

Perry Christian Preschool & Child Care
Parent Handbook

Section 1: Introduction

1.01 Welcome Letter

Dear Parents,

We welcome your family to Perry Christian Preschool and Child Care, an outreach ministry of Perry Christian Church. We are looking forward to spending many rewarding days with your child. We value you and your child as members of our family.

Our Christian program is designed to meet the child's social, physical, cognitive, and spiritual needs as well as providing a variety of experiences and relationships to stimulate growth. We serve the community without regard to color, race, creed, national origin, or religion. Our objectives include increased spiritual awareness, enhanced ability to communicate, development of a positive self-image, development of social and physical skills, stimulation of intellectual curiosity and time for good old-fashioned play. We want our children to know that they are loved and that they are special. With God's love, their horizons are unlimited.

The staff of Perry Christian Church and Perry Christian Preschool and Child Care are here to serve you. They are qualified and nurturing professionals who are committed to reaching your needs and to enriching the development of your child. You have unlimited access to the Center, subject to licensing regulations, and are encouraged to volunteer as a classroom parent helper or field trip chaperone.

We are delighted that you have chosen Perry Christian Preschool and Child Care for your child. We look forward to sharing an enriching and fulfilling experience with your family.

*Sarah Modlin
Minister/Director
Perry Christian Preschool & Child Care*

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1.02 Mission Statement

***Our mission is to glorify God
by ministering to the needs of children
and their families.***

1.03 Goals

Our Goals are to see that each child in our care:

- 1. experiences a feeling of security because of the genuine love expressed by those who care for them.**
- 2. grows to understand and accept God's love for themselves.**
- 3. develops self-confidence and a good self-image.**
- 4. learns to create interpersonal relationships with other children and adults.**
- 5. is taught manners, respect of people and their environment, good hygiene, and sportsmanship.**
- 6. learns the importance of a planned schedule and the rewards gained by the completion of assigned tasks and planned activities.**
- 7. acquires large and small motor skills through proper indoor and outdoor activities.**
- 8. be provided with a wide variety of learning experiences to build up cognitive comprehension.**

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1.04 Core Values (What We Believe)

- We believe the Bible to be the inspired, infallible Word of God. (2 Timothy 3:16; 2 Peter 1:20-21)
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ: His virgin birth, atoning death and resurrection. (John 1:1, 1:14; Isaiah 7:14; Matthew 1:23; 1 Corinthians 15:3; Ephesians 1:7-8; Hebrews 2:9)
- We believe we are saved by grace through Christ Jesus. (Ephesians 2:8-10)
- We believe that the Bible teaches that the pattern to follow to receive Jesus as Savior is to believe in Christ as God's Son and Savior of the world, to repent of personal sin, to confess Christ as Lord, and to be baptized (immersed) into Christ. (Mark 1:9; Matthew 28:19-20; Acts 18:8; Colossians 2:12)
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 1:3-4)
- We believe in the active presence of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (John 16:12-15; Acts 2:38-39; 1 Corinthians 3:16-17; Galatians 5:16-26)
- We believe in the regular assembly of believers for the purpose of worshipping Christ, mutual edification, encouragement and participation in the Lord's Supper. (Luke 22:19-20; Acts 2:42; 1 Thessalonians 5:11; Hebrews 3:13, 10:25)
- We believe there is no preferential treatment with God. (Romans 2:11)
- We believe our Lord's Great Commission is to extend our ministry to all we can reach. (Matthew 28:19-20)
- We believe that Jesus will one day return and reign forever as King of kings and Lord of lords. (John 14:2-3; Revelation 22:7, 22:12-13)

Feel Free to contact one of the Pastors at Perry Christian Church for questions. Phone Number for the Church is 330-477-7262.

- Lead Pastor – Rod Geiger
- Family Pastor – Doug Modlin (Mr. Doug)
- Youth Pastor – Max Baker
- Music/Media Director – Jay Secrest

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1.05 Perry Christian Church History

In 1954 First Christian Church, of Canton, Ohio, through its Board of Elders, concluded that a congregation should be established in the geographical area between Canton and Massillon. The first Minister was called on August 8, 1954, with a view to the leading of a new congregation. He began duties of service in the community on October 1, 1954. On August 22nd, an organizational meeting for the proposed church was held at the Genoa School. They began worshipping on that site beginning September 5, 1954. There were 184 people present for worship.

The name, Perry Christian Church, was adopted at the formal organizational meeting on November 21st. In the early part of 1955, the decision was made to purchase a five acre tract of land at 139 Perry Drive at a cost of \$16,800.00. Construction of the new building began August 23rd. Worship services for the growing church were held in the Fellowship Hall starting on July 15, 1956. Groundbreaking for the second unit was June 12, 1960. It was completed in February of 1961 and included a chapel, library, three classrooms, nursery, church office, pastor's study, workroom and a kitchenette.

The final phase of the original building plan, which would include a permanent worship center, was begun on May 21, 1972. It was dedicated and put into service one year later. The worship center has a seating capacity of 600 with the overflow.

Seeing a great need in our community, the leadership moved to purchase a small preschool. This was done in 1991 and many projects were undertaken to prepare to receive the facility. Today, Perry Christian Preschool and Child Care operates within these walls as a ministry of the church to the community.

As we prepare to enter the next century the leadership felt it necessary to bring our facilities up to date. This was approved by the congregation in 1997 and we have begun to undergo these improvements and additions to the facilities that continue to help us achieve our mission:

*Our mission is to glorify God
by leading people to faith in Jesus Christ,
by developing effective Christians,
and by ministering to those in need.*

1.06 Perry Christian Preschool and Child Care History

In 1991, Perry Christian Church saw a need to offer families in Perry Township a high quality, safe and affordable child care and preschool educational program in a Christian environment. We renovated our education wing and purchased Rainbow Preschool, whose owner, administrator, and staff shared the same goals. Thus, Rainbow Preschool became an outreach ministry of Perry Christian Church and an opportunity to reach the unchurched. In 2005, the name was changed from Rainbow Preschool to Perry Christian Preschool and Child Care. We remain committed to our vision for quality, safe, and affordable child care and preschool education in a Christian environment.

Our child care is designed to meet the spiritual, physical, emotional, and intellectual needs of the children. We believe that in these very important formative years, we contribute in molding attitudes and developing individual abilities. We implement a learning environment that gives children the opportunity to explore themselves and the world around them, and also to develop social skills, positive peer interactions and relationships. We do not discriminate upon the basis of race, color, religion, sex, or national origin.

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Section 2: Administrative information

2.01 License Information

Perry Christian Preschool and Child Care is licensed by the Ohio Department of Job and Family Services. The toll free telephone number, as required by ODJFS, is located on the "Parent's Corner" bulletin board across from the Preschool office. Copies of the state regulations for child care centers are kept in the office and in each classroom and are available upon request. Compliance reports, health, building and fire inspection reports are also available. Our License capacity is as follows:

Age Group	Capacity
2 1/2 to 3 years old	2
3 years old to kindergarten	93
Kindergarten to 12 years old	122
Total Capacity	217

We accept children age 2 1/2 through 12 years. We are NOT licensed for non-toilet trained children; therefore, we cannot accept children in diapers or pull-ups.

2.02 Ohio Department of Job and Family Services (ODJFS) Information Statement

Appendix C to rule 5101:2-12-07 (*ACTION: Final ENACTED DATE: 12/06/2016 8:34 AM*)

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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2.03 Admissions

A child is considered to be enrolled in the Center only after the registration fee has been received, an Administrator confirms the availability of space and the required paperwork is received. A child must attend a minimum of 2 days per week (minimum of 7 hours per week for ODJFS accounts). No allowances are made for occasional absences. The basic enrollment packet includes general information, enrollment forms, and required health information. Medical statements will be kept on file and must be signed by the child's physician or certified nurse practitioner until the child is attending a grade of kindergarten or above. If a parent declines immunization for reasons of conscience, including religious convictions, then a statement from the parent must accompany the Medical Statement. This required form must be submitted during registration, and every 13 months thereafter. If a current Medical Statement is not on file prior to admission or after 13 months of previous examination date, then the child cannot attend until completed. You must complete a contract and are obligated to pay that contracted tuition each week. Contracts are effective for the fall or summer session. Each child must be registered each year for the new summer and/or fall session. Registration is held in March of each year for those families currently enrolled.

* For applicable admission fees and deposits, see Section 3 - Tuition / Fees / Payments.

2.04 Hours and Days of Operation

Perry Christian Preschool and Child Care is open all year, **Monday through Friday from 6:30 a.m. to 6:00 p.m.** Work schedules for the administrative and office staff are posted so that you know when they are in the office. Our Preschool Fall Program operates from September through May. Our Summer Program is June through August.

2.05 Holidays

Perry Christian Preschool and Child Care will be closed to observe the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day
Christmas Eve Day	

When a holiday falls on a Saturday, the preceding Friday will be the day of observance. When a holiday falls on a Sunday, the following Monday will be the day of observance.

2.06 Staff/Child Ratios

Perry Christian Preschool and Child Care will not exceed the following state required staff to child ratios. Because we desire to provide a higher level of quality care, we will maintain our ratios below the state requirements. Ratios for toddlers and preschoolers may be doubled for 2 hours during nap time as long as children are resting quietly on their cots and enough child care staff members are in the building to meet the regular required staff / child ratio if there is an emergency.

Age of Children	Staff/Child Ratio
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool (three years)	1 to 12
Preschool (four and five years)	1 to 14
School Age (kindergarten to 11 years)	1 to 18

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2.07 Maximum Group Size

A class schedule will be given to the parent at the start of the new session. This will include the specific ratios for that room.

Age of Children	Maximum Group Size
Toddlers (2 ½ years and under 3 years)	16
Preschool (three years)	24
Preschool (four and five years)	28
School Age (kindergarten to 11 years)	36

The number of children in one group that may be cared for at any one time defines the maximum group size. Limitations do not apply to naptime, lunchtime, outdoor play, or special activities.

2.08 Withdrawal

When withdrawing your child from our program, please give the Center two weeks' written notice. A "Drop" form is available in the office. Any personal items, including medication, left at the Center after two weeks from withdrawal will be discarded. Student records may be forwarded or shared with signed "Consent for Release" form which is available in the preschool office.

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2.09 Disciplinary Procedure

The behavior of the children of Perry Christian Preschool and Child Care should be God honoring. At all times the children are expected to be courteous and respectful to the other children, teachers, administration, and any other staff member at the Center. By implementing this plan of rules, and consequences of violation of these rules, your child will develop a pattern of making good choices regarding appropriate behavior.

RULES

Inside Rules: Hallways / Entrances / Exits / Classrooms / Gym / Bathrooms / Etc.

1. Use assigned entrances and exits.
2. Walk in the hallways.
3. Do not loiter in the bathrooms or exits.
4. Use quiet, "indoor" voices when permitted to talk.
5. Use polite and respectful language and good manners.
6. Keep hands, feet, and objects to yourself.
7. Use furniture and equipment as it was intended, and as directed by the staff.
8. Destruction or defacing of the facility, equipment or personal items will not be tolerated.
9. Kicking, fighting, pushing, shoving, tripping, spitting, biting, swearing, teasing, bullying, name calling, put downs, harassment, or horse play is unacceptable.
10. Do not throw dangerous things such as toys, sticks, stones, rocks, etc.
11. The use of personal cell phones or electronic devices will not be permitted.

Outside Rules: Playground Areas / Hard Surface Areas / Field Trips / Etc.

1. Follow directions of the staff.
2. Use polite and respectful language and good manners.
3. Keep hands, feet, and objects to yourself.
4. Destruction or defacing of the facility, equipment or personal items will not be tolerated.
5. Kicking, fighting, pushing, shoving, tripping, spitting, biting, swearing, teasing, bullying, name calling, put downs, harassment, or horse play is unacceptable.
6. Do not throw dangerous things such as toys, sticks, stones, rocks, etc.
7. Balls are to be used outside the "pit" area.
8. Climbing up the slide is prohibited.
9. Games of tag should not be played on equipment.
10. Use playground equipment as it was intended, and as directed by the staff.
11. No jumping off the top of any playground equipment.
12. Food is prohibited in the playground area unless it is provided by the staff.
13. Do not leave the playground area without staff permission.
14. The use of personal cell phones or electronic devices will not be permitted.

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Violation of Rules

If a child is in violation of rules, the following sequence of events will occur. The director and/or the assistant director have the option to add to or take away from the consequences of inappropriate behavior based on the age of the violator, severity of the offense, and whether the offense is repeated.

1. Minor rule infractions
 - (a) Teacher conference with the child.
 - (b) Child may serve a time out at the teacher's discretion.
- (2) Minor rule infraction with a previous occurrence
 - (a) Teacher conference with the child.
 - (b) Child may serve a time out at the teacher's discretion.
 - (c) A "Behavior Incident Report" is issued and must have parent's signature. The original will be put in the child's folder and a copy will go home with the parent.
- (3) More serious rule infraction with or without previous occurrences
 - (a) Teacher conference with the child.
 - (b) Child may serve a time out at the teacher's discretion.
 - (c) A "Behavior Incident Report" is issued and must have parent's signature. The original will be put in the child's folder and a copy will go home with the parent.
 - (d) A letter is given to the parent(s) stating what consequences will occur if the behavior is repeated.
- (4) Serious rule infraction or a pattern of rule infractions
 - (a) Teacher conference with the child.
 - (b) Child may serve a time out at the teacher's discretion.
 - (c) A "Behavior Incident Report" is issued and must have parent's signature. The original will be put in the child's folder and a copy will go home with the parent.
 - (d) A conference is arranged with the child, parent(s) and the director/assistant director to discuss the child's behavior and the consequences of that behavior. Options:
 - (i) The child can brainstorm ways to "fix" the problem he/she has created. This plan of action must be approved by the director/assistant director and completed in a timely manner.
 - (ii) The child can be suspended from the center for up to 3 days. The family will not be billed for the suspension days.
- (5) Very serious rule infraction or a pattern of unacceptable and uncorrectable behavior
 - (a) When all alternatives to behavioral improvement have been exhausted, the child will be dismissed.
 - (b) If the offense endangers the safety or security of the child, other children, or staff, dismissal could occur on the first offense.

Code of Conduct

Perry Christian Preschool & Child Care strives to maintain an atmosphere where people treat each other in a respectful way. When conflict occurs, we want to equip our students with tools to resolve their differences. Parents are asked to allow our staff to work with the students in these incidents and to support their efforts through the process. It is not appropriate for a parent or family member to confront or threaten a child who is not a part of their family. As an acknowledgement of our center's rules and consequences, school-age students and parents will be required to sign a "Code of Conduct".

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2.10 Photo and Media Release

Throughout the year photos are taken of the children participating in various preschool activities and events. These photos may be posted on bulletin boards or on our website, used in class projects, or used to promote the preschool in other ways. Parents are given a "Media Release" form at the time of enrollment which enables the parent to grant or deny permission to use their child's photos in promoting our preschool.

2.11 Roster of Children's Records

Complete records are kept on each child including name, address, parents' names, place of employment, telephone numbers for parents' home and work, names and telephone numbers for friends or relatives if the parents cannot be reached, and any other pertinent information. A roster of the names and telephone numbers is kept in the office. This roster is available upon request. Complete health records are kept on file and will be updated annually. Medical statements will be kept on file and must be updated annually by the child's physician, until the child is attending a grade of kindergarten or above.

It is the responsibility of the parents/guardians to notify the office of any changes in this information so that current and accurate information is available in case of emergency.

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Section 3: Tuition/Fees/Payments

3.01 Registration Fee

New enrollees are charged a non-refundable enrollment fee of \$25. In addition, all accounts are charged a deposit for the summer program and/or \$25 deposit for the fall program. The summer deposit is applied to your account during the final week of the summer program upon completion of your summer contract. The fall deposit is applied to your account at the end of December upon verification of attendance. If the child fails to fulfill the contracted schedule, the deposit will be non-refundable. When enrolling after January 1 for the remainder of the current school year, no fall deposit will be required.

3.02 Summer Tuition Fee Schedule

Effective June 1, 2020

1st Child	Day 1	Day 2	Day 3	Day 4	Day 5
Daily	\$32.00	\$64.00	\$96.00	\$128.00	\$160.00
\$5.00 Weekly Activity Fee will be billed to accounts for 1 st -6 th grade students (per child) contracted only 2 days per week.					

25% Sibling Discount (pre-pay accounts)

Daily	\$24.00	\$48.00	\$72.00	\$96.00	\$120.00
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3.03 Fall Tuition Fee Schedule

Effective August 17, 2020

1st Child	Day 1	Day 2	Day 3	Day 4	Day 5
Daily	\$28.75	\$57.60	\$86.25	\$115.00	\$143.75
1/2 Day	\$19.50	\$39.00	\$58.50	\$78.00	\$97.50
AM Only	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00
PM Only	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00
AM & PM	\$20.00	\$40.00	\$60.00	\$80.00	\$100.00

25% Sibling Discount (pre-pay accounts)

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3.04 Payment Schedule

Childcare services are contracted for Fall or Summer sessions for a minimum of two days per week. Weekly contracted tuition fees are posted to your account each Monday as "Weekly Tuition" and are due the first day childcare is provided. For those accounts enrolled on the Automatic Payment Plan (ACH), the balance due on your account will be sent to the bank each Monday for draw on Wednesday. ODJFS accounts will show on your statement as "Parent Co-Pay Fee" and are billed each week of the contracted period.

Enrollment in the Automatic Payment Plan is mandatory for new accounts. This requires completing a "Recurring Payment Authorization Form." This form of payment will be used when there is a balance due as of Friday.

Payment checks should be put in our payment drop box located next to touch screen computer. Envelopes and receipts for cash payments are provided in the office. Cash is unavailable in the office for change.

If your bank offers electronic banking, we can accept payments initiated through your bank.

Actual times attended outside of contracted times will be billed as they occur and are due at that time. These fees will show on your statement as "Daily Adjustment."

If your child's schedule will change from the contracted schedule, the preschool office must be notified two weeks in advance.

If a payment check is returned for insufficient funds, the fee added to your account will be the amount incurred by the Preschool by our bank.

3.05 Failure to sign "In" or "Out" Fee

Parents who fail to sign in or sign out using the touch screen timeclock will be charged \$2.00 per day.

Accounts approved by ODJFS must sign in/out on the tablet in addition to signing in/out on our timeclock. Approvals must be completed daily. Times not completed or approved each day will be billed based on the current tuition rates.

3.06 Late Pick-Up Fee

There is a late pick-up fee of \$1.00 per minute for every minute that each child is clocked "in" past our closing time of 6:00 p.m. This will show on your account as a "Late Pick-Up Fee." Excessive late pick-ups will result in dismissal.

The following procedure will be followed regarding late pick-ups:

1st Occurrence: The family's account will be charged the late pick-up fee and will receive a verbal warning.

2nd Occurrence: The family's account will be charged the late pick-up fee and will receive a written warning letter.

3rd Occurrence: Immediate dismissal from Perry Christian Preschool and Child Care. Arrangements need to be made for final payment of account balance.

3.07 Failed Call-Off Fee

Parents who fail to notify the Center that their school-age child will not be arriving from school will be charged \$2 per day. The Center should be notified before the child's scheduled arrival time (no later than 3:30 p.m.).

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3.08 Credits

Bereavement: Credit may be given for up to three (3) days in the event of the death of a child's mother, step-mother, father, step-father, sister, step-sister, brother, step-brother, grandparent, uncle, aunt, or any relative living in the same household as the child. Contact should be made with the preschool office in advance when a child will be absent due to a death in the family and verification must be submitted.

Job Loss: In the event of a job loss or lay off, a 30-day leave may be granted. Confirmation from employer needs to be provided.

Tutoring: When tutoring is provided by a child's school to prepare for state proficiency tests, credit may be given. The preschool office should be notified prior to the tutoring session(s) and a copy of the school's letter with the tutoring schedule must be submitted.

3.09 Illness

Sick credit will be given for days that a child is absent with a communicable disease (contagious) upon receipt of documentation from physician. Documentation from the physician stating that the child is absent due to communicable disease is the only way to receive credit. (The Communicable Disease Chart is posted across from the Noah's Ark room and can be found on our website: www.perrychristian.org). A maximum of one week credit will be given during the school year based on the number of days contracted per week. (Example: a child contracted for two days per week will receive up to two days credit). Sick credit cannot be carried over to the next session. No sick credit will be given during the Summer Session. When choosing No School Days Option 2, no sick credit will be given.

You are responsible for reporting infectious diseases to the Center should your child become ill. For your convenience, we have a call-off voice mailbox for recording messages. Dial extension 224 when prompted. If your child becomes ill at the Center, you will be contacted and are required to make arrangements for the child to be picked up from the Center in a timely manner.

Accounts will not be billed for scheduled surgeries when advance notice and documentation from physician is provided.

ODJFS subsidized accounts will follow the standard days allowed January through June and July through December. Accounts will be billed for days unbillable to ODJFS (exceeding the allowed number of days) based on our pre-pay tuition fee schedule found in sections 3.02 & 3.03. No additional credits for illness are available.

3.10 Vacation

Parents must notify the office two weeks in advance when requesting use of vacation days. Request forms are located in the office and at the front desk. If your child attends the entire Fall session, you will receive 2 (two) weeks of vacation time. If your child enrolls after January 1, you will receive 1 (one) week of vacation time. The summer program allows all children who are enrolled for the complete summer session (June 4-August 17) to receive 1 (one) week of vacation time. (Example: a child contracted for two days per week will receive four vacation days during the school year and two days during the summer). Children are eligible for their contracted attendance equivalent. Vacation time cannot be carried over to the next session. When choosing No School Days Option 2, no vacation credit will be given.

ODJFS subsidized accounts will follow the standard days allowed January through June and July through December. Accounts will be billed for days unbillable to ODJFS (exceeding the allowed number of days) based on our pre-pay tuition fee schedule found in sections 3.02 & 3.03. No additional credits for vacation are available.

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3.11 No School Days (NSD)

When Perry Local Schools are closed, child care is provided for children in Kindergarten through 6th grade, in addition to our normally scheduled preschool classes. The following options are available when setting up your contract:

Contract for No School Days Only

This option is provided for families who do not need before/after school care, but may need childcare occasionally for NSD.

Children in Kindergarten through 6th grade may be enrolled for "No School Days" only, attending the Center on days when Perry Local Schools are closed due to holidays, teacher in-service days, or snow days, etc. The following guidelines have been established for children enrolled for No School Days (NSD) during the school year.

- Child(ren) must attend Perry Christian Preschool & Child Care at least one time during each of these three time periods:

August through November

December through January

February through April

Account will be billed a full day (\$28.75) if child does not attend at least one day in each time period.

- Parents must R.S.V.P. two weeks in advance. You can R.S.V.P. by notifying the preschool office or by e-mailing Karen (khinzman@perrychristian.org). If your child is scheduled to be here and does not attend, your account will be charged the daily rate. Children may not be allowed to attend if they are not signed up in advance. We will staff for school-age children according to our R.S.V.P. list. (R.S.V.P. is not necessary for snow days.)

Attend "No School Days" + Receive Sick and Vacation Credit:

This option is provided for families who need before/after school care and WILL need childcare for NSD.

Families who will need care on all or most NSD are encouraged to choose this option. Child will be scheduled to attend and account will be charged the daily rate of \$28.75 for scheduled NSD.

Under this option, if childcare is not needed for a single NSD, parent must request vacation credit or call off two weeks in advance by notifying the preschool office or by e-mailing Karen (khinzman@perrychristian.org). Calling off two weeks in advance notifies us that your child will not be attending but you do not wish to use vacation credit (normal contracted rate would be charged). If your child is scheduled to be here and does not attend, your account will be charged the daily rate of \$28.75.

Note: For last-minute cancellations, "Delayed Starts", snow days, etc., advance R.S.V.P. is not required.

- If child is attending, then the daily rate of \$28.75 will be charged.
- If child is not attending, then the normal contracted rate will be charged for those normally scheduled.

"No School Days" + Sick and Vacation Credit

- Child is enrolled for before and/or after school care
- Child will attend on days Perry Local Schools are closed according to the 2020-2021 District Calendar.
- Will receive up to 1 week of sick credit (see *Parent Handbook section 3.09*)
- Will receive 2 weeks of vacation credit (see *Parent Handbook section 3.10*)
- Daily rate of \$28.75 will be charged for scheduled "no school days" unless we receive notice at least 2 weeks in advance that child will not be attending.
- **Credit will not be given for SNOW DAYS & CLOSINGS not on the 2020-2021 District Calendar.**

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Attend School Days Only + Opt Out of Scheduled “No School Days”:

This option is provided for families who need before/after school care, but WILL NOT normally need childcare for NSD.

Families who will not need care on all or most NSD are encouraged to choose this option. Child will not be scheduled to attend on any NSD according to Perry Local Schools' District Calendar, and account will not be charged for these days. **In exchange, no additional vacation or sick credit will be given.** When schools close due to weather, etc., (unscheduled NSD) normal contracted tuition would be charged if child does not attend.

Under this option, if childcare is needed for a single NSD, parent must R.S.V.P. two weeks in advance by notifying the preschool office or by e-mailing Karen (khinzman@perrychristian.org). If your child is scheduled to be here and does not attend, your account will be charged the daily rate of \$28.75.

Note: For last-minute cancellations, 'Delayed Starts', snow days, etc., advance R.S.V.P. is not required.

- If child is attending, then the daily rate of \$28.75 will be charged.
- If child is not attending, then the normal contracted rate will be charged for those normally scheduled.

School Days + Opt Out of Scheduled “No School Days”

- Child is enrolled for before and/or after school care
- Child will not attend on days Perry Local Schools are closed according to the 2020-2021 District Calendar and tuition will not be charged for those 24 days.
- No vacation or sick credit will be given.
- **Credit will not be given for SNOW DAYS & CLOSINGS not on the 2020-2021 District Calendar.**

3.12 Latchkey Program

Families with school-age children enrolled to attend the Center before or after school will be billed according to their contract at the "AM" and/or "PM" tuition rates. A Perry Christian staff member will sign children in or out when arriving from or leaving for school. On unscheduled days, the account will be billed if no parent or person designated to pick up the child is waiting at the steps to meet the bus when it arrives and the child enters our facility.

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Section 4: Operational Information

4.01 Parent Participation

Parents have access to the Center during hours of operation but are required to sign in at the office when visiting. Upon signing in, parents and visitors are required to wear a visitor badge during their stay. Please notify the office if you are interested in visiting or helping in the classroom. Parents are encouraged and welcome to participate in field trips, parties, or to drop in. You may be asked to volunteer as a parent helper in the classroom or chaperone a field trip. Parents are great resource people. We ask that you share your talents, a craft or hobby with the children. Parents will be asked to bring in items for special projects. This helps the children feel a sense of community and ownership of projects and/or set up in the classroom.

A major tool of communication is the Center's monthly newsletter/calendars from the teachers and Director. These are important parental links. We ask that the parents read them carefully and thoroughly, as they contain important information about the program. A copy of our newsletter is mailed with *The Post* and is also available on our website. Teachers will communicate with the parents through daily reports and monthly classroom newsletters. Another major communication tool is our time clock. We frequently send messages and utilize the RSVP feature to plan for special events. It is important that parents/guardians take time to read these messages and respond accordingly.

Perry Christian Preschool holds conferences three times a year (Fall, Winter and Spring), but teachers are always available to discuss a child's needs or progress. However, parents are asked to make an appointment to allow enough time for discussion. When a parent has a concern, please contact the teacher. If the concern needs further evaluation, please contact the Director.

4.02 Parking

Parents are asked to park in the marked spaces and use our west entrance for preschool business. Please do not park in front of the steps or near the building in unmarked spaces. This blocks the driveway for the buses and is unsafe for our young pedestrians.

NOTE: Young children shall not be left unattended in a car while you are dropping off or picking up your child. Vehicles shall not be left with the engine running when dropping off or picking up your child.

4.03 Child Drop-Off

Upon entering the Center, the custodial parent, custodian or guardian must record their child's presence by signing in using the "touch screen" monitor located in front of the Preschool office. **Parents are responsible for the supervision of their child before and after sign-in. Parents must escort their child to their classroom, including schoolagers.** Children are **NOT** to be dropped off and sent into the building or to their classroom alone. Staff must be made aware of each child's presence before the parent departs. This can be done with a verbal greeting or by making eye contact with the teacher. No child is to be passed over the playground fence. Any special messages, medications, special pick-up note, etc. are to be given to the office staff or Directors. (Payments are to be put in the payment slot beside the time clock monitor.)

Accounts approved by ODJFS must sign in/out on the tablet in addition to signing in/out on our timeclock. Approvals must be completed daily. Times not completed or approved each day will be billed based on the current tuition rates.

Children shall immediately wash hands with liquid soap and running water for at least 15 seconds and be assisted as needed upon arrival. Parents will need to take their child(ren) to the restroom before dropping off in the classroom unless they are dropping off to a classroom equipped with restrooms and sinks (Care A Lot and Sunshine).

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4.04 Child Pick-Up

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document. Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

Children transported in vehicles must be buckled securely into car safety seats/seatbelts that meet state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. Another person on the authorized list may be called if our staff observes that this requirement is not met.

When picking up a child, please be prompt. Parents **MUST** call if they will be later than their scheduled pick-up time. There is a late fee charge of \$1.00 for every minute that each child is clocked out past our closing time of 6:00 p.m. Parents must come into the building to pick-up their child. A child will not be sent out for pick-up. Parents must make contact with the child's supervising staff member to ensure that the staff is aware that the child has been picked up.

When picking up a child directly off the school bus (arriving from school), parents should meet their child at the steps. Children will not be permitted to walk across the parking lot without an adult.

4.05 Release of Children

A Personal Identification Number (PIN) is assigned to every person authorized to pick up a child from Perry Christian Preschool and Child Care. **These PINs should not be shared with others.** When picking up a child for the first time, stop in the office for your PIN and instructions for signing the child out on the timeclock. If a PIN is not working, stop in the office for assistance.

Persons on the authorized list must be at least 16 years old and be able to supply documentation of their identity. Only parents, guardians, and those who have been granted permission by the parent or guardian are allowed to pick up their child. The permission slip must state the person's name, the day and time of pick-up and if the permission is permanent, temporary, or daily and be signed by the parent. Perry Christian Preschool and Child Care will **ONLY** release a child to someone listed in our pick-up book or who has been given parental permission. Perry Christian Preschool and Child Care requires proof of identification for any person arriving to pick up a child.

Staff will not release children to ANYONE, INCLUDING PARENTS, who appear to be under the influence of drugs or alcohol. Emergency contacts will be notified to transport the child home. Police will be notified if necessary.

4.06 Supervision

All children are supervised at all times. School-age children may run errands inside the building or use the restrooms alone or in groups of no more than six (6) children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher.
- The teacher checks on the children every 5 minutes until they return.
- The restroom is for the exclusive use of the preschool.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room with or without a child care staff member, as long as the teacher can see or hear the children at all times and check on them every 5 minutes.

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4.07 Children Arriving from Other Programs

At times it may be necessary for a child to arrive at the Center from another program. (Example: A schoolage child arrives at the Center from school). If a child is expected to arrive and does not, we will contact the parent to confirm that the child is scheduled to be at the Center that day. **It is the responsibility of the parents to contact the Center when their child will not be attending.** Parents may either leave a message on the call-off line or sign the call-off sheet if their child will not be attending on a scheduled day or is being picked up directly from the bus. Parents who fail to notify the Center that their school-age child will not be arriving from school will be charged a failure to "call-off" fee of \$2 per day.

4.08 Birthdays and Special Occasions

Parents are welcome to send in cookies, cupcakes, or cake to be shared with the class for their child's birthday or for a special occasion. Please let your child's teacher know in advance. Due to allergies, bring a list of ingredients for homemade snacks or bring original packaging for purchased snacks. Please do not bring gum or hard candy.

4.09 Safety

1. Entry doors are locked for large part of the day. A staff member will be in the office throughout the day. A "Door Greeter" will be available to assist during pick-up time (after 3:00 PM).
2. No child shall ever be left alone or unsupervised.
3. Staff shall have access to working telephones at all times.
4. Fire, tornado, and safety drills will be done on an approved schedule.
5. Emergency plans are posted in every room.
6. First aid supplies are available at all times.
7. Use of spray aerosol cans shall be prohibited when children are in the room.
8. Electrical outlets will be covered.
9. Parents are not to leave their car running while parked in the lot.
10. **Infants shall not be left in a car unattended while dropping off or picking up your child.**

4.10 School Delays or Cancellations

Perry Christian Preschool and Child Care will operate a full day program for school age children when school is closed for vacation, delays or cancellations (see "No School Days" section 3.11).

4.11 Custody Agreements

Please bring in your court ordered documentation explaining specific custody arrangements. Perry Christian Preschool and Child Care may not deny a parent access to their child without proper documentation.

4.12 Transitioning

Generally, children are re-grouped at the beginning of each session (June & August) based on their age or grade. Prior to the beginning of a new session, families are invited to attend an Open House to visit the new classroom and meet the teacher and other students in order to prepare the child for the transition.

There may be times when kids move to another classroom mid-session. You will be notified when your child is ready to move up to the next classroom. As a part of the procedure, the Center's staff will develop a transition plan. This plan will include the beginning and ending of the transition period and include a transition schedule. The parent will sign the plan. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

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When the time comes for your child to transition out of the program, a checklist is provided to remember personal items and important documents as well as suggested activities and resources for a smooth transition. A transition plan is prepared during Spring Conferences for preschool children transitioning out of the program. When withdrawing in the middle of a session, remember to give a two-week notice (see section 2.08).

4.13 Child Abuse Reporting

All Perry Christian Preschool and Child Care staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they will bring their concerns to the Director and they **MUST** make a report to the local children's services agency. The safety of the children is our first concern.

Abuse - This represents an action against a child. It is an act of commission and is generally characterized by three categories:

- a. Physical abuse: the non-accidental injury of a child.*
- b. Sexual abuse: any sexual activity upon or with a child. The act may be for the sexual gratification of the Perpetrator or a third party.*
- c. Emotional abuse: chronic acts which interfere with the psychological and/or social development of a child.*

Neglect - This represents an act of omission.

- a. Emotional neglect: lack of nurturing, love and bonding.*
- b. Physical: lack of basic physical needs such as clothing, shelter and food.*
- c. Medical: refusal to give child life sustaining medication such as insulin.*
- d. Educational: refusing to send a child under 12 years of age to school for their education.*

4.14 Toys

Preschool children are permitted to bring a favorite toy with them to school for nap time and for "show & tell". **However, Perry Christian Preschool & Child Care is not responsible for the loss or destruction of any personal belongings.** Electronic games and other expensive items are not permitted. Please refrain from bringing toys which may encourage violent behavior or play. All personal items should be labeled with the child's name.

4.15 Clothing

Please be sure to dress your child in washable, comfortable, and modest clothing. It is necessary for all preschool children to have an extra set of clothes kept at the Center. Make sure that all clothing has your child's name clearly marked.

NOTE: Because of the physical activity in which the children participate, well-fitting shoes are important for their safety. We discourage the use of slip-on shoes and flip-flops.

4.16 Family Needs

Encompass Christian Counseling offers services to families in our community with offices throughout the area including an office in Perry Christian Church. For more information, contact them directly at (330) 966-1620 or visit www.encompasscenters.org.

Perry Helping Perry offers assistance to residents of Perry Township who meet the requirements of Ohio's Free and Reduced Lunch Program. For more information, contact them directly at (330) 418-4148 or visit www.perrylocal.org/perryhelpingperry.

A directory of Community Resources is provided to new families and is posted on the parent information board.

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Section 5: Curriculum and Field Trips

5.01 Bible Based Preschool Curriculum

Our preschool follows a Bible based curriculum in addition to the Creative Curriculum. Each week a letter of the alphabet is introduced as part of the theme. All activities are centered around the weekly theme. The children also participate in weekly Chapel time which also reinforces the Bible theme.

5.02 Screening and Assessment

Preschool children will be screened for developmental, social, and emotional delays using the Ages & Stages screening tools within 60 days of enrollment.

Children are assessed three times during the year (September, January, and April) using several tools, including the Teaching Strategies "GOLD" formal assessment which is the assessment piece of "Creative Curriculum". Both are aligned to Ohio's Early Learning and Development Standards. Results are reviewed with the child's parent/guardian at Parent Teacher Conferences which are held the latter part of these months. We currently do not share results with Ohio's Department of Job & Family Services (ODJFS).

5.03 Field Trips and Transportation

Perry Christian Preschool and Child Care will provide transportation on routine field trips during the summer session. Children must be age 5 or older by August 1 in order to participate in field trips. A staff member trained in first aid, communicable disease, and CPR will be present on the bus. Children are required to wear a field trip t-shirt on non-swimming field trips or a wristband on swimming trips which will identify the child as part of our group and contain the Center's name, address and phone number. Before departing the Center, a count will be taken of all the children on an attendance sheet made specifically for that trip. Upon arrival, another count will be taken to assure that all of the children have arrived safely. This will be repeated upon leaving the destination, and returning to the Center. During the course of our field trips, a staff member will be assigned specific children for which they are responsible. A first aid kit that meets state requirements will be available on every trip. Before any child participates in a field trip, written permission from the parent will be obtained. **Inappropriate behavior may lead to the loss of field trip privileges.**

Chaperones are welcome on field trips, however we are limited in space. We ask that chaperones sign up for field trips by notifying the office in advance for planning purposes. Parents will not be eligible to chaperone when accompanied by additional children under the age of 12.

5.04 Swimming Guidelines

In our program, we provide swimming activities at the Perry Natatorium as well as other area facilities. Children age 5 years or older by August 1 are able to participate. A lifeguard will be present at all times and life jackets are provided for non-swimmers. Child care staff will also be present to supervise the children. Perry Christian Preschool and Child Care maintains a 1:10 staff/child ratio for the 4 and 5 year olds, and a 1:14 ratio for the school-age children on field trips.

Younger children will be provided with water play opportunities at the Center. These include sprinklers and small wading pools (less than 18 inches deep). Parents will also need to sign a written permission form prior to the children's activities. Please remember to send swimsuits, a towel, and sunscreen. A completed "Administration of Medication" form must be on file in order for sunscreen to be applied. If your child burns easily, please include a lightweight t-shirt for them to wear over their swimsuit.

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5.05 Sample Daily Schedule

6:30-7:00 a.m.	Arrival
7:00-7:30 a.m.	Breakfast
7:30-8:45 a.m.	Learning Centers
8:45-8:55 a.m.	Opening
8:55-9:15 a.m.	Bible Story
9:15-9:50 a.m.	Gym
9:50-11:50 a.m.	Classroom Activities
11:50 a.m.-12:00 p.m.	Bathroom Break
12:00-12:30 p.m.	Lunch
12:30-2:20 p.m.	Nap
2:20-2:30 p.m.	Bathroom Break
2:30-2:45 p.m.	Snack
2:45-3:30 p.m.	Gym/Outdoor Play
3:30-6:00 p.m.	Free Play

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Section 6: Child/Group Supervision

6.01 Child Guidance and Management

The best learning takes place in a well-managed classroom. Children will be guided with patience and understanding. We are responsible before God to make each child aware of unacceptable behavior, and help the child avoid such behavior. The Christian teacher is an agent of God to help bring about a change of behavior in the life of each child.

Positive reinforcement and redirection will be used. A child may be asked to sit for a short period of time (one minute per year of child's age) to give them a chance to regain control. This disciplinary policy is to be enforced by all staff.

Staff responsibility:

Child care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Children will be guided with patience and understanding as the staff member maintains a well-managed classroom to promote optimal learning. When a child or the group of children's behavior is unacceptable, the child care staff member:

SHALL:

- Allow **LOVE** to influence their actions.
- Use developmentally appropriate techniques suitable to the children's ages and circumstances.
 - Setting clear limits.
 - Redirecting the child to an appropriate activity.
 - Showing children positive alternatives.
 - Modeling the desired behavior.
 - Reinforcing appropriate behavior.
 - Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.
- Use developmentally appropriate separation from the situation only as necessary.
- Communicate and consult with parents or guardians in implementing a special behavior management plan. This plan must be consistent with the requirements of this rule.

SHALL NOT:

- Abuse or neglect children.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraint on a child.
- Restrain a child by any means other than holding the child for a short period of time, such as in a protective hug, so that the child can regain control.
- Place children in a locked room or confine children in any enclosed area.
- Confine children to equipment.
- Humiliate, threaten, or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families.
- Punish children for failure to eat, or sleep, or for toileting accidents.
- Withhold any food (including snacks and treats), rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period of time.

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Discipline Procedure:

Discipline is the key to learning. Children find security where there is discipline. As Christian teachers, we can bathe our discipline with God's love. Remember that children must know what you expect from them before they can obey you. A child's participation in the day care program should result in improved ability to relate in a constructive way to others. Children will be aided in this growth by assurance of authority and discipline that will be exercised with patience and understanding. Keeping in mind the safety of all children, the child care staff member

SHALL:

- Discuss the problem with the child.
- Remove the child from the situation for a short period of time.
- Make every effort to work together with the parent and child to correct the behavior including a behavior management plan.
- If a child's behavior or actions pose a direct threat to the staff or other children, dismissal from Perry Christian Preschool and Child Care could result.
- Use constructive, developmentally appropriate child guidance and management techniques at all times.
- Always speak in a normal tone of voice, firmly with authority.

SHALL NOT:

- Strike a child's hands. (This could permanently injure cartilage.)
- Discipline a child with isolation (sitting on a chair) for more than five (5) minutes at a time.
- Embarrass a child in front of others.
- Perform any other type of discipline without clearance from the Director/Assistant Director.
- Listen to another staff member for guidelines. If you are in question, ask the Director/Assistant Director.
- Use indecent language, slang, or a high pitched scream.

6.02 Meals and Snacks

Perry Christian Preschool and Child Care provides meals and snacks at the following times:

Breakfast: 7:00 a.m. (Children must be signed in by 7:00 a.m. to receive breakfast)

Lunch: 11:00 a.m. and 11:45 a.m. (Summer: 11:00 a.m., 11:45 a.m. and 12:30 p.m.)

Snacks: 2:30 p.m. through 4:00 p.m.

A meal includes, at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruit (one serving of each is recommended) and one serving of bread or grains. A snack includes at least one food from two of the four basic food groups. Menus are posted on the Parent Bulletin Board (across from the preschool office) and are sent home monthly with the child.

Food provided as an alternative by the parent must include a serving from each of the four food groups: protein, grain, fruit/vegetable, and dairy. If supplemental food provided by the parent does not meet those requirements, Perry Christian Preschool is mandated to offer to the child what has not been provided. Please let us know ahead of time if your child has any allergies or dietary restrictions.

All children are to stay in their seats during lunch. Staff will help those children who need assistance with their food. After lunch, the children help clear their own trays. All children will leave their table as a group with a teacher. Along the same lines, at breakfast, lunch, and snacks, the staff shall encourage proper table manners, stimulate conversations, encourage self-help skills (pouring, serving, and cleaning up) and encourage children to try new foods by talking about textures, ingredients, and how food is grown and taken to market.

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6.03 Rest Time

Nap time or rest time is an integral part of the learning activity of the day. Soft music may be played or stories read. The children's cots will be placed in such a manner that the children will avoid touching one another. The staff members shall rub the children's backs gently, encouraging each to sleep. In general, staff will make the atmosphere conducive to sleep. Activities are provided for children who can't fall asleep.

A small blanket and pillow should be brought in for your child to use on his/her cot. Both must be taken home at the end of each week to be laundered. Cots are disinfected weekly and thoroughly cleaned quarterly.

6.04 Outdoor Play

Outdoor play will be included in our program daily. We will limit the time spent outside if the temperature drops below 25 degrees or rises above 90 degrees (wind chill and heat index considered). We will also adjust the time outside due to rain, threatening weather, ozone warnings, etc. On those days we will substitute outdoor play for indoor gross motor activities. Please remember to send in appropriate clothing (hats, gloves, boots). The physical welfare of the children is the staff person's first consideration. Children will receive the same individual and group supervision during outdoor play as that they receive in the classroom.

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Section 7: Health and Safety

7.01 Emergencies and Accidents

Perry Christian Preschool and Child Care staff members are trained to respond to emergencies as follows:

Fire and Severe Weather Emergencies: The child care staff member will remain calm and follow the written instructions posted in each classroom and lead the children to the designated safe area. If evacuation from the building is required, the children will be escorted to the Hall of Fame Bowling Alley. A sign will be posted on the front door indicating that the preschool has been evacuated and where the children are located. Parents will be notified by phone or email as soon as possible to pick up their child. Fire and tornado drills will be conducted monthly.

Violence Emergency: The preschool will conduct a lock-down. All children with their child care staff member will be safely locked in their classrooms until the threat has passed.

Incidents, Accidents, or Injury: The state required incident form must be completed by the child care staff member responsible for that child. Parents or the designated pick up person will sign the form and take a copy. The signed copy will be placed in the child's file.

Medical Emergencies: Emergency medical authorization and Medical Care Plans, where applicable, will be followed for all incidents and parents of the child notified if necessary. **Perry Christian Preschool and Child Care does not transport children in the case of an emergency. Instead, emergency services will be called. If a child's parents refuse to grant consent for transportation on the child's enrollment form, then they will need to pick up their child if a medical emergency occurs.**

7.02 Management of Illness

When a child is ill, parents are required to call the preschool to report them absent. Credit will be given for days that a child is absent with a communicable disease (contagious) upon receipt of documentation from physician. Documentation from the physician stating that the child is out due to communicable disease is the only way to receive credit. *(The Communicable Disease Chart can be found on our website: www.perrychristian.org.)* You are responsible for reporting infectious diseases to the center should your child become ill. Perry Christian adheres to all state regulations governing the management of illness. A child care staff member with current valid training in the management of communicable diseases observes each child daily upon arrival. When a child has been observed with any signs or symptoms of illness, the preschool will immediately notify the parent. A child with the following signs or symptoms shall immediately be isolated and discharged to the parent:

1. Temperature of at least one hundred (100) degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea of three (3) or more abnormally loose stools within a twenty-four (24) 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 grey stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty swallowing when accompanied by any other sign or symptom of illness.
12. Vomiting when accompanied by any other sign or symptom of illness.

If any child demonstrates signs not listed above or the child does not feel well enough to participate in preschool activities, the child will be isolated and the parents contacted.

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7.03 Isolation Procedures

Children that become ill shall be:

1. Kept within sight and hearing of an adult at all times.
2. Cared for in a separate room or portion of a room away from other children.
3. Provided a cot or mat and made comfortable. (The cot/mat shall be thoroughly cleaned and disinfected before being used again.)

When a child has been discharged from the preschool, the parent needs to pick up the child within one hour and keep the child home a minimum of 24 hours or until they have **fully recovered**.

The child may return to school after illness:

1. When fever remains under 100 degrees for 24 hours without fever reducing medication administered.
2. When nausea, vomiting, and diarrhea have subsided for 24 hours.
3. 24 hours after first dose of an antibiotic has been given for any type of strep or bacterial infection.
4. When child is feeling well again and has returned to normal behavior.

If a child is exposed to a communicable disease or shows symptoms of an illness, parents need to notify the preschool as soon as possible. Parents will be notified if their child has been exposed. If several children have been exposed, a written notice will be sent to all parents. A communicable disease chart is located on the parent bulletin board. Please check this chart if you have any questions.

7.04 Administration of Medication

Prescription Medication, Food Supplements, and Modified Diets: The preschool is required to obtain written instructions from a licensed physician, licensed dentist, or advanced practical nurse on the **“Request for Administration of Medication for Child Care” form prescribed by ODJFS**. The Preschool shall also obtain written instructions from the parent or guardian on the designated form.

Nonprescription Medications: Medications or fever reducing, cough or cold medications may be administered by the Preschool when written instructions from the parent or guardian are completed on the designated form. Medication must be in the original container with the original label, and the child's name and dosage printed on it. This type of medication can only be administered for three (3) consecutive days. If nonprescription medication contains codeine or aspirin, is to be given for longer than 3 consecutive days, or if child does not meet minimum age or weight requirements listed on the label instructions, then written instructions from the licensed physician, licensed dentist, or advanced practical nurse will be required on the **“Request for Administration of Medication for Child Care” form prescribed by ODJFS**.

Topical Products and Lotions: These products may be applied if the Preschool obtains written instructions from the parent on the designated form. The form is valid for **twelve (12) months**, and the Preschool must follow the manufacturer's guidelines regarding application. Form is not required for lip balm or hand sanitizer, but product must be labeled and kept with teacher.

Inhalers: Parents must sign a release form stating that they are permitting their child to have access to inhalers. The inhaler must be kept on the child's person at all times.

Storage of Medications: Medications will be kept in a safe and proper place by the staff.

Special Health Conditions: Children with special health conditions listed on their enrollment form must have a completed Medical/Physical Care Plan on file. Examples of these health conditions include allergies, asthma, diabetes, etc. The Medical/Physical Care Plan provides us with detailed instructions for taking action when health needs arise.

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7.05 Safe Arrival of Schoolagers

When a schoolager is scheduled to arrive at the Center from school and does not arrive, we will contact the parent to confirm that the child is scheduled to be at the Center that day. **It is important that the parents contact the Center, before the child's scheduled arrival time, when their child will not be attending.**

7.06 Inclement Weather

Child care staff members should be aware of severe weather at all times. If there is an outside activity and there is lightning and/or thunder, extreme heat, or extreme cold, children will be brought inside immediately. The "Child Care Weather Watch" published by the US Weather Bureau is posted in the Preschool Office. **Children's safety comes first!** When inclement weather (snow storm, ice storm, etc.) occurs outside of normal Center hours, any changes in the status of scheduled Church and Preschool activities can be obtained through the Church voice mail and will also be announced through the One Call Notification System and on the following stations & websites:

- News Channel 5 (www.newsnet5.com)
- Fox 8 (myfoxcleveland.com)
- WKYC-TV, Channel 3 (www.WKYC.com)
- WOIO-TV, Channel 19
- www.perrychristian.org (calendar link)

Tornado Warning sheets are available to help the staff in recognizing conditions. Tornado warnings received by radio or weather scanner will be passed on to the staff with instructions. (A "Weather Alert" is posted in each classroom.)

Should there be a need to evacuate, the children will be escorted to the Hall of Fame Lanes on West Tuscarawas Street.