



# Child of God

## Preschool

*But Jesus called them to Him saying, let the children come to me,  
and do not hinder them, for to such belongs the kingdom of God.*

*Luke 18:16*

A Ministry of:  
First United Methodist Church  
88 N. 5<sup>th</sup> ST.  
Newark, Ohio 43055  
740-349-7020

Serving Newark for more then 25 years. 1998-2023

[nhiggins@firstchurchnewark.org](mailto:nhiggins@firstchurchnewark.org)

[www.childofgodpreschool.org](http://www.childofgodpreschool.org)

### Philosophy

Child of God Preschool is a ministry of the First United Methodist Church, and we are devoted to today's child. We are committed to providing an interesting program in a safe, nurturing environment that encourages the total development of a child.

We will provide opportunities for each child to grow socially, emotionally, intellectually, physically, and spiritually. It is our goal to provide an environment where each child is accepted as an individual, treated with respect and love

Child of God Preschool  
Parent Handbook

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Welcome to Child of God Preschool. This handbook contains information regarding the policies and procedures of our school. It is important that you read this handbook and keep it handy throughout the year. It will answer many of the questions you have about our school.

### Licensing Information:

At the end of the handbook, you will find an attachment about licensing and valuable information. Please take time to read this information.

### Enrollment Information

A child is considered to be enrolled in the preschool after the registration fee has been received and the administrator confirms the availability of space. Part of our registration process is a tour of our facility and a review of our policies with the director. Please schedule a tour by emailing [nhiggins@firstchurchnewark.org](mailto:nhiggins@firstchurchnewark.org).

You will receive an enrollment packet by email and on orientation night or during your tour if registration is mid-year. This packet is required on or before your child's first day of school. This includes basic enrollment and health information. Any change to this information must be communicated to the administrator immediately so that current information is always on file. This is for the safety of your child in case we would need to contact you. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of your child's first day of school. The medical must be updated every 13 months.

The enrollment and health information form contain consent for transportation by EMS for your child in case of emergency. Child of God Preschool reserves the right to refuse enrollment to any child whose parent refuses to grant consent for their child to be transported by EMS in case of emergency.

A list of names and telephone numbers of parents of children attending the pre-school are available on request. If you do not wish your name and number included, please indicate on the enrollment forms.

**It is the preschool's policy that all students must be completely toilet trained. Pullups or diapers are not allowed at preschool.**

#### Hours and Days of Operation: 8:30am – 11:25am

3 -4-year-olds Tues/Thurs Mon/Wed

4-5-year-olds Tues/Wed/Thurs

4-5-year-olds Mon/Tues/Wed/Thurs

#### Extended Times (Based on enrollment)

4-5-year-olds Tues/ Thurs 11:30-2:20

(Please see the Extended Day Policies)

Scheduled Closings: The preschool will be closed for Thanksgiving break, Christmas Break, Martin Luther King Day, President's Day and Spring Break.

Child of God Preschool reserves the right to adjust school hours or add additional days off due to needs of the facility, for staff trainings or staffing issues.

## Staff/Child Ratios and Maximum Group Size

The preschool shall adhere to all state licensing guidelines for teacher/child ratio's in each classroom. Child of God Preschool will not exceed the following state required ratios:

1:8 Toddlers 30-36 months  
1:12 Preschoolers 3-4 years  
1:14 Preschoolers 4 years until eligible for kindergarten.

Because we desire to provide a higher level of quality care, we will strive to maintain a lesser student to teacher ratio when at all possible. Refer to our staff/child ratio signs posted at the entrance of each classroom.

The maximum group sizes are as follows: 24 – 3-year-olds, 28 – 4-5-year-olds. To provide a higher quality of care our goal is not to exceed 14 children in the Garden room, 18 in the Rainbow room and 10 in the Ocean room. This does not include chapel, library story times or other special events.

## **Tuition Fees and Payment Policies**

3-4-year-olds 2 days a week \$150.00 monthly  
4-5-year-olds 3 days a week \$210.00 monthly  
4-5-year-olds 4 days a week \$260.00 monthly

Supply Fee: There is a non-refundable supply fee due per classroom, per school year. Your child will receive a school t-shirt with this fee.

Ocean Room- 30.00

Garden Room- 40.00

Rainbow Room – 50.00

Multi-child Discount: There is a discount of 30.00 per child after the oldest child.

Scholarships: Limited scholarships are available. Check with the director for more information.

Registration Fee: There is a \$50 non-refundable registration fee. A child is not considered enrolled until this fee is received.

The registration fee and supply fee are due upon registration.

**Late Tuition: Tuition needs to be paid on the 1<sup>st</sup> of each month. You will be charged a 15.00 late fee for any tuition not paid by the 10<sup>th</sup> of the month unless arrangements have been made with the director.**

In addition to that, if the tuition is not paid by the 30<sup>th</sup> of the month your child will not be able to return to school until it is paid. At that time, I will not be able to guarantee that your child will have a space in the room.

Full Tuition Payment Reimbursement Policy in case of withdrawal from preschool:

If it becomes necessary to withdraw a child from the preschool, given two weeks written notice, the preschool will refund prepaid tuition, minus tuition for current month, and minus a 25.00 processing fee. Tuition refunds will be paid within 90 days from receipt of the written withdrawal notice.

Payments: Tuition is based on an annual fee. You may pay tuition in full in September, or finance the balance at 0% interest divided into nine monthly payments due on the first of each month, September to May. Monthly payments are required through vacation, illness, holidays, etc.

Tuition and other payments can be made with a check, cash, money order or through our e-pay program. You will receive a receipt for all payments except e-pay. The preschool uses only automatic credit card and ACH transactions. We do not participate in customer initiated online payments or POS/Card Swipe. Through our e-pay program, the payments can be deducted from your checking, savings or credit card. If paying by check, make payable to Child of God Preschool and place in the money box on the sign in counter. All tuition payments are non-refundable except tuition paid more than one full month in advance.

**Late Pick-Up Policy: Any pick up after 11:30 will result in a 5.00 fee.**

**Extended class pick up time is 2:20. Late pick up after 2:30, the fee will be 5.00.**

Returned Checks: A 30.00 fee will be charged on all returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Holidays/Vacations/Sick Days: The preschool does not give credits or refunds for vacations, holidays, sick days or calamity days. Full tuition, including extended day fees, are due each month regardless of time off. If your child is going to be absent or is sick, please inform the director and your child's teacher.

Permanent Withdrawal: Parents wishing to withdrawal their child (ren) may do so at any time. A two-week notice is required with payment. If less than two weeks' notice is given, there will be a two-week tuition charge. Alternate arrangements can be made at the discretion of the director.

School Fees are subject to change at any time.

Our Tax ID number is available upon request.

The Child of God Preschool does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or natural origin.

Daily Schedules

Rainbow Room

9:00-10:00	Learning Centers
10:05-10:15	Morning Business
10:20-10:40	Large Muscle
10:45-10:55	Toileting
10:55-11:05	Snack
11:05-11:25	Circle Time/Pack up
11:25	Parents Arrive

Daily Schedule for Extended Hours

11:35-11:40	All children will be transitioned into the Garden Room
11:40-12:00	Table activities
12:00-12:30	Large Muscle Play
12:30-1:15	Toileting/Lunch
1:15-2:00	Centers
2:00-2:15	Circle Time
2:15-2:20	Pack up/Parents arrive

Ocean Room B

9:00-9:50	Learning Centers
9:50-10:05	Circle Time
10:05-10:15	Toileting and Snack
10:15-10:40	Snack
10:40-11:05	Large Muscle
11:05-11:25	Special Art Project/Pack Up
11:25	Parents arrive

Garden Room

9:00-9:50	Centers
9:50-10:00	Clean up
10:00-10:20	Large Muscle
10:25-10:40	Toileting/Hand washing
10:45-11:00	Circle Time
11:00-11:15	Snack
11:15-11:25	Carpet toys
11:25	Parents arrive

Note: We do not have a napping or resting time during preschool hours.

### Guidance and Management Policy

Child of God Preschool staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they will in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right thing") and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and will be a last resort. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This policy applies to all staff of the preschool and parents while they are at the preschool.

It is our goal to provide a happy, healthy, safe atmosphere in which all children learn and grow both together and individually. The staff members have been trained in developmentally appropriate guidance techniques.

### Disenrollment Policy

In certain circumstances it may be necessary to discontinue a child's enrollment. Below is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate.

Disenrollment may be the result of the following:

Child's Actions:

- Child is unable to adjust to the program after a reasonable amount of time.
- Ongoing physical or verbal abuse to staff or other children.
- Ongoing disruptions to the learning environment.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children and staff is always our primary concern. The director would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. The plan would be developed in consultation with the parents. After working with the parents and child on a behavior management plan and no progress is seen, it will be determined by the classroom teachers and the director that another setting may benefit the child and offer more services than we can provide. At that time, the parents will be informed that their child will be permanently disenrolled from Child of God Preschool.

## Disenrollment Policy Continued:

### Parental Actions:

- A parent/guardian has an ongoing failure to abide by Child of God Preschool policies.
- Non-payment of tuition.  
Tuition needs to be paid on the 1<sup>st</sup> of each month. You will be charged a 15.00 late fee for any tuition not paid by the 10<sup>th</sup> of the month unless arrangements have been made with the director.  
In addition to that, if the tuition is not paid by the 30<sup>th</sup> of the month your child will not be able to return to school until it is paid. At that time, your child may be permanently disenrolled.
- A parent/guardian expects special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Child of God Preschool.

### Causes for emergency removal of the child:

- A parent/guardian is physically or verbally abusive or intimidating to Child of God Preschool staff, children or anyone else at the preschool or First UMC.
- Potentially dangerous behavior by a parent or child.  
Following the incident, a conversation between the parents and the program director, including the steering team and church staff, will determine the child's enrollment status.

A child can be suspended and/or expelled for any of the above stated reasons.

## Safety and Security

All church doors will be locked during preschool hours. The front door has a key pad system for entry. The first day of school, you will receive a number for your family to use to gain entrance to the building for the duration of your time at Child of God. This number is private and should only be shared with family member/friends who need entry to pick up or drop off your child. If your number is shared with non-authorized persons your number will become invalid. The First United Methodist Church is monitored inside and outside by a security camera system.

## Water Activities/Swimming

In warm weather water activities will be offered on the playground. "Swim" days on the playground will be announced to parents prior to the activity. We use wading pools for "swim" days at the end of the school year.



## Attendance Policies

### Arrival and Departure

Parent/guardian must bring the child into the building and sign the child in on the sign-in/sign out sheet posted on the table at the top of the stairs. When you depart, please sign your child out. We also ask that you come into the classroom and speak to the teacher when you drop off and pick up your child. No children are to be left outside the classroom or dropped off at the entrance of the building. Parents are responsible for the supervision of their child before sign in and after sign out. Escorting a child inside provides opportunity to meet other families, view classroom masterpieces and promotes respect for the school and a love of education.

It is important for students to arrive for class in a timely manner to ensure they receive the benefits of the entire class period and to promote respect for other students and our teachers.

Pick up/drop off is a NO PHONE ZONE. Please do not use your phone for a call during pick up and drop off.

### Absent Days

Parents/Guardians must report to the preschool when your child will be absent from school. You can email or use the Bloomz app. There are no credits or refunds for absent days.

### Release of a Child

Children will NOT be allowed to leave the preschool with any unauthorized person.

Parents and legal guardians are considered authorized persons. If someone else will be picking up your child, please be sure you have filled the proper form and call or Bloomz message ahead of time. The staff may check a photo id of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture id.

Emergency contacts or an alternate pick-up person may be called to transport a child of the adult picking up the child appears unwell or unable to drive.

### Custody Agreements

If there is a custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### School Closing Policy for Inclement Weather/Calamity Days

The Preschool will be closed when the Newark City Schools are closed for the day for weather related closings. We will post on Bloomz and Facebook closing information. If Newark City Schools are on a 2-hour delay, the preschool will begin on time. As always it is the parent's discretion if their child attends school on an inclement weather day. We understand that road conditions vary around the county. The administrator and/or staff members will post on Bloomz and Facebook if school will be closed on a day when Newark city schools are open due to weather or unforeseen circumstances. Once 5 days are missed in a class, make up remote learning activities will be offered for each calamity day after 5. There are no credits or refunds for calamity days.

### Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they must make a report to the local children protective services agency. We do not determine abuse or neglect. The investigation is done by CPS. Staff who report in good faith are immune from civil and criminal liability. Staff who fails to report are subject to fines or imprisonment under the law. The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, except on the recommendation of CPS or the police when they are called.

### Supervision of Children

All children are supervised by the preschool staff at all times. No child will be left alone or unsupervised and will always be in sight and hearing of a preschool staff person. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member.

### Transitioning

At the request of the preschool or the parent/guardian a child may be moved into another classroom if there is a space available. At the time of this request a written agreement will be developed which shall specify the beginning and ending date of the transitioning period and will include the transitioning schedule. The transition agreement shall be signed by the parent or guardian.

### Americans with Disabilities Act Compliance

Child of God Preschool complies with all reasonable ADA requirements.

### Snack

Snack is to be provided by the parent. According to our licensing guidelines, snack is required to contain foods from at least 2 food groups. These are fruit/vegetable, grain, milk and meat groups. Please note that only 100% juice can count for the fruit group. The minimum portion size for a 3-6-year-old are protein 1 ½ oz., grain 1 slice of bread or ¼ c crackers, cereal or pasta, fruit/veg. ½ c, dairy 8 oz of fluid milk. Refer to our snack brochure for helpful suggestions. A juice box, water bottle or sealed cup with water, juice or milk is fine. The snacks will be stored in cubbies, so be sure to include ice packs in your child's lunch if foods need to be kept cold. Please provide spoons/forks if needed. Items that are considered a choking hazard must be cut up per our licensing rules. This includes but is not limited to grapes, cherry tomatoes, beans, and hotdogs.

We are a nut free facility. All snacks must be nut/peanut free and not processed in a plant that contains nuts/peanuts. We prefer individually packaged items that show ingredients. If you send an item that does not have an ingredient label on it, either attach an ingredient label or note the brand so we can verify it online. When there is not a label or note, your child will not be able to eat the snack at school.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak to the administrator for more details regarding this policy.

### Birthdays

We love to celebrate birthdays! For your child's birthday, we will be providing a birthday snack for the class. Your child will be able to choose a toy from the birthday box and wear a birthday crown for the day. You are welcome to bring in goodie bags but it is not required. (Goodie bags must only contain toys. No food or candy)

### Classroom Parties

We will have classroom parties throughout the year. The director will send out emails asking for donations. Teachers will need to verify that all party foods are nut free prior to serving. Please provide an ingredient label.

### Emergency and Accident Policies and Procedures

The preschool has posted a plan that explains action to be taken and staff responsibilities in case of fire emergency and weather alerts. Each room has a diagram showing evacuation routes and the procedures to be followed to assure that the children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic code drills. There is also a plan in case of general emergencies. In the event of a loss of heat, power or water, parents or emergency contact will be contacted to pick up children immediately. In the case of a threat to the safety of children due to environmental situation or threats of violence there will be an evacuation of the staff and children and all will go to the St Paul's Church. Parents or emergency contacts will be notified as soon as possible. In the unlikely event there would be an environmental threat or a threat of violence, the staff will: Secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

In the event of a medical emergency, parents/guardian will be notified. If parents/guardian cannot be reached the other emergency numbers will be called. If needed the emergency squad will be called, and a staff person will accompany the child to the hospital with all available health records. Staff may not transport in their vehicles.

There are always several staff members present who have received training in First Aid/Communicable Disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury /illness are more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

An incident/injury report shall be completed by the child care staff member in charge of the child when an illness, accident, or injury that requires first aid treatment occurs, a bump or blow to the head, emergency transporting, or an unusual or unexpected event which jeopardizes the safety of children or staff.

The report will be given to the person picking up the child on the day of the incident/injury. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Child of God Preschool will not provide services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. (EMS to LMH)

Please be sure we are able to reach you by phone at any time while your child is in school. If that is not an option, please inform the director or your child's teacher who may be contact.

### Management of Illness Policy

Child of God Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to school.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parents or guardian.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing.
3. Temperature of 100 degrees or more.
4. Vomiting. (More then 1x or accompanied by any other sign or symptom of illness.
5. Evidence of lice, scabies or other parasitic infestation.
6. Diarrhea (3 or more loose stool within 24 hr.
7. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
8. Difficult or rapid breathing.
9. Yellowish skin or eyes.
10. Conjunctivitis (pink eye) Redness of eye, obvious discharge, matted eyelashes, burning and itching of eye.
11. Untreated infected skin patch (es)
12. Unusually dark urine and/or gray or white stool.
13. Stiff neck w/ elevated temperature.

An ill child will be immediately isolated and the parent or guardian will be notified. The child will be provided with a cot for use until he/she is discharged to his/her parent. The cot shall be sanitized with a germicidal detergent upon the discharge of the child. An adult will be within sight or hearing of a child who is isolated. The child will be cared for in another room or a portion of the room away from the other children always within sight and hearing of a staff member.

A child who becomes ill during the day shall be discharged to the care of the parent/guardian as promptly as possible. (Must be within the hour)

If the parent or guardian is not able to come to the preschool to take charge of an ill child, the preschool may discharge an ill child to the person who has been designated by the parent to take charge of the child. The child will be readmitted when he/she has been symptom free for 24 hours.

There is a communicable disease chart located inside the Rainbow room door.

When the children have been exposed to a communicable disease, the parents will be notified by an email.

If a child is not well enough to go outside for large muscle play, the child should not come to school.

If a staff member becomes ill while at the center, he/she will be dismissed immediately and a substitute will be called. The staff will complete training for in signs and symptoms of illness and hand washing and disinfections procedures.

Child of God Preschool allows children to enroll who are not immunized if they have a letter from the parent stating the reason.

### Administration of Medication, Medical Foods and Topical Products

We do NOT administer any medications, medical foods vitamins or cough syrup at school unless:

1. We have a signed statement from a physician, giving the time and dosage of the prescribed medication
2. Parent/guardian must sign an Administration of Medication form.
3. Prescription medicine in the original bottle with the label attached.
4. Over the counter medication can be administrated ONLY in accordance to label instructions and only for three days without instructions from a physician.

Only fever reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center without written instructions from a licensed physician.

Topical products can be administered with a signed Administration of Medication form.

The center does not allow the possession and use of an inhaler or medication by any enrolled child with a special health condition. Give all medications and topical products to your child's teacher, DO NOT LEAVE THEM IN BACKPACKS OR SNACK BAGS.

Care Plan Medications- If a child has a care plan that states that medications or an epi pen or other medical equipment is needed for the child, if those items are not available at the preschool, the child will not be able to attend school that day.

### Appropriate Clothing

Children should arrive at school each day dressed comfortably; in clothes you can wash easily. Be sure your child has adequate protection whatever the weather for outside playtime. Shoes are very important. Only sandals with straps are allowed. (No flip flops) Tennis shoes are preferred. No cowboy boots. Always send a backpack to school with extra clothes for your child.

### Bringing things from home

We discourage the bringing of toys to school. The exception would be if your child needs a security object to help with the transition into the classroom. You can talk with your child's teacher, to decide what would be best.

### Field Trip Safety

The preschool will take many fieldtrips throughout the year. The following are the procedures for taking a fieldtrip.

- A. Written and signed permission form the parent or guardian.
- B. A first aid box is available.
- C. A person trained in first aid is available.
- D. Each child shall have identification attached to him.
- E. Emergency Transportation Authorization forms for each child shall be available.
- F. The health record of any child who has allergies or health conditions shall be available.
- H. When children are transported by vehicles on field trips they can be

transported by the parent or someone else when the arrangements made by the parent. Parents may transport only their own child. The staff members do not transport children in their vehicles.

I. The teachers will have a checklist for their class that they will complete and review upon leaving the preschool, arriving and departing the destination. A count will be taken several times while at the destination. This will ensure that all children will be accounted for at all times at the destination. During the course of field trips, each staff member will have specific children that they are responsible for supervising.

Written parent/guardian permission is required for all trips. At this time, we do not take routine fieldtrips.

### Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis on days when the temperature is between 25-90 degrees. We will limit the amount of time outside when the temperatures are very warm or very cold. The preschool will also use the following conditions for limiting outdoor play: Temperature, humidity, and wind chill, ozone levels, pollen count, lightening, rain or ice. On days when outdoor play is not provided, the children will play in the gathering space with a variety of toys. Please send your child with the proper clothing, including warm coats, hats and gloves in the winter.

### Parent Participation

Parents are encouraged to participate whenever possible in the activities at the preschool. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend fieldtrips, class parties, or simply stop in to join in the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Please feel free to bring up problems as they occur so they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

The preschool has space available for mothers to breast feed or pump breastmilk. You are welcome to use either rooms 208,210 or 212 if unoccupied.

### Communication

All Child of God educators have access to the Bloomz app. Messaging through the app is the best way to communicate with your child's teacher or the administrator when not at school.

### Assessments

Child of God Preschool offers an informal assessment for your child with your permission. The assessment is the Ages and Stages Questionnaire. It is development screening that you do at home with your child and return to the preschool. It will be scored and you will be informed of the outcome and given resources for your child if needed. The teachers will also conduct informal assessments in the classrooms and will report findings to parents. Child of God Preschool does not conduct formal assessments and we do not report child level data to the ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

### Concerns or Questions

If parents have any concerns or questions at any time, it is recommended that the following chain of command, be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. Child of God Preschool Steering Team. The president of the Steering Team's name and phone number are available upon request.

Child of God Preschool reserves the right to modify or delete any portion of this handbook of the policies therein, and we will notify you of those changes.

### Extended Day Policies

The extended day program is offered on Tuesdays/Thursdays from 11:30-2:20 based on enrollment. This program is for students currently enrolled in the preschool program and must be at least 4 years old.

The preschool does not give credits or refunds for vacations, holidays, sick days or calamity days. Extended day fees, are due each month regardless of time off.

### Staff/Child Ratio

4- 5-year-olds 2 to12

The small group size for the extended day program will not exceed 15 children.

### Daily Schedule for Extended Hours

11:40-12:00	All children will be transitioned into the Extended day classroom and will have quiet activities.
12:00-12:30	Large Muscle Play
12:30-12:40	Toileting and hand washing
12:45-1:10	Lunch
1:10-2:00	Center Time
2:00-2:15	Circle Time
2:20	Parents arrive

### Lunch

Lunch is to be provided by the parent. According to our licensing requirements the child's lunch must meet one-third of the recommended daily dietary allowances as specified by the USDA child and adult food program. **The lunch provided should include at a minimum, one serving of fluid milk, one serving of meat or meat alternative, one serving of vegetables and one serving of fruit and one serving of bread or grains.** The minimum portion size for a 3-6-year-olds is protein - 1 1/2oz, grain – 1 slice of bread or 1/4 cup of crackers, cereal or pasta, fruit/veg. 1/2 cup, milk 8oz. If your child requires a food supplement or a modified diet (excluding an entire food group) the center will need to be given written instructions from a physician and the parent/guardian. We are a nut free facility. All lunches must be nut/peanut free and not processed in a plant that contains nuts/peanuts. We must be able to either identify the brand or the ingredients. If you send an item that does not have an ingredient label on it, either attach an ingredient label or note the brand so we can verify it online. If there is not a label or note, your child will not be able to eat the item at school.

Items that are considered a choking hazard must be cut up per our licensing rules. This includes but is not limited to grapes, cherry tomatoes, beats and hotdogs.

The lunches will be stored in cubbies, please be sure to include ice packs in your child's lunch if foods need to be kept cold. Please provide spoons/forks if needed. Milk can be provided/ in a thermos, plastic bottle.

Updated 1/2024



### Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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>.