



All Saints Preschool

Planting the seeds of knowledge that last a lifetime.

Parent Handbook 2023-2024

**All Saints Preschool
6770 North High Street
Worthington, OH 43085
614-846-6080**

We are pleased you have chosen All Saints Preschool as your partner in the care and education of your child. The staff is interested in your child's total development. We will provide a caring and nurturing environment in which your child can grow and learn. The following information will help acquaint you with our procedures and policies.

Director: Suzy Eakin

Administrative Assistant: Jenny Raber

Office Email: suzye@saintsonhigh.org

Website: littlesaintsonhigh.com

Office Hours: September-May: Monday-Thursday, 8:00am-1:30pm;
Friday 8am-12:30pm
June-August: Please check our website

*Weekly office hours are posted outside the preschool office

*Our preschool generally operates in accordance with the Worthington City Schools calendar.

*Please refer to the school year calendar for scheduled closings; can be found on our website.

General Information

Philosophy:

All Saints Preschool will provide quality educational services presented in a Christian environment of love and mutual respect. Using a developmentally based curriculum, we will provide opportunities for each child to grow at his or her own rate socially, emotionally, physically and cognitively in an atmosphere where he or she will feel comfortable, happy and successful.

Organization:

All Saints Preschool...

- is a non-profit organization governed by The All Saints Preschool Board.
- accepts children of all races, color, religions, sex, national origin, and socio-economic backgrounds.
- staff consists of a professional team of teachers, administrative staff, and a director. The director and teaching staff have degrees in early childhood education, or related fields. Consideration is also given to those with prior teaching experience and special abilities applicable to working with young children.

License:

The preschool is licensed by the Ohio Department of Jobs and Family Services (ODJFS). This license is posted in the preschool office for review. Upon receipt of this handbook, ODJFS requires parents/guardians to sign the "signature form" stating that you have received the preschool parent handbook. The laws and rules, which govern our program, are available for your review in the preschool office. The licensed capacity is 60 children.

Samples of Daily Class Schedules:

3's Schedule (Tues. & Thurs. 9am-12pm)

Welcome/Wash Hands/Sign In

Class Meeting/Jobs

Discovery & Exploration (language arts, science, math, and social studies)

Clean Up

Story

Outside/Large Muscle

Wash Hands

Snack

Gather Coats and Book Bags

Large Group or Small Groups Activities

Closing/Dismissal

4's Schedule (Mon., Wed., & Fri. 9am-12pm)

Welcome/Wash Hands/Sign In
Class Meeting/Jobs
Discovery and Exploration (language arts, science, math, social studies, and open snack)
Clean Up/Circle Time
Learning Centers
Snack
Guided Activity/Small Groups
Outside/Large Muscle
Gather Coats and Book Bags
Closing/Dismissal

Ext. 4's Schedule (Mon. & Wed. 9am-1pm, Fri. 9am-12pm)

Welcome/Wash Hands/Sign In
Class Meeting/Jobs
Guided Activity/Small Groups
Clean Up/Circle Time
Outside/Large Muscle
Large Snack ("lunch")
Discovery and Exploration (language arts, science, math, social studies)
Large Group
Gather Coats and Book Bags
Closing/Dismissal

5's Schedule (Monday-Thursday 9am-1pm)

Welcome/Wash Hands/Sign In
Outside/Large Muscle
Large Group Meeting
Learning Centers (math, science, language arts, and social studies)
Large Snack ("lunch")
Discovery and Exploration
Guided Activity/Small Groups
Clean Up
Gather coats and Book Bags
Dismissal

Teacher/Child Ratios and Group Sizes

All Saints Preschool will not exceed the state required ratios of 1:12 for 3's classes and 1:14 for 4-5's classes. Ohio's maximum class size is 24 for the 3's classes and 28 for the 4-5's classes. Because we desire to provide a higher level of quality education, All Saints Preschool will have a maximum of 18 children in each 3 year old class, 21 children in each 4 and 5 year old class All classrooms will have 2 teachers when the group size is larger than permitted according to state licensing regulations.

Medical Food/Modified Diets/Snacks

*If your child requires a medical food or a modified diet, you must secure written information from your physician regarding this issue. Please contact the director for more information.

Snack/Lunch Procedure

Our snack policy is designed to promote a healthy environment for all the children we serve. Please abide by these practices. **For the health and safety of our children, peanuts, tree nuts or any other nut products are prohibited at our school.**

Each child is asked to bring their own snack or "lunch" depending on the class. When bringing a snack we ask that you choose an item from our "safe snack list" (see below), and use a snack size baggie with your child's name written on it. Our "safe snack list" includes a variety of foods from multiple food groups.

**See the next page for approved safe snacks

When bringing lunch we ask that you avoid items that contain peanuts, tree nuts and other nuts. We are unable to keep lunches cold, so you may want to use a cold pack.

Each day your child attends, he/she needs to bring a reusable drinking bottle filled with water (no juice). Be sure to write your child's name on the bottle.

Safe Snack List:

Applesauce cups

Cheez-Its

Cheese

Fresh fruit and vegetables (No dips or toppings)

Good choices are: small apples, clementines, oranges, strawberries, bananas
(1 banana will provide a snack for 2 children)

Individual boxes of raisins

Keebler Graham Crackers (Original, Honey or Cinnamon) Scooby Doo Cracker Sticks

Keebler Wheatables

Kraft Handi-Snacks (Mister Salty Pretzels 'n Cheese Dip, Breadsticks 'n Cheese Dip)

Nabisco Animal Crackers

Nabisco Honey Maid Graham Cracker

Nabisco 100 Calorie Pretzel Rounds

Ocean Spray Craisins

Pepperidge Farm Goldfish

Quaker Popped Rice Crisps

Quaker Quakes Rice Snacks

Raisins

Ritz Crackers (Whole Wheat or Original)

Rold Gold Pretzels; sticks, rods, etc. (mini size is great and should be sent in original package)

Safe cereals: Kix, Cheerios (Original), Quaker Life Cereal, Kellogg's Frosted Mini Wheats (chocolate, strawberry and blueberry are OK, too)

Snyder's Pretzels

Stacy's Pita Chips-Simply Naked, Cinnamon Sugar, Parmesan Garlic and Herb

Sun Chips (original flavor)

Thomas Mini-Bagels (any variety)

Teddy Graham Crackers (Honey, Cinnamon or Chocolate Chip)

Triscuits (original flavor, mini size, four cheese)

Wheat Thins (Original or Multi Grain)

Barnum's Animal Crackers

Pirate's Booty

Choking Hazards (Appendix A 5101:2-12-21)

Approximately 66 to 77 children younger than 10 years of age die from choking on food each year in the United States. 10,000 Emergency department visits annually can be attributed to choking on food among children of ages 14 years and younger. 19% were caused by candy or gum.

Children of all ages can easily choke, especially those younger than age 5 because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Most dangerous of all, they often put things in their mouths, unlike older children.

Before young children have molars - teeth that grind food - they are able to bite off a piece of food with their incisors – teeth in the front of the mouth - but cannot grind it enough to swallow it safely. Children 3 to 4 years old have molars but are still learning to chew effectively. Children at this age also may be easily distracted when they are eating.

Foods such as round candy, grapes, marshmallows and meat sticks/sausages have a round, high-risk shape that can cause a plug in the throat. Peanut butter can also stick in the airway and form a tight seal that is difficult to dislodge.

- Choking is the fourth leading cause of accidental death in children under the age of 5.
- Children under age 5 are at greatest risk for choking injury and death.
- Toys, household items and foods can all be a choking hazards.
- The most common cause of nonfatal choking in young children is food.
- At least one child dies from choking on food every five days in the U.S. and more than 10,000 children are taken to hospital emergency rooms each year for food-choking injuries.
- Hot dogs account for 17% of food-related choking deaths among children younger than 10 years of age.

Food Preparation Requirements

Older Infants and Toddlers

Foods for older infants and young toddlers up to 24 months should be cut into one-quarter inch (¼") cubes or the about the size of a pea. Foods for toddlers over 24 months should be cut into cubes no larger than one-half inch (½").

Examples of foods that need this preparation are:

Hot Dogs/Sausage	Strawberries
Apples/Pears	Grapes
Celery	Meat/Chicken
Beans	Cherries
Melons	Cheese
Cherry/grape tomatoes	Carrots – cook until softened, then cut

Peanut butter - spread peanut butter thinly on toast or crackers. Do not serve in large globs.

Small, sticky or hard foods should not be served. Examples are:

Hard Candy-including: Skittles, M&Ms	Dried Fruits
Nuts	Gum or Gum Drops
Popcorn	Gummy Candies
Seeds	Chips

Marshmallows and pieces of crusty bread or bagels become gummy in the mouth and get stuck in the throat. These should not be not be given to babies or toddlers.

Preschoolers (Ages 3 - 5)

Prevent choking by shredding or cutting meat into small pieces, no larger than one-half inch (½") cubes.

Cut cheese into thin slices or small one-half inch (½") pieces.

Round foods like hot dogs and grapes should be cut in half lengthwise so the shape is no longer round.

Cut cherry tomatoes, grapes and strawberries in half.

Peanut butter - spread peanut butter thinly on toast, crackers, fruit or vegetables. Do not serve in large globs.

Hard candy over ½" in diameter and gum should not be provided to preschoolers in child care.

Outdoor Play

Research supports that children benefit from daily outdoor play. Weather permitting, the playground will be used all year. Please make sure your child has weather appropriate outer jackets, hats/hoods, and mittens for outdoor play. If your child wears boots to school, we ask that the parent come into the school to help the child change into appropriate indoor school shoes. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires, we will also adjust outdoor playtime due to rain, threatening weather, ozone warnings, etc. When outdoor play is not available we will use our large muscle room for indoor gross motor activities such as hula hoops, obstacle courses, dancing, exercising and use of large indoor play equipment.

Parent Involvement and Visitation

Volunteering/Visiting

Parent involvement is welcomed and encouraged. Parents and extended family (e.g., grandparents, aunts, and uncles) are welcome to visit in the classroom at any time, as long as both parents agree. Parents may also volunteer in the classroom for walks, special projects, fund-raising, etc. Parents should contact the teachers, the director, or check the monthly calendar for further information about helping in the classroom. Please know that younger children (siblings) may not be with you while volunteering.

Family Events

Please refer to our Annual Calendar for dates of scheduled family events.

Observations:

Please discuss with your child's teacher an appropriate date and time to observe. Siblings may not attend when you observe. If you wish to ask questions, please write them down and choose a time when staff are not supervising/teaching children; typically after dismissal is the best time to talk with teachers.

Conferences

Scheduled conferences with the teachers to discuss the child's progress will be held in the fall and the spring. The children will not attend school on their class' conference days. Parents are encouraged to make other arrangements for their child and siblings during conference time so that the parent can discuss the child's progress freely and openly without distractions. Should questions or concerns arise at any time, parents should contact the teachers or director for a conference.

Conversations: Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to focus and devote an ample amount of time when discussing a child's progress with a parent.

Parents are encouraged to meet/talk with their child's teachers if there is a concern or information that needs to be shared. Parents can contact teachers through class email or by leaving a message in the office, then schedule a convenient time to meet.

Family &Community Partnerships

Throughout the school year, the preschool will partnership with the Worthington Food Pantry to provide donated items of need to families in the community.

In partnership with other area preschools, there may be times when an educational training, workshop or event to support families' engagement in children's learning and development will be offered.

Parent Contact Information

When completing the Child Enrollment and Health Information Sheet, parents will have the opportunity to choose whether they would like their personal information (home phone number, work phone number, cell phone number and/or email address) made available to other families in their child's classroom. The inclusion of personal information will only occur with permission.

Payments

Registration Fee

A nonrefundable application fee of \$60.00 is due upon registration for the first child, and additional \$10.00 for the second child.

Supply Fee

Supply Fees for the school year are:

3 year old class \$45.00

4 year old class \$50.00

Extended 4 year old class \$55.00

5's class \$60.00

****The supply fee is a one-time nonrefundable fee per class**

Tuition

As stated in the registration information, a deposit of May tuition is due upon enrollment or by May 1 prior to the start of school, whichever is later. Beginning with September, **monthly tuition is due by the 1st calendar day of the month.** Parents may choose to have their monthly tuition payments debited directly from their bank account. Automatic withdrawal forms are included in your enrollment packet and also available in the office. If tuition is not

paid by 12:30pm on the **7th day** of the month, a late fee of \$20 will be assessed, and the child may not attend preschool until tuition and the applicable late fee are paid in full.

1. Payments may be made via Direct Debit or by bank issued check. **Cash and Credit Card payments are not accepted.** Checks are to be made payable to All Saints Preschool. Check should be mailed to the preschool; postmark will determine when it was received.
2. There will be a \$25.00 charge for all returned checks plus any additional charges made by our bank. After two returned checks, you will need to pay using a bank issued check.
3. No reduction in tuition is permitted for any days missed by a child.
4. Once enrolled, a 2 week notification is required prior to dis-enrolling. If you dis-enroll your child from All Saints Preschool, no tuition will be due for the months remaining in the school year; however, the May tuition deposit is non-refundable unless the position is filled by the first day of your child's disenrollment. If dis-enrolling before the beginning of the school year, the May tuition deposit is non-refundable unless the position is filled by the first day of school. In other words, the May tuition deposit will be refunded if All Saints Preschool suffers no loss of tuition.
5. All Saints Preschool reserves the right to revise any policies regarding payment of tuition upon written notification to the parents. Our Tax ID number is available upon request.

Program Policies and Procedures

The overall program at All Saints Preschool is based on several fundamental beliefs about children:

- Each child is unique and special.
- Each child will develop social, physical and cognitive skills at his or her own rate.
- Children learn best by doing, when given many opportunities for "hands on" learning.
- Children who have a positive self-concept are better able to take advantage of the educational environment that is provided for them.
- A quality preschool program has long-term positive effects.

All Saints Preschool's goal is to provide your child with the best and most current educational program in a caring, nurturing environment. Our program provides your child with experiences in social development, music, art, science, math, language arts, small and large muscle development and practical life skills. Each class will have a posted schedule and list of activities for the month. The classroom information provides parents with a guide for discussing the day with their child. Parents are welcome at any time in our classrooms.

Registration

Registration for the upcoming school year begins in January of the same calendar year. During January, registration first opens to all currently enrolled families of the program, and church members. Past preschool families are then given the opportunity to register, followed by members of the community. Registration applications will be accepted in the order in which they are received. A non-refundable fee of \$60 for the first child, and an additional \$10 for second child is due when the registration application is submitted.

Enrollment

All Saints Preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, color, sex or national origin. All Saints Preschool admits students of any race, color, national and/or ethnic origin. All the rights, privileges, programs, and activities generally accorded are made available to all students. All Saints Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship program and other school administered programs. We reserve the right to deny a child admittance when his physical, social, emotional or intellectual needs cannot be adequately served by our program. If we are unable to meet the needs of any child, All Saints Preschool will aid in the connection of community resources, such as local school districts, Help Me Grow, Ohio Preschool Expulsion Prevention Partnership with Nationwide Children's Hospital, and other appropriate professionals.

Admission Age and Policy for Class Placement

To enroll in our program children must be three years old by September 30th of the current school year and must be toilet trained. Children will be placed in the 3's and 4's classes based on their age on September 30th of the current school year. To enter the 5 year old program a child must turn 5 by December 31st of the current school year, or have approval from the Director.

A child is considered enrolled at All Saints Preschool after the following is received by the Preschool: registration application, application fee, completed enrollment forms, May deposit, and supply fee. The administrator will then confirm the availability of space and that the required paperwork has been received. This includes the basic enrollment and health information (Child Enrollment and Health Information JFS01234 and Child Medical Statement JFS01305). Any changes in this information during the school year needs to be communicated to the office immediately so that all files are current. A medical statement signed by a physician or certified nurse practitioner, and an immunization record are required prior to the first day of attending class. This medical statement must be updated every 13 months. If a child leaves our program during the school year, a conference is offered to parents. At this time any records or completed work are given to the family, or sent to the new school with parent's consent. Parents may be asked to complete an All Saints Preschool Transition Form.

Attendance

Arrival

Preschool parents should only use the preschool entrance doors. The outside doors to the preschool are locked at all times; unless a staff member is at the door. Parents will need to be “buzzed” in. Please push the button to the left of the doors to announce your arrival. The office staff will be able to see before admitting you into the building.

Parents shall follow the arrival and dismissal procedure outlined in the Parent Handbook. Doors to the preschool will open at 8:55am and morning session will begin at 9:00 am. Parents need to ensure that their child enters the building with a staff member so the staff is aware of each child’s arrival.

Guidelines for Drop Off procedure

- Please park your car and turn off the ignition.
- An adult needs to walk the child up to the preschool entry doors where a staff member will greet and escort them into the building. For safety purposes, we ask that the adult hold the child’s hand while in the parking lot.
- Please do not park on Heischman Avenue during arrival or dismissal.

Dismissal

The Tuesday/Thursday 3’s session will be dismissed at 12:00pm. The 4’s session on Monday/Wednesday/Friday will be dismissed at 12:00pm. The Extended 4’s on Monday & Wednesday will be dismissed at 1:00pm, and on Fridays at 12:00pm. The 5’s class will be dismissed at 1:00pm Monday through Thursday. Your child will only be released to the parent or a designated person in the child’s permanent file, or with parental/guardian permission. The staff will be aware of each child’s departure from their classroom. If someone not listed in the child’s file is to pick up your child, please send written verification or contact the Preschool office with the request. Staff will check ID’s of anyone they do not recognize. Please make sure that those listed in your child’s file, or anyone else picking up your child may be asked to present a photo ID. Your child’s safety is our priority.

Parents need to be prompt when picking up their child, as it can be traumatic to the child when parents are late. If you find that you will be late; a quick call to the Preschool is appreciated so that we may reassure the child. If after repeated or without reasonable justification, a parent and/or caregiver fails to pick a child up on time, a fee of \$10.00 will be charged and assessed against the next month’s tuition. The Preschool Director will determine whether a late fee shall be assessed and parents will be notified in writing of the late fee charge. Assessments may be appealed to the Preschool Board at the next monthly Preschool board meeting.

Guidelines for Pick Up:

- Parents are asked to arrive 5-6 minutes prior to dismissal.
- Please enter the preschool and wait outside your child’s classroom.
- When possible, a teacher will step out in the hallway to provide a brief overview of the classroom activities.
- Children will be dismissed to each parent/caregiver.
- We ask that parents/caregivers refrain from being on cell phones during pick up.

Absent Day Policy

If your child will be unable to attend preschool, please notify the preschool office at 614-846-6080, email the preschool at suzye@saintsonhigh.org, or directly contact your child's teacher. If your child does not arrive from a scheduled program/activity prior to attendance at All Saints, a staff member will reach out to the other program/activity.

Supervision and Child Guidance

At All Saints Preschool, discipline consists of positive reinforcement and redirection. If a child's behavior is inappropriate or interferes with the classroom routine the teacher will talk to the child about the behavior, redirect them and help them transition back into the classroom routine. The use of physical punishment is never permitted. When using child guidance techniques, the staff will give alternatives to inappropriate and undesirable behavior. Teachers will establish fair, simple rules and enforce them calmly and consistently. A full child guidance and management policy, in accordance with state licensing regulations, is kept on file in the Preschool office and is available upon request. All staff of All Saints Preschool shall be responsible for the guidance and supervision of the children at the center as outlined in Rule 5101: 2-12-19 of the state rules and regulations.

As your partner in caring for your child, All Saints Preschool believes that it is important for good communication to exist between home and school. Changes at home do affect a child's behavior at school. Please share with us information, which will make us more sensitive to your child's needs.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary for a child to withdraw from All Saints Preschool. Every attempt will be made to work together with the parents and the child to correct the behavior. The director will be in communication with the parents prior to this occurring. If a child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with parents and staff and would be consistent with the licensing regulations of Rule 5101:2-12-19 OAC. Additionally, the Ohio Preschool Expulsion Prevention Partnership with Nationwide Children's Hospital is available to provide resources and consultation. The number is 1-844-678-2227. Should the preschool staff be unable to provide the support your child needs to ensure their safety and/or others, the child may be asked to withdraw from the program.

Health and Illness

Immunization Requirements

It is the policy of the All Saints Lutheran Church Preschool to require all children attending our preschool to receive all age-appropriate immunizations recommended by The Ohio Department of Health and Center for Disease Control. In order to foster a safe environment for learning, and to help prevent the spread of communicable diseases, children who have

not had all of the recommended immunizations will not be permitted to attend All Saints Preschool. Verification of immunization is required on the state approved form, which must be current and signed by the child's physician. The forms are available on The Ohio Department of Jobs and Family Services website and will be available from the preschool office. The only exception to this immunization requirement is that the preschool may at its discretion admit a child without proof of the recommended immunizations for rubeola (measles), mumps, or chicken pox, provided the child has had the disease(s) naturally and a parent or guardian presents a signed statement from the child's physician verifying the child has had the disease and does not require immunization.

Health Policy and Emergency Procedures

If a child becomes ill or is injured at school, we will make every effort to contact you. If we cannot reach you, the child will be isolated and cared for until you arrive at the regular dismissal time. If there is an emergency situation, we will make every effort to contact the parents or the emergency contacts provided on your child's enrollment form, and if necessary, we will utilize the emergency medical release you have provided on your enrollment form. If your child is cut or scratched (not requiring a doctor's assistance), the abrasion will be washed with soap and water and covered with sterile bandages. The center will not transport children in emergency situations. It is the policy of All Saints Preschool to secure emergency transportation for a child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which the child will be transported. Therefore, all parents/guardians must give permission to transport their child in an emergency situation.

Communicable Disease /Illness Policy

There will be at least one person on site trained in the prevention, recognition and management of communicable disease who will observe the children daily. The Ohio Department of Health's "Child Care Communicable Disease Chart" is posted in the director's office. All staff members are trained in proper hand washing procedures. Universal precautions are used to prevent the spread of communicable disease. If a parent has a concern regarding communicable disease, he/she should discuss this with the director.

Please do not send your child to school if he/she displays any of the following symptoms:

- Auxiliary Temperature of one hundred degrees **or** Oral Temperature of one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. If a child's temperature is taken at school, the temperature shall be taken by a touchless/digital thermometer on the forehead. A child should be free of a fever for at least 24 hours before returning to school.
- Diarrhea (three or more abnormally loose stools within a 24 hour period).
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, or eyelid, thick purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain. Conjunctivitis.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.

- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child who displays any of the above symptoms while at All Saints Preschool will be immediately isolated, and his/her parents will be contacted and asked to take them from the school. A teacher will bring the child to the director's office. The child will be provided with a cot and blanket. The cot shall be sanitized and the blanket laundered before being used by another child. If the parents or designated persons cannot be reached, and the child's temperature rises to 103 degrees or vomiting or diarrhea becomes frequent, an emergency squad will be summoned. The child will be isolated and constantly monitored by a staff person. No child will be left unattended.

Informing parents about any communicable disease present in the classroom: Parents will notify All Saints Preschool promptly of any communicable disease their child has acquired. We will then contact parents by e-mail or written note as soon as we are notified of a confirmed communicable disease in their child's classroom. We respect each child's and family's privacy; therefore, all information we receive will be confidential and no names will be divulged. Please contact the Preschool office when your child is ill. A child may return to the program after 24 hours if no signs of communicable disease are present when checked by a staff member or sooner than 24 hours with a note signed by a licensed physician. A teacher who displays any of the above symptoms of communicable disease will not be permitted in the program. A teacher may return after 24 hours if no signs of communicable disease are present. If a teacher is absent, a substitute will be called.

A mildly ill child, one who has a low grade temperature, stuffy or runny nose, or a child who has returned following an illness will be expected to follow the regular routine.

Medication Administration

Staff members will need a medication form, signed and dated by a physician, before they can administer any emergency medication. If the preschool needs to administer medication to a child, the parent must complete the Administration of Medication form (ODJFS form #1217). All proper sections of the medication request form must be completed and on file at the preschool. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. Prescription medications must be in their original container and administered in accordance to instructions on the label. Parents will be required to administer all non-emergency medication to their child, as well as the first dosage of any medication.

Children who are chronologically of school age and enrolled in our program will not be allowed to have in their possession or use an inhaler, or medication, when needed for an emergency. Trained Preschool staff members will administer all medication and inhalers. However, children of chronological school age are permitted to apply their own lotion and lip balm.

When administering medication and/or care to children with disabilities, we comply with the Americans with Disabilities Act (ADA). Medication may be administered for chronic, non-contagious conditions or disabilities, such as hyperactivity, once the following has been provided to the preschool: written parent/guardian permission; proper documentation from

the child's physician; ODJFS form 1217 and/or ODJFS form 1236. All situations will be considered on a case-by-case basis.

Health Information/Screenings

Comprehensive health screenings are important to your child's development. These screenings can help to identify children who may need special support and educational services. The Center for Disease Control and Prevention, www.cdc.gov/actearly recommends that all children have the following screenings:

Hearing: Should be accessed no later than 1 month of age. Children should have their hearing tested again before they enter school or any time there is a concern about the child's hearing. Hearing loss can affect a child's ability to develop communication, language and social skills. The earlier children with hearing loss start getting services, the more likely they are to reach their full potential.

Vision: By age 3, your child should have a thorough eye examination to make sure his or her vision is developing properly and there is no evidence of eye disease.

Dental: The American Academy of Pediatric Dentistry recommends that your child see a pediatric dentist when the first tooth appears or no later than his/her first birthday.

Blood Lead Poisoning: Low levels of lead in blood have been shown to affect IQ, ability to pay attention and academic achievement. The effects of lead exposure cannot be corrected. Your child may need to be tested for lead poisoning if they have lived in or regularly visited a house built before 1950 (daycare center, preschool, babysitter or relative). Or if your child has lived in or regularly visited a house built before 1978 (when lead based paint was banned for residential use) with recent, ongoing or planned renovation/remodeling, or if your child had a sibling, housemate or playmate that was treated for lead poisoning.

BMI-Body Mass Index: Body mass index is a measure used to determine childhood obesity. A child's weight and body composition varies as they age and varies between boys and girls. CDC Growth Charts are used to determine the corresponding BMI-for-age.

Hemoglobin Blood Levels: Hemoglobin is a protein in your red blood cells that carries oxygen to all of your body's organs and tissues. It also transports carbon dioxide from your organs and tissues back to your lungs. If a hemoglobin test reveals that your levels are lower than normal, it means you have a low red blood cell count (anemia). Anemia can have many causes, including vitamin deficiency, bleeding and chronic diseases. If a hemoglobin test reveals that your levels are higher than normal, there are several potential causes such as a blood disorder, living in a high altitude, smoking, hydration, burns and excessive vomiting.

For a list of local resources, please check with the preschool office. For further information on childhood development, health and safety please check the hanging file outside the office.

Assessments

All Saints Preschool uses The Creative Curriculum to develop our daily curriculum and plans. Twice a year the teachers perform formal assessments for each child. We do not report child level data to the Ohio Department of Jobs and Family Services pursuant to 5101:2-17-02 of the Administrative Code.

Technology/Social Media Usage

Age appropriate technology (videos, CD's, iPad, You-Tube, educational apps) may be used on a limited basis, with adult supervision in the classroom to enhance the topic of study.

****Parents may not post classroom pictures of children other than your own on Facebook or any other public site unless you have received permission from the parent of the child in the photos.**

Electronics

Children may not bring electronic devices to preschool.

Custody Agreements

If there are custody issues involving your child, parents must provide the preschool with court papers indicating who has permission to pick up the child. The preschool will not deny a parent access to their child without proper documentation. We will only release a child to the parent/guardian who has custody rights on the day the child is to be picked up. Regardless of what parent/guardian has custody on any given day, if either parent informs us that a certain visitor (other than the other parent) is not welcome, we will not permit that individual to visit/volunteer in the school. If there is a Shared Legal Custody Agreement for your child, please ask the Preschool Office for a detailed copy of All Saints Preschool's policies regarding visitation, communication, and release of children.

Grievance Procedure

Parents who have concerns or questions about the program, classroom procedures, or about an individual child should discuss their concerns with the classroom teachers and/or the director. A scheduled meeting time, with all concerned parties, should be set up at the earliest convenience of all those involved. If the remediation of the issue is not satisfactory to all parties, a written statement regarding the situation should be submitted to the Preschool Board. The board meets on a monthly basis.

Employees of All Saints Preschool will follow grievance procedures as outlined in the Employee Handbook, which states that an employee should discuss first with the Director any concern they have. If discussion with the Director fails to adequately address or resolve the situation, a written statement of the problem/concern should be submitted to the Preschool Board for review.

Safety Policy/General Emergency

All reasonable procedures to insure the safety and well being of the children in the care of All Saints Preschool staff members will be taken at all times. A Preschool staff member in charge of a child or group of children shall be responsible for their safety. No child will be left unsupervised and no child will be released to anyone other than his/her parent or other

designated persons. Fire and weather alert procedures as well as evacuation procedures are posted in each classroom.

A telephone is available for emergencies.

The field trip policy shall also be followed.

No aerosol sprays will be used during school sessions.

There will be at least one staff member on site that is trained in American Red Cross Standard First Aid. In the event of a minor injury, a staff member will treat the child. If the injury is serious, the child will be treated and the parents notified immediately. If the child is seriously injured and cannot be treated by a staff member, an emergency squad will be called and the parents notified as soon as possible. A staff member will accompany the child to the hospital with all available health records. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation the report shall be available within 24 hours after the incident occurs.

All Saints Preschool will verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 business days of the incident.

There will be on site at least one person trained in child abuse prevention and recognition. The administrator, employees and staff are mandated by law to report any suspected cases of child abuse or child neglect to Franklin County Children's Services at (614)229-7000. Each staff member will be trained in child abuse prevention. Prior to employment, all staff employees are required by State Law to complete both a FBI and BCI (criminal records) check. Employees are required to renew these background checks every 5 years after initial hiring.

Threat of Violence

In the case of threat of violence, teachers are instructed to secure children in the safest location in the building or outside, take attendance roster, contact 911/Police, follow instruction from authorities, account for all children, notify parents as soon as possible and complete an incident report which will be provided to parents.

Emergency Evacuation

Should we need to evacuate due to fire or weather conditions, threat of violence, natural disasters, or the loss of power, heat, or water to the preschool, the emergency plan posted in each classroom will be followed. Our emergency destination, in case of evacuation, is the AFSCME building located adjacent to the Preschool at 6880 N. High Street. Parents will be notified through the REMIND app, and a sign will be posted on the front door of the preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment form.

Fire

Fire drills are practiced monthly. In case of fire the teachers will take the attendance roster, secure the classroom, and exit according to the route posted in their classroom. The designated meeting place is the back parking lot, located south of the Preschool entrance. All children will be accounted for and the administrator will be notified on whether all children are present or if any are missing. Staff are required to take emergency medications/supplies in a fire evacuation.

Weather Alert/Tornado

Weather/Tornado drills are practiced in the September, March, April and May of the school year. The teachers are instructed to take the attendance roster and any emergency medication/supplies, secure the classroom, and lead the children to a designated "safe place" such as the basement of the church (the evacuation plan is posted in all rooms). All children will be accounted for and the children will assume the safe position covering head and neck. Children will stay in the designated "safe place" until the all clear is sounded.

Inclement Weather

In the event of inclement weather, the director will determine if it is necessary to close the preschool. Announcements will be posted on local TV stations. School cancellations will be posted on the school's answering machine beginning at 7:30AM on the given day of the cancellation. Occasionally, due to poor weather conditions, All Saints Preschool may end the morning session early. If this occurs, each child's family will be notified through the Remind App about the cancellation. Remind is a free app that families may choose to sign up for. This app will give parents a personal notification of school closings. To receive messages via text, text @suzye to 81010. You can opt-out of messages at any time.

Loss of Power, Water, Heat

The administrator will contact the utilities company concerning the outage and assess the expected length of time for the outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements and the ability to follow sanitary hygiene practices. The administrator will make the determination whether the center needs to be closed or not.

Firearms Policy:

It is All Saints Preschool and Church's policy that no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto these premises.

Field Trips

The mode of transportation for all field trips is walking. During walking field trips, the classroom preschool teacher(s), and a parent volunteer will be present. In order to ensure the safety and well being of the preschool students while on any field trip, parent volunteers need to make other arrangements for siblings for whom they are responsible.

- For routine walking field trips in the neighborhood behind the school, a *Routine Trip Permission for Child Care Centers/Type A Homes* from the Ohio Department of Jobs

and Family Services must be signed by a parent and returned before the beginning of the school year.

On these walking field trips, children will walk to the 53-160 block of Heischman Ave. and/or to 6780-6800 Abbot Ave. Teacher/child ratios (1 teacher for every nine 3 year olds and 1 teacher for every twelve 4-5 year olds) will be maintained at all times. Children will be assigned to specific staff members.

The following procedures are in effect for all walking field trips:

- Children will not attend any walking field trip without parental or guardian permission.
- Before departing from the center, a count will be taken of all the children and recorded on a separate attendance sheet created for field trips. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the preschool.
- During the course of any field trip, each staff member and parent volunteer will have specific children for whom they are responsible.
- On all field trips the following will be taken: a first-aid box, *Child Enrollment and Health* form for each child, field trip permission slip for each child, *Child Medical/Physical Care Plan* for any child who has health conditions which could require special procedures or precautions; children's medications that are normally kept in the classrooms; a record listing each child on the trip; a working cellular phone.
- On all field trips at least one person trained in first aid, communicable diseases and CPR will be available.
- Each child will wear an identification nametag with the preschool's name, address and phone number.

Communication

Book Bags

All Saints Preschool will provide an open tote school bag that your child can open and close easily and is large enough for notes and prized creations. Please check the bag daily for important communications from school. **Please ensure that a large safety pin is attached to the child's book bag. The Preschool staff will attach notes and important papers to this pin during the year. The monthly newsletter will be emailed to each family and be posted on the preschool website.**

Telephone

Calls to teachers will be accepted before and after school. During school hours, please leave a message for your child's teacher on the preschool's voicemail, (614)846-6080, and we will return the call as soon as possible. If no one is in the office to take your call and an emergency arises, call the church office, (614)885-0112 and they will contact the director. Parents are requested to notify the school when the child will be absent on a scheduled day of attendance. Parents may e-mail absences at suzye@saintsonhigh.org

Conversations

Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to focus and devote an ample amount of time when discussing a child's progress with a parent.

Parent Contact Information

When completing the Child Enrollment and Health Information Sheet, parents will have the opportunity to choose whether they would like their personal information (home phone number, work phone number, cell phone number and/or email address) made available to other families in their child's classroom. The inclusion of personal information will only occur with written permission.

Additional Information

Breast Feeding Location

Mothers can breastfeed or pump breast milk in room 3 of the church.

Birthday Celebrations

We celebrate each child's birthday, whether it occurs during the school year or summer. Each classroom will have their own "special" way of acknowledging and celebrating a child's birthday; this may include a song, card, crown, or birthday sticker.

Snack-time is not associated with birthdays. Therefore, please refrain from sending individual favors or snacks to celebrate your child's birthday. The staff will not be responsible for handing out or "pinning" birthday invitations on book bags, and we ask that parents only pin invitations on book bags if the entire class is being invited to the celebration. If you wish, you may present a book, game, etc. to your child's class in honor of his/her birthday.

Sharing

Each classroom implements its own sharing time and procedure. The classroom teachers will notify parents of any sharing times. Please refrain from sending toys with your child at other times, as they can become lost, broken, or a distraction. We will provide many stimulating activities and items for your child to play with and explore. The school is not responsible for lost articles.

Pets

In order for All Saints to provide a safe environment for all children, pets are not allowed to visit or be "shared" with the child's classroom. Parents will be informed if teachers or guest speakers use animals for instructional purposes in the classrooms. Your child's safety is our utmost concern.

Preschool Attire

Your child's school clothes should be play/work clothes. It helps children develop independence if the child can readily manage the clothing selected. All articles of outdoor clothing should be labeled. Tie or Velcro rubber soled shoes are a must. Slip-ons or slippery-soled shoes are unsafe for running and climbing.

Water Activities

There will be no field trips to bodies of water, or activities involving bodies of water, 18 inches or more in depth. All Saints Preschool does not engage in swimming activities.

Napping and Resting

All Saints Preschool is a part time program and therefore does not schedule time for children to take naps. Quiet areas are available in each classroom for children to rest/relax as needed.

Closing of the Preschool

If the preschool needs to unexpectedly close at any time during the school year, for any reason, the May tuition deposit will not be refunded.

All policies and procedures outlined in this document are subject to change at any time in accordance with the guidelines and/or mandates set forth by the Centers for Disease Control and Prevention, Columbus Public Health Department, Ohio Department of Jobs and Family Services, and All Saints Preschool. Furthermore, the Preschool Board reserves the right to revisit and revise its guidelines, procedures, and policies at any time.

Please feel free to ask the Director any questions regarding the policies in the parent handbook.

Reviewed/Revised: 6/15/23

Center Parent Information

ODJFS Licensing Rules 5101:2-12-07

As of 10/13/2021

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, nation 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:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(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://ifs.ohio.gov/cdc/families/stm> .