

# FAITH PRESCHOOL



2010-2011

5555 Chambersburg Rd.  
Huber Heights, Ohio  
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[www.faithpreschool.com](http://www.faithpreschool.com)

## HISTORY

In the summer of 1977, a group of young mothers of Faith Church were given a challenge to create a preschool. Many afternoons were spent visiting existing schools to collect ideas of how we wanted the school to be structured. Then we went through piles and piles of rules and regulations the state required for licensing. That fall, our major goal was to devise the basis of our school. Since all of the mothers were former teachers, our desire was to provide a quality preschool program, which would stimulate the child and allow a creative preschool learning experience. Many long hours were put into this. After getting clearance from the church to begin, and after receiving the state license, our next major step was to advertise. The children of the church passed out flyers from door to door, and through the grace of God, we were able to register enough children to start one morning class for the 4's, and one morning class for the 3's. Through the next few years, the school added classes, equipment, and materials. We look back today and can be quite proud of what started off as a challenge: we now have a quality program for the "Whole" child.

## PURPOSE

Faith Preschool is a program for the "Whole Child." The responsibility is to provide a service to the community for the highest type of early education through:

- A well organized program to meet the physical, emotional, social, and intellectual needs.
- A loving Christian atmosphere.
- Fully utilizing the physical facilities of Faith Church, for the benefit of the community.
- Group experiences outside the home.
- Loving encouragement and guidance of children toward independence, responsibility, and social consciousness.
- A positive approach to learning.

## GENERAL GOALS

1. To create a Christian atmosphere so children may become aware of God's love as revealed in Jesus Christ, in nature, and in people.
2. To accept peers as persons with their own worth, regardless of real or imagined differences.
3. To help children accept mature authority and loving interest outside the home.
4. To work and play well with other children, in-group settings.
5. To create an atmosphere in which a child may develop self-confidence and independence.
6. To make choices, think, and problem solve, for one's self, and live with those choices.
7. To learn what it means to be an American.
8. To speak and express self clearly.
9. To develop an appreciation of literature, and the arts (music, drama, poetry, art, and more).
10. Provide an atmosphere of co-operation in which parent, teacher and child can learn together.

## SPECIFIC GOALS

1. Develop Gross Motor Skills- Young children need opportunities to develop their bodies and coordination by running, jumping, climbing, lifting, pushing, and pulling. Physiological readiness precedes other learning.
2. Develop Fine Motor Skills- Small muscle, hand-eye coordination. Young children need opportunities to practice with things to put in, take out, match, fit, connect, and disconnect. The environment provides the developmental materials- (manipulative, puzzles, pegs, play-doh, beads, etc.)
3. Develop Language Arts- Children learn vocabulary and the rhythm of speech through listening to their own peers and other languages as they are spoken and sung in many forms. Classroom libraries, story telling, self expression (puppets, telephones), games, alphabet letter, calendar, recognition (name, address, phone number,) expression through show and tell are only a few of the means of communication which are vital to both personal and academic success.
4. Develop Social Concepts- Sociodramtic play helps a child to progress from solitary role-playing, to sharing and understanding rules and limits. Through housekeeping, dress up, blocks, field trips and snack, the child begins to feel secure in himself, family, and community.
5. Develop Creative Expression- Experimentation, discovery, the experience itself, is the value of arts and crafts at an early age. They learn about basic colors, and shapes, through painting, coloring, cutting, gluing, play-doh, and sand/water play. Children learn to control the medium and satisfaction comes with learning the creation of something that is uniquely their own.
6. Develop Science and Nature- The more the young child knows and understands about their world, the more independant and confident they can become. Learning about seasons, weather, bodies, senses, health and nutrition are only a part of the concepts.

## ORGANIZATION

NAME: FAITH PRESCHOOL

SPONSORSHIP: Of the Faith Presbyterian Church, as a non-profit, non-sectarian, interracial, and non-political institution, Faith Preschool is open to anyone in the community, there is no attempt to promote Presbyterian doctrine, our doors are open to everyone. However, the school is Christian in atmosphere. The Board of Directors is responsible to the session of the church to maintain a Christian atmosphere. We do follow the teachings of Jesus Christ.

BOARD OF DIRECTORS: Policies are handled and directed at a monthly Board of Directors meeting of Faith Preschool. The Board consists of: Chairman, three members at large, a parent representative from each class, the Administrator of the Preschool as ex-officio member. All parents and teachers are welcome to all board meetings and are welcome to participate. The time of our Board meetings will be posted in our monthly newsletters.

LICENSE: Faith Preschool is licensed by the Dept. of Job & Family Services (ODJFS), which is posted in the preschool office and reflects the number of children licensed to serve. The law and rules governing child day care are available at the school for review upon request. The phone number (1-866-635-3748) is available for reporting suspected center violations any licensing laws. The school's licensing record is available upon request from the Department of Human Services; 65 East State Street, 5<sup>th</sup> Floor, Columbus, Ohio, including health, building, and fire departments that inspected the school annually.

## OPPORTUNITY FOR PARENTS

We like to have our parents involved with running the school. This gives an opportunity for parents to help with the education of their child.

1. Representative on the School Board- Responsible for attending a monthly meeting to discuss various aspects of procedures, goals, planning, etc. of the Preschool.
2. Fund Raising- The Preschool holds fund raising projects during the school year. The intent of these events is to provide equipment as needed to improve our facilities.
3. Refreshment Committee- The Preschool holds an Open House (Family Night) for parents during the school year. The responsibility of this committee is to help set up, serve, and clean up the refreshment area for this event. The school does provide the refreshments.
4. Room Mother- To attend one meeting, and plan and help with holiday parties during the school year.

More information on these committees will be available at the Parent/Child Orientation.

## PROGRAM

### Spring Registration

Spring Registration schedule will be determined by; governing board. Due to limited class size, a priority system of registration will be used:

1. Children currently enrolled in the 3 year old class.
2. Children whose parents are members of Faith Church.
3. Children who were on the previous years' waiting list.
4. Children with an older sibling who attended Faith Preschool in the past.
5. Children from the community at large.

Any remaining requests will be placed on a waiting list to fill vacancies as they occur.

### HOURS AND ENROLLMENT

The three-year old classes will meet **Tuesday-Thursday mornings from 9:30-12:00**. Class size will be limited to 19 children. One teacher and one aide will conduct this class. A child must be three years old by September 30<sup>th</sup> to enroll in this class.

The four-year old classes will meet **Monday-Wednesday-Friday mornings from 9:30-12:00**. Class size will be limited to 20 children. One teacher and one aide will conduct this class. A child who is four years old by September 30<sup>th</sup> will be considered first to fill classes.

The Early 5's class will meet **Monday-Friday from 9:30-12:00**. Class size is limited to 10 children. Children enrolled in this class must be five years old by the end of December.

**NOTE:** The school reserves the right to recommend the withdrawal of a child from the preschool program for reason of immaturity. Children **MUST** be potty trained, before coming to preschool. This decision is to be made within the first two months of school. Children may also be removed from the program for behavioral problems. The teacher and administrator of Faith Preschool will always discuss specific behavioral problems with the parent.

### SCHOOL VISITATION/OPEN HOUSE

The month prior to the beginning of School in September, the teachers will call and make an appointment to meet each child. Approximately 5-10 minutes in length, the school visit gives the child a chance to become acquainted with the teachers in the school. This will help the child find a familiar person in a strange, new environment. The children will be given a name badge at visitation to wear during the first couple of weeks of classes.

During the school visitation, the teacher will give each family a copy of the Faith Preschool Handbook if you do not have one. A class roster with the names, addresses, phone numbers, birth

dates, and parent names of the students in the class will be checked at visitation. A parent roster will be made available to parents upon request. Parents are under no obligation to have their names, etc. on this roster. This list is available to only the families in that particular class. This list can help parents begin to make carpools, if desired.

## ORIENTATION DAY

Tuesday and Wednesday after Labor Day are set-aside for Orientation Day. It is a day for everyone- parents, teacher and children to come to school together. The children will meet with the teachers in their classrooms. Parents will meet with the administrator in the parlor, to go over the policies of the school and to sign forms. It is important that at least one parent attend this informational meeting. It will last approximately one hour, and snack will be provided for everyone!

## CLASSES BEGIN

The first full day of classes begin on that Thursday and Friday after Labor Day.

## PRESCHOOL CLOSING DATES

Faith Preschool follows the same calendar as Huber Heights City Schools, except for WOE and Conference days. Labor Day, Thanksgiving and Christmas break; M.L. King Day, Columbus Day, President's Day, Spring Break and Memorial Day are days we are not in session.

## INCLEMENT WEATHER POLICY

1. When the Huber Heights City Schools are closed, Faith Preschool will be closed. Please listen to your local TV and radio stations for school closings. Afternoon classes should also check for closings before coming to school. If Huber Hts. cancels PM Kindergarten and Preschool, then we will also close.
2. **If the Huber Heights City schools are on a two-hour delay, Faith Preschool will have school at 10:00 and close at 12:00.** Of course, parents have the final decision as to how safe it is to travel, even when school is open.
3. Tuition is due for snow days and days we are not in session such as all holidays and breaks. There are no adjustments to tuition for the days that school is not open.

## LAST DAY OF CLASSES

Classes will run through the end of May. There will be class picnics at the end of May. These are on a voluntary basis. They are held at a park. The staff of Faith Preschool will not be responsible for the children on this day. A parent or guardian must accompany the child to the picnic.

## PARENT/EMPLOYEE PARTICIPATION POLICY

The staff of the Preschool is available to meet with parents any time. If you would like to talk to your child's teacher, please call the school between 9:00 a.m. and 9:30 a.m. If you would like to set up a time to meet in person with your child's teacher, please call the administrator any time during school hours. The school office hours are Monday-Friday 9:00 a.m.-12:15 p.m. The administrator is available any time for calls, drop-in meetings, etc. If parents or employees need further assistance with any problems or concerns, please contact the director, school board president, and/or pastor of Faith Presbyterian Church.

**LEARNING CENTERS-** Children will have an opportunity to choose a variety of activities (free play) every day, including manipulative, dramatic play, blocks, listening center, library, science corner, and cooperative play. This time is also for the creative activity of the day, connected with the day's lesson plan.

**GROUP TIME-** Periods of quiet alternating with periods of activity, pledge of allegiance, weather, calendar, story time, show and tell, games, records, songs, musical instruments, finger plays, conversations, and other activities for the group together.

**ARTS AND CRAFT-** Challenging gross and fine motor activities, hand-eye coordination with all kinds of painting (easel, finger, water color, feather, string etc.), cutting, gluing, pasting, including collage items. Activities with play-doh, water play, games, and small manipulative play, which includes readiness activities (basic colors, shapes, math skills, matching, and change of seasons).

**OUTDOOR PLAY-MUSCLE ROOM-** Teachers encourage outside play, weather permitting. A variety of equipment is provided for children to develop their bodies and coordination with climbing, crawling, and sliding. Sandbox, circle cycle, and snaps crawl set develop gross motor skills. The muscle room is used when the children are unable to go outside. Tricycles, wagons, moon buggy and other toys are used in the hallways. We will not go out if it is raining, snowing, or too cold. The staff will decide to limit outdoor play due to weather or safety concerns.

**RESTROOM, HANDWASHING & SNACK TIME-** Children can go to the restroom any time during the day. Teachers take all children to the restroom before snack, to make sure all hands are washed.

Snack time gives children an opportunity to talk together as a group, have prayer, practice manners, pass snacks, share, and clean up. Nutritious snacks will be provided each day. There will also opportunities for the children to do cooking projects.

Birthdays will be celebrated during snack time. You may sign up at Orientation day for a date to celebrate your child's birthday. On this day, you may provide snack for the class.

**POSTED ON THE BULLETIN BOARD-** Teachers will post monthly newsletters and lesson plans so parents may know what stories and activities are taking place in their child's classroom. Newsletters are written and sent home with students at the beginning of each month. Snack list are also posted. Please read newsletter for important dates.

## SCHOOL POLICIES

### NON-DISCRIMINATORY POLICY

Faith Preschool admits and does not discriminate students of any race, color, national or ethnic origin, sex, religion, or disability in violation of the Americans with Disabilities Act of 1990, in administration of its educational and admissions policies, scholarships, or other school administered programs.

### SAFETY

The teachers in charge of a child, or group of children, are responsible for their safety. In order to insure the safety of each child in their care, teachers adhere to the following regulations:

1. The teachers are responsible in governing the arrival and departure of the child, and are aware of each child's presence at school at all times. One teacher greets children at the door, while the other teacher greets children in classroom.
2. No child shall be left alone or unsupervised.
3. The staff has access to phones at all times. The schools emergency plan is posted at each phone.
4. Should an accident or injury occur, an incident report is duplicated with a full description of the incident with signatures of the teacher, administrator, and given to the parents on the day of the injury. One copy is sent back to school with the parent's signature/date to confirm they received the notification. This copy is filed in the child's folder.
5. The school has monthly fire and weather alert drills. With a plan posted on each door for action of the alert. The children are moved to the designated safe area posted.
6. Any threat to the safety of the children due to environmental situations and threats of violence will be handled by having a lock down, all doors and windows closed and locked. The children will be moved to the church sanctuary. All parents will be called, and an alert will be sent out on the T.V. and radio stations.
7. In case of loss of power, heat or water, the parents are called, and an alert is sent out on the T.V. and radio station.
8. A staff member by law must immediately notify Montgomery County Children Services if they suspect that a child has been abused or neglected.
9. No spray aerosol will be used when children are in attendance.
10. Emergency medical plan is on page 17.

### MEDICAL POLICIES

Each child attending the school shall have on file: verification of a medical exam (yellow). The statement shall verify the date of the exam, which must be within the last 12 months, the child's name and birthday, and signature, phone and address of the physician. The medical form must be signed by a physician. Subsequent medical statements are needed every 13 months until the grade of kindergarten.

The completed application forms (white) and the Ohio Department of Job and Family Services Child Enrollment and Health Information forms (pink) which include health records, emergency transportation information, and parent/guardian roster permissions for all children attending the center must be in each child's folder on the first day of school. Faith Preschool requires that all parents grant permission for transportation for emergency treatment. All records are kept confidential. The

administrator will always go over all forms that are required by state during enrollment of a child and orientation.

Sometimes it will be necessary to not admit a child because of a health problem. While this is upsetting to the child, it is for their safety, as well as the safety of others. Please do not send your child to school ill.

We will not accept any child that is not potty trained. However, we understand that accidents happen. Dry clothing is available.

Parents MUST notify Faith Preschool of any changes of address or phone number, work, cell or home. It is essential that the school be able to contact parents at any time for emergencies.

## COMMUNICABLE DISEASES AND ILLNESS

1. **DO NOT SEND YOUR CHILD TO SCHOOL IF THE CHILD SHOWS THE FOLLOWING SIGNS OF ILLNESS:** Symptoms observed which require isolation and immediate discharge: A child with any of the following signs, or symptoms of illness shall be immediately discharged to their parent/guardian:
  - (a) Temperature of 100 degrees (axillary), in combination with any other sign or symptom of illness.
  - (b) Diarrhea (3 or more abnormally loose stools within a 24 hour period).
  - (c) Severe, continual, or constant coughing, causing the child to become red or blue in the face, or to make a whooping sound.
  - (d) Difficult or rapid breathing.
  - (e) Yellowish skin or eyes.
  - (f) Pink, or red swollen, itchy eye, seeping eye.
  - (g) Untreated infected skin patches, unusual spots or rashes.
  - (h) Unusually dark urine, or white or gray stool.
  - (i) Stiff neck with elevated temperature.
  - (j) Evidence of lice infestation, scabies, or other parasitic infestations.
  - (k) Sore throat or difficulty on swallowing.
  - (l) Vomiting more than 1 time, when accompanied by another symptom.
2. IF A CHILD SHOWS ANY SIGNS OF ILLNESS/OR MILDLY ILL WHILE IN SCHOOL:
  - (a) The parents will be contacted and asked to take the child home. If the parent or guardian is unable to come, the child will be discharged to the next person designated on the form. The child will be isolated until they can be picked up. The child will be within the sight and hearing of an adult at all times. The child will be cared in another room, away from other children. The child will be provided with a cot, and made comfortable. After use, the cot will be completely disinfected, and cleaned with appropriate germicide.
3. The communicable disease chart is posted on the door of the Janitor's closet in our main hallway. Parents will be sent a notification if their child has been exposed to any communicable disease.
4. A child may be re-admitted to school:
  - (a) As soon as all signs of illness are gone.
  - (b) A doctor has examined the child and given permission for the child to return.
  - (c) The parents feel that the child's own health is not in danger.
  - (d) After the isolation period.
5. **NO MEDICATION/VITAMINS WILL BE ADMINISTERED AT SCHOOL AT ANY TIME, EXCEPT IN EMERGENCY SITUATIONS WITH WRITTEN INSTRUCTIONS FROM A DOCTOR:** If a child is on a special diet, we will be in compliance to the parent's instructions

as to what the child can or cannot eat. (Because we do not serve meals, only snacks, we ask that if your child requires special food, you help to provide it for them). In case of an extreme emergency, the school will administer epi pens to a child, with permission from a doctor, or call poison control. A currently authorized American Red Cross instructor, Registered nurse, or Licensed Physician has trained the Preschool staff in communicable disease. The training includes the following:

- (a) Signs and symptoms of illness.
  - (b) Hand washing- to make sure their hands are free from germs by using soap and running water-drying hands with a single towel, upon all necessary occasions.
  - (c) Disinfections of furniture and toys periodically to insure freedom from germs.
6. Each staff member is required to have an examination by a licensed physician at the time of employment: stating they are free of any apparent communicable disease, including TB. If any staff members become ill, they are to stay home until all signs and symptoms are gone.

## GUIDANCE AND MANAGEMENT

We believe in discipline and structure in our classrooms. We do use “Time Out” only as a last resort. The child is set on a chair in the room for a few minutes depending on their age and the teacher lets the child know why they have to sit in “Time Out.” The staff will recognize, encourage and praise children. They will be positive and constructive. They will use consistent and fair rules. They will communicate clearly their directions and expectations. They will assist the children with problem solving. They will encourage children to control their behavior and cooperate with others. They will help the children feel successful at tasks, and give options for other tasks if those chosen prove too difficult. They will notify children of a change in activity prior to, and allow for a comfortable transition. We will also protect the children from abuse and neglect. When the behavior is unacceptable, the staff will use developmentally techniques suitable to the child’s age and circumstances. They will redirect the children to another activity, talk to the children about the situation, state alternatives, and use separation from the situation only as necessary. We speak to the children so that they understand what is unacceptable is the behavior, not the children themselves, or their feelings. The staff will communicate with the parents if so necessary. We will never use harsh language or raise our voices in any situation.

Discipline problems are at a minimum because our teachers are well trained and the number one requisite is that each teacher understand and love children. A child does not intentionally and maliciously disobey one whom he loves. The policy of love and understanding by the teachers will give the child the boundaries he needs to feel secure and set the freedom he requires to become himself.

**Violent words and/or behavior will not be tolerated.** Parents will be notified if this is a concern or problem in the classroom.

The teachers will guide themselves by the belief that “busy children are happy children.”

If a child’s discipline becomes a problem, the parents will be notified and the problem will be discussed and worked out with them. Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Specifications of the Guidance and Management Rule 5101:2-12-22 applies to all employees of Faith Preschool.

## ATTIRE

Your child will be a very busy child during their day at school. Remember that each day your child will be given the opportunity to use paints, clay, sand, and sometimes water; therefore, please do not dress him in good clothes, which may become soiled.

Children should wear clothing appropriate for preschool activities. Washable play clothes are best. As pretty as lacy dresses and fancy shoes are, they are not appropriate for daily preschool wear. Children should wear clothes easy for them to manipulate themselves. Tennis shoes are the best shoe for preschool play. Please do not put belts on your child unless they know how to manipulate them. (The same with overalls.)

EXAMPLE: To put on their own coats, sweaters, hats, and mittens; they should be able to fix their own pants.

## NOTE:

The sidewalk is always cleaned off. The children DO NOT go out in the snow. There is no need for snow boots. Please do not send your child to school in snowsuits; they are too hard for the children to manipulate.

During the winter, please dress the children warmly. We can always take off a sweater or sweatshirt if the child gets too warm. Dress the children in warm coats, or sweaters in the fall and spring, to go outside to play.

## MARK ALL CLOTHING WITH YOUR CHILD'S NAME.

Sometimes more than one child has the same or similar coats, etc. It makes it easier for everyone.

## RELEASE OF CHILDREN

A parent/guardian consent form is kept on file at the school. **For the child to be released to anyone other than parents/guardians, the names must be listed on this form.** Notify the school if anyone other than an authorized person is sent to pick up the child. List the name of anyone who is NOT allowed to pick up the child. Please make the teacher/administrator aware of any potential problems.

## CUSTODY

If there is a custody issue involving your child, please inform the director. If legal custody is given to only one parent, the preschool will need to have copies of the court agreement. If one parent is not permitted to pick up your child, we will also need copies of that court agreement. Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. If a problem arises during school hours, the Huber Heights City Police will be called.

## TIME

The doors of the school will NOT be opened before 9:30 for the morning class. If on certain occasions it is necessary for you to drop off your child before the designated time, please make arrangements with the teacher, IN ADVANCE.

School is over at 12:00 for the morning class. Please be prompt when dropping off and picking up your child. If you must be more than 5 –10 minutes late, please call the school, or make arrangements to have someone else pick up your child. The teachers' lunch period is between classes, so PLEASE BE PROMPT. Excessive lateness in picking up will result in fees. **The fee is \$1 every minute you are late after 10 minutes at the end of each session.** Please remember, we are not a baby-sitting service.

#### DROP OFF AND PICK UP OF YOUR CHILD

There is a set procedure for dropping off/picking up your child. Please enter from Harshmanville Road. Three cars will drop off/pick up children at one time. The first car will go a little beyond the sidewalk (entrance to Preschool), the second car at the sidewalk, and the third car just behind. It is imperative that you wait in line until all cars have unloaded or picked up its passengers. The teachers will dismiss all the children for those 3 cars at one time. **DO NOT GO** until ALL 3 cars have the children safely in the car. Exit using Chambersburg Road only. The line will proceed and the next set of children will be dismissed. If you are in a hurry, please park your car in the parking lot and walk over to the sidewalk. After the first set of children is dismissed, the walkers will be dismissed. We have the safety of each child in mind. Children running all over the parking lot becomes a safety hazard. No child will be allowed to leave the building until the parents have stopped in front of the school. The children are not allowed to walk from the parking lot alone. Please make sure to HAVE YOUR NUMBER (distributed at Orientation) ready to display. Once again, please try to be prompt when dropping off and picking up. Please **DO NOT** pull around the car in front of you. Wait patiently until they move. If someone different is picking your child up from school, please call to inform us. If they will not have your number, they will have to come to the door and show I.D.

#### PHONE CALLS

**When calling the school, please call the teachers before or after school.** It is hard for the teachers and teacher's aides to leave the children to talk on the phone. Please let the school know if your child will not be in school, and the reason.

## RATES

**REGISTRATION FEE:**                      **\$50.00 before 7/1    \$60.00 after 7/1**

This is a non-refundable fee, which must accompany enrollment application. The registration fee covers all art supplies for the year and your child's book bag.

**TUITION: Payment Information:**

2 Days a week (Tuesday–Thursday) 3-year-old classes:	\$85.00 Monthly
3 Days a week (Mon./Wed./Fri.) 4-year-old classes:	\$105.00 Monthly
5 Days a week (Early 5's Class):	\$175.00 Monthly

Tuition is based on an annual fee and is kept as modest as will insure a thoroughly professional school, on a non-profit basis. **Monthly tuition is due by the 5<sup>th</sup> of each month.** Because Faith Preschool is non-profit, tuition **MUST** be paid promptly. A **late fee of \$15.00** will be charged after the 5<sup>th</sup> of every month, unless other arrangements are made with the administrator. In case of **returned checks, you will be charged the fee that the bank charges us (\$25.00), along with that payment.** After Faith Preschool has received one returned check, all payments must be made in cash or by money order. All payments must be made by the end of each month. **If you do not pay by the end of the month, your tuition plus the late fees, your child will not be able to attend preschool the next month until all fees and tuition is paid in full.**

Refunds cannot be made for snow days, or absence, with one exception. During days a child is actually hospitalized, no tuition is due.

At least 2 weeks notice must be given before withdrawing a child.

**FAMILY RATE:**

Registration fee:	\$10.00 reduction for second child in same year.
Tuition:	First child full tuition, with a \$10.00 reduction for each additional child, same year.

**SCHOLARSHIPS:**

In keeping with the idea that Faith Preschool should fill a real need within our community, a limited number of scholarships are available for families in financial need. The Chairman of the governing Board determines the number and amount of these scholarships. Please see the administrator for the application.

## WAYS PARENTS CAN HELP

Preschool experiences are not a substitute for the home or parents. Rather, they should complement the child's growth within the family. Thus, Faith Preschool welcomes a close relationship with our children's parents.

One parent-teacher conference is scheduled each year. A "Family Night" (Open House) takes place in the fall, so family and friends may visit the child's school and meet the staff. If at any time a parent would need assistance with any problem or complaint related to the school, call the administrator for a conference. The matter will be taken to the Preschool Board for review. The Board will then have a conference with the parent, the teacher, and the administrator.

A casual, reassuring attitude from the parents goes along way towards helping a young child accept and profit from the exciting adventure of preschool. Time taken to show an active interest in anything the child brings home and requests to "tell me about it" are so very important.

Promptness and good attendance will impress children with the importance of their school day.

Parents should help their children observe Show and Tell Days. At other times, children should not bring any toys, food, gum, etc. to school. Toy guns and knives are not permitted at school at any time.

Invitations for personal birthday parties in the home should be handled through the mail. If the entire class is being invited, parents may send them into school, and the teacher will see that they get put into the children's school bags.

## FIELD TRIPS

On the day of the field trip there usually will be no preschool. Parents, children, and staff will all meet at the field trip destination at the time the field trip is scheduled. Parents will be responsible for only their child. Siblings are welcome to attend. The administrator will send home a form with each child to notify the cost, where, time, and to ask if you will be attending the field trip. If you are unable to attend and would like your child to go, the school will give you a list of parents' phone numbers in your child's class. You may call a parent and work out an arrangement with them. The staff is not responsible for the children, only the parents are responsible.

## VISITATION

**Parents may feel free to observe their child's class at any time.** There is no need to call for an appointment. The staff at Faith Preschool wants everyone to feel welcome at anytime. We greatly encourage parent involvement. However, we ask that when coming in to observe, that you confer with the teacher before the class begins.

## SUGGESTIONS FOR OBSERVATION

1. Hang your coat up in the hall. Take your belongings to the room in which you are observing; you may put them in the closet, if you would like, so the children won't be able to get into them.
2. If there are two or more observers in the room, it is better to separate, so that conversation with each other is limited, giving more attention to the children. They will react better if you are on their level, sitting on a chair rather than standing.
3. Feel free to ask a teacher any questions concerning your child; be sure the child being discussed is not around or able to hear the discussion. Ask questions when the teacher is free to talk.
4. In order for you to gain as much as possible from your observation, the teacher may ask you to be of help- this will help the children, you, and the teacher. The teacher, in all instances, will take the initiative and the observer will follow her suggestions, interacting with the children only when they reach out to you.
5. Report all injuries (even slight) to the teacher. Report to the teacher any situations of danger that you see.
6. Ask the teacher for a parent observation form, as a guideline.
7. Be natural with and enjoy the children they can teach us a lot.
8. Please feel free to ask the teacher any questions or concerns you may have during this time.
9. The teachers are here to teach, keep the children safe, and are here for the parents as well. It is important to us that you feel comfortable with your child's environment at the school. Please feel free to talk to us about any concerns.
10. The administrator will always be available at your convenience. We are here to assist you in any way possible.

Faith Preschool Daily Schedules  
**3-Year Olds Schedule A.M./Room 6**

9:30-10:00 Activity Time  
10:00-10:20 Group Time  
10:20-10:35 Restroom Time  
10:35-11:00 Snack Time  
11:00-11:30 Art  
11:30-11:45 Large Muscle Play/Outside  
11:45-12:00 Group Time and Departure

**4-Year Olds / Early 5's Schedule A.M./Room 9**

9:30- 10:10 Children's Arrival/Free Play/Large Muscle Play/Outside  
10:10-10:30 Circle Time  
10:30-10:40 Bathroom  
10:40-10:50 Story Time  
10:50 –11:10 Snack  
11:10-11:50 Art  
11:50-12:00 Group Time and Departure

**4-Year Olds/ Early 5's Schedule A.M./Room 6**

9:30- 9:45 Children's Arrival  
9:45-10:30 Art  
10:30-10:50 Free Play-Large Muscle Play/Outside  
10:50-11:00 Bathroom  
11:00-11:20 Snack  
11:20-11:45 Circle Time  
11:45-12:00 Story Time

## MEDICAL EMERGENCY PLAN

### A. EMERGENCY PLAN

1. The location of the first aid kit:
  - (a) Top drawer of file cabinet in the hall.
2. Emergency Phone Numbers:
  - (a) Emergency Squad.....911
  - (b) Fire Department.....911/233-2080
  - (c) Hospital (Children's).....641-3000
  - (d) Poison Control.....222-2227
  - (e) Police Department.....233-2080/233-1565
  - (f) M.C. Children Services.....276-6121
  - (g) Children's Emergency Room.....641-3600
3. Staff trained to administer first aid and CPR
  - (a) Amy Feagle                      (b) Susan Nelson                      (c) Teresa Scheiman
  - (d) Elaine Lewis                      (e) Margaret Bellinger(f) Karla Shultz
4. Location of children's medical records:
  - (a) 2<sup>nd</sup> drawer of file cabinet in office.
5. Location of children's emergency forms:
  - (a) 2<sup>nd</sup> drawer of file cabinet in office.
6. Instructions in case of emergency:
  - (a) Teacher's aide is to remove the child from the group (If child can be moved, if not, class will be moved).
  - (b) Administer first aid to the child.
  - (c) Notify emergency squad.
  - (d) Notify parents.
  - (e) The child will remain under the supervision of the teacher's aide until the parents are present.

NOTE: If Administrator is available, she will make all calls.
7. Instructions in case of illness;
  - (a) Teacher's aide is to remove child from class.
  - (b) Notify parents to come and take child home. If parents cannot be reached, the 2<sup>nd</sup> person on emergency form will be contacted.
  - (c) Teacher's aide will stay with the child until the parent or 2<sup>nd</sup> person arrives.  
(Or with the administrator)

### B. EMERGENCY PLAN FOR SERVICES.

1. In case a child needs medical assistance:
  - (a) All information given on consent form will be attempted first.
  - (b) Emergency squad will be contacted and the child will be transported to Children's Medical Center, with Teacher's aide or Administrator.

NOTE: Unless parents are present to take full responsibility for taking the child to the hospital or physician.

  - (c) The preschool staff will not transport any child in their vehicle, in case of an emergency.
2. **Administrator: can be reached at school 233-4771, or cell phone 260-0157.**

Ohio Department of Job and Family Services  
**MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN**  
**For Type A Homes and Child Care Centers**

<b>Center Name</b> Faith Preschool	<b>Center Address</b> 5555 Chambersburg Road Huber Heights, Ohio 45424
<b>Center Telephone Number</b> (937) 233-4771	
<b>EMERGENCY TELEPHONE NUMBERS</b> Including 7-digit back up number as well as area code if area code must be dialed to complete the call.	
<b>Emergency Squad</b> 911	<b>Hospital</b> 641-3000
<b>Police Department</b> 233-2080/233-1565	<b>Fire Department</b> 911/233-2080
<b>Poison Control</b> 222-2227	<b>Public Children's Service Agency</b> 276-6121
<b>LOCATION OF:</b>	
<b>First Aid Kit(s)</b> The First Aid Kit is located in the top drawer of the filing cabinet in the hall.	
<b>Fire Extinguishers</b> One Fire extinguisher is located in the utility closet on the left side on the wall and the other one is located on the left wall by the art room near the rear exit door.	
<b>Fire Alarm System/Main Panel</b> The Fire Alarm System is located in the main hallway and two alarms in the hall. There is a fire alarm in each room.	
<b>Fire Alarm Pull Stations</b> Main preschool hallway	
<b>Electrical Circuit Box</b> The Electrical Circuit Box is on the left side of the wall in the furnace room (2nd door on the left outside.)	
<b>Children's Records</b> The Children's Records are kept in the 2nd drawer of the filing cabinet in the office.	
<b>Child Safety Seat (Or a statement that the center will use the emergency squad for emergency transportation of children.)</b> In an emergency, child will be transported by emergency squad or parent. Child Safety Seat is located in the closet of Muscle room.	
In case of a <b>Dental Emergency</b> , stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart, which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use vinyl or non-latex gloves and sanitize afterwards following standard precautions.	
<b>Names of staff with current training in First Aid/Communicable Disease:</b> Amy Feagle, Karla Shultz, Margaret Bellinger, Susan Nelson, Teresa Scheiman, Elaine Lewis	
<b>Names of staff with current training in CPR</b> Amy Feagle, Karla Shultz, Teresa Scheiman, Susan Nelson, Elaine Lewis, Margaret Bellinger	
In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place". (Your local fire department or Emergency Management service should be able to help you determine this "safe" location ahead of time.) <b>Fire:</b> Take attendance roster, secure the classroom, exit the building with the children to the	

designated meeting place-which is Classroom 6 and muscle room will meet outside front main side walk, Classroom 9 and art room -will meet outside, use the back door and go past the tree, account for all children, notify administrator or staff in charge whether all children are present or if any are missing. Do not return to classroom until the all clear is sounded. The administrator or designee should be responsible for contacting the fire department or 911 if system is not automatic.

**Weather Alert:** Take attendance roster, secure the classroom, lead children to the designated “safe place”-which is the boys and girls bathroom, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated “safe place” until the all clear is sounded.

**Emergency Evacuation (bomb threat, gas leak, etc.):** Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot, which is Church across Chambersburg Road. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your center in case the area around your facility also must be evacuated). The secondary location is Lamendola Elementary School. Always follow instructions of the emergency personnel on site. Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

**Threat of Violence:** Secure children in the safest location in the building or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, and complete an incident report for parents.

**Loss of Power, Water, Heat:** Contact utilities company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt contact your licensing specialist or your local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of a **Serious Injury or Illness:** Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: Appearance, Breathing, Circulation. Summon a staff member trained in First Aid/Communicable Disease if you are not trained; determine whether EMS needs to be contacted. Check child’s health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents.

If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for child’s parent, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for cleanup.

**If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.**

**Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.**

This plan should be posted in every room used by children and by every telephone. Every room should also have posted: written instructions for fire and weather alert, diagrams showing evacuation route and “safe place”, and a Dental First Aid Chart.

