



2018– 2019 Parent Handbook

Powell United Methodist Church Preschool
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Powell, OH 43065

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Director	Linda Franz
Office Staff	Lori Parfenchuk
Preschool Board	There are 7-10 voting board members comprised of Church members and parents

Our Vision

To Provide the highest quality, early childhood education, in partnership with families and teachers, that gives children a natural step from home, to community to school.

Our Mission

PUMC Preschool is committed to impact and inspire lifelong learning. We encourage and support the social/emotional, physical and cognitive development of all students.

As the Preschool Board, we have the fiduciary duty to ensure we deliver on the school's vision and mission, while keeping the cost reasonable, as well as providing the resources to operate a quality program

Pictures of the Teaching Staff and Board Members can be found on the Notice Board outside of the preschool office.

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Purpose, Goals and Philosophy

Powell United Methodist Church (PUMC) Preschool strives to build a loving and nurturing environment where children feel safe and supported so they can excitedly begin their lifelong journey of learning. Our teaching methods are based on a proper understanding of child development. We provide opportunities for free play, small group academic instruction and teacher directed activities. Through a warm, accepting environment and a strong program, we hope to give each child a natural step from home to community to school.

Licensing Information

PUMC Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted in a conspicuous place, (on wall outside the preschool office,) 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio Web Site. The Web Site is: <http://jfs.ohio.gov/cdc/childcare.stm>. Our program operates in accordance with all State requirements and the licensing laws and rules are available for review at the facility upon request. The license capacity for each age category is on the posted license and ratios are listed by classroom.

The director and staff meet and exceed the requirements set by the State of Ohio, Department of Job and Family Services. The staff attends conferences and workshops throughout the year to ensure the consistent enhancement of their knowledge in the field of early childhood education. Staff members are also current in CPR, First Aid, Communicable Disease and Child Abuse Training. The administrator and each employee of the facility 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.

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. Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review, (on door in the preschool office.)

Admissions

Registration for the following fall begins in January for currently enrolled families, church members and for new families. Children need to be age appropriate by September 30 of the current school year. PUMC Preschool does *not* require your child to be potty-trained in order to enroll. Our school year runs from September to May. It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of ADA act of 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.

A child is considered to be enrolled in PUMC Preschool when the registration contract is received, and the registration fee has been deposited into our financial accounts.

Required Forms:

- Registration Contract
- Emergency Card
- Blue ODJFS Enrollment Form #01234
- Gold Child Medical Form #01305 signed by physician - see Appendix A
- Family Information Form #01511

To ensure the safety of all of our students, any changes to this information must be communicated to the preschool office immediately. The medical form must be completed and returned within 30 days of the of the first day of attendance and updated every 12 months.

Hours and Days of Operation

Morning Session: 9:00 – 11:30am

Afternoon Session: 12:30 – 3:00pm

	Monday	Tuesday	Wednesday	Thursday
School Year	9:00 – 3:00	9:00 – 3:00	9:00 – 3:00	9:00 – 3:00

Summer Office Hrs. are posted by the preschool office door next to the preschool main entrance and on our website.

Staff/Child Ratios and Maximum Group Size

To provide the highest level of quality care, we keep our staff/child ratios and group sizes below the state requirements.

Age	Days	PUMC Teacher/ Student Ratio	State Minimum Student/Teacher Ratio	PUMC Maximum Group Size	State Maximum Allowable Group Size
2 year-old Playgroup	Monday or Wednesday	2 Teachers/ 10 Students	1 teacher to every 7 Students	10	14
3 year-old Preschool	Tuesday & Thursday or Tuesday, Wednesday, Thursday	2 Teachers/ 12 Students	1 Teacher to every 12 Students	12	24
4/5 year-old Pre-K	Tuesday, Wednesday, Thursday	2 Teachers/ 14 Students	1 Teacher to every 14 Students	14	28
4/5 year-old Pre-K	Monday, Tuesday, Wednesday, Thursday	2 Teachers/ 14 Students	1 Teacher to every 14 Students	14	28

Tuition, Fees and Payment Policies

Tuition payments are due on the 1st day of every month. A \$25 late fee will assessed if tuition is received after the 1st of the month. All payments must be made by check or an online bank transfer; cash payments can not be accepted. Please make your checks payable to "PUMC Preschool" and either mail them to PUMC Preschool at, 825 East Olentangy St, Powell, OH 43065 or put them in the lock-box located outside of the preschool office.

Preschool tuition for the 2018-2019 school year are as follows:

Age	Number of Days/week	Registration Fee	Monthly Tuition
Monday 2's	1	\$125	\$85
Wednesday 2's	1	\$125	\$90
3's Preschool	2	\$135	\$145
3's Preschool	3	\$145	\$190
4/5 Pre-K	3	\$145	\$190
4/5 Pre-K	4	\$150	\$240

Daily Schedule

Each class' daily schedule has been designed to be predictable yet flexible and developmentally age appropriate. Detailed weekly plans are posted outside of your child's classroom and in the preschool office. A typical day includes:

2 year old

Arrival with Free Play

Large Muscle Play

Snack Time

Small Group Activities

1 day playgroup

Find Cubby, Wash Hands, Manipulatives , Learning Centers, Art, Sensory

Playground or Fellowship hall - Climber, Slide, Riding toys, Sports Equipment

Safe snack – See 'Safe Snack Options' section

Media Exploration, Music, Story

3 year old

Arrival

Activity Centers/Choice

Clean-up

Circle/Group Time

Snack Time

Large Muscle Play

2 or 3 days of preschool

Find Cubby, attendance, wash hands

Fine Motor/Manipulative, Math, Science, Writing, Sensory, Reading/Quiet Book Area, Dramatic Play, Block Area, Listening Area, Art/Media Exploration

Put away items from centers

Calendar, Books, Music, Games/Teacher directed physical activity, Dance

Two food group snack with water – See 'Safe Snack Options' section

Playground or Fellowship hall - Climber and slide, riding toys and sports equipment

4/5 year old Pre-K

Arrival

Opening Circle

Activities
Centers/Choice

Circle

Large Muscle Play

3 days - Prepares for Kindergarten

Attendance, wash hands

Calendar, Music, Books, Share person, Pledge of Allegiance

Study choice, Small muscle, Math, Science, Writing, Art centers, Dramatic play,

Games, Math, Literature, Class Circle Meeting, Literature Read Aloud

Playground or Fellowship hall - Climber, Slide, Riding toys, Sports Equipment

4/5 year old Pre-K

Arrival

Opening Circle

Activities
Centers/Choice

Circle

Large Muscle Play

4 days - Prepares for Kindergarten

Wash hands, Graph names, Quiet reading, Calendar, Math

Pledge of Allegiance, Sharing, Music & Movement, Group Meeting

Writing, Math, Science, Art, Library, Dramatic play

Games, Math, Literature Read-Aloud

Playground or Fellowship hall - Climber, Slide, Riding toys, Sports Equipment

Orientation

Parent & Child Orientation

- Held after Labor Day.
- Parents, guardians or caregivers of 2 & 3 year old's will stay with their children on first day of school.
- Detailed information will be sent in August to your child from their new teachers.

Parents and children are always welcome to visit the school to relieve any concerns or answer any questions you may have.

Delay and Cancellation Policy

Any school delay or cancellation, weather or otherwise, will be communicated via the Remind system. We may also occasionally need to cancel school for church funerals or other unforeseen emergencies. When a delay is necessary, our hours of operation will be as follows:

AM Session: 10:00AM - 12:00PM

PM Session: 1:00AM - 3:00PM

If Olentangy Local Schools are closed because of weather, the preschool will also be closed.

Make-up Day Policy

A make-up day will occur after the preschool calendar ends and is determined according to the information in the table below.

Number of Days you attend school per week	Number of weather related days missed during the school year
1	greater than 3
2	greater than 4
3	greater than 5
4	greater than 6

Withdrawal Policy

School Initiated

PUMC Preschool reserves the right to, in extreme circumstances, terminate enrollment if, 1. Continued attendance would not be in the best interest of either the child or the school, if 2. Payments are not current, or if 3. Required forms are not provided for the child.

Parent Initiated

We, the parents, agree to notify the preschool in writing, as soon as possible, if our child will not be completing the school year. We agree to pay the current month's tuition regardless of number of days in attendance and realize the registration fee will not be refunded.

2018 – 2019 School Calendar

Preschool starts the week of Labor Day and ends the week of May 6th. A detailed calendar will be distributed at the beginning of the school year. AM classes meet 9:00 - 11:30, PM classes meet 12:30 - 3:00

Snack Policy

Snack items, to be used in the classrooms, are stored in a snack cabinet located in the preschool office.


A list of "safe snacks" will be provided on the 1st day of school. The "Giving Tree" located in the preschool hallway has tags identifying items needed. You may take a tag, purchase the item and bring to the preschool office for storage. Donations of approved food items for our snack cabinet are encouraged and appreciated.

If the teachers choose to include "snack time" in their daily schedule, they will select items from the snack cabinet.



Arrival and Departure Procedures

Arrival: 2 Options

Drop-Off Line

- Available from 8:55-9:05 for AM session and 12:25-12:35 for PM session
- If you arrive first, stop at the edge of the 2/3's playground – See  on map
- Then pull up to the cones after they have been placed by the teachers
- Place your car in PARK as soon as you pull up to a cone
- If a staff member needs to help your child out of the car, please have them seated on the passenger side so they can unbuckle them safely, without needing to enter the car

Walk your Child to Class

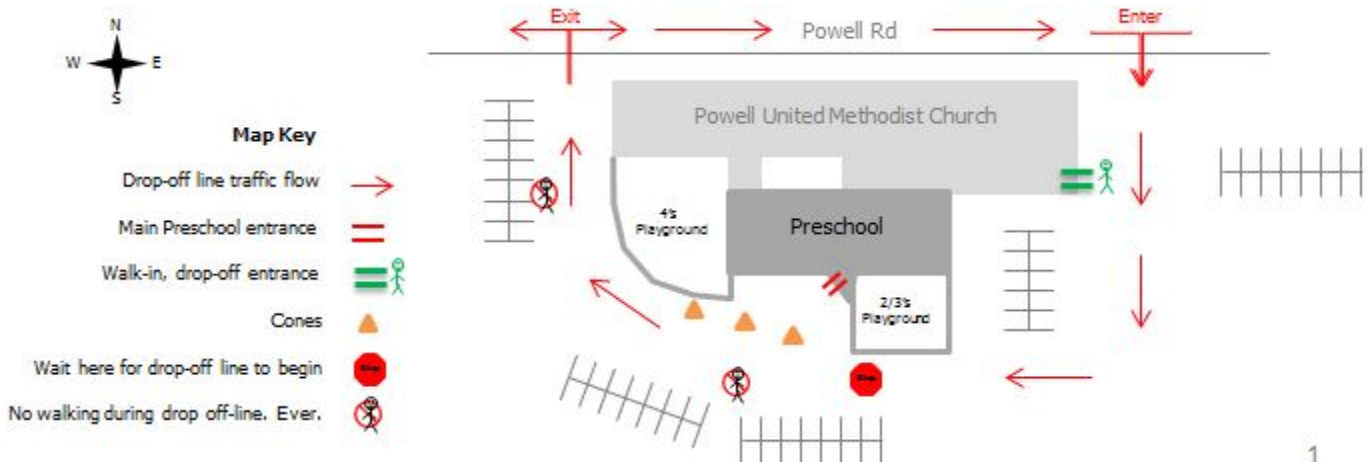
- Park on the EAST side of the building and use the main church entrance to enter the building – See 
- DO NOT park on the WEST or SOUTH side of the building and walk through the drop-off line – See 

Departure

- A parent, or designated adult, needs to pick-up their child directly from their classroom
- Use the main preschool entrance at pick-up
- Main entrance doors automatically unlock 15 minutes before dismissal and re-lock 15 minutes after dismissal

Always Remember

- Children should not be left unattended in a car while coming in for pick-up
- No cell phone use anytime during pick-up or drop-off
- If you arrive early for pick-up, do not leave your car idling in the parking lot while waiting, the exhaust creates a hazardous environment for the children on the playground



Accidents and Emergencies

PUMC Preschool has established policies and procedures in the event that a general emergency occurs while your child is in our care.

Evacuation: Fire, Loss of Power or Water in the Center

- Evacuation plans are posted in each classroom
 - Teachers will escort the children to their designated safe zone
 - If a condition makes it unsuitable to be outside of the preschool, you will be notified via email, our Remind text system and a sign posted at the main entrance indicating where you can pick up your child. If a parent can not be reached, we will call the emergency contacts listed on your child's enrollment card.
- Monthly drills are conducted to prepare children and mitigate confusion during an actual event
- A record of our drills is available in the preschool office

Secure Cover: Tornado, Environmental Threat or Threat of Violence

- Secure cover destination plans are posted in each classroom
 - Teachers will escort children to their secure cover destination
 - The preschool will contact the proper authorities immediately and contact parents as soon as the situation allows
 - An incident report will be provided to the parents.
- Periodic drills are conducted to prepare children and mitigate confusion during an actual event
- A record of our drills is available in the preschool office

Lockdown:

PUMC will lock entrance and exit doors when the school's west of 315 in the Olentangy Local School District go on lockdown or if the PUMC Staff deems it necessary for another reason. You will be notified via email and the Remind text system if a lockdown occurs.

Incident, Injury or Illness Precautions

- Staff members have received training in First Aid, Communicable Disease and CPR
- If a minor injury accident occurs a staff member will administer basic first aid
- If the injury is more serious, first aid will be administered and the parent will be called immediately to help inform the appropriate course of action
- If deemed necessary or if life threatening, EMS will be called, parents will be notified and a staff member will accompany the child to the hospital with all available health records
 - Staff members may not transport children in their vehicles; only a child's parents or EMS can transport
- An incident/injury report will be completed and given to the person picking up the child if the child:
 - Has an illness, accident or injury that requires first aid
 - Receives a bump or blow to the head
 - Experiences an unusual or unexpected event that jeopardizes the child's safety
 - Has to be transported by an emergency squad (report will be available within 24 hours of the incident)

PUMC Preschool will contact licensing personnel from ODJFS within 24 hours of the occurrence of a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days.

General Safety Policies

- No child is left alone or unattended, ever.
- Spray aerosols are not used when children are present
- PUMC encourages children to wear clothes and shoes that are suitable for play
- Balloons, weapons, (including toy guns,) hard candies and gum are not permitted in the preschool
- Safe entering and exit procedures are discussed and followed, i.e. walking in the hallway, looking carefully when exiting the building to the playground, holding adult hand in the parking lot
- Children will only be released to the person(s) designated on their registration cards
- Call or stop by the office to make alternative arrangements for the release of your child; your code word will be needed if you call

Communicable Diseases – When to Stay Home

Staff and children wash their hands often while at preschool; however, children can still become ill from time to time. PUMC staff are trained to recognize signs and symptoms of illness and if, in a teacher's judgment, a child demonstrates any of the below signs or symptoms they will be isolated from the other children while their parent or guardian is being contacted. To assist us in our effort to maintain a healthy environment, if you notice that your child has any of the symptoms listed below, please keep them home from school.

- Diarrhea (more than 1 abnormally loose stool within a 24 hour period)
- Severe coughing that causes the child to become red in the face or make a 'whooping' sound
- Difficult or rapid breathing
- Yellowish eyes or skin
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, itching or pain
- Temperature of 100° taken by the armpit method within the last 24 hours combined with any other sign of illness
- Untreated, infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infestations (see head lice policy on page 17)
- Sore throat or difficulty swallowing
- Vomiting
- Discharge from nose if not clear

Please call the preschool office if your child is sick and will not be attending school.

The ODHS Communicable Disease Chart is available on the wall in a preschool bathroom. Please let us know if your child has been diagnosed with a communicable disease. Accordingly, a note will be posted on the Notice Board if one of your child's classmates has or may have been exposed to a communicable disease.

Immunizations

A current medical statement from a physician's office and immunization record is kept on file for each child enrolled in the preschool. It must be turned in within thirty days of the first day of preschool and updated every thirteen months.

The immunization statement from a physician' office states the child has been immunized or is in the processes of being immunized against the diseases specified: chicken pox, diphtheria, Haemophilus influenzae type b, Hepatitis A & B, influenza, measles, mumps, pertussis, pneumococcal disease, poliomyelitis, rotavirus, rubella, and tetanus.

If parents choose to not immunize their child for reasons of conscience, including religious convictions, enrollment in the preschool can be denied.

Medications

PUMC preschool staff will not administer medications unless both the "Child Medical/Physical Care Plan" and the "Request for the Administration of Medication" forms are filled out, signed and on file. Prescription medication must be in the original container and administered in accordance to the instructions on the label. The prescription must be on the medication and include the child's full name. PUMC Preschool does not administer over-the-counter medications.

Confidentiality

A secure file is kept on each student in the preschool office. According to the State of Ohio Job & Family Services regulations rule #5101:2-12-37, all children's records shall be confidential except to teachers and office staff. Teachers and office staff have access to these files for reasons including, but not limited to, the: Ages & Stages Questionnaire, Speech & Hearing Assessment Report and/or the Parent/Teacher conference report. Teachers access these reports in order to tailor educational material to individual students and office staff access the information to ensure all appropriate forms are filled out correctly and are up to date.

Contact information for parents/guardians of the children attending this facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests his/her name, telephone number or email not be included. If you would like your information to not be available to other parents/guardians, please notate this on your child's registration form.

Other appropriate agencies may access student information for additional, specific reasons. For example, State Licensing specialists check our files to ensure they are compliant with State standards and the Health Department checks for purposes of disease outbreak control and immunization level assessments.

Discipline Policy

Our discipline policy is in compliance with ODJFS Rule: 5101:2-12-22 and consistent with the warm and nurturing environment of our preschool program. Discipline is always handled in a positive manner; methods of discipline include regular routines, consistent expectations, positive reinforcement and redirection. We believe these methods encourage a child to grow in self-discipline and awareness without causing emotional or physical harm. If these methods prove ineffective, a parent/teacher conference will be held.

PUMC Preschool's curriculum is based upon age appropriate behavior, activities and expectations. Our class sizes are kept to a minimum to ensure maximum child/teacher interaction so that we can nurture your child in a loving, positive atmosphere. Physical or psychological punishment is never permitted at PUMC Preschool.

Outdoor Play

During the warmer months, please apply sunscreen before coming to school as teachers can not put sunscreen on your child. During the winter months, please dress your children for outdoor play. Make sure your child has boots, hats, gloves and a winter coat as classes will go outside as long as the weather permits. In weather conditions unsuitable for outdoor play, such as freezing temperatures, extreme heat or rain we set-up an indoor playground in the Fellowship Hall for large muscle activities.

Parental Observation, Participation and Communication

Any parent, custodian or guardian of a child enrolled in our preschool program 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 program or evaluating the premises. We ask that upon entering the premises, the parent or guardian please notify the Director of his/her presence.

Parents are encouraged to participate in their child's preschool program by helping with special events and sharing special skills with their child's class. We encourage you to attend the fall orientation days and parent/teacher conferences. And again, please feel free to arrange a meeting with your child's teacher any time.

Good communication between parents and teachers is essential. Here's how you can expect us to communicate with you:

- Notice Board (on your right as you enter the preschool) will contain newsflashes and reminders from the director
- Bulletin Boards outside of each classroom will contain
 - Weekly study guide
 - What the class did that day
 - Parent participation needs for special events
- If you miss something on the bulletin boards
 - Teachers will also send notes home in your child's school bag about upcoming events
 - Class activities may be emailed to families on a weekly/monthly basis

How you can communicate with us:

- Schedule a conference or phone call with you child's teacher or the director
- Put a note in your child's bag, they are checked every day for material
- After class and only after all the children have been dismissed

Things we want to know:

- Changes at home that could affect your child's behavior, i.e. toilet training, significant schedule changes and/or changes in family dynamics

Addressing Complaints and Concerns

If an issue related to your child or the preschool arises, please feel free to address it with your child's teachers. If you are not comfortable doing so or it remains unresolved, please contact the Director, Linda Franz, at (614)847-3773. If the problem remains unresolved, please contact a preschool board member. The Director can provide you with board member contact information.

Opportunities for Participation

For the safety of our children, we do not take field trips. However, you can look forward to the following special events and opportunities for you to participate in your child's education:

- Playground Party
- Fundraisers
- Visit from the Fire Station
- Imagination Parade
- classroom activities
- Art Gala

Conferences

Teachers will hold scheduled conferences with the parents of the 3's and 4/5's in the fall and spring. If you have specific concerns you would like to discuss with you child's teachers feel free to call the preschool office, drop a note in your child's school bag or speak directly to their teachers after all children have been dismissed. A conference can always be arranged for in person or over the phone.

There are no scheduled conferences for the 2's program. Please feel free to schedule one if you have specific concerns.

Custody Agreements

If there is a custody arrangement that affects your child, you must provide PUMC Preschool with court papers indicating who has permission to pick up your child. PUMC Preschool can not deny a parent access to their child without proper documentation.

Other Information

- Please mark all your child's belongings with their name
- Each child receives a school bag to hold their papers and notes to parents from school. Please remove items after each class to help us ensure nothing important is overlooked
- Dress your child in washable play clothes and comfortable shoes; dress clothes and shoes should be saved for other occasions
- If your child wears a pull-up, please make sure they open on the side for ease of changing.

Privacy Space

Parent's needing a private space for breastfeeding and/or pumping breast milk may use the children's ministry resource room or ask the preschool office for accessibility to the church nursery.

PUMC Preschool Head Lice Policy

Infested Child

Will be dismissed from class by teacher and parent notified immediately by director/office staff if live lice/nits are found on child while at preschool.

Parent receives ODH pamphlet from director/office staff- "What Should I Do If My Child Gets Lice?" and a letter with information and instructions from the director/office staff.

Parent will be encouraged by director/office staff to treat the child as directed by their healthcare provider.

Child may return to school when lice and nit free. The Director or a designee will verify that the child has no live lice or nits before he/she returns to class

The child's family will be encouraged by director/office staff to follow the suggestions in the ODH pamphlet.

In the event that lice/nits are found on a child at home, a parent must notify the preschool that the child has been diagnosed with head lice, a communicable disease.

Classroom

The affected classroom(s) will be thoroughly cleaned by director/office staff/teachers prior to students re-entering the classroom. A delay or cancellation might be necessary, and will be at the director's discretion.

All children who had access to the affected classroom and/or were exposed to the infested child will be screened by the Director or designee upon returning to preschool.

All teachers who had access to the affected classroom and/or were exposed to the infested child will be screened by the Director or designee prior to having contact with students.

Communication

Parents of all children in the affected classroom will be notified, given the ODH Handout, and instructed to check their child for nits/lice.

All preschool parents will be notified that a child in the preschool has lice, given the ODH Handout and will be instructed to check their child for lice/nits.

Education and Prevention

Contact the: Delaware General Health District 740-368-1700
Ohio Department of Health 614-995-5599

Resources

ODH Parent Pamphlet - What Should I Do If My Child Gets Lice?
HeadLice.Org

Appendix A

Immunization

A current medical statement from a physician's office and immunization record is kept on file for each child enrolled in the preschool. It must be turned in within thirty days of the first day of preschool and updated every thirteen months.

The immunization statement from a physician's office states the child has been immunized or is in the processes of being immunized against the diseases specified: chicken pox, diphtheria, haemophilus influenzae type b, Hepatitis A & B, influenza, measles, mumps, pertussis, pneumococcal disease, poliomyelitis, rotavirus, rubella, and tetanus.

If Parents choose to not immunize their child for conscience, including religious convictions, enrollment in the preschool can be denied.