

Preschool Handbook

a 2 z Preschool, Inc.
190 Woodrow Avenue
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(740) 699-0200
www.a2zpreschool.com

Welcome to a 2 z Preschool, Inc. This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about a 2 z Preschool, Inc.

Philosophy and Goals

a 2 z Preschool, Inc. was established to provide quality, loving care for children 3 to 5 years old. The staff recognizes the importance of balanced growth, so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. We are pleased that you have chosen to include us in the growth and development of your children.

License

At the end of the handbook you will find an attachment about licensing and other valuable information.

Admissions

A child is considered to be enrolled in the center only after the registration fee of \$50 has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

Hours of Operation

The center will be in operation Monday through Friday for full day preschoolers from 8:45 am to 3:15 pm. Before care and after hour care will be available at 7:00 am and until 6:00 pm for an additional charge. Students coming for $\frac{1}{2}$ day preschool, the hours will be 8:45 am to 12:25 pm.

Drop Off/Pick Up Services

We will be offering drop off/pick up services for preschool children only. Drop off services will be from 8:30-8:45 and pick up services for half day kids at 12:25 and full day kids at 3:15. To use the drop off/pick up services you will circle around the back of the parking lot and line up under the covered entrance. If you are dropping off or picking up your child at any other time, you must bring your child into the facility.

Staff/Child Ratios and Maximum Group Size

1:12 Preschoolers (3 years - 4 years)

1:14 Preschoolers (4 years - 5 years)

Ratios for preschoolers may be doubled for 45 minutes at rest time as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio signs posted at the entrance of the building.

The maximum group sizes are as follows:

24 3 year olds
28 4-5 year olds

Maximum group size is defined by the number of children in one group that may be cared for at any one time. Limitations do not include naptime, lunch time, outdoor play or social activities.

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. A typical school day:

7:00-8:15	<u>Teacher Arrival</u> - Before care (for parents that need to be at work)
8:15-8:40	<u>Student Arrival</u>
8:40-8:50	<u>Morning Activities</u> Focus - Home/School correspondence, daily counts, organizational skills
8:50-9:15	<u>Circle Time</u> Focus - Pre-academic skills related to the Early Learning Content Standards, songs, calendar, weather, seasons, and daily schedule, when finished will go to reading readiness
9:15-9:40	<u>Reading Readiness</u> Focus-Activities that focus on the alphabet, sounds, words, writing names, etc, when finished will go to circle time
9:40-9:55	<u>Music and Movement</u> Focus-fine and gross motor skills, dancing, dramatic play

****Centers - last for 20 minutes, each group will rotate through every center****

10:00-10:20	Reading
10:20-10:40	<u>Math</u>
10:40-11:00	Science/Social Studies/Art
11:00-11:20	Miscellaneous
11:20-11:40	Snack
11:40-12:15	Whole group activity/playtime
12:15-12:25	$\frac{1}{2}$ day preschoolers pack up
12:25-12:35	<u>Restroom</u>
12:35-1:05	<u>Lunch</u> Focus-Independent skills, fine motor tasks, manners, and socialization
1:05-1:15	<u>Life Skills</u> Focus-Independence in brushing teeth, washing hands, and toileting
1:15-1:40	<u>Outdoor Play</u> Focus-Fine and gross motor tasks, socialization, and sharing
1:45-2:00	<u>Pack Up</u>
2:00-3:00	<u>Rest Time</u> - Children will rest in assigned space while music plays
3:15	<u>Pick Up</u> -
3:15-3:30	Departure of students
3:30-4:15	Outdoor Play/Indoor Play - Fine and gross motor tasks, socialization and sharing
4:15-4:45	Restroom/Snack Focus-Independence, fine motor tasks, socialization, and sharing
4:45-5:00	<u>Structured Play</u> Focus-Developing social skills by choosing activities and participating in child-led activities (or homework time for school aged children)
5:00-6:00	Clean Up and Departure

(schedule subject to change)(on Tues/Thurs students do all activities in 4 30 minute centers)

Preschool Tuition/Fees and Payment Policies

Monthly Rates

Tuition is based on which program you choose. It is payable bi-monthly or monthly.

Payments will be due on the 1st of every month from September to April.

(8 payments instead of the 9 payments we used to charge)

Full Day Preschool from: 8:45 am to 3:15 pm

If enrolled Monday through Friday: \$685 monthly

(for 4-5 year olds that will be entering kindergarten the following year)

If enrolled Mon-Weds-Fri Class: \$470 monthly

(for 4-5 year olds that will be entering kindergarten the following year)

If enrolled Tues-Thurs Class: \$370 monthly

(for 3-4 year olds that have another year of preschool)

Half Day Preschool from: 8:45 am to 12:25 pm

(bi-monthly payments are only available for Monday - Friday $\frac{1}{2}$ day preschoolers)

If enrolled Monday through Friday: \$370 monthly

(for 4-5 year olds that will be entering kindergarten the following year)

If enrolled Mon-Weds-Fri Class: \$270 monthly
(for 4-5 year olds that will be entering kindergarten the following year)
If enrolled Tues-Thurs Class: \$215 monthly
(for 3-4 year olds that have another year of preschool)

Enrollment for your child will be based on their age. If you wish to send your child more days than allotted, the administrator will test your child to determine if they are "ready" to be enrolled with older children. This will only benefit your child, we do not want to overwhelm our students. We want them to have a fun learning experience.

Bi-monthly payments will be due the 1st and 15th of each month.

If payment is not received by the 10th or 25th of each month a \$10 late fee will be charged. Monthly payments are due on the 1st of each month. If payment isn't received by the 10th a \$10 late fee will be charged. Any payments unpaid by the 10 day grace period will be considered delinquent. (See delinquent payments below.) We do not permit the switching of school days if your child is unable to attend school on his/her allotted day.

All checks are to be made payable to: a 2 z Preschool, Inc.

Delinquent Accounts/Returned Checks: A fee of \$5.00 per day will be charged to the account if payment is not received by the designated day. (Please see above.) A \$35.00 fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in cash until all account balances are settled.

Early Drop off/Late Pick-up Charges: If a parent wishes to use our early drop off/late pick up services, please give us the hours of your drop off/pick up times and we will incorporate them into your monthly tuition fees. The child must be picked up by 6:00 pm. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$2.00 per minute per child will be charged after 6:05 pm. Please remember our staff is anxious to get home on time to their families and commitments.

Withdrawals: Parents wishing to withdrawal their child(ren) may do so at any time.

Inclement Weather: PLEASE watch your local TV stations (WTRF/WTOV) for all cancellations and delays. Please go to www.wtov9.com and sign up for delay/cancellation notifications they will be sent to your cell phone.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff personnel are alert to the safety needs of your children, anticipate possible hazards, and take appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their children into the classroom or use our drop off service. Any special messages, medications, special pickup notes, etc. are to be given to the teacher.. Staff must be made aware

of each child's presence before the parent departs. Parents picking their child up after school hours will need to come inside to pick their child up . Any child that will be picked up earlier than the 3:15 dismissal time needs to have a note sent with them in the morning.

Supervision of Preschoolers: No child will be left unattended at anytime. Staff will supervise children at all times, including rest time. If a child becomes ill, they will be separated from the class, but within sight and hearing of a staff member.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. Photo ID will be needed for the child to be released. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let this be known so anyone picking up a child is not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may deny a parent access to their child without proper documentation.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff suspects that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent and/or the emergency squad will be contacted. On our enrollment forms on the 3rd page the EMERGENCY TRANSPORTATION AUTHORIZATION section, must be filled out that a 2 z Preschool, Inc. gives permissions to transport children in case of an emergency (this means phoning 911 and granting permission for the ambulance to transport your child) if you do not give permission to the center to transport, we have the right not to accept your child for enrollment. This is solely for the safety of your child, if there is an emergency we want to know that we are able to give your child the most appropriate/immediate care possible.

Guidance Policy

a 2 z Preschool staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect teachers, families and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not

impose punishments for failure to eat or sleep. This discipline policy applies to all staff and parents while they are at the center.

Expulsion of a Child

We can expel or refuse a child at will. We will give you a 2 week notice if possible, we are going to expel your child. If a situation arises where a child is consistently endangering him or herself, peers or staff, it may become necessary to disenroll the child, or if your child consistently needs one on one attention. 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 administrator will be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. We are not a facility that can give one on one attention. If your child requires one on one attention, then we are not the facility for you. This plan will be developed in consultation with the parents and will be consistent with the requirement of Rule 5101: 2-12-22 OAC.

Meals and Snacks:

A snack will be served at 9:00/9:25 am, lunch at 12:35 pm, and afternoon snack at 4:45 pm. Each of the snacks will contain at least two nutritional foods. Please let us know ahead of time if your child is not permitted to have any type of food due to allergies or religious beliefs.

For full day preschoolers, parents are **required** to provide a lunch for their child. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 $\frac{1}{2}$ oz) grain ($\frac{1}{2}$ slice bread or $\frac{1}{4}$ c pasta, etc), and two foods from the fruit/vegetable group ($\frac{1}{2}$ c), fluid milk is also required. **Milk must be in each child's lunch box (this is an ODJFS rule).** All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if food needs to be kept cold. If a lunch does not meet the nutritional requirements, then we are mandated to offer the additional food(s). These will be provided at a charge of \$1.00 per item.

Accidents/Emergencies:

a 2 z Preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff will follow the written instructions posted in the classroom. The instructions consist of emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire, weather conditions, loss of power, heat or water to the center our emergency destination is the Saint Clairsville Public Library. If the immediate area must be evacuated, we will evacuate to the Saint Clairsville Public Library. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come and

pick up their child. If a parent cannot be reached, we will also contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report will also be provided for the parents.

There is always one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness 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. Only parents or EMS will transport. 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 emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Management of Illness:

a 2 z Preschool, Inc. provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning of the school year before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stools within a 24 hr period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficulty/rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an 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

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and asked to pick up their child if a child does not feel well enough to participate in center activities. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least **24 hours of being free of fever** and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications: The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication must be handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. We will not administer cough drops to your child, please do not send them to preschool.

Prescription medications: must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

Over the counter medications will not be administered for more than 3 days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. 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 20 degrees or rise above 90 degrees. If need be, we will also adjust outdoor time due to rain, threatening weather, ozone warning etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hoola hoops, obstacle courses, dancing and exercising in the classroom. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens and boots in the winter time.

Parent/Employee Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator (Dawn Schoolcraft)
3. Owner (Dawn Schoolcraft or Stacy Thoburn)

Please feel free to address concerns when they occur. Often, problems can be addressed when they are little problems before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

If an employee has questions at any time concerning parents, children or other staff members, it is recommended that the following chain of command be used until an answer or solution is found.

1. Administrator (Dawn Schoolcraft) dawn@a2zpreschool.com
2. Owner (Dawn Schoolcraft or Stacy Thoburn) stacy@a2zpreschool.com
3. Parent Meeting (if necessary if problem is with child or parent)

Security

a 2 z Preschool, Inc strives to provide the safest environment for the children, therefore, a security/door alarm system is installed at the facility. The security system will not be armed during drop off and pick up times. Any parent coming at other times will need to ring the chime at the entrance and a staff member will buzz you in.

Contact List

If a parent wishes to have contact information of another student, they will need to go to the office and request the information. If the parent stated on the enrollment form that their contact information is available to all parents then the information will be given out.

Cots/Rest time

A cot will be provided for each child at the center, children are permitted to bring a small travel size pillow and blanket for their cot. The pillow and blanket will be sent home weekly for you to wash and return. This only applies to students that are enrolled in full day preschool. All students will lay down during rest time. We will not keep children awake at

this time, if you do not want your child to fall asleep, we suggest that you pick your child up before rest time.

Field Trips/Swimming

We will be taking periodic field trips, which will also be done with trained staff members. Before departing the center a count will be taken of all the children. The children will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination another count will be taken. During the course of the field trip each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip the center will obtain written permission from parent or guardian. Our field trips will be within walking distance of the center, we will not use transportation. We will go to the library two times a month, once for Mon/Weds/Fri class and once for the Tues/Thurs class, if you have chosen different days to send your child other than the normal days, you cannot switch your days to accommodate the library. We are not having any form of swimming activities planned for the center. **We are not having any formal assessments at the center.**

ADA COMPLIANCE

We will not discriminate against persons with disabilities on the basis of disability, that is, that we will provide an equal opportunity to participate in the childcare center's programs and services.

**Ohio Department of Job and Family Services
CENTER PARENT INFORMATION REQUIRED
BY OHIO ADMINISTRATIVE CODE**

The 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 telephone 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 child care 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.

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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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 Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is:

<http://jfs.ohio.gov/cdc/childcare.stm>

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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.