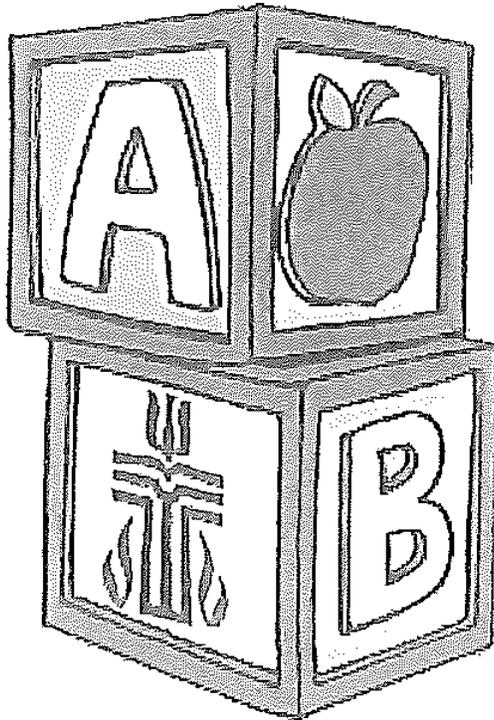


Ohio Department of Education Standards for Preschool/Childcare Operations



2626 East Harbor Road
Port Clinton, Ohio 43452

(419) 732-0009

preschool@firelandschurch.org

Revised: October 2019

Welcome to Firelands Presbyterian Preschool!

It is our privilege and honor that you have entrusted your child to our care. We take this responsibility with great seriousness and will strive to show ourselves worthy of your trust.

Firelands Presbyterian Church is part of the great worldwide family of Reformed churches. As such, we stand in a Christian tradition that has always seen service in the community and the world not only as part of the Church's evangelical mission, but also as a grateful response to the love and grace of God. It is our prayer and hope, that in the work of our Preschool, you will see the reflection of God's care and love.

Licensed by the Ohio Department of Job and Family Services

Center Parent Information

The Center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 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>

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Staff Listing

Preschool Staff

<i>Rachel Johnson:</i>	<i>Director—Curriculum, Child Development and Staff</i>
<i>Rachel Johnson:</i>	<i>Preschool Teacher</i>
<i>Eva Rahm</i>	<i>Teacher Assistant</i>
<i>Kelly Zurvalec</i>	<i>Teacher Assistant</i>
<i>Deanna Maschari</i>	<i>Teacher Assistant</i>
<i>Elizabeth Royster</i>	<i>Teacher Assistant</i>

Coordinating Church Staff:

<i>Rev. Mark Cooper</i>	<i>Pastor</i>
<i>Janine Dress</i>	<i>Administrative Assistant</i>
<i>Karen Salzgeber</i>	<i>Preschool Committee Chairperson</i>
<i>Cole Hatfield</i>	<i>Director of Finance</i>

Preschool Roster

A roster of the names and telephone numbers of the parents and guardians of all children attending the Center are available upon request. The roster will not include the name or telephone number of any child whose parent has requested that his/her name and phone be excluded.

Our Philosophy

We, of Firelands Presbyterian Church, believe that children are a gift of God, each one unique and valuable, deserving the best possible early childhood experiences. We believe God has called us to nurture and protect our children so that they may grow to become whole adult persons, knowing the love and truth of God. We believe that children learn to know God and learn of His love through being in a safe, loving and nurturing environment where God's loving care is named.

The Firelands Presbyterian Church Preschool is non-denominational, but clearly espouses Christian values. We are committed to providing a caring environment where our goals will be achieved through activities appropriate to the developmental age of the children.

Goals

To provide a healthy, clean and safe environment, where each child will have opportunities available to develop physically, emotionally, socially, spiritually, academically and linguistically through daily planned activities appropriate to their age level.

To provide learning opportunities where each child will participate in activities such as: blocks, puzzles, books, music, dramatic play, creative arts and crafts, toys and games, math, language arts, science.

To encourage self-expression through language and listening skills, and motor skills activities in large group, learning centers and individually.

To encourage each child to participate in a variety of daily activities, designed to enhance the child's feelings of self-worth and to care about others.

Parent Information

Firelands Presbyterian Preschool
2626 E. Harbor Rd.
Port Clinton, Oh 43452
419-732-0009

The Center is in operation five (5) days a week, Monday through Friday. The hours of operation are 7:00 am to 5:30 pm.

Preschool begins at 8:30 a.m. and ends at 12 noon. Child Care is available prior to and after preschool within regular daily hours.

A book of Center Operations containing all rules and requirements is available at the Center.

The Firelands Preschool Center is licensed by the Ohio Department of Job and Family Services. The license is posted outside the preschool. The Center's licensing record includes report forms and evaluation forms from the Ottawa County Health and Building Inspection Departments, and the Port Clinton Fire Department, and are available upon request from these departments. The Ohio Department of Job and Family Services toll free number is 1-800-686-1572, to report a suspected violation by the Center. (Comments or concerns can be directed to the Preschool committee at the church address). Laws and rules are available for review by parents/staff upon request.

The church library is available for nursing mothers to use during school hours.

Issue of Custody

If a student does not live with both natural parents and there is a custody order, this legal document needs to be produced. The Center will make a copy, return your original, and place the copy in the child's file.

Staff/Student Ratios

The licensed capacity of the Care Center is: 35 (none under the age of 2 ½ years)

The following staff/child ratio and small group sizes for the State of Ohio are:

- Toddlers (2 ½ yrs.-3 yrs.): one staff member to 8 children
- 3 years: one staff member to 12 children
- 4 and 5 years: one staff member to 14 children

When there is a combination of ages within a group of children, the age of the youngest child shall determine the staff/child ratio, except when there is only one child aged 30 mo.-3 yrs. In a group of children older than 3 years, then the requirements of the older group may be applied.

The above is the state minimum capacity; however, because we have partnered with the State and Federal Departments of Education's Step Up to Quality program, our new ratio is 1 to 8.

Fee Structure

A. Rates

1. Fee: \$35.00/family fee is required at time of registration.
2. Full-time Rate: 4 or 5 days/week, 7 or more hours, \$35.00/day.
3. Daily Rate: 1-3 days/week, 7 or more hours, \$40.00/day.
4. Hourly/Bus (before/after school care) Rates: Less than 7 hours, \$6.50/hour.
5. Preschool Daily Rate: 8:30a.m. - 12:00p.m., \$20.00.
6. Supply (art, craft, science projects) fee: \$15.00/month billed at beginning of the month.
7. Hourly rates: calculated to the *quarter* hour.
8. Overtime Care Rates: \$6.50/hour (advance notice by the parent and approval by the provider required). An additional \$1.00/minute fee will apply to any child not picked up by 5:30p.m.
9. A 20% sibling discount/each additional child, based upon age, contract, and account being current/in good standing will be applied. *Not applicable to Hourly/Bus Rates.*

B. Payment Policies

1. Billing will be weekly.
2. One invoice will be sent home via the student's school box; the other, as needed, via email.
3. A final invoice will be mailed home upon termination of Firelands services.
4. Tuition/fees must be PRE-PAID on MONDAYS by 8a.m., Tuesday, if absent or if Monday is a holiday. A late fee of \$20.00/day will apply to all accounts with a balance greater than \$0.00 beginning after 8a.m. the Wednesday after payment was due.
5. The Center does not accept cash but will accept:
 - a. Personal check
 - b. Money order
 - c. Online:
Go to www.firelandschurch.org/contribute
Click on the "Give Online!" button to be directed to the payment page.
List PRESCHOOL in the "Specify where your donation should go" section.
6. If two (2) weeks of balance non-payment is incurred, the account will be suspended, the child will be withdrawn, and the child's spot in the Center will be forfeited. For the child to be re-admitted, the outstanding balance and all incurred fees must be paid in full so the

account is current, and if space in the Center is available.

7. Bounced check fees (\$35) will be charged to the client and added to the child's balance. If a check is returned more than one time, only online credit card or money orders will be accepted as payment.
8. For any questions or concerns regarding billing, please contact Cole Hatfield at (419)732-1420 or at chatfield@tdhenterprises.com.
9. An up-to-date Customer Statement is available at any time per request.
10. A yearly statement and letter will be sent to the home prior to January 31st of each year indicating your total child care expenses for tax reporting purposes.

C. Absentee Policies

1. Please notify the Center by 8:00a.m. if you know your child will be absent for the day.
2. *NO* tuition credits are given for any days a child is absent and the Center is open other than for Director pre-notified Token Day.
3. TOKEN DAY (Director MUST be pre-notified!)
 - a. Up to ten (10) Director pre-notified Token Day may be used September – May (school year); no tuition or fees/token will be charged.
 - b. Up to ten (10) Director pre-notified Token Day may be used June - August (summer session); no tuition or fees/token will be charged.
 - c. If a token is applied and then the child is in school for that day, the rates will be charged as in "Fee Structure, Section A. Rates", and the token is forfeited.
 - d. If a parent plans on taking a vacation and the child will not be in care, the Director must be given a two (2) week notice.
4. When a child is ill, parents are expected to make every effort to give the Director as much notice as possible. Parents are expected to pay on child sick days unless a Token Day is used.
5. If a child does not arrive for the day and no notice has been given the Director, parents are expected to pay for the day.

D. Overtime Charges

1. The Center closes at 5:30p.m. The parent/guardian/designee must pick up their child by that time. For every minute over the allotted time, there will be a one dollar (\$1.00)/minute/child fee charged. The parent/guardian also will be required to sign out their child as a late pick-up.
2. The Center will make at least three (3) attempts to reach a parent or someone on the Emergency Medical Form after 15 minutes. If there is a problem and the

parent/guardian/designee can't make it by 5:45p.m., PLEASE CALL! This will not eliminate the late fee, but will avoid the Center calling the Sheriff's Office.

3. If an authorized person has not picked up a child within 25 minutes, the local Sheriff will be called. THIS IS STATE LAW.

E. Withdrawal Policy

The Center requests a minimum of two week notice if you plan to withdraw your child. All charges must be paid in full at that time.

F. Closings

1. The Center will be open unless Port Clinton Schools announce that they will be closed by 6:00a.m. Otherwise, we will be open at the normal time for school delays or late school cancellation; **thus, usual fee rates will apply.**
2. In the event of inclement weather, closings will be announced on **WTOL 11, NBC 24, 13 ABC, on our Facebook page, and the bloomz app.** If your child will not be attending due to bad weather, please call the Center to report his/her absence. **As the Center will be open, rates in "Fee Structure, Section A. Rates" will apply.**
3. Holidays: exact dates will be sent home the beginning of the month for Christmas, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, and Thanksgiving.
4. We are open for preschoolers and school-age children for teacher meetings, snow days, and school delays.

Firelands Preschool Daily Schedule

7:00 Open

7:00-8:45 Free Play

8:45-9:00 Devotional/Morning Meeting

9:00-10:30 Learning Activities/Snack

10:30-10:45 Clean Up Time

10:45-11:30 Circle Time

11:30-12:00 Outside/Gross Motor Play

12:00-1:00 Lunch

1:00-3:00 Nap/Quiet Time

3:00-3:15 Snack Time

3:15-5:30 Outside/Gross Motor Play

5:30 Close

Policies

Enrollment

Enrollment is open to all children whose needs can be met by our Center, age 2 ½ yrs. (must be toilet-trained) through elementary school. We do not discriminate on the basis of race, color, religion, sex or national origin. We encourage parents to visit, meet the staff and observe the activities of the day.

The daily attendance will not exceed thirty-five (35) with two/three staff members present at all times. The enrollment of 35 does not include before/after school bus students.

It will be necessary to have the following forms on file with the Center.

1. The signed and dated Firelands Presbyterian Preschool Contract ***MUST BE RETURNED*** to the Preschool director prior to or by the first day of service; otherwise the child(ren) will not be admitted into the Center.
2. Medical Statement, signed by physician, PA, CNP within 30 days
 - a. A written statement must be provided by a physician, PA, CNP, if any immunization is not medically appropriate.
 - b. A written statement must be provided by a parent/guardian if declining immunizations for reason of conscience including religious convictions.
3. Child Information Record
4. Emergency Medical Form
5. Emergency Card
6. Family Information Sheet

Upon enrollment, parents are given an Ages and Stages Questionnaire to complete and return. This screener is used to identify the child's strengths and weaknesses. It is also used to identify any developmental delays.

Any custodial parent, custodian or guardian of a child enrolled in the Center shall be permitted unlimited access to the Center during its hours of operation for the purposes of contacting the child, evaluation of the care provided by the Center or evaluating the premises. Upon entering the premises the custodial parent, custodian or guardian shall notify the administrator or designee of his presence.

We strive to serve the needs of all preschool children. However, if a child has special needs we are unable to serve, we may recommend an alternative program to you for your child.

Arrival and Departure

Parents must sign their child in and out each day. Parents may not leave the child until a staff person has recognized the child's presence. Your child will be released only to parents or persons for whom the Center has written authorization. Please send in a dated note when someone else is

picking up your child even if they are listed on your authorization form. In an emergency, we will take a name over the phone. Proper identification will be required.

Our Child Care Center hours of operation will be 7:00 am to 5:30 pm.

Children exiting the school buses should come down the sidewalk to the child care room. If an expected child does not exit the appropriate bus, parents will be notified immediately. For safety reasons please let us know if your child will not be arriving via bus as scheduled. If parent is not available, the bus garage and appropriate school will then be called immediately. All children will be supervised at all times while in the care of the staff.

Emergency - In case of an emergency

First aid will be administered by trained staff members while other staff members supervise the other children. If immediate medical attention is required, Emergency Medical Service (911) will be called. Then the parent will be notified by phone.

If immediate hospitalization or hospital care is required, the child will be transported by rescue squad to Magruder Hospital (or the hospital noted on Emergency Transportation form). In a non-emergency situation, the parent will be notified and it will be his/her responsibility to transport the child to the hospital.

Child care services will not be provided to children whose parent/guardian refuse to grant permission to transport in the event of a medical emergency.

Please keep child care staff updated with any changes of names and phone numbers. If you cannot be reached by phone, we will call the contact person on your Emergency Transportation form or yellow medical card. Please keep these names and numbers current!

Discipline

The rules of behavior for the classroom are to ensure safety of the child and cooperative use of the equipment.

1. If the child exhibits disruptive behavior, we will:
 - a. Give alternate choices;
 - b. Re-direct activity;
 - c. If inappropriate behavior continues, child will get yellow card on chart.
 - d. If inappropriate behavior continues, child will get red card on chart and lose part of free play (in or out)
2. We do not permit spanking or any corporal punishment in our Center.
3. The child can go back to green card from yellow card or go to yellow card from red card by showing appropriate behavior.
4. We give praise, certificates and hugs for appropriate behavior.

If a child is excessively disruptive and will not respond to supervision, after consultation with the parents, we reserve the right to not accept the child in the future.

This rule applies to all employees on the premises.

Parent Conferences

A parent conference will be scheduled annually or when considered necessary by the staff or by the parents. A parent who needs assistance with problems or complaints related to the Child Care Program can:

1. Make an appointment with the Child Care Director if not available upon arrival.
2. Talk to the lead teacher or Director at your earliest convenience.

All parents are encouraged to communicate on a regular basis with staff members. This can be done on arrival or departure or by sending a note stressing any special needs of the child. All matters will be taken care of immediately.

Conference times will be offered at least once a year.

Parent Participation

All parents are encouraged to share special talents, areas of interest and their hobbies. All parents will be invited to special events—such as holiday celebrations. We will have an annual Open House scheduled in the fall. There will be two programs a year, spring and Christmas. Please attend; it is important to your child. There will also be special events for mothers, fathers and other special adults in the children's lives.

The church library is available as a private place for breastfeeding mothers.

Meals and Snacks

The parents are encouraged to provide healthy lunch.

Please limit the sweets!

A nutritious mid-morning and mid-afternoon snack will be provided, which will include two foods from the four basic food groups. A weekly morning snack menu is posted. ***Preschool and bus students will be asked to bring a snack to share with their class once a month. A sign-up chart is by the entrance door.***

Clothing—Personal Property

Children should be dressed in sturdy, comfortable clothing suitable for play. Flip-flops and heeled shoes are not appropriate for play.

Please label all personal belongings, i.e., lunchbox, bookbag, naptimes, coats, etc.

Important! An extra complete change of clothing must be left at the Center.

Outdoor Play

Your child will spend time outdoors each day, weather permitting and should have appropriate outside clothing. We will try to be outside everyday when the temperature is between 25 and 90 degrees, including wind chill. If we cannot be outside, we will use the Fellowship Hall for large muscle activities.

Nap Time

Your child will be taking a nap or quiet rest times at our Center. Please bring a small pillow and blanket, labeled with your child's name. Please take those home on Friday to be washed; we clean cots once a week.

Children's Toys

We prefer that your child leave all toys at home. The staff cannot be responsible for toys brought from home. A child's security blanket or nap toy will be allowed. Please label it with child's name.

Safety Policies

1. No child will ever be left alone or unsupervised.
2. Upon arrival all children are to be brought inside the building and checked in with a staff person. Children will only be released to an authorized person whose name must be on file in the office of the Center. We reserve the right to ask for identification. The authorized person must come into the Center and check-out the child with a member of the staff.
3. A telephone is available for the Center's use at all times.
4. Fire drills and weather alert drills will be practiced monthly and a record of these drills will be maintained at the Center.
5. Fire evacuation plans and weather alert plans are posted in each room. In the event of a fire during inclement weather, the children will be escorted (PCFD or PCPD) from black top to Frank's Appliances.
6. A staff member trained in First Aid, CPR, child abuse and childhood diseases will be at the Center during operation hours.
7. Use of aerosols will be prohibited when the children are in attendance.
8. An Incident Report will be completed by supervision adults on the same day as the occurrence. Parents will be given a copy of the report to sign. The incident form will be completed for all minor or serious incidents when any of the following occur:
 - a. Minor incident, injury or illness includes any incident where child returns to classroom after basic first aid:
 - i. An illness, accident or injury which requires basic first aid
 - ii. A bump or blow to the head.
 - b. Serious incident, injury or illness: includes any situation occurring while a child is in care of provider that requires emergency medical treatment, professional consultation, or transportation for emergency treatment. The State will also be notified of such incidents.
 - i. Contact poison control.
 - ii. Emergency transport
 - iii. Unusual or unexpected event which jeopardizes the safety of children or staff.
9. Local child service agencies will be notified when there is suspicion of child endangerment, abuse or neglect. The Director of the Child Care Center will notify the appropriate agency.
10. No child will ever be removed from the premises by a staff member without written permission of the parent or guardian.
11. Children will occasionally be outside for water play (wading pools/sprinklers) on warm days. You will be notified ahead of time and given a permission form to sign.

Emergency Evacuation Plan

In event of an emergency which requires evacuation, the children will be transported to the Port Clinton Fire Station, 1755 E. State Road, Port Clinton, by the Ottawa County Transportation Agency. Parents then will be notified of the location of their child by phone if possible. There will be a sign posted on the side doors of church giving exact location of your child in case we cannot get to you by phone.

Policy for Management of Communicable Diseases

To maintain a healthy environment for all children, we ask that you do not bring your child to Child Care if he/she is ill. If your child becomes ill while at the Center, you will be contacted immediately by phone and requested pick him/her up. If your child shows any of the following symptoms, he/she should be kept home:

1. Diarrhea, more than one abnormally loose stool within a 24-hour period.
2. Severe coughing, causing the child's face to become red or blue and a whooping sound.
3. Yellowish color to the skin or eyes.
4. Redness in the eye(s) and/or discharge from the eyes.
5. Difficulty breathing or rapid breathing.
6. Elevated temperature of 99 degrees F or more, taken by the axillary method.
7. Untreated infected skin patches or evidence of lice infestation.
8. Dark urine and/or gray or white stool.
9. Evidence of stiff neck.
10. Any vomiting; a parent will be called immediately.
11. Unusual spots or rashes.

To further prevent the spread of communicable diseases or other illness, staff members trained to recognize the common signs of communicable diseases or other illness will observe each child daily as he/she enters the group. If the child shows any of the above signs or symptoms, the Center will immediately notify the parent or guardian by phone and arrange to have the child picked up. The child will be placed on a cot and isolated from the play of the other children and his/her condition will be monitored until the time the child is taken home. The child will not be left alone.

Care of the Mildly Ill Child

A mildly ill child who is experiencing minor cold symptoms, or who is not feeling well enough to participate in the activities will be permitted to rest on his/her cot in a quiet area which a staff member can observe at all times. They will not be forced to do any of the activities of the Center and the situation will be noted on his/her record and discussed with the parent when departure time comes. If the child exhibits any of the previously listed symptoms of illness, the parent will be called immediately. If the child is unable to participate in the Center's activities after an hour's rest on his/her cot, the parent or guardian will be called and requested to pick him/her up.

The child who has had a communicable illness will be readmitted to the center with a written release from the doctor or when no evidence of the symptoms have occurred for 24 hours.

All staff will be trained in signs and symptoms of illness and in hand washing and disinfecting procedures by a register nurse or certified Red Cross Instructor.

When a staff member becomes ill, a substitute will be called upon immediately. The Ohio Department of Health Communicable Disease Chart will be posted.

Medication

Medication and inhalers will be dispensed or given for use ONLY when a parent has a doctor complete an Administration of Medication Form, which is available in the school room.

If your school child uses an inhaler or an emergency medication, we must have a doctor's instruction form. We will store them safely; children may not carry inhalers.

Our policy is to have a doctor's release for the staff to apply any type of sunscreen to your child.

Over the counter medicines also need your doctor's instructions. If there is any occurrence of communicable disease in the Center, a note will be posted and sent home.

Standards for the Protection of Children

The following acts are prohibited by this policy and will not be tolerated during any Sunday School, Day Care and /or other children's programs

The Session of Firelands Presbyterian Church will take swift remedial action in redressing any violation involving the Standards for The Protection of Children. This can include, but is not limited to, the firing and dismissal of the accused. If the accused is a minister, elder or deacon, the determination of their continued standing as an officer will follow the procedures set forth in the Book of Order.

Any display of demonstration of sexual activity, abuse, insinuation of abuse or evidence of abusive conduct towards a child, youth or at risk adult.

Sexual advances or sexual activity of any kind between an adult and a child, youth, or at risk adult.

Physically abusive behavior towards a child, youth or at risk adult.

Physical neglect of a child, children, youth or at risk adult including the failure to provide adequate supervision in relationship to the activities of the Church.

Intentional actions causing mental or emotional injury to a child, children or at risk adult.

Possession of obscene or pornographic materials at any function of the congregation or while using any property of the Church.

Possession of, advocacy of the use of, or being under the influence of an illegal drug.

Consumption of or being under the influence of alcohol while leading or engaging in ministry with children, youth or at risk adults.

The following guidelines are provided for modeling relationships of sacred trust:

Rule of Three – Situations in which one unrelated adult and one/youth are alone should be avoided. Whenever practical, there should be at least three people (one adult and two children/youth or two adults and one child/youth) present.

Interaction between adults and children need to be transported – During counseling of children or youth, an unobstructed view into the space is required. If there is no window, the door to the room must remain open for the entire counseling session. Adults who minister with children and youth are strongly encouraged to set very stringent privacy settings on any social networking profile. All church sponsored networks should have at least two adult administrators who monitor the content and appropriate conversations.