



**PARENT HANDBOOK**

**2023 - 2024**

*Building a better world, one child at a time!*

*For God so loved the world that He gave His one and only son,  
that whoever believes in Him shall not perish but have eternal life.*

*~ John 3:16 ~*



*Welcome to Child's World Preschool at Zion Mennonite Church, in Archbold, Ohio. This handbook contains all of the policies and procedures for the 2022-2023 school year. Please read this entire handbook thoroughly, so you are aware and understand our policies. It will also answer many of your questions! Please keep this handbook in an easy-to-remember location, where you can refer to it often throughout the school year.*

# **HANDBOOK:**

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## **CONTACT INFORMATION**

### **Child's World Preschool:**

**Preschool Phone:** 419 - 445 - 6034  
**Mrs. Gretchen King:** 419 - 551 - 7679 (*\*Leave voicemail or text message*)  
**Email:** childsworldpreschool@gmail.com  
**Treasurer Email:** childsworldpreschool.treasurer@gmail.com  
**Address:** Zion Mennonite Church  
300 Short Buehrer Road  
Archbold, Ohio 43502  
**Staff:** Megan Weaver  
Joilyn Waidelich

### **Child's World Preschool Board of Directors:**

Bethany Stuckey--Preschool Treasurer (*Parent/Church Secretary*)  
Bonnie Stuckey (*Church*)  
Adrienne Smith (*Parent*)  
Abbey Nafziger (*Parent*)  
Devin Nafziger (*Parent*)  
Whitney Jageiskli (*Parent*)  
Elaine Short (*Church*)  
Nichole Aeschliman (*Church*)  
Sue Short (*Church Pastor*)

### **Zion Mennonite Church:**

**Zion Office:** 419 - 445 - 3796 (*\*Call with urgent messages / emergencies*)  
Office hours= 8am—12pm Monday—Friday  
**Secretary:** Bethany Stuckey

# **PRESCHOOL REQUIREMENTS & ENROLLMENT FORMS**

## **REGISTRATION:**

December 1, 2023 = Registration begins for families presently enrolled

January 1, 2024 = Registration is open to the community

\* To register, please fill out a registration form online. A \$45 registration fee is due within 7 days.

\* If full, your child will be put on a waiting list and contacted as a vacancy becomes available.

\* NOTE: A child is not officially registered to attend until ALL preschool requirements are met.

## **PRESCHOOL REQUIREMENTS:**

Eligibility will be determined by the following:

- (1) Order registration form & registration fee is received.
- (2) Age of the child. Child must be 3 years old by May 1 (2-day class) or 4 by August 1 (3-day).
- (3) The emotional & physical readiness of the child as determined by the parents & administrator.  
All children must be toilet-trained before entering program.
- (4) By law, a yearly medical exam signed by your child's physician or nurse practitioner is required to be submitted within 30 days of admission. The form must be updated every 12 months. An updated immunization record is also required to be kept on file.
- (5) Preschool enrollment forms must be filled out and submitted prior to the first day of school.

## **REQUIRED PRESCHOOL ENROLLMENT FORMS:**

*Required by Ohio Job & Family Services (ODJFS) or Zion Mennonite Church*

- 1) ODJFS Form: "Child Enrollment & Health Information"
- 2) Preschool Child Medical Statement & Immunization Record  
*(\*A physical signed by doctor or certified nurse practitioner is due within 30 days, and must be updated every 13 months)*
- 3) ODJFS Form: "Request for Administration of Medication" *\*ONLY IF NECESSARY\**
- 4) Preschool Form: Transportation Release
- 5) Preschool Form: Photo Release

## **ADDITIONAL FORMS, as needed:**

- 1) ODJFS Form: "Child Care Plan" *(\*only IF special health concern)*
- 2) Zion's Release of Claims Form

# HOURS & TUITION POLICIES

## DAYS & HOURS OF OPERATION:

**PRESCHOOL CLASS** (3s & 4s) = Tues / Thurs : 8:15 - 11:00 am

**AM PRE-KINDER CLASS** (4s turning 5) = Mon / Wed / Fri: 8:15 - 11:00am

**PM PRE-KINDER CLASS** (4s turning 5) = Tues / Wed / Thurs: 12:15 - 3:00pm

## WEATHER DELAY SCHEDULE:

*\*\*\*We follow Archbold Schools for weather delays & cancellations!\*\*\**

All morning classes will be held from **10:15-11:45 am** in the event of a delay.

Afternoon classes will remain 12:15-3:00 pm

## ADMINISTRATOR HOURS:

\* Administrator Available: Tues/Wed/Thurs: 8:00am - 3:15pm, Mon/Fri: 8:00am- 12:00pm

## TUITION FEES:

Registration Fee = \$ 45.00 non-refundable

2-day class, 3 hours per session = \$ 70.00 per month (Sept-May / 9 months total)

3-day class, 3 hours per session = \$ 90.00 per month (Sept-May / 9 months total)

Supply/Snack Fee = \$25 (Due by 1st day of school)

## PAYMENT DETAILS:

You will receive a billing invoice via email from our treasurer through Quick Books each month. Payment may be made by check or online through Quick Books. Please make checks payable to: *Child's World Preschool*. Online payments can be made via ACH payment for no additional fee. Credit/debit cards are not accepted due to the high fees they require. A receipt from the Treasurer will be given for each payment received. The preschool's tax ID number is available upon request & tax documentation for tuition payments will be distributed in January.

- Payment is due the 1st of each month. Payment is required each month, despite student absences, weather cancellations or holidays.
- If payment is delayed, communication with the administrator is required. Please contact the Treasurer if your family circumstances change; an unexpected illness, unemployment, or other life event causing problems meeting tuition can be easily resolved if clearly explained. After 2 months missed payment with *no* communication, a child may be removed from program.
- A \$ 25.00 fee will be charged for any returned checks due to insufficient funds and the parent or guardian will be required to pay in cash until all account balances are settled.

## WITHDRAWAL OF A STUDENT:

If you choose to withdraw your child from Child's World Preschool, please first request a meeting with the Administrator to discuss your child's situation. If possible, one week notice is appreciated. Your registration fee and monthly tuition will not be refunded.

## PERMANENT DISENROLLMENT OF A STUDENT:

Child's World Preschool is designed to be a safe, fun, and Christian learning environment where all students can thrive. We strive to meet the needs of all students - taking the unique needs of each student, as well as the needs of the entire class into account. If a child has needs - physical, social, emotional, or cognitive - which the teachers cannot adequately address, we will assist you in finding the people and resources to meet your child's situation. We want the very best for each student, and promise to work with you to help meet the needs of your child! All children must be fully potty-trained to attend our program. Also, if a child is endangering himself/herself, classmates or the teachers, and the behavior cannot be corrected, we need to consider the needs of the whole class, and the child *will be removed* from our program. Examples include *but are not limited to* hitting, punching, kicking, biting, throwing, screaming, running away, hiding, leaving group, not following directions, disrespecting teachers or classmates, or any other behavior which is not conducive to helping our students learn in a safe environment.

# **STRUCTURE of ORGANIZATION**

## **SUPERVISION:**

Child's World Preschool is a non-profit organization overseen by a Board of Directors which consists of parent members, former parents, and congregational members from Zion Mennonite Church. They meet on a quarterly basis to make decisions regarding the preschool.

## **HISTORY:**

In 1976, Child's World Preschool was founded, and we celebrated our 40th Anniversary in October 2016. The preschool began as a parent-cooperative preschool with 22 students; it was overseen by a group of parents and coordinator Joyce Frey before becoming a non-profit organization in 1985. Since the preschool's inception, over 1250 children have attended Child's World Preschool.

## **TODAY:**

The congregational members of Zion Mennonite Church support Child's World Preschool in a variety of ways including, but not limited to:

- Clean facility on a regular basis
- Support the preschool financially through regular offerings
- Update and improve preschool facility as needed
- Collect, sew, build, and donate needed items
- Volunteer to share a skill, hobby, or experience with our class
- Bake items for open house, bake sales, programs, or other special events
- And cover us in prayer!

## **SAFE CHURCH POLICY:**

Zion Mennonite Church (ZMC) recognizes that child abuse or neglect is a serious problem in today's world. Child abuse can be physical, verbal or non-verbal. The abuser may be an adult, an adolescent, or another child (above five years old). For the safeguarding of our children and our volunteers, ZMC works at preventing child abuse or neglect by providing trainings to volunteers who work with youth. ZMC adapted this "Safe Church Policy" on 12/06/2011, and updated it 8/06/2013. Zion's Congregational Safety Committee (CSC) consists of the Formation Ministry Team Chair, the Formation Ministry Team Member, the lead of the Pastoral Team, and the Pastor who relates to the Formation Ministry Team. To meet the requirements of Zion's "Safe Church Policy", annual training may be given during the course of the school year, to any person helping in the preschool program.

## **CREREDENTIALS & CONCERNS**

### **OHIO EARLY CHILDCARE LICENSING:**

Child's World Preschool is licensed by the Ohio Department of Job & Family Services (ODJFS), and meets all requirements for a Childcare facility. The Ohio Licensing Department inspects the pre-school annually, and compliance reports are posted online.

### **FIRST AID / CPR / COMMUNICABLE DISEASE TRAINING:**

The teachers at Child's World Preschool are trained in First Aid, CPR, Communicable Diseases, and Child Abuse & Neglect. There is always one staff member present that has received training. In the case of a minor accident or injury, staff will administer basic first aid.

### **CHILD ABUSE & NEGLECT TRAINING:**

All teachers have been trained in Child Abuse & Neglect. All staff members are mandated reporters of child abuse. IF staff have suspicions that a child is being abused or neglected, state law requires a report to the local children's services agency. The safety of the children is always the primary concern.

### **STAFF CREDENTIALS:**

The Administrator, Mrs. Gretchen King holds her Bachelor's Degree in Early Childhood Education and an Ohio Teaching License. Mrs. Megan Weaver & Mrs. Joilyn Waidelich, co-teachers, also both hold a Bachelor's Degree in Early Childhood Education and an Ohio Teaching License as well.

### **CONCERNS or QUESTIONS:**

Teachers are available to discuss a child's progress, concerns, or needs at any time. However, during class hours staff are responsible for the needs of all students, and teachers need to be supervising and teaching. *Parents are encouraged to make appointments with the Administrator when it is necessary to engage in any lengthy conversation. Please feel free to bring up concerns when they occur.* Addressing little problems quickly, before they grow into bigger problems, is the best approach. We fully realize you are entrusting your little ones to our care, and we want our relationship to be a positive one!

If you have a concern, it is recommended you contact people in the following order until an answer or solution is found:

- (1) Child's Teacher
- (2) Administrator
- (3) Child's World Preschool Board President

Contact Mrs. King, Administrator anytime at: 419-551-7679 (\*Voicemail or Text)

Please leave a detailed message, so she may return your call with a detailed answer incase you are unavailable. She will strive to contact you within 48 hours. If you do not hear from her, please assume she did not receive your message, and contact her again.



# **GOALS & OBJECTIVES**

## **MISSION:**

The purpose of Child's World Preschool is to allow young children, ages 3-5, to explore, discover, and develop their social, emotional, and physical skills in a friendly, Christian environment, while appreciating God's beautiful creation and all it has to teach and offer us.

## **CURRICULUM:**

Child's World Preschool does not follow a set curriculum, but incorporates a variety of concepts into the daily lessons. The objectives outlined in Ohio's Early Learning Development Standards for language, math, and science will be incorporated into activities and learning centers to help prepare students for kindergarten. Acceptable social skills will be taught by studying and practicing positive character traits. Self-help skills will be modeled and reinforced. A Christian education will be taught through learning Bible stories, memory verses, prayers, and scripture songs. Our yearly schedule includes nearby field trips to explore the community in which we live, and various special programs or events involving parents and senior citizens.

## **CLOTHING for PRESCHOOL:**

TENNIS SHOES are the most appropriate daily footwear for preschoolers, as children have many opportunities to run, skip, hop, and explore large gross-motor play both indoors & outdoors.

PLAY CLOTHES are best, as the kids get to paint, play with play dough and make many "messes" as they make all types of art projects. Also, we ask that children refrain from wearing any type of clothing with inappropriate language or abbreviations, monsters, evil or scary characters.

COATS, HAT, SCARF & GLOVES are best for fall & winter months, as every morning the children have the opportunity to play outside on the playground when weather permits. We will not go outside in extremely cold weather or if there is a severe wind chill factor, as well as on days with extreme heat/humidity. We will also not go outside if the playground is unsafe due to wet or icy conditions. We do have access to a gym for indoor gross-motor play, which will hopefully take place in some form every day!

## **SPECIAL EVENTS:**

Each year, different special events may take place depending on what we are studying, including but not limited to the following:

- Programs for Parents & Loved Ones
- Holiday parties: Thanksgiving, Christmas, Valentines Day & Easter
- Sharing with the Zion Congregation in a variety of ways
- Children's service project: serving seniors, Thanksgiving project, etc.
- Community helpers sharing about their work with us: police, fire fighters, nurse, dentist, etc.
- Visitors sharing a special skill or hobby with us
- Visitors sharing a cross-cultural experience with us
- Field trips within our community

## **SAMPLE PRESCHOOL DAY**

### **DAILY ACTIVITIES:**

Our daily schedule includes exploration, discovery and development in the following areas: character building, self-help skills, small and large motor skills, language arts, mathematical concepts, physical and natural science, sensory and dramatic play, cooking experiences, music & movement, and the arts.

### **DAILY SCHEDULE:**

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 the preschool as a safe and comforting place, where they know what to expect and when to expect it. The following is a *sample* of our preschool day, but may be adapted based on student needs or projects:

<b>TIME:</b>	<b>ACTIVITY:</b>
8:15-8:25	arrival: busy boxes - fine motor activities
8:25-8:40	morning song, devotional & opening prayer, character building
8:40-8:45	bathroom, wash hands
8:45-9:10	large motor play including coordination activities & "brain builders"
9:10-9:30	circle time morning activities
9:30-10:05	Learning areas: literacy/language, math, natural science, social science, art, painting, dramatic play, reading, listening, texture table, etc.
10:05-10:10	clean-up learning areas
10:10-10:15	bathroom, wash hands
10:15-10:35	Snack & Bible story
10:35-10:55	project learning (hands-on math, literacy, and fine-motor activities)
10:55-11:00	pack-up
11:00	dismissal

## **MEDICATION & SNACK INFORMATION**

### **ADMINISTERING MEDICATIONS:**

Child's World Preschool will administer medications to a child only after the parent completes a "Request for Medication" form. All proper sections must be completed and medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Prescription medications must be in original container and administered in accordance to label instructions. 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 three days without instructions from a physician.

### **SNACK INSTRUCTIONS:**

Child's World Preschool will serve a morning snack each day, which will be provided and prepared by the preschool. The \$25 supply/snack fee will be used to purchase healthy snacks and drinks for the children each day.

If your child has any food allergies, please let us know ASAP. Depending on the severity of the allergy, you may be asked to provide a substitute snack for your child.

### **BIRTHDAY TREATS:**

At Child's World Preschool, we LOVE birthdays! Please feel free to send in a special, SMALL treat for the class on your child's birthday! Sending in a birthday treat is not required, but is OPTIONAL! Please let Mrs. King know if you plan to send in a special treat prior to your child's birthday. Summer birthdays may be celebrated on the child's half birthday or near the end of school!

# **PARENT-GUARDIAN PARTICIPATION**

## **PARENT-GUARDIAN PARTICIPATION:**

We love parents! We love grandparents! We love your child's loved ones! ...because we love your child and are now becoming a big part of his/her life! Thus, we greatly appreciate the support you show your child, and the love and interest you show in your child's educational experience. You are your child's first teacher, and know your child's needs the best. We want to support you in your role, and provide you with the resources needed to help raise your child. We also recognize that this is one of your child's first school experiences, and we want to make it a fun and positive one! The best way to do this is through open lines of communication, and regular involvement in our Child's World Preschool program.

## **PARENTS-GUARDIANS ARE ENCOURAGED TO \*REGULARY\* PARTICIAPTE IN THE FOLLOWING WAYS:**

- **DAILY:** EMPTY YOUR CHILD'S BOOKBAG
- **Weekly:** \*\* Check for Child's Folder
- **Weekly:** \*\* Return Folder the beginning of each week (Mon or Tues) \*\*
- **Monthly:** Read CWP Newsletter to know what we're studying & learning.
- **Monthly:** Review important dates of the month.
- **Yearly:** Attend Parent-Teacher Conferences.
- **As Scheduled:** Accompany us on field trips, and/or provide transportation.
- **Upon Request:** Sign permission slips and fill out paperwork - return to school.
- **If Desired:** Order Scholastic Books to broaden your child's home library.
- **As Needed:** Contact us about any special concerns or questions.

## **ENJOYING YOUR CHILD'S WORK!**

Folders are filled with lots of information, things we've been learning, and special projects they've made. Your child will be excited to share items with you! Encourage your child by listening to any stories concerning your child's artwork, writings, and projects. Praise your child's hard work, no matter *how* it looks at this age! Ask questions to learn more! Celebrate your child's uniqueness and display work in a special place. Take pictures or create a way to save special items, to show your child how important their work is to you. There is no greater joy than sharing in your children's joys!

## **SUPERVISION of CHILDREN**

*Our major responsibility is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of the children, anticipate possible hazards, and take appropriate precautionary and preventative measures to ensure the children's safety.*

### **DROP-OFF ROUTINE**

Drop-off & Pick-up = North doors by yellow crosswalk

All children will be dropped off & picked up via the NORTH preschool entrance starting at 8:15 (12:15). We request that parents enter the church parking lot from Short-Buehrer Road, drive around Zion Church, and form a line facing east at the crosswalk area in front of entrance to preschool. We ask you to exit onto Lindau Street, east of the church. We will come out & unload your child! It GREATLY cuts down on separation anxiety when we remove them from the car instead of from your hands! (and you don't even have to get out of your car!)

If a parent or guardian cannot wait in the drop-off line, we ask that you park in the spaces along the sidewalk, and walk your child to the building using the sidewalk up to the church. For the safety of all involved, please do not park in the parking lot, and cross the preschool line of traffic with your child at arrival!

### **PICK-UP ROUTINE**

When class is over, please park in a parking space & wait for your child at the door. We will come out as a class and dismiss them to you.

### **RELEASE of STUDENTS:**

Staff will release children only to persons on the transportation release form on file. If an emergency arises the parent must call or 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 people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our first 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. 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. We may not deny a parent access to their child unless documentation is on file.

### **STAFF-STUDENT RATIOS:**

No child will be left alone or unsupervised, at any time. *The following staff/child ratios must be maintained in order to follow minimum state licensing requirements:*

<b>Staff to Children</b>	<b>Max Group Size</b>	<b>Category</b>	<b>Ages of Children</b>
1:8	16	Toddlers	30 months to 36 months
1:12	24	Preschoolers	3 years - 4 years
1:14	28	Preschoolers	4 years until age eligible for kindergarten
1:18	36	Schoolagers	Age eligible for kindergarten to 11 years

# **FIELD TRIP PROCEDURES**

## **PURPOSE:**

Child's World Preschool designs field trips to compliment what the students are learning and studying in class. Field trips are for the children, ages 3-5, who attend our preschool. Staff cannot be responsible for transporting, supervising, and planning for additional children. We understand the desire to bring the whole family, however, this is a time for a parent or loved one to bond with your preschool child. Your younger children will have the opportunity to go on field trips once they are in Preschool.

## **PERMISSION SLIPS:**

We will be taking periodic field trips, and written notification will be sent. Before any child participates in a field trip, Child's World Preschool must obtain written permission from the parents.

## **ATTENDANCE & SUPERVISION:**

Special care will be taken to account for and supervise all children during a field trip. Nametags with emergency contact information will be attached to each child (\*excluding child's name & personal contact information). Before departing the preschool, attendance will be taken of all children on a sheet created specifically for the trip. Upon arrival at the destination, another attendance will be taken to ensure that all children have arrived safely. This process will be repeated upon leaving the destination and returning to the preschool. During the course of the field trips, the teachers & escorts will have specific children they are responsible for supervising.

## **FIRST AID:**

A first aid kit and the students' emergency contact information will accompany us on all field trips. A staff person trained in first aid, CPR, communicable diseases, and child abuse & neglect will be present with group during the entire field trip.

## **TRANSPORTATION TO & FROM FIELD TRIP:**

It is the policy of Child's World Preschool that all children will be transported using the National Highway Traffic Child Safety Seat Recommendations which includes:

- Children 4 years of age and younger and not yet weighing 40 pounds shall be secured in a child restraint seat, in the back seat.
- Children over 4 years of age and over 40 pounds (but less than 8 years and shorter than 4'9") shall be secured in a booster seat, in the back seat.

All transporting vehicles will be driven by a parent/guardian, and the driver must hold a valid Ohio Driver's License and liability insurance.

## **EMERGENCY TRANSPORTATION:**

If any life-threatening illness or injury would occur during a field trip, the EMS would be contacted, the parents notified, and a staff member would accompany the child to the hospital with all available health records. Child's World Preschool Staff or parent volunteers are not permitted to transport children in emergency situations.

## **MANAGEMENT OF ILLNESSES**

Child's World Preschool provides children with a clean and healthy environment. However, we realize that children may still become ill. If this is your child's first school experience, it is possible that he/she may experience more frequent illnesses at the beginning before his/her immune system becomes more active. Upon arrival, we observe all children to quickly assess their general health.

**If your child is showing signs of an illness, please do not bring your child to Preschool. They will be sent home! A sick child cannot fully participate in class, and only spreads the sickness to classmates & teachers. Please keep your child at home, until they are WITHOUT symptoms or fever FOR 24 HOURS.**

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

- Temperature of 100 degrees Fahrenheit
- Diarrhea (more than 3 abnormal loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick pus discharge, matted eyelashes, burning, itching or eye pain
- 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 other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated, he/she will be kept within sight and hearing of a teacher. The cot and any linens used will be washed and disinfected before being used again.

### **COMMUNICABLE DISEASES NOTICE:**

Parents will be immediately notified if their child has been exposed to a communicable illness, via the Remind app, email or a phone call. 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.

## **EMERGENCY PROCEDURES**

Child's World Preschool has devised several procedures to follow in the event that an emergency would occur while your child is at preschool. The following is our safety plan:

- 1) Fire or Tornado/Weather Alert - Staff will consult evacuation plan & diagram posted in each room, describing emergency evacuation routes and procedures to assure that all children arrive at designated safe zone. To prepare children, we practice monthly fire drills and seasonal tornado drills.
- 2) Loss of power, heat or water - The Administrator, along with the Licensing Office, would determine if the facility would need to close, and contacts would be made to come pick up your child.
- 3) Gas leak or other emergency where immediate area must be evacuated - Staff will follow emergency evacuation routes and procedures and head to primary or secondary safe zones. A sign would be posted on the door indicating that we have been evacuated and the location where you can pick up your child. Emergency contacts would be notified as soon as possible to come pick up child.
- 4) Environmental threat or a threat of violence - Staff will secure the children in safest location possible, and contact and follow directions given by proper authorities. Staff will contact parents or emergency contacts as soon as the situation allows.
- 5) Serious incident, injury, or illness - If any illness or 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. Child's World Preschool Staff or Zion Mennonite Church Staff may not transport children in emergency situations.
- 6) Other Emergency - we will conduct quarterly evacuation drills to practice in the event of an intrusion.

### **DO NOT ENDANGER YOURSELF PICKING UP YOUR CHILD:**

Please be reassured we will never leave a child unattended or leave the safe zone, until given the "all clear" signal. For example, in the midst of a tornado warning, we do not expect or want you coming to pick up your child, endangering yourself and your child. We will keep your child safe, even if we are there for several hours past the allotted preschool class time. We cannot restrict you from picking up your child; however, we also do not want you to worry. We, ourselves, have children we love and cherish, and thus want to care for your children in the same way we would expect our children to be cared for.

## **INCIDENT REPORT PROCEDURES**

**An Incident Report will be completed & given to guardian picking up child if the following occurs:**

- child has an illness, injury or accident which requires first aid
- child receives a bump or blow to the head
- child has to be transported by emergency squad
- unusual or unexpected event occurs which jeopardizes the safety of the child

If a child requires emergency transportation, the report will be available to parents within 24 hours of incident. If there is a general emergency, or serious incident, injury, or illness, Child's World Preschool will verbally contact the ODJFS Licensing Office within 24 hours, and provide an Incident Report within same day of incident.



# **CLASSROOM MANAGEMENT**

## **CHILD'S WORLD PRESCHOOL DISCIPLINE POLICIES:**

Child's World Preschool believes that helping children 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 will learn to respect teachers and their 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 making good choices) and positive redirection (removing the child and giving them an appropriate activity) will be used.

If a child is having a difficult time, he/she may be asked to sit for a short period of time to give the child a chance to regain control. Time outs will be age appropriate in length and done within the classroom. We will not implement punishments for failure to eat, or toileting accidents.

If a child demonstrates behavior that requires frequent "extra attention" from staff, we will develop and implement a behavior management plan. This plan would be developed in consultation between the Administrator and parents. It would be consistent with the requirements of Rule 5101:2-12-22. This discipline policy applies to all staff and volunteers working with children at Child's World Preschool.

## **OHIO EARLY CHILDCARE LICENSING RULE 5101:2-12-22:**

- 1) The teachers will set up the learning environment that prevents problem behavior. This environment includes such things as:
  - A) No large open areas indoors for running.
  - B) Enough activities so that children will have choices and won't have to wait long.
  - C) A mixture of quiet and active activities.
  - D) Age appropriate activities so that children will be challenged yet not easily frustrated.
- 2) The teachers will provide a daily balanced schedule so children will feel secure with the routine.
- 3) Children will know what is expected of them, and rules will be few and simple.
- 4) Children will be given positive reinforcement of appropriate behavior.
- 5) Teachers will discuss inappropriate behavior and will encourage the children to use words rather than actions when they are upset.
- 6) If necessary, a child may be redirected to a calming activity where he/she can regain control of himself/herself.
- 7) If necessary, to prevent harm to self or others, a child will be separated from the group with a teacher's supervision.
- 8) This policy and the specifications of rule 5101:2-12-22 applies to all employees of Child's World Preschool.

# **SUPERVISION OF CHILDREN & CHILD GUIDANCE/MANAGEMENT**

## **OHIO EARLY CHILDCARE LICENSING RULE 5101:2-12-19: Effective 10/29/2021**

### What are the requirements for supervision by child care staff members?

Each child care staff member shall:

- (1) Leave no child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times, including but not limited to, developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.
- (2) Ensure all children in care are within sight and hearing of child care staff members at all times, except as listed in paragraph (B) of this rule. Within sight and hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies. The use of mirrors to view children in another room does not meet the supervision requirements of this rule.
- (3) Not be under the influence of any substance that impairs the child care staff member's ability to supervise children and/or perform duties.
- (4) Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.
- (5) Only release a child to the parent or to a person who has been previously approved by the parent.
- (6) Not permit children to be exposed to inappropriate language or media.
- (7) Supervise outdoor play.
  - (a) The child care staff member shall remain outdoors with the children at all times.
  - (b) The child care staff member shall be able to summon another adult without leaving the group unsupervised.
  - (c) When the outdoor play space is not on the premises, child care staff members shall accompany and supervise all children in transit and at the outdoor play space.

### What are the child guidance techniques to be used in the licensed child care center?

- (1) All employees shall follow appendix A to this rule regarding guidance techniques to be used with children.
- (2) The center shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent and shall be consistent with the requirements of this rule.
- (3) When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code.

### What are the child abuse and/or neglect reporting requirements?

If the owner, administrator, employee or child care staff member suspects that a child has been abused or neglected, he or she shall immediately notify the public children services agency (PCSA).

## **Handbook Addendums**

**Immunization Policy** – The Ohio Department of Job & Family Services (ODJFS) requires that all preschoolers have a yearly physical form on file, as well as a copy of immunizations. Child’s World Preschool prefers that all children are fully immunized; however, we do accept children to attend regardless of their immunization status. If an outbreak of any infectious disease were to occur, an unimmunized child would be notified to not attend. In addition, if an unimmunized child were to contract a contagious disease, the said child would not be permitted to attend or return to preschool without a doctor’s note stating child is not contagious and can return to school.

**Non-Consent for Emergency Transport** – In the event a parent marks “NO” on form for permission to grant consent for a child to be transported to receive medical treatment, the student will be forced to withdraw from our preschool program. Child’s World Preschool cannot be responsible for any student who needs medical attention in the case of a serious illness or injury, but parents have not given us permission to access it. We apologize for any inconvenience this may cause, but again, the safety of our students is always our first priority.

**Emergency Release** – In the event of a weather emergency or disaster situation, parents will be notified and advised to pick up child early. A child will not be released to anyone not authorized on the transportation form, or who a parent hasn’t given us written or verbal authorization to release to.

**Disaster Plan** – Child’s World Preschool has a “Disaster Plan” on file which is updated yearly. Parents can review upon request.

**Staff Supervision/Substitutes** – All staff and substitutes have a current Background Check & Federal Background Check on file, and are approved to work with your child in the preschool setting. If a staff member is absent, a substitute will be contacted to replace teacher. Any other parent visitor will not be permitted to be unsupervised with your children at any time.

**Assessments** – The staff performs informal assessment on students, to help inform parents of strengths and weaknesses, to help students transition successfully to kindergarten. Formal assessments on enrolled children are not implemented, nor does our program report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

### **Child’s World Preschool does not provide the following in our program:**

- (1) **Swimming Policy** – We do not take any field trips which include swimming.
- (2) **Evening & Overnight Care** – Preschool only operates 8:15-3:00 MWF & 8:15-11:15 T/Th.
- (3) **Napping & Resting** – Children are expected to fully participate in our half day program. We don’t have or maintain mats, cots, or beds for nap time.
- (4) **Diaper Changing** – All students must be fully potty trained to attend. There is no diaper changing table or protocol for changing diapers regularly.
- (5) **Administration of Medication** - unless a doctor’s note prescribes medicine to be given in our 3-hour block of preschool, no medication will be administered at preschool. If a preschooler has a special diet restriction or modification, the parent will be expected to provide his/her snack.



ODJFS Center Parent Information-Handbook page (4).pdf