



# St. Peter's United Church of Christ Preschool

## Parent Handbook

2025-2026

St. Peter's U.C.C. Preschool  
582 Church St.  
Amherst, OH 44001  
440-985-1972  
[preschool@stpetersamherst.org](mailto:preschool@stpetersamherst.org)

Welcome to St. Peter's U.C.C. Preschool! This handbook contains all the policies and procedures of our preschool as well as all the requirements for schools licensed by the State of Ohio as stated in rule 5101:2-12-30. It is very important that you read this handbook and refer to it while your child is enrolled in our program. It will answer many of the questions you have about St. Peter's U.C.C. Preschool. There is also a spot on the enrollment form acknowledging that you have received a copy of the school handbook, have read it, and agree to follow all the policies outlines in the handbook on your child's enrollment form that must be checked.

## **MISSION**

St. Peter's U.C.C. Preschool is committed to providing a quality, fun and safe educational experience for young children. We offer a warm Christian environment carefully tapping each child's individual potential with creative and stimulating activities. Children will learn and discover free from academic pressure, and develop a healthy self-concept.

## **PHILOSOPHY**

The St. Peter's Preschool staff believes that each child grows and learns in their own time and way. Each child is unique and special. The staff at St. Peter's accepts each child as an individual. Each child is encouraged to develop at his/her own pace. Children learn through play, exploration, and structured activities.

## **GOALS**

- \* To foster an understanding of emotions and feelings and help develop positive, healthy ways to express feelings.
- \* To encourage interaction with others in a respectful, cooperative manner.
- \* To promote activities which encourage self-worth, self-discipline, self-confidence and independence.
- \* To develop and understand vocabulary, listening and communication skills.
- \* To develop concepts such as numbers, letters, shapes, sizes and colors.
- \* To introduce changes that take place in nature, including growth and the passage of time.
- \* To encourage creativity and self-expression through a variety of art activities.
- \* To introduce the concept of music and musical expression.
- \* To encourage an understanding of the importance of good nutrition, hygiene and safety.
- \* To encourage the development of fine and gross motor skills.

We strive to work with each child at his or her own developmental level, respecting individual differences. We provide a warm, friendly environment offering a large assortment of toys, games, fine motor manipulatives, art media, music and creative play to enhance each child's own creativity, while allowing them to explore and develop new skills. We want children to know that learning is fun and exciting. Through play, children begin to understand others and the world around them.

## **CHURCH AFFILIATION**

There are no requirements for you or your child to be associated with the St. Peter's U.C.C. congregation. Our preschool program is designed to stress Christian behavior, but we do not discriminate against other religions. We are open and inclusive of all faiths. We invite those of you without a church home to visit our services on Sunday morning. We have worship at 10am in person, and also live streamed. If you would like more information about our church and its beliefs, please contact the church office.

## **HOURS OF OPERATION**

Monday through Friday      8:45 am – 11:45 am

Doors will be unlocked 5 minutes prior to the class beginning and ending time for entry. Entry outside of that will require the use of the buzzer outside the main entrance doors M-Th or by calling the preschool office on Fridays when the church administrator is out of the office.

## **STAFF TO CHILD RATIO**

**3-4 Year Old Classes:** The state of Ohio requires one state certified teacher for every twelve children.

**4-5 Year Old Classes:** The state of Ohio requires one state certified teacher for every fourteen children.

It is our desire to provide your child with the best quality of preschool education. Because of that, we also provide a floating aide to help provide lower ratios of staff to students, and it is our goal to lower the number of students enrolled in each class.

## **PROGRAM ELIGIBILITY AND REGISTRATION**

St. Peter's U.C.C. Preschool is open to all children regardless of race, religion, sex, nationality or ethnic origin. Children must be 3 or 4 by August 1<sup>st</sup> to enroll in either the 3-4 or 4-5 year old classes, unless special permission is granted by the preschool administrator. Children must be potty trained, must independently recognize when he or she needs to use the bathroom, and be self-sufficient when using it. A child is considered to be enrolled only after the school has received the completed registration form and non-refundable registration fee. The preschool administrator will confirm the availability of space for the desired time and days of the week. All additional forms must be completed and returned before your child attends school. Specific deadlines will be sent in your welcome packet.

**A medical form signed by your child's physician or certified nurse practitioner must be updated annually.** We suggest that you schedule your child's physical during the summer months, if possible, to avoid having to update the medical form in the middle of the school year. Any health changes, allergies, address or telephone number changes etc., must be communicated in writing with the school immediately. Current information must always be on hand for the safety of your child. If a parent/guardian chooses not to immunize the child they must provide a statement that they have declines to have the child immunized against the disease for reason of conscience, including religious convictions and that St. Peter's U.C.C. Preschool is not held accountable for any communicable disease that their child may contract.

If a child has an allergy or medical condition, additional forms are required, and should be requested of the preschool administrator. The JFS 01236 Medical/Physical Care Plan, and if medication is required at school (inhalers or epi-pens), the JFS 01217 Request for Administration of Medication must be completed and provided with the medication. If the medication is prescription, the prescription must be on the medication in the original packaging and not expired. A separate JFS 01217 is required for each medication. All staff will need to be trained by the child's parent for each child's individual care plan. This will include administering medication, modified diets and all medical foods.

## **PRESCHOOL FORMS**

1. Registration Form Submitted with \$50 Registration Fee
2. Child Enrollment & Health Information Form
3. Child's Medical Statement (Completed by Physician)
4. Transportation/Walking Permission Form

## **TUITION/FEES**

**Registration Fee:** \$50 non-refundable deposit to be considered enrolled in our program.

**Activity Fee:** \$60 this one-time annual fee covers the cost of field trips, special activities and guests for the entire year.

<b><u>Tuition:</u></b>	<b>Monday-Thursday Class</b>	<b>\$1,980 Annual/\$220 Monthly</b>
	<b>MWF or M-W Classes</b>	<b>\$1,620 Annual/\$180 Monthly</b>
	<b>Tuesday-Thursday AM Classes</b>	<b>\$1,350 Annual/\$150 Monthly</b>

**September tuition is due by August 15<sup>th</sup> along with all required preschool forms. May tuition and the activity fee are due by September 1<sup>st</sup>. Monthly payments are due on the first day of the month, but no later than the 10<sup>th</sup> of the month to avoid a \$10 late fee.**

Your child's tuition and fees may be paid by check or money order payable to St. Peter's U.C.C. Preschool. **NO CASH PLEASE.** We do not keep money in classrooms. Place your payment in an envelope clearly marked with your child's name and teacher and put it in the drop-off box in the hallway or give it to your child's teacher. First and last month's tuition is non-refundable. Should a family fall behind in their tuition payments for 1 month without making arrangements with the preschool administrator, the child will not be able to return unless arrangements are made. After two months of non-payment the child will be unenrolled.

If at any time you choose to withdraw your child from our program, written notification is required. The registration fee, first and last month tuition and any portion of the activity fee already utilized are non-refundable. If you choose to withdraw your child after the first of the month once school begins, you are required to pay that month's tuition.

Please note: Your child's tuition is an annual fee. Because our enrollment is limited and we have fixed expenses, we cannot operate on a fluctuating budget. We cannot give families a discount if your child misses school for inclement weather, vacations or illnesses.

## **EMERGENCY CLOSINGS**

We follow the Amherst Exempted Village School schedule for weather closings. In the event that Amherst Schools are closed due to weather, we will be closed. If Amherst Schools are on a 2-hour weather delay, morning classes will be canceled. If there is a loss of power, water or heat before or during school, the staff will contact each family using the app for family communication.

## **SCHOOL CALENDAR**

St. Peter's U.C.C. Preschool runs September through May, using the Amherst Schools schedule as a guideline. Please refer to the annual calendar and monthly newsletters for important dates, announcements or school closures.

## **ABSENCES**

When a child is absent due to an illness or other reason, please notify the school at 440-985-1972. This allows us to keep track of what illnesses are affecting the children and what signs to look for or warn other parents to watch for. It is not mandatory to attend preschool, but tuition is not refunded for absences. Please notify your child's teacher with a written note if your child will miss several days due to a vacation. This assists the teacher when planning class activities.

## **ARRIVAL AND DEPARTURE**

When entering the parking lot, enter from Elyria Avenue, and exit onto Church Street. Do not exit through the entrance. This is a safety hazard to the children in the parking lot. No child should ever be left alone or unsupervised in the school or parking lot. This includes children attending preschool as well as siblings or other children.

It is St. Peter's U.C.C. Preschool policy that a staff member be made aware of each child's presence.

**Arrival** – The doors to the church will not be open until **8:40 am** for the AM classes. Please wait in the parking lot with your child until that time. You will walk your child into the building, help them hang up their coat/backpack, take out their folder and walk them to their classroom after helping them to wash their hands. **Please do NOT drop your child off outside the building or at the building entrance. You must escort them to their classroom.**

**Dismissal** – All parents or persons picking up the child must come into the school and wait in the hallway by the classroom door to pick up their child. Doors will open at 11:40am. **Children are to be picked up promptly at 11:45am.** We will not release a child to someone who is intoxicated or impaired by drug use.

If a parent is picking up their child earlier than the normal dismissal time, that parent must call the school, or write a note to sign the child out. **If a parent realizes that circumstances are beyond their control and they are going to be late, a phone call to the preschool is required. This is very important as some children fear they are forgotten if parents don't arrive on time. If a parent is repeatedly late, additional charges may be applied.**

**Release of a child** – If a person other than the parent will be picking up your child, the teacher must have verbal or written confirmation to release your child. Please tell the teacher at arrival, write a note, or call the preschool to confirm your child's release to someone other than a parent. Children will be released to authorized persons only, and photo identification may be required for anyone the staff does not recognize. Please let people know about this ahead of time so they bring a photo ID. Your child's safety is our priority.

## **ENTRANCE TO ST. PETER'S U.C.C. DURING SCHOOL HOURS**

We have an open-door policy which permits any parent, custodian or guardian of a child enrolled in the St. Peter's U.C.C. Preschool unlimited access to the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center or evaluating the premises. All doors are locked. Ring the buzzer Monday-Thursday or call the preschool office on Fridays to enter the premises and a church or preschool staff member will admit the custodial parent, custodian or guardian. Upon entering, that person shall notify the preschool administrator or her designee of his/her presence in the building.

## **NEWSLETTER**

A preschool newsletter will be sent home monthly to keep you informed of our daily activities, field trips and upcoming events. This gives parents some detailed information about what your child is learning in school, as well as the opportunity to plan for field trips or other special events.

## **BOOK BAG AND FOLDER**

Please have your child bring a book bag to school that is large enough to hold a folder, that we will provide. The book bag should have your child's name clearly labeled on the inside. The folder should come to school each day, and checked daily for your child's work, newsletters and other important information. Please give any notes, permissions slips or payments to your child's teacher directly.

## **CLASSROOM ACTIVITIES**

	Monday-Thursday Class	MWF & T/TH AM Classes
8:45 am	Free Play	Free Play
9:30 am	Circle Time	Circle Time
9:45 am	Project/Fine Motor Journal	Project/Fine Motor Journal
10:05 am	Story Time	Story Time
10:15 am	Lesson Time; T/Th Large Muscle & Music Activities	Snack
10:45 am	Snack	Lesson Time *10:40am
11:10 am	Large Muscle Activities; T/Th Lesson Time	Large Muscle Activities
11:45 am	Dismissal	Dismissal

## **CONFERENCES/PARENT INVOLVEMENT**

Formal conferences will be scheduled in February/March to discuss your child's progress, accomplishments as well as any difficulties they may be experiencing. At this time you will receive a written evaluation of your child. Parents may request a conference at any time. No formal screenings or assessments on enrolled children are made, and we do not report data to the ODJFS/DCY. Parents are encouraged to sign up for volunteer opportunities in the classroom or to stay informed about their child's educational experiences.

## **SNACKS**

Parents are asked to provide nutritious snacks such as cheese sticks, fruit cups, and veggies that will help meet 1/3 of the daily recommended dietary allowance. Snacks provided must be from 2 food groups – dairy, fruit, vegetables, grains or proteins. A refrigerator is available in the preschool office. Parents provide snack for the entire class along with napkins, plates or plastic spoons (if needed) and cups. Water will be the drink of the day. Due to an increase in food allergies, we plan on being a peanut and tree nut free school, unless you hear differently at the beginning of the school year. Information about the snack schedule will be provided in your child's folder at the beginning of the school year along with any other food allergies in the class to be aware of when planning for snack. We realize that birthdays are special, and you may want to send in a special snack or take home treat, but please keep it simple. If providing a take home treat please mark those separately. Check with your child's teacher for birthday celebrations.

## **FIELD TRIPS**

We are planning for several field trips during the school year. These field trips will be noted in the monthly newsletter and you will receive a permission slip with more information about the trip. You must sign and return the permission slip for your child to participate. A parent or other adult must

transport the child and attend the field trip with the child. It is preschool policy that only St. Peter's U.C.C. Preschool children attend. **No siblings may attend. Due to liabilities, families will be asked to leave if non-students attend.** We will give plenty of advance notice before each field trip. Field trips may include trips to the apple orchard, the metro parks, the library, fire station, etc. More information will be included in monthly newsletters.

Student field trip fees are covered by the activity fee. Parents must pay any required fees for their attendance separately.

### **CLOTHING**

Preschool activities tend to be somewhat vigorous and messy. We often sit and play on the floor. Your child should wear comfortable play clothes. Children should wear outdoor coats, or jackets suitable to the weather. Please label your child's coat, book bag, boots, etc. with his/her name clearly to avoid any confusion. We request that you provide a bag with extra clothing in your child's book bag should there be an accident at school. **Crocs, flip flops or open toed shoes are not permitted.**

### **SHARING DAYS**

We will have "Sharing Days" throughout the year. Children should keep toys from home there, unless it is a designated "Sharing Day" or you have made prior arrangements with your child's teacher. Talk with your child about what they are bringing and why they chose that item. Your child will feel more comfortable talking about their item in front of the class if you have talked about it at home. **No guns or other violent toys will be allowed at school.** Please keep in mind that expensive, delicate or toys with lots of small parts could be easily lost or broken.

### **RESPECT FOR THE CLASSROOM AND CHILD**

Children's attitudes toward school and learning are strongly influenced by those of their parents. Show an interest in your child's progress, be attentive if he/she has something to say about school, but do not push him/her to achieve; and respect his/her silence if he/she offers no comments about school activities.

### **PARENT/EMPLOYEE CONCERNS**

In the event that you have a concern with any aspect of our school, please take your concerns to your child's teacher. If you and the teacher cannot resolve the issue, consult with the preschool administrator. If you are still dissatisfied, you may consult our preschool board. Communication is the most important ingredient in solving issues of concern. The preschool administrator will have hours of availability posted on the parent information board and outside of the preschool office. In addition, messages may be left on the school voicemail or by emailing [preschool@stpetersamherst.org](mailto:preschool@stpetersamherst.org) 24 hours a day.

### **CHILD CUSTODY/OFFENDER STATUS**

Please be aware that both parents may have access to a child unless a custody order is on file at the center. It is the procedure of St. Peter's U.C.C. Preschool for the custodial parent to provide documentation of their custody agreement. Once copied and filed, St. Peter's U.C.C. Preschool will follow all agreements finalized by the courts. If we do not have those papers on file, we cannot enforce any custody arrangements. Anyone who is a registered sex offender, regardless of relation to a preschool student, is not permitted on church/preschool property or to attend off property preschool functions.

## **CHILD ABUSE REPORTING**

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abuse or neglected they **MUST** make a report to the local children's services agency per state rule 2151.421. The safety of the children is always our first concern.

## **GUIDANCE AND MANAGEMENT POLICY**

In the classroom, children are respected as individuals who differ from each other. The child is free to move about the classroom, talk to other children, to work with any materials he/she understands or to ask the teacher to introduce new materials to him/her. The child is not free to disturb other children or to abuse the equipment.

Because of the individual approach respecting the needs of each child as a unique human being, the teacher observes the children and gives guidance where needed. The teacher works to help the child become more self-motivated and self-directed.

In the event that a child exhibits unacceptable classroom behavior, the teacher will:

1. Set clear limits.
2. Redirect the child to an appropriate activity.
3. Show children positive alternatives.
4. Model the desired behavior.
5. Reinforce appropriate behavior.
6. Encourage children to control their own behavior, cooperating with others and solving problems by talking things out.
7. If the problem continues further, the teacher may choose to schedule a parent conference to discuss the concerning behavior.

## **SUSPENSION AND EXPULSION**

1. Aggressive behavior will not be tolerated. For reasons related to severe aggressive behavior, or any other situation that compromises the integrity of the preschool and risk the safe well-being of other children or staff members, the school reserves the right to suspend the student (days will be determined at parent conference).
2. If after suspension and conference with parent, the student still poses a risk to the safe well-being of other children or staff members, the administrator will request the withdrawal of the student from the school.

In addition to the above steps, the center's methods of discipline will be restricted and defined by the following in accordance with 5101:2-12-22 of the Ohio Revised Code. **No staff shall...**

1. Abuse, endanger or neglect children.
2. Utilize cruel, harsh, unusual or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the child may regain control.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.



11. Make derogatory or sarcastic remarks about children or their families.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food, (including snacks and treats), rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from all activities for an extended period of time.

Teachers are responsible for supervising their classes. They are also responsible for using appropriate guidance and management techniques. Developmentally appropriate techniques suitable to the child's age and situation will be incorporated. These rules and procedures of Rule 5101;2-12-22 apply to **all employees**. Staff members are given a copy of this handbook. Each staff member is required to review these procedures throughout the year.

## **SAFETY OF CHILDREN**

### **Medical Emergency Safety**

1. Emergency transportation authorization is kept in children's files located in the classroom. Parents or guardians must be notified as soon as possible of emergencies or major illnesses or accidents involving their child(ren). Information on emergency transportation authorization must be kept current at all times.
2. The Medical and Dental Emergency and General Emergency plans are posted on the wall near the door in each classroom. The plans will be followed by the teaching staff in the event of an emergency or accident.
3. The first aid kit is located in room 103.
4. The staff is trained to administer first aid and CPR.
5. The children's emergency and medical records are in their files, located in the classroom.
6. All of the children's names with home and emergency telephone numbers are located in their files, located in the classroom.
7. In case of severe emergencies, staff will:
  - a. Administer first aid
  - b. Summon emergency transportation
  - c. Contact parents/guardians
8. In case a child is not feeling well and/or is feverish, the staff will have the child lie down away from the other children, and telephone the parents or guardian to take the child home. We do not care for mildly ill children.
9. At no time is a child left unattended.
10. All accidents and medical emergencies will be reported to the preschool administrator immediately. The staff will follow up with a telephone call to the child's parents/guardian. A detailed incident report will be completed and given to the parent on the day of the injury, with a copy of the report kept at the school.
11. Use of spray aerosols shall be prohibited when children are in attendance at school.

### **Fire/Weather/General Emergency/Terror Alerts**

A monthly fire drill will be held at varying times. A record of all scheduled drills is posted in each classroom. During a fire drill, the children and staff will follow the plans posted on the wall in each classroom. The children and staff will exit the building. While outside of the building, preschool staff will take attendance to determine that everyone is safely out of the building. Each staff member is responsible for taking children's records during these drills. At no time will a child be left unattended.

In the event of a natural disaster, the children and staff will follow the plans posted on the wall in each classroom. Weather drills will be held on required months of the school year. In the event of threatening weather, the children and staff will go to the basement using the north stairwell. They will proceed to the kitchen and stay away from all windows. Attendance will be taken to determine that everyone is accounted for. Each preschool staff member will be responsible for taking the children's records. At no time will a child be left unattended.

In the event of environmental situations or acts of violence, the children and staff will follow the A.L.I.C.E. approved escape plan posted on the walls in each classroom. The children and staff will go to the designated rally points. Children and staff will then be taken to the reintegration point. Attendance will be taken to determine that everyone is accounted for. Each preschool staff member will be responsible for taking the children's records. At no time will a child be left unattended.

In the event that the center has to be evacuated, the preschool staff will take the children to the Amherst Fire Station. Attendance will be taken to determine that everyone has been accounted for. Each preschool staff member will be responsible for taking the children's records. At no time will a child be left unattended.

If there is a loss of power, water or heat before or during school, the staff will contact each family or use the emergency numbers provided on the emergency transportation forms. It is imperative that parent and emergency phone numbers are kept up to date.

## **EMERGENCY AND ACCIDENT POLICY**

In the case of an emergency and/or accident, the St. Peter's U.C.C. Preschool will follow the posted medical, dental and general emergency plan. An incident form will also be completed. The center will administer first aid, summon emergency transportation, if required, and contact the parents or their designee.

## **INCIDENT REPORT FORMS**

If a child becomes injured or involved in an incident while at school, an Incident Report Form will be completed. These are the steps that will be followed.

1. An Incident Report Form will be completed on the day of the accident/incident by the preschool staff member that observed the accident/incident.
2. This completed form will be given to the parent/guardian or person picking up the child, and a parent signature or signature of their designee will be requested on the original form.
3. Copies of Incident Report Forms will be kept on file for one year.

When a serious incident, injury or illness occurs, the preschool administrator or her designee must report the incident in the OCLQS system by the next business day in the event of the following:

1. Death of a child at the center; or
2. Serious incident, injury or illness to a child that requires professional medical consultation or treatment; or
3. An unusual or unexpected event that jeopardizes the safety of a child or staff member; or
4. An incident defined as a serious non-compliance in appendix A to rule 5101:2-12-03 of the Administrative Code.

**Written notification on the Incident Report Form** must follow in the OCLQS system. This notification does not replace reporting to the public children services agency if there are concerns of child abuse or neglect.

## **CLASSROOM SAFETY**

1. No poisonous or dangerous items, such as matches or cleaning supplies are to be kept any place where they can be reached by children. Such items are to be kept up in the teacher's supply area, which is off limits to children. Supplies for children are readily accessible to them. Labels of such supplies must be read carefully to ensure that no supplies contain potentially dangerous substances.
2. Staff must always be aware of each child's whereabouts. No child may leave the classroom without permission, and when such permission is granted, staff must be alert to see that children return within a reasonable amount of time. Eye contact must be maintained with any child who passes an outside exit on his/her way to another location in the school.
3. At no time is any child to be left alone or unsupervised.
4. An ongoing check of the classrooms must be made by the staff to detect any potential hazards. Such hazards are to be reported to the preschool administrator for immediate correction.
5. A telephone is always immediately accessible.

## **MANAGEMENT OF ILLNESS**

All staff members receive training to recognize common signs and symptoms of communicable diseases; and a chart delineating communicable diseases shall be posted on the wall of the preschool hallway by the Parent Information Board. Any child showing symptoms of a communicable disease shall be removed from the classroom, and shall not be allowed to enter the classroom that day, nor be allowed to come into contact with other children. Our school does not care for the mildly ill child.

Should the staff, during the time the child is in attendance, detect any of the following signs of illness, the child shall be immediately isolated from the other children and sent home:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray white stools.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child who is suspected of having a communicable disease will be isolated from classmates immediately.

## **SICK CHILD PROCEDURE**

1. Upon identification of a child suspected of illness, a room or portion of a room not being used for child care shall be set up as an isolation area and shall be used for care and isolation of a sick child.

2. The sick child shall be provided with a cot and blanket for use until he/she is discharged to his/her parent or guardian. The cot shall be sanitized with an appropriate germicidal cleaner upon the discharge of the child. The blanket will be laundered before its next usage.
3. An adult shall be within sight or hearing of a child who is isolated due to illness. No child shall ever be left alone or unsupervised.
4. A child who becomes ill during the day shall be discharged to the care of a parent/guardian or their designee as promptly as possible. The preschool staff immediately shall contact the parent, guardian or other responsible person designated on the Transportation Permission form to come take the child home. If the parent or guardian is not able to come to the school to take charge of an ill child, the school may discharge an ill child to the person who has been designated by the parent to take charge of the child. The parent or designated person coming to receive the child shall be instructed to keep the child at home until he/she is well, or until they can provide a physician's certificate that says the child's condition is not infectious or contagious.
5. Our policy on re-admittance to the school for any child who has been ill is:
  - a. 24 hours with no fever, vomiting, or diarrhea;
  - b. 24 hours after antibiotics begin;
  - c. Doctor's certificate in questionable instances, stating that the child may return to school;
  - d. No itchy or reddened eyes;
  - e. No profuse discharge from the mouth, nose or ears.
6. No medication, topical products, vitamins, fluoride supplements are administered. Modified diets are administered if child has a care plan in advance.
7. Parents of other children in the center will be notified of exposure to communicable disease by a written or verbal notice.
8. The preschool administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
9. No staff member shall attend the school if they exhibit signs of communicable disease. The preschool administrator reserves the right to request a physician's note for a staff member to return to work.

## **PREVENTATIVE PRACTICES**

1. The center shall provide training for all staff in hand washing and disinfection procedures prior to working with the children.
2. The center shall notify parents within the next day of operation when their child has been exposed to a communicable disease.
3. The center shall follow the current version of the JFS 08077 Ohio Department of Health communicable disease chart for appropriate management of suspected illness. The chart shall be posted in a location readily available to center staff and parents.

## **TRANSPORTATION/FIELD TRIP SAFETY**

1. St. Peter's U.C.C. Preschool has many field trips during the school year. A parent or other adult designee is required to attend with each child. It is preschool policy that only children enrolled in St. Peter's U.C.C. Preschool may attend field trips. **No siblings may attend.**
2. The school's first aid kit is taken on all field trips are required by rule 5101:2-12-36.
3. The preschool staff has been trained in first aid/management of communicable diseases/CPR in accordance with rule 5101:2-12-27. The preschool staff will accompany children on all field trips.
4. Child enrollment, medical statement and other records are taken to each field trip.

5. Written permission is needed from the parent/guardian for each child transported to and from the school for field trips or special outings. The permission slip will include the child's name, the destination, parent/guardian signature, date the form was signed and the date and time of the field trip or special outing.
6. Parents who are transporting children on field trips or special outings have to meet and maintain child restraint system requirements.
7. No child will be left unattended in a vehicle or at a field trip site
8. Each child while on a field trip shall have identification attached containing the center's name, address and phone number.

### **EMERGENCY TRANSPORTATION**

In the event that a child needs emergency transportation, we will use the emergency information you have provided. We will use the emergency transportation vehicle provided for our area (Life Care Ambulance Service). One of our staff members will accompany the child to the source of emergency care and remain with him/her until the parent or guardian assumes responsibility for his/her care. For the safety of your child, we require all parents/guardians to give consent to transfer on the enrollment form.

### **ODJFS/DCY LICENSE**

St. Peter's U.C.C. Preschool is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS)/Department of Children & Youth (DCY). The license inspection reports and complaint investigation reports issued by ODJFS/DCY are available in the preschool office. The laws and rules governing child day care are available at the center for review upon request. We are licensed to serve 39 preschool children at a time. Our license requires that a child must be potty trained to attend. The DCY toll-free number (844-234-5437 Option 3 for Childcare) is available to any person who suspects violation of the rules and regulations by the school.

The St. Peter's U.C.C. Preschool licensing record, including, but not limited to, compliance report forms from the ODJFS/DCY, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services/Department of Children & Youth.

### **AMERICANS WITH DISABILITIES ACT POLICY**

It is unlawful for St. Peter's U.C.C. Preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities. Staff is trained to refer to the Ohio Office of Civil Rights (1-888-278-7101) or the Bureau of Civil Rights (1-866-227-6353) for any ADA questions.

### **PARENT ROSTER**

A roster of names and contact information for parents, custodians and guardians of children attending St. Peter's U.C.C. Preschool is available upon request after the first week of preschool. The roster is prepared in accordance with rule 5101:2-12-30 of the Ohio Administrative Code. If a parent, custodian or guardian wishes to have the information on his/her child excluded from the list, they can indicate that on the Child Enrollment Form.

## **CENTER PARENT INFORMATION**

## **Appendix C to Rule 5101:2-12-07**

DATE: 03/11/2024 9:55 AM

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. Write or Call: 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://jfs.ohio.gov/cdc/families.stm>.

## **OUR HOPE**

We will share the good news of Christ's love by teaching each child that they are special, unique and wonderful in the sight of God. We will encourage the spiritual growth of each child through the teaching of simple Bible lessons, songs and prayers. Our hope is that by sharing the message of God's love for each child they will learn and grow in faith, and walk in the ways of the Lord. Your children will have abundant opportunities to play, paint, sing, enjoy books and about the world around us. They will also learn to count, write, become more familiar with letters, numbers and shapes to be better prepared for their ongoing education. May the Lord bless our combined efforts in striving towards reaching this noble goal.