

Forest Chapel Preschool

2012-2013

Parent Policy Manual



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WELCOME TO FOREST CHAPEL PRESCHOOL!

This parent manual is to acquaint you with the program. Please read it thoroughly and refer to it as often as needed. We encourage parent involvement and welcome you as we all work together to provide an excellent preschool program which provides an environment that meets the social, emotional, physical and intellectual needs of your child.

Parents are welcome and encouraged to come to the school during the school's hours of operation. Please notify the office of your presence. Parents have an opportunity to complete a "Parent Participation" form to indicate interest, hobbies, careers, cultural background, etc. to share with the class. The teacher and parent will discuss a convenient time to come to visit.

Forest Chapel Preschool follows all Ohio Department of Education early childhood/preschool recommendations and exceeds current licensing standards by maintaining low child/staff ratios and degreed teachers with specialized training in early childhood. The pre-school curriculum is developmentally appropriate and aligned with the Ohio Department of Education Early Learning Content Standards.

All Forest Chapel Preschool staff members are employed by the Forest Chapel United Methodist Church. The policy making body for Forest Chapel Preschool is the Preschool Board.

Philosophy and Objectives of Forest Chapel Preschool

The school is an important outreach of Forest Chapel United Methodist Church. Parents are respected as the most important providers of care and nurturing of children. The church unites with the parents and staff in fulfilling this mission. The purpose of Forest Chapel Preschool is to provide a safe, nurturing and stimulating environment which allows children's individual needs to be met socially, physically, emotionally and intellectually. The rooms are child-centered and offer opportunities for creative play, experimentation, exploration, problem solving and critical thinking. The preschool program is a developmental one which offers age-appropriate multiage activities in language and creative arts, math and science.

Objective established in 1969 when the school was organized are as follows.

- To give each child a chance to grow and develop as an individual person
- To give each child the opportunity to learn by exploration and experimentation through creative experiences
- To give each child the assurance of being wanted and liked by those outside the family unit
- To give each child a satisfying and image of himself as a worthwhile person

Operating Procedures

The preschool is comprised of multi-age classes for three, four and five year olds. We have three classrooms located in Ballou Hall. Each classroom is equipped with two sinks, a drinking fountain within the room, and has an adjoining bathroom. We are licensed to serve at one time: 5 toddlers (ages 2 1/2-3), 48 preschoolers (age 3-5) and 20 school age (ones who have delayed Kindergarten start and are 5 years old.)

The classes meet 9:00-11:30 a.m. and 12:30-3:00 p.m. (when enrollment demands). Two, three and four day classes are offered. Pre-K class is an added choice for students preparing to enter kindergarten the following fall. *Due to the possible start time conflicts with sibling schedules, we realize some students may not arrive exactly at 9:00 a.m. Please speak to your child's teacher if you are in this situation to make appropriate arrangements.

Children must be toilet trained, wearing underwear. Pull-ups are considered diapers and do not comply with our licensure.

This school reserves the right to recommend withdrawal of children whose needs are not best met by the program of the school. Cases will be considered on an individual basis within a 6 week adjustment period.

The school staff greets the children at each classroom. Dismissal also occurs at each classroom. We ask that families please be prompt at arrival and dismissal times. The doors will be locked 15 minutes after arrival time and opened 15 minutes before dismissal time. A doorbell is located at each entrance. We follow this policy for your child's safety.

Curriculum

The children's day allows time for group time, self-directed play, snack, large motor play and appropriate transitional times. The teacher arranges the room environment so the children can make independent choices. The learning centers are: creative, discovery, math, manipulative, play dough, dramatic play, sensory, writing, listening and reading, music, blocks and space for group experiences. The centers include developmentally appropriate materials and equipment to offer a variety of choices. Each child is able to feel some control by making a personal choice.

Plans for the curriculum should include children's interests. Individual needs of each child are considered as planning occurs. All plans are flexible to allow for the teachable moment. Lesson plans are directly aligned with the Ohio Dept. of Education Early Learning Content Standards.

Transitions are gradual and children are given advance notice in order to prepare for changes. Songs, fingerplays and echo clapping are some techniques used to avoid waiting in lines.

Assessment is a continual process using various observation techniques and interactions with children. A portfolio is kept for each child. Parent conferences are held twice a year. Teachers and parents have the opportunity for daily interaction at arrival and dismissal time. Staff is always available either by phone or in person for parents with questions and concerns.

Goals of the Program

1. Foster positive self-concept.
 - Allow time for children to express themselves to adults who listen and respond.
 - Use children's names frequently - attendance chart, folders, writing center and in daily songs, games and conversation.
 - Display photos of the children and children's creations.
 - Provide opportunities for children to initiate activity, develop and demonstrate control of their bodies and self-help skills.
2. Develop social skills
 - Provide opportunities for sharing, caring and helping.
 - Offer centers for small groups to play and work together, such as with blocks, dramatic play, etc.
3. Encourage children to think, reason, question and experiment
 - Create opportunities for numbers, counting, graphing.
 - Plan activities for labeling, classifying and sorting objects by shape, color, size.
 - Provide water, sand and other sensory play.
 - Plan field trips and scheduled programs to school to provide new learning.
 - Observe and discuss seasons, natural events such as growing seeds, life cycles, etc.
 - Extend children's thinking and learning during activities by asking open ended questions, offering ideas/suggestions, adding new materials and providing assistance in solving problems.
4. Enhance physical development.
 - Provide time and space for active play - jumping, climbing, balancing, riding tricycles.
 - Provide creative movement activity using obstacle course or activity songs and records.
 - Provide fine-motor activities such as lacing cards, stringing beads and woodworking.
5. Encourage and demonstrate sound health, safety and nutritional practices.
 - Serve a variety of nutritional foods and discuss nutrition.
 - Encourage health practices such as hand washing, exercise, rest.
 - Use community resources to communicate safety and health practices to the children, such as dentist, firefighter, and doctor.
 - Do activities to develop safety awareness at school home and community.
6. Encourage creative expression and appreciation for the arts.
 - Offer creative art activities as an exploratory process using a variety of media.
 - Emphasis is on the process, not the product.
 - Provide time for movement activities and dramatic play.
 - Offer musical activities such as singing, listening and playing instruments.

Goals of the Program (Continued)

7. Respect cultural diversity and anti-bias.
 - Have pictures and books of various cultures evident in the room.
 - Infuse cultural diversity in the themes and an appreciation for cultural differences by recognizing similarities rather than differences.
 - Celebrate holidays of various cultures.
 - Invite parents and guests to share about their culture.
 - Encourage positive feelings and conversation about each child's physical characteristics, family and cultural heritage.
 - Develop awareness about children's gender without stereotyping.
8. Encourage language and literacy development.
 - Model reading and writing.
 - Make use of print in the classroom
 - Read, read, read - especially predictable books.
 - Offer opportunities for oral expression

Safety Policy

- Each staff member who is in charge of a group of children is responsible for their safety.
- Doors will be locked fifteen minutes after arrival and unlocked fifteen minutes prior to dismissal. Please walk to side entrance for early pick up, if needed.
- No child is ever left alone or unsupervised.
- Each adult who brings children to school is responsible to take them to their respective classrooms. Once the child's presence is acknowledged by the staff member, the adult may leave. At dismissal time, the child is released only to parents or persons indicated on transportation form. A child shall only be released to a person 16 years of age or older, except when parent or guardian permission is on file.
- Custody Agreements must be on file.
- Each staff member has a telephone available for use at all times.
- A fire emergency and weather alert plan is posted in each room, which is to be followed by the staff and children. Fire & safety drills are planned monthly.
- In the event of weather alerts, children will be taken, as a class, by a staff member to the tunnel area of the church. Children will not be released to parents or carpools until the weather alert is cleared.
- Spray aerosols will not be used in the presence of children in the classroom.
- Any water activities will not take place in water over two feet deep.
- Children will be required to wear bike helmets, furnished by the school, when riding vehicles in the outdoor play area.

Child Guidance and Management Policy

Each staff member is in charge of a group of children and is responsible for their guidance and management. The staff will strive to help the child achieve self-control, and maintain a sense of self-worth. A staff member may choose various forms of child guidance and management such as redirection and discussion, and ultimately help each child identify his/her feelings and verbalize them. Preschool children will be reminded of safety rules in a positive way and helped to follow them by showing acceptable, safe activities. The center's compliance to the child guidance policy applies to all employees and shall follow the Ohio Rule 5101:2-12-22.

Emergency and Accident Policies

A medical, dental and general emergency plan is posted in each room and by the phones. Each child will have on file phone numbers of parents or guardians, two local emergency contacts, doctor and dentist. They will be contacted in the above order to notify you of an emergency situation. This information will be completed on the child enrollment health form and will be on file in the child's folder by the first day of school. We will not accept a child unless consent is given for emergency transportation.

If a child needs emergency assistance away from the preschool, 911 will be called and a staff member will remain with the child until the parent or designated person assumes responsibility for the child's care. The child's health and medical records shall accompany the child. Minor accidents will be treated by a trained staff member. An incident report will be completed by a staff member in charge of the child when the following occur: an illness, accident, or injury which requires first aid treatment; or a bump or blow to the head or

Emergency and Accident Policies (Continued)

emergency transporting; or an unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended. The report will be given to the parent/guardian when the child is picked up at the Center. Copies are kept at the center for at least one year.

A fire emergency and weather alert plan is posted in each classroom. The plan indicates the action to be taken. A diagram is posted with evacuation routes. In case of emergency evacuation, children will be moved to a safe area dependent upon the circumstance (tunnel area, classroom, etc.) Staff will take attendance roster, child enrollment & health forms, cell phones, and battery radio. If we need to vacate the building, we will go to playground area.

Management of Illness

All staff members have received training to recognize signs and symptoms of communicable diseases by a licensed trainer or RN/physician. This includes proper sanitation and disinfecting procedures. They will review their training at expiration dates. The staff will follow the Child Day Care Communicable Disease chart (posted in office) for appropriate management of communicable diseases. Medical, Dental, and General Emergency Plan is posted in all classrooms and office. First Aid supplies are readily available in the office.

Handwashing is known to be the best method to control the spread of germs. Children and staff will follow the rules listed below:

- Hands washed upon entry into the building either in the hall bathroom or in the classroom.
- Hands washed before snack time.
- Hands washed before playing in the water table.
- Hands washed after using the bathroom, sneezing or any other appropriate time.

Each child will be observed for signs of illness as he/she arrives at school. A child with any of the following signs of illness shall be immediately isolated and discharged to his/her parent/guardian.

Symptoms observed which require isolation and immediate discharge: a child with the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or the guardian:

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- Diarrhea (three or more abnormally loose stools within a 24hr period);
- Severe coughing, causing the 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, obvious discharge, matted eyelashes, burning, itching;
- 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.

Isolated precautions: a child isolated due to suspected communicable disease shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

Preventative practices: the center shall implement the following practices for the management of communicable disease on a daily basis:

- The center shall provide training for all staff in handwashing and disinfection procedures prior to working with children;
- The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness;
- The center shall notify parents, within the next day of operation, when their child has been exposed to a communicable disease;

Management of Illness (Continued)

- Centers shall follow the current version of the JFS 08077 "Ohio department of health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to preschool staff and parents.

The staff of Forest Chapel Preschool will administer medication according to submitted medical authorization forms signed by a PHYSICIAN. Any medical history that may require emergency treatment (asthma, bee stings, etc.) should be included on Child Enrollment & Health Form and the teacher should be notified. If a school age child needs to use an inhaler, staff will store and assist in its use.

We rely on parents to keep us posted of any health condition that we might need to alert other parents. A child who is mildly ill includes one with common cold symptoms and/or does not feel well enough to participate in daily activities. The parent will be contacted to pick up the child.

Absence Policy

Attendance is recorded daily. If your child is absent for more than one session due to illness, please feel free to call the school. Please advise the staff of an extended absence due to illness, accident or travel.

Snow Day Policy

In the event of inclement weather and school days missed, the preschool will make up days, within reason, beyond the number of days a child is enrolled. For example, if a child is enrolled in a 2 day a.m. class and the school is cancelled a third day, one day will be made up. Most likely, these days will be added to the end of the school year.

Forest Chapel will decide upon delays and closings and inform parents via the listing of school closings on all the major News networks. Also, the voicemail greeting on the telephone at FCPS will be changed to reflect the delay or closing.

Field Trips

- FCPS endeavors to provide educational and interesting hands-on field trip experiences for our students. Field trips are scheduled on a school day. Times and day of trip may vary depending upon the location and program needs. Parents may make their own choice regarding their child's attendance on a particular field trip day.
- Parents must sign a permission slip for their child to participate.
Written permission from the parent or guardian shall include: child's name, specific destination, dated signature of parent/guardian, date of field trip, approximate time frame of trip. Parents are responsible to transport their own child to and from the field trip site. Due to car safety restraint regulations, carpools will not be arranged by the school. Parents may make their own carpool arrangements with other families if they so desire. Ohio's car seat law requires all children must be restrained until four years of age and forty pounds in a properly used child safety seat that meets federal motor vehicle standards. Staff/Child ratio requirements are met at the destination.
- Chaperones will be necessary and welcome. Parents choosing to chaperone a field trip off-site may not bring extra children who are not currently enrolled with FCPS.
- Clear maps, directions and phone numbers will be furnished prior to every scheduled field trip.
- A person trained in first aid/management of communicable disease and CPR in accordance with rule 5101:2-12-27 of the Administrative Code shall be present at the destination of all field trips. A first aid kit is taken on all field trips. Child Enrollment & Health Forms are taken on each trip. Also, additional supplies are taken for any child who has health conditions which could require special procedures or precautions.
- A record listing each child on the trip is kept by each staff member. Each child will have identification attached containing the center's name, address, and phone number.

Teacher-Parent Contact

1. A parent/child pre-admission visit will be scheduled before the full class schedule starts.
2. All parents will be invited to meet with the teacher for a class meeting in October, which will be scheduled during the class session.
3. An evening open house will be scheduled for children to bring their families to visit their school.
4. Each parent may arrange to observe in the classroom.
5. Individual conferences are scheduled twice a year. The child does not attend his/her regular class session this day. Additional conferences are scheduled as needed or requested by teacher or parent. Referral to professional sources may be requested.
6. Parents are encouraged to attend programs offered by the school featuring topics related to early childhood.
7. Parents may contact the teacher about any concerns at any time. The phone number of each staff member is listed in this manual.
8. School related questions can be directed to the director or any board member. If a parent has a problem or concern with the school, please contact the teacher, director or a board member.

Parent Volunteers

1. In order to make your participation in your child's classroom a valuable experience for you, the staff and the children, you are encouraged to attend one of the volunteer training times held in October.
2. This training is required in order to participate.
3. Field trips, parties and school activities are other opportunities at which we welcome parent involvement. Holiday celebrations are considered normal components of the curriculum.

Creative Table

A thought about your child's artwork...we encourage creativity and offer a variety of experiences. The process, using small muscle skills, is more important than the product at this age. Many creations will be very proudly brought to you by your child. We encourage you to share their enthusiasm!

What to Wear

Children should dress in comfortable, washable play clothes. Please wear rubber-soled shoes - not slippery jellies, flip flops or patent leathers. We will go outside, weather permitting, so dress your child accordingly. Please label all you child's outdoor clothing with his/her name- coat, hat, gloves, mittens.

Backpacks

Please have your child bring a fairly large size, labeled backpack or bag daily to carry home his/her work and school notes. Include an extra change of clothes in a labeled, sealed bag for use as needed.

Notes / Newsletter

Several times during the year, you will receive notes, permission slips and newsletters about the program at Forest Chapel. **Please check your child's back pack daily for this information.** Also, information posted on the bulletin board should be shared by carpool drivers.

Extra calendars and communications are always available.

Typical Daily Schedule

9:00-10:30	12:30-2:00	Learning Centers
10:30-10:45	2:00-2:15	Group Time
10:45-11:15	2:15-2:45	Large Muscle Play*
11:15-11:30	2:45-3:00	Circle, Prepare for Dismissal

*Each class has scheduled outdoor play in suitable weather. Otherwise, indoor play is in Fellowship Hall.

Music

The children have a weekly opportunity to join with other classes which meet during the same session to enjoy music taught by our music specialist. The time together includes singing and listening opportunities, poems and fingerplays, rhythm instruments, creative movement and basic musical concepts. Families have an open invitation to visit music class every week.

Snacks

A nutritional snack will be offered daily to the children. Good nutrition will be promoted through photos, play items and opportunities for professionals to share nutrition information. Allergies should be indicated on the child's form and are taken into consideration when selecting snacks. If a special snack needs to be sent, we ask that it be a nutritious one. Parents will furnish 100% juice in an unopened container on a rotating basis according to a schedule provided. Forest Chapel Preschool is licensed by the Ohio Department of Health for food service operation.

Birthdays

Each child's birthday is special. There could be children in the classroom with significant food allergies. If you would like your child to celebrate his/her birthday at school, please consider the following choices.

You may send small take home bags with non-food items (such as pencils, bubbles, chalk, etc.) Please avoid balloons in the bag due to choking hazard. Or you may wish to donate an age-appropriate book to add to the classroom library.

If your child has a summer birthday, arrangements will be made with the parents to celebrate on an alternate date.

Parking

Please drive slowly and carefully. Parking is **ONLY** permitted in the lower lot. The small side lot is reserved for staff and other church groups. Please do not leave unattended children in a car. Always lock your car.

Welcome to FCUMC

Forest Chapel United Methodist Church welcomes preschool families to worship here. If you are not affiliated with another church and would like to find out more about FCUMC, please call the office, 825-3040. You will receive information about activities happening at the church.

Fee and Payment Schedule

The budget operation of the school is set up on a school year basis. The full class schedule will begin on the Tuesday after Labor Day and continue through the third week of May. A \$65 registration fee must accompany the Registration Contract form. **The \$65 fee does not apply toward tuition.** Once a tuition payment is made, no refund will be made for that payment period. Tuition for Forest Chapel Preschool is factored at the unit rate of \$385 per day per school year. A minimum of 20% of the total tuition must be paid by August 5th. These funds guarantee a position at the school and provide necessary start up funds. This tuition payment is **non-refundable** unless a family withdraws prior to August 5th because of a move (more than 15 miles from the school). If a child is not toilet trained by August 5th, the parent needs to contact the director to determine the plan for enrollment. The tuition payment will be refunded if the child is not accepted because he/she is not toilet trained. Please contact the director as soon as possible if withdrawal becomes necessary.

Parents may choose one of three tuition payment plans as outlined in the tuition payment agreement. If payments are not made as specified in the tuition agreement, continued enrollment will be affected. Payments can be made in the preschool office or mailed to the preschool. Checks should be made payable to "Forest Chapel Preschool". Should the bank charge for returned checks, this fee will be added to the balance of the appropriate account.

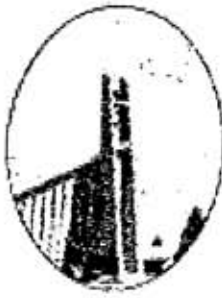
The table below reflects the class offerings, tuition structure and corresponding tuition totals. Any family choosing to pay the tuition in full by August 5th will receive a 5% reduction in the total tuition.

Fee and Payment Schedule (Continued)

Once a tuition payment is made, no refund will be made for that payment period. Payment must be up-to-date for your child to attend class. In case of withdrawal, parents should give the school as much notice as possible so that the classroom position may be filled.

Class	Unit Rate	Days	Total Tuition
2 Day	\$385	X 2	= \$770
3 Day	\$385	X 3	= \$ 1155
4 Day	\$385	X 4	= \$ 1540
*Pre-K	\$385	X 1	= \$ 385

*Pre-K is for students entering Kindergarten in 2013



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