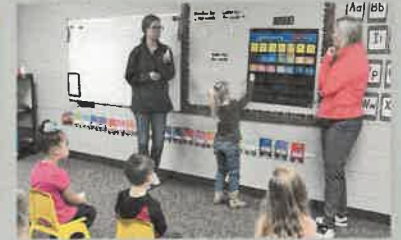




PETTISVILLE *Missionary Church* PRESCHOOL

"2024—2025" Parent/Employee Handbook



**“2024 – 2025” PETTISVILLE CHRISTIAN PRESCHOOL
PARENT/EMPLOYEE HANDBOOK**

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(Revised on January 24, 2024)

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PETTISVILLE CHRISTIAN PRESCHOOL "2024 & 2025" PARENT AND EMPLOYEE HANDBOOK

Pettisville Missionary Church
Mailing Address: P.O. Box 53037, Pettisville, OH 43553
Street Address: 19055 County Road D, Archbold, OH 43502
Phone: 419-445-7186 ext. 35
Email: preschool@pettisvillemissionary.org
Administrator's Cell Phone: 419-591-6279

There may be additional changes to our program when directed to do so by the Ohio Administrative Code (OAC) and/or ODJFS Childcare Licensing, Ohio Department of Health and or the Fulton County Health Department

PRESCHOOL PARENT INFORMATION

Welcome to Pettisville Christian Preschool. The purpose of a parent and employee handbook is to provide written information about our childcare program's policies and procedures. This handbook answers many of the questions you may have. It is very important that you read this handbook and keep it handy. The Ohio Department of Job and Family Services license Pettisville Christian Preschool. There is a copy of the license posted on the bulletin board located across the hall from the preschool administrator's office. **On the "ETA" form, located towards the middle of the fourth page, you are to sign and date (documenting) that you read this handbook.** Throughout the preschool year, the majority of our communication with you will be via email, text and / or Pettisville Christian Preschool Facebook page.

STRUCTURE & LICENSER

Pettisville Christian Preschool, established in Pettisville, Ohio, in 1995. This preschool is a nonprofit, interdenominational, interracial and nonpolitical institution, and is owned and operated by Pettisville Missionary Church. It is unlawful for this preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or a disability, which would be in violation of the American with Disabilities Act of 1990. The Administrator and the preschool teaching staff are accountable to the Pettisville Missionary Church's Senior Pastor and the Pettisville Missionary Church Council. We currently do not use any specific/prescribe preschool curriculum.

The administrator and each employee of the preschool are 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.

The maximum number of children for the four & five year old morning class (Monday, Wednesday and Friday) is 24 children with three teachers assigned to this class. The maximum number of children for the three & four year old class (Tuesday and Thursday mornings) is 20 children and 3 teachers.

Members of the teaching staff are responsible for implementing drop off, pick up procedures, screening procedures upon arrival, assist with cleaning, and disinfection efforts, implement social distancing strategies and assist with various instruction/teaching time throughout the morning. Administrator's hours availability and child/staff ratios are posted in various locations throughout the building that are used by the preschool.

Our most recent licensing inspection and complaint investigation reports are on file in the preschool office. The preschool's licensing records, includes but not limited to compliance reports from the state licensing departments that inspected the preschool are available upon request from the Bureau of Child Care & Development Center Monitoring and Technical Assistance. Their phone number is 1-877-302-2347 option 4, or the for a public records request. You may use this toll free number to report a suspected violation of the licensing law or administrative rules. The licensing rules governing the preschool are available for review at the preschool.

Please feel free to ask the preschool administrator or any of the preschool staff members any questions you may have concerning the preschool program. You may call or text the preschool administrator and assistant teacher at 419-591-6279 or email: preschool@pettisvillemissionary.org. You may also contact our lead teacher, Tiffany Silveus at 419-591-6188.

VISITORS: Parents of a child enrolled in the preschool shall have unlimited access to the preschool during all hours of operation for the purpose of contacting their child and or teacher, evaluating the care provided by the preschool or evaluating the premises. **Upon entering the premises, the parent, or guardian shall notify the administrator of his/her presence. If your child has an I.E. instructors, they will be permitted in the building but will be required to follow all of our designated protocols.**

PURPOSE

Our purpose is to provide a child age three, four or five with a program that will enrich and extend areas of their creative, emotional, intellectual, physical and spiritual growth and development. The preschool seeks to provide a physically safe and emotionally secure setting where children may explore and experiment with a variety of materials and experience in a supportive and confidence-building atmosphere. It is important for the preschool program to stress Christian values every day.

PROGRAM OBJECTIVES

Teachers are responsible for planning and implementing a developmentally appropriate curriculum.

FOR THE CHILD:

- To encourage social development by providing opportunities for sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, cooperate on projects and building self-esteem.
- To encourage emotional development through verbal expressions of thoughts and feelings, experiencing rules and limits, experiencing kindness, justice and empathy, and recognizing and accepting the emotions of others.
- To encourage responsible actions in self-help, health, safety and interpersonal areas.
- To encourage the physical development of large motor skills through outdoor and indoor activities and fine motor development using manipulative toys, blocks, puzzles and other small tools and objects.
- To encourage creativity by offering many kinds of materials and frequent experiences in music, art, literature and oral skills.
- To encourage an interest in language through stories, puppetry, the housekeeping corner, music, games, science materials, dramas, problem solving and other daily conversations.
- To facilitate intellectual development by widening the child's experiences in order to increase knowledge, basic concepts and skills.
- To provide opportunities for meaningful play based on the child's individual needs, interests, handicaps, and abilities that will build an important foundation for future reading skills and other academic pursuits.

FOR THE PARENTS:

- To encourage parents to feel confident in their ability to nurture and care for their children.
- To provide opportunities to meet with and work with other parents and teachers who have in common the interests and needs of the early developing child.
- To provide short-term care for the child, while the parents pursue their own work or other interest.
- To provide opportunities to share with the preschooler's parents, God's unconditional love.

FOR THE COMMUNITY:

- To help meet the needs of the community for an early childhood education facility.
- To contribute to the wholesome growth and development of the future citizens of the community.
- To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

ADMISSION POLICY

Your child must be at least three years of age prior to August 1, 2024, in order to enroll in the 3&4year-old class. Your child needs to be at least four years old prior to August 1, 2024, to be eligible to attend a 4&5year-old classes. Registrations for fall classes are open to the surrounding communities on Monday, December 30. Children admitted on a first come - first served basis. The preferred methods for registering a child in one of our morning classes is by going to www.pettisvillemissionary.org: Ministries, Pettisville Christian Preschool, scroll down to the registration form. This is where you will fill out the registration form and submit it. I will notify you when I received your information, letting you know that your child's name was added to the class list. If the class is full, I will ask if you would like me to add your child's name to the waiting list. If your child is on the "waiting list", you are not required to pay the registration fee until an opening occurs, at which time you will need to drop off or mail in your child's registration fee. **The four & five year-old class registration fee is \$65.00 and the three and four year old class registration fee is \$45.00.** The registration fee is non-refundable. I consider your child enrolled in the preschool class once the administrator confirms there is a spot and the registration fee was paid. **I strongly recommend you pay the registration fee as soon as you have heard back from the preschool administrator that your child is on the class list for the coming fall. Parents of preschoolers who are returning in the fall, I ask that you pay the registration fee prior to Christmas break.**

If it is at all possible, we would like your child to be "potty trained". We allow pull-ups to be worn by the preschoolers who are not totally "potty trained". If there are ongoing incidences/issues where we find ourselves having to change soiled clothes, we will ask that your child not attend preschool until which time they are "potty trained".

The Pettisville Missionary Church web site: (www.pettisvillemissionary.org), Ministries, has a preschool link where you will find an electronic copy of the parent handbook. Please print off a hardcopy of each individual form. You will need to fill out and return each of the forms so they can be included in your child's file. Please contact me if you would like to pick up a hard copy of the handbook and/or preschooler's paperwork. A copy of the parent handbook and preschooler's paperwork can be picked up at the P.M.C.'s main office, which is located at the southwest corner of building. **Your child's paperwork needs to be turned in by August 19, 2024. Admission will be refused to a parent of a preschooler who does not give us permission to transport (sign and date consent on the Emergency Transportation Authorization form).** Any changes to the information on any of the forms need to be communicated to the preschool administrator, immediately so that current information is always on file. This is for the safety of your child. **Your child's medical statement needs to be signed by a physician or certified nurse practitioner is required to be submitted within 30 days of his or her first day of attending preschool class. Your child's medical information must be updated every 13 months. All of your child's forms need to be completed and be in your child's file prior to their attending on the first day of preschool.**

ABSENT DAY POLICY

If your child is not able to attend preschool on a given day, due to an illness, family vacation or any other reason, please notify us ahead of time (Exception – sickness). You may do so by either texting: 419-591-6681 or 419-591-6279 or email: preschool@pettisvillemissionary.org. Your monthly tuition will remain the same even if your child does not attend preschool during the days that they are absent.

DAILY SCHEDULE

The four&five Year-Old Class meets on Monday, Wednesday and Friday, from 8:30 – 11:30 am.
The three&four Year-Old Class meets on Tuesday and Thursday from 9:00 - 11:15 am.

A TYPICAL PRESCHOOLER'S DAY MAY INCLUDE:

The specified times are applicable to the four&5-year-old classes. The three&4-year-old class will follow the basic format as the four&5's; the times will be shortened to suit the developmental needs of the three&4-year-old child.

The schedule of activities is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We would like the children who attend, to view the preschool as a safe and comfortable place, where they know what to expect and when to expect it. Some of the units include Safety, Community Helpers, Home and Family, Seasonal Changes, Holidays, **(NOT Halloween)**, Health, Science and Nature and Bible Stories. Preschoolers in the four&5-year-old class may have community service workers visiting the classroom. They will go on a field trip to Sauder Village in October, which provides additional learning experiences for the children.

BREAK DOWN FOR THE DAILY SCHEDULE

You will notice that during the course of the morning schedule, there are two different activities schedule. You will notice that due to the formation of two separate groups, that will participate in various activities, during a certain time slot.

DROP OFF & LARGE GROUP PLAYTIME: Four & Five-YEAR OLD CLASS: 8:30 – 8:55a.m.

DROP OFF & LARGE GROUP PLAYTIME: Three & Four-YEAR OLD CLASS: 9:00 – 9:20a.m.

As children arrive, the teachers greet them. They will place their book bag on the floor, along the wall – underneath where their assigned coat hook, hang up their coat, locate their name card and turn it around, they will discover that their picture is smiling at them.

Daily personal greetings insure that the child feels important, build a positive attitude toward the school and provides an opportunity to practice language skills. Upon arrival, the teachers will check each child to determine their health and emotional state. Each child will wash their hands and then they free playtime in the preschool. Clean up/pickup room prior to class opening time in hallway area. Attendance is taken by two different ways: using the official daily attendance sheets and with the children turning over name/ picture card.

LARGE GROUP OPENING TIME: MUSIC/SONGS, CALENDAR, WEEKLY: LETTER/NUMBER/COLOR OR SHAPE, READ A BOOK: (4&5 Class) 8:55 – 9:40am (3&4 Class) 9:20am – 9:45am Movement songs, introduction of letter, number, color or shape for the week. Children may talk about the weather conditions for the day and calendar. Read a selected book for the day.

ROTATION # ONE: 9:40–10:00am, ROTATION # TWO: 10:00 – 10:20am: (Groups switch activities)

Group 1: GYM TIME Preschoolers will participate in variety of gross motor skill development activities (Gym/physical education class) the preschoolers shall spend time developing their large muscles groups, learning to follow directions, and have fun doing the various activities.

Group 2: SMALL GROUP PLAYROOM Preschoolers are encouraged to play with a variety of learning materials in the preschool playroom. Their choices may include such materials as the housekeeping area, various shapes and sizes of building blocks, fine motor manipulative type toys, various types of transportation vehicles, baby dolls, crayon and markers, stencils and paper to draw with and age-appropriate table games. Each child is expected to help clean-up the room at the completion of free play.

ROTATION # THREE: 10:20 – 10:45am

ROTATION # FOUR: 10:45 – 11:05am (Groups switch activities)

Group 1: CIRCLE TIME Share additional story by way of books and or videos, we may include some type of science experiment. Children learn to participate in-group games, listen to each other share with their group, take turns and contribute to class discussions. During "Circle time", we may share with the children stories from the Bible. Time may spent sharing how much God/Jesus, loves each one of us. Activities are presented that allow for building Christian character. Portions of a video from the series entitled "The Candy Store" or other audio-visual materials pertaining to the letter or number for the week via different web sites may be shown to the children throughout the week. Their attention span may be expanded.

Group 2: SNACK & JOBS/DISCOVERY CENTERS Children will wash and dry their hands after they have use the restroom/wash hands before and after they have eaten. During snack time, the children will sit down together and eat a light snack. The preschool itself will provide small mini prepackaged snack for each of the preschoolers. Water will be the beverage of choice. At the completion of the snack, each child is responsible for cleaning up after himself/herself. If we are celebrating your child's birthday, you may send a birthday treat (bought from store).

Children in the 4 & 5-year-old class are asked to participate in as many as two - three different types of hands-on types of activities. Choices may include playdough, Legos, kitchen area, wooden blocks, or mini bead table, cutting, painting and drawing, working with a variety of media, learning about nature and the wonders of science. During this time, the children are provided with the opportunity to participate in activities that may reinforce their math and writing skills. Each child is expected to assist in the cleanup of the different Discovery Center area. The 3-year-old class generally has two jobs to do.

ONE LARGE GROUP: OUTDOOR PLAYTIME 11:05 – 11:20am Outdoor play is a time for the preschoolers to experience/develop various large motor concepts and skills. Children may practice skills of climbing, jumping, throwing, kicking, as well as managing their bodies. Many other activities is incorporated into the indoor and outdoor playtime. Outdoor play is provided when the weather is suitable for children to be outside (teacher's discretion). We use the open areas of the Children's Ministry areas (referred to as "The Cove" of the church and/or the church auditorium. Because the children are present at the preschool for only 2 1/4 or 3 hours, we are not required to take the preschoolers outdoor to play each day.

ONE LARGE GROUP: 11:20 – 11:30am CLOSING / WASH HANDS The day shall end with the group meeting to possibly review the activities of the day, conclude with a closing prayer, if time allows share a short book Preschoolers wash hands one last time and sanitize their hands prior to exiting the building.

PICK UP TIME FOR PRESCHOOLERS IN THE 4&5 MORNING CLASS: 11:30a.m.

PICK UP TIME FOR PRESCHOOLERS IN THE 3&4 MORNING CLASS: 11:15a.m.

Throughout the school year, changes may be made to the daily schedules.

BREAKDOWN OF POSSIBLE ACTIVITIES:

Here is a list of possible activities that may contribute to the growth and development of your child in the area of:

PHYSICAL – GROSS MOTOR: Running, jumping, climbing, hopping, skipping, galloping, circle games, parachute, exercises, balance beams, relays, obstacle courses, riding toys and creative movement.

PHYSICAL - FINE MOTOR: Cutting, pasting, painting, puzzles, stringing, pouring, play dough, coloring, use of markers, peg boards, sewing and other manipulation such as scooping, sorting and spooning.

INTELLECTUAL – MATH: Introduce quantities and symbols 1-20, geometric symbols, measurements, number recognition 0 – 20.

INTELLECTUAL – LANGUAGE: Storytelling, singing, puppets, board games, classification, rhyming, matching activities, sequencing activities, phonics and letter recognition.

INTELLECTUAL – SENSORY: Shapes vocabulary and related activities, size vocabulary and related activities, color vocabulary and related activities, smelling and tasting vocabulary and related activities.

SOCIAL DEVELOPMENT: Block and construction areas, dramatic play area, creative movement, free choice, large motor time, housekeeping area, sharing time, music, sand, water, snack and story time.

EMOTIONAL DEVELOPMENT: Group time, story time, free choice, sand and water play, outside play, creative movement, dramatic play, blocks, music, large motor time and sharing opportunities.

SPIRITUAL DEVELOPMENT: Laughing and learning go hand in hand. Listening to creative Bible stories, and acting out various Bible stories are included in the preschool program. Listening to "Candy Story" video series, children have an opportunity to learn about Our Heavenly Father, Jesus and the Holy Spirit. Through

our daily prayers and songs, the children are learning how they too can talk and sing praises to Our Heavenly Father. Our focus is on building friendships, unity and cooperation.

CLASS SESSIONS

Pettisville Christian Preschool offers parents two different classes.

1. **Morning 4 and 5 Year Old Class – 3 Day Program**
8:30 – 11:30a.m. Monday, Wednesday and Friday
2. **Morning 3 and 4 Year Old Class – 2 Day Program**
9:00 – 11:15a.m. Tuesday and Thursday

Pettisville Christian Preschool will not exceed a maximum class size: **24**

1:14 Preschoolers (4 years until they attend kindergarten) Maximum Class Size: 24

1:12 Preschoolers (3-year-old class) Maximum class size will be 20 It is our desire to provide a higher level of quality care; we will strive to maintain an even lower ratio than required by the state.

TUITION / FEE AND PAYMENT POLICY

Tuition is due the first week of each month. I prefer that parents pay monthly instead of paying the full amount at the beginning of the school year. **In September, you may choose to pay the first four months and then the last four months in January 2025.** Payment by check is preferred. **Please make checks payable to "Pettisville Missionary Church" or "PMC".** Cash is accepted. Our tax ID number is available upon request. All tuition is due regardless of sickness, vacations, weather-related closings or holidays (Thanksgiving, Christmas, Easter and Spring Breaks). **Exception being:** Closing mandated by the state / local government or if a child is suspended or expelled.

If your child's tuition is not made by the 15th of the following month and the parent or guardian does not inform the preschool's administrator why there has been a delay in the payment, parents of this preschooler may be informed that their child may not be able to attend preschool until the tuition requirement has been met. It is the desire of this preschool to make it financially feasible for your child to attend. If by sending your child to this preschool, you determine that it will place too great a financial burden on your family, please share this concern with the preschool's administrator. The actual amount of financial support that a child receives is determined by the Preschool Administrator and/or members of the PMC's staff. Half payment is required for a preschooler that has missed due to an extended illness. An extended illness is considered an illness that keeps the child out of the preschool for two consecutive weeks; I may request to have you send us information from your doctor concerning your preschooler.

Return Checks: A \$12.00 fee will be charged for any checks returned due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

The "2024 - 2025" Tuition Fees:

- ✓ **\$65.00 Registration Fee: 4 & 5 year old class**
- ✓ **\$45.00 Registration Fee: 3 & 4 year old class**
- ✓ **\$105.00 Per month for the 4 & 5 Morning Class – 3 Day Program**
Total cost (Reg. Fee & Tuition) for eight-month program is \$905 .00
- ✓ **\$75.00 Per month for the 3 and 4-Year-Old Class - 2 Day Program**
Total cost (Reg. Fee & Tuition) for eight-month program is \$645.00

PRESCHOOL DELAYS AND CANCELLATIONS

On occasions, it may be necessary to delay or close the preschool due to dangerous weather conditions. In the event of a weather emergency, Pettisville Christian Preschool will generally will delay or close in accordance with the Pettisville Local School system. Please listen specifically for delays and cancellation for Pettisville Christian Preschool. Preschool delays and/or cancellations may be broadcasted on the following television station; Toledo 11, 36 and Channel 13. You will receive text (One Call Now) notifying you of a preschool delay or cancellation. If you have signed up to be a part of the Pettisville Christian Preschool Facebook's page; delays and cancellation will also be posted.

- Whenever Pettisville Local Schools has a 2-hour delay; the 4 & 5-year-old morning class will have a 90-minute delay, class will begin at 10am and dismiss at noon. The 3 & 4-year-old class will have a 1-hour delay. Class will begin at 10am and dismiss at 11:30am
- If Pettisville School goes from a delay to a cancellation due to dense fog, snow or icy conditions, we too will cancel class. As the administrator of this preschool, if I believe it is in the best interest/safety of the preschoolers and those individuals who transport the kids to and from the preschool, I may decide to delay or cancel preschool even if Pettisville Local Schools has chosen not to do so.
- "Extreme Cold Weather--- Parent Option Day": You will receive a "One Call Now" notifying you that classes will start at 10a.m and dismiss at either 11:30 or noon, depending on which class your child attends. Since parents are responsible for transporting their child to preschool if you do not feel it

is safe to be on the road you may opt to stay home. You may choose to arrive at the preschool later, **please call or text 419-591-6681 or 419-591-6279 informing us as to what your plans are concerning sending or not sending your child to preschool on an extreme winter weather.**

- The preschool year now starts the week prior to Labor Day, which eliminated the need to tack on additional days that may be missed due to weather related cancellations. During that first week of preschool, we plan to have staggered start up each of the classes. Half of the preschoolers in each class will attend on Monday, Tuesday, Wednesday and Thursday. On Friday of that first week, all of the preschoolers in the 4 & 5-year-old morning will attend at their regular times.

ARRIVAL AND DISMISSAL PROCEDURES

When you arrive at the church, please use the **west drive**; follow the drive toward the southern portion of the building. Continue to follow the drive/parking lot, you are now headed east. When you get to the drive located between the playground and the landscaped area you will turn left. Make your way up this drive following the sidewalk along the east side of the building (vehicle should be headed north). Please stop your vehicle by the double glass doors on the east side of the building. A teacher will escort your child into the building. When you exit, we would like you to use the **east drive**. Please do not allow your child to exit your vehicle and enter the building on its own. A designated staff member will come directly to your car and escort your child into the building. Once they enter the building members of the teaching staff will greet them, direct them to preschool playroom where another staff member to oversee the activity in that room.

At the designated dismissal time, you are asked to follow the same procedure as described in the arrival procedure. It is the driver's responsibility to assure that the preschooler is buckled in properly. Once your child is in your vehicle, please pull ahead where you can then assist your child if necessary.

The staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff may check ID's of anyone that the preschooler does not recognize. If you need to pick your child up earlier than the normal dismissal time, please contact the administrator or a member of the teaching staff to ensure that they are aware that your child will be picked up at an earlier time. If a situation arises at the last minute, someone else will be picking up your child, and you had not given us prior written approval, please call us at the preschool prior to the dismissal time. Your cooperation is necessary for the safety of each child attending the preschool. If you are running unusually late it is important that you call because there are children who develop fears if they have been forgotten when parents do not arrive at their usual time. Staff will not release children to anyone, including a parent, who appears to be under the influence of drugs or alcohol. The emergency contact person will be called to transport the child home.

Effective October 7, 2009, every child under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9" or taller. The back seat is the safest. "Child safety seat" includes infant seats, convertible seats, forward-facing seats, booster seats or other federally approved safety devices.

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

FIELD TRIPS PROCEDURES

We no longer have parents transporting other preschoolers for any of our field trips. Instead, preschoolers are dropped off and picked up by a parent or someone who they have given permission to transport their child to the location where the field trip is taking place. They will be responsible for seeing that their preschooler arrives at the designated location and at the time specified on the permission slip for each of the field trips. The preschool staff shall secure written permission for each field trip and shall inform the parent about each trip in advance.

1. Notice of scheduled field trips are posted in the weekly newsletter for each class.
2. The parent or guardian for each field trip or special outing must sign permission slips before transporting or walking a child to or from the preschool. Written permission from the parent or guardian for each field trip shall include:
 - The child's name
 - The time when preschoolers are dropped off and picked at the designated field trip location.
 - The signature of the parent and date on which the permission slip was signed.
 - The date/back up date and destination of the field trip
3. When attending a field trip with your child, babysitting arrangements should be made for the other children in your family. Exception is made if younger children are accompanying the parent on the field trip. The preschool will not be responsible for any preschooler's sibling who attends with the parent.

4. Health records of any child who has allergies, handicapping condition or health condition, which requires special procedures or precaution during the course of the field trip, the emergency transportation authorization forms and the permission slips, are taken on all field trips.
5. There shall be a teacher trained in First Aid who meets state requirements available on each field trip or outing. The preschool's first aid supply kit is with us on all field trips.
6. During the course of a field trip, each staff member will be assigned any preschooler who does not have a parent / guardian attending the field trip.
7. Each child shall have identification attached to them containing the following information:
 - ✓ Address: Pettisville Christian Preschool, 19055 County Road D Archbold, OH 43502
 - ✓ Preschool phone number: 419-445-7186 ext. 35
 - ✓ Administrator's cell phone number: 419-591-6279 or 419-591-6681
8. Additional information concerning the field trip:
 - ✓ Dress your child for his or her comfort. Plan to dress for the weather.
 - ✓ Preschoolers are to wear their Pettisville Christian Preschool t-shirt.

NO TOYS FROM HOME

We prefer that your child not bring in any personal belongings aside from what we may request the preschooler to bring on a given day – special activities, example, "Teddy Bear Day". No toys or personal items such as blankets will be permitted. We ask that they be left in your vehicle.

STUDENT RECORDS

LOCATION OF CHILDREN'S RECORDS

Records of all of the preschoolers are kept in the Preschool administrator's office. Children's records are located in the drawer (second from the bottom) file cabinet in the administrator's office

ENROLLMENT FORMS

All entries on the registration forms must be completed, including:

1. A detailed immunization record that includes all immunizations the child has had and the dates of the immunizations.
2. A list of any medications, food supplements, modified diet or fluoride supplements that are currently being administered.
3. A list of any chronic physical problems and any history of hospitalization.
4. A list of any diseases the child has had to date.
5. The names, addresses and phone numbers of the child's physician and hospital. Dentist is optional.

MEDICAL RECORDS

Each child attending preschool shall be examined by a licensed physician prior to the date of admission or within thirty days after the date of admission and shall have on file the prescribed medical form provided by the preschool. This form shall bear the child's name, birth date, date of examination and the signature, business address and phone number of the licensed physician or certified nurse practitioner who completed the examination. The physician's signature shall also verify the immunization dates included on the form, as required by the Ohio Department of Health. This statement verifies that the child was examined and is in suitable condition for participating in-group care. Immunization requirements may be waived by the administrator for religious reasons upon submission of the parent's or guardian's written request for exemption for medical reasons upon submission of a physician's or certified nurse practitioner's written request for exemption. This form is to be included in each child's file. All of the children's records shall be confidential. The immunization record shall be subject to review by the health department's representative for disease outbreak control and for immunization level assessment purposes.

CARE OF CHILDREN WITH HEALTH CONDITIONS

MEDICATION WILL BE PROVIDED IN CASE OF EMERGENCY CONDITIONS ONLY:

The preschool will only administer medication to a child (for medical emergency conditions). For the teaching staff to be able to provide emergency medication to a child, their parents must have all of the necessary paperwork and procedures documented and on file prior to your child starting preschool.

CARE OF CHILDREN WITH HEALTH CONDITION:

- 1) Providing care for children with health conditions or for children who require medical procedures shall have the parents/guardian complete the JFS 01236 "Medical /Physical Care Plan or and equivalent form.
- 2) The plan shall be written, signed and dated by the parent or guardian. The plan shall also be signed and dated by the child care staff members taking responsibility, the center administrator and, if applicable, the certified professional who trained the center staff to perform medical procedures.

- 3) The JFS 01217 is required for all prescription and non-prescription medication including same medication. The JFS 01217 is not required for non-prescription topical lotions and products and medications or medical food required by JFS 01236

The medical / physical care plan shall include the following:

- The name of the child.
- Identification of and instruction for any necessary medical procedure that needs to be performed. A prescription label which also serves as written instruction (with child's full name, current date, the exact dosage to be given and means of administration and the prescription label is attached to the original container.
- Additional services such as education or therapeutic services that the child is receiving from other services providers.
- Ensure that parent provide signed written permission to administer that tropical product or lotion. Written parental permission is not required for lip balm use or for using hand sanitizer with children older than 24 months.
- Verify each administration or application of medication by documenting it on the JFS01217.
- The plan shall be revised at least annually, or more often, if necessary.
- The plan shall be on file at the preschool for review by the department.
- Ensure the medication, medical food or topical product is stored per the requirements on the label in the original container with the child's name affixed. Keep medical foods and topical products out of the reach of children.
- Medications will be removed from the preschool when it is no longer needed or if the label indicates that the medication has expired.
- Only a childcare staff members trained by the parent or guardian or certified professional shall be permitted to perform medical procedures. There shall be a trained childcare staff member onsite whenever there is a child who requiring treatment is present.
- The preschool shall refrigerate, in a separate container, medication, medical foods or topical products immediately upon arrival.
- Items mentioned above are accessible to employees at all times. The medical items shall be removed from the center when no longer needed or expired.

No member of the preschool teaching staff shall administer a non-emergency form or type of medication to any preschooler who attends Pettisville Christian Preschool. If a child must have a non-emergency form/type of medication during preschool hours, a parent **MUST administer it.**

INCLUSION POLICY

To the greatest extent possible, children with disabilities will be include in the full range of activities and services normal provided to children her at the preschool. To ensure compliance with the Americans with Disabilities Act (ADA), including 1) Administering medication to children with disabilities. 2) Administering care procedures to children with disabilities.

COMMUNICABLE DISEASE POLICY

HEALTH CHECK AND EMERGENCY ILLNESS POLICY

Pettisville Christian Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, they may experience more frequent illnesses at the beginning of the school year, before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the preschool. They will be sent home!

Our Medical and Dental Emergency Plans are posted in each room used by the preschool. The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" is posted on the janitor door located east of the boy's restroom.

1. The administrator/lead teacher and the assistant teachers shall be trained by a qualified instructor as required by the State of Ohio in the signs and symptoms of illness and in hand-washing and disinfecting procedures
2. Parents, guardians, or any other person authorized shall be notified by text or called, of a child's condition when a child has been observed with signs or symptoms of illness.
3. Parents of preschoolers who have been expose to a disease that we are required to notify will be done so by "One Call Now" text. An email may also be sent to parents of preschoolers.

SIGNS OF ILLNESS THAT MAY BE LIFE-THREATENING: If a child, who has the following signs or symptoms of illness we will consider life threatening and we shall:

Call the Emergency Squad and Call Parents:

1. Loss of consciousness, severe bleeding, severe coughing and high pitch whistling (barky) sounds, redness or blueness in the face or difficulty breathing and/or no pulse.

SIGNS OF A PROBABLE ILLNESS: Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or conditions (ex.: ringworm, head lice, chicken pox, measles, mumps, pink eye fever of 100 degree or more etc.) will not be admitted to the preschool. It is a danger to other children and staff at the preschool. If you have any doubts about your child's health please call or text Diane Colon: 419-591-6279 or Tiffany Silveus: 419-591-6681 to be sure they may attend. If your child appears to be sick or has any of the above while at preschool, we notify the parents or guardian immediately and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning.

Immediately isolate and discharge to his or her parent or guardian. Instruct the parents to take child to family doctor or they may need to seek emergency care at local hospital.

1. Vomiting.
2. Redness of eyes or eyelids, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
3. Yellowish skin or eyes
4. Difficult or rapid breathing
5. Temperature that is higher than 99.9 degrees Fahrenheit (It is our practice to use a digital forehead thermometer)
6. Digital thermometer, disposable covers used and thermometer is also then sanitized after each use. When in combination with any other sign of illness such as: lethargy, abnormal activity, extreme tiredness
7. Untreated infected skin patches, unusual spots or rash
8. Unusual dark, tea colored urine or gray/white stools
9. Diarrhea
10. Stiff neck with an elevated temperature
11. Sore throat or difficulty swallowing
12. Evidence of untreated lice, scabies, or other parasitic infestation

A child isolated due to suspected communicable disease shall be:

- Isolate the sick child away from other children, but within sight and hearing of a staff member at all times.
- Observed closely for worsening conditions. Notify the child's parent immediately if the child's condition worsens. Discharged to parent or guardian as soon as possible.
- Provided with a cot and made comfortable. After its use, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide. Launder bedding and wash toys used by the sick child before use by another child.
- Sanitize the thermometer after each use.
- Children will be readmitted to the preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

SIGNS OF A POSSIBLE ILLNESS:

Watch child closely, notify and discuss signs with parents

- 1) Earaches, check for fever or discharge
- 2) Headache
- 3) Itching of scalp - check for nits,
- 4) Fever 99.9 degrees or higher Fahrenheit
- 5) Fussiness / extremely tired.
- 6) Yellowish- Green runny nose
- 7) Harsh/deep sounding Cough

PREVENTIVE PRACTICES:

The preschool staff shall implement the following practices for management of communicable disease on a daily basis:

- Parents or guardians shall be notified within the next day if the children at the preschool have been exposed to any communicable disease
- The preschool shall release employees who have a communicable disease or who are unable to perform their duties due to illness
- Preschool shall provide training to all staff in hand washing and disinfection procedures prior to working with children
- Preschool shall follow the current version of the "Ohio Department of Health Communicable Disease Chart"

SHOWING SIGNS OF COVID-19

If you or your child tested positive, parents may choose to let us know of any potential exposures. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform the Fulton County Health Department, our childcare specialist and our parents. The names of the preschoolers will not be shared due to confidentiality.

STAFF TRAINED IN SIGNS AND SYMPTOMS OF ILLNESSES

The Pettisville Christian Preschool child care staff, including our substitute staff members will participate in a 3-hour refresher courses in First-Aid, and CPR, every two or three years. Course content for child abuse states the staff member may complete the ODJFS training-valid for free - 2 years or the course that covers all of the required topics (valid for 3 years). Evidence of such training shall be found in the file of each of the teachers. Childcare staff members who meet the requirements for First Aid, CPR and Management of Communicable Disease are considered to meet the training requirement for the health training. Prior to the beginning of each preschool year, the administrator will review the staff member's qualification and determine the need for such courses. Individual teachers need and schedule and purchase online refresher courses (except CPR) the teacher/administrator, assistant teacher are trained in First Aid, Common Childhood Illnesses and Child Abuse and Recognition as specified by the Ohio Department of Jobs and Family Services. The teaching staff shall attend additional classes as warranted. Prior to the beginning of each school year the staff reviews the Ohio Department Job and Family Services "Child Day Care Center Communicable Disease Chart", which are posted on the wall by the door entering the "tornado safe room" or across from the preschool administrator office and across from the boy's restroom. Members of the preschool staff has signed a statement verifying that they too have read the written policies and procedures booklet and Parent's Handbook. If the assistant teacher has not completed the necessary course work in First Aid, Common Childhood Illness, and Child Abuse Recognition and the administrator/lead teacher is not able to assume her duties, classes shall be canceled for the day.

Members of the preschool staff shall not be allowed to be responsible for children of this preschool while under the influence of drugs or alcohol.

SUSPECTED CHILD ABUSE PROCEDURES

Ohio Child Abuse and Neglect Law: All staff members are mandated reporters of child abuse. If a staff member suspects that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

1. Requires all professionals (administrator / teacher, or assistant teacher) to report suspected cases of abuse or neglect
2. This includes any child 18 years of age and under
3. This suspicion is to be submitted in writing or by telephone.
4. Contact can be made to: Fulton County Department Job and Family Services
Monday-Friday 8 a.m. – 4 p.m.
Telephone Number: 419-335-0266
5. If outside regular hours, contact: Fulton County Sheriff's Department
Telephone Number: 419-335-4010

SAFETY POLICY**CLASSROOM SAFETY**

1. Equipment is continuously checked for hazards and repaired or replaced as necessary.
2. Outdoor playground equipment is examined or checked out by the administrator, four times a year.
3. Children who attend this preschool are expected to respect the rights and property of others and this building.

GENERAL SAFETY OF OUR PRESCHOOLERS

The preschool has devised several procedures to follow in the event that an emergency was to occur while your child is present at the preschool. In the event of fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the preschool does conduct monthly fire drills and periodic tornado drills.

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff persons are alert to the safety needs of the children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures. At no time shall a child be left unattended. The children's safety is our priority. **For the safety of your child, the doors entering PMC shall be locked when preschool classes are in session. You may enter by way of PMC's main office doors, located at the southwest corner of the building.**

1. No child shall be left alone or unsupervised. The moment the preschooler steps out of his/her vehicle they are now under the supervision of not just one but two members of the teaching staff. The staff shall have immediate access at all times to a working phone as well as their personal cell phones. Each staff member has a 2- way radio that may be used to contact one another.
2. Fire drills are held monthly at varying times and a record of them will be available for you to examine at any time. Documentation of the monthly fire drills and the quarterly outdoor playground inspections can be found out in the preschool staff attendance backpack.
3. The emergency and weather alert plans are posted in the classrooms. In case of a tornado warning, all of the preschoolers shall be escorted to the following areas: **1st choice) PMC's Library / Media Center the room located west of boys and girls restrooms, 2nd choice)- the room north of the Circle Time room, 3rd choice) the Girl's and Boy's restroom located in the center of the original building.** The children shall remain there until all danger has passed or until the preschoolers have been dismissed.
4. The preschool will not plan any form of swimming activities for the children.
5. When entering and leaving the classroom or building the children are instructed to walk.
6. Tables, chairs and the block storage cabinet are not to be climbed on.
7. Children will not be allowed to play in the parking lot area during outdoor play time unless supervised by the teachers
8. The only items permitted to be thrown are items that are soft construction such as balls and/or bean bags
9. There shall be a teacher trained in First-aid and CPR, Communicable Disease, Child Abuse and Recognition on the premises during preschool hours, as well as on a scheduled field trip or outing
10. The orange first-aid supply kit can be found hanging on a hook on the door leading into the storage room located just north of the Circle Time Room
11. In the case of an accident/injury or and incident where a child has been left unattended at the preschool, a report shall be completed and sent home to the parents, keeping one copy on file at the preschool.
12. The administrator and/or teacher of this preschool are required under Section 2141:421 of the Revised Code to report any suspicion of child abuse or neglect to the local public children's services agency.
13. The preschool does not use spray aerosols whenever the children are in the room.
14. Blood spills shall be treated cautiously and decontaminated promptly. Disposable gloves shall be worn while handling any blood spills, bloody diarrhea, bloody nose, etc., and discarded after one use.
15. Contaminated surfaces shall first be cleaned with hot, soapy water and then disinfected with an appropriate bleach solution prepared daily according to product guidelines. Hand washing with soap and water shall occur after the cleaning of any spill involving blood, vomit, fecal or urinary incontinence.

ACCIDENTS

The preschool will not transport children in emergencies. If a child requires transportation, the parent and / or the Archbold Emergency / Rescue squad will be contacted. The center administrator or a childcare staff member shall remain with the child until the parent or guardian assumes responsibility for the child's care. If a child should suffer an accident while attending preschool, we shall comfort the child and assess the injury. An incident report is required if a child becomes ill or receives an injury which requires first aid treatment.

1. An illness, accident or injury which requires first-aid treatment
2. A bump or blow to the head
3. In case of some type of poisoning - **CALL POISON CONTROL 1-800-222-1222**
4. Emergency Transportation: The Archbold Emergency/Rescue Department
5. Any unusual or unexpected event which jeopardizes the safety of children or staff
6. Administer whatever acceptable first aid treatment necessary:

NOTIFICATION OF AN ACCIDENT/INCIDENT:

- o Notify the administrator of the injury, the corrective procedures taken and the child's emotional state
- o Notify the parents or guardian of the child of the injury on the JFS 01299 "Incident/Injury Report". It will be completed on the day of the incident or injury and given to the parent or guardian
- o The preschool shall document the incident to the licensing office; the preschool administrator shall speak with and email an incident report to our Child Care Specialist from the Ohio Department of Job and Family Services Bureau of Child Care & Development within twenty-four hours in the event of the following:
 - 1) Death of a child at the preschool
 - 2) An incident, injury or illness that requires professional medical consultation or treatment.
 - 3) An unusual or unexpected incident that jeopardizes the safety of a child, CCSM or employee.
 - 4) An incident defined as a serious risk non-compliance in Appendix A to rule 510:2-12-03
 - 5) Followed up by a written notification to same representative within three business days of the actual occurrence. This written notification does not replace reporting to the public children services agency if there are concerns of child abuse or neglect.

MEDICAL, DENTAL AND EMERGENCY PLANS

The plan shall be posted, readily in view by each telephone of the classrooms and other spaces used by the preschool. Information to be included:

1. Name, address and telephone number of center
2. Location of our orange first aid kit: (Can be found hanging on hook in our designated tornado safe room) Teaching staff has access to fire extinguisher, fire alarms system and electrical box.
3. Telephone numbers of emergency squad, fire department, hospital, poison control center, public children's services agency and sheriff department
4. Names of staff currently trained to administer first aid and CPR
5. General instructions to staff in the event of any emergency, serious incident, injury or illness affecting a child or entire class. A "serious incident, injury, or illness" includes any situation occurring while a child is in care of the preschool that requires emergency medical treatment or professional consultation or transportation for emergency treatment. Written documentation of the CCSM's and employee's disaster plan and training are to be kept on site.
6. A Dental First-Aid Chart is completed and posted in each classroom, office space and other space used by the children
7. Written policy states that the Pettisville Christian Preschool shall use the Archbold Emergency squad for all emergency transportations.
8. A fire and weather alert plan shall be posted in each classroom and other spaces used by the children such as large motor area, snack & job areas, playroom and circle time room.
9. Monthly fire and tornado drills held each starting in March through October would be held at various times of the day and month. Documentation of these drills shall be posted / listed on filed folder containing each class's monthly attendance records.
10. Medical and health records shall accompany any child transported for emergency treatment.

EMERGENCIES: In the case of a major injury, follow our emergency procedures

An emergency is when an accident or injury, such as an asthma attack or allergic reaction (peanut butter, tree nuts, and eggs). Any other incident occurs which necessitates our having to call Poison Control Center, use of an inhaler (prescribed specifically for the child), bee sting kit or other measures prescribed by a licensed physician or requires the emergency transportation of a child. The preschool staff shall be notified of children whose condition necessitates the carrying of an inhaler or medication for emergency needs.

In this event, we will:

1. Console the child and make him/her as comfortable as possible
2. Obtain assistance from another staff member, the administrator or church staff member.
3. Staff member will call 911 and will be responsible for the care of the remainder of the class
4. Administer whatever acceptable emergency first-aid treatment is necessary

In case of extreme emergency, preschool personnel may administer medication to a child who is asthmatic or is experiencing a severe allergy (ex. bee sting) attack

At the time of your first visit, the preschool administrator shall:

- Obtain written instructions signed by the child's licensed physician on the form provided for the administration of emergency medication. This report shall be completed and sent home to the parent, keeping one copy on file at the preschool

- Secure the written, signed and dated instructions of the parent or guardian on the form provided for the administration of the medication—Pull out the Child's Medical Transportation Form and Medical
- Form of the child to be transported and call 911 (Archbold Rescue Squad is our designated emergency transporter). Then we will contact the parents. In the event we cannot reach either parent, we will contact the emergency number listed on the child's records.
 - A staff member will make certain that the rescue squad has a copy of the child's records including the medical history with them.
 - Administrator will go online (ODJFS Bureau of Child Care and Development) and complete an incident report. Followed with a call to our child care specialist at ODJF Bureau of Child Care Center in Toledo, OH Call 1-877-302-2347

DISASTER EVACUATION PROCEDURE

We have selected several locations for us to take the children in case of some sort of disaster.

- ❖ If there were a fire in the church complex, the class would walk over to Roy & Diane Colon's residence, which is the gray two story house (3866) on the east side of County Road 19, south of County Road D. Contact phone number 419 591 6279
- ❖ In the case of an incident which results in our needing to evacuate the building, we would immediately evacuate the building and walk over to Roy & Diane Colon's residence located County Road 19, (house number 3866; a gray two story home). If an incident or event were to occur, please call the following cell phone number; 419-591-6279 or 419-591-6681 to obtain information about your child's well-being we will also attempt to call/text you, advising you to come and pick up your child at that time. In an extreme emergency, in which we needed to transport the preschoolers farther than what was mentioned above; we will transport the preschoolers to the McDonalds located in Archbold, Ohio.
- ❖ I have chosen not to include in this handbook the protocol for what we would do if there were an intruder/gunman enters the building. If requested, a member of the staff will explain it to a parent of a preschooler who attends the preschool. An incident report will be completed (online) to Ohio Department of Job & Family Services, Child Care and Development.
- ❖ If we receive notification that there is a potential for an extended power loss, the class will be cancelled and we will call parents to come and pick up their child. If a parent cannot be reached, we will attempt to contact the emergency contact person as listed on the child's enrollment information.
- ❖ If the church loses electrical power for whatever reason, PMC's phone system will continue to operate as normal. You may also contact us: call or text my cell phone (419-591-6279) or Tiffany Silveus' cell phone: (419- 591-6681)
- ❖ If a tornado warning is issued for Henry, Williams or Fulton County, prior to class starting, class will be cancelled. If the children are in the building when a tornado warning is issued, or a tornado touches down, we will take the children to our designated tornado safe room.
- ❖ If a tornado watch is issued for Fulton County, parents are asked to use their discretion as to whether or not your child plans to attend or not.
- ❖ In the case of severe weather warnings, we plan to hold class as scheduled. You may choose to stay home. Please text: Tiffany Silveus: 419 591 6681 if your child will not be attending preschool.
- ❖ Emergency phone number: Church: 419-445-7186, Diane Colon: 419-591-6279, Tiffany Silveus: 419-591-6681. In case of any emergency that we may be confronted by, the teaching staff shall administer whatever acceptable emergency first-aid treatment we can provide at that time.

PARENTAL ACCESS AND ROSTER

The parent, custodian or guardian of a child enrolled in the preschool shall be permitted unlimited access to the preschool during its hours of operation for contacting the child, evaluating the care provided by the preschool, evaluating the premises of the preschool or other purposes approved by the administrator. Upon entering the premises, the parent, custodian or guardian shall notify the administrator of his/her designee and of his/her presence. A parent's roster consists: the names of the parents, custodians or guardians of the preschoolers and telephone numbers. The preschool rosters are prepared in accordance with Rule 5101:2-12-32 of the Ohio Administrative Code. This roster shall not include the names or telephone numbers of any preschooler, parent, custodian or guardian who requests that the administrator not include his or her name or telephone number. The roster shall be designated with a date of preparation. The administrator shall give the roster upon request to the parents, custodians or guardians of children attending their child's class. The preschool administrator shall not give any roster to a person other than a parent or guardian of a child who attends the preschool. If a parent whom the preschool has on file contains a legal document stating that said person is not to have any contact with their child, whether it is to simply talk with the child or he/she informs us that they are here to pick up their child, the Fulton County Sheriff Department will be called

immediately by one of the staff members who is not involved with the that parent. We will release a preschooler only to those individuals listed on the form provided by the custodial parent.

ADDITIONAL QUALIFICATION FOR THE TEACHING STAFF

- Members of the preschool teaching staff may not have a prohibitive conviction. The teaching staff shall not falsify statements or reports and shall submit reports within a required period.
- All members of the preschool staff must be including verification that a finger print check has been requested and must be on file for all staff before they begin employment.
- All employees shall complete a criminal records check, either submit the card to BCI, and FBI have the web check completed and recheck done every five years.
- The preschool administrator must update a records check if the employee leaves the preschool's employment and is then rehired.
- If an employee has a prohibitive conviction, they must be released.
- Verification of a high school education from one of the following: a copy of a high school diploma, documentation verifying high school equivalence diploma (GED), degree or transcript verifying completion of an associate's degree or higher from accredited college.
- Employee medical statement shall contain: 1) Date of the examination, signature, business address, telephone number who completed the examination 2) Statement verifies that the employee is physically fit for employment. 3) Immunized against measles, mumps and rubella.
- Immunized against tetanus and diphtheria. As of January 1, 2018, all employees shall on file written verification immunized against pertussis- Tdap. As of May 1, 2022, all childcare staff members will be required to be tested for TB.
- Any child care staff member who is fully vaccinated for Covid-19 are no longer required to wear a face mask nor will they be required to social distance.
- Each member of the teaching staff has a working 2- way radio on them at all times. That way we can communicate with one another. The building janitor also has a 2- way radio in case we need his assistance.

HANDWASHING

STAFF: Hand washing shall occur in a sink that is not used for meal preparation or clean –up and is away from the food serving area.

Staff members shall immediately wash hands with liquid soap and running water for at least 15 seconds.

- 1 – Upon arrival for the day
- 2 – After toileting or assisting a child with toileting.
- 3 – After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- 4 – After taking off disposable gloves.
- 5 – After cleaning or sanitizing or using any chemical products.
- 6 – Before eating, serving or preparing food.
- 7 – Before and after completing a medical procedure or administering medication.
- 8 – Prior to leaving for the day.

NOTE: Hand sanitizer is permitted to be used by adults in the center after wiping children's noses when a staff member is outside or alone in a room or is needed in the staff/child ratio and running water is not available. Staff must thoroughly wash hands with soap and running water as staff /child ratio allow or upon re-entry to the building. The use of hand sanitizer does not replace the requirement of washing hands with running water and liquid soap.

PRESCHOOLERS: Each child shall immediately wash hands with liquid soap and running water for 15 seconds and may be assisted by a staff member when needed:

- 1 – Upon arrival for the day and prior to leaving for the day.
- 2 – When visibly soiled.
- 3 – After toileting
- 4 – After contact with bodily fluids.
- 5 – After returning inside after outdoor play.
- 6 – After handling a pet.
- 7 – Before eating or assisting with food preparation and after they are finish with their snack
- 8 – After water activities.
- 9 - Prior to dismissal – leaving for the day.

Preschoolers permitted to use hand sanitizer without formal written parental permission.

SMOKE FREE ENVIRONMENT

The preschool provides a smoke free environment. The preschool shall not expose children to cigarette, cigar butts or ashes. We do not allow smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and other byproducts. The administrator has posted in main entrance into the preschool, a notice stating that smoking is prohibited.

DISCIPLINE POLICY

Discipline generally refers to correcting and directing children toward acceptable behavior. It is our goal to assist in the development of insights and skills to help children develop appropriate behavior. Note: Hebrew 13:17 states "Obey your leaders and submit to their authority...." Respect for authority, orderliness and discipline in the church are taught throughout the New Testament. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Behavior guidance is a process of regulating, so that children can control their own behavior and become independent. In deed, it is a process to help children develop these skills.

It is the parents and teachers' roles to guide children toward developing self-control, encouraging them to be independent, guide them towards meeting their intellectual and emotional needs, establishing of expectations for them, organizing appropriate behavior, arranging environments so self-discipline may occur and changes in their behavior can take place.

The childcare staff members must be accountable for the child's care at all time, including but not limited to, developmental and behavioral needs and parental preferences.

Children need encouragement and opportunities to practice self-discipline. They have opportunities to develop, practice and perfect their abilities to control and guide their own behavior. There may be instances when it becomes necessary to remove the child from the group activity. The child will take a "Time Out" and stand next to the assistant teacher. Time outs will be age appropriate in length and be administered in the classroom in which the class is held. Continued disruptive behavior shall be discussed with the parents, in anticipation that with home and preschool working together, the problem might be resolved. However, the safety of children is always our primary concern. If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to remove the child from the program. If a child demonstrates behavior that requires frequent extra attention from the staff member, we may choose to develop and implement a behavior management plan that is developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19. When a child is expelled from the preschool for a behavioral reason, the expulsion is to be reported in OCLQS as a serious incident.

Allowable Discipline Techniques

The following techniques or practices may be used by all childcare staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age. Upon the child's return to the activity, the staff member shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

1. Abuse, endanger or neglect of children.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period, such as a protective hug, so that the child may regain control. Prone restraint of a child is prohibited.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment.
9. Humiliate, threaten or frighten a child.
10. Subject children to profane language or verbal abuse.

11. Make derogatory or sarcastic remarks about a child or their family including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or for toileting accidents.
13. Withhold any food (including snacks and treats) beverage or water or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or few.
15. Isolate and restrict a child from any or all activities for an extended period.

PARENTAL PARTICIPATION

Parents have unlimited access to all areas of the building used for preschool. Due to the doors being locked, please ring the doorbell located inside the east doors of the preschool entrance. Parents may also enter the building by using the main office door (southwest corner of PMC building). Upon entering the preschool, you are required to notify the administrator/teaching staff of your presence. Teachers are available to discuss a child's progress or needs. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. In mid-August, there will be a parent meeting and a time for the first time preschoolers and parents to pay us a visit prior to the start-up of preschool. The four&5 classes will have a field trip on the first Wednesday afternoon in October to Sauder Village. Prior to our Thanksgiving break, the preschoolers will invite their family to attend their Thanksgiving program. It will take place in the evening. We no longer require parents to attend a Parent/Teacher Conference. Instead, preschooler's assessment forms will be sent home late March. If parents would like to schedule a time to meet with a member of the teaching staff, a date and time will set up for us to go over their child progress. Final event will be the End of the Year Preschool program. It will be held in the evening of May 1st and 2nd.

CONFERENCE, GRIEVANCE AND EVALUATION PROCEDURE

"If your brother sins against you, go and tell him what he did without other people hearing it. If he listens to you, you have won your brother back again. Nevertheless, if he still does not listen to you, take one or two other people with you. The two of three who heard may remember every word. If he will not listen to them, tell the trouble to the church. If he does not listen to the church, think of him as a person who is as bad as one who does not know God." (Matthew 18: 15-17) The procedures to follow if you need assistance with a problem or complaint related to the preschool are:

1. Talk with the teacher; communication lines need to be open, giving and receiving.
2. If you have further questions or concerns, contact the preschool's Administrator.
3. Call the church office and arrange a meeting with the senior or associate pastor.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The teaching staff fully realizes that you are entrusting us with your little ones and we want our relationship to be a good one. A conference may be scheduled whenever a parent, custodian or guardian or teaching staff requests to have one.

PRESCHOOL CALENDAR

Parents shall receive a preschool calendar with special events and holidays listed. **Preschool classes will begin on August 26, 2024 and our last day is scheduled for April 30 and May 1, 2025.** The preschool will be closed to observe the following holidays: Thanksgiving Break (the day before and after Thanksgiving), Christmas Break and New Year's Day (corresponds with Pettisville School's Christmas Break), Martin Luther King Jr. Day, Presidents Day, Spring Break and Easter Break (corresponds with Pettisville Local School's Spring and Easter Break).

SUGGESTIONS FOR SNACK

We are not required to serve a snack but we chose to do so. We no longer ask parents to provide the daily snack. A portion of the registration fee is used to purchase prepackaged snacks for the preschoolers. **Please let us know ahead of time if your child is not permitted to have a certain kind of snack item. We plan to serve water with the snack. When it comes to celebrating your child's birthday, we do allow you to share a birthday treat for each of the children in the class during snack time.**

LIST OF ITEMS YOU WILL NEED TO PROVIDE THIS YEAR

- 1- 1 - Box of tissues, 1- Box of 3 oz. Dixie cups, Extra set of clothes (underwear, long pair pants/jeans, socks and a shirt. PREFER NO SHORTS or SHOES,) in a zip lock bag with your child name on it. (Just in case your child has some sort of accident)
- 2- Since we no longer are asking all parents of preschoolers to attend the preschool open house) would you please email text or me a 4 x 6-inch picture of your family. Each year I create a 3 & 4-year-old and a 4 & 5-year-old class family picture board with each of the preschooler's families on it. We will often see the kids going over to it and they will point out their family to his or her friends.