

# HANDBOOK FOR PARENTS



## Tree City Preschool

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*United Methodist Church of Kent*  
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[Treecitypreschool.org](http://Treecitypreschool.org)

## OVERVIEW

Tree City Preschool of the United Methodist Church of Kent was first organized in the fall of 1967, under the direction of the Rev. Mr. C. E. Burkert, Minister of Education. The preschool program was organized for four-year-old children and expanded in 1984 with a three-year-old program.

Tree City Preschool is a ministry of the church which operates under the supervision and guidance of the Commission on Education, Council on Ministries, and the Administrative Board.

The preschool is licensed by the State of Ohio under the Department of Job and Family Services. The laws and rules are available at the preschool. The preschool's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon review from the Ohio Department of Job and Family Services.

This manual is concerned with the organizational policies and the standards which have been approved for Tree City Preschool by the Administrative Board and those which are required by the State of Ohio.

## PURPOSE

Tree City Preschool is charged with the responsibility of giving three, four, and five year old children in the church and community effective quality educational experiences which benefit them in their emotional, intellectual, physical, spiritual, and social development.

## STAFF

3's/ Young 4's  
 Laura Raymond Smith – Co-Director/Lead  
 Teacher

Tia Sellers-Teacher Aide

4's/ Young 5's  
 Lisa Dile – Co-Director/Lead Teacher  
 Beth Khan- Teacher Assistant  
 Audrey Hill- Teacher Aide

## ENROLLMENT INFORMATION

Tree City Preschool meets in the church school wing of the United Methodist Church of Kent on Tuesdays, Wednesdays, and Thursdays. The three-year-olds/young fours meet in rooms 111 and 113. The four-year-olds/young fives meet in rooms 108 and 110. The classes are from 9:00 A.M. to 11:15 A.M. for the morning schedule and from 12:15 P.M. to 2:30 P.M. for the afternoon classes. An All-Day option is also available from 9:00 to 2:30. A lunch option is available to all students which extends their day by forty-five minutes. The yearly tuition is divided into nine equal payments, of which one payment is the nonrefundable deposit made at the time of registration.

Registration begins in January and continues until all openings are filled. The three-year-old class and UMC members are given two weeks priority for registration into next year's

prekindergarten program. All classes are then opened to the public on a first come, first served basis.

## POLICIES

### Entrance

1. Children may enter the three-year-old program if they are three years old on or before August 1, or by special permission. Children may enter the four-year-old program if they are four years old on or before August 1, or by special permission.
2. All children must be toilet trained before entering school.
3. No children will be permitted to leave the school grounds with a person other than parents or designated drivers. The only exception is with prior written permission. Parents and/or caretakers must be certain that a staff member is aware of each child's arrival and departure at the school. No child shall ever be left alone or unsupervised.
4. Parent Contact Lists are available upon request. Parents not wishing their names and phone numbers included on this list should notify the school immediately. Student names do not appear on the list, only the parent/guardian.
5. Administration of medication will only be permitted if the appropriate paperwork is filled out. This includes the Administration of Medication form and the Plan of Care Form. Forms must be completed and signed by a physician or equivalent. This also includes food supplements and modified diets. Children are NOT permitted to carry their own medications or ointments.
6. Tree City Preschool does not transport children for any reason. This includes field trips and emergencies. Parents are required to transport children for field trips and EMS or parents will be called if emergency transportation is required.
7. Tree City Preschool will not provide child care services to any child who does not have permission from the parents to grant consent for the transportation of the child to the source of emergency treatment. There is a section on the Child Enrollment Form that gives us permission to transport your child should an emergency arise. It must be signed.
8. In January and/or February a formal assessment is conducted on each child. Results of these assessments are shared with the parents only and are not sent to ODJFS. The option of a conference with your child's teacher will be offered following the assessment.
9. Federal statutes and regulations state that children under the age of 21 who are enrolled in Medicaid are entitled to Early and Periodic Screening, Diagnostic and Treatment benefits and that States must cover a broad array of preventative services. More information on this can be found at [Medicaid.gov](https://www.Medicaid.gov)
10. If you are concerned about your Child's Developmental Progress and suspect a potential

disability, a free diagnostic screening is available through a process called “Child Find.” This screening can help confirm whether your child has a delay or disability. To schedule the screening, contact your local school system’s Director of Special Education Programs or the Office of the Superintendent of Schools.

### Withdrawal

1. Parents may withdraw their child at any time as they deem necessary. Two weeks notice is requested, but not required. Tuition is due for the entire month in which the child last attended.
2. Children may be withdrawn by the administrator under the following conditions: (All children withdrawn by the school will have a “Serious Incident Report” filled out and sent to the state.
  - a) Lack of toilet training as determined by three or more toileting accidents within a four week period.
  - b) Continued aggressive or non-compliant behavior which puts the child, the staff, or other pupils at risk, as determined by three or more incidents within a four week period.
  - c) Non-payment of fees.
  - d) Disruptive behavior of a parent or caregiver which interferes with the proper function of the school, as determined by the administrators.

### Financial Arrangements

1. The preschool requires tuition payment by the first of the month or the first Tuesday on which school is in session each month.
2. Full tuition is expected of each student regardless of the child’s attendance record.
3. No rebates or discounts are available at this time.
4. Early Arrival/Late Departure: Teachers use the time before and after school for planning the day’s activities and setting up or closing up for the day. It is an important time and helps the days run smoothly. For this reason the children are to arrive no earlier than 8:45 or 12:00 noon and depart promptly at 11:15 or 2:30 respectively. Tree City has no programs for care for children before or after school hours. Occasional provisions can be arranged for early arrival or late departure on a very limited basis. Please talk with your child's teacher for the cost and possibility of making such arrangements.
5. Overtime charges: There is no charge for the first five minutes after the end of each class. There is a \$5.00 fee for the next ten minute period or any part of that period. There is an additional charge of \$5.00 for every fifteen minute period, or any part of that period, thereafter. Continued late pick-up can be grounds for dismissal. Early arrival charges follow the same guidelines.

6. Tree City Preschool makes a contribution to the church to defray expenses of utilities and maintenance. All of the school's income results from tuition.

7. You may be eligible to claim preschool tuition on your tax forms if you use the preschool as childcare while you work or attend school. Check with your tax preparers for eligibility requirements. Our tax identification number is # 34-0768862.

### Insurance and Travel

1. The United Methodist Church and Tree City Preschool provide insurance for all school activities for each child while classes are in session.

2. Parents are responsible for travel to and from school. We strongly recommend the use of car safety restraint systems for all children, as required by law.

3. Parents are responsible for travel to and from all scheduled field trips and for their child's supervision during the event. A person trained in first aid will be available on each field trip and special outing. During field trips away from the center, the school will provide a First Aid box that meets the requirements of Rule 5101:2;12-33 of the State Administrative Code.

### Safety and Discipline

1. Tree City Preschool teachers, employees and volunteers will not administer any form of corporal punishment. The primary method of discipline used is discussion and redirection. If applicable, children are offered the opportunity to resolve the conflict between themselves by discussion with teacher mediation. Isolation with teacher supervision will be used for extreme discipline. Continual disruptive behavior will be discussed with the parents and can result in dismissal from the program.

2. Tree City Preschool complies with health, fire and civil defense regulations. The staff is trained to respond correctly in the event of an accident, fire or other emergency. The classrooms are adequately heated, lighted and ventilated. The toilets and washbasins are sanitary and sufficient in number.

3. There will be monthly fire drills, monthly disaster/severe weather drills from March through September and a quarterly lockdown drill. A plan is posted in each classroom which explains action to be taken and staff responsibilities in case of fire, weather, or other emergencies. All calls to Tree City Preschool are forwarded to the Director's cell phone.

4. No aerosol spray cans will be used at the school when the children are present.

5. Teachers are aware of the signs of child abuse and are required by law to report any suspicions to the proper authorities.

6. When an accident or injury occurs, or when any other incident necessitates the emergency

transportation of a child, the center will complete an incident report. A copy of the report will be provided to the child's parent/guardian on the day of the incident, as required by the State of Ohio. Parents/guardians may sign a second copy of the Incident Report which will then be kept in the child's file for a period of two years as required by the Ohio Department of Job and Family Services. If a child is transported for emergency treatment, the child's health and medical records shall accompany the child. The center administrator or staff member shall stay with the child until the parent or guardian assumes responsibility for the child's care. 5101:2-12:34

7. No child will ever be left alone or unsupervised.

8. In compliance with Ohio code 5101: 2 - 12 - 14 ' the center shall provide outdoor play each day in suitable weather for any preschool child in attendance for more than four consecutive daylight hours.' We will use the outdoor playground whenever possible. With the following exceptions:

- Temperature below 25degrees F or above 90 degrees F
- Rain and/or lightening
- Icy conditions
- Excessive wind chill or humidity levels
- Excessive snow
- Considerations will also be given to ozone levels, pollen count, lightening, rain or ice or water on playground.
- Insect or animal problems (to be dealt with by staff as soon as possible)
- Other temporary dangerous conditions as determined by director, such as mowing or construction.

A suitable indoor area is available daily for large muscle play.

9. School cancellations because of weather are in effect according to Kent City Schools. This is reported on all network news programs. The Preschool is not listed separately.

10. Dress for safety. Comfortable, loose-fitting play clothes and well-fitting sneakers or sandals with non-slip soles are the suggested attire for our students. Please avoid the following: full-length dresses or shirts; excessive jewelry; make-up; platform or high-heeled shoes, clogs, flip-flops, jellys; costumes; hats worn inside; belts and purses.

11. Tree City Preschool does not participate in any type of swimming activity.

12. In case of building evacuation, we will relocate to the United Church of Christ 1427 Horning Road 330-673-9534. The teachers and children will evacuate the building by the south Sunday School wing door, proceed to the sidewalk, walk hand-in-hand to the intersection of Horning Road and Rt. 59, cross at the crosswalk, and proceed to the front entrance of the United Church of Christ. Parents will be contacted immediately and may pick up their children at that location. An alternate locate is "Frasier's Barbershop" Located at 1637 East Main St. ( Turn left out of school parking lot)

13. These guidance policies also apply to all preschool employees.

### Health

1. Physical health exams are required by the State of Ohio within thirty days of the opening of school. These exams are valid for thirteen months. Results of previous exams taken within that thirteen month period are acceptable, but must be retaken upon expiration.

2. Any child with a contagious or undetermined illness will not be admitted to class. Parents will be called in the event a child becomes ill during school. In cases of emergency every effort will be made to reach the parents. If parents cannot be reached the child's emergency contact person will be notified. Children exhibiting the following symptoms should not be sent to school:

- a) Diarrhea- more than one abnormally loose stool within a 24-hour period.
- b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- c) Difficult or rapid breathing.
- d) Yellowish skin or eyes.
- e) Conjunctivitis.
- f) Temperature of 100 degrees Fahrenheit when combined with any other sign of illness.
- g) Untreated infected skin patches.
- h) Unusually dark urine and/or gray or white stools.
- i) Stiff neck, sore throat or difficulty in swallowing.
- j) Evidence of lice, scabies or other parasitic infestation.
- k) Vomiting.
- l) Unusual spots or rashes.

If any of these symptoms are noted while the child is at school, the child will be isolated immediately (under constant staff observation), made comfortable and observed for continuing or worsening conditions and discharged to the parent as soon as possible. The area or item possibly contaminated by the child will be cleaned by laundering or washing with an appropriate germicidal cleaner before being used again. A communicable disease chart and a dental emergency chart (with procedures to be followed in the event of a dental emergency) are available in the hallway for parents' information and examination.

3. In the event of the illness of a staff member, substitute teachers are available.

4. Administration of required medication can be requested and will follow ODJFS guidelines.

5. Any child absent from school due to any contagious illness will not be readmitted to class

without a doctor's written consent. Parents must report any communicable disease to the teachers so other school families can be notified.

6. Parents will be notified promptly, as required by law, of their child's exposure to certain communicable diseases. This will be in the form of notices sent home with each child and a posted notice in the classroom.
7. All staff members receive physical examinations, as required by the State of Ohio.
8. The staff renews training in first aid, communicable diseases and child abuse recognition every three years. All teachers are current in First Aid/CPR training. A person trained in first aid is available on each field trip and special outing.
9. If parents need assistance with problems or complaints related to the preschool program, they should contact the director.
10. Employee concerns, problems or complaints related to the preschool program should be discussed with the lead teacher, the director, the chairperson of the Education Commission or the Senior Pastor.
11. All rooms are available on the first floor of the education wing for any mothers needing to breastfeed. Please see a teacher if you need a classroom door to be unlocked.

### License Review

The current school license is posted outside Room 110. The state laws and rules governing child care are available for review upon request. They are located in Room 108. Tree City Preschool's licensing record including compliance report forms and evaluation forms from the health, building and fire departments are available upon request from the Ohio Department of Job and Family Services. Maximum class sizes for all classrooms is 24 children, for which 3 teachers will be responsible.

The license capacity for the center is as follows:

Infants: 0                      Toddlers:                      Preschool: 36                      School Age:

The Tree City Preschool **exceeds** the following staff/child ratios and group sizes which are required by Law:

Preschool for children age 3 years:                      1 teacher for 12 children  
 Preschool for children age 4 and 5 years:                      1 teacher for 14 children

The center is licensed to operate legally by the Ohio Department of Job and Family Services. A 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 rules governing child care are



available for review at the school.

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 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 and child/staff ratios are posted in a noticeable place 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 Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42, U.S.C 12101 et seq.

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>

### Parents Are Welcome

We encourage parent involvement. One of our goals is to encourage the child's independence. In order to facilitate this development, we ask that you limit the frequency and duration of your visits.

For safety reasons, exterior access doors to the Preschool wing of the church may be locked. Parents/Guardians can access the children at any time using the church office entrance. The parent/guardian must notify the director upon entering the premises.

We expect parents to share in their child's progress at school. An optional conference between the parents and teachers of each child will be scheduled during each school year. Additional conferences or discussions are available upon request.

We will abide by all court directed custody agreement procedures. Custodial parents are responsible for providing a copy of the agreement for the child's school file.

Newsletters are distributed throughout the year to keep parents informed and involved in the program.

The parent/guardian must sign and date a statement verifying the review and receipt of these written policies and procedures. 5101: 2 - 12 - 30



## PHILOSOPHY FOR TREE CITY PRESCHOOL THREE AND YOUNG FOUR YEAR OLDS' CLASS

We believe that learning for the young child should encourage his/her developing social, emotional, cognitive, communicative and physical growth. This learning will be developed in a guided play environment that includes a wide variety of experiences. Within the program developmentally appropriate play, active exploration and movement opportunities will be available to help children observe, investigate, seek and acquire new information about themselves and their world. The program will provide enough regularity in daily routine so as to give each child a feeling of security. The opportunities will encourage the child to demonstrate and practice self-help skills as they are developing their independence.

The individuality and diverse needs of young children are recognized and respected. All children grow and develop at different rates. The teacher's role is that of encourager. Interacting with the children, she/he will seek to nurture the child's social, emotional, intellectual and physical/motor development.

We believe that the school and the home should have close communication so that the child feels secure and happy and grows to his/her best potential.

### OBJECTIVES

1. To foster security with designated adults who are not members of the family.
2. To foster curiosity for exploring and investigating their environment and world.
3. To engage in simple conversations
4. To encourage children's play as it moves from associative to cooperative play.
5. To encourage the development of small muscles.
6. To develop control in using large muscles.
7. To foster the ability to make good choices.
8. To foster the child's self image and good feelings about self and abilities.
9. To develop self-expression in art, music and creative movement.
10. To foster taking turns and listening to each other's ideas in a group setting.
11. To follow verbal directions with one to three parts.
12. To encourage independently taking care of clothing, feeding, toileting and hand-washing needs.
13. To encourage independence in obtaining supplies needed for an activity and the clean-up that follows play.

## DAILY SCHEDULE FOR THREES

9:00 A.M. Small group activities:  
 12:15 P.M. Room 113 Art/Center Play  
 Room 111 Language/Math/Science/Center Play

9:40 A.M. Music/Snack  
 12:50 P.M.

10:15 A.M. Small Group Activities repeated  
 1:20 P.M.

10:45 A.M. Play Room for Gross Motor Play  
 2:00 P.M.

11:00 A.M. Story Time  
 2:15 P.M.

11:15 A.M. Morning Dismissal  
 2:30 P.M. Afternoon Dismissal

Morning Lunch 11:15 A.M.-12:00 Noon  
 Afternoon Lunch 11:30 A.M.-12:15 P.M.

## **Tree City Preschool Philosophy for Pre-Kindergarten**

It is our belief that children of this age learn best when offered educational experiences which are carefully planned to facilitate the emotional, social, perceptual, conceptual, cognitive and spiritual growth of the child. Our children are encouraged to explore, inquire and discover within a safe, structured environment, under the guidance and supervision of qualified teachers.

Differences in social, physical, cultural and intellectual development are recognized, welcomed and nurtured as positive aspects of the children's school experience.

It is our belief that the value of the total child, as he comes to us, is inestimable. We strive to foster his continued growth through a program both safe and stimulating, and serve to ease his eventual progress to kindergarten.

### **OBJECTIVES**

1. To foster security with designated adults who are not members of the family.
2. To foster excitement and curiosity about learning.
3. To foster successful social interaction.
4. To develop and encourage the use of small and large muscles.
5. To assist in the development of decision-making skills.
6. To foster the child's self-image.
7. To develop self-expression in art, music and creative movement.
8. To develop independence with self-care skills.
9. To develop appropriate behavior concerning actions and their results.
10. To introduce kindergarten skills and readiness activities.

**Daily Schedule For 4's and 5's**

- 9:00  
(12:15) Arrival - The children may choose from a selection of table activities including puzzles, coloring, manipulative toys, sandbox and books. Show and tell takes place during this time. Children have one assigned day each week when they may bring one item from home to share with the class.
- 9:10  
(12:25) Opening circle - We plan our day during this time. The children alternate as helpers as we discuss the day and date, the weather, snack-time, holidays, current events, birthdays and other things of interest that are happening that day.
- 9:20  
(12:35) Activity - This is the time for structured, teacher directed activities to improve the child's skill in a variety of areas. Activities include sequencing, left to right orientation, number recognition and matching, alphabet recognition and matching, direction following, shapes, cutting, gluing, etc.
- 9:35  
(12:50) Music and memory - Included here are rhythms, dancing, finger plays, song and verse memorization and movement to music.
- 9:45  
(1:00) Recess - Free play in the gross motor room, outside on the playground, or in the classroom.
- 10:00  
(1:15) Story - The children develop their listening skills and attention span by daily stories.
- 10:10  
(1:25) Snack - Nourishing snacks provide the opportunity for children to use their social skills. Many health tips filter in here as we discuss hand washing, eating habits, good foods, etc. Prayer is always offered before snack since we consider it vitally important to develop the child's spiritual as well physical, social, emotional and intellectual growth.
- 10:30  
(1:45) Freeplay - Children may choose from any of the toys and activities within the classrooms. A selection of art projects and discovery experiments are also available at this time.
- 11:10  
(2:25) Closing Circle - We review our day's activities, prepare for our next day of school and play games encouraging the development of kindergarten skills.
- 11:15  
(2:30) Dismissal - Children are responsible for putting on their own coats and should collect their papers and show and tell items to take home.