



Parent Handbook 2016/2017

Tree of Life Preschool
153 Church St.
Doylestown, OH 44230
330-658-2224

treeoflifedumc@gmail.com

Elizabeth Spry-Director

Mission Statement

The Tree of Life Preschool is an outreach of the Doylestown United Methodist Church. It will support the Church's mission to make and mature disciples of Jesus Christ for the transformation of the world. Our program reaches the community at large by providing a healthy and safe preschool program that will promote social, emotional, intellectual and physical growth as well as an introduction to a personal relationship with Jesus Christ.

Educational Philosophy

Our program is designed to meet the developmental needs of young children 3-5 years of age. It provides experiences that enrich each child's cognitive, language, social, spiritual, physical and creative development. We feel that each child is a unique creation from God and will be loved, cared for and respected as such. All children grow and develop in individual ways. Our preschool has been designed so that each child has an opportunity to create, explore, learn problem solving skills and learn preschool social skills in a caring Christian environment.

Enrollment

In order to give continuity of care and supervision to the children, we will observe and comply with rule 5101:2-12-34 of the Ohio Department of Job and Family Services pertaining to the staff and child ratio. One teacher for no more than 12 three and four year olds in the 3-day class and one teacher for no more than 14 four and five year olds in the 5-day class. If enrollment is high, there will also be an aide that will float between the two classrooms.

Licensing Regulations and Laws

Tree of Life Preschool is state licensed through the Ohio Department of Jobs and Family Services (ODJFS). The license is posted in the preschool office. The laws and regulations governing child care are available for review upon request. The licensing record is available upon

request from the department. Inspection reports will be posted on the parent bulletin board located between both classrooms. The Department of Job and Family Services' toll free number is posted in the preschool office. It may be used to report a suspected violation of the center. All licensing records (compliance report forms, complaint investigation reports, evaluations from building and fire departments) are located in the preschool office and available for review from ODJFS. The Bureau of Child Care and Development's website is: <http://jfs.ohio.gov/cdc/childcare.stm>. The Tree of Life Preschool is mandated to report all suspicions of child abuse and we will report them to Children's Services. The number for Wayne County Children's Services is 330-345-5340.

Tree of Life Preschool does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

Times of Operation

The Tree of Life Preschool will be in operation from September through May. Our class times will be 9:00 a.m. to 11:30 a.m. Tuesday, Wednesday and Thursday for the 3-day class and 9:00 a.m. to 12:00 p.m. Monday through Friday for the 5-day class. Teachers will meet students at their respective classroom doors at the start of class. Classroom doors will remain closed until teachers are ready to receive children for the day.

Tree of Life Preschool will follow the Chippewa Local Schools Calendar for days off, snow days and vacation. We know not every family has a child attending Chippewa Local, so we will do our best to inform all parents of days off through a monthly calendar on the parent board. For school closing due to severe weather, listen for Chippewa Local Schools on WQKT 104.5 or Fox 8. If a delay is called, we will still have school. Please use your parental discretion on whether you feel it is safe to drive.

Registration

Registration applications will be taken on a first-come-first-served basis, with the children currently enrolled and their siblings having first

choice for classes in the fall. Applications will be accepted until enrollment capacity is reached. Once capacity is reached a waiting list will be made in order of applications received. Applicants will then be notified by the Director if any openings occur. All registration forms, enrollment forms, health information and child's medical form must be completed before your child may begin preschool. There is a **\$35.00 non-refundable registration fee**. If permanent withdrawal is necessary, please advise the Director as soon as possible.

Tuition and Other Fees

Tuition can be paid in one lump sum, or paid in nine equal payments from September through May. This is a YEARLY tuition based program, not monthly. We offer monthly payments to make it easier for families. If opting to pay monthly, the first and last month's payments are due on the first day of class and are not refundable. Monthly payments are due the **first class day of each month**. Tuition will be considered late after the 10th of each month. Once late, a \$10.00 late fee will be charged. If account has not been paid by the end of the month, a second \$10.00 late fee will be charged. Monthly tuition is derived from a predetermined yearly base amount and divided by nine, the number of months we are in operation. If there is **EVER** a change in a family's financial situation (ex. sudden unemployment) please speak with the Director right away. We are an outreach of The Doylestown United Methodist Church and arrangements can be made.

Tuition rates:

3-day Class (3's and young 4's)

\$990.00/school year or \$110.00/month

5-day class (older 4's and 5's)

\$1,350/school year or \$150.00/month

Again, the registration fee is **\$35.00 and is non-refundable**. It is due when returning application papers. Applications will not be considered complete and a spot will not be held for your child if this fee is not paid.

Children do need to be picked up on time at the end of the class day. Teachers are only paid for a specified amount of time and have a lot to do at the end of class. Please, be respectful of this time. We understand that occasionally circumstances arise and a caregiver may be late. Please, be aware that a late pick-up fee may be charged. **The late pick-up fee is \$5.00 per child for every 10 minutes in our care after class is over.**

Director's Office Hours

The Director will be in the building September-May from 8:30 to 12:30 Monday-Friday when the preschool is in session. Office hours for parents will be by appointment on Fridays from 8:30 to 12:30.

Parental Access

The custodial parent(s), custodian or guardian of a child enrolled in the Tree of Life Preschool shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their child, evaluating the care provided by the preschool or evaluating the premises. Upon entering premises, the custodial parent(s), custodian or guardian must notify the director of his/her presence.

Parental Involvement

Parents are welcome in the classroom any time we are in session. A parent may volunteer as a classroom helper, party planner, lesson prepper or even a sharer of a special talent. Please, speak with your child's teacher any time you would like to volunteer. Also, notify the Director when entering the building.

Newsletters will be sent home monthly and special reminders of events will be sent home as needed throughout the year. The Parent Board in the hallway between the two classrooms is also a great resource to know what is happening at school.

It is our job as educators of your child to keep in contact with you throughout the year. This may be in the form of a note sent home, a phone

call or a quick conversation before/after class. Please, contact your child's teacher with any concerns right away. We are here to be a resource and help for the developmental needs of your child. Parent conferences will be held once a year in late winter or early spring. However, if you would like to speak with your child's teacher before then just ask for a time to do so. We are more than happy to talk to parents!

Staff Assistance

The staff at the Tree of Life preschool is here to help. If you have any questions/concerns, please, contact us at any time. We can be reached by phone at 330-658-2224 or email at treeoflifedumc@gmail.com. If you have questions and concerns regarding your child or any of the staff we want you to let us know right away. Please, feel free to contact your child's teacher, the Director or members of the preschool board at any time. The preschool board is a group of church members that help run and guide the the Tree of Life Preschool. The can be reached by leaving a message in the church office (330-658-2224) or through an email, dumcpreschoolboard@gmail.com.

Parental Roster

In accordance with the Ohio Department of Job and Family Services, the Tree of Life Preschool will prepare a parent roster for each class. Rosters of names and telephone numbers of the parents/guardians will be available upon request. All requests must be made to the director. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

Supervision of Children

Children will be supervised by a staff member **at all times**. Classrooms will be furnished in a way that allows the teacher/aide to be able to quickly identify the location of each child. Attendance is taken daily and the teacher will always have a list of students attending the center on

hand. If your child will be absent, please let us know by calling the church office (330-658-2224) and leaving a message with the church secretary or the preschool line.

Arrival

The preschool day starts at 9:00 a.m. Please, walk through the main doors of the church, down the hallway and to the classrooms. Parents will be given a unique code for our security system in order to unlock the doors to the building. Children may find their names and hang up any coats or bags on the hooks. Classroom doors will be closed until it is time for school to start. The teachers will open the doors at the start of the school day in order to greet all children and take attendance. Parents will need to write down who will be picking the child up from school on the sign out sheet.

Departure

The 3-day class ends at 11:30 and the 5-day class ends at noon. Please, be prompt for pick up. Those picking up a child will need to sign their names on the classroom sign out sheet. The teacher will dismiss the children from the classroom one at a time. Children will **only** be released to parents/guardians and the individuals a parent/guardian has listed on the Pick Up Authorization form and Emergency Contact List. We will check I.D.s of anyone that is not familiar to us. If there are any court documents concerning the custody of a child, we need to have a copy in the child's folder. Please, notify the preschool if another adult will be picking up your child. Again, we will check I.D.s of anyone the staff does not know.

Transportation and Field Trips

The Tree of Life Preschool will not transport children in any type of vehicle to/from the center. Children must be accompanied and transported in a vehicle by a parent/guardian to any field trips that involve the use of such transportation. Any walking field trips will be supervised by the

appropriate number of staff. **All** field trips will require the parent/guardian to complete a permission slip in order to give consent for the child to participate. Most of the field trips will require a parent/guardian to attend. If an emergency arises where the child needs to be transported from the center or from a field trip location, the local Emergency Squad will be called. Parental consent to transport needs to be signed on the enrollment forms. If a parent chooses to not give consent, this needs to be filled out on the enrollment form and the parent will be contacted in an emergency.

Tree of Life Preschool Safety and Transportation Policy

1. No child shall ever be left alone or unsupervised.
2. To assure safe arrival/departure of all children a staff greeter is at the door and children are dismissed from their classes one child at a time.
3. Our center has immediate access at all times to a working telephone within the building used for child care.
4. Our center has a monthly drill at varying times each month. A record of fire drills/severe weather drills is available at the center.
5. Our center has a fire and weather alert plan posted in each classroom which explains actions to be taken and staff responsibilities in case of fire or weather emergencies and diagrams showing evacuation routes.
6. Our center's plan for safety whenever children are transported from the center on field trips, special outings or routing trips is as follows:
 - A person trained in First Aid, Child Abuse, Communicable Disease and CPR is available on each field trip.
 - A first aid kit that meets all state requirements shall be available.

- Each child on a field trip shall have identification attached to the child containing the center's name, address and telephone number to contact in the event the child becomes lost.
- Child enrollment information and health records are taken on all outings.
- Written permission is needed from a parent for each child to participate on a field trip. This includes the child's name, destination, signature of parent with date signed and the date of the trip.
- When accident or injury occurs, or when any other incident necessitates, a staff member will complete an incident report, give the parent a copy and keep a copy in the child's file at the center.

Emergencies

In the event of an emergency, the staff will do all they can for the well-being of your child. Teachers will keep an attendance list and emergency contact list at all times. All head teachers and the director are trained in basic first aid and CPR for children. If the children need to be evacuated from the building due to an emergency, such as a fire, all children will quickly be escorted by staff and taken to wait for parents at the Chippewa Middle School field. If there is an emergency where the center must be evacuated and relocated, all children will be escorted by staff to the Doylestown Library.

If a child becomes seriously sick or injured during the school day Emergency Services will be contacted immediately. Staff with training in first aid and CPR will monitor the child until help arrives. An incident/injury report will be filled out and a copy will be given to parents.

If the weather becomes severe we will take refuge in the basement of the church. All children will be escorted quickly by a staff member to the location and kept there until the severe weather is over.

Management of Illness

If your child has any of these symptoms, or the child becomes ill while attending school, children will not be permitted to attend class, and parents will be notified right away. Symptoms for which a child will be discharged from center are as follows:

1. Diarrhea (more than one time)
2. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Elevated temperature
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches, unusual spots or rash
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with elevated temperature
10. Vomiting
11. Evidence of untreated lice, scabies, or other parasitic infestations
12. Sore throat or difficulty in swallowing

Children must be free of any of these symptoms for 24 hours before returning to school.

If a child becomes ill while at the center the procedure is as follows: notify parents, isolate child away from other children on a cot still under the supervision of a staff member. A guardian must pick up the child as soon as possible from initial contact with the teacher.

All staff members are required to be trained in first aid, communicable disease recognition, and CPR. Notices will be posted on the Parent Board outside of the classroom when children have been exposed to a communicable disease other than routine colds or flu. Parents are asked not to bring children to school when there are any signs or symptoms of illness present. We do not provide care for sick children. The administrator reserves the right to request a physician's note.

Medication Policy

Medication will only be administered in cases of life threatening situations such as asthma or allergic reactions. Parents will be required to fill out State forms on an annual basis for any medications or medical diagnosis.

Food Information

Parents will be asked to provide a healthy snack on a rotating basis noted on a monthly calendar. Examples of healthy snacks include:

- fruit & vegetables
- 100% juice
- pretzels or crackers

Snacks must be store bought. If you have any questions about snack please ask your child's teacher.

Behavior Management

Discipline is not punishment. It is the process of teaching children self-control and self-discipline. Our aim is to help the children learn what

socially acceptable behaviors are and the importance of these behaviors to future school success.

Discipline is necessary in the classroom to maintain a safe and structured learning environment. Redirection of attention will be the first manner of behavior modification. If the problem persists the child will be taken aside to help them develop a plan for the teacher/child to change the behavior. Persistent problems will be brought to the attention of the parents to work together toward a solution.

Physical punishment is not considered to be an acceptable method of dealing with young children's behavior. At the Tree of Life preschool we use positive reinforcement to encourage children to preserve or work on improving a child's self-image or further development of his/her self-esteem. A positive approach is employed in the classroom with good behavior being complimented and encouraged.

Occasionally, there are behavior issues that jeopardize the safety of staff and/or students. Things such as a child running out of the classroom, a child that is unable to regain control after repeated efforts, and excessive hitting/spitting will not be tolerated. In these circumstances, the child will be sent home at the discretion of the Director.

Transitions

Occasionally, a child may need to be transferred from one class to another. The final decision rests with the director, but movement to a new classroom will not take place without mutual consent between parents/guardians and the director. Parents and all teachers involved will work together to create a plan on transitioning a child into another classroom. This is not a fixed plan, but one that can be evaluated and changed to suit the child's needs. The child will not be permanently moved into the new classroom until the child is ready. The following is a sample of what a transition plan may look like.

Sample Transition Plan

Parents and teachers of child agree that a change from the 3-day class to the 5-day class is in the best interest of the child. The child will be placed on the roster for both classrooms until the move is permanent.

*Week 1-Child will be introduced to new teacher/classmates. Child will join new class for 1 activity each day.

*Week 2-Child will remain in new classroom for half of class time, and old classroom for the other half.

*Week 3-Child will move to spending all day in new classroom.

*Week 4-Child is now permanently a part of new classroom.

Fundraisers

Fundraisers are necessary to maintain the quality of the Preschool as well as keeping our tuition rates reasonable. We ask that parents participate in fundraisers or volunteer time toward our efforts to raise necessary funds for the program.

