

FAITH PRESCHOOL



2012-2013

5555 Chambersburg Rd.
Huber Heights, Ohio
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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, 5th 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 9:15-11:45**. Class size will be limited to 18 children. One teacher and one aide will conduct this class. A child must be three years old by September 30th to enroll in this class.

The four & five-year old Pre-K classes will meet **Monday-Wednesday-Friday mornings from 9:15-11:45** or the **PM Class is 12:30-3:00**. Class size will be limited to 22 children. One teacher and one aide will conduct this class.

The Kindergarten Readiness class will meet **Monday-Friday from 9:15-11:45** or you can **choose to have your child in this class only on Tuesday/Thursday from 9:15-11:45**. Class size is limited to 18 children.

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 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.

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.

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 WOECA 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.
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 for the morning class & PM Class is from 12:30-3:00.** 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 directly with your child's teacher, please call the school between 9:00 a.m. and 9:15 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/Wednesday/Friday 9:00 a.m.-3:15 p.m. & Tuesday/Thursday 9:00-12:15.** 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 9:15 for the morning class and 12:30 for the afternoon class.**

School is over at 11:45 for the morning class & 3:00 for afternoon 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. 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.

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. 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.

3-Year Olds Schedule A.M./Room 9

9:15- 9:50 Children's Arrival/Free Play/Large Muscle Play/Outside

9:50-10:10 Circle Time

10:10-10:25 Bathroom

10:25-10:35 Story Time

10:35 –10:50 Snack

10:50-11:30 Art

11:30-11:45 Group Time and Departure

4-Year Olds / Monday/Wednesday/Friday A.M./P.M. Class Room 9

9:15- 9:50 or 12:30-1:15 Children's Arrival/Free Play/Large Muscle Play/Outside

9:50-10:10 or 1:15-1:35 Circle Time

10:10-10:25 or 1:35-1:45 Bathroom

10:25-10:35 or 1:45-1:55 Story Time

10:35 –10:50 or 1:55-2:15 Snack

10:50-11:30 or 2:15-2:50 Art

11:30-11:45 or 2:50-3:00 Departure

Kindergarten Readiness T/Th A.M. Class Schedule & M/W/F P.M. Class Room 6

9:15-9:25 or 12:30-12:40 Children's Arrival

9:25-10:05 or 12:40-1:20 Art

10:05-10:15 or 1:20-1:30 Bathroom

10:15-10:35 or 1:30-1:50 Group A Snack/Group B Circle Time

10:35-10:55 or 1:50-2:10 Group B Snack/Group A Circle Time

10:55-11:35 or 2:10-2:50 Free Play/Large Muscle Play/Outside

11:35-11:45 or 2:50-3:00 Departure

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.....276-6121/224-5437
 - (g) Children's Emergency Room.....641-3600
3. **Staff trained to administer first aid and CPR**
 - (a) Amy Feagle (b) Susan Nelson (c) Melody Lee
 - (d) Kelley Britt (e) Margaret Bellinger(f) Brandi Diehl
 - (g) Nicole Wynkoop
4. Location of children's medical records:
 - (a) 2nd drawer of file cabinet in office.
5. Location of children's emergency forms:
 - (a) 2nd 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 2nd person on emergency form will be contacted.
 - (c) Teacher's aide will stay with the child until the parent or 2nd 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.**