

Hilliard United Methodist Church

PRESCHOOL

Parent Guide

2017—2018



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Quick Reference

**We know you will take the time
to memorize this handbook,
but until you do here are
some of the highlights:**

- ❖ The code to the playground entrance will be given to parents on their child's first day of school or included in their child's registration packet. Packets will be mailed in late July or early August.
 - ❖ Park in the designated parking spaces. Keep the fire lane open. Never leave a child unattended in the parking lot. If necessary, find a parking lot buddy to watch younger children during arrival and departure times. Refrain from using your cell phones while driving through our parking lot. Follow the directional lines. Please drive slowly and carefully, as our students are small in nature and not always visible to a driver.
 - ❖ Bring your child to the classroom and check-in with the lead teacher.
 - ❖ You will be given a monthly calendar snack. All the parents will share the responsibility of the snacks.
 - ❖ Classes begin at 9:00 AM and 12:30 PM. Classes dismiss at 11:20 and 2:50 PM.
 - ❖ Mark your child's name on all outer garments, boots and treasures.
 - ❖ Please inform the office if your child will be absent.
 - ❖ Children are to remain home for 24 hours after recovering from an illness.
 - ❖ Check the school calendar for important dates. All students have been given a school calendar. The calendar is also located on our website.
 - ❖ Tuition is due the 1st of each month, starting with September 1.
 - 2 day program ~ \$145.00 per month
 - 3 day program ~ \$185.00 per month
 - 4 day program ~ \$215.00 per month
 - 5 day program ~ \$240.00 per month
- A \$125.00 registration fee is required for all children. Questions concerning tuition may be directed to the preschool office. We do offer a sibling discount, as well as a discounted rate to church members.
- ❖ Tuition payments received after the 5th of each month will be assessed a \$12.00 late fee. Payment arrangements may be made with the Administrator or Financial Secretary.
 - ❖ Children should wear play clothing and dress for the weather.
 - ❖ We are happy to answer your questions! Please do not hesitate to ask either your child's teacher or the Administrator. The preschool office is located on the main floor near room 209.
 - ❖ Read your monthly newsletter, and watch for important announcements posted in your child's mailbox.
 - ❖ Our phone number is 614-876-7180. If you are going to be late picking up your child, please call. The answering machine is checked frequently.

General Information

The Hilliard United Methodist Preschool is licensed to operate through the Ohio Department of Jobs and Family Services (ODJFS). The license is posted in the preschool office. The Licensing Laws and Rules governing childcare, fire inspections and state inspections are available for review upon request. At the end of this guide you will find an attachment concerning licensing, please take time to read this information.

The phone number for the ODJFS is 1-866-635-3748. Any person may use this number to report a suspected violation of the licensing laws or administrative rules. The center's licensing record, including compliance forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from ODJFS. Records and reports concerning the current licensing period are posted in the preschool office for review.

No child will be refused enrollment on the basis of race, color, religion, sex, national origin, disability or family composition.

All staff members are required by the laws of Ohio to report suspected cases of child abuse and/or neglect. Suspicions of abuse and neglect may be reported to Franklin County Children Services, 24 hours a day, by calling 614-229-7000.

Facebook, Instagram & Pinterest: Preschool has a Facebook page, which we hope you will "Like". Facebook will allow parents another avenue to view upcoming events and school closings. The staff will also post pictures to Instagram to help parents keep in touch with our daily activities. The preschool has also created a Pinterest Board. We hope that you will "follow" us. We have pinned wonderful ideas to create a better home/school connection.

Hilliard UMC Preschool Tax Identification Number: The tax identification number for our school is 31-064-3314

What We Believe: Hilliard United Methodist Church Preschool is an outreach ministry of the Hilliard United Methodist Church. Our goal is to provide a Christian environment that nurtures the intellectual, emotional, social and physical growth of the child. We want to help children feel that they are individuals of worth and deserve respect. Our developmentally appropriate play based environment centers on the whole child.

Our goal is to:

- Help each child discover his/her own natural abilities.
- Help each child express his/her own thoughts and feelings
- Help each child develop a faith in him/herself
- Help each child develop a sense of achievement
- Help each child expand his/her experiences

Eligibility for Enrollment: The Hilliard United Methodist Preschool follows the Hilliard City School system in terms of eligibility for enrollment. Hence, our students must be, three, four or five-years of age prior to September 30th of the current school year. The only exception being our Creative Playgroup; where children may enter the class upon their 2 ½ birthday.

Our teacher/child ratios are well below the standards set by State of Ohio. In each classroom there are approximately 7 children for every teacher, with no classroom going beyond 22 children. The Creative Playgroups are limited to 12 children with two teachers.

The Creative Playgroups meet two days a week, Monday and Wednesday mornings or Tuesday and Thursday mornings. The three-year-olds attend Tuesday and Thursday mornings or afternoons. We also provide a Monday, Wednesday, Friday option in the afternoon for the 3-year-olds. The four-year-olds meet on Monday, Wednesday and Friday mornings or afternoons. A Monday, Tuesday, Wednesday and Thursday mornings or afternoons are also available for four-year-olds. The five-year-olds meet Monday through Friday in the mornings and in the afternoons.

Staff Availability: The Staff of HUM Preschool is committed to the early education of your child. If you have questions or concerns our doors are open to you and your family. Your child's teachers are the forefront of communication. They are more than willing to arrange times for you to chat either in person or on the phone. You simply need to ask. The administrator is available to you as well. If you are experiencing a situation that is of concern to you, please contact the office during school hours. The pastoral staff would be another avenue for parents that are experiencing situations that are a bit more sensitive in nature or are experiencing dissatisfaction with the answers provided by the preschool staff. The pastoral staff can be reached by calling 614-876-2403. The administrator and pastoral staff would be more than happy to meet with you and your family. It is our goal to assist all the families with any needs that they may be experiencing. Once again, you simply need to ask.

Termination of Enrollment: Hilliard United Methodist Church Preschool reserves the right to terminate enrollment of any child, if it is in the opinion of the staff that continued attendance would not be in the best interest of the child or the school. Tuition past due in the amount of two months will also result in the termination of enrollment.

Required Information for Admission: The following information is required prior to admission to the Hilliard United Methodist Preschool:

- The Enrollment Form
- Physical Form
- Medical and Dental Emergency Plan for Transportation
- Parent Form
- Written information concerning carpools
- Registration fee of \$125.00
- Financial Agreement Form

A Typical Preschool Day: The daily schedule is planned, but flexible. Check your classroom for your child’s schedule. The Preschool program is organized around:

- Indoor classroom centers: housekeeping corner, blocks and trucks, sensory tables, books, games and puzzles, small manipulatives, discovery centers, science tables, creative arts...
- Outdoor (fenced) play: year round (weather permitting), climbing equipment, sandbox, grassy area for imaginative play, tricycles...
- Exercise room: climbing equipment, scooters, basketball hoop, and tumbling mats...
- Circle time: books, finger plays, music and movement, counting, science, language skills...

Proper rest and a good breakfast or lunch is essential for your child to have a successful day.

Staff/Child Ratios: We are very proud of our staff. We place great emphasis on your child’s educational experience and their safety while at our school. The chart below compares the requirements of staff/child ratios set forth by the Ohio Department of Jobs and Family Services, and the staff/child ratios we maintain at our school. Children must be in sight and hearing of a staff member at all times.

Age of Children	Ratios set by the State of Ohio	Ratios maintained by HUMC Preschool
Toddlers 2 1/2 and under 3	1 to 8	1 to 6
Preschool 3 years of age	1 to 12	1 to 7
Preschool 4 & 5 years of age	1 to 14	1 to 8
School age 5 years of age	1 to 18	1 to 8

Health Policies

We consider the following definitive policies essential to the operation of a successful center and the welfare of your children. We appreciate your help in following these policies throughout your child’s enrollment.

1. **Children should not be brought to the Preschool if they are sick.** This policy is not only for their own health, but also for the health of the other children and staff members. Children exhibiting any of the following symptoms must be kept home for at least 24 hours after recovering from the symptoms:
 - **Temperature of 100 or higher**
 - **Persistent vomiting or diarrhea**
 - **Severe coughing (causing the child to become red in the face or to make a whooping sound)**
 - **Difficult or rapid breathing**
 - **Yellowish skin or eyes**
 - **Untreated skin patches, unusual spots or rashes**
 - **Non-clear runny nose, severe asthma or cold**
 - **Sore throat or difficulty swallowing**
 - **Redness of the eye, obvious discharge, matted eyelashes, burning, itching**
 - **Unusually dark urine or grey or white stools**
 - **Stiff neck with elevated temperature**
 - **Evidence of untreated lice, scabies or other parasitic infestations**
 - **Other general complaints of not feeling well**
 - **Symptoms must be gone 24 hours prior to returning**
 - **If your child is not well enough to go outdoors, he/she should be kept at home**
2. Upon arrival each child is given a quick visual health check to determine if he/she is able to be at the center. If the Administrator or Teacher feels that the child appears to be ill, or if a child becomes ill during the day, the child is isolated from the other children and the parents are asked to come for him/her immediately. A staff member will remain with the child until a parent arrives.

3. Children sent home from the center with a fever **may not** return to the center the next day, and should stay home with a normal temperature for at least one day before returning to the preschool. A note from your doctor must accompany your child if there is a deviation from this policy, stating that your child is not contagious and is able to participate in all activities.
4. Our medication policies are firmly enforced. They are as follows:
 - All medications are stored out of the children's reach.
 - No medication will be administered to a child without a completed Parent/Guardian Request for Administration Form and the Child Medical/Physical Care Plan.
 - Parents are required to provide training for staff members as to observable symptoms, conditions to avoid, as well as medical procedures to be followed.
 - Children with food allergies requiring an epi-pen will be given snacks provided by their parents, in an attempt to avoid cross-contamination.
 - Parents are responsible for knowing when prescriptions are about to expire and updating those prescriptions.
 - Changes to your child's health plan must be communicated to the Preschool Office immediately.
5. Each child must have a Medical Statement on file. The ODJFS requires that the Medical Statement be kept current. Medical forms must be signed and dated either by a physician or nurse practitioner and be on file within 30 days of admission to our school. Failure to return medical forms or failure to complete a new form within 30 days of expiration may result in termination of enrollment. The preschool office staff will inform parents prior to the expiration date; so that families are afforded ample time to make an appointment with the family physician or pediatrician.
6. A Communicable Disease Chart is located in the Preschool Office. All contagious illnesses should be reported to the office immediately in order for other parents to be notified. Parent notification will be posted outside of the child's classroom; however names will not be posted. Carpool drivers are responsible for informing the parents with their group.
7. If a child is cut or scratched (not requiring a doctor), the abrasion will be washed with soap and water and covered with bandages. If an emergency exists, we will follow directions indicated on the child's Emergency Medical Plan. Please keep emergency contact people and telephone numbers up to date.
8. We would appreciate knowing when your child will be absent from school. We are concerned about the wellbeing of all the children and will want to know if the child is not well, or if the absence simply means the family is on vacation.
9. Staff members are trained in CPR, Prevention of Communicable Disease, First Aid, Child Abuse Prevention and hand washing procedures.
10. Children are required to wash hands after outdoor play, after toileting, whenever hands are visibly dirty and prior to eating.
11. Substitute teachers will be hired for all absent staff members.
12. If your child is mildly ill, we will attempt to notify you as soon as possible. The child will be brought to the office where they will remain with a staff member until you or your emergency contact person arrives.
13. Poison control will be called if a child has ingested a substance requiring action. The emergency squad will also be called to the center. Parents will be notified immediately.
14. If there is an accident involving your child, an Incident/Injury Report will be completed. One copy will be given to the parent and one copy will be kept on file at the center.

Medical and Dental Emergency Plan: Parents will be notified immediately in the event of a serious accident, injury or illness. First aid will be administered by a staff member until either the parent arrives or emergency personnel arrive. If necessary, the child will be transported by an emergency squad according to the emergency medical information completed by the parent. The emergency squad will determine the necessity of transporting the child to a medical treatment center. If a child is transported by the squad to the designated hospital, a staff member will stay with the child until a parent/guardian arrives and assumes responsibility for the care of the child. The staff member(s) will bring with the child all medical records. Information concerning emergency dental procedures is located in the preschool office, as well as the classrooms. An Incident/Injury Report will be completed by a staff member and signed by all parties. The center will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a general emergency or serious incident, injury or illness. A written report will be provided to licensing within 3 days of the incident.

Whenever a child suffers a minor injury or illness while on site, an Incident/Injury Report must be completed and signed by all parties. A copy of the report will be given to either the parent or person designated by the parent as someone who may pick up his or her child.

Authorization for Emergency Transportation: It is the policy of Hilliard United Methodist Preschool that all children must have on file consent for emergency transportation in the event of a serious injury or illness while in attendance. The signature of permission can be found on the Child Enrollment and Information Form, and is simply an agreement to allow the preschool to call Norwich Fire Department in a life threatening situation. Refusal to grant such

consent by parents/legal guardians would result in the preschool refusing enrollment of the child. In the event of such an emergency the parent would be immediately contacted.

Emergency Situations: The center has devised several procedures to follow in the event that an emergency would occur while your child is in the center's care. In order to prepare children for the unlikely need to evacuate the classrooms, the center does conduct monthly fire drills and periodic tornado drills. Written instructions are posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure the children have arrived at the designated area. The Warehouse 839 has been designated as the location of evacuation due to flood, fire or threats of violence. A phone, attendance sheets, first aid kits, emergency records and medication will be taken to the evacuation site.

In the unlikely event there would be an environmental event or a threat of violence, the staff will secure the children in the safest location possible. Lockdown procedures are in place for the security and safety of the children and staff. No one (including parents) would be allowed to enter or exit the building. The center would remain in lockdown until the proper authorities have resolved the issue. In any emergency situation, parents would be contacted as soon as possible. If a parent cannot be reached, we will contact the emergency contacts listed on the child's enrollment information. An incident report would be provided to the parents.

Medication: Medication will only be given to children with health conditions that require a **Medical/Physical Care Plan**. All prescription and nonprescription medication will need to be in their original containers, with the full name of the child on the container, current date, the exact dosage to be given, and how it is to be administered. The **Parent/Guardian Request for Administration of Medication Form** must be filled out by the parent and the child's physician, and returned to the preschool prior to any treatment. The **Medical/Physical Care Plan** must be written, signed and dated by the parent. The plan must also be signed and dated by staff members who have been trained by the parent and/or a certified professional. The plan must then be reviewed, signed and dated by the Administrator. Only trained staff members may administer the treatment to the child. Whenever a child who requires medical treatment is present in the classroom, at least one trained staff member must also be onsite.

In the event of an evacuation, the children's medical care plan and medication will be taken with the children to the destination. An assistant teacher will be assigned to this task.

Safety Policies

Arrival: Morning classes begin at 9:00 AM and afternoon classes begin at 12:30 PM. Parents are required to bring their child to his/her room. A teacher must acknowledge the child's arrival before the parent may leave. If we are out-of-doors, in the exercise room, or as long as you are present with your child, the responsibility of the child is yours. As you leave, the responsibility transfers to your child's particular teachers.

If your child starts in the exercise room: take your child into his/her classroom, take off wraps, and then accompany your child to the exercise room.

If your child starts outside: safety on the playground makes it very difficult to talk to parents and watch children at the same time. We will be happy to make arrangements with you to meet at a mutually convenient time or to set up a phone conference. Your questions are important!

When the children arrive they are approached differently according to their likes and dislikes and their personality. We find that soft, gentle approach is effective with most children. We do not wish to overwhelm the children.

Absences: It is the parent's responsibility to notify the Preschool if their child is to be absent on a given day. Please call the office at 614-876-7180, leaving a detailed message stating your child's name, the date, and his/her teacher's names. This is especially important if someone other than a parent or legal guardian normally brings the child to school.

The following condition will result in a phone call from a staff member confirming the whereabouts of the child: if a parent does not typically bring the child and the child is absent from school, and the teacher feels that the child was expected at school on that given day. The staff member will first call home. If they are unable to reach a parent/guardian, they will then call the parent's work number to confirm that the child was to be absent from school. In the event that the teacher is unable to reach a parent, a message will be left asking for the parent to call the preschool.

Dismissal: Morning children will be ready for dismissal at 11:20. Afternoon classes will be dismissed at 2:50. Upon arrival at the preschool for dismissal, inform the teacher whom you are to pick up. The teacher will check off the child's name and return the responsibility of the child back to you. All parents in car pools must give to the Lead Teacher written permission for another adult to pick up the child; this must be signed and dated by the parent, as well as the administrator of the preschool. Any person not recognized by the lead teacher as someone who routinely picks up the child will be asked for a picture identification, preferably a current driver's license. **Written permission, preferably in advance, is required for a child to be released to anyone other than a biological parent/guardian.**

Late Pick Up Policy: Parents are given a 10 minute grace period for dismissal. Hence, your child will need to be picked up by 11:30 or 3:00 depending on if your child attends morning or afternoon preschool. A child who is picked up late can get anxious and teachers need to be able to count on leaving their jobs promptly. Responsible parties will be asked to sign a late pick up log when arriving after the designated time. Families will be given two late dismissals within a given school year without any consequences. Upon the third late dismissal and beyond parents will be charged a late fee based on the following schedule:

1 to 4 minutes late (11:31-11:35 or 3:01-3:05): A fee of \$5.00 will be assessed

5 to 9 minutes late: A fee of \$15.00 will be assessed

10 to 14 minutes late: A fee of \$30.00 will be assessed

15 minutes and beyond: A fee of \$50.00 will be assessed

Fees not paid within 24 hours will be charged an additional \$25.00.

Custody Agreements: If there is a custody issue involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Parking Lot Buddies: It is the policy of HUMC Preschool that no child shall ever be left alone in a vehicle parked on our property. We realize that parents/babysitters, who have several children and infants in their care, might find arrival and dismissal times overwhelming. Therefore, we suggest that you find a friend, parent or neighbor who may stand between your car and theirs, thereby supervising the children that remain behind in car seats. We want everyone to be safe!

Safety Policy: The **Arrival** and **Dismissal** policies formerly outlined are designed to ensure the safety of the children. Your adherence to these policies is of the utmost importance.

- Children are **never** to be left unattended in the parking lot.
- **Park in the parking lot spaces provided.** The fire lane must be clear at all times.
- We want you to enjoy our playground, but please observe the playground rules. **The playground is closed to all non-attending children and adults during school hours. This time is reserved for classroom use only, as we feel that outdoor play is an important aspect of our program.**
- Aerosol sprays will not be used while the children are in attendance.
- No child will be left alone without supervision.
- Staff members are trained in Child Abuse Prevention and Awareness, First Aid, Communicable Diseases and CPR, as well as all emergencies procedures.
- Fire drills are held each month. Tornado Drills will be held in September, March, April and May. In the event of an emergency, each room has a lock down procedure. If there is ever a need to evacuate the premises, each room has a designed plan to move to the Christian Life Center.

Playground Rules: The importance of physical activity for children is imperative to their growth and development. We would love all of our families to enjoy our playground before and after school, as well as during the lunch hour. Parents and staff providing the same set of rules for the playground creates a cohesive environment for the children. Hence, we would like you to follow the same rules set forth by our staff.

- Children must go down the slide feet first and on their bottom
- Bikes must all go in the same direction
- Children must be sitting on their bottoms on the swings
- Jumping from the top of the slide or the mountain is simply unsafe

Weather Policy: HUMC Preschool will follow the Hilliard City Schools as to closings due to extreme weather conditions or other emergency situations. They are announced on the local television and radio stations after 6:00 AM. If Hilliard Schools are delayed, then our morning classes will be canceled. If Hilliard Schools would dismiss their students prior to 12:30 PM due to an emergency situation, our afternoon classes would be canceled. Snow days will not be made up, nor will tuition adjustments be provided to parents.

Discipline Policy: HUMC Preschool utilizes developmental appropriate practices concerning discipline. Techniques typically used would be positive redirection, showing children positive alternatives, modeling the desired behavior, reinforcing positive behavior, encouraging children to control their own behavior, and cooperating with others to problem solve by talking things out. If the child is "acting out" in a manner that is harmful to themselves or others, he/she will be gently restrained in the arms of a teacher. If a child consistently disrupts the classroom or causes harm to others: a specific behavioral management plan will be discussed and agreed upon by the child's parents/guardians and teachers. Parents will be asked to sign the agreed upon plan. The behavioral plan will be placed in the child's records and the parent will receive a copy. At no time will any staff member of the Hilliard United Methodist Preschool physically or verbally abuse a child.

Snack Policies

Snack Policies: Snacks are an essential part of our program; as it allows the children the opportunity to socialize, explore different food textures and tastes, work on table manners, learn about nutrition, and to simply enjoy one another's company. We are asking for your cooperation in the types of snacks you may bring to school.

- **First and foremost, please do not bring snacks containing nuts. Many of the children within our preschool have nut allergies. Many of these allergies are life threatening. Therefore, we ask that you refrain from bringing snacks that contain peanut butter, peanuts, or tree nuts. Please read the labels of packaged goods carefully. Please be aware of wording such as "may have been manufactured in a plant that processes nuts" or "may contain traces of nuts." All snacks brought to the preschool will be served, however we are attempting to reduce any source of cross contamination. All students with food allergies will be required to bring their snack from home, as we wish to provide the safest environment possible for those students. WE DO NOT consider ourselves to be a nut free zone, as the parents provide the snack.**

- **Children of all ages can easily choke, especially those younger than 5, because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Our preschool is licensed by the Ohio Department of Jobs and Family Services. We are required to follow the guidelines set forth by their department. The have implemented additional standards concerning the safety of the snacks found within the preschool. We are asking that you, as the parents, help us to comply with these standards,**
 - ❖ **Our Creative Playgroup is comprised of children that are considered to be older toddlers: therefore the food preparation requirements are different for these children. Food need to be cut into cubes no longer than one-half inch. Foods that need to be prepared in this manner would be apples, pears, celery, melons, tomatoes, strawberries, grapes, meat, chicken, cherries and cheese. Carrots will need to be cooked until softened, then cut. Small sticky or hard foods will not be served to the children in the Creative Playgroup. Examples of prohibited foods: hard candy, nuts, popcorn, dried fruit, gummy candies, gummies, fruit snacks, chips, marshmallows, and pieces of crusty bread or bagels.**
 - ❖ **Preschoolers in our 3, 4, and 5 year-old classes are subject to the following guidelines: meat and cheeses must be cut in thin slices or small one-half inch pieces. Round foods like hot dogs and grapes should be cut in half lengthwise so the shape is no longer round. Cherry tomatoes, grapes, strawberries will need to be cut in half. The children will not be allowed to consume hard candy over 1/2" in diameter, nor will they be allowed to chew gum while in the preschool.**

- **Snacks need to be healthy in nature. Please do not bring cupcakes, candy or cookies to preschool. ODJFS requires preschools to serve daily snacks that are derived from two food groups, please see the attached food pyramid.**

The following tables list four of the food groups with suggestions as to what you might bring on your child's snack day. Remember, you will need to bring an item from two of the four groups listed.

Dairy
Yogurt
Milk
Chocolate Milk
Pudding
Cheese
String Cheese
Cottage Cheese
Vegetable Dip
Cream Cheese
Fruit Dip

Vegetables
Carrots Slices
Celery

Cucumbers
Salsa

Grains
Dried Cereal
Bagels
Pretzels
Cinnamon Swirl Bread
Muffins
Homemade Items
Fig Newton
Tortilla Chips
Graham Crackers
Graham Sticks
Crackers
Pasta

Possible suggestions that would include the two food groups:

- Tortilla chips and salsa
- Cheese and crackers
- Yogurt and graham crackers
- 100% Fruit juice and pretzels
- Muffins and milk
- Bagels and cream cheese
- Fruit and fruit dip
- Veggies and dip
- Fig Newtons and Milk
- Simple pasta salads with sliced cheese

Fruits
Grapes (halved)
Bananas
Apples
Raisins
Strawberries
Orange Slices
Watermelon
Cantaloupe
Pears
Peaches
Pineapple
Fruit Kabobs
Coconut
100 % Fruit Juices

Please do not bring juice boxes, as they are expensive and do not allow for the interaction between children in terms of passing the pitchers and pouring their own drinks.

A monthly snack calendar will be provided to each family. We count on every family being responsible for their assigned snack day. You may exchange snack days with another family, but it is your responsibility to make those arrangements. Your cooperation in this matter is very much appreciated. Birthdays are assigned first and the rest of the year is divided among the children in the classroom. Occasionally cooking will be part of the lesson plans; therefore a teacher may ask you to bring in a food item pertaining to that particular lesson. If you wish to bring a drink, we ask that you bring natural juices or milk. We always have ice water available. Your help with snack is really appreciated!!

If your child is having a birthday party and all of the children are not invited, we ask that you mail the invitations to the home. It is very important to be aware of the feelings of those children not invited. We appreciate your assistance with this sensitive issue.

Food Allergies: Your child’s health is of the utmost importance to us. It is the policy of the Hilliard United Methodist Preschool that the parents of a child with a food allergy must furnish the snack for his/her child on a daily basis. Parents will be asked to bring a variety of snacks, which are consistent with the child’s allergies, in a box with the child’s name clearly marked on the outside. A staff member will notify the parents when the contents of the snack box are nearly depleted. Ample time will be given, so that the parent may have time to replenish the snack box.

Parent Participation

Observation Times: It is our hope that you will be able to make arrangements to visit your child’s classroom during the school year. Observation schedules will be posted outside of each classroom beginning in October. Please take the opportunity to sign-up for a session.

Parents/legal guardians have unlimited access to the Preschool for the purpose of contacting their child, evaluating the care provided by the facility, or evaluating the premises. Upon entering the preschool, please check in with the office. All visitors will be required to wear an identification tag and be required to wash their hands prior to entering the classroom. Please be sure to notify the lead teacher of your presence upon entering the classroom. Nonresidential parents of children enrolled in the center shall be afforded the same rights as the residential parent, unless there is court documentation limiting access and conditions of the nonresidential parent.

When you are observing in the classroom, it is the teacher's job to help with conflicts. It is often helpful for the observer to listen to the words the staff may be using in dealing with such situations.

Conferences: Conferences will be held in November (as needed) and February (please schedule a time). Check the school calendar for dates and sign up for the time most convenient for you. We ask that you do not bring your children to the conferences. A room is available, if you wish to exchange sitting with a friend. Arrangements for back-to-back conferences make this situation most conducive to all parties involved.

Opportunities for Involvement: We appreciate parent participation with special activities, crafts in the classroom, or as a resource person during circle time.

Parent coffees will be held occasionally throughout the school year. Guest speakers are at times invited to join us during the meetings. Dates will be announced in the monthly newsletter.

Family Night will be held in October. You will be receiving an invitation announcing the date and time of your child's particular session. A book fair is held during Family Nights. The profit from the fair is invested in the preschool library. Parent volunteers are vital to the function of the book fair.

Parental help with the Christmas Program and Graduation are always appreciated.

Tuition

Tuition for the 2017-2018 school year will be as follows:

- **Registration Fee**
\$125.00 due upon enrollment
- **Children attending 2-days per week**
Monthly Tuition: \$145.00 per month
- **Children attending 3-days per week**
Monthly Tuition: \$185.00
- **Children attending 4-days per week**
Monthly Tuition: \$215.00
- **Children attending 5-days per week**
Monthly Tuition: \$240.00

The registration fee is non-refundable

Tuition: Please consider your child's tuition as important as any other financial commitment. We are a non-profit outreach program of the Hilliard United Methodist Church. Our budget is very close; therefore we depend on each family to carry their obligation.

You are responsible for a total of nine payments, in addition to the registration fee of \$125.00. Tuition is due on the first of each month. Tuition envelopes will be provided. **A late fee of \$12.00 will be charged if payment has not been received in the office by the 5th of each month.**

If you miss two tuition payments, the administrator will send a letter asking for an explanation and commitment. If the family does not comply, they will be contacted by telephone. By the third month, if no arrangements have been made, the child will be withdrawn from the Preschool and the account will be turned over to the Columbus Credit Bureau.

Any account 30 days past due at the end of the school year will be turned over to the Columbus Credit Bureau, if there has been no attempt by the parent/guardian to make payment arrangements.

The Preschool reserves the right to charge a \$25.00 fee for all returned checks. This policy pertains to tuition, as well as checks written for any other payment made within the Preschool.

Upon payment of the registration fee, a place has been reserved for your child. Unless you have notified the administrator, we will consider your child a member of the Preschool and expect the monthly tuition.

Mail your check to the Preschool in the envelopes that are provided, or drop your envelope in the tuition box located in the preschool office. **Please do not** give any payments to the teachers. All cash must be taken to the office, where you will be given a receipt. We **will not** be responsible for any cash that is dropped in the tuition box. **It would be most helpful if cash payments were for the exact amount, as change is often not kept in the preschool office.**

Withdrawing Your Child from the Preschool: A thirty-day written notice is required from all families deciding to withdraw from our program. Forms may be obtained either from your classroom teacher or from the preschool office. Tuition will not be pro-rated for the month; however no further tuition will be required once the child has been removed and written notice has been received in the office.

For Your Information

Clothing: Washable play clothing that the child doesn't have to worry about is very important. We do use washable paint, but sometimes it is hard to remove. Smocks are used, but they do not cover every bit of clothing. Clothing should be roomy enough for your child to handle alone. Elastic is much easier than snaps and belt buckles.

Clothing should be appropriate for the weather. We go out-of-doors as part of our program, weather permitting. Mittens are better than gloves. Boots should slip over the child's shoes easily. If boot shoes are worn, the child should have his/her regular shoes to put on indoors. **All outer clothing must be labeled with the child's name. Please label all sharing toys too. Please! Please! Please!**

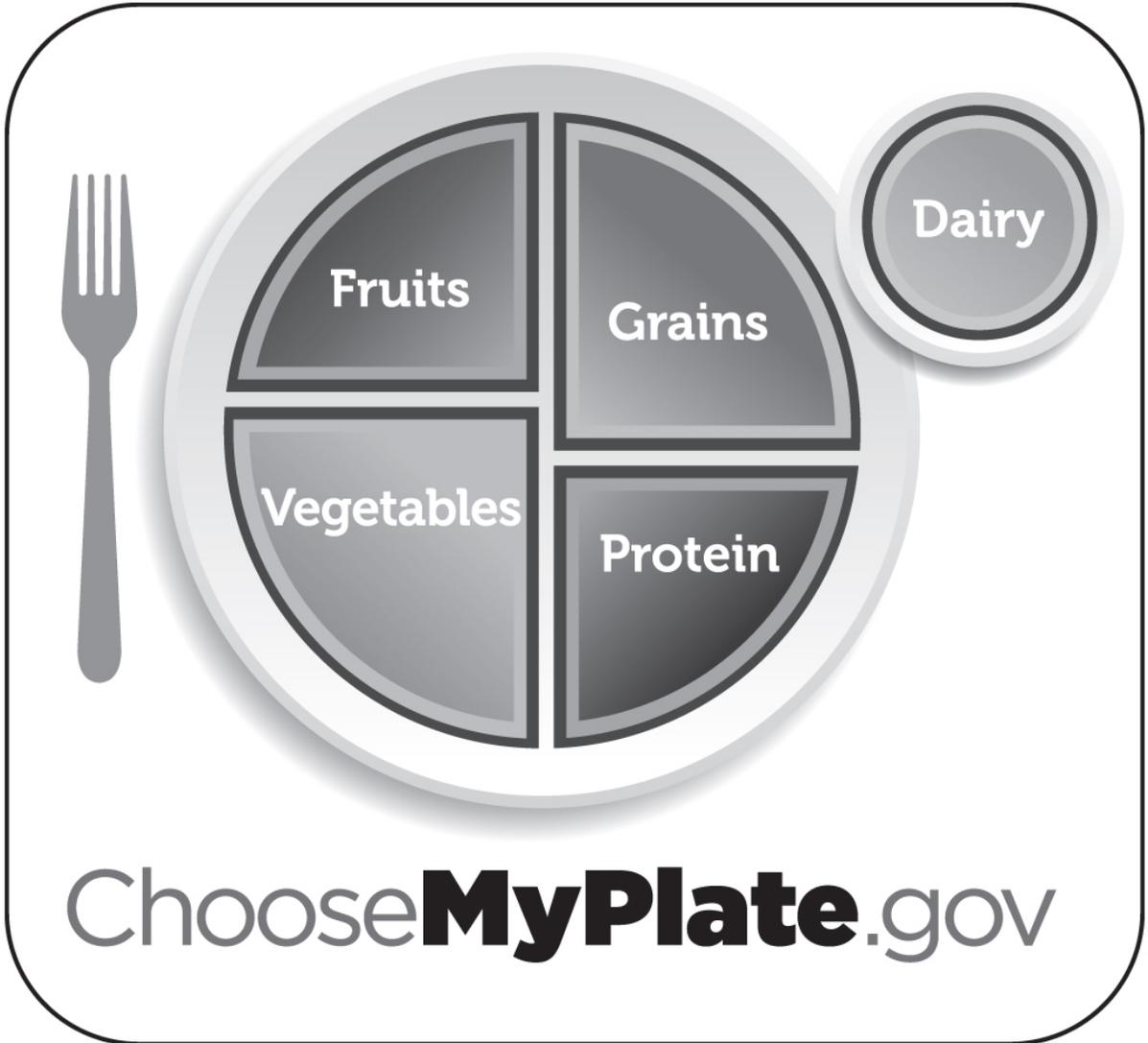
The following weather conditions would result in the use of our indoor large muscle area as a replacement to outdoor play: rain, ice, lightening or temperatures below 23 degrees. If snow covers climbing equipment or walkways, some play areas outside may be eliminated for safety reasons. The staff will also adjust allotted outside time by factoring in the following conditions: wind chill, pollen count, humidity and ozone levels.

Shoes: Please make sure that your child wears tennis shoes, oxfords or shoes that tie. Please do not allow your child to wear jellies, crocs or slippery-soled dress shoes.

Toys from Home: The Preschool is very fortunate to own a large variety of educational toys, shelf toys, as well as toys designed strictly for fun and cooperation. Therefore, we ask that you refrain from allowing your child to bring toys from home, unless it is their designated share day. Children who may still need the comfort and security of a blanket or "teddy" may bring them to the classroom. They will be stored in their cubby, when comfort is not needed.

Telephone Calls: Typically, someone is in the office to answer telephone calls. However, if you have reached the answering machine, please leave a message. We will return your call in a timely manner. Teachers typically return calls during lunch or after school. If you have an emergency and you have reached the answering machine, please leave a message as the machine is checked frequently. If you have an extreme emergency and must talk with a staff member immediately, you may call 876-2403 and the Church Receptionist will bring the message to the classroom.

Class Rosters: A class roster will be provided to all families enrolled within our program. The roster contains only the parent/guardian's names and their telephone numbers. It is designed to provide parents/guardians with the opportunity to share information with one another. If you DO NOT wish your information to be included in the roster, please notify the administrator or check the appropriate reply area on the Enrollment Form. This information will only be shared with the families currently enrolled in our program.



Center Parent Information
Ohio Jobs and Family Services

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>