

MIDDLETOWN CHRISTIAN PRESCHOOL/ DAY CARE

PARENT/STUDENT HANDBOOK

Revised 1/30/2004

MIDDLETOWN CHRISTIAN PRESCHOOL/DAY CARE

Parent/Student Handbook

The Middletown Christian Preschool and Day Care Center of Middletown, Ohio, is a ministry of Grace Baptist Church. The Preschool and Day Care Center operate as a part of Middletown Christian Schools, which is a non-public school, chartered by the Ohio Department of Education.

Our center is licensed by the Ohio Department of Human Services to serve a capacity of 2 full-time toddlers (potty trained), 94 preschoolers, and 72 school age children. A toddler is defined as a child 2 1/2 to 3 years; a preschooler is any non-school age child (older than 3 years); and a day care child is a school age child (in the 5th grade or less) who attends before and after school.

We welcome helpful suggestions regarding school matters that concern you. If you have any problems or concerns about the program, please call the Preschool/Day Care Office at 424-6788. The administrator and staff will send newsletters and notes and will also plan social events to help keep parents abreast of activities at the center.

You may visit any time during the day you choose. If you would like to be a “Special Visitor” any day between 9:30 a.m. and 10:30 a.m., please make arrangements with the administrator.

PHILOSOPHY

“Lo, children are an heritage of the Lord” (Psalms 127:3). Middletown Christian Schools is committed to serve Christian families in the responsibility to train and educate their children in the nurture and admonition of the Lord. The education of children is the prerogative of the parents and not of the state. As a ministry of Grace Baptist Church, Middletown Christian Schools serves as an extension of the Christian home in reinforcing the Biblical teachings of the home and church. The doctrinal position of Middletown Christian Schools is that of its parent organization, Grace Baptist Church. A copy of our Statement of Faith is available upon request from the school or church office.

OBJECTIVES

1. To provide care for children of our community while away from parents... giving primary attention to their safety and well being, emotional and social growth. The preschool curriculum is designed to aide children in developing Reading Readiness Skills, Number Skills, Language Skills, Development of Motor Skills, Christian Principles, Character Building, Community Awareness, Music Appreciation, and Art & Craft Experiences.

2. To provide guidance for preschool children that will enable them to adapt to adults other than their parents, and to children their own age.
3. To share with the children cultural and Christian values through stories, songs, prayers, play, and social conduct.
4. To assist in the development of skills and any aptitudes of the child.

POLICY STATEMENTS

HOURS

We are open 6:30 a.m. until 6:00 p.m. Monday through Friday. We are closed on the following days: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thursday and Friday of Thanksgiving week, Christmas Eve and Christmas Day.

AGES

Toddlers must be 2 1/2 to 3 years old and preschoolers must be 3 to 5 years of age, and potty trained. We also provide Day Care service before and after school for Kindergarten through 5th grade. Our summer program includes full day care service and a well-planned program with many activities for all of the above ages.

Only custodial parents may enroll children. A court ordered custody agreement is required to be on file in the Preschool office prior to accepting the child in the Preschool or Daycare.

DISENROLLMENT OF CHILD

Disenrollment of Students: From time to time it is necessary for the center to ask parents not to return their children to the center, either for Preschool or Daycare. When this occurs any tuition paid, but not used, will be refunded to the parent or guardian.

Reasons for disenrollment are:

Discipline problems (consistent unruly behavior endangering other children)
Chronically delinquent account or outright failure to pay tuition
Emotional or Physical problems that are best treated at a specialized facility
Inappropriate parental attitude, conduct or behavior

RATES

A registration and insurance fee of \$15.00 is required for each student, which is non-refundable. Please see application for tuition rates.

Tuition is paid each week in advance or by special arrangements with the administrator. Delinquent payment without satisfactory arrangement with the school office prompts withdrawal from school until satisfactory financial arrangements are made.

Checks are to be made payable to: Middletown Christian School. A tax statement will be issued.

Late Dismissal Charges: ANY PARENT ARRIVING AFTER THE 6:00 P.M. CLOSING TIME WILL BE CHARGED \$5.00 PER CHILD AT THE START OF EACH NEW 5 MINUTE TIME PERIOD. Example: Parent arrives 6:01 to 6:05, the charge will be \$5.00 per child. This should be paid directly to the teacher staying over at the time the child is picked up. We discourage the children being left after 6:00 p.m.; however, we understand that an emergency may arise.

Vacation Days: Each child is allowed a two week vacation and/or sick leave period per year. This is a time when the child may miss school without being charged the tuition for that time missed. These days off must be taken by the week or in consecutive weeks. Please fill out a "Vacation Request" form when you wish to use some of your vacation time. These forms are located in the sign-out area. Days missed, including holidays, are not deductible. Please understand that this policy is necessary in order to save your child's enrollment in the class. Our staff is hired based on the projected enrollment. So our expenses are the same if the child is absent or present. Very often we have children on a waiting list. Your child's year starts on his/her first day of school and ends on the same date of the following year.

Sick Leave: If your child is out of school due to illness, please call the office as soon as possible.

Enrollment days should not change for at least three weeks at a time. Please notify us when you need to change your enrollment days.

ILLNESSES

A. A person trained in first-aid to recognize the common signs of communicable diseases or other illness shall observe each child as he enters the group.

B. All staff members should be familiar with the following signs of communicable disease: Temperature of at least 100 degrees when in combination with any other symptom. Children will be dismissed for the following reasons: diarrhea (3 or more abnormally loose stools within a 24 hour period); severe coughing causing child to make a whooping sound or to become red or blue in the face; difficult or rapid breathing; yellowish skin or eyes; untreated infected skin patches; unusual spots or rashes; unusually dark urine and/or grey or white stool; stiff neck with elevated temperature; evidence of lice, scabies or other parasitic infestations; sore throat or

difficulty in swallowing; vomiting more than one time or when accompanied by any other symptom.

C. If a child shows any sign of illness, the following steps are to be taken:

1. Isolate the child immediately.
 - a. The child should be brought to the office area where he will be cared for by a designated person. The parents will be called at this time. If any of the above symptoms are present, the child must be picked up.
 - b. No child is ever left alone or unsupervised.
2. Provide the child with the sick cot and his blanket.
3. Take the child's temperature by auxiliary method and record.
4. Wash hands thoroughly after caring for a sick child.
5. Complete the Child Observation Form, giving description of symptoms.

D. After the child is discharged to the parent:

1. Sanitize the cot with appropriate germicidal detergent.
2. Send home his blanket in a plastic bag.
3. A child may return to school 24 hours after a fever is normal and all symptoms are gone.

E. The Communicable Disease Chart is located in the preschool office.

F. The center will care for "Mildly Ill" children. A mildly ill child is one that does not show any symptoms from Letter "B" above. An example is a child says he has a tummy ache when they arrive but show no other signs of illness. If your child gets worse during the day, we will call you so you can pick up your child.

G. Preschool staff is trained in Hand washing, First Aid, and Communicable Disease by the Red Cross or approved individual.

H. If there is an outbreak of an illness, we will inform the parents by posting a sign by the office.

I. Employee Illness policy is the same as Student Illness policy. A staff member will be sent home if the above signs are present and can return 24 hours after a fever has gone down and all signs of illness are gone.

Emergency Sitter: Please plan for an EMERGENCY SITTER in case your child becomes ill at school. We cannot allow ill children to remain at school.

MEDICALS AND MEDICATIONS

A medical form must be signed each year by your doctor. This is a state law and we ask that you be prompt in renewing this form. A new form will be sent home when the form is due to be renewed.

Administration of medication

1. Prescription medication, food supplements and modified diets: The center shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the prescribed form provided by the department. The center shall also secure written instructions from the parent or guardian on the form. A prescription label also serves as written instructions for medications and food supplements as long as the following are met:
 - a. The label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration.
 - b. The prescription label is attached to the original container.
2. Nonprescription medication: Only fever reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center without written instructions from a licensed physician, if the following are met:
 - a. The center secures and follows written instructions from the parent or guardian on the prescribed form provided by the department. These instructions do not exceed manufacturer's recommended dosages.
 - b. Medication is in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight.
 - c. The full name of the child, who is to receive the medication, is printed on the container.
 - d. The center administers the medication for no more than three consecutive days at one time.
3. Nonprescription topical products or lotions; center may apply nonprescription topical products or lotions if the following are met:
 - a. The center shall secure written instructions from the parent or guardian on the prescribed form provided by the department. The form shall be valid for no longer than twelve months.
 - b. The center shall follow manufacturer's guidelines regarding application.
4. A school age child is to be supervised when using inhalers or medication when needed for emergencies. A consent form must be signed by the parent.

EMERGENCIES AND ACCIDENTS

In case of an accident or emergency, the parent will be contacted as soon as possible. If we determine an emergency, we will call 911. An incident report will also be filled out and one copy

kept in the child's folder and one copy will be sent home with the parent. It is vital that we have complete and up-to-date information on each child. Emergency transportation information form is in the application and is vital in case of emergency. Please keep us informed of any changes of address, phone number, employment, doctor, etc., so that we can update your child's records.

A staff member is always available who has had First Aid and Common Childhood Illness courses offered through the Red Cross.

An available phone is at immediate access at front office, all classrooms, cafeteria and kitchen. This information is located on Medical, Dental and General Information form located in each room.

Incident/Injury Report

An incident/injury report shall be completed by the childcare staff member in charge of the child when the following occur:

- a. An illness, accident, or injury which require first aid treatment; or
- b. A bump or blow to the head; or
- c. Emergency transporting; or
- d. An unusual or unexpected event, which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

The center shall document the incident/injury on the JFS 012999 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of the incident/injury report forms shall be kept on file at the center for at least one year, and shall be available for review under the direction of the director or the director's representative.

Notification of incidents to the licensing office: The center administrator or designee shall speak with a representative from the appropriate licensing office within twenty-four hours in the event of the following:

- a. Death of a child at the center; or
- b. Serious incident, injury, or illness to a child as defined in paragraph C of rule 5101:2-12-34 of the Administrative Code; or
- c. An unusual or unexpected event as described in paragraph A (5) of this rule.

Written notification shall follow the twenty-four hour verbal notification and shall be on the JFS 01299 "Incident/Injury Report". This form shall be faxed or mailed to the licensing office within three business days from the occurrence. This notification does not replace reporting to the public children services agency if there are concerns of child abuse or neglect.

SAFETY

No child is left alone or unsupervised.

We have weather alert practice and monthly fire drills. The staff is informed of their responsibilities and action to be taken in case of all emergencies to ensure the safety of the children. A plan for fire and weather emergency is posted in each classroom.

Fire Inspection: A yearly fire inspection is conducted by the Middletown Fire Department.

We do take the children on field trips. You will always have a permission form in your child's cubby or folder located in the hallway. A permission form must be signed for every field trip. If you do not wish your child to go on a field trip, there will be a staff member at the center to care for him/her. You are always welcome to accompany the children on any field trip. A non-conviction's statement will need to be signed at that time. Each child will have a nametag with the school name, address, and phone number attached before leaving on a field trip. Each teacher has a list of all the children present, plus the daily attendance sheets. We do a head count on the bus departing, returning and various intervals during the field trip. A first-aid kit, which meets state requirements, is taken on all field trips as well as a staff member trained in first-aid. At no time will a child be in over two feet of water without a written permission slip. Preschool uses a Middletown Christian School bus on all field trips. This school bus goes through State of Ohio inspections to insure safety.

Swimming Policy: A written parent/guardian permission form is required for all swimming activities. School age children (kindergarten through 5th grade) are eligible to participate. Extra teachers are sent to help, plus the swimming pool has three lifeguards. The children also will have a school identification on their persons. While at the pool, the teachers walk around and monitor the children. The children are chaperoned at all times.

Parents should always use the designated parking area: PLEASE DO NOT PARK IN THE AREA NEEDED FOR EMERGENCY VEHICLES. Please do not drive to the playground to pick up children as this could result in an accident. Please drive no further than the church pillars.

Your child must be signed "in" and "out" each day. This is for safety reasons. If you wish someone to pick up your child, other than those you have listed as having permission, you must write a note and leave it at the office. Phone calls accepted only in emergencies. They must have ID to pickup the child. Please call the preschool office if your child will be absent. This is for safety reasons.

Always take your child to the room and have the teacher acknowledge his/her presence before you leave. When retrieving your child, always make sure the teacher is aware that he/she is leaving.

Attendance is taken upon arrival of children arriving from another school on a bus. If a child is not present, we will call the parent. If no one can be reached, we will call the school, if a parent has not notified the Daycare of his/her absence.

There is immediate access at all times to a working telephone in all parts of the building.

At no time will spray aerosols be used when children are present.

Your children's safety in all situations is our greatest concern. We have an emergency plan at the preschool in the event of any type of emergency: national, snow, storms, etc.

1. We would follow the Tornado Emergency Plan posted on our walls and go to the big room.
2. We have a room that is closed without any windows (restrooms) in the center of the preschool.
3. Our pantry is stocked with a three-four day supply of food and water. Additional water is available for flushing toilets, if necessary.
4. We are stocked with flashlights, batteries, radios, etc.
5. Make sure your children have extra clothes here, as well as their blankets and pillows.
6. Please bring a bottle of water that we will put in storage.

STAFF/CHILD RATIO

1:12 3 years old; one 2 _ year old may be included

1:14 4 and 5 year olds not in school

1:18 school age and above

The maximum group size at any one time during the day will not exceed twice the maximum number of children allowed per child care staff member for the youngest child.

SUPPLIES

Clothing: Please bring an extra change of clothes in a bag with your child's name on the front in case of any accident.

Blankets: Your child will need a small blanket for nap time (a small pillow, 9"x9", is permitted if desired). These should be labeled clearly with your child's name. These items will be sent home every other Friday for laundering and must be returned to the school on your child's next school day.

Toys: 2 1/2 year to 4 year old children are not permitted to bring their own toys to school at any time. We cannot assume responsibility for the care of these toys. 4 year olds through school age children may bring toys on assigned days as long as the child assumes full responsibility for them. Neither the staff nor the administrator is responsible for any lost or broken toys. Please do not allow any child to bring expensive play items at any time.

DISCIPLINE

Child training and discipline are handled with kindness, consistency, and understanding. Attention is given to specific needs of each individual child, while at the same time encouraging the child to become part of the group and participate accordingly. We will work with you to help your child learn what is acceptable behavior and what is not.

Methods of discipline: Preventative discipline is encouraged.

- A. Talking with the child, explaining to him/her why the behavior was not acceptable and what he could have done and/or what he should do in a similar situation in the future. We teach the children to tell the teacher in charge rather than retaliate. We believe this is scriptural (Romans 12:17-21).
- B. Isolation, by having the child sit away from the group for a short time, is also used to help achieve the desired behavior.
- C. Explain to the child carefully so he understands why his actions were not acceptable and what is acceptable.
- D. Tell him that you are not pleased with him, but with what he did and that you love him.
- E. Reassure the child of God's love for him.
- F. Talk to the child and stress any point you have any doubt about him understanding.
- G. Fill out a discipline form completely for the school record and parents record.

Discipline for all school-age day care children (K-5) will be consistent with the discipline policy given in the Middletown Christian Schools Student Handbook.

Whatever the method of discipline, the teacher will put forth effort to help the child understand the situation and that she is not displeased with the child himself, but with his/her behavior. She will reassure the child of her love and that God loves him/her. We emphasize the rights and respect of others in a kind, loving, consistent, Christian manner.

Staff responsibility: Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

GUIDANCE AND MANAGEMENT POLICY

The specifications of the child guidance and management policy applies to and must be read by all employees of the center.

Managing behavior: When children's behavior is unacceptable, the childcare staff member shall:

- a. Use developmentally appropriate techniques suitable to the children's ages and the circumstances.
- b. Use developmentally appropriate separation from the situation only as necessary.
- c. Communicate and consult with parents or guardians in implementing any specific behavior management plan. This plan must be consistent with the requirements of this rule.

When children's behavior is unacceptable, the childcare staff member shall not:

- a. Abuse or neglect children;
- b. Utilize cruel, harsh, unusual, or extreme techniques;
- c. Utilize any form of corporal punishment; no corporal punishment is allowed by anyone on our premises.
- d. Delegate children to manage or discipline other children;
- e. Use physical restraints on a child;
- f. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control;
- g. Place children in a locked room or confine children in any enclosed area;
- h. Confine children to equipment such as cribs or high chairs;
- i. Humiliate, threaten or frighten children;
- j. Subject children to profane language or verbal abuse;
- k. Make derogatory or sarcastic remarks about children or their families;
- l. Punish children for failure to eat or sleep or for toileting accident;
- m. Withhold any food (including snacks and treats), rest or toilet use;
- n. Punish an entire group of children due to the unacceptable behavior of one or a few;
- o. Isolate and restrict children from all activities for an extended period of time.

NUTRITION

Snacks: A morning and afternoon snack including one item from two of the four basic food groups is provided for each child on a daily basis.

Lunch: A hot lunch is served daily to all children in attendance, from the four basic food groups: protein, grain, vegetable and fruit. If a packed lunch is brought, this should include the four basic food groups; if not, we will substitute.

Special Diets: Please make sure we are informed of any allergies or needs for omitting certain foods from your child's diet.

Treats: You may wish to send special treats on birthdays and holidays. Please make arrangements with your child's teacher.

OUTDOOR PLAY POLICY

The center shall provide outdoor play each day in suitable weather for toddlers, preschool, and school children for four or more consecutive daylight hours, with the exception of freezing temperatures, wind chill factor, and inclement weather. This center has large muscle indoor play equipment including a large playroom. We have a fully fenced in playground. Our playground equipment consists of four swings, one step on alligator, three dinosaurs, climbers, one large standing sand box with appropriate toys, one spring seesaw, two large little tikes play centers. These are all on a surface of 8 inches of mulch. The playground is inspected frequently and state inspected once a year.

Outdoor play is limited due to: unsuitable weather conditions, such as tornadoes, severe thunderstorms, extremely high temperatures and humidity, and local, state or national disasters.

OPEN DOOR AND PARTICIPATION

We have an open door policy at our center. Parents are free to visit during all hours of operation. We welcome all parents to participate in all activities at the center: parties, Bible school, special days, field trips, etc.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. If you have a specialty you would like to share with the children, please contact office staff personnel.

Annual parent/teacher conferences will be scheduled during Spring Progress Reports. This conference may include behavior, social, and academic areas. Weekly parent letters are placed in the children's cubbies or folders and lesson plans are posted in the hall for the parents' viewing.

If there are concerns or questions, please see or call the teacher or administrative staff. We want preschool to be a wonderful experience with lasting fond memories for your child. Please do not hesitate to talk with us.

LAWS AND REGULATIONS

Our facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

SCHEDULE

A copy of your child's busy day is posted on the hall board each week.

INCLEMENT WEATHER

If weather is so severe we need to close, it will be announced on radio 93.7 FM or on TV. If you hear Middletown Christian School is closed or Middletown City Schools are closed and Middletown Christian Preschool/Day Care is not announced, we are open. On those days, your

child will need to bring a packed lunch with a drink. This lunch should include protein, grain, vegetable and a fruit.

Thank you for your support of the administrator and staff of Middletown Christian Preschool/Day Care. Your comments and questions are always welcome.

“Give your child the finest”

SUMMARY OF POLICY AND FINANCIAL AGREEMENT

1. Payment is to be made at least one week in advance of child's attending school. Failure to make payment for two weeks could result in the withdrawal of your child.
2. Two weeks vacation per year,
3. Occasional days are missed will be charged
4. All holidays will be charged if that day falls on the child's day to attend school
5. If we need to close for extremely inclement weather, there will be no charge.
6. Please honor our operation hours of 6:30 A.M. to 6:00 P.M. there is a charge of \$5.00 every five minutes after 6:00 P.M.
7. We would appreciate a two-week notice for withdrawal. We will charge for one-week tuition if no notice is given
8. Please retain this copy of your policy and financial agreement for you records. A duplicate is in our application to sign and return to us with the application.

Dear Parents:

Thank you for inquiring about Middletown Christian Preschool for your child. Enclosed you will find an application and information concerning the Preschool.

Please feel free to stop in and visit our facilities at your earliest convenience. I will be happy to show you the building and explain our program to you.

I want to assure you that if you choose Middletown Christian Preschool, every effort will be made to see that your child is safe and happy.

Sincerely,

Becky Parks
Administrator