



**Parent's Day Out Handbook  
2018 – 2019**

Powell United Methodist Church Preschool  
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Web Site [www.pumcpreschool.com](http://www.pumcpreschool.com)

Email

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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

Our purpose is to provide loving and safe childcare. Our program includes free play, teacher-directed activities, music and games.

### Registration

A child is considered to be registered in the PUMC PDO program only when the semester fee is paid, the registration contract has been completed and an administrator has confirmed availability of space. The semester fee is non-refundable and is not based on your child's actual attendance. Fee refunds or credits will not be made in the event of a child's absence, withdrawal from the program or weather emergency.

Required Forms:

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

Registration dates for fall & winter semester will be posted on the website. Priority will be given to children currently enrolled in the program.

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 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.

### Semester Fee

The semester fee is posted on the PDO contract and based on the number of days offered.

PDO Fall	PDO Winter
\$440 1st Child	\$477 1st Child
\$350 ea. additional child	\$379 ea. additional child

## **2018 – 2019 Preschool Calendar**

The PDO calendar is divided into two semesters, fall and winter. PUMC Preschool's PDO program runs from September to May. The Fridays offered will be posted on the PDO contract. Hours of PDO operation are 9:00 - 1:00 on scheduled Fridays.

## **Delay and Cancellation Policy**

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

## **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 preschool in writing, as soon as possible, if our child will not be completing the school year. We agree the registration and semester fees will **not** be refunded.

## **Lunch and Snacks**

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.

## **Class Activities and Ratios**

Activities are flexible and teachers will assure that the times and expectations are age appropriate.

Teddy Bear Room – 2 Teachers: Maximum 12 children

- Free play
- Crafts
- Pick up toys
- Wash hands
- Grace and snacks
- Large muscle play
- Grace and lunch
- Music
- Teacher directed activity

Rainbow Room – 2 Teachers: Maximum 10 Children

- Free play
- Crafts
- Pick up toys
- Wash hands
- Grace and snacks
- Large muscle play
- Grace and lunch
- Music
- Teacher directed activity

Clown /Dino Rooms - 2 Teachers: Maximum 12/14 children

- Center choices
- Crafts
- Pick up toys
- Wash hands
- Grace and snacks
- Story
- Large muscle play
- Grace and lunch
- Musical tapes, games and puzzles

## Arrival and Departure Procedures

### Arrival Procedures:

Preschool entrance doors should be unlocked on Fridays at 8:45 and relocked at 9:15.

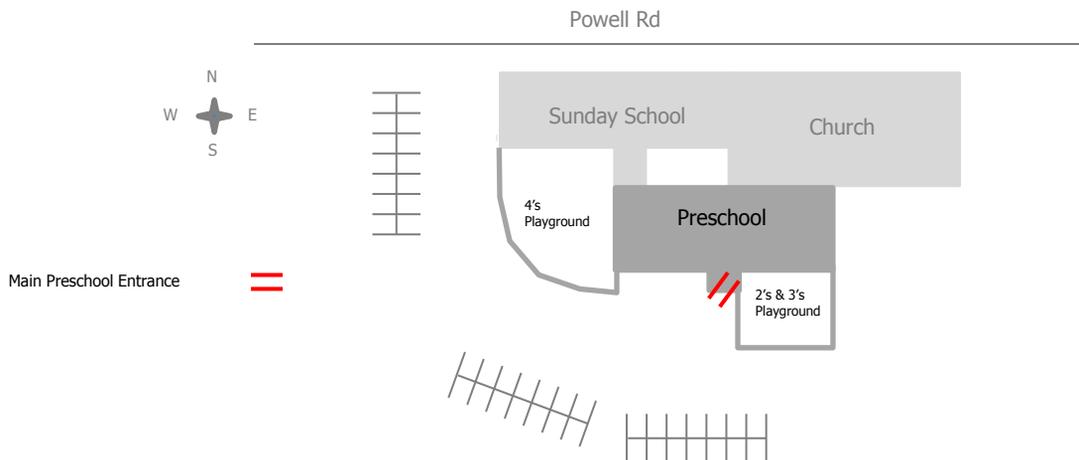
A parent (or designated adult) needs to escort their child to appropriate classroom. Please make sure teacher is aware of child's presence.

### Departure:

- A parent (or designated adult) needs to pick-up their child directly from their classroom
- Park on the south side of the building and use the preschool's main entrance
- Main preschool entrance doors should automatically unlock 15 minutes before dismissal and re-lock 15 after dismissal
- The doors by the 4's playground and west end doors remain locked during dismissal for security purposes
- Any parent arriving more than 5 minutes after the end of class is considered to be late and you will be charged a \$5.00 fee for every 15 minutes you are late picking up your child

### Always Remember:

- Do not leave other children unattended in your car while coming into the building
- Please keep your children close to you as you leave the building. Everyone is careful, but there is a lot going on!
- Refrain from using cell phones during pick-up or drop-off
- Use the doorbell located at the main preschool entrance if you need to get into the school when doors are locked.



## **Confidentiality**

A secured 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.

Contact information for parents/guardians of the children attending PDO is not available.

Appropriate agencies may access student information for 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.

## **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 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 preschool office if your child is sick and will not be attending school.

The ODHS Communicable Disease Chart is available in the preschool 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.

## **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.

## **Parental Observation, Participation and Communication**

Any parent, custodian or guardian of a child enrolled in our Parent's Day Out 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:

- Email or phone

How you can communicate with us:

- Schedule a meeting or phone call with your child's teacher or the director
- 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, i.e. toilet training, significant schedule changes and/or changes in family dynamics

### **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.

### **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.

## 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.

### **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.

### **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 preschool 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 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
- If your child wears a pull-up, please make sure they open at the side

## **Credential 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 PDO is in compliance with the 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. Each staff member is 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.

## 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