

Parent Handbook

2023-2024



Hilliard UMC Preschool

Quick Reference

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

- ❖ Entrance into the building will only be available at the doors within the playground entrance. If a parent wishes to enter the building they will need to speak with office personnel via the intercom so that they may be identified prior to entrance.
 - ❖ Park in the designated parking spaces. Keep the fire lane open. Never leave a child unattended in the parking lot. 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. This is especially true this year as arrival and dismissal will take place in the parking lot.
 - ❖ Arrival and dismissal will be done in an organized manner that allows the parents to bring their child to the doors of the preschool building. A staff member will greet the child and take them to their classroom. Children will be given name tags to help staff members identify the classroom that the child has been assigned.
 - ❖ Classes begin at 9:00 AM and 12:30 PM. Children will be picked up by 11:20 and 2:50 respectively to allow time to clean and disinfect between classes.
 - ❖ Mark your child's name on all outer garments.
 - ❖ Please inform the office if your child will be absent.
 - ❖ Children are to remain home for 48 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 ~ \$185.00 per month
 - 3 day program ~ \$225.00 per month
 - 4 day program ~ \$260.00 per month
 - 5 day program ~ \$285.00 per month
- A \$145.00 registration fee is required for all children. Questions concerning tuition may be directed to the preschool office.
- ❖ Tuition payments received after the 8th 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 via email.
 - ❖ 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 1-877-302-2347, option 4. 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: Preschool has a Facebook page, which we hope you will "Like". Facebook will allow parents another avenue to view upcoming events and school closings.

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.

Our teacher/child ratios are well below the standards set by State of Ohio.

The three-year-olds attend Tuesday and Thursday mornings or afternoons. We also provide a Monday, Wednesday, Friday option in the morning and 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.

Typical Day: The Preschool is organized around helping the children to grow emotionally, intellectually, physically, and socially. The daily schedule is planned, but flexible. A typical session consists of the following:

- **Early Learning and Development Standards:** Throughout their day, children are exposed to the Early Learning and Development Standards set forth by the Ohio Department of Education. Phonological awareness, letter awareness, phonics, and early math skills are intertwined with daily activities.
- **Arrival:** Children arrive and are individually greeted by their teachers. Sign-in routines help children learn to recognize and write their names
- **Free Choice:** Classroom centers are available to the children. The children will have opportunities to explore the many art activities, the sensory, math and literacy materials. Imaginations will soar in our dramatic play and shelf toy areas.
- **Circle Time:** Children gather together as a group and enjoy sharing books, letter of the week activities, music/movement activities, finger plays, science experiments and discussions.

- **Gross Motor Development Indoor/Outdoor Play:** Children have the opportunity to explore our outdoor fenced play yard with climbing equipment, grassy area for imaginative play and sidewalks for wheel toys.
- **Snack Time:** Children and teachers sit at tables and share spontaneous conversations. Table manners, passing and pouring skills are encouraged. Healthy snacks are brought by the parents and must be chosen from the approved list provided by the program. A calendar is provided. Disposable cups and water are provided as well.
- **Quiet Time:** Children engage with books, puzzles and/or music as the preschool day comes to a close and parents.

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, zoom meeting or on the phone. Email is another avenue for you to reach our child's teacher. 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. 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 transportation
- Registration fee of \$145.00
- 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, grassy area for imaginative play, tricycles...
- 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: Ratios will be 16 children to 2 teachers for 4 and 5 year old classes. The ratio for 3 year olds will be 14 children to 2 teachers. Floaters or office staff will be available to assist with classroom needs. Children must be in sight and hearing of a staff member at all times. Sinks have been placed in all classrooms so that children may frequently wash their hands. If a child needs to use the restroom a staff member will escort the child.

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. 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. If you have any doubts about your child's health, please call the preschool office. Children exhibiting any of the following symptoms must be kept home for at least 48 hours after recovering from the symptoms:

1.
 - **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 48 hours prior to returning**
 - **If your child is not well enough to go outdoors, he/she should be kept at home**
2. If a child is showing COVID-19 symptoms (fever, cough, shortness of breath...) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask that you contact the preschool office to discuss what the next steps may be for your child's return to preschool. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform ODJFS and the parents within the classroom. Your child's return to school will be based on vaccination status, type and length of exposure, symptoms or lack of, and the ability to wear a mask during the days after the exposure.
3. 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.
4. Children sent home from the center with a fever **may not** return to the center until symptom free for 48 hours. A note from a doctor stating that it is fine for your child to return to school may also be required.
5. 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.
 - 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.
6. Each child must have a Medical Statement on file. 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.
7. 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 emailed to each family; however names will not be posted.

8. Children, regardless of immunization history, are permitted to be part of our preschool. Parents of children without immunization are required to pay particular attention to emails being sent concerning communicable diseases within the preschool classroom.
9. 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.
10. 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. Parents are required to notify the staff either via email or phone that their child will be absent on a given day and the reason for the absence. If a child is ill, a description of symptoms will be required.
11. Staff members are trained in CPR, Prevention of Communicable Disease, First Aid, Child Abuse Prevention and hand washing procedures.
12. Children are required to wash hands upon arrival, after outdoor play, after toileting, whenever hands are visibly dirty, prior to eating, and at dismissal. Hands will be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be available throughout the building.
13. Substitute teachers will be hired for all absent staff members.
14. If your child becomes ill during the preschool day, parents will be notified immediately. The child will be isolated immediately with a staff member. The child will be encouraged to wear a child size disposable mask. However the child will not be forced to wear a mask. Parents will be expected to pick up their child as soon as possible, with no longer than a 30 minute wait time.
15. 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.

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.

TB Testing: The Hilliard United Methodist Preschool Board has adopted the following policy concerning Tuberculosis testing. The policy aligns with Hilliard City Schools and Dublin City Schools, which is where most of our students will be attending kindergarten. The preschool requires documentation of a negative Tuberculosis test that was performed within the United States for students who meet designated criteria. Such documentation must be on file with the preschool before the student will be permitted to attend school. If your child meets any of the following criteria you will be required to have your child tested. A current student who has returned from a TB-endemic region of which he/she has spent 30 or more consecutive days. A new student who was born in a TB-endemic region and does not have record of a negative TB test that was performed in the United States within the past year. A new student who has spent 30 or more consecutive days in a TB-endemic region within the past five years and does not have record of a negative TB test that was performed in the United States within the past year.

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 for an 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 will bring their child to a designated door upon arrival. Parent may enter the building with their child if they so wish.

Absences: Parents are required to let the school know if their child will be absent on a given day. Please call the office at 614-876-7180 or email Robin Ozbolt at robin@hilliardumcpreschool.org or Katie Williams at katie@hilliardumcpreschool.org to report your child's absence. Please leave a detailed message including your child's name, the date, his/her teacher's name and reason for absence. If the absence may be due to COVID-19 a phone number where we will be able to speak with a responsible adult will be necessary.

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 with a dismissal time of no later than 11:30. Afternoon classes will be ready for dismissal at 2:50 with a dismissal time of no later than 3:00. Upon arrival at the preschool for dismissal, inform the teacher whom you are to pick up. All persons must show a photo id upon arrival for dismissal. A teacher will check off the child's name and return the responsibility of the child back to the caregiver. 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 parent/guardian.**

Late Dismissal 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. Due to the pandemic, teachers will need to completely disinfect their rooms prior to the next set of children arriving for the afternoon session or at the end of each school day to be prepared for the morning children to arrive, making it even more important the children are picked up in a timely manner. We will email parents arriving late to inform them of any fees. Families will be allowed 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:

5 minutes late: A fee of \$5.00 will be assessed

6 to 10 minutes late: A fee of \$10.00 will be assessed

11 to 15 minutes late: A fee of \$15.00 will be assessed
16 minutes and beyond: A fee of \$20.00 will be assessed
Fees not paid within 4 days of the occurrence 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.
- Due to COVID-19 we are asking parents to not allow their children to play on the playground before or after class. Outdoor equipment will be disinfected prior to each class enjoying outdoor play.
- 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 Warehouse 839.

Extra Hygiene Measures and Procedures

- **Handwashing:** As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our facility. Children will also wash hands prior to dismissal
- **Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be set aside and completely disinfected prior to returning to the toy area. All surfaces and toys will be sprayed prior to leaving the room throughout the day.
- **Mask wearing:** Whether or not a child wears a mask is up to the individual family. Masks are not required. If a child wearing a mask removes it, the teacher will place the mask in a baggie and then send it home with the child in his/her book bag. Staff members are not required to wear masks.

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.

Tuition

Tuition for the 2023-2024 school year will be as follows:

- **Registration Fee**
\$145.00 due upon enrollment
- **Children attending 2-days per week**
Monthly Tuition: \$185.00 per month
- **Children attending 3-days per week**
Monthly Tuition: \$225.00
- **Children attending 4-days per week**
Monthly Tuition: \$260.00
- **Children attending 5-days per week**
Monthly Tuition: \$285.00

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 \$145.00. Tuition is due on the first of each month. All tuition payments must be made online. We will not be accepting cash or checks for the 2023-2024 school year. A late fee of \$12.00 will be charged if payment has not been received in the office by the 8th of each month.

If you miss two tuition payments, the administrator will send a letter asking for an explanation and commitment. 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 or online payments. 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.

Withdrawing Your Child from the Preschool: A thirty-day written notice is required from all families deciding to withdraw from our program. Tuition will not be pro-rated for the month.

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. 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.**

Weather: The following weather conditions would result in canceling outdoor play: rain, ice, lightening or temperatures below 28 degrees including wind chill. 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.

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.

Swimming: Ohio Jobs and Family Services requires HUM Preschool to state that there is no policy on swimming, as it is not part of our program.

Field Trips: Ohio Jobs and Family Services requires HUM Preschool to state that there are no field trips offered for the children within our program. However, we do bring a variety of educational opportunities to the preschool, which are engaging and fun for the children.

Napping and Resting: Ohio Jobs and Family Services requires HUM Preschool to state our napping and resting policy. The children are in our care for 2.5 hours per day; hence we do not have a formal napping and resting policy.

Substitute Teachers: Substitute teachers will be used in the classroom whenever a teacher is absent from school. Substitute teachers are required to meet the same standards that our teachers are required to meet. In addition, all substitute teachers, as well as staff, are subject to extensive background checks, which must be completed prior to their entering the classroom.

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>