**GRACE**

**PRE-SCHOOL**

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**601 East Boundary**

**Perrysburg, OH 43551**

**Parent Handbook**

\*Please note-all temporary changes/additions to this handbook in response to the Covid-19 Pandemic will be highlighted in red. There is also a Pandemic Response Plan that has been attached to the back of the handbook.

**MISSION**

The purpose of the Preschool at Grace United Methodist Church is to provide a Christian environment where children have the opportunity to develop a positive self-concept. The children will develop an awareness of God’s loving care as our Heavenly Father. The curriculum is designed to promote creative development while addressing each child’s cognitive, physical, social, emotional and spiritual needs. It is the intent of the school to foster social experiences in which children discover pleasure from giving and receiving while recognizing the feelings of others.

# LICENSE

Grace Preschool is licensed by the Ohio Department of Job and Family Services. The license is posted in the classrooms and the law and rules are available from the Director for review upon request. Licensing inspection reports and complaint investigation reports for the current licensing period are posted in the Director’s office for review.

The school’s 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 Department of Job and Family Services. A toll-free number for any person to use to report a suspected violation by the school can be found on the license posted in the classroom.

The school observes the following staff/child ratios and group sizes maintained for each age group:

one teacher for every 8 toddlers, preschool, and school age children with a maximum group size of

21 children. The licensed capacity in each age category of the school is 2 toddlers, 43 preschool and

5 school age.

# CENTER PHILOSOPHY

Learning, like growing, happens all the time. With this overall philosophy in mind, we have established the following goals which will likewise be on-going. Progress will be measured with informal, teacher generated assessments and observed as the child grows, matures, learns and practices.

1. To develop an awareness of God’s loving care as our Heavenly Father.

2. To help the child learn to deal with group life, using his or her own unique abilities, but adapting to group situations and demands as a part of the maturing process.

3. To find social experiences in which to learn the pleasure of giving and receiving from others, and finding acceptable ways of solving problems and disputes.

4. To develop motor skills appropriate for the age.

5. To develop a degree of independence and self-confidence reasonable for the age.

# AGE REQUIREMENTS

Applicants for the Four-Year-Old Program should be four on or before August 1 and toilet-trained by school entry date to qualify. Applicants for the Three-Year-Old Program should be three on or before August 1 and toilet-trained by school entry date to qualify.

# ENROLLMENT

Applications will be accepted for students currently enrolled in Grace Preschool after December 1st

for the following academic year. Priority for registration will be given in the following circumstances:

\*Grace Church staff members’ children

\*Currently enrolled families registering two or more children for the following preschool year (i.e. twins, 3 yr. & 4 yr. old programs)

Deadline for early registration will be 1 week prior to the deadline for currently enrolled students.

Open registrations will be accepted after January 1st. A non-refundable registration fee is required for all applicants. Students are accepted in the order that the school director receives registration fees. **Families are required to individually register their child(ren) in person**. It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Upon admission, each child must have on file the following forms: Child Enrollment Form, Child Medical Statement, Child Information Form and Parent Verification Form. Rosters of the names and telephone numbers of the parents or guardians 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.

# TUITION, FEES AND PAYMENTS

Fees and tuition will be set by the Preschool Board and re-evaluated yearly.

When a child is enrolled, it is expected that they will attend for the full nine months. However, if circumstances arise that necessitate withdrawal, such as moving, one month’s notice would be appreciated. If a student withdraws within any given month, full tuition is expected for that month.

There will be no refunds due to illnesses, family vacation or other personal reasons for absence.

Tuition for the school year may be paid in full in August. The first and last month’s payments are due by the first school day. The remaining payments are due the first school day of each month October through April. If fees are more than 45 days past due, enrollment will be forfeited. Appeals to this policy should be submitted in writing to the Grace Preschool Board within the 45-day period.

Pandemic Response Plan: In the event that your child(ren) have to quarantine individually or with the class, tuition will not be refunded. In the event that the preschool has to shut down for longer than 2 weeks due to rising Covid-19 cases, the Preschool Board will meet to discuss tuition reimbursement.

Please make checks payable to GRACE PRESCHOOL

If payments are made by check and the item is returned for insufficient or uncollected funds, the parent expressly authorizes their account to be electronically debited or bank drafted for the amount of the check plus any applicable fees as allowed by state law. The use of a check is the parents acknowledgement and acceptance of this policy and its terms and conditions.

**MANAGEMENT AND GUIDANCE POLICY**

Expectations are set according to the age and ability of each individual child. We strive for courteous and respectful behavior. Positive reinforcement is consistently used. If a child has a problem controlling his or her behavior, he or she may be removed from the group within the room. If this does not solve the problem, the child will be removed from the room with a teacher in attendance. If appropriate, the parent will be notified. The school’s methods of management and guidance apply to all employees of the school. If the situation cannot be resolved, the child will be dismissed from the school.

# SAFETY POLICY

1. All children will be supervised at all times.

2. A teacher will be stationed at the building entrance for ten minutes prior to the beginning of school. Each parent must provide transportation to and from school each day. Your child may be dropped off with his/her teacher at the designated door between 8:55 and 9:05 for the 4-year-old morning session, between 12:25 and 12:35 for the 4-year-old afternoon session and between 9:10 and 9:20 for 3-year-olds. The teacher will record time of arrival and also perform and record a temperature check and Covid-19 symptom check before getting the child out of the car. Children may not enter the building unattended. Each day at the close of school, your child will be dismissed and escorted to your car. Children are to exit and enter cars from the curbside only. Please contact the director if you need to bring your child before the regular arrival times. Children who do not attend will be marked absent for the day. If you arrive late, please enter the church building (with some kind of face covering) at the H2 doors and visit the office for a Covid-19 symptom check before taking your child to his/her classroom.

3. Children will not be released to any person other than a parent or guardian or individual listed as an emergency number without written permission of the parent or guardian.

4. In the case of a custody agreement, official court documents must be provided to the director indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.

5. Teachers have immediate access to a telephone in case of an emergency.

6. A fire drill will be held monthly. Weather emergency drills will be conducted in September, March, April and May. Emergency/lockdown drills will be practiced quarterly. A fire emergency and weather alert plan are posted in each room.

7. If an emergency for the parent arises during school hours, call the church office at 874-4365. The teachers will be notified.

8. If the United States Department of Homeland Security declares a Threat Level Red before school hours, school will be CLOSED.
If a Threat Level Red is declared during school hours, the building will be secured and remain open until regular dismissal times unless otherwise directed by the Regional Terrorism Task Force.

9. If there is a need to evacuate the building during school hours, the students will be escorted on foot to the adjacent parsonage at 623 E. Boundary St. Parents will be contacted by telephone, cell phone, radio or TV to pick up their child at the parsonage. A secondary evacuation site is located at St. Timothy’s Episcopal Church, 871 E. Boundary St.

10. An incident report will be completed if any of the following situations occur: an illness, accident or injury requiring first aid treatment; a bump or blow to the head; emergency transportation; or an unusual or unexpected event which jeopardizes the safety of children or staff. A copy will be given to the parent or guardian the day of the incident.

11. All parents must complete the Emergency Transportation Authorization on page 3 of the Child Enrollment form.

12. Spray aerosols shall not be used at any time when children are present in the classroom.

13. The director and each employee are required to immediately notify the local public children's services agency when they suspect that a child has been abused or neglected.

# MANAGEMENT OF ILLNESSES

All staff is trained in the recognition of communicable disease and in hand washing and disinfecting procedures. If a staff member becomes ill, they will be relieved of their duties and a substitute teacher will assume their duties, if necessary.

A child will be discharged from the school if they show any of the following symptoms:

1. Temperature of 100 degrees or higher Fahrenheit (axillary) in combination with any other sign or symptom of illness

2. Diarrhea (three or more abnormally loose stools within a 24-hour period)

3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound

4. Difficult or rapid breathing

5. Yellowish skin or eyes

6. Redness of the eye or eyelid, thick and purulent discharge, matted eyelashes, burning, itching or eye pain

7. Untreated infected skin patches, unusual spots or rashes

8. Unusually dark urine and/or gray or white stool

9. Stiff neck with elevated temperature

10. Evidence of untreated lice, scabies or other parasitic infestations

11. Sore throat or difficulty in swallowing

12. Vomiting more than once or when accompanied by any other sign or symptom of illness

Grace Preschool is committed to keeping the children, staff, and parents as safe and healthy as possible. Therefore, if your child has any of the following symptoms, they will not be permitted to attend school-

* Temperature of 100.0 or higher
* Chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* Loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

We have to be **very** strict on this. If your child has **ANY** of the above symptoms, we will not allow them in the building. We would rather them be out temporarily than have them, as well as an entire class, be out for 2 weeks. Our goal is to stay open all school year. We believe we can do this with your help in keeping children home if they have the above symptoms.

If you or anyone in your family has been exposed to or has symptoms of Covid-19 your child will not be permitted to attend. We will ask you daily if anyone in your household has Covid-19 or has been exposed.  If the answer is yes, your child will not be permitted to attend and must self-quarantine for the recommended time provided by the CDC.

Children will have their hands sanitized when entering the building, once children arrive to their classroom, they will wash their hands with warm water and soap.  We will have hand washing breaks throughout the day, before and after eating and after coming in from outside. Children will also wash their hands before dismissal.

If a teacher or student is believed to have COVID, parents will be notified immediately.  If that person tests positive, we will contact the health department and follow their recommendations.  This could include, but not limited to, closing the school for an extended amount of time, closing individual classrooms, etc.

Parents will be notified of a communicable disease at the school through written notice. A communicable disease chart is posted in each classroom. Following a communicable disease, the child will be re-admitted upon recovery of the disease or illness. Please notify the director if your child contracts a contagious disease.

Medications, food supplements or modified diets will be administered only if signed and dated instructions are given from a physician. Children are not permitted to carry medications or ointments.

# MEDICAL PROCEDURES

A child’s medical statement is required by the State of Ohio and must be on file within 30 days of the time of admission. Children must be up to date on all immunizations based on their age. If a family chooses not to have their child vaccinated, this information must be documented on the Child Medical Statement.

The enrollment form, which includes medical emergency transportation information, must be on file the first day of school. Our medical emergency plan is posted by the phone and a person certified in first aid and communicable disease control is always available. Although every precaution for safety is taken, accidents may occur. Minor accidents will be treated with normal first-aid procedures.

In case of a serious incident, injury or illness, an attempt will be made to notify the parents immediately. Immediate medical care will be obtained, to be followed up by the family physician, if necessary. The parents will assume all costs for any emergency transportation and/or care. The Emergency Squad will provide transportation. Grace Preschool will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

If a child becomes ill at school, he will be isolated from the group with a teacher. A cot will be provided, and the child will be made as comfortable as possible. Parents or emergency contacts will be immediately notified to pick up the child. After use, cots will be cleaned and disinfected with an appropriate germicide.

**LOCATION OF ONSITE SPACE FOR BREASTFEEDING**

Space for mothers to breastfeed and/or pump breast milk is located in the Women’s restroom in the

B hallway, across from the Church Office.

**DAILY SCHEDULES/HOURS OF OPERATION**

School will be in session for nine months, late August through mid- May. Please refer to your student’s classroom calendar for scheduled closings and updated daily schedules.

**Three-Year-Olds - Monday/Wednesday Tuesday/Thursday**

9:10 - 9:20 Arrival

9:20 - 9:25 Wash Hands and Self-Selected Free Play

9:25 – 9:40 Morning Meeting

9:40-10:00 Music/Large Motor Activities (indoors and outdoors)

10:05-10:50 Large Group Learning Time (followed by) Small Group Learning Stations

10:50-11:25 Clean-Up and Snack

11:25-11:45 Story Time and Show and Tell

11:45 Dismissal

# Four-Year-Olds - Monday, Wednesday, Friday

8:55 - 9:25 (12:25 - 1:00) Arrival and Self-Selected Free Play

9:30 - 9:55 (1:00 - 1:25) Large Group Learning Time

9:55 - 10:05 (1:25 - 1:35) Clean-Up and Snack

10:05 - 10:20 (1:35 - 1:50) Story Time/Movement/Music

10:20 - 11:05 (1:50 – 2:35) Small Group Learning Station Rotation

11:05 - 11:25 (2:35 – 2:55) Music/Large Motor Activities (indoors and outdoors)/Show and Tell

11:30 (3:00) Dismissal

# CLOTHING

Dress your child in sturdy, comfortable play clothes. Many activities are "messy”, and the child should not have to be overly concerned about his or her clothing.

# OUTDOOR PLAY

Children will be taken to the outdoor play area each day as our schedule allows in suitable weather. Conditions that would restrict outdoor play include but are not limited to: rain, lightning, temperatures of less than 20 degrees or more than 90 degrees. If outdoor play is prohibited, children may have large muscle play indoors in the Family Life Center or the Fellowship Hall.

# SNACKS

Parents will be asked to provide the snack for their child's class occasionally throughout the year. When providing snack, we ask that parents keep in mind the nutritional value of the snack and let the child help in the selection. **A list of approved snacks** will be attached to the snack bag. Grace Preschool has a strict **NO PEANUT OR PEANUT PRODUCT POLICY**. Please comply with this policy for the safety of children with allergies. This year, we also ask that snacks be prepackaged.

**PARENT/GUARDIAN PARTICIPATION IN CENTER ACTIVITIES**

Unfortunately, due to Covid-19 we currently will only be allowing parents/guardians into the building by appointment only. Please contact Victoria Albright to set up an appointment. **Face coverings will be required at all times when in the building.**

Email: victoria@gracechurchperrysburg.com

Phone: 419-874-4365 ext. 220

**PARENT/GUARDIAN PARTICIPATION WITH STAFF**

Parent Orientation: Parent orientation programs will be held via zoom call before school begins.

Preview Day: Children and their families are invited to the school to see their classrooms, meet their teachers and friends, and to play on the playground the week before school begins.

Conferences: Conference times will be arranged with parents in the fall and spring for the 4-year-old class and in the spring with the 3-year-old class.

Attendance is encouraged and every endeavor will be made to arrange a satisfactory time.

\*A conference can be arranged at any time throughout the school year if the need arises.

Other opportunities may be scheduled throughout the school year.

# PARENT OBSERVATION

Parents are encouraged to observe our sessions. Any custodial parent, custodian or guardian of a child enrolled in the school shall be permitted unlimited access to the school during hours of operation for the purpose of contacting their child, observing and evaluating care provided by the school, or evaluating the premises.

A parent of a child enrolled at the school who is not the child’s custodial parent shall be permitted unlimited access to the school and be afforded the same rights as the custodial parent unless there is court documentation limiting access and conditions of the non-custodial parent. Upon entering, please notify the director or teachers of your presence.

Parents shall discuss any problem or concern regarding their child with the child’s teachers. The director will be consulted for assistance, if needed.

Again, parent observation has temporarily changed to appointment only.

# HOLIDAYS

The Preschool will observe the SAME HOLIDAY schedule as the Perrysburg Public Schools. School will be in session when Perrysburg Public Schools have Conference or In-Service days.

**WEATHER POLICY**

Weather days will coincide with the Perrysburg Public Schools.

If schools are **delayed** because of poor weather conditions:

 Preschool will be **in session** (no delay).

If schools are **closed** because of poor weather conditions:

 Preschool will also **close**.

Please do not call the church office for information regarding school being canceled. School cancellations and delays are announced on WSPD Radio 1370 and television channels 24 NBC,

13 ABC and 11 CBS.

If more than three days are missed due to weather conditions days will be made up.

# FIELD TRIPS

Parents will be notified of all field trips and will provide their own transportation. Children will be supervised at all times by their parent, guardian, or teacher while being transported and at the destination. A person trained in First-Aid shall be available on these outings, along with a First-Aid Kit and the children’s Emergency Transportation and Health Records. Children will wear badges with identification of their name, school, address and telephone number. A teacher will maintain a student roster to account for children at all times during the trip. Students will not participate in water or swimming activities on any field trip.

\*Written permission from parent or guardian is required for all trips.

At this time, we have put our field trips on hold. It is our hope that as time goes on these restrictions will be lifted.

# EMPLOYEE CONCERNS

The staff is directly responsible to the Director of the school. Any concerns will be first taken to the Director. If concerns cannot be resolved, the employee can go directly to the chairperson of the Grace Preschool Board.

# PHONE NUMBERS

Victoria Albright, Program Director, Voice Mail 419-874-4365, Ext 220

School/Church Office: 419-874-4365

Email: victoria@gracechurchperrysburg.com

Web Site: www.gracechurchperrysburg.com/preschool

(8/20)