

Jersey Weekday
Preschool

Small steps toward great things

Parent Handbook

Jersey Weekday Preschool
TAX ID # 31-0993514

Jersey Weekday Preschool is a Christian organization sponsored by Jersey Church. The Preschool Director oversees the day-to-day operations. This center is a privately owned and operated non-profit preschool. The center is licensed by the Ohio Department of Job and Family Services, and is approved to operate as a preschool. The preschool is for children 2.5 years and potty trained through 5 years, but not yet in Kindergarten.

Our Goals

All throughout Scriptures we see our Lord valuing the unnoticed, the small, and the weak. He defeated a giant with a shepherd boy, a slingshot and five smooth stones. He used the lunch of a young boy to feed a multitude. He saw more value in the two small coins offered by a widow than the large sums of money given by the wealthy. He rebuked his disciples for preventing the little children from coming to Him. He cherished those who society deemed insignificant and consistently used those individuals to bring glory to His Father. In 2 Corinthians 12:9 we are reminded that "...My grace is sufficient for thee: for my strength is made perfect in weakness...". It is our belief that even from a young age, children can begin to learn to follow the purpose God has for their life.

It is our goal at Jersey Weekday Preschool to provide an education rooted in our faith in Jesus, as we address the individual learning needs of each child. We as a staff are committed to preparing them for the great things God has planned for them! Along with a strong foundation of faith in Christ, we will provide an engaging learning environment and challenging academic curriculum to address their social, emotional, physical, cognitive and language development needs. It is our mission to create students who love to learn, grow and try new things in order to prepare them for their future academic careers. We are excited to partner with your family this year as we help each child take small steps towards great things!

Licensing

The license for our center is available on the preschool parent board located by the preschool entrance. The laws and rules governing preschool are available at the school for review upon request. The school's licensing record, including compliance report forms and evaluation forms from the Health, Building Code, and Fire Departments that inspect the center, are available upon request as well. Any person may call the Ohio Department of Job and Family Services toll free at 866-886-3537, option 4, to report a suspected violation by the center.

Staff to Child Ratios

Jersey Weekday Preschool will not exceed the following state required transitional pandemic ratios:

Staff to Child Ratio

2.5 year olds:	1:6
3 year olds:	1:9
4 & 5 year olds:	1:9

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The transitional pandemic ratios are valid until the governor of Ohio rescinds the state of emergency and or directs the Ohio Department of Job and Family Services to return to full child care licensing requirements. The following ratios will be reinstated at that point.

	Staff to Child Ratio	Small Group
2.5 year olds:	1:8	2:16
3 year olds:	1:12	2:24
4 & 5 year olds:	1:14	2:28

Staff Qualifications

Each member of our staff is qualified and competent to care for each child, according to the child's needs. By ODJFS rule 5101:2-12-08, staff members are required to complete training in early childhood education and early childhood development, as well as Child Abuse Recognition, Communicable Disease, CPR, and First Aid.

Visitation Guidelines

We have an open door policy at Jersey Weekday Preschool. Visiting parents may observe and/or visit their children at any time during their child's scheduled class time. Your child's daily schedule will be posted in your child's classroom, and you may also ask for a copy from your child's teacher. Please give consideration for the group's schedule. For security purposes and the safety of all our students, **ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.**

Admission Policies and Procedures

To enroll at Jersey Weekday Preschool, an interested parent/guardian should contact the center to discuss the philosophy, policies, and procedures of the program. The parent/guardian may be given a tour of the facility and will discuss the specific program their child will be enrolled in. Also at this time, the parent/guardian may receive a registration form, or the link to our online registration form or enrollment packet. The enrollment form along with the \$140.00 enrollment and supply fee must be completed and submitted before your child's spot will be held for the upcoming school year. A child is considered enrolled only after the Director confirms the availability of space, the enrollment and supply fee has been received, and the required paperwork is received, reviewed and approved. The enrollment and supply fee covers all school supplies, curriculum materials, communication folder, and a preschool t-shirt. A medical form signed by a physician or certified nurse practitioner is required to be submitted before the school year begins or within **30 days of admission**. This medical must be updated yearly. We do accept students who have chosen to waive immunizations. The full enrollment packet will be sent via e-mail and will include:

- Confidential Application for Admission/Emergency Transportation Authorization
- Health Record/Physician's Statement
- Tuition and Fees
- Emergency Pick Up Authorization Form
- Walking Field Trip Permission/Statement of Faith
- Family Information
- Center Parent Information

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Jersey Weekday Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin.

Hours of Operation

The preschool operates on a nine-month schedule, September through May, and observes most of the same holidays and professional days as surrounding local school districts. Our hours of operation for all morning classes will be strictly observed. No child is to arrive before 8:20 a.m., with class starting at 8:30 a.m. and ending at 11:30 a.m. The staff needs time before class to prepare for the day and after class to clean up and prepare for the next, therefore, we are unable to accommodate children dropped off early or picked up late. In case of inclement weather, the preschool will be closed if Licking Heights Local School District is closed. School closings will also be listed on our Facebook page, and parents will be notified through email.

- . The center will be in operation Monday through Friday 8:30am to 11:30am.
- . A late fee of \$1 per minute will be charged if a child is not picked up by 11:30 am. The late fee is due at the time of pick up.
- . The center will close to observe holidays. Full tuition is due for the weeks in which these fall.

School Calendar

- **TBD:** Meet the Teacher Night
More information about Meet the Teacher will be sent home after we determine how to host this event in the safest manner during the current public health crisis.
- **September 8, 2020 (Tuesday):** First Day of Preschool for 2 day and 5 day students
- **September 9, 2020 (Wednesday):** First Day of Preschool for 3 day students
- **October 16, 2020 (Friday):** No School – Teachers Professional Development
- **November 3, 2020 (Tuesday):** No School – Closed for Election Day
- **November 23, 2020 (Monday):** Thanksgiving Celebration
- **November 24, 2020 (Tuesday):** Thanksgiving Celebration
- **November 25 – November 27, 2020 (Wednesday – Friday):** Thanksgiving Break
- **December 17, 2020 (Thursday):** Christmas Celebration
- **December 18, 2020 (Friday):** Christmas Celebration
- **December 21 – January 1, 2021:** Christmas Break
- **January 4, 2021 (Monday):** Happy New Year! School Resumes
- **January 18, 2021 (Monday):** No School – Martin Luther King Day
- **January 28, 2021 (Thursday):** No School – Parent Teacher Conference Day
- **January 29, 2021 (Friday):** No School – Parent Teacher Conference Day
- **February 11, 2021 (Thursday):** Valentine’s Day Celebration
- **February 12, 2021 (Friday):** Valentine’s Day Celebration
- **February 15, 2021 (Monday):** No School – President’s Day
- **March 29 – April 2, 2021:** Spring Break
- **April 5, 2021 (Monday):** No School – Easter Break
- **May 4, 2021 (Tuesday):** No School – Teachers Professional Development
- **May 27, 2021 (Thursday):** Last day of school for 2 day students
- **May 28, 2021 (Friday):** Last day of school for 3 day and 5 day students

* Please note that our school calendar is unique to our school. We **do not** follow the same schedule as the Licking Heights School District or any other district. Please use our calendar as a reference throughout the school year. *

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Attendance

If your child will not be in attendance on a regularly scheduled day, please contact the office at 740-927-1859 ext 216 and leave a message or email, ksoliday@jerseypreschool.org.

Late Pick Up Policy

Morning classes end promptly at 11:30 a.m. Any child not picked up by 11:30 a.m. will be considered a late pick up. If you pick up your child late you will be asked to sign our late pick up log. If you are late picking up more than once, you will be required to pay a late pick up fee. After you sign the log once you will begin being charged a late fee of \$1.00 per minute for each late pick up. Your child will be brought to the preschool office until your arrival. Payment of your late fee is due at pickup.

Please note, that we do understand that unforeseen circumstances do arise, however, if you are going to be running late for more than a few minutes, please notify the school as soon as possible so we can alleviate any worry your child may feel.

Delivery and Release of the Child

Each child must be left in the care of a Jersey Weekday Preschool staff member at the drop off location. **Under no circumstances** is a child to be dropped off outside the building or left at the door without a staff member present. Each teacher will keep a daily attendance record and mark your child's arrival and departure. Please make sure the staff member responsible for your child knows that he/she has arrived or is leaving.

Children will only be released to their parents/guardians or persons who have been authorized, in writing on the Contact Authorization sheet in your child's file. Changes in authorization must be done in writing and submitted in advance to the program director's office. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify the office. This will help to eliminate confusion at dismissal time. The center will ask for identification should there be any question concerning who is picking up your child.

If an "unauthorized" person arrives to pick up your child, the child will not be released. The program director will be notified immediately. The program director will then call the parent/guardian to determine if the child should be released to the person. If there are issues involving custody, it is imperative that we know who can legally pick up your child. Supplying us with a copy of the divorce or custody papers gives us that information.

Tuition and Fees

	<u>Annual</u>	<u>Biannual</u>	<u>Monthly (Sept-May)</u>
2 Day	\$1,350.00	\$675.00	\$150.00
3 Day	\$1,665.00	\$832.50	\$185.00
5 Day	\$2,160.00	\$1,080.00	\$240.00

Discounts

2 or more children in preschool – 10% off lowest tuition rate

Nonrefundable Enrollment and Supply Fee

Your child's enrollment and supply fee are to be paid in full annually before the school year begins to reserve their spot for the upcoming school year. In order to be placed on the preschool enrollment list

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the \$140.00 enrollment and supply fee must be paid. Supply fees cover all school supplies needed for the school year along with a Jersey Weekday Preschool t-shirt that each child is requested to wear on field trip days.

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call or text is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 11:30 am.

Payments

Tuition payments will be made online using Procure Software and Tuition Express. Procure Software allows you to set up a monthly automatic ACH bill payment with our center. Payments will be processed on the 28th of each month. Credit and debit card payments are accepted but an extra fee of 2.5% will be charged when using debit and credit cards. If you choose to pay monthly you will be required to set up an automated payment with Tuition Express. We are still able to accept checks for annual and semi annual tuition. Please make all checks out to Jersey Baptist Church with Weekday Preschool in the notes. The following payment options are available:

1. **Monthly** - Tuition is due by the 28th of each month prior (ex. September's tuition is due on August 28th). If your payment is made after the 28th of the month, a late fee of \$10.00 will be assessed.
2. **Bi annually** – Your first bi annual payment is due on August 28th for September – January. The second bi annual payment is due on January 15th for the remainder of the school year.
3. **Annually** – Full payment for the school year is due by August 28th.

A service charge of \$25.00 will be assessed for insufficient funds. The accounting must be brought up to date within one week. If the preschool receives a second returned check/payment, future tuition payments must be made by cashier's check or money order.

A child may be removed from the program when the tuition account is overdue. If no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available. Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days.

Withdraw

It is expected that families will give the Preschool a month's written notice upon withdraw from our program. Partial months or weeks will not be refunded.

Leave of Absences

If your child needs an extended leave of absence from school for any reason; please see the director to see if you are eligible for tuition relief. Tuition relief will be determined on a case-by-case basis. We also have the option to "hold" your spot if you are going to be out for 3 weeks or longer as long as your tuition account is kept current.

Curriculum

It is our goal at Jersey Weekday Preschool to provide an education rooted in our faith in Jesus, as we address the individual learning needs of each child. We as a staff are committed to preparing them for

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the great things God has planned for them! Our curriculum and classrooms are designed to provide engaging academics in a developmentally appropriate manner in order to create meaningful learning experiences as our students discover and acquire new concepts and skills. Our curriculum takes an active approach to learning. We provide hands-on experiences while we strive to make learning fun and exciting. Developing social and communication skills will also be an integral part of our classroom routines. Our teachers will provide a variety of activities, materials and learning experiences that introduce, reinforce and extend desired skills and concepts at all levels.

The curriculum is divided into ten major areas of focus; Biblical foundations, reading, writing, math, science, social studies, social development, gross motor development, fine motor development, and basic readiness skills. Following is a list of basic concepts that your child will be working toward in each of these areas. This list provides examples of concepts taught and is not comprehensive, if you have additional questions about the curriculum please ask your child's teacher or the director, we are happy to share more about what we teach with you.

Biblical Foundations

- Gain knowledge of God through regular time in His Word.
- Learn fundamental verses from God's word and begin to commit them to memory with support.
- Worship God with a joyful heart, and learn songs to praise Him.
- Discover God's purpose in all of our lives, to love God and to love others.
- Learn to recognize the needs in those around us, and to develop empathy and compassion for others.

Reading

- Demonstrate an understanding that print carries meaning.
- Recognize and produce rhyming words with support.
- Recognize their name in print.
- Recognize and name capital and lowercase letters.
- Recognize and read familiar words or environmental print with support.

Writing

- Use a three-finger grasp on their dominant hand to hold a writing tool.
- Demonstrate letter formation in writing with support.
- Use a combination of drawing, dictating and emergent writing to tell a story.
- Respond to questions about their writing with support.
- Read what he/she has written.

Math

- Recognize basic shapes and identify shapes in the world around them.
- Count to 20 in play situations with minimal prompting and support.
- Identify numerals 1-10, and write numbers 1-10 with support.
- Identify what comes next in simple patterns, and create patterns with support.
- Demonstrate an understanding of positional words when speaking and following directions

(above, next to, in, behind, below, under, over, beside)

Science

- Make observations.
- Use basic tools to aid in making observations.
- Record observations with support using pictures, words, charts and graphs.
- Ask questions, and arrive at conclusions based previous observations with support.
- Demonstrate an understanding that living things grow and change over time.

Social Studies

- Develop an understanding of his/her personal history.
- Develop an understanding that rules are created for their safety.
- Demonstrate a basic understanding of time in relation to daily schedules and routines.
- Develop an understanding of the outcome of daily choices, by accepting the results or consequences of their own actions.

Social Development

- Communicate needs, feelings and interests appropriately.
- Demonstrate confidence in their ability to complete routine tasks independently and show a sense of accomplishment when they have completed a task to the best of their ability.
- Separate from a familiar adult in a familiar setting with minimal distress.
- Resolve conflict with peers appropriately with support.
- Express concern for the needs of others and people in distress.
- Develop the ability to share, take turns and play cooperatively.
- Follow one and two-step directions without support.

Gross Motor

- Demonstrate coordination and balance during periods of active play while running, hopping, skipping and jumping.
- Show coordination in using objects during active play when throwing, catching, kicking balls, and riding tricycles.
- Demonstrate balance and coordination during active play while bending, stretching and twisting.
- Participate in structured and unstructured active play and exhibit strength and stamina.
- Gain a basic understanding that physical activity is one way to help keep our bodies healthy.

Fine Motor

- Develop their fine motor coordination by performing tasks requiring precise movements.
- Develop hand strength and stamina by completing tasks involving writing, coloring and cutting.

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- Develop their dominant hand’s accuracy by completing cutting, coloring and writing activities on a daily basis.
- Use various materials in learning centers and in the classroom to develop their fine motor strength, stamina and accuracy.
- Items such as play dough, clay, stringing beads, and building materials will be available to help develop student’s fine motor abilities in fun and engaging ways.

Basic Readiness

- Follow daily routines and classroom schedules with minimal prompting.
- Demonstrate a growing independence when completing self-care tasks like putting on their own jacket, zipping, using the restroom and preparing to go home for the day.
- Demonstrate a growing independence using and caring for classroom supplies.
- Communicate needs, frustrations, and questions to adults they interact with without prompting.

Example of a Daily Schedule:	Learning Centers may Include:
<ul style="list-style-type: none"> • 8:30: Arrival and Morning Activities • 8:40: Circle Time/Language Arts and Story • 9:00: Centers • 9:30: Clean Up and Snack • 9:55: Math • 10:15: Recess • 10:45: Chapel/Science/Social Studies • 11:15: Closing Circle Time / Pack Up to Go Home • 11:30: Dismissal 	<ul style="list-style-type: none"> • Dramatic Play • Literacy Center • Writing Center • Science and Nature Table • Fine Motor Manipulatives • Quiet Area with reading and puzzles • Art Center • Sensory Bins • Social Studies • Blocks • Transportation Toys
<p>**This is an example of a daily routine. The teachers will adapt their schedules to best meet the needs and interests of their students. **</p>	

Safety Policies

- No child will be left unsupervised by staff or parent while at the preschool.
- Monthly fire drills will be held. A record of the dates and times will be posted.
- The school staff will always have immediate access to a working phone.
- Fire and weather emergency plans are posted in each classroom.
 - In case of fire, the preschool will be evacuated and the program director will notify the proper authorities.
- We require emergency transportation forms and health records for all children. An authorization form will also be required for children in need of special procedures or precautions due to health or handicapping conditions.
- If an accident or the emergency transportation of a child occurs the school will complete an incident report as prescribed by Ohio Law. A copy will be kept in the child’s file with the signature of the teacher and/or program director. The parent/guardian will also receive a copy.
- All Jersey Weekday Preschool staff members are required by law to immediately notify the local

public Children's Services Agency when a child shows signs of abuse or neglect.

- The use of aerosol spray products is prohibited when the children are in attendance at school.
- The Department of Child and Family Services is 1-866-886-3537. This number can be used to report a suspected violation by the center.

Field Trips

The preschool will take occasional field trips. We do not have transportation for these trips, so a parent, guardian, grandparent or babysitter will need to transport and accompany the child on the trip. Parents are responsible for their own child on the trip. A staff member trained in first aid and CPR will be present. We do not take children on trips that involve water activities or swimming activities with water that is deeper than 18 inches. With the current health crisis involving COVID 19, we may not be participating in field trips for the 2020-2021 school year. Field trips decisions will be made closer to time, and will depend on the availability of our regular field trip sites, and whether we can participate in the trip safely.

Recess and Play Policy

The preschool will provide active indoor/outdoor play each day preschool children who are in attendance. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 32°F or above 90°F. The center may also limit outdoor play if the heat index is at a caution or above level.

Clothing

On the first day of school we ask that you bring along extra changes of clothing (labeled with child's full name): pants, shirt, underwear and socks. Their clothes can be kept in their backpacks. These should be washable and easily put on. You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the extra set of clothes. Suitable clothing is essential for your child to feel comfortable while at the center. We recommend light comfortable clothes, closed shoes they can run and jump in and clothes they can get messy.

Personal Items/Show and Tell

It is requested that children do not bring toys or other items from home except on designated "Show and Tell" or "Share" days. We are not responsible for personal items that are brought to the center that are lost or broken. Jackets/sweaters should be clearly labeled with the child's name.

If you would like to bring in a pet or animal into the classroom for a share day we would love to have them! Our preschoolers love animal guests! Just make arrangements with your child's teacher to determine a time. You must supervise your pet while it is in the classroom and you must take your pet home with you when you leave.

Allergies

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please outline all allergies and the required treatment with the teacher and other staff. There are specific forms that need to be filled out. We make every attempt to make sure that no allergens are introduced into the classroom when an allergy is present. We will work with you in trying to prevent your child from coming in contact with the item. Although we are extremely vigilant, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot

guarantee your child will not come in contact with an item that may affect your child.

Snack

Parents are asked to provide their child with a small snack and a drink to be eaten during the day each day they are in attendance. If your child forgets their snack, their teacher will provide them with a small pre packaged snack (i.e. cheerios or goldfish), and water. If your child has food allergies, the parent will be contacted by the teacher to determine if the snack we are providing is safe for your child to eat, or provide that child with a snack that is on an approved list previously provided by the parent.

Birthdays

You may bring a snack to share with the class for your child's birthday. Please keep the treat simple and limit it to one item per child. Please provide all plates, napkins or utensils necessary to serve your child's treat. Please discuss plans with your child's teacher **24-48 hours in advance**. This will allow our staff time to coordinate with any parents who need to provide a special treat for dietary needs or food allergies. To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, please mail the invitation directly to their home.

Discipline Policy

Classroom teachers and classroom assistants will be responsible for enforcing a behavior management system in keeping with the policies established by the school. Discipline will be handled with kindness, consistency and understanding in accordance with the individual needs of each age group and each child. All behavior management systems will be consistent with the requirements of Rule 5101:2-12-19 OAC. The staff will discuss the rules thoroughly with children and review them regularly. We will not tolerate any behavior that would result in serious harm to themselves or others. All students will be required to treat those around them, their property and their classrooms with respect. Learning to listen, obey, and to treat other respectfully is an ongoing process. When an unacceptable behavior occurs, a staff member will address the behavior immediately to be certain the student understands the rules. If the behavior continues, the teacher will implement their classroom behavior system with corresponding consequences. "Time outs" will be permitted in the classroom, if necessary, and will be for one minute per age of the child.

If there is a persistent behavior that is not successfully redirected using the classroom behavior plan, the program director and parent will be made aware of the situation in order to develop a behavior plan to support the child's success. In extreme cases, involving the occurrences of injuries or destruction of property, a child may be withdrawn from the program. Disenrollment may also occur if parental participation and cooperation in resolving the issue doesn't occur.

In a successful preschool environment, limits must be set. Once set, these limits must be clearly communicated and consistently enforced. No matter what the inappropriate behavior may be children need to be reassured that it is the behavior that is unacceptable and not the child. We believe discipline is necessary to make children feel safe and loved.

Emergency Plans

Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water, our emergency destination is the barn located on the north side of the parking lot, behind our main campus.

Parents will be notified that we have been evacuated and given the location where children can be picked up. Parents will be contacted as soon as possible to come to pick up their children. If a parent cannot be reached, we will contact the emergency contacts listed on the child's enrollment forms.

Medical Emergency Plan

A person trained in First Aid will be readily available at all times when the school is in operation.

- An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the preschool office for ready reference when a child is in need of medical or dental treatment. **Our center will not provide preschool services to a child if you refuse to grant consent for transportation for emergency treatment.**
- Precautions are taken to prevent accidents and to insure the safety of the children and adults at the center. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital to be stabilized, then, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.
- A report of any accident or illness will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will then be placed in the child's file and a copy given to the parent/guardian upon request.
- The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Emergency evacuation for bomb threat, gas leak, etc. the following actions will be taken: take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the north parking lot. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to our secondary evacuation location. The secondary location is the barn in the north parking lot; this building has a temperature-controlled room where students can be gathered safely until they are picked up. Parents will be notified as soon as possible. A sign will be posted in the front of the center indicating that we have been evacuated and where they can pick up their child. We will complete an incident report and provide it to the parents. If there is a threat of violence we will secure children in the safest location in the building or outside. We will take the attendance roster and contact 911/Police.
- In the event of the loss of power, water, or heat we will contact the utilities company to notify them of the outage and assess the expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. The administrator or designee will make the determination whether the center needs to be closed or not.
- In the event of a serious injury or illness we will stay with injured/ill child at all times, summon additional help if needed to supervise the rest of the children. We will complete an assessment of appearance and breathing. We will summon a staff member trained in CPR, first aid &

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communicable disease and determine whether EMS needs to be contacted. We will check the child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child and then contact parents. We will provide basic first aid until EMS or parent arrives. An incident form will be completed for the parents.

Management of Communicable Diseases

A chart of communicable disease symptoms and information is posted on the preschool parent board in the hallway. If your child has been exposed to a communicable disease at the center, a note will be sent home. Where there are questions concerning illness, please use the following guidelines that are in accordance with licensing rule 5101:2-12-16. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent or guardian.

- Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- Diarrhea - more than one abnormally loose stool within a 24-hour period
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness
- Untreated infected skin patch or patches
- Unusually dark urine and/or gray or white stool
- Vomiting
- Unexplained body rash
- Sore throat or difficulty in swallowing
- Stiff neck
- Evidence of lice, scabies or other parasitic infestations**

Regarding Lice: A child must remain out of the center until inspected by and provided with a note from a doctor, nurse or nurse practitioner or a lice clinic, finding the child to be completely free of lice and **nits. Regardless of medicated shampoo treatments, the child **must be completely nit free**.

A sick child that is isolated will always be supervised and will be made comfortable. The parent/guardian of the child will be notified by telephone, and the child must be picked up (within one-half hour or less of notification) by the parent/guardian or authorized person. The child may return to the center when all symptoms, including fever, have **been gone for 24 hours**. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

When the children are exposed to a communicable disease, a notice will be posted on the classroom door and sent home. If a child is brought to the office and shows no signs of illness but claims to be feeling bad the parent/guardian will be notified.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required.

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Prescription medications must stay at home and be administered there. We will not administer any over the counter or prescription medications, lotions, or sun screens. All of these items must be administered before or after school hours by the parent or guardian. Our center will only administer emergency/rescue medications for students (for example: epi pens).

Staff will be trained in the recognition of common childhood illnesses by attending the American Red Cross or an alternate state approved course or class. The Red Cross course on communicable diseases teaches proper hand washing and disinfecting techniques to our staff.

When a staff member becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

Photographs and Video Taping

Please notify your child’s teacher and the Director if you do not want your child to be photographed. Children are often photographed during spontaneous occasions and if you do not want your child’s photograph taken you must notify us in writing. There are occasions when your child’s photograph may appear on publications or materials related to the center unless we have been otherwise notified.

Progress Monitoring & Conferences

Teachers will send home a quarterly update to let you know how students are doing in the classroom. Students who are 2.5/3 years old at the beginning of the school year will receive four Progress Notes during the year. Student’s who are four years of age at the beginning of the school year will receive Progress Notes for the 1st and 3rd quarters. During the 2nd and 4th quarter our 4-year-old students will be formally assessed and will receive a Report Card. Students who were three and younger at the beginning of the school year will still receive a quarterly Progress Note for the 2nd and 4th quarter. The assessment data we gather from these assessments will be shared with you. We do not report this data or share it with the state or the Ohio Department of Job and Family Services.

Progress Note and Report Card Schedule				
	First Quarter Progress Note	Second Quarter Progress Note	Third Quarter Progress Note	Fourth Quarter Progress Note
2.5 and 3 Year Olds	Thursday: 11/5 Friday: 11/6	Thursday: 1/28 Friday: 1/29	Thursday: 3/18 Friday: 3/19	Thursday: 5/27 Friday: 5/28
	First Quarter Progress Note	Second Quarter Report Card	Third Quarter Progress Note	Fourth Quarter Report Card
4 Year Olds	Thursday: 11/5 Friday: 11/6	Thursday: 1/28 Friday: 1/29	Thursday: 3/18 Friday: 3/19	Thursday: 5/27 Friday: 5/28

Parent teacher conferences will be held on:

- **January 28, 2020** (Thursday): No School – Parent Teacher Conference Day
- **January 29, 2020** (Friday): No School – Parent Teacher Conference Day

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The children will not attend school on conference days. Parents are encouraged to leave siblings and students at home so that the teacher and parent can discuss the child's progress freely and openly without distractions. You will receive their second quarter reports at their conference. Should questions or problems arise before or after the above conference dates, please feel free to contact the teacher or the director for a conference at your earliest convenience.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child-care during the hours of operation. Parents are invited to attend field trips, class parties, and special events or to simply stop in to join the daily fun. We would love to have you join us!

Parking

Please use caution when driving through our parking lot. We have parking spaces for your convenience. Please do not leave children unattended in your car. Do not leave purses in parked cars. We are not responsible for any loss or damage while in our parking lot.

Communication

Teachers are available to discuss a child's progress or needs, and are more than happy to do so. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

In order for our staff to do their best at meeting your child's needs, please bring any concerns you may have to our attention when they occur. We would prefer to address your concerns immediately in order to prevent those concerns from becoming bigger problems. We are thankful for all of our students and their families and we want to have a great rapport with you and your child.

Grievance Policy

At Jersey Weekday Preschool we ask that all parents follow a biblical model for dealing with conflict and frustrations that arise throughout the year. Good communication is key in ensuring a positive experience for both you and your child. If you as a parent have any questions or concerns, we ask that you set up a time with your child's teacher to calmly share your concerns. After your meeting, if your concerns remain unresolved, then please address your concerns with the school administrator. If after meeting with both your child's teacher and the center administrator and you still feel that your issue was not addressed in a satisfactory manner, you can request a meeting with the teacher, administrator and the Executive Director of the church in order to come to a satisfactory resolution. Please remember during all of these meetings to communicate respectfully and calmly. The teachers and administrators at Jersey Weekday Preschool are charged with creating a safe environment for all students; yelling, strong language, profanity or threats will not be tolerated and individuals threatening the safety of this environment will immediately be escorted from the premises. Please feel free to bring concerns to our attention as they occur. Our primary goal as a staff is to partner with you to benefit our students. We respect your role as your child's first, and forever teacher, and desire to create a strong rapport with you and your child in order to support you as we work together to prepare your child for the future.

Court Appearances

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena

was issued will pay the wages and expenses of the staff member. The school will provide a substitute in the staff member's absence.

Information Required by Ohio Administrative Code

Center Parent Information: Appendix C to rule 5101:2-12-07

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. A toll-free telephone number 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 rules governing child-care are available for review at the center.

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center 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.

It is unlawful for the center 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. 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>

Parent Signature Page

Welcome to Jersey Weekday Preschool. Our handbook contains important information regarding our program and should be kept for your reference. It will answer many questions you may have. Feel free to ask the center director for clarification of any policies in the handbook.

After reading the handbook, please sign and return this page to the center director. This is due before your child attends the center.

I acknowledge that I have read the parent handbook for Jersey Weekday Preschool. I agree to follow all policies outlined within.

Printed Name: _____

Signature of Parent/Gaurdian: _____

Date: _____

Printed Name: _____

Signature of Parent/Gaurdian: _____

Date: _____