

Richwood Christian Preschool

Parent and Employee Handbook

**Richwood Christian Preschool
29063 Sivey Road
Richwood, OH 43344
(740) 361-9559**

Email: richwoodchristianpreschool@gmail.com

State Licensing Information

The Ohio Department of Job and Family Services (ODJFS) licenses Richwood Christian Preschool. The laws and rules governing child day care facilities are available, upon request to the Administrator. You may request from The Ohio Department of Job and Family Service licensing records, which include compliance report forms from ODJFS and evaluation forms from local health, building, and fire departments. The ODJFS toll free number is 1-866-635-3748. Any person, at any time, has the right to report any suspected violation by any daycare center. Richwood Christian Preschool's license as well as inspection reports are posted outside the preschool classroom.

Program Description

Richwood Christian Preschool is led by an experienced staff who are committed to providing a nurturing and stimulating environment for the enrolled children. We are licensed to serve up to 14 children (with 2 staff), ages 4 and 5 years, per class. Attending children must have turned 4 by August 1 and be planning on attending Kindergarten the following year. Each class will have a teacher and a teacher's assistant, so the maximum child staff ratio is 14:2. The Richwood Christian Preschool year begins in September and finishes towards the end of May. Children will attend classes 3 days a week on Tuesday, Wednesday, and Thursday. The class meets in the morning for 2.5 hours. If the demand is great enough, an afternoon class will be offered.

Program Philosophy and Goals

Richwood Christian Preschool is a ministry of Richwood Church of Christ. Its purpose in operation is to assist parents in preparing their child socially, academically, and physically, as well as spiritually for his or her upcoming school career. Our desire is to provide a safe, stimulating, nurturing, and challenging environment for children to grow and develop as God intended when He created them. We hope each child will leave the Richwood Christian Preschool having achieved these goals:

1. Greater desire for learning, exploring and problem solving
2. Increased ability to interact successfully with peers with an attitude of kindness, cooperation and helpfulness
3. An understanding of the need for respect towards those in authority and also towards the rights of others
4. Ongoing improvement of fine and gross motor skills
5. Increased sense of self-confidence and recognition of their own uniqueness
6. Greater understanding of: a) God's love, care and concern for them; b) the stories and truths of the Bible c) Jesus' life, death and resurrection

Enrollment Procedure

Children can be enrolled at any time during the school year provided that the program has available openings, and the child meets the age requirement of the program. Available openings will not be held. Enrollment is on a first come, first served basis. Families are encouraged to schedule a pre-admission tour to see the preschool facilities and meet the teacher/administrator. Please call the church (740-361-9559) to schedule this visit.

A \$50 non-refundable registration fee plus a \$50 materials fee are due at the time of your child's enrollment. This fee will not be pro-rated, regardless of when your child enters the program. Registration fees are payable annually.

When the preschool receives your completed application form, and the \$100 Registration and Materials fee the child's name will be added to the roster. Enrolled students and families may schedule a time to meet the teacher, see the facilities, etc. during the summer months. Families will also be given the following paperwork at the fall orientation:

Child's Medical Statement Form

Child Release Permission Form

Request for Administration of Medication Form (as needed)

Permission to Photograph/Video

You must complete all of the paperwork and return it to the administrator by the designated date. This paperwork is mandated by ODJFS therefore, if any piece is not complete, or becomes outdated; your child will not be able to attend the program for which they are enrolled.

Tuition Payment Information

Richwood Christian Preschool charges \$120 per month for tuition. Tuition is due on the first day of the month when your child's class is in session. Checks can be made to Richwood Christian Preschool, please note in the check memo it is for preschool tuition. If payment is not received on the designated day, a written notice will be sent home. If payment has yet to be received by the next scheduled class, a letter will be issued requesting tuition be paid in full and a \$10 late payment fee will be charged. **NO ACCOUNT WILL BE ALLOWED TO FALL MORE THAN 2 WEEKS PAST DUE.** Failure to comply may result in your child not being able to return to the program in which they are enrolled.

This policy will be strictly enforced.

Returned Check Policy

If a check is returned for insufficient funds, a written notice will be issued. Payment for the returned check and an additional \$35 returned check fee must be made, in cash or money order, within one week of the notice. If a second check is returned, you will be required to remit payments by cash or money order thereafter.

Early Withdrawal Policy

When enrolling at Richwood Christian Preschool, it is expected that your child will be in attendance for the entire school year. In the event that you need to withdraw your child before completion of their program, a written notice must be given to the administrator at least two weeks in advance of the withdrawal date. Failure to do so will result in your responsibility to pay full tuition for the final two weeks.

No tuition adjustments will be made due to emergency or weather-related closings, delays, dismissals or child absences.

Attendance Procedures

Absence Policy

When your child will not be attending the program for which they are enrolled, for any reason, please notify us. Richwood Christian Preschool's tuition rates are pre-determined for a school year. No adjustments will be made in tuition due to an absence.

Arrival and Departure Policy

Preschool children must enter at Entrance G (under the drive through canopy) no more than 5 minutes before the official class start time. A preschool employee will be on duty to receive the children. Children must be dropped off in the care of a staff member. Upon departure, the child must be picked up directly from a staff member at the same location (Entrance G). Richwood Christian Preschool will not be liable for a child if they are not left with a staff member and once they are released into the parent's/caregiver's care. Children will not be released to an individual who is not authorized on the Child Release Permission form. Authorized individuals must be sixteen years of age; unless signed written permission is on file. In the event that an unauthorized individual will be picking up the child, a written notice, signed and dated by the parent, is required. Under no circumstance will a child be allowed to leave with an unauthorized individual without written notification. Staff members reserve the right to ask for photo identification from any individual at any given time.

In the case of special custody arrangements, formal custody or restraining order papers must be on file. We cannot restrict a parent from a child or the facility without court documentation with specific limitations listed.

Holidays

Richwood Christian Preschool will follow the holiday and vacation schedule of North Union Schools. When North Union School district is not in session due to a major holiday (Thanksgiving, Christmas, New Years and Easter) Richwood Christian Preschool will also not be in session. A schedule listing the specific days of vacation will be provided to parents at the beginning of each school year.

Weather Related Closing and Delays

If North Union Schools are on a delay of any kind Richwood Christian Preschool will have school at the regular time. If North Union schools are cancelled due to weather conditions the preschool classes will also be cancelled. North Union delays and cancellations can be found by calling the North Union Elementary School at 740-943-3113 or by tuning to TV Stations WCMH

(4), WSYX (6), WBNS (10) or Radio Stations WMRN, WDIF, WPKO, WNCI, WTVN, WSNY, WUCO, WMNI, WBNS, WLVQ.

Activity Participation

Richwood Christian Preschool provides activities that are both age and developmentally appropriate. Each activity is purposefully chosen so we can reach our goal of providing a stimulating environment to help your child grow. We would appreciate it if your child does not bring toys from home. Richwood Christian Preschool is not responsible for loss or damage to personal items.

Clothing

Children should be dressed in comfortable, weather appropriate, washable clothing. We do our best to keep the children reasonably clean, but it is possible that your child may get "messy" in the course of the day's events. Please do not send your child in clothing that you do not want to get "messy". Each child is advised to have any extra change of clothes available, including underwear and socks. All clothing items should be labeled. Soiled clothing will be sent home with the child.

Outdoor Play

An opportunity for outdoor play is provided regularly in suitable weather. Children will not be taken outside if the weather conditions do not permit it. When or if an air quality alert is in affect, the length of outdoor playtime, if at all, will be determined by the Administrator. Indoor play is offered in the church gym on days when the weather is unsuitable for outdoor play. Appropriate child to staff ratios will be maintained during all outdoor play.

Field Trips

Richwood Christian Preschool may provide opportunities for field trips. When the children leave the premises for an outing the following paperwork will accompany each child:

Signed Permission slip
Child Health and Enrollment Information Form
Child Health Care Plans

A staff member trained in first aid procedures will be present. A first aid kit will also be readily available. Each child will be issued an identification sticker that contains the center's name, address, and phone number. This helps to ensure safety once off the premises. Family involvement in field trips will be strongly encouraged to share the experience and to provide transportation. However, if parental permission is given, in writing, an individual other than the family member may transport a child. The written permission, signed and dated, must be on file prior to the field trip and must specifically list the individual who will be transporting the child. A child who is 4 years but under 40 pounds must be transported in a high back booster seat. Children who are over 40 pounds but under 57 inches must be transported in a booster seat (no back needed). **NO EXCEPTIONS.** We ask that you arrive on time so that we are able to leave as closely to the designated time as possible. Each child must be accounted for prior to departure unless prior arrangements have been made. Attendance will be taken prior to leaving the premises, upon arrival at the destination, prior to leaving the destination, and upon return to the center. Staff members are assigned to specific groups of children. Occasional counts, once at the destination, will be taken to ensure each child in the group is present. The cost of the field trips varies. Parents are responsible for the child's cost of the field trip.

Transitions to Kindergarten

Richwood Christian Preschool desires a smooth transition to kindergarten for each child. The curriculum is designed with input from Kindergarten Staff of North Union Elementary School to ensure the children are being prepared for their next year. In addition, a special opportunity will be scheduled outside regular preschool hours for parents to bring their child to see the North Union Elementary School, meet the teachers, and view a Kindergarten classroom. Parents of enrolled children who will attend other school districts will be responsible for scheduling their own kindergarten visit.

Formal Assessments

Richwood Christian Preschool does not conduct formal assessments on enrolled children or report child level data to ODJFS pursuant to 5102:2-17-02 of the Administrative Code.

Daily Schedule

Welcome Activities

Morning Meeting

Academic/Art Centers

Snack

Large Motor Activities

Dismiss

Discipline Policy and Procedure

One of our goals at Richwood Christian Preschool is to instill a loving, caring attitude toward others and oneself. We encourage children to respect others, their feelings, and their property. Children are expected to follow the guidelines below for the safety and protection of themselves and others.

- Children may not choose activities that are harmful to themselves.
- Children may not choose activities that are harmful to others.
- Children must respect the authority of the supervising adults.
- Children must respect the personal space and property of others.
- Children must respect the equipment provided by the program.
- Children must stay within designated areas, both indoors and out.
- Children must remain with a staff member at all times.
- Children must walk when indoors.
- Children are responsible for cleaning their space after eating and play.

The following are NEVER permitted:

- Physical or emotional mistreatment of one child by another
- Fighting (This includes play fighting and roughhousing)
- Spitting
- Use of improper language
- Mistreatment of staff (physical or verbal)

Richwood Christian Preschool staff members act as limit setters. They are here to listen, clarify, and support choice making. We have a positive approach to discipline with the use of choices, quiet centers, redirection, natural consequences, and positive reinforcement. Positive language and manner are used to communicate limits and provide simple, consistent explanations. Our environment is structured to help children remember and respect these limits.

Children who are having problems following the given guidelines will be removed from the group to a designated time-out area. This will be for a brief duration (not more than 3-5 min. and always in visual supervision of staff). After the 3-5 minutes has passed a staff member will speak with the child and if he or she has regained control and is willing to follow the guidelines given, the child will be asked to rejoin the group. When the child returns to the group, the incident is over, and the child is treated with the same respect shown to the other children.

If, after an initial time-out, a child is not ready to return to the group because of behavior issues, an additional time-out period will be given. If after this time out the child is still not ready to return to the group a behavior report will be written to his or her parents explaining the incident. The child at this point will be calmly told what about their behavior was inappropriate and with minimal interaction from the staff will be asked to join the group.

When two or more behavior reports are written on a child a meeting will be scheduled with the child's parents, teacher, and administrator. At this meeting a behavior plan will be written to

address the behavior issues that have occurred.

If after the written behavior plan is implemented a decrease in problem behaviors is not observed an additional meeting with the parent/guardian will be scheduled.

Additional behavior problems may result in:

- Dismissal for the remainder of the day

- Suspension from the program for five days

- Termination of all services provided by Richwood Christian Preschool

Richwood Christian Preschool reserves the right to immediately suspend or expel students for behaviors which result in serious physical or emotional harm to other students, staff or preschool property.

Richwood Christian Preschool staff will make all attempts to help the children gain control of their behavior. It is our desire to provide care for each child who is enrolled at Richwood Christian Preschool, however if a child's behavior becomes out of control; it creates an unsafe and emotionally unhealthy environment for all children in the class and makes learning very difficult.

Safety Policies and Procedures

*No child will ever be left alone or unsupervised.
Children are within sight and hearing of a staff member at all times.*

Security Measures

During Richwood Christian Preschool operation hours all outside entrances into the church that cannot be visually monitored will be locked.

Incident/Injury Report Forms

An Incident or Injury Report form will be completed by a preschool staff when one of the following occur:

- 1) An illness, accident, or injury which requires first aid treatment
- 2) A bump or blow to the head
- 3) When emergency transporting is required
- 4) Any unusual or unexpected event which jeopardizes the safety of the children or staff.

Minor Incidents/Injuries

A minor incident/injury includes an injury, or any unusual or unexpected event that results in a child being able to return to normal activities, however basic first aid is needed. If a child has a minor injury/incident, the staff member who was with the child at the time of the incident will complete an Incident Report. A copy of the Incident Report will be issued to the parent on the day the incident occurred. Upon review of the Incident Report, the parent is required to sign and date the form. The parent will receive a copy and the original will be kept on file at Richwood Christian Preschool.

Serious Incident/Injury

A serious incident/injury includes any situation occurring that requires emergency medical or dental treatment or transportation for emergency treatment. In the event that a child suffers a severe incident/injury while in the care of Richwood Christian Preschool the following procedures will take place.

1. Apply First Aid procedures and determine if EMS should be contacted
2. Notify parent(s)/emergency contacts as soon as possible.
3. The child will be transported to a treatment center, if needed. If the child needs to be transported to a treatment center a staff member will accompany the child until the parent(s) assume responsibility. It is the policy of Richwood Christian Preschool that we will NOT provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

If it is determined that emergency transportation is not needed, the child will be kept as comfortable as possible until a parent or emergency contact arrives.

The staff member who was with the child at the time of the incident will complete an Incident Report. A copy of the Incident Report will be issued to the parent within twenty-four hours of when the incident occurred. Upon review of the Incident Report, the parent is required to sign and date the form. The parent will receive a copy, as well as ODJFS. The original will be kept on file at Richwood Christian Preschool.

First Aid

A staff member trained in first aid procedures will be on the premises during all hours of operation. A first aid kit is located in the preschool room as well as both kitchens in the building.

General Emergencies

A plan of action is posted in each room explaining procedures to be taken in case of general emergencies, including fire and severe weather. Evacuation routes are posted in each classroom for fire or severe weather emergencies. One staff will lead evacuation of the children and the other staff will follow and be responsible for ensuring all children are accounted for. In case of fire the children will be evacuated to the south side of the south church parking lot by the evergreen trees. If there is a weather alert (e.g., tornado, strong storm) the children will be taken to the woman's bathroom across the hallway from the preschool room.

In case of the need for emergency evacuation for other reasons (e.g., gas leaks etc.) the children will be taken to the south end of the south church parking lot as well. If further distance is needed, they will be taken to the soccer fields on the west side of the church. If this type of evacuation is needed a complete incident report will be provided to the parents as soon as possible and sent into the ODJFS within 24 hours.

Procedures to be taken in the event of loss of water, heat, or electricity will be determined by the Administrator, in evaluation of the severity of the situation. Parents would be contacted by telephone when or if an emergency would warrant cancellation, delay, or early dismissal of a program. Fire evacuation drills will be conducted on a monthly basis at varying times during the day.

When a threat of violence or other environmental emergency occurs and evacuation of the building is not in the best interest of the children, all children will be gathered in the classroom with the teacher until the situation has been resolved. An incident report will be written and provided to parents and ODJFS.

Suspected Child Abuse or Neglect

The administrator and each employee of a childcare center are required under Section 2151.421 of the Ohio Revised Code (ORC) to immediately report their suspicions of child abuse or neglect to their local children's protective agency. The administrator and each employee of a childcare center shall protect or remove children from a person or situation that is determined to be unsafe.

Health Policy and Procedures

Every effort is made to control the spread of communicable diseases. The Ohio Department of Health and Child Daycare Communicable Disease Chart is used as a reference to determine symptoms, isolation, and re-admittance. This chart is posted in the classroom. A staff member trained in the prevention, recognition, and management of communicable diseases is on the premises at all times. Richwood Christian Preschool reserves the right to discharge any child; for any extended period of time, if it is determined that they have symptoms related to a communicable disease. Parents are notified in writing upon verification that their child has been exposed to a communicable disease. If your child is only mildly ill but does not feel up to fully participating in daily activities, please keep them at home. This will reduce the strain on your child as well as our staff members. It would also be greatly appreciated if parents would notify the preschool if their child is diagnosed with a communicable illness or disease. Communication regarding the health of each the child the preschool serves will decrease the spread of disease and help maintain a healthier environment for all children.

Children with any of the following symptoms should not attend and will be discharged:

AN ELEVATED TEMPERATURE OF 100 DEGREES OR MORE
DIARRHEA (three or more abnormally loose stools in a 24-hour period).
VOMITTING (more than one time or when accompanied by any other symptom of illness)
REDNESS OF EYE OR EYELID/OBVIOUS DISCHARGE/MATTED
EYELASH/BURNING ITCH OR PAIN
SORE THROAT/DIFFICULTY SWALLOWING
SEVERE COUGHING (red or blue in the face/makes a whooping sound)
DIFFICULT OR RAPID BREATHING
YELLOWISH SKIN AND/OR EYES
UNTREATED INFECTED SKIN PATCHES, UNUSUAL SPOTS OR RASHES
STIFF NECK WITH AN ELEVATED TEMPERATURE
UNUSUALLY DARK URINE AND/OR GRAY OR WHITE STOOL
EVIDENCE OF UNTREATED LICE, SCABIES, OR OTHER PARASITES

A child who shows signs of the above-mentioned symptoms will be isolated from the other children. The isolated child will be cared for by a staff member and made comfortable until a parent or designated individual arrives. Upon notification, parent(s) must make arrangements for prompt pick up of the child.

A child who was discharged will be readmitted when he or she has been symptom free for 24 hours. However, Richwood Christian Preschool reserves the right, when necessary, to request a note from the child's physician to verify he or she has been examined and is able to return to school.

Staff members are required to follow the same communicable disease guidelines as mentioned above. In the event that a staff member shows signs of a communicable disease they will be replaced with a substitute until they meet the re-admittance guidelines.

Medication

It is the policy of Richwood Christian Preschool that employees will not administer regular medication to children enrolled in our preschool. The only exception will be medication that must be administered in case of emergency (e.g. severe allergies, asthma, etc.) In these cases, staff must be provided all the necessary information regarding the medication and directions regarding the administering of this medication in writing and a health care plan must be written. An incident/injury form will be completed anytime an emergency medication is administered to a child.

Parent Participation Plan

Richwood Christian Preschool has an “open door” policy. Parent(s) are welcome to visit during our regular hours of operation. All visitors must notify the Administrator that they are in the facility. Parents are encouraged to become involved in their child’s program through participation in the classroom and interaction with staff. If you desire a one-on-one time to discuss your child’s progress with the teacher, please call to arrange a time (740-361-9559).

Interaction

The Richwood Christian Preschool staff enjoys interacting with the parents. An open line of communication is very helpful in the development of each child. We encourage each parent to take time, when able, to communicate with staff members. It is vital that the parents inform us of any special needs, concerns, or habits of their child on a day-to-day basis. Preschool parents are encouraged to communicate with the teacher upon departure to inquire about the day’s activities.

Conferences

Richwood Christian Preschool holds parent/teacher conferences in the spring of the year. During these conferences your child’s behavior, progress, social and physical needs, and any other pertinent matters will be discussed. Documentation in the form of a progress report will be kept. A sign-up sheet will be made available prior to the conference dates. Parent(s) are welcome to request a conference or meeting with either the teacher or an administrator at any time during the year when they feel there is a need.

Roster

A roster that includes the names and telephone numbers of the families enrolled at Richwood Christian Preschool are created annually. The information released is with parental permission. The roster does not include any family who requested not to be listed. The roster is available upon request.

Food Policy

Richwood Christian Preschool has a snack time as part of the daily schedule for all classes. The snacks will be provided on a rotating basis by parents of the attending children. Each snack must have nutritional value and contain at least one food from two of the four basic food groups. The four food groups include meat or meat alternate, breads/grain, fruit/vegetable, and milk/dairy. Milk or juice shall be provided along with the snack. If juice is provided it must be 100% fruit juice. A schedule for providing snack will be sent home at the beginning of each month. Food allergy information provided by parents will be listed on the snack list.

Listed below are suggestions for snack:

Pudding or Jello	Bread and Jelly (make their own sandwiches)
Graham Crackers	Push-Ups, Popsicles, Ice Cream Bars, Pudding Bars
Cheese Crackers	Pretzels, Popcorn, Dry Cereal
Fresh orange Slices (half per child)	Peanut Butter and Crackers
Fresh Apple Slices (half per child)	Granola Bars, Cereal Bars
Bananas (half per child)	Jello Jigglers
Cheese and Crackers	Rice Krispies Squares
Carrot and Celery Sticks	Fruit Roll Ups or Fruit snacks
Grapes	Muffins or Doughnuts

Homemade foods are acceptable if we are provided with a list of ingredients.

Parent Concerns

It is our hope that all Richwood Christian Preschool programs meet the needs of both the child enrolled and parent(s) alike. We hope questions and concerns can be resolved through daily communication. If, however, there is a problem, which is not being resolved; parent(s) should take the following steps.

1. Speak with the classroom teacher sharing concerns and possible solutions. If the issue is not resolved, proceed to the next step.
2. Fill out a Parent Concern Form. This form will be given to a Richwood Christian Preschool Board Member. A Board Member will address the concern with you. If you are unsatisfied with the response, seek the next step.
3. Request further discussion with the Richwood Christian Preschool Board Chairman. If you are still not satisfied seek the next step.
4. You may also contact Ohio Department of Job and Family Services with a formal complaint by calling them at 1-877-302-2347, Option 4.

During the process of getting a concern resolved profanity, inappropriate or threatening behavior, or disruption of the preschool will not be tolerated. Failure to comply would cause for immediate termination of services provided by Richwood Christian Preschool.

Non-Discrimination Statement

All programs provided by Richwood Christian Preschool are available without discrimination on the basis of sex, race, religion, creed, color or national origin.

Rule 22

The Rule of 22 applies to all employees at Richwood Church of Christ.

A Church Tax ID # is available upon request.