

Foundations to Grow On  
Preschool



# Parent Handbook 2018-2019

Village Chapel Church

**Philosophy Statement:**

*Teach the child in the way he should go, and when he is old he will never part from it.  
Proverbs 22:6*

Foundations to Grow On Preschool provides a Christian based preschool program. Our preschool is committed to providing a program and environment that emphasizes the development of the whole child in terms of spiritual, mental, emotional, physical, and social education. Education is provided in a safe, loving and God-centered setting that adheres to the Holy Scriptures. Instruction will be provided through carefully chosen curriculum, enhanced with creative teaching techniques with varied learning opportunities. Our staff is committed to educational goals of excellence that will prepare our students to be life-long Christians and learners.

**Objectives:**

Foundations to Grow On Preschool seeks to carry out the command of our Lord Jesus Christ to “feed my lambs” by providing spiritual and educational foundations for children in a Christian setting.

**Non-Discrimination Policy:**

Foundations to Grow On Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

**Enrollment:**

The preschool program is open to the public. Children must be 3 on or before their first day of class (TTh Preschool class). Due to the constraints involved, children should be fully potty trained. To be enrolled into a PreK Class, children must be 4 on or before the first day of their PreK class.

All required information must be filled out and turned in before a child can begin school. These forms include: Class Enrollment, Child Enrollment and Health Information for Child Care, Child Medical Statement (signed by physician), Authorization Release, Parent/Guardian Consent, and Parent Agreement Statement, in compliance with ODJFS rule 5101:2-12-15.

**Days and hours of operation**

Foundations to Grow On will be open Monday through Friday. The preschool operates from the day after Labor Day through the Friday before Memorial Day. Classes offered are listed below.

**Pre-K AM Class**      This 2 ½ hour class meets from 9:00-11:30 am on Mon-Wed-Fri for children eligible for Kindergarten the following fall.

**Pre-K PM Class**      This 2 ½ hour class meets from 12:30-3:00 pm Mon-Tue-Wed-Thur for children eligible for Kindergarten the following fall.

**Preschool Class** This 2 ½ hour class meets from 9:00-11:30 am on Tuesday-Thursday for children not going to Kindergarten the following fall.

**Enrollment Options**

- The Pre-K classes are for children eligible for Kindergarten the following year. If a child will not be eligible to attend Kindergarten the following fall due to their age, it will be up to the discretion of the Administrator and Director whether the child can be enrolled into a Pre-K class. This determination would be made on an individual, as needed basis. The child must still be 4 on or before their first day of class.
- The Preschool class is for 3 and 4 year olds who are potty trained and not entering into Kindergarten the following year.

**Hours:**

<b>MWF AM - MTWTh PM</b>	<b>TTh Preschool</b>	<b>Activity</b>
9:00-9:15      12:30-12:45	9:00- 9:20	Beginning Activities/Writing & Drawing/Sign-in
9:15-9:45      12:45-1:15	9:20 – 9:40	Group Time/Prayer/Bible Story/Calendar/Pledge
9:45–10:00      1:15-1:30	9:40 – 9:55	Potty/Wash/Prayer & Snack
10:00–11:00      1:30-2:30	9:55 – 10:55	Free Choice Play Centers/Discovery Activities
11:00–11:20      2:30-2:50	10:55 – 11:15	Active Movement (Outside or in the Gym)
11:20–11:25      2:50-2:55	11:15 – 11:25	Story Time
11:25–11:30      2:55-3:00	11:25 – 11:30	Closing/Dismissal

**Holidays:**

The center will be closed to observe the following holidays: Pumpkin Show Break, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, Presidents Day, and Spring Break. We will follow Teays Valley School District’s calendar for days off of school.

**Tuition and Fees:**

**PreK AM Class:**

Tuition: \$140.00 / per month – Due by the 1st of the month.

**PreK PM Class:**

Tuition: \$155.00 / per month – Due by the 1st of the month.

**Preschool Class:**

Tuition: \$120.00 / per month – Due by the 1st of the month.

Additional child, 10% discount.

Registration Fee: **\$45** – Non refundable, due at time of registration.

Supply Fee: due by the August Parent Orientation; non-refundable.

Preschool (2 days) **\$35**    PreK AM (3 days) **\$45**    PreK PM (4 days) **\$55**

### **Late Fee Policy**

Fees are due by the 1st of the month. If fees are not paid by the end of the day, the 5<sup>th</sup> of the month, then a \$20 late fee will apply. Accounts must be settled by the end of the day on the 8<sup>th</sup> of the month, or the child will not be permitted back to class until the account is settled in full, including late fee.

If the child does not return with outstanding fees paid by the end of that month, their spot may be filled by someone on the waiting list. When the child's account is paid, and wishes to return, they may then be put on the waiting list and return when an opening is available.

An overtime fee of \$10 per each 15 minutes may be assessed if you are late picking up your child.

### **Returned Checks:**

A \$25.00 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

### **Withdrawal from Preschool Program**

Parents wishing to withdrawal the child(ren) may do so with a 1 week notice in writing. No refund will be given. The payment for that current month is required.

### **Emergency School Closures:**

Our program will close for snow/calamity days when Teays Valley Schools are closed. In the event of a 1 or 2 hour delay, **Pre-K AM** and **Preschool** classes will begin at 10:00 am and will dismiss at 11:30 am. If Teays Valley dismisses early, the **Pre-K PM** class will be cancelled. Our delays and closing information will be submitted to channel 10TV, posted on the Foundations to Grow On Preschool Facebook page, and emailed to the parents of the affected class(es).

### **Arrival/Departure**

#### **Curbside drop-off is available as follows:**

Pre-K AM class from 8:45 – 8:55 am;  
Preschool class from 8:45 – 8:55 am;  
Pre-K PM class from 12:15 – 12:25 pm.

#### **Curbside pick-up is available as follows:**

Pre-K AM class from 11:35 – 11:40 am;  
Preschool class from 11:35 – 11:40 am;  
Pre-K PM class from 3:05 – 3:10 pm.

***Curbside drop-off and/or pick-up must be requested by the parent/guardian.***

**A parent or adult guardian must accompany each child to the classroom unless arrangements have been made for curbside drop-off. A parent or adult guardian must also arrive in person to pick up the child each day. The adult must come into the preschool to pick up the child unless arrangements have been made for curbside pick-up.**

If there is a written, court-ordered custody agreement for your child, a copy of that agreement must be submitted to the Administrator with the other registration materials. Release of the child will be handled in accordance with the court-ordered custody agreement.

The children will be released only to persons on the Authorization Release form provided by the parent. Staff will check ID's of anyone they do not recognize. Please be prompt when picking up your child from school, as it can be upsetting for the child to wait for you. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up the child, or call the church office at 740-983-4675 to notify of the change.

### **Snacks**

Snacks will be provided by parents. Each family will take turns bringing in a healthy snack to share with the entire class. The center will serve the snack at approximately 10:00 am in the morning classes and 1:30 pm in the afternoon class. The snack will provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups listed below. Bringing their own snack is only permitted for children with allergies, and parents must still provide at least two of the following four basic food groups in compliance with ODJFS rule 5101:2-12-22, Appendix A.

1. Meat/protein
2. Bread/grains
3. Fruit/vegetable (**Fruit juice must be 100% juice to qualify as a "fruit"**)
4. Milk/Dairy

Sample menu:

**Tuesday – apple slices and pretzels**

**Thursday – crackers and cheese**

**Tuesday – goldfish-type crackers and grapes**

**Thursday – yogurt and graham crackers**

**The preschool will provide ice water in addition to the snack you supply, if no other drink is provided.**

***Due to allergies, our preschool is a "nut free" zone. Please do not bring food containing any nuts, to include peanuts or peanut butter, as a snack choice.***

Any time a snack is provided that does not meet the rule requirement listed above, or if a snack is not provided for whatever reason, the school will provide the necessary substitute(s).

### **Supervision**

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated from the other children, but will be in the sight and hearing of a staff member, to comply with ODJFS rule 5101:2-12-16, Appendix B.

### **Water activities/Swimming**

We do not offer swimming activities. Water activities will be limited to water table-type activities.

### **Napping/Resting**

Due to the short length of our preschool day, there is no nap time. If a child is overly tired and appears to be ill, the parents will be contacted.

### **Guidance Policy**

Foundations to Grow On Preschool believes that it is very important to help children learn self-control. We understand that each child is loved by God and made in His image. This center views discipline as a process of developing appropriate behaviors. Our hope is that through careful guidance each child will learn self discipline. Positive reinforcement (commenting on children doing the “right thing”) and positive redirections (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short time to give them a chance to regain control. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or for toileting accidents. Implementation of this discipline policy applies to all staff and parents while they are at Foundations to Grow On.

If a child’s behavior requires frequent “extra attention” from the staff member, we may choose to develop a behavior management plan. This would be developed in cooperation with the parents or guardians.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work with the student and parent, but the children’s safety is our primary concern. The administrator would be in contact with the parent before this step is taken.

### **Assessments**

Formal assessments are completed three times during the school year. The first progress report will be sent home in October, giving a baseline for your child, and no formal conferences will be scheduled. The second progress report will be sent home in February with opportunity for scheduling a parent/teacher conference with your child’s Lead Teacher. The third and final progress report will be sent home in May, with no conferences scheduled. You are welcome at any time to request a meeting with your child’s teacher to discuss your child’s progress. The purpose of all assessing is to help ascertain skill level in each area of assessment and to aid in appropriate lesson planning for each child.

### **Illness**

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) prior to administering fever-reducing medicine, when in combination with any other sign or symptom of illness.

- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(ODJFS rule 5101:2-12-16, Appendix B)

If a child is ill and is not attending school, please contact the school. If your child is sick (as described above), please keep them home. If the child develops illness at school, parents will be called and must come and pick up their child.

### **Communicable Disease**

If there is a child with any of the following: diarrhea, severe coughing, difficult breathing, yellowish eyes, pink eye, temperature of 100 degrees or more, he will be isolated (within sight and hearing of a staff member and made comfortable on a cot) and a parent will be notified immediately. Parents will be notified within the next day of center operation if their child has been exposed to a communicable disease. This notification will be written and sent home in the child's take-home folder.

### **Lice**

The Pickaway County Health Department has a lice policy that will be followed in the center. If nits (eggs) are found, a student will not be sent home. If lice or live hatched eggs are found, depending on the severity of the case, the student may be sent home. Instructions on prevention and education regarding safe treatment of head lice may be given to the parent or guardian. If treated, the student may return to school the next day for a head check.

### **Medication**

It is important to make every effort to administer medication at home. If this is not possible, other arrangements will be made and proper documentation must be provided according to ODJFS rule 5101:2-12-25.

### **Area for Nursing Mothers**

A rocking chair and privacy can be provided in Room 320 for any mother desiring to nurse or pump as needed, if requested.

### **Transportation for emergencies**

**A child may NOT be enrolled at our center if permission is not given (on page 3 of the Child Enrollment and Health Information for Child Care form 01234) to transport in the event of an emergency.**

The center will not transport children for emergencies. The parent or other emergency contact will be notified immediately. If it is required, emergency first aid will be administered and a staff member will remain with the child until the emergency squad arrives. The child will then be transported to the place indicated on the Emergency Health Information Form. If emergency transportation is required, the child's health and medical records will accompany them.

An Incident/injury report JFS 01299 shall be completed by the Child Care Staff Member who witnessed the incident/injury immediately. A copy will remain in the child's file and the original will be given to the adult to whom the child is released that day.

### **Field Trips**

Field trips by vehicle will only take place when parents (or their agents) participate and transport the child in their vehicle.

### **Outdoor Play**

Since our students will only be at school for 2 ½ hours, we will play outside as weather and time permits. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation necessitates, we will also adjust outdoor time due to rain, threatening weather, ozone warnings etc. On days that outdoor play is not provided, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This would include hats, mittens, and boots in the winter time.

### **Restroom Policy**

The following is the procedure used by preschool staff:

- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- If a child has had an accident wetting or soiling their clothes, the teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and sorted with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.
- Two adults will accompany all children and will use the girl's lavatory when we go as a group. If four adults are available two adults will accompany the boys to the men's restroom. There is a single restroom available in the classroom area.



### **Entry into the Building**

The safety of your child remains our top priority. Access to our preschool will be limited, with the main preschool access door being locked most of our day. Details regarding access will be provided at Parent Orientation in August.

We conduct monthly fire safety drills, and quarterly tornado and lock-down safety drills. Drills are logged and kept on file per licensing requirements.

### **General Emergency**

In the event of a Medical, Dental, or General Emergency, procedures outlined on JFS Form 01242 will be followed. This completed plan is posted on the board outside Room 330.

In the event of an environmental situation (i.e. fire, tornado, etc.), the children will be taken to a safe location outside or within the building, as indicated on the emergency evacuation plan posted in each room.

In the event of a loss of power, heat, or water, the children will be kept in the rooms as usual, and the parents will be notified of the need to pick up their child.

In the event of threats of violence, the children will be moved to a safe location, and parents will be notified.

### **Parent Participation**

Parents are encouraged to participate in activities at the center. Parents are welcome to join in the fun for class parties or special activities. Classroom volunteering enables parents to share and understand their child's preschool experience. Parents are encouraged to volunteer in the classroom two times per year. Parents are expected to attend the field trips to transport and accompany their child.

If parents have concerns or questions about their child, it is recommended that they set up an appointment with the staff so teachers are able to focus on you and your child at these times. If there are concerns, please follow the following chain of command until answer or solution is found.

1. Child's teacher
2. Administrator
3. Director

Please feel free to bring concerns to the attention of the teacher when they occur. Often they can be addressed when they are little problems preventing them from growing bigger and harder to solve.

### **Staff/Child minimum ratios maintained, by group**

2:18 for 4 year olds ( $\geq$  48 months)

2:12 for 3 year olds ( $\geq$  36 months)

### **Center name, address, phone number, and email**

Foundations to Grow On Preschool

30 Circleville Ave.

Ashville, OH 43103

[foundationstogrowon@villagechapelumc.org](mailto:foundationstogrowon@villagechapelumc.org)

**The policies and procedures of this center are regulated by Ohio Department of Job & Family Services (ODJFS) Rule 5101:2-12 OAC.**

### **Center Parent Information**

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>