

## **Parent Handbook**

### **WORTHINGTON PRESCHOOL**

773 High Street

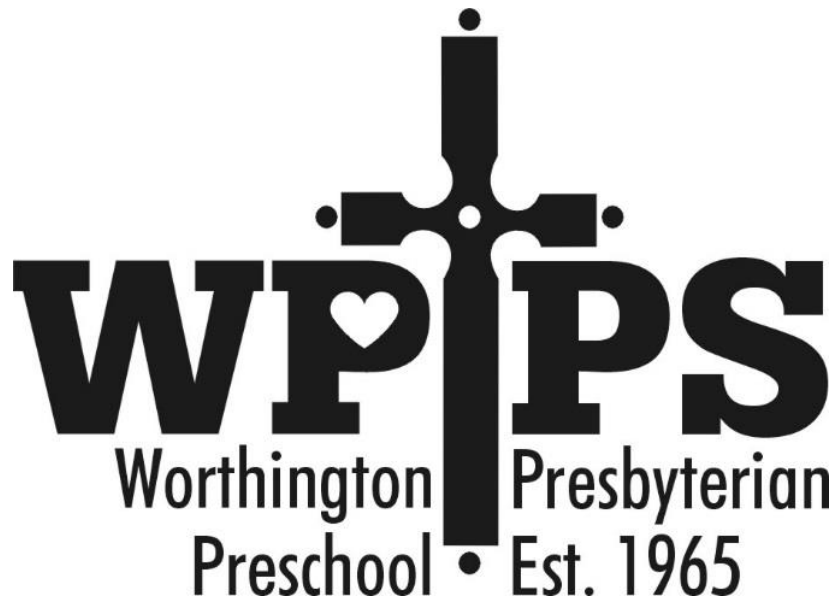
Worthington OH 43085

Phone #: 614- 885-3765

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<https://wpcnow.org/preschool>

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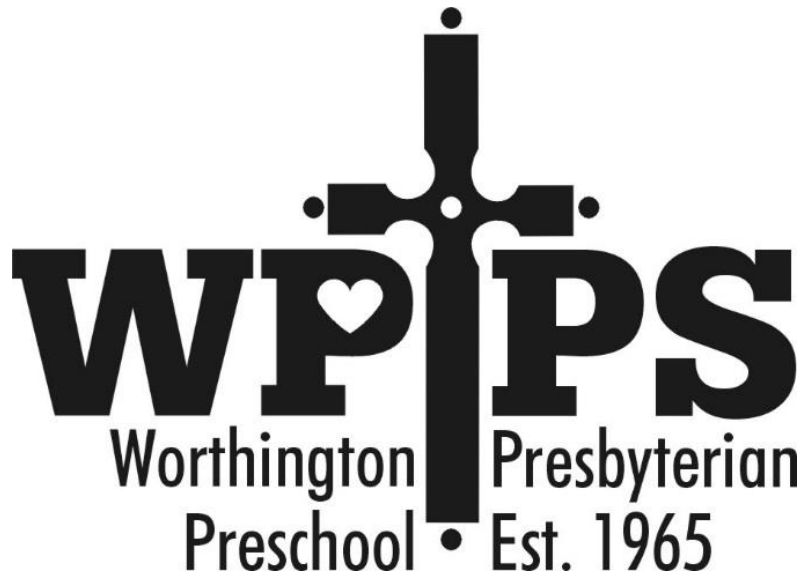


EST. 1965

Carrie Houk  
Director

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Worthington Presbyterian Preschool

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### **WORTHINGTON PRESBYTERIAN CHURCH VISION STATEMENT**

In the service of Jesus Christ, we are a dynamic, growing regional congregation whose vision is to love God; to nurture faith and spiritual growth; and to welcome, embrace, and serve each other, the community beyond, and a whole world we cannot yet imagine.

### **WORTHINGTON PRESBYTERIAN PRESCHOOL PHILOSOPHY**

We believe children must feel loved and approved of for themselves. We respond to the needs of children by providing a success-oriented environment in which positive words and actions encourage each child to ask questions and to make choices, to grow in self-confidence and self-control, to develop respect for self and others, and to feel a joy in and curiosity for learning.

### **WORTHINGTON PRESBYTERIAN PRESCHOOL MISSION STATEMENT**

“To nurture the social, emotional, educational and spiritual growth of each child in a loving Christian environment”.

### **WORTHINGTON PRESBYTERIAN PRESCHOOL ORGANIZATION**

Worthington Presbyterian Preschool...

- Accepts children of all races, color, religions, sex, national origin, and socio-economic backgrounds.
- Is a non-profit organization governed by the Worthington Presbyterian Preschool Committee of the Worthington Presbyterian Church.
- Is staffed by a professional team of teachers and a director who have degrees in early childhood or related fields with consideration given to those with prior teaching experience and special abilities applicable to working with young children.

Dear Parents,

One time, a little girl came with her parents to the “coffee hour” after worship. She noticed a boy--a visitor--who was running there in the Fellowship Hall. The girl yelled at the boy, “HEY, what do you think you’re doing?” The boy looked terrified as she scowled at him. She said to him, “In MY church, we don’t run like that!” The boy froze. Then she took his hand. “In my church,” she said, “we run TOGETHER!” And off they went!

That is what Worthington Presbyterian Preschool is all about. That is what Worthington Presbyterian Church is all about. Here is a community where our children can know that they are loved. Here is a community where our children will not run alone (or face the challenges of life alone). They will have friends for the journey, and people to support them no matter what they are going through.

58 years ago members of Worthington Presbyterian Church set out to provide this – an excellent preschool where children will know that they are loved and where they can play together, pray together, learn together, and grow together. Out of all of those 58 years, maybe now--as we come out of this pandemic--our children need more than ever the socialization of preschool and the educational foundation that gets them off to a strong start as lifelong learners. They will learn here that they are never alone—not even in a pandemic. God and God’s people are with us all as we learn, grow, serve and “run together” the race of faith and life.

We look forward to partnering with you as we journey together through the year ahead. May this year be a time of support and growth. May we take one another by the hand and run together, and may we experience being upheld by God’s mighty hand!

Sincerely yours,

Pastor Tom Rice  
Pastor for Discipleship

Dear Parents:

Thank you for choosing WPPS! The teachers and I are excited to welcome you to a year that promises to be full of learning, fun and new friendships for you & your child. I am proud of my staff who go the extra mile to plan and implement developmentally appropriate experiences for your child. These experiences are designed to help them grow academically, physically, socially, and emotionally. I look forward to getting to know you and your children as the year progresses. Please remember I am always available for you if you ever need to talk or have any questions throughout the year. Let’s look forward together to a wonderful year!

Sincerely,

Carrie Houk  
Preschool Director

### **PRESCHOOL STAFF/CLASSROOMS**

Mrs. Carrie Houk	Director	
Mrs. Erin Neff	Program Assistant	
Mrs. Erin Metzger	Room 122	M/W/F & T/TH Threes
Mrs. Abby Brown	Room 122	M/W/F & T/TH Threes
Mrs. Kristi Gardner	Room 224	M/W/F Fours
Mrs. Erin West	Room 224	M/W/F Fours
Mrs. Shelly Reed	Room 226	M/T/W/TH Fours
Mrs. Anne Cinadr	Room 226	M/T/W/TH Fours
Mrs. Tracy Hartwick	Room 228	M/T/W/TH/F Fives
Mrs. Tracy Hartwick	Room 128	Enrichment
Mrs. Shelly Reed	Room 128	Enrichment

### **WORTHINGTON PRESBYTERIAN PRESCHOOL COMMITTEE 2023-2024**

Carrie Houk	Preschool Director	513-289-5007
Dan Arthur	Session Member	614-778-3700
Doug Fell	Finance	614-601-2297
Tom Rice	Pastor	248-224-9173
David Clinger	Parent/Church Member	614-561-3054
Maureen Ingham	Parent	330-268-6546
Jenny Fuerst	Parent	614-403-5322
Michelle McEntire	Parent	614-638-5176
Ohio Department of Jobs and Family Services		614-462-4000 1-877-302-2347 opt. 4

### **PRESCHOOL LICENSE**

Worthington Presbyterian Preschool is licensed by the Ohio Department of Jobs and Family Services (ODJFS). This license is posted in the preschool office for review. Upon receipt of this handbook, ODJFS requires parents to sign the "signature form" stating that you have received the preschool parent handbook. The laws and rules which govern our program are available for your review in the Preschool office. The licensed capacity is 110 children.

## **APPLICATION FOR ENROLLMENT AND ADMISSION**

Application for enrollment begins in January for the following school year. A child is considered to be enrolled only after the \$60.00 (\$80 per family) non-refundable/non-transferrable registration fee has been received, the Director confirms the availability of space and required paperwork is received. The Student Information Record, Parent Acknowledgement, Child Enrollment and Health Information form and an up to date Child Medical form signed by a physician or certified nurse practitioner with shot record attached must be received by May 1, 2023. To be enrolled, your child must have all immunizations, be 3 years old by September 30<sup>th</sup> of the year they enroll and be toilet trained.

It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin. It is our policy to treat all children and families with equal concern and respect. Children with special needs, including disabilities and chronic health problems, will be included on a case by case basis after the determination of the appropriateness of placement in our preschool classes. Parents, private medical and therapeutic consultants, and school personnel will make this determination and reassess it when necessary.

## **HOURS OF OPERATION, SCHEDULE AND FEES**

### **Hours of Operation:**

Preschool Office: September through May  
8:30 a.m. – 2:00 p.m. Monday through Friday

Preschool Office: Summer Hours  
June: 9:00 a.m. – 12:00 p.m.  
July: Closed. All correspondence (phone, email, mail) may be answered once a week  
August: 9:00 a.m. – 1:00 p.m.

Classrooms  
9:00 a.m. – 12:00 p.m. Monday through Friday

The preschool operates on a nine-month schedule: September through May, including a Thanksgiving holiday, Christmas vacation and Spring Break. The preschool also celebrates Martin Luther King, Jr. Day, President's Day, and Good Friday.

### **Sample Classroom Schedule:**

Greeting	Music and Movement
Center Activities	Snack (provided by parents)
Circle	Small Groups
Language Arts/Science/Social Studies/Math	Large Muscle time
(napping/resting or swimming/water activities are not applicable)	

### Fees:

#### Tuition Rates:

• Young Three's	Wed/Fri	\$175.00/5 Months	\$875.00/year
• Three's:	Tue/Th	\$190.00/9 Months	\$1710.00/Year
	Mon/Wed/Fri	\$230.00/9 Months	\$2070.00/Year
• Pre-K 4's:	Mon/Wed/Fri	\$230.00/9 Months	\$2070.00/Year
	Mon/Tue/Wed/Th	\$280.00/9 Months	\$2520.00/Year
• Pre-K 5's	Mon/Tue/Wed/Th/Fri	\$320.00/9 Months	\$2880.00/Year

#### Supply Fee:

Young 3's:	\$30.00
2 days/week:	\$45.00
3 days/week	\$50.00
4 days/week	\$55.00
5 days/week	\$60.00

The last month's tuition and supply fee is due when the child is accepted into the program and no later than May 1, 2024. Failure to pay the May 2025 fees by the required due-date forfeits your child's place in the program. The balance of the year's tuition may be paid in full or in eight monthly installments on the 1<sup>st</sup> of each month beginning September 1, 2024. Reminders will be sent out for late tuition, but any **tuition paid later than the 10<sup>th</sup> of the month will be charged a \$15.00 late fee.** Please see the director if special arrangements need to be made.

The school's federal tax ID number is 31 - 4391227 and is available in the preschool office.

### WITHDRAWAL POLICY

If circumstances arise which require you to withdraw your child from the preschool, the following conditions will apply:

- The preschool must receive a thirty day advance written notice with your intentions to withdraw your child.

The preschool maintains the right to withdraw your child if we believe that his/her attendance is detrimental to his/her growth or development, not in the best interest of the overall program, or in extreme circumstances, such as a direct threat.

### STAFF/CHILD RATIOS

Worthington Presbyterian Preschool will not exceed the following State of Ohio required staff/child ratios:

- 1:12 for three year olds
- 1:14 for four and five year olds

Because we desire to provide a higher level of quality care, our teacher/student ratios are:

- 1:8.5 for three year olds – with no more than 16 per class  
1:10 for four and five year olds – with no more than 20 per class

### **HEALTH SCREENINGS**

Comprehensive health screenings are important to your child's development. The Center for Disease Control and Prevention [www.cdc.gov/actearly](http://www.cdc.gov/actearly) recommends that all children have a hearing screening no later than 1 month of age. Children should have their hearing tested again before they enter school or any time there is a concern about the child's hearing. By age 3, your child should have a thorough eye examination to make sure his or her vision is developing properly and there is no evidence of eye disease. The American Academy of Pediatric Dentistry recommends that your child see a pediatric dentist when the first tooth appears or no later than his/her first birthday. For a list of local resources, please check with the preschool office. For more information on child development, health and safety, please check the file in the office.

*PLEASE REVIEW and CONFIRM, ON THE ACKNOWLEDGEMENT PAGE, THE REQUIRED HEALTH SCREENING IN THE LAST 12 MONTHS*

WPPS promotes the nutrition & health of children & protects children & staff from illness and injury. Children must be healthy & safe in order to learn & grow. A Child Health screenings by a pediatrician or health care professional is required. Annual Health screening benefits the overall health of a child because physicians can identify potential health issues. Through healthy screening, healthy eating and regular physical activity your child can learn healthy living habits which can last a lifetime Many health issues can be corrected before they become health problems that the child carries over into adulthood. Source: Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov))

### **Child Well Exam Requirement JFS 01305**

The Child Medical Statement JFS 01305 must be on file with Worthington Presbyterian Preschool. It must be within 12 months of the start of your child's first day of school and updated when expired.

### **Vision Health:**

Vision loss means that a person's eyesight is not corrected to a "normal" level. Vision loss can vary greatly among children and can be caused by many things.

A child with vision loss might:

- close or cover one eye, - squint the eyes or frown, -complain that things are blurry or hard to see
- have trouble reading or doing other close-up work, or hold objects close to eyes in order to see
- blink more than usual or seem cranky when doing close-up work (such as looking at books)

One eye of a child with vision loss could look out or cross. One or both eyes could be watery, and one or both of the child's eyelids could also look red-rimmed, crusted, or swollen.

### **What can I do if I think my child may have vision loss?**

*Talk with your child's doctor or nurse. If you or your doctor think there could be a problem, you can take your child to see an ophthalmologist, optometrist, or other specialist, and you can contact your local early*



*intervention agency (for children under 3) or public school (for children 3 and older). Treating vision problems early may protect your child's sight, and teaching children with severe vision loss how to function as early as possible can help them reach their full potential.*

### **Hearing Health:**

The signs and symptoms of hearing loss are different for each child.

Even if a child has passed a hearing screening before, it is important to look out for the following signs.

Signs in Children

Speech is delayed.

Speech is not clear.

Does not follow directions. This sometimes is mistaken for not paying attention or just ignoring, but could be the result of a partial or complete hearing loss.

Often says, "Huh?"

Turns the TV volume up too high.

All babies should be screened for hearing loss **no later than 1 month of age**. In addition, if you think that an older child might have hearing loss, ask the child's doctor for a hearing screening as soon as possible. If a child does not pass a hearing screening, ask the child's doctor for a **full hearing test** as soon as possible. If a child has hearing loss, talk to the child's doctor about **treatment and intervention services**. Hearing loss can affect a child's ability to develop communication, language, and social skills. The earlier children with hearing loss start getting services, the more likely they are to reach their full potential. If you are a parent and you suspect your child has hearing loss, trust your instincts and speak with your child's doctor.

### **A Parent's Guide to Hearing Loss**

*After learning of your child's hearing loss, you may have mixed feelings and many questions. [A Parent's Guide to Hearing Loss](#) will give you information about hearing loss, communication options, and programs to help you and your child.*

### **Blood Lead Poisoning:**

Lead is harmful to your child, slowing physical and mental growth. Old house paint that is chipping or peeling is the most common way that children are exposed. Children under the age of 6 years old are at risk because they are growing so rapidly and because they tend to put their hands or other objects, which may be contaminated with lead dust, into their mouths. Your child may need a lead test & more often if you answer yes to the following questions:

-Has your child lived in or regularly visited a house built before 1950? (day care center, preschool, babysitter or relative)

-Has your child lived in or regularly visited a house built before 1978 (lead based paint was banned for residential use) with recent, ongoing or planned renovation/remodeling?

-Has your child had a brother, sister, housemate, or playmate been followed/treated for lead poisoning?

Protecting children from exposure to lead is important to lifelong good health. No safe blood lead level in children has been identified. Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement. And effects of lead exposure cannot be corrected.

The goal is to prevent lead exposure to children before they are harmed. There are many ways parents can reduce a child's exposure to lead. The most important is stopping children from coming into contact with lead. Lead hazards in a child's environment must be identified and controlled or removed safely.

It is important to determine the construction year of the house or the dwelling where your child spends a large amount of time (e.g., grandparents or daycare). In housing built before 1978, assume that the paint has lead unless tests show otherwise.

*Make sure your child does not have access to peeling paint or chewable surfaces painted with lead-based paint.*

*Children and pregnant women should not be present in housing built before 1978 that is undergoing renovation*

*Regularly wash children's hands and toys.*

### **BMI- body mass index:**

Body mass index (BMI) is a measure used to determine childhood overweight and obesity. It is calculated using a child's weight and height. BMI does not measure body fat directly, but it is a reasonable indicator of body fatness for most children and teens.

A child's weight status and body composition varies as they age and varies between boys and girls.

[CDC Growth Charts](#) are used to determine the corresponding BMI-for-age. Childhood obesity can have a harmful effect on the body in a variety of ways. Obese children are more likely to have–

- High blood pressure and high cholesterol, which are risk factors for cardiovascular disease  
Increased risk of impaired glucose tolerance, insulin resistance and type 2 diabetes.
- Breathing problems, such as sleep apnea, and asthma.
- Joint problems and musculoskeletal discomfort.
- Fatty liver disease, gallstones, and gastro-esophageal reflux (i.e., heartburn).

Obese children and adolescents have a greater risk of social and psychological problems, such as discrimination and poor self-esteem, which can continue into adulthood.

*Make sure your child gets physical activity each day.*

### **Pediatric Dental Care:**

There is no better time than now to start your child practicing good oral hygiene. (Good oral hygiene starts as early as infancy.) Pediatric dental care ensures your child's primary teeth stay healthy and free of decay and other diseases. Good oral hygiene should be incorporated into the routine whether you are breastfeeding or bottle feeding. You can wipe down the gums with gauze or a soft wet washcloth. Once teeth come in, keep them clean. It is important to use a toothbrush designed specifically for babies as it is designed with a much smaller/softer head that will not injure their tiny mouths. Using the right set of tools is essential.

*If you have not done so already, make sure your child has his/her first dental by the time they turn one or two years old. Make the regular visit a fun adventure that yields a tooth-friendly reward.*

### **Hemoglobin Blood Levels:**

Hemoglobin is a protein in your red blood cells that carries oxygen to all of your body's organs and tissues. It also transports carbon dioxide from your organs and tissues back to your lungs. If a hemoglobin test reveals that your levels are lower than normal, it means you have a low red blood cell count (anemia). Anemia can have many causes, including vitamin deficiency, bleeding and chronic

diseases. If a hemoglobin test reveals that your levels are higher than normal, there are several potential causes such as the blood disorder polycythemia vera, living in a high altitude, smoking, hydration, burns and excessive vomiting.

### **SUPERVISION, SAFETY AND HEALTH**

- No child will be left alone or unsupervised at any time.
- A staff member will greet each child at the car, and one team teacher will greet each child at the classroom door. The other team teacher will be available to the children inside the class.
- When a staff member is ill, the Director or his/her assistant will contact a substitute to replace the ill teacher. The Director or Assistant will remain in the classroom until the substitute arrives in order to assure proper child-staff ratios and to continue the smooth operation of the program.
- Staff have been trained in proper hand washing and disinfecting procedures.
- The teaching staff has immediate access to telephones at all times. Telephones are located in the preschool classrooms, preschool office, large muscle room, church office, and kitchen.
- Emergency medical procedures are posted in the area of each telephone.
- Fire drills and lockdown drills are held monthly along with weather drills (held March through September). A record of all drills are maintained in the preschool office.
- Fire emergency and weather alert plans are posted in each classroom as are emergency medical procedures.
- Children will be taken to the lower hallway (large muscle room), an interior room (church Library) or the Youth Room in the event of severe weather emergencies. A weather band radio, flashlights, and first aid supplies are available in the preschool office.
- Spray aerosols shall not be used at any time when children are present in the preschool.
- Staff are mandated to immediately notify the local public children's service agency (Franklin County Children Services) whenever they suspect that a child has been abused or neglected. The preschool has staff members who have been trained in child abuse recognition and prevention.
- Children may only be released to authorized persons listed on your child's carpool card or emergency form.

### **COMMUNICABLE DISEASE**

A communicable disease chart is posted in the hallway in the preschool office.

Children with the following conditions/symptoms will not be admitted to the preschool as per the Ohio Department of Job and Family Services:

- Diarrhea (3 or more abnormally loose stool within a 48 hour period)
- Severe coughing, causing the child to become red or blue in the face to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis – redness or the eye or eyelid, thick and purulent eye discharge, matted eyelashes, burning, itching or eye pain.
- Temperature of 100 F. when in combination with any other sign(s) of illness
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine and/or grey or white stool

- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Please notify the school promptly of any known exposure to, or contraction of, a contagious disease. Parents of all exposed children will subsequently be notified in writing by the preschool.

Whenever a child has been ill with a communicable disease, he/she must have a letter from the physician stating that the child is free of contagion and is able to return to the preschool.

Whenever a child is ill, he/she should not return to the preschool until his/her temperature has been normal for 24 hours.

If a child is unable to participate in all class activities including outdoor and large motor activities, he/she is not well enough to be in preschool. This includes children who are considered mildly ill. If there is any question regarding health, please contact the school office after 8:30 a.m. before deciding to bring your child to school or to report the reason for the child's absence.

### **ADMINISTRATION OF MEDICATION**

The Preschool staff is not permitted to administer any medication or prescriptions, and we ask your cooperation in withholding such requests. We do comply with the Americans with Disabilities Act (ADA) when administering medication and care to children with disabilities. Medication for chronic, non-contagious conditions or disabilities, such as hyperactivity, may be administered under extraordinary circumstances when accompanied by ODJFS form 1217, proper physician documentation and parent permission. These situations are the exception, however, and will be considered on a case-by-case basis only.

### **ACCIDENTS AND EMERGENCIES**

There is always one staff member present that has received training in First Aid/Communicable Disease and CPR. In case of an emergency, accident, or illness, staff will take the following action: One team teacher will bring the ill or injured child to the Director, and the other team teacher will remain with the rest of the class. The Director or his/her assistant will contact the parent, guardian, or designated emergency contact person(s). A cot and blanket will be provided for use by the child. A staff person will remain with the child until he/she is released to his/her parent, guardian, or designated emergency contact person(s).

If the injury is more serious, first aid would be administered, and parents would be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In order for your child to be enrolled in Worthington Presbyterian Preschool, we must have approval to transport to a source of emergency treatment.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by the emergency squad; or an unusual or unexpected event occurs which

jeopardizes the safety of the child. If the child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when

#### **Threat of Violence:**

In the unlikely event that there would be an environmental threat or threat of violence, the staff are instructed to secure the children in the safest location possible (lockdown), take the attendance roster and contact and follow the directions given by the proper authorities (911/police). Parent will be contacted as soon as the situation allows. An incident report will be provided to the parents. A Disaster Response Plan is located in the preschool office.

#### **Emergency Evacuation:**

Should we need to evacuate due to fire or weather conditions, threat of violence, natural disasters, or the loss of power, heat or water to the center, the emergency plan posted in each classroom will be followed. Our emergency destination is the Griswold Center located just to the north of our building. If that space is unavailable, the children will be taken to Thomas Worthington High School on 161. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment forms.

#### **Fire:**

"Leave the building safely drills" (Fire Drills) are practiced monthly. In case of fire the teachers will take the attendance roster, secure the classroom and exit according the route posted in their classroom. Rooms 128 and 122 exit to the parking lot at the preschool front entrance. Rooms 224 and 226 and 228 exit out the front doors near the chapel and meet at the sidewalk in front of the church. All children will be accounted for and the administrator will be notified whether all children are present or if any are missing. Staff are required to take emergency medications/supplies in a fire evacuation.

#### **Inclement Weather:**

Worthington Presbyterian Preschool follows the Worthington City Schools inclement weather decisions. When Worthington Schools are placed on a delay, WPPS will begin at normal school time. We will be closed whenever the weather or road conditions make safe travel to school difficult. The decision to close will be made by 7:00 a.m. Please listen to local television stations for closing information. You must look and listen for: Worthington Presbyterian Preschool or Worthington City Schools, **BLOOMZ messaging will also be used**. Occasionally, due to poor weather conditions, the preschool may end early. If this occurs, each child's family will be notified by telephone/e-mail about the cancellation.

In the event that the school needs to be closed for other reasons (water, gas leak, etc.) parents will be contacted by phone, email or text.

#### **Loss of Power, Water or Heat:**

The administrator will contact the utilities company concerning the outage and assess the expected length of time for the outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements and the ability to follow sanitary hygiene practices. The administrator will make the determination whether the center needs to be closed or not.

## **CURRICULUM**

Our teachers are trained to provide relevant, meaningful interactions and experiences for young children in an emotionally and physically safe, healthy environment. The teachers prepare a "hands-on," self-directed curriculum in a classroom with age and individually appropriate materials and activities to foster growth in self-esteem, pro-social interactions and positive attitudes toward learning in the following areas:

- **Social Awareness:** dramatic play, modeling of positive interactions, community visitors, field trips
- **Physical Activities:** daily opportunities to build large muscles (climbing, balancing, swinging, throwing, riding tricycles, etc.) and small muscles (puzzles, manipulatives, painting, cutting, etc.)
- **Language/Literacy:** hearing and seeing the written word (books, recordings, flannel board stories, opportunities for children to express ideas and feelings)
- **Creative Arts:** process-oriented activities involving a variety of tactile materials (paints, markers, crayons, play dough, carpentry supplies, etc.)
- **Science/Math Readiness:** nature study, cooking experiences, number concept games, measuring, counting, sorting, classifying, etc.
- **Music/Creative Movement:** singing, listening, recordings, musical instruments, rhythm and movement activities

Children will be exposed during the Christmas season to the story of the birth of Christ and during the Easter season to the Easter story. Both of these stories will be presented in a developmentally appropriate manner.

## **ASSESSMENTS**

Our program conducts formal assessments on all enrolled children. We do not report child level data to the Ohio Department of Jobs and Family Services. (Pursuant to 5101:2-17-02 of the Administrative Code)

## **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. 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 (wind chill and heat index factored in) drop below 28 degrees or rise above 90 degrees. On days that outdoor play is not provided, we will use indoor muscle space for gross motor activities. Rubber-soled shoes and sturdy, simple play clothes are appropriate clothing for our program. Dress your child daily for outdoor play. Please print names on all raincoats, coats, jackets, sweaters, hats, boots, etc. worn by your child.

## **ARRIVAL AND DISMISSAL**

Children may arrive at the preschool no earlier than 8:55 a.m. for the morning session. Our signal to indicate that the classrooms and staff are ready to receive children is the presence of a staff member by the preschool doors.

In order to ensure the safety of all our children, the preschool drop off policy will be strictly enforced.

### **Drop Off Policy:**

(See map at end of handbook)

You will need to enter the drop off-line by entering Oxford from 161 and turning RIGHT ONLY into the preschool parking lot. You must wait for an adult to be at your car before opening your door and allowing your child to exit on to the sidewalk. After your child has been dropped off, you should follow the flow of traffic to the exit on Oxford and you must turn right onto Oxford and head north.

### **Walk-up Families:**

(See map at end of handbook)

You need to enter the preschool by way of the Griswold Center on the corner of High St. and Stafford St. (Do not use the Oxford entrances if you plan to walk children into preschool – these are for drop off only). Parking is on the north side of the church/preschool parking lot – away from the drop off line of cars. Line up in front of the Preschool doors by using the sidewalk near the orange cones. The map shows the areas to park and walk in.

Please remember that the safety rules are in place not to inconvenience you, but to keep ALL children safe. So PLEASE.....

- Hold your child's hand as he/she walks onto or off of school property
- Keep focused on your environment when driving in our parking lot – NO CELL PHONE USAGE ----TALKING OR TEXTING
- Pull through when at all possible, instead of backing up. When you arrive for pick up, we encourage you to back your car in so that you may pull forward to leave. It is easier to see in front of your car.
- Please get ALL the children into the car before starting to buckle anyone into car seats. Children standing next to a car are in blind spots and they move quickly – just a few inches can make for a tragedy.
- SLOW DOWN AND FOLLOW THE DIRECTIONS OF THE PARKING LOT PEOPLE – THEY SEE THINGS THAT YOU DON'T!

Security Doors: Outside entrances will be locked at 9:10 a.m. and remain locked until pick-up. If you need to access the preschool, press the button and the staff will be able to see you on the video as well as speak to you if necessary. The door will be unlocked once it has been established that it is safe to do so.

Children are expected to be picked up promptly at 12:00 p.m. or 1:00 p.m. (depending on their schedule) at the classroom door. Late fees may be charged for children who are not picked up at their scheduled time. Please telephone the office in advance to let us know if you are delayed.

Your child will be released only to people you have designated on the carpool registration form. When any change is made in the hour or method of a child's departure from the preschool, the parent, custodian, or guardian of the child must notify the office by note or telephone. Security questions may be asked to ensure your child's safety. Persons picking up a preschool child are required to show a state approved ID (Driver's License, State Issued ID). Messages delivered verbally by children cannot be accepted.

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

## **PARENT PARTICIPATION AND VISITATION POLICY**

### **FAMILY AND COMMUNITY PARTNERSHIPS**

In partnership with other preschools, we may be offering at least one educational training workshop or event to support families' engagement in children's learning and development during the school year.

Any parent, custodial parent, or guardian of a child enrolled in our program is welcome to visit the preschool during its hours of operation for the purpose of contacting children, evaluating the care provided by the preschool, or evaluating the premises. Parents are invited in to share any particular talents that they may have with the children. Parents are also welcome to assist with small group activities, special projects in the classroom and with field trips. Parent/Teacher conferences are held in the fall and spring. Monthly class and school newsletters will provide information on opportunities for parent participation. Upon entering the preschool, visitors must notify the Director of their presence.

No appointment is ever necessary for visitation purposes. However, if a visitor wishes to confer with any staff members, advance notice of the visit is needed in order that appropriate staff can be made available.

### **PARENT OBSERVATION PROCEDURE**

- You may discuss with your child's teacher an appropriate time to visit.
- Please do not bring siblings when you visit.
- If you wish to ask questions, please write them down and choose a time when staff are not with the children or meet at the close of the class session.

### **PARENT COMMUNICATIONS**

An open line of communication between the preschool and home is essential for the optimal growth of each child. You may touch base with the teacher at drop off or pick up to share any quick information or make arrangements for a convenient time to call or meet for a more lengthy conversation. Personal conferences may be scheduled as needed and parent/teacher conference days have been scheduled for fall and spring (see calendar of events that is given at parent night before preschool begins in September).



## **PARENT ROSTERS**

Class rosters are made available each year. Only parents/guardians who have signed both the signature form and the Emergency form giving approval that their contact information be shared will be listed on the class roster. This list is only made available to parents/guardians of a child who attends the preschool or individuals associated (staff) with the preschool who request it for preschool related business. According to state licensing, your child's name cannot be listed on the roster.

## **PARENT or EMPLOYEE CONCERN PROCEDURE**

When a parent or employee has a concern about the care, treatment or activities being provided to their child or children in their care, the following progression of steps should normally be taken to facilitate good communication between home and school.

1. Discuss your concerns with the teaching team for your child's classroom.
2. Discuss the concerns with the Director of the preschool. Parents may call and arrange an appointment.
3. Request a meeting with the WPPS Committee of the Worthington Presbyterian Church. This can be arranged through the Preschool Director or a Chairperson of the WPPS Committee and placed on the committee agenda.

## **CLASSROOM CHANGES**

Should the situation arise where a major change takes place that affects the children, (such as a change in the classroom or teacher) parents will be informed as soon as possible. Any questions or concerns should be directed to the preschool office.

## **TRANSITIONING**

### **Beginning of the school year:**

Worthington Preschool encourages you to visit your child's classroom before the school year starts. At this time we gather your child's information. We provide a "phase in" schedule to ease your child's transition into the school setting. This information is sent to you prior to your child's first day of school.

### **End of the school year:**

Progress Evaluations are discussed between parents and teachers. This helps determine the appropriate placement of your child for the next school year. End of year activity is our annual family picnic.

### **Pre-School to Kindergarten:**

We offer a lunch bunch program similar to a kindergarten setting. Students are introduced to their new school placement through books, discussions, classroom speakers, and school bus visit. Many classes author a book describing their "preschool years" and what they expect for their continuing education.

## **RECORDS RELEASE POLICY**

Before we can release your child's records to a new setting, Worthington Preschool requires that our "Consent to Release Records" form be completed.

## **DISCIPLINE POLICY**

Our discipline policy emphasizes prevention, is not punitive, and encourages growth in self-discipline. The preschool adheres to one fundamental belief: that no one can infringe upon the rights of others. We will not suspend or expel a child as a form of discipline, but rather work together with families to find an appropriate solution for the concern.

The staff establishes realistic goals and expectations based on individual and group needs, strengths, and interests. The curriculum is both age and individually appropriate and is lively enough to eliminate many potential problems.

Staff members use such techniques as re-direction, positive reinforcement, modeling, withdrawal of privileges (food, drink, and toilet privileges are NEVER withdrawn). Occasionally a child may need a time out. Time-out is used when a child requires time away from the group in order to regain self-control. Time-out is always done as a last resort with adult supervision and never involves seclusion or ostracism.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The director would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC. The specifications of Rule 5101: 2-12-22 applies to all persons at the school.

## **FIELD TRIPS AND TRANSPORTATION OF CHILDREN**

Worthington Presbyterian Preschool will not transport any child for emergency medical or dental care. If a child is in need of emergency care at a source away from the school, and the school has obtained consent from the parent or guardian to transport the child, the child's records and a staff member will accompany the child to a source of emergency care and will remain with the child until a parent or guardian assumes responsibility for the child's care.

When classes attend field trips away from the preschool, all children shall have a signed permission slip carried by the teacher, and wear name tags bearing the address and telephone number of the preschool. Most field trips will be walking trips, taking advantage of our location to travel to locations in our community. In the rare event of traveling to destinations outside of walking distance, parents will be responsible for transporting children and required to stay for the duration of the field trip. Every child shall be restrained as required by law during transportation.

At least one teacher who has current training in first aid and communicable disease recognition shall be present on each trip and a first aid kit will accompany the group. Each student's health record and emergency transportation authorization form will be taken on all school field trips.

Before leaving school, a count will be taken of all children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. During the fieldtrip each staff member will have specific children that they are responsible for supervising.

## **MISCELLANEOUS**

Please print names on all belongings, including coats, hats, raincoats, sweaters, mittens, boots, totes, etc.

Each child needs one large tote bag provided by the preschool and given on the first day of preschool in the fall of the first year of enrollment to be used during their preschool years at Worthington Presbyterian Preschool. The tote bag is used to carry home papers and to store personal clothing during class. Totes are strongly encouraged as they allow the children to be more self-sufficient. If you require an additional tote bag, they may be purchased for \$10.

## **BIRTHDAY AND HOLIDAY PARTIES**

We celebrate each child's birthday, whether it occurs during the school year or summer. Classes will celebrate birthdays at circle time and will make it a special day for your child. Snack time is not associated with birthdays. Please refrain from sending in individual favors or snacks to celebrate your child's birthday. If you would like to send invitations out for a party, this should be done outside of preschool using your class roster. If you wish, you may present a book, game, etc. to your child's class in honor of his/her birthday.

Holiday parties are limited by one food item and a drink. The teachers will find activities, games and books to celebrate the holidays so the main focus will not be on food. Please refrain from sending in food with your child on any holiday unless you have made arrangements with your child's teacher.

## SNACK POLICY 2024-2025

Ohio Department of Jobs and Family Services and Worthington Presbyterian Preschool snack policy requires that children receive a healthy nutritional snack while at preschool. For the health and safety of our children, peanuts, tree nuts or any other nut products are prohibited at our center. When providing snacks, please select an approved snack from the list below:

Fruit

Vegetables (without dressing)

Applesauce Cup

Pepperidge Farm Gold Fish

Cheez-its

Cheese Nips

Kraft Handi-Snacks

Pirates Booty

Utz Cheese Balls

Nabisco Ritz Crackers (original only)

Nabisco Wheat Thins (original only)

Nabisco Triscuits (original only)

Pringles- Original only

Ocean Spray Craisins (original only)

Sun Maid Raisins (original only)

Garden Veggie Straws

Rold Gold Pretzels

Syder's Pretzels

Kroger Brand Mini Twist Pretzels

Chex Mix

Stacy's Pita Chips

Sun Chips

Quaker Quakes Rice Cakes (caramel, sea salt, apple cinnamon)

Skinny Pop Mini Cakes (sea salt only)

Made Good brand chocolate chip granolas and mixed berry granolas

Honey Maid Teddy Grahams

Honey Maid graham crackers

Barnum's Animal Crackers (original only)

Kroger Brand grahams

Newtons

Welchs and Annie's- fruit snacks

Sabra Classic Humus

Oreos (original and golden only)

## IMPORTANT CHOKING INFORMATION

Approximately 66 to 77 children younger than 10 years of age die from choking on food each year in the United States. 10,000 Emergency department visits annually can be attributed to choking on food among children of ages 14 years and younger. 19% were caused by candy or gum.

Children of all ages can easily choke, especially those younger than age 5 because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Most dangerous of all, they often put things in their mouths, unlike older children.

Before young children have molars - teeth that grind food - they are able to bite off a piece of food with their incisors – teeth in the front of the mouth - but cannot grind it enough to swallow it safely. Children 3 to 4 years old have molars but are still learning to chew effectively. Children at this age also may be easily distracted when they are eating.

Foods such as round candy, grapes, marshmallows and meat sticks/sausages have a round, high-risk shape that can cause a plug in the throat. Peanut butter can also stick in the airway and form a tight seal that is difficult to dislodge.

Choking is the fourth leading cause of accidental death in children under the age of 5.

Children under age 5 are at greatest risk for choking injury and death.

Toys, household items and foods can all be a choking hazard.

The most common cause of nonfatal choking in young children is food. At least one child dies from choking on food every five days in the U.S. and more than 10,000 children are taken to hospital emergency rooms each year for food choking injuries.

Hot dogs account for 17% of food-related choking deaths among children younger than 10 years of age.

Prevent choking by shredding or cutting meat into small pieces, no larger than one-half inch (½") cubes.

Cut cheese into thin slices or small one-half inch (½") pieces.

Round foods like hot dogs and grapes should be cut in half lengthwise so the shape is no longer round.

Cut cherry tomatoes, grapes and strawberries in half.

Peanut butter - spread peanut butter thinly on toast, crackers, fruit or vegetables. Do not serve in large globs.

Hard candy over ½" in diameter and gum should not be provided to preschoolers in child care.

Updated August, 2023

## Center Parent Information

### Appendix C to Rule 5101:2-12-07

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>