the original copy is kept on file. The director must be informed of any incident/accident as soon as possible. Serious incident, injury, or illness includes any situation occurring that requires emergency medical treatment, professional consultation or transportation for emergency treatment.

**Child Abuse Reporting and Prevention:** Staff members have completed a required course in child abuse recognition and prevention. The staff will, as required by Ohio law, report any suspected child abuse or neglect to the child abuse hotline –**696-KIDS**.

**Teacher/Child Ratio:** There is one lead teacher and an aide\* along with a helping parent in each classroom with the exception of our 5's program (which is not a parent participation program and has only one lead teacher). \*An aide is added to a classroom when our staff to child ratio is increased.

**Our Program For Three Year olds** provides a nurturing atmosphere in which the child's introduction to the educational process is accepting, inviting and encouraging, helping to establish a positive attitude toward school. Teachers assist the children in experiencing a positive separation from home; opportunities to work with various media forms; development of listening skills; opportunities for large and small motor development; exposure to readiness concepts in reading, writing, and math; growth in social development; and awareness of safety. Parents participate four times/year. **Staff to children ratio 2:17**

**Our Program for Four Year Olds** is geared toward the full development of education in math, science, and literature, as well as social, emotional, and physical growth. The teachers also help to develop an appreciation and enjoyment of music, art, and creative expression. There are many opportunities for making choices, becoming independent thinkers, and developing confidence. Parents participate five times/year. **Staff to children ratio 2:18**

**Our Program for Five Year Olds** also lovingly referred to as our "Gift of Time" program. This program includes skills for kindergarten readiness. The children work on the alphabet and number recognition through a variety of creative learning experiences. They are given opportunities to explore science and math concepts as well. The students are encouraged to respect themselves and others through character development. The fives program is a non-parent participation program. However, opportunities exist to volunteer in the classroom throughout the year. **Staff to children ratio 1:14**

**Fun Friday:** This program is for children enrolled in the Methodist Preschool, and is not a parent participation program. This is a great supplemental day in addition to your child's preschool day. The children bring their lunches (they love eating their lunches at preschool with their friends!) and are offered a variety of activities. Fun Friday meets 9:00a to 12:00p.

**Lunch Bunch:** Parents will have the option to enroll their children in lunch bunch offered from 11:30a to 12:30p Mondays through Thursdays. This gives the preschooler an opportunity to have lunch with their friends and extra time to play!

**Snacks: OUR PROGRAM IS PEANUT FREE.** Snacks and juice are provided by the participating parent on their scheduled day. Parents are provided a peanut free snack list in their parent folders at Orientation.



