



Faith Community Preschool Handbook

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Monday 9:00-12:00
Tuesday-Friday 9:00-4:00

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Welcome

Welcome to Faith Community Preschool, where our goal is to provide a positive first school experience for your child. Our teachers are specially trained to foster a friendly, nurturing classroom atmosphere, in addition to planning active sessions of developmentally appropriate activities. Concepts are reinforced through music, art, dramatic play, stories, crafts, learning games, math and science. Our program enhances self-esteem and encourages independence within a Christian curriculum.

Faith Community preschool welcomes all children and does not discriminate in the enrollment of children based on their race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990.

Our Mission Statement

Our mission is to provide a safe and loving atmosphere for children, and partner with their families to provide a positive early childhood education, while surrounding them with God's love.

License Statement

Our program is licensed by the State of Ohio as a daycare center under the Department of Job and Family Services as required by Ohio law. Our Ohio State License to Operate is posted on the bulletin board inside the Preschool office. It states the ages and numbers of children we are licensed to serve.

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Registration and Admission

Registration for the following school year begins in January. Priority registration is given to students, church members, and alumni families prior to opening to the general public. A non-refundable registration fee is required along with a completed registration form. A notification letter will be emailed with class placement. To finalize registration, the non-refundable May tuition is due five business after notification of class placement.

Student Forms

All applicable forms are to be completed and on file in the Preschool office for each child prior to their first class. All student forms are available on our website www.faithcommunityumc.org. The *Child Medical Statement* must be completed and signed by a doctor and updated every 13 months. Any change in your child's information, including email and phone changes, must be communicated to the Preschool office immediately so that current information is always on file. Form turn-in dates will be provided in an informational email in the summer.

Class Offerings, Tuition, and Fees

Froggy Pals (5/Pre K)	T/W/TH/F 9:30-12:00 pm	16 Students - \$190
Froggy Pals (5/Pre K)	T/W/TH/F 1:00-3:30 pm	16 Students - \$190
Dino-fours (4/Pre K)	M/W/F 9:15-11:45 am	16 Students - \$165
Dino-fours (4/Pre K)	M/T/W/TH 9:30-12:00 pm	16 Students - \$190
Dino-fours (4/Pre K)	T/W/TH 1:00-3:30 pm	16 Students - \$165
Dino-fours (4/Pre K)	T/TH 9:15-1:00 pm	16 Students - \$165
Busy Bees (3 yr. olds)	M/W/F 9:15-11:45 am	14 Students - \$165
Busy Bees (3 yr. olds)	M/W/F 9:30-12:00 pm	14 Students - \$165
Busy Bees (3 yr. olds)	T/TH 9:15-11:45 am	14 Students - \$135
Busy Bees (3 yr. olds)	T/TH 9:30-12:00 pm	14 Students - \$135
Honey Bears (2 yr. olds)	Monday 9:15-11:45 am	10 Students - \$85
Honey Bears (2 yr. olds)	T/TH 9:15-11:45 am	10 Students - \$135
Honey Bears (2 yr. olds)	W/F 9:15-11:45 am	10 Students - \$135

Age requirements: for the 2, 3, and 4-year-old classes, the child must turn 2, 3 or 4, respectively, by August 1st of that school year. The child must turn 5 prior to December 30th of that school year for the 5/Pre-K class.

We have the same monthly tuition each month. The tuition is based on the total amount of days our students are scheduled to attend during the school year and divided over nine monthly payments. Some months we attend more than the average amount of days and others less.

There will be no payment in August. Starting in September, tuition is due the first of each month. A \$15.00 late fee will be applied after the fifth of the month.

Cash and checks made payable to Faith Community Preschool are accepted for payments. A \$25.00 fee will be charged for each returned check. For security purposes, payments are to be mailed or placed in the preschool's secured mailbox in the preschool entrance vestibule.

Children must be picked up on time, or a charge of \$10.00 for each fifteen minutes late will occur.

Fee	Amount
Registration	\$70
Returned Check	\$25
Late Tuition Payment (after 5 th of month)	\$15
Late Pickup (after 15 minutes)	\$10

Vacation and Calamity Day Policy

Faith Community Preschool follows the Lakota School District's academic calendar for closings and snow/calamity days. When Lakota is on a one or two hour delay for weather, all morning Preschool classes will be cancelled. Afternoon classes will meet as scheduled. For calamity day information, check the Faith Community Preschool Facebook page, your local radio and TV stations, or Lakota School District's website at lakotaonline.com. Cancelled preschool classes will not be made-up.

Daily Sample Schedules

The daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

Sample Froggy Pals Schedule

9:30-10:00	Arrival and activity tables
10:00-10:15	Class Meeting
10:20-10:40	Playground/Indoor Play
10:40-11:05	Restroom and Snack
11:05-11:20	Class Meeting
11:20-11:50	Centers & 1:1 with Teachers
11:50-12:00	Clean Up
12:00	Dismissal

Sample Dino-fours Schedule

9:15-9:25	Arrival
9:25-9:45	Learning circle
9:45-10:05	Playground/Indoor Play

10:05-10:40	Snack
10:40-10:55	Helper's circle
10:55-11:35	Center time
11:35-11:45	Music or Story Time and Dismissal

Sample Dino-fours Extended Day Schedule

9:15-9:25	Arrival
9:25-9:45	Learning Circle
9:45-10:05	Playground/Indoor Play
10:05-10:40	Snack
10:40-10:55	Helpers Circle
10:55-11:35	Center Time
11:35-11:55	Playground/Indoor Play
11:55-12:05	Restroom Break
12:05-12:50	Center Time
12:50-1:00	Music or Story Time and Dismissal

Sample Busy Bees Schedule

9:15-9:30	Arrival and Free Play
9:30-9:45	Learning Circle
9:45-10:25	Centers
10:20-10:35	Clean-up
10:35-10:55	Playground/Indoor Play
10:55-11:05	Restroom Break
11:05-11:20	Snack
11:20-11:30	Helper Circle
11:30-11:45	Story/Music & Movement/Dismissal

Sample Honey Bears Schedule

9:15-9:30	Arrival and Free play
9:30-9:40	Circle
9:40-10:40	Free Play/Art Activity
10:40-10:45	Clean up
10:45-11:00	Music & Movement
10:00-11:20	Playground/Indoor Play
11:20-11:25	Restroom
11:25-11:40	Snack

Preschool Director

The preschool director, Michelle Morgan, is available Monday's from 9:00 – 12:00 p.m. and Tuesday's – Friday's from 9:00 - 4:00 p.m., or by appointment. The Director's office is the first door inside the preschool entrance. To contact the Director call (513) 777-2726, or email michelle.morgan@faithcommunityumc.org.

Communication

Faith Community Preschool communicates primarily through email and/or messages in your child's tote bag. Please check both regularly and notify the Director immediately of any changes to your contact information. If there is anything that needs to be brought to the teacher's attention, wait until the class has been dismissed or at a time that can be arranged to discuss it in private or on the phone.

Newsletters from your teachers will be emailed monthly to keep you informed of curriculum, special events, snack schedules, and classroom needs. Check the bulletin board outside your child's classroom door each day for additional updates, reminders, and sign-ups.

Parent/Teacher conferences will be held once a year for students in the three-year old, four-year old, and five-year old classes. During conferences, teacher's will discuss progress and class placement for the following school year. A conference may be requested by a teacher, the Preschool Director, or a parent/guardian at any time.

Teachers and staff members are addressed by their last names, please encourage your children to address their teachers as Mr. or Mrs. _____.

If a problem or situation arises within the classroom between teachers, with other teachers/staff members, or with a parent/guardian, the employee involved is encouraged to discuss that situation with the other teacher or staff member or parent/guardian. If the situation is unable to be resolved, the parent/guardian or employee is welcome to discuss the matter with the Preschool director who will mediate as needed. If a problem or situation arises that cannot be resolved effectively by a teacher or the Preschool director, the Lead Pastor of Faith Community UMC can be contacted to help resolve the matter.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Teachers are alert to the safety needs of the children, anticipate possible hazards, and take precautionary and preventative measures. At no time will a child be left unattended.

Arrival

Upon arrival to school each day, please use the preschool entrance at the right side of the building. Children must always be supervised while waiting for the classroom door to open. Wait calmly and quietly with your child in the hallway until your teacher opens their door to begin class.

Dismissal/Release

At dismissal, children are picked up outside their classroom door. Be sure to collect all their papers, projects, and personal belongings. Teachers will release children to their parents/guardians only. Anyone transporting a student to or from school other than the child's parents/guardians must have a *Child Release Waiver* on file at the preschool. Staff will check picture identification of anyone they do not recognize including parents/guardians. Share this information with those picking up your children so they are aware of this policy and are prepared.

If an emergency arises that will affect the child's dismissal, one parent or legal guardian must notify the director.

Staff will not release children to anyone, including parents/legal guardians, who appear to be under the influence of drugs or alcohol, physically impaired in any way, or are angry or disgruntled. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

A legal custody agreement must be on file, if applicable, and will be upheld by the school. If there are custody issues involving your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool may not deny a parent/guardian access to their child without proper documentation.

**Keyless Entry: Faith Community Church and Preschool is a password protected facility. Parents/guardians will be issued a code at the beginning of the school year which will allow access to the Preschool entrance of the church during your child's scheduled class time.

Personal Needs

A tote bag will be provided to each student to bring to school daily. A complete change of clothing, labeled in a plastic bag, should be kept in the tote bag. Be sure to change clothing out with the seasons and as your child grows. Students in the two-year old class who are yet to be toilet trained should also include diapers and wipes in their bag. We discourage children from bringing toys, blankets, stuffed animals, and pacifiers to school.

Toilet Training

Students enrolled in a two-year old class do not have to be potty trained. Students in the three-year old or four-year old classes must be potty trained at the start of the school year or have a doctor's diagnosis of a child with special needs. Children are expected to toilet themselves independently with teachers verbal supervision.

Meals and Snacks

Snack is provided by classroom parents/guardians on a rotating basis. We encourage you to involve your child in selecting snack but prefer that they choose from a suggestion of healthy snacks, such as fruit, vegetables, cheese, crackers, yogurt, and pretzels. A refrigerator is available if needed.

The Preschool is a peanut and tree nut free environment. Please check labels of all snacks to be sure they are free of peanuts or any tree nuts. Due to the danger of allergies we require any student with a food allergy to provide their own snack.

Birthday Celebrations

Birthdays are a very special day of the year, and we want to celebrate! Each teacher will tell you how birthdays (or half-birthdays) are celebrated in their individual classrooms. When sending in a special birthday snack for your child, please keep in mind the Preschool's peanut/tree-nut free policy.

Field Trips

A permission slip must be signed by a parent/guardian prior to attending the field trip. Transportation is not provided by the preschool. Parents/guardian are required to drive their own child to and from all field trips. If a parent/guardian is unable to transport their child, they must make alternate arrangements. Any person, other than the child's parent/guardian, who transports a student must be included on the *Child Release Waiver*. Please insure that children are always being transported in accordance with all current State of Ohio laws regarding child safety seats, booster seats, and seat belts.

Siblings are not permitted to attend fieldtrips. The fieldtrip location is prepared to accommodate the age and number of the students in our class only. It is also the policy of most of our destinations that siblings are not allowed.

The Preschool covers the cost of our students' trip fee. If parents/guardians would like to chaperone and share this special day with your child, the parent/guardian must pay the cost of their own fieldtrip. If you are a chaperone, we may depend on you to help with safety issues during the fieldtrip and you cannot be distracted by children not in the class. Children with serious medical conditions must have a parent/guardian accompany them on the field trip.

Smoking is not allowed on field trips.

Parent/Guardian Participation

Parents/guardians and other adults significant in your child's life are welcomed and encouraged to help in our classrooms any time. This is a great opportunity to see your child in a classroom setting, observe how the classroom is run, and to meet your child's friends. It helps enrich the classroom by freeing up the teacher to do projects or other activities they wouldn't normally have time to do.

Volunteers are welcome any day but need to have a *Parent Helper/Chaperone* form on file in the Preschool office. No siblings are allowed while volunteering in the classroom.

Outdoor & Large Muscle Play

Outdoor or large muscle play is included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature is below 32 degrees, it is raining or snowing, or there is threatening weather. On days that outdoor play is not provided due to these conditions, we will include a time for indoor large motor activities in the CLC/gym.

Please send your children with the proper clothing so that they may be safe and comfortable whenever we are outside. This includes coats, hats, and mittens/gloves in the winter time. Rubber-soled shoes, such as athletic shoes, are requested year-round. *No sandals or dress shoes, please!* While these shoes can be fun and fashionable they may not be suitable or safe for all the activities that we do or the playground equipment that we use.

When playing outside, children are restricted to the center's fenced-in playground or a supervised area marked by cones.

Discipline/Guidance Policy

The following techniques or practices are used by teachers to guide or discipline children. Any technique or practice used is developmentally appropriate, consistent, and will occur at the time of the incident.

- Setting clear limits.
- Redirecting to an appropriate activity.
- Showing positive alternatives.
- Modeling the desired behavior.
- Reinforcing appropriate behavior.
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
- 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 activity, the teacher will review the reason for the separation and discuss the expected behavior with the child.
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.
- Corporal punishment is never to be used.
- No use of verbal punishment that is designed to shame or humiliate a child will be used.

At any time during the school year if the Preschool Director, the teacher, or the parents/guardians deem it necessary a conference may be scheduled to discuss the behavior and set goals for improvement. If goals are not met, the Preschool reserves the right to request permanent dismissal of any child. See Disenrollment Policy.

Special Needs Policy

If a student is diagnosed with special needs that are beyond the Preschool's qualifications, an aide may be required for that child at the expense of the family. If the needs of an undiagnosed child cannot be met, the Preschool can request the student to be evaluated. Once evaluated, the teacher, parent/guardian, and director will meet to determine the best course of action.

Disenrollment Policy

Cause for disenrollment from the preschool program includes, but is not limited to, the following issues:

- Discipline/behavior issues that are not able to be corrected after using the discipline policy procedure
- Monthly tuition is not paid
- Continual late pick-up

- A parent/guardian fails to abide by our policies
- Our preschool is unable to meet the special needs of a child based on professional assessment and/or conferences with parents/guardians.
- A child is having trouble transitioning into the program.

Withdrawal Policy

A student may withdraw from the program at any time with written notification to the director. To receive a refund, thirty-days' written notice is required. No refunds will be made for withdrawal notices after March 31st of any given school year. Tuition adjustments may be made for children who have qualified for local school system services that cannot be provided at CCP at the director's discretion.

Non-Violence Policy

No guns, swords, or weapons of any kind, real or toys, are permitted to be at school. Violent play is not permitted.

Emergency Procedures

In the event of an emergency, the following procedures will be followed:

- Fire or tornado - Staff will follow the written instructions that are posted in each classroom. To prepare children, the preschool conducts monthly fire drills and periodic weather drills.
- Environmental threat - Staff will secure the children in the safest location possible, contact the proper authorities and follow their instructions, then notify the parents/guardians as soon as the situation allows.
- Threat of violence (external) – Staff will secure children in their classrooms, contact the proper authorities and follow their instructions, then notify the parents/guardians as soon as the situation allows. Door codes will be deactivated, and no one will be permitted to enter or exit the building.
- Threat of violence (internal) - Staff will secure children in their classrooms, contact the proper authorities and follow their instructions, then notify the parents/guardians as soon as the situation allows. The Preschool conducts quarterly safety drills.

If evacuation off the property is necessary, the meeting point is in the gymnasium of Hopewell Early Childhood Center located next to the Preschool. If the immediate area must be evacuated, we will evacuate with direction from the West Chester Police and Fire Departments. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your *Child's Enrollment and Health Information Form*.

Management of Illness and Injury

All Preschool staff are trained in First Aid, CPR, Child Abuse, and Communicable Disease. Staff will check each child for signs of illness as they enter the classroom. Any confirmed or suspected case of child abuse or neglect will be reported by staff members to Butler County Children's Services. Parents/guardians will be notified if any of the following symptoms are observed:

The "Ohio Communicable Disease Chart" is posted inside the art closet door in the Preschool office and in each classroom.

- Temperature of at least one hundred degrees Fahrenheit
- Diarrhea (two or more abnormally loose stools)
- 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, obvious discharge, matted eyelashes, burning, itching, or eye pain
- Infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Evidence of lice, scabies, or other parasitic infections
- Sore throat or difficulty swallowing
- Vomiting

If a child does not feel well enough to participate in Preschool activities, a parent/guardian will be called to pick up the child. A child who is ill will always be with a staff member and made to feel comfortable in the Preschool Directors office.

If a child comes to school with a live louse on their head, a parent/guardian or emergency contact will be called to come pick up the child. The child can return to the preschool once they have been treated and no lice are found to be living on their head. If a class has 2 or more cases of lice, parents/guardians will be notified.

Preventative Practices

Handwashing is one of the best ways to protect yourself and others from getting sick. The Preschool follows these guidelines for handwashing at arrival, before snack, after playground/gym time, after restroom use or diaper change, after using a tissue, coughing or sneezing, and whenever deemed appropriate by the teaching staff.

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Any communicable disease should be reported to the Preschool Director. The Preschool staff will notify parents/guardians if their child has been exposed to a communicable disease.

If your child was sent home from the Preschool, they will not be permitted to return for at least twenty-four hours of being free of fever without medication and no longer displaying other symptoms.

Emergency Medications

No medications will be given without written documentation from a physician.

The Preschool will administer emergency medications to a child only after the parent/guardian and a physician complete and sign the Request for Administration of Medication for Child Care Form. All medications including over-the-counter, must be in their original container and administered in accordance with instructions on the label. Parents/guardians must train the child's teachers and the Preschool Director on how to administer the medication. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or tote bag.

Injury

In the event of an injury, the teacher will administer first aid. A parent/guardian will be contacted in the event of a severe injury. If a parent/guardian cannot be reached, the child's emergency contact will be called. Should a life-threatening situation occur, parents/guardians and 911 will be called. If deemed necessary by Emergency Responders, the child will be transported to the nearest Emergency Room.

***As of August 2019, any parent/guardian completing the *Child Enrollment and Health Information Form* who refuses to give Faith Community Preschool permission to secure emergency transportation for their child in the event of an illness or injury will not be permitted to enroll in the Preschool.*