

Wadsworth Christian Preschool

Parent Handbook

2023-2024



Wadsworth Christian Preschool

195 Broad Street

Wadsworth, Ohio 44281

preschool@wadsworthumc.com

330-336-6689

Table of Contents

Philosophy and Goals	1
Admissions	1
Updated Enrollment Records	1
Hour and Days of Operation	2
Staff/Child Ratio	2
Daily Schedule.....	2
Snacks.....	3
Tuition/Fees and Payment Policy	3
Arrival/Dismissal Policy	4
Release of Children	4
Absences	5
Discipline	5
Safety and Emergency Policies	6
Emergency Medical Transportation Authorization.....	6
Disenrollment of a Child	6
Americans with Disabilities Act Compliance Policies.....	7
Procedures for Medical/Dental Emergencies.....	7
Fire and Weather Alerts	7
Threats of Violence or Environmental Emergencies	8
Management of Illness	8
Documentation of Accident/Incident.....	9
Documentation of Health Incident	9
Allergy Policy	9
Medical/Physical Care Plan	10
Sunscreen and Insect Repellant	10
Immunization	10
Medication.....	10
Prescription Medication	10
Over the Counter Medication.....	11
Outside Play.....	11
Water Activities.....	11
Napping/Resting	11
Toothbrushing.....	11
Field Trips	11
Evaluations	11
Parent Involvement	11

Access Policy.....	12
Clothing Suggestions.....	12
Photograph Permission.....	13
Parent Resources	13

Welcome to Wadsworth Christian Preschool! This handbook contains information regarding our preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled. It will answer many of the questions you may have about our school.

Philosophy and Goals

Wadsworth Christian Preschool (WCP) was established in 2000 to provide opportunities for the integration of learning in all areas of development--- intellectual, physical, spiritual, social, and emotional. The learning experiences our teachers plan for children are designed to concentrate on furthering childrens' interests and emerging capabilities through creative activities and academic curriculum with an emphasis on language through Foundations.

Our classrooms are designed to entice children to become involved in learning activities. The structure of the learning environment is intended to both allow and encourage children to explore and learn through play. Additionally, our program supports childrens' growing independence and self-confidence through the many opportunities to participate and make decisions.

Our teachers have a sincere commitment to and respect for children. Above all, we are energetic and enthusiastic about our work with children...and it shows!

Admissions

A child is considered enrolled only after a deposit has been received, the director has confirmed availability of space, the child is fully potty trained, and the required paperwork is received. This includes basic enrollment, health information, and custodial papers signed by the courts on file by the first day of school. Any change to this information must be communicated to the director 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 thirty days of admission. This form must be updated every 12 months.

Updated Enrollment Records

Each fall, WCP completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Most forms may be completed electronically; if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director. Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself or have your physician

mail them to the center. In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Hours and Days of Operation

Our 3s/4s class is offered Monday/Wednesday or Tuesday/Thursday from 9:15am to 11:45am. Our 4s/5s class is offered Monday/Tuesday/Thursday or Monday through Thursday from 9:15am to 11:45am. Our Pre-Kindergarten program is offered Monday through Thursday from 9:15am to 11:45am. The program will be closed on major holidays including but not limited to Labor Day, Thanksgiving, Christmas Break, MLK Day, President's Day, and Spring Break. A school calendar will be provided upon enrollment.

Staff/Child Ratio

In accordance with the ratio rule of the Ohio Department of Job and Family Services (ODJFS) and to maintain the most effective classroom environment, WCP provides a higher level of quality of care. We are committed to an EXCELLENT child/teacher ratio below state standards.

Class	ODJFS Ratio	WCP Ratio
3s/4s	1:12 Max group size is 2:24	1:10
4s/5s	1:14 Max group size is 2:28	1:12
Pre-K	1:14 Max group size is 2:28	1:12

A child will never be left alone in the classroom or during outside play.

Daily Schedule

To create an active learning environment for all children, the teachers establish and maintain a daily routine for each class. An example follows:

3s/4s Class:

9:15am to 9:45am Arrival/Free Play
9:45am to 10:00am Bathroom/Large Motor
10:00am to 10:15am Morning Meeting
10:15am to 10:45am Individual Learning/Free Play
10:45am to 11:00am Handwashing/Snack
11:00am to 11:30am Crafts/Learning Centers
11:30am to 11:45am Group Time/Dismissal

4s/5s Class:

9:15am to 10:00am Arrival/Free Play
10:00am to 10:15am Circle Time
10:15am to 10:45am Centers
10:45am to 10:55am Clean-Up/Bathroom
10:55am to 11:15am Snack/Story Time
11:15am to 11:30am Music and Movement
11:30am to 11:45am Closing Circle/Dismissal

Pre-K Class:

9:15am to 9:25am Arrival/Handwashing
9:25am to 9:45am Large Group (Greeting, Calendar, Weather, Story, Bible Verse)
9:45am to 10:45am Small Group Activities/Free Choice
10:45am to 11:00am Snack and Bathroom/Handwashing
11:00am to 11:35am Large Motor Activities (Outdoor Play)
11:35am to 11:45am Goodbye Activity and Dismissal

Snacks

Snacks are provided by WCP; however, parents may be asked to bring in snacks halfway through the year. WCP is a **NUT FREE school**. A list of recommended snacks will be provided to you upon enrollment. WCP will provide drinks for snack time. If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Tuition/Fees and Payment Policy

WCP currently only accepts online payments for tuition. If you choose to have tuition withdrawn from your savings or checking account via ACH, there are no additional fees. However, if you decide to use a credit or debit card, there will be an additional \$5 fee per

month. An online authorization payment form must be completed and signed at the beginning of each year. Registration fees, field trip fees, and the supply fee will still be paid using cash or check. Please see our tuition/fee chart below. Tuition will be automatically withdrawn on the 5th of every month (September through May). Adjustments will not be made to tuition due to absences because of illness or vacations. Checks should be made payable to Wadsworth Christian Preschool.

WCP Tuition/Fee Chart:

	Amount	Due Date
3s/4s Class Tuition	\$100/month	5 th of every month
4s/5s Class Tuition 3 days per week	\$130/month	5 th of every month
4s/5s Class Tuition 4 days per week	\$145/month	5 th of every month
Pre-K Class Tuition	\$145/month	5 th of every month
Registration Fee	\$35/family	Upon Registration
Supply Fee	\$30/student	1 st day of school
Late Fee	\$15/incident	

Arrival/Dismissal Policy

Arrival: Parents or an authorized person over the age of 18 must pull into the preschool parking lot, located on East Street, and wait in the drop-off line. Students should be in the appropriate car seat and sitting on the driver side rear of the vehicle. A preschool staff member will get your child out of your vehicle and direct them to their classrooms. Dismissal: Parents or an authorized person over the age of 18 must park in the preschool parking lot, located on East Street, and proceed to the preschool doors. The 3s/4s and 4s/5s classes will be picked-up inside the building and the Pre-K class will be picked up at the far door. Parents must sign the appropriate release form to authorize another adult to pick-up the child in advance. Proper ID is required by the adult. If the office does not have the appropriate release form the parents/guardians will be contacted before the child is released.

Release of Children

Since the safety of the children is our utmost concern, WCP and its employees maintain a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least two individuals to whom the child may be released on a regular and/or emergency basis. This includes following a **custody agreement from the courts**. Advance written notice is required for an individual to be authorized to pick up a

child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. Once the individual arrives at school, a staff member will need to verify the individual's identity by reviewing a photo identification before the child is released. If a non-custodial parent is not among those persons authorized by the custodial parent to pick up the child, please inform the director and your child's teacher. A copy of the appropriate legal documentation must be included in the child's school file. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will immediately be notified via telephone call. If the director is unable to reach a parent or emergency contact, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of the child, the local authorities will be notified. If a child is scheduled to arrive at WCP and does not arrive in a reasonable amount of time, WCP staff will contact the parent/emergency contact immediately. WCP will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person.

Absences

Please call the school and/or email your child's teacher to report absences. If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and advance notice has not been received and WCP is unable to make contact with the family.

Discipline

WCP only uses positive reinforcement and redirection as a means of discipline. Your child will always be treated with love and respect. Staff will facilitate problem-solving and encourage children to talk about problems and share thoughts and suggestions when conflicts arise. If a child exhibits inappropriate behavior, they will be to find a space away from the group. They may return to the group when they are ready. This allows the child to self-regulate. If the child continues to exhibit inappropriate behavior, they may be placed in a time-out. Note that time outs last no more than one minute per year of the child's age. Upon the child's return to the activity, the staff member will privately review with the child the reason for the time out and expected behavior. Staff will NEVER discipline for failure to eat or toileting accidents. This will apply to all staff and parents while at the center.

Safety and Emergency Policies

WCP Safety Policy observes the following regulations:

1. No child will ever be left alone or unsupervised.
2. Our arrival and departure policy must always be followed by all parents and teachers to ensure the safety of the children.
3. Monthly fire, tornado, and lockdown drills will occur at varying times each month. A record of these drills will be maintained at the center at all times.
4. An emergency and weather alert plan will be posted at each exit. These plans will include evacuation routes.
5. In the following cases, WCP will complete an Injury/Illness/Incident report:
 - a. Illness, accident or injury which requires first aid treatment.
 - b. Bump or blow to the head.
 - c. Emergency transportation.
 - d. Unusual or unexpected event which jeopardizes the safety of children.
6. A copy of this completed form will be signed by and given to the parent on the same day of the incident.
7. The use of spray aerosols are prohibited in the classroom at WCP.
8. All WCP staff members will immediately notify Child Protective Services when it is suspected that a child has been abused or neglected. All WCP employees are appointed as "Mandated Reporters" by law and ethics and will act accordingly.
9. In case of an emergency, we will always have a telephone available.

Emergency Medical Transportation Authorization

Our policy at Wadsworth Christian Preschool is to call 911 in case of an emergency. If Transportation is deemed necessary by the medical professionals and/or emergency staff, the child will be transported via ambulance. This must be agreed upon and authorized with an Emergency Medical Transportation Authorization located on the enrollment form prior to your child's enrollment to our school. Parent(s) must have on file with the center a written emergency medical transportation authorization for each child. Enrollment will be refused if permission to transport is not granted. The form, provided by Wadsworth Christian Preschool, is to be on file prior to the first day of attendance. Please advise us of any changes of information during the school year.

Disenrollment of a Child

Although we have never exercised this right, we do reserve this right to disenroll a student for the following reasons including, but not limited to: lack of payment, behavioral issues and/or lack of immunizations, outstanding tuition balance after notification, excessive tardiness in picking up child(ren) from the preschool, or failure to follow the rules and policies of the preschool. When a child's behavior places the child or the children in the program at risk. The staff members will communicate with the parents regarding a behavior plan. If the

behavior cannot be modified the child may be suspended or expelled from the program. Staff members are required to report child expulsion for behavioral reasons to the ODJFS.

Americans with Disabilities Act Compliance Policies

1. Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.
2. As WCP administers medications, appropriate staff members will administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.
3. Prior to caring for a child with a disability, the staff who are responsible for caring for the child are properly trained regarding any necessary procedures.

Procedures for Medical/Dental Emergencies

1. All staff members have completed first aid, CPR, communicable disease control and identification, and child abuse recognition.
2. Teachers will assume responsibility for any emergency which occurs on WCP property.
3. If, in the judgment of the teacher, the injury needs medical attention, the parent of the child will be called. If the parent cannot be reached, the emergency number on the Emergency Information record will be contacted. If the injury requires immediate medical treatment, 911 will be called for medical assistance and transportation to the emergency room of a hospital authorized by the parent on the Emergency Information record. At that time, the parent will be contacted. When possible, the classroom teacher will accompany the child to the hospital.
4. An incident report will be completed for illness, accident, or injury which requires first aid treatment, bump or blow to the head, emergency transportation, and unusual or unexpected event which jeopardizes the safety of children or staff.
5. School age children are not permitted to carry their own medication under any circumstances.

Fire and Weather Alerts

Fire and weather alerts are posted at the main entrance. The children and staff practice fire and tornado drills monthly and each drill is recorded. Procedures for environmental hazards and threats to safety are posted in the aforementioned location. In the event of a loss of power and/or heat the director will assess the situation and length of time the school will be without power. If the time is extended, parents will be notified, and the children will be sent home. WCP will follow Wadsworth City Schools regarding snow days, delays or other factors. On rare occasions, it may be necessary to close WCP due to poor weather conditions. We will make every effort to open our doors at the normal time. If inclement weather occurs, please listen to **WEWS TV 5 News** for closing information, to radio stations **WAKR-Akron 1590 AM** or **WQMX-Medina 94.9 FM**, or check news5cleveland.com.

Threat of Violence or Environmental Emergency

In the event of an environmental situation or threat of violence, the director will lock the school and call 911. All children and staff will be accounted for and no one will be permitted to enter or exit the school. Local emergency personnel will direct all actions to be taken following the school "lock down". In the event that we are directed to move to a nearby building, a sign will be posted on the front door indicating the evacuation and location where you can pick up your child.

Management of Illness

WCP provides children with a clean and healthy environment. However, we realize children become ill from time to time. If this is your child's first group experience, it is possible they may experience more frequent illness prior to their immune systems becoming more active. We observe all children as they enter our classroom to quickly assess their general health. We ask that you not bring a sick child to school- they will be sent home! A child with any of the following symptoms will be immediately isolated to a "sick spot" and discharged to a parent or emergency contact:

1. Temperature of 100 degrees F in combination with other signs of illness.
2. Temperature of 101 degrees F or higher.
3. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
4. Severe coughing- causing the child to become red in the face or make a whooping sound.
5. Difficulty or rapid breathing.
6. Yellowish skin or eyes.
7. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
8. Untreated skin patches, unusual spots or rashes.
9. Unusually dark urine, gray or white stools.
10. Stiff neck with elevated temperature.
11. Evidence of untreated lice, scabies, or other parasitic infestation.
12. Vomiting when accompanied by another sign of illness.
13. Sore throat or difficulty swallowing.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the Parent will be notified. If a child does not feel well enough to participate in school activities, the parent will be called to pick them up. A sign will be posted by the front door if their child has been exposed to a communicable illness. Children will be readmitted to school after 24 hours of being free of fever and symptoms with no fever reducing medication. If child has tested positive or has been exposed to someone who has tested positive for COVID-19 the child must be quarantined for at least 5 days. If they

are not symptom free, a doctor's note will be required stating that the child is not contagious.

Documentation of Accident/Incident

Staff members will document accidents and incidents that occur at WCP using an Accident/Incident Report. All biting incidents will be documented as accidents. If a biter breaks the skin of another child an accident/incident report will be completed for the biter as well as for the child who was bitten. If the injury is serious, a parent will be contacted prior to pick up. The parent will sign the report the same day as the incident. A copy will be given to the parent. All Accident/Incident Reports will be placed in the child's permanent file.

Documentation of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent and the original will be placed in the child's permanent file. All parents will be notified of any communicable illnesses present at WCP via a sign posted at the main entrance explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

Allergy Policy

Students with allergies please be advised:

1. Students with allergies MUST complete the Medical Care Plan Form JFS 01236 by the first day of school.
2. Students with allergies MUST give consent for EMS transport on the Enrollment Statement JFS 01234.
3. WCP will provide EMERGENCY medications only.
4. Emergency medications MUST be provided and KEPT AT WCP. They may **not** travel to and from school each day.
5. For SEVERE allergic reactions, 911 will be called at the FIRST sign of:
 - Swelling of lips, tongue, throat
 - Itching skin, hives, rash
 - Trouble breathing, wheezing
 - Dizziness, fainting
 - Stomach pain, vomiting, diarrhea
 - Behaving oddly, feeling of dread
 - Parents will be notified immediately AFTER 911 is called.
 - Parents are responsible for any and all charges brought about by EMS, and/or Emergency Room

Medical/Physical Care Plan

In order to remain in complete compliance with ODJFS each child is required to have on file a complete immunization record, medical statement and care plan for children with special medical needs. Students without immunizations or partial immunizations must provide a letter for their file stating the reason. In order to meet the needs of any child with a physical impairment, the parent will be required to provide the following to WCP:

1. A medical/physical care plan, and/or Administration of Medication form, written by the child's physician.
2. An appropriate adult, approved by the director, to accompany and assist the child in daily preschool activities.

Sunscreen

Families are encouraged but not required to apply sunscreen on their child before bringing them to school in the event students are able to play outdoors.

Immunizations

WCP reserves the right to refuse any student for reasons including, but not limited to a lack of immunizations and medical supervision.

Medications

WCP will only administer emergency treatment medications to a child only after the parent completes the JFS 01217 Request for Administration Medication for Child Care Form. All proper sections must be completed, and the medication handed to the director. Medications will be stored in a designated area inaccessible to children. The medication must be stored in the original container with a prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use. Box 2 of the JFS 01217 does not need to be completed. Medications may not be stored in a child's cubby or book bag. Staff who are trained to give the medication will be responsible for the administration of all medication to all ages of children. If the child has never had a medicine, it is required that the first dose be given at home in case of a reaction. If a child requires a food supplement or a modified diet this will be provided by the parent as WCP only provides snacks, not meals.

Prescription Medication

Prescription medication must be in its original container and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance with 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

Medication may only be administered in the event of a life-threatening situation (for example: food allergy requiring an EpiPen). If your child has an allergy or medical condition that requires medication, a JFS 01236 Medical Physical Care Plan and a JFS 01217 Request for Administration of Medication form must be completed in accordance with ODJFS. The parents of children who will require emergency medication planning must meet with the Director and complete the necessary plan and form.

Outdoor Play

Outdoor play will be included on a daily basis, weather permitting. Conditions that might prevent outdoor play would be weather or safety issues, including a temperature or wind chill below 40 degrees F or above 94 degrees F, thunder, lightning, rain, ice or any questionable safety issues. If the children cannot play outdoors, we will provide large muscle indoor activities.

Water Activities

WCP does not provide water play or swimming activities.

Napping and Resting

WCP does not have a nap time or rest period.

Toothbrushing

WCP does not provide toothbrushing.

Field Trips

WCP offers various types of field trips: parent led, teacher led, and onsite guest visitors. Permission slips will be provided for each individual field trip. WCP does not provide transportation.

Evaluations

WCP will conduct individual student evaluations twice per year, once in December and once in May. Parent/teacher conferences will be held in mid-January or early February. A record of the students' evaluations will be kept in their permanent WCP files. WCP does not report the child's level date to ODJFS.

Parent Involvement

Teachers will meet with parents for a conference in mid-January or early February to review the child's progress and to discuss any pertinent information. Parents are encouraged to reach out to their child's teacher with any questions or concerns throughout the school year. WCP encourages parent involvement in our classrooms. Parents are welcome anytime to visit

the classroom and participate in any classroom activity. If parents/guardians or employees have concerns or need assistance with problems related to the center, they may discuss the issue with the teacher involved and the director. We feel that parents and teachers are partners in the effort of teaching young children.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare will not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Assistant Teacher due to a conflict of interest with the person. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director will give approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Ohio sex offender registry:

- Will not operate, manage, be employed by, or act as a contractor or volunteer at WCP.
- Will not be on the property of WCP without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from school. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

Clothing Suggestions

It is suggested that the children wear clothing that lends itself to active play and is easily cared for in case of soiling. Please remember that we encourage the children to really "dig in" to the art materials. Children's clothes are likely to get paint on them. It is also required that the children have a complete change of seasonally appropriate clothing in their backpack. Please remember to check your child's backpack frequently to see if replacements are needed. Parent(s) are responsible for marking the clothing with the child's name.

Photograph Permission

Permission given for photographing your child allows WCP to use the images for advertising purposes on its website, in its brochures, on its Facebook page, as well as various forms of local media, including the Wadsworth United Methodist Church's mediums. No child's name will be used in any way with the photographs unless specific permission is granted by the child's parent. Parents that object to the use of their child's images in the above manner must produce to the administrator a written, signed, and dated statement of non-consent for the child's file.

Parent Resources:

- Wadsworth City School
- Help Me Grow: 1867 West Market Street Akron, Ohio 330-376-7232
- Marian's Closet: 154 East Street, Wadsworth, Ohio
- The Salvation Army, Wadsworth, Ohio
- The Garage Ministries, Wadsworth, Ohio
- The Panther Closet, Norton, Ohio
- Backpack Connection, Wadsworth High School, Wadsworth, Ohio