

**Kindergarten Enrichment Handbook
2018 – 2019**

Powell United Methodist Church Preschool
825 East Olentangy Street
Powell, OH 43065

School Office Phone (614) 847.3773

Fax (614) 847.3728

Web Site www.pumcpreschool.com

Email:

DirectorPUMCPreschool@gmail.com

Director

Linda Franz

Preschool Board

There are 7-10 voting board members comprised of Church members and parents

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

The Powell United Methodist Church (PUMC) Kindergarten Enrichment program provides extra practice of the skills being taught in Kindergarten through fun games and academic activities. The program consists of crafts, math games, pre-reading exercises, fine and gross motor skill activities and much more.

Admissions

A child is considered to be enrolled in the PUMC Kindergarten Enrichment program only when the registration letter and registration fee have been received and an administrator has confirmed availability of space.

Required Forms:

- Registration Letter
- Emergency Card
- Blue ODJFS Enrollment Form
- Gold Child Medical Form

To ensure the safety of all of our students, any changes to this information must be communicated to the 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.

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of ADA act of 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.

Tuition, Fees and Payment Policies

A \$65 registration fee is collected with the contract to secure a space in the class. The Annual Tuition of \$635 is collected in two equal payments of \$317.50 due May 1 and Dec. 5. The fee and tuition are nonrefundable and is not based on the child's actual attendance.

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.

2017 - 2018 School Calendar

The Kindergarten Enrichment calendar is aligned with the Olentangy Local School District. This allows children to attend PUMC on the Wednesday they are not in the public school. Class time is 9:00 - 1:00.

Withdrawal Policy

School Initiated

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

Parent Initiated

We agree to notify the school 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 and tuition will **not** be refunded.

Classroom Content

PUMC's Kindergarten Enrichment program enhances grade level skills by exploring educational and fun activities in the areas of, but not limited to, math, language arts, early literacy, science, social studies, fine and gross motor skills. Children will participate in a structured yet flexible program that allows students to continue to gain confidence during their first year of elementary school and build academic and social skills.

Parental Observation, Participation and Communication

Any parent, custodian or guardian of a child enrolled in our Kindergarten Enrichment 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.

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

- E-mail and phone
- Teachers will also send notes home in your child's school bag

How you can communicate with us:

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

Things we want to know:

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

Arrival and Departure Procedures

Arrival: 2 Options

Drop-Off Line

- Available from 8:55-9:05
- 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

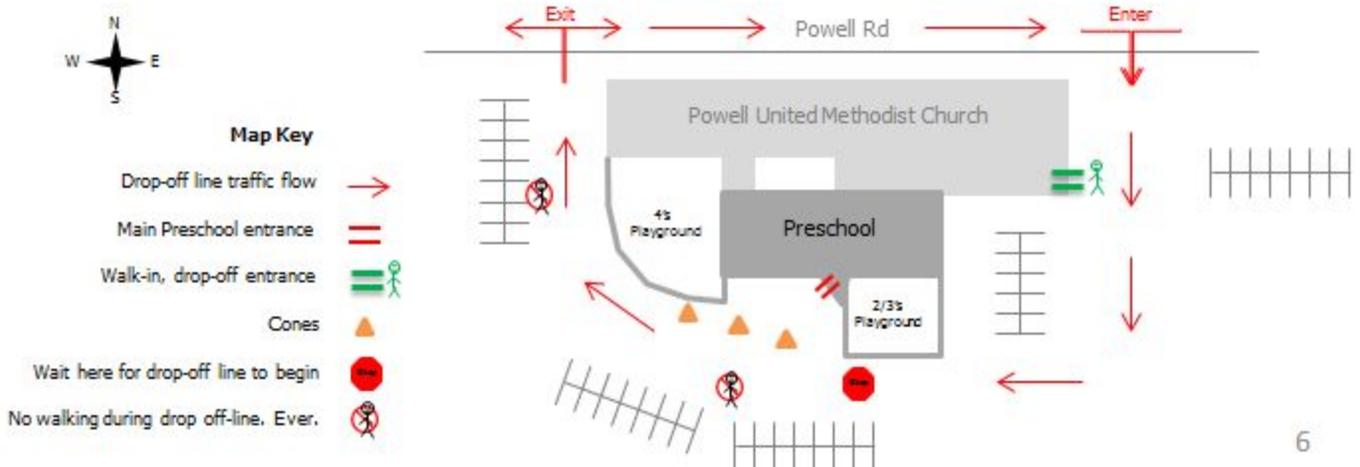
- Park on the EAST side of the building and use the main church entrance to enter the building – See 
- DO NOT park on the WEST or SOUTH side of the building and walk through the drop-off line – See 

Departure

- A parent, or designated adult, needs to pick-up their child directly from their classroom
- Use the main church entrance at pick-up

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



Lunch

We will provide a mid-morning snack for the children. Children will bring their own lunch. Because of the continuing increase in the number of children with allergies to nuts, do not send lunches that include any nuts or peanut butter.

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.

Conferences

There are no scheduled conferences for the Kindergarten Enrichment program. If you have specific concerns you would like to discuss with your child's teachers feel free to call the office, drop a note in your child's school bag or speak directly to their teachers after class. A conference can always be arranged in person or over the phone.

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.

Addressing Complaints and Concerns

If an issue related to your child or the school 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 board member. The Director can provide you with board member contact information.

Delay and Cancellation Policy

Any school delay or cancellation, weather or otherwise, will be posted on our Website, Facebook and be texted to you via the Remind system. We may also occasionally need to cancel school for church funerals or other unforeseen emergencies.

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 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. Physical or psychological punishment is never permitted.

Confidentiality

A secured file is kept on each student in the 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 in order to tailor educational material to individual students and to meet their personal needs.

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 information 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.

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.

Communicable Diseases – When to Stay Home

Staff and children wash their hands often; however, children can still become ill from time to time. PUMC Preschool staff has been 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
- Sore throat or difficulty swallowing
- Vomiting

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

The ODHS Communicable Disease Chart is available in the office. Please familiarize yourself with this information. Please let us know if your child develops a communicable disease. Accordingly, a notice will be posted on the Notice Board if one of your child's classmates has or may have been exposed to a communicable disease.

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 school 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 office

Lockdown:

PUMC will lock entrance and exit doors when the schools 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.

Accidents and Emergencies continued

Incident, Injury or Illness Precautions

- Staff members have received training in First Aid, Communicable Disease, Child Abuse 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 will 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

- Children will only be released to the person(s) designated on their registration cards
- Call or stop by the office to make alternative arrangements; your code word will be needed if you call
- 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 school for safety reasons
- Safe entering and exiting procedures are discussed and followed, i.e. walking in the hallway, looking carefully when exiting the building on to the playground, holding adult hand in the parking lot

Other Information

- Please send your child to school with a book bag, we will use it to send home class notes, artwork, etc...
- Please mark all your child's belongings with their name
- Dress your child in washable play clothes and comfortable shoes; dress clothes and shoes should be saved for other occasions

Credentials Information

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 classroom capacity and ratio for Kindergarten Enrichment is in compliance with Ohio Department of Job and Family Services.

The director and staff meet and exceed the requirements set by the State of Ohio, Department of Job and Family Services. 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.

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