



Parent Handbook



Grace Preschool

601 E. Boundary St.

Perrysburg, Ohio 43551

419-874-4365



# Mission Statement

The mission of Grace Preschool is to provide an educational ministry to children by creating a nurturing, hands-on environment that enables children to grow physically, spiritually, socially and intellectually.

# Program Philosophy and Goals

Learning, like growing, happens all the time. With this overall philosophy in mind, we have established the following goals. 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 children to deal with group dynamics, using his or her own unique abilities, but adapting to group situations and demands as a part of the maturing process.

3. To offer 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.

#

#  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.

# 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 January 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. Grace Preschool will comply with the Americans with Disabilities Act.

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. Grace Preschool reserves the right to disenroll a child for any reason.

# Tuition / Fees / 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 day of school. 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.

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.

**Change of Address/Phone**

Please let the Director know if your address or phone number changes. It is crucial to keep contact information up to date in case of an emergency.

**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 / Drop Off / Pick Up

1. All children will be supervised at all times.

2. 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 a.m. for the 4-year-old morning session; at 12:25 p.m.for the 4-year-old afternoon session and at 9:10 a.m. for 3-year-olds. The teacher will record time of arrival. Please be prompt in dropping off and picking up your child. Children may not enter the building unattended. At the end of each day, your child will be 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.

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 is 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.

14. The building is locked during the school day. If you miss drop off at the beginning of class and need to bring your child inside, please push the white button at the main entrance and the office staff will let you in.

# Drop Off Times

**3 and 4 Year Old Class**

Monday/Wednesday – drop off at 9:10 a.m. / pick up at 11:45 a.m.

Tuesday/Thursday - drop off at 9:10 a.m. / pick up at 11:45 a.m.

**4 and 5 Year Old Class**

Morning Class – drop off at 8:55 a.m. / pick up at 11:30 a.m.

Afternoon Class – drop off at 12:25 p.m. / pick up at 3:00 p.m.

# 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

A child who is experiencing minor common cold symptoms is permitted to attend school if they are not exhibiting any of the above symptoms.

Covid-19 protocol is dictated by current CDC guidelines and county health department recommendations.

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 in each classroom 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 child care 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 through 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.

**3 & 4 Year Olds**

**Class Options:**

**Monday and Wednesday 9:15 – 11:45 a.m.**

**Tuesday and Thursday 9:15 – 11:45 a.m.**

9:10 - 9:25 Arrival and Self-Selected Free Play

9:25 - 9:45 Large Group Learning Time

9:45 - 10:30 Self-Selected Free Play

10:30 - 11:00 Clean-up and Snack

11:00 - 11:25 Music/Large Motor Activities (indoors and outdoors)

11:25 - 11:40 Story Time and Show and Tell

11:45 Dismissal

# 4 & 5 Year Olds

**Class Options:**

**Tuesday, Wednesday and Thursday (Morning Class) 9:00 – 11:30 a.m.**

**Tuesday, Wednesday and Thursday (Afternoon Class) 12:30 – 3:00 p.m.**

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 (indoor/outdoor)/Show and Tell

11:30 (3:00) Dismissal

# Clothing

Dress your child in comfortable play clothes. Tennis shoes are recommended. Please try to avoid flip-flop shoes or crocs. 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 30 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 NUT OR PEANUT PRODUCT POLICY**. Please comply with this policy for the safety of children with allergies. If there are specific food restrictions during a given year, the class will be notified prior to the start of the school year.

**Parent/Guardian Participation in the Classroom**

\*Childcare arrangements should be made for any siblings not enrolled in Grace Preschool.

**Snack Da­ys­**: When it is your child’s snack day, you are invited to spend the day in the classroom.

**Class Parties:** Parents will have the opportunity to provide snacks and help in the classroom on one party day.

**Father’s Feast and Mom’s Day In:** These are events for the Four-Year-Old Program with Father’s Feast the week before Thanksgiving and Mom’s Day In during May.

**Field Trips:** Parents are invited and encouraged to attend field trips with their children. Parents must provide transportation to and from field trips.

Other opportunities may be scheduled throughout the school year.

**Parent/Guardian Participation With Staff**

**Parent Orientation:** Parent information sessions will be held in the evening in August before school begins. This information session is for parents only to receive important information regarding the upcoming school year.

**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.

**Open House:** In October there will be an evening open house for students and parents.

**Conferences:** Conference will be arranged with parents in November and February/March.

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

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

# 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.

# 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 scrolled on local TV stations.

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 drive their child to and from the field trip. 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.

# 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

Kim Miller, Program Director, Voice Mail 419-874-4365, Ext 220

School/Church Office: 419-874-4365

Email: preschool@gracechurchperrysburg.com

Web Site: www.gracechurchperrysburg.com/preschool

(5/23)

ACTION: Final ENACTED Date: 10/13/2021 9:54 A.M.

Appendix C to Rule 5101:2-12-07

Center Parent Information

 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: Write or Call:

HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights

233 N. Michigan Ave., Ste. 240 30 E. Broad St., 37th Floor

Chicago, IL 60601 Columbus, OH 43215-3414

(312) 886-2359 (voice) (614) 644-2703 (voice)

(312) 353-5693 (TDD) 1-866-277-6353 (toll free)

(312) 886-1807 (fax) (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.