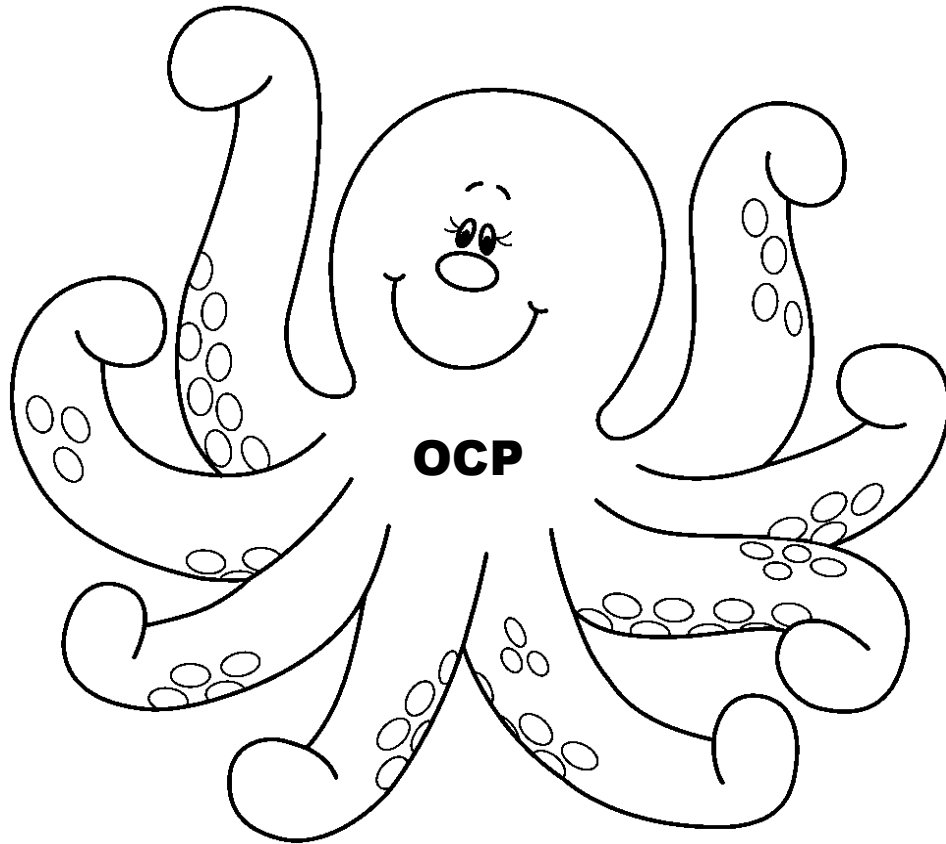


# OUTREACH CHRISTIAN PRESCHOOL

Parent Handbook  
2018-2019



Outreach . . . to reach out and involve children and their families in a fellowship  
Christian . . . a way of life the Bible teaches; warm, loving, caring  
Preschool . . . 2 1/2, 3, 4 and 5 year olds learning through a quality, age  
appropriate, meaningful curriculum.  
Building a foundation of faith.

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# OUTREACH CHRISTIAN PRESCHOOL

New Albany United Methodist Church

P.O. Box 394 20 3<sup>rd</sup> Street

New Albany, Ohio 43054

(614) 855-4100

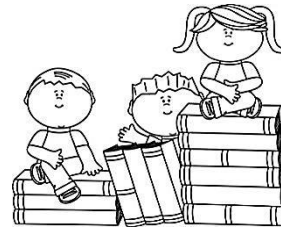
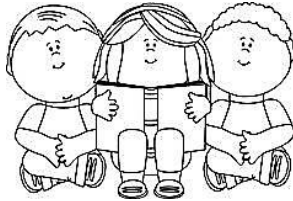
[ocpnapreschool@gmail.com](mailto:ocpnapreschool@gmail.com)

Lynn Reid, Director

The philosophy of our preschool is distinctly Christian and will place no restrictions as to race, color, religion, sex or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. that will affect the eligibility of students or their parents. No doctrine will be taught, but Christian values will be shared.

The daily sessions of our preschool will provide activities and opportunities to promote development of religious experiences, physical growth, social/emotional growth, readiness skills (language, reading, math, science, etc.), creativity, and self-expression. Daily sessions will also provide a balance of group and individual activity, quiet and active periods, self-exploration, and teacher directed experiences.

We believe preschool is not a substitute for home, but rather a compliment to home and family. Our program is designed to supplement the home in child guidance, teaching the child to live happily and usefully with others, by providing opportunities for sharing, taking turns, and considering the rights of others in an environment suited to the needs of the preschool child.



## LICENSING

Our center has been licensed to operate by the Ohio Department of Job and Family Services since 1979. The license certificate is displayed in the preschool hallway. This handbook offers an overview of our preschool rules. Complete licensing rules governing child care are available upon request. A toll-free number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted by the license. The licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon request from the Ohio Department of Job and Family Services. The department website is: <http://jfs.ohio.gov/cdc>.

## SCHEDULE

The school year for 2018-2019 will commence September 10, 2018. After that time we will follow the Plain Local – New Albany school calendar as closely as possible, including holidays and bad weather closings as broadcasted on the radio or local TV stations. In addition, our Facebook page will be updated if school closes. OCP will not close for in-service days or if New Albany schools close for a building problem, repair of buses, etc. If New Albany schools have a delayed start, we will open as normal. If schools close early, we will close when the schools close.

## CLASSES

Each class is limited to 15 children for Pre-K, 13 for 3's, and 10 for Tot Time with a teacher and assistant teacher. The staff for each class includes individuals who have training in education and child guidance. A qualified substitute will take the place of the teacher or assistant in case of illness or other absence.

MTWTF, TWTF, MWF 9:00-11:30 a.m. for children 4 years old by August 1

TWT, TWTF 12:30-3:00 p.m. for children 4 years old by August 1

MWF, TT 9:00-11:30 a.m. for children 3 years old by August 1

TT, TWT 12:30-3:00 p.m. for children 3 years old by August 1

TT Tot Time 9:15-11:15 for children 2½ by June 30 or Tuesday for children 2½ by September

## SAMPLE DAILY SCHEDULE

9:00-9:30am or 12:30-1:00pm      Calendar, weather, pledge to the flag, Bible story, prayer  
Group Interaction . . .to follow directions, share ideas, increase attention span.  
Religious Lessons . . .share our prayers, learn and dramatize Bible lessons and to know that God can be a part of our everyday lives and experiences.

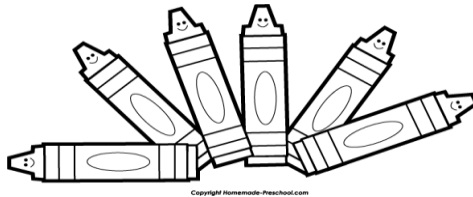
9:30-10:15am or 1:00-1:45pm      Interest centers for readiness skills  
Art . . .to enhance fine motor coordination, creative and open expression as well as crafts  
Manipulative Center. . .to develop eye-hand coordination and fine motor skills through working with puzzles, clay and small toys.  
Book Nook . . .to explore beginning reading skills.  
Dramatic Play. . . for social interaction; playing with toy kitchen, tools, and costumes.  
Game, Building Block/Toy Center. . .for large and small muscle coordination, creative expression and learning.

10:15-10:30am or 1:45-2:00pm      Clean-up, wash hands, prayer, snack  
Snack. . .to help in the preparation, a social time for quiet talk.

10:30-11:00am or 2:00-2:30pm      Lesson, finger plays, songs, science, math, story  
Music. . .for experiment of and appreciation for music through listening, singing, movement, group and solo singing and learning.  
Science/Math. . .to discover the wonders of science and math concepts of numbers, shapes, matching, spatial relations, patterning, graphing.  
Reading Books. . .to enjoy the written word and learn new ideas.  
Pre-Kindergarten Skills. . .to help recognize the alphabet, colors, opposites, rhyming, sorting, sequencing, classifying, left/right progression.

11:00-11:30am or 2:30-3:00pm      Large muscle play  
Big Muscle Coordination. . .using large motor areas both indoor and outdoor.

11:30am or 3:00pm                      Dismissal – Children sent out to parent from classroom



## PRESCHOOL BOARD

A board consisting of the chairperson of the preschool, the treasurer of the preschool, the church Christian Ministries Director, church members, preschool parents, and the preschool director governs our preschool. Our current Chairperson is Joy Norton, Treasurer is Gretchen Doyle, and Director is Lynn Reid. Parents for the Preschool Board are selected from those indicating a desire to serve with no more than one per class for a one-year term. A complete list of names and phone numbers will be distributed to each student. The board is designed to help make any decisions for the preschool concerning policies and procedures.

## PARENT RESPONSIBILITIES

If you have any issues or concerns, it is best to first talk about it with your child's teacher or the person/persons involved, then the director, and finally contact a board member to help resolve the issue. Spreading criticism or having negative feelings about a situation will not improve the preschool and will not offer you comfort that there will be an action taken. Suggestions are always welcomed and should be made in an attempt to better the program. There may be a simple answer or solution, but assistance or changes can only take place when we are made aware.

As a courtesy and respect to our families, pictures taken at preschool events should never identify a child (besides your own) on any social media.

## INFORMATION TO PARENTS

Rosters of the names, address, email and telephone numbers of the parents or guardians of the children in your child's class will be given to you. A list of all children in the preschool is available by requesting one in the office. The roster will not include the name, address, email or telephone number of any parent who requests that his/her name, address, email and telephone number not be included.

A letter will be emailed from your teacher to inform the parents of the topic and activities planned for your child's class. This keeps you in touch of what is happening in the classroom and an opportunity for you to reinforce at home. Notes may also be posted in the hallway by the class. Once a month a newsletter will be sent home that informs you of events for the entire preschool.

Like us on Facebook to receive new posts. Student pictures may appear on a post without identification. If you do not want your child to appear, please notify the office.



## ARRIVAL AND DISMISSAL PROCEDURES

In an effort to keep our students safe, a limited access system is in place for the preschool and church entrances. The system allows for the lock-down of all doors in an emergency and provides safety from intruders wandering into the building.

The white, wooden doors facing 3<sup>rd</sup> Street will be available to parents five minutes before until ten minutes after arrival and dismissal times. Arrival time is 9:00 for morning preschool and 12:30 for afternoon preschool. Tot Time classes arrive at 9:15. Please arrive promptly and escort your child to the preschool room where the teachers will greet you at class starting time and will supervise your children after drop-off until dismissal. Children are required to wash hands upon arrival. Teachers will inform you of the procedure for your child's class.

Dismissal is at 11:30 for morning classes and 3:00 for afternoon classes from the preschool door, by sending one child out of the door at a time to you. Tot Time classes dismiss at 11:15. The teachers need to make this contact with the parent in order to ensure safety of the children. Please pick up promptly. If you have any comments for the teachers, please see them after the last child has been dismissed.

Parents are responsible for the supervision of their child before and after school while on the premises. If someone other than yourself is to pick up your child, please notify the teacher at the beginning of class. Submit to your child's teachers any legal custody agreements we need to be aware of to include in your child's file. We cannot release a child to anyone other than the regular ride without advance notice and permission. Identification may be requested before a child is released to a different person.

## LIMITED ACCESS ENTRY

At times other than arrival and dismissal, parents will need to be buzzed in by entering the main glass doors located in the middle of the building. There is an intercom with a camera available at the main church entrance only for business with the preschool or the church. Enter through the first set of doors on the far right. The intercom is located on the wall to the right of the second set of doors. Please push the button and wait for an answer. Preschool staff will have access to the monitor. In most instances you will be talking directly with the OCP office personnel. If we are not available, a church member may reply.

## PARKING LOT, FRONT LAWN AND TRANSPORTATION

When arriving and departing, please drive slowly through the parking lot. Park in designated parking spaces only and be reminded handicapped spaces are for handicap permits only. Your motor should always be turned off and children should not be left when the vehicle is unattended. The person dropping off and picking up is responsible for the supervision of your child including hallways, front lawn and parking lot. Please use caution when escorting your child through the parking lot and be considerate of church property (**keep children off the church sign, avoid bushes, flowers and trees, and away from 3<sup>rd</sup> Street**). OCP does not provide transportation for the students.

## BOOK BAGS



Your child should come each day with a book bag in which notes and projects can be taken home. It is very important for you to check it daily. If you have something to return to preschool, you may want to use the book bag to hold papers ready to give to the teacher upon arrival.

## ATTENDANCE AND LATENESS

Consistent attendance is essential for your child to benefit from preschool. If your child will be absent, a call to the office at 614-855-4100 after 8:30 is appreciated. Arrival and departure should be within five minutes of the scheduled times for your child to receive the full benefits of class, to avoid distractions for the class and allow teachers time to set up or clean up. Any deviation must be arranged with the teachers. At the school's discretion, continual late infractions may result in asking your child to withdraw from OCP. Upon three (3) late notices, the following fee will be due the next class day by check or exact cash:

\$15.00 for the first 10 minutes (or fraction thereof)

\$15.00 for each additional 10 minutes (or fraction thereof)

## PARENT VISITATION

The parent or guardian is permitted access to all parts of the preschool at the time of a preadmission interview and at any time thereafter during hours of operation for the purpose of contacting your child, evaluating the care provided, or evaluating the premises. Upon entering the preschool, visitors should notify the director or her assistant in the office of his/her presence. Any nonresidential parent will have the same access unless court documentation stating otherwise has been provided to us. The church nursery provides rockers for mothers who may want to nurse infants.

We suggest visitations take place after the child has been enrolled for at least one month in order for the child, other students and teacher to be adapted to the new environment. We prefer advance notice for observations, but you are welcome to drop-in at any time. Please remember the teacher's first responsibility will be to the children.



## PARENT VOLUNTEERING

Opportunities are available to volunteer in classes or to help maintain the quality of our environment. Class field trips, parties, and special days occur and are good times to plan a visit to help with your child's class. You may wish to present an occupation or hobby to the class. Each class will need a Room Parent who will be available to gather or distribute information to other parents of the class as needed. This person will also help with contacting parents to bring snacks for Class Parties and preparations for Teacher Appreciation Week. Teachers may also request parents to help with stories and activities or help prepare for projects. Maintenance volunteers can be used to repair furnishings, do sewing projects, help with cleaning, do woodworking projects, or helping to maintain the landscape in the playground. Notify the office if you are able to volunteer.

## CONFERENCES AND EVALUATIONS

Either parent or teacher may schedule conferences by mutual convenience. Although you can talk with the teacher at arrival and dismissal, these are not good times for serious conferences. Please notify the teacher of joyous or sad happenings at home that may affect your child.

You will receive a Progress Report for your child three times during the school year – November, February and May. The mid-year evaluation will require a conference. A day has been allotted for this conference and you will sign-up for a convenient time. The last evaluation will be given to you at the end of the school year. If you desire a conference at any time, please contact the teacher.

## CLOTHING

Please mark any removable clothing with your child's name. Children should wear clothing that is durable, comfortable, washable, and that is manageable at bathroom time. Select shoes that give support and allow freedom of movement for active play. Dress your child according to the weather as the class may go outside. We will play in the Centrum (gym) in the event of rain or when temperatures are below 25° with or without wind chill factor or in extreme heat.

A complete change of clothing is to be kept at preschool or sent daily. Your child's teacher will provide you further information regarding this. Please place shirt, pants, underwear, and socks in a zip-loc gallon bag and print your child's first and last name on it.



## MEDICATIONS

The staff is not permitted to administer medications, food supplements, modified diets or fluoride treatments. These should be given before or after preschool. If your child has severe allergic reactions or asthmatic conditions that could require an inhaler or medication in an emergency or any other condition requiring special medical procedures, your child's prescribed medical plan needs to be submitted along with consent in writing and reviewed with the teachers. Copies of the plan will be kept in the child's room, on file in the office, and shared with staff members.

## ILLNESS AND COMMUNICABLE DISEASE

Teachers will observe children upon arrival in their class. If your child shows any signs of illness, please keep him/her at home and if they develop while at preschool your child will be cared for in another room or away from the children with a staff member until a parent or a designated emergency person listed can come and pick-up. A cot will be made available if needed and will be disinfected if used.

Signs and symptoms include: *temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness, diarrhea (three or more abnormally loose stools within a 24 hour period), severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness of the eye (with obvious discharge, matted, burning, itching), untreated infected skin patches, unusual spots or rashes, unusually dark urine and/or gray or white stool, stiff neck with elevated temperature, evidence of untreated lice, scabies or other parasitic infestations, sore throat or difficulty in swallowing, vomiting.*



Children mildly ill who cannot participate in all activities, including outside play, will not be permitted to attend until their health improves. All staff needs to be present for activities (especially outside) to guarantee the safety of all the children. Minor cold symptoms will be allowed in school as long as the child is able to participate, but will be sent home if symptoms worsen. This will also help keep the remainder of our preschoolers healthy.

At least one staff member per class will be in attendance with current training in First Aid, recognition of Communicable Diseases and CPR. If your child should contract a communicable disease, notify the preschool as soon as possible. Your child will be readmitted when he/she shows no more symptoms of an illness for at least 24 hours and is stated to the teacher by the parent or note from a doctor.

A chart is displayed in the office that describes symptoms and information about common diseases. If your child has been exposed to a communicable disease, a note will go home notifying you. Staff members are asked to follow the same guidelines to be in attendance with the class and will be replaced by a qualified substitute if absent.

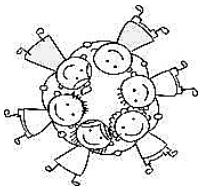
## HEALTH

A medical and health/enrollment record is required for each child's file. The health/enrollment form including immunizations, emergency numbers and consent for transportation must be received before the first day of class and be updated yearly. The medical statement needs to be signed by a physician or certified nurse practitioner and submitted within thirty days of the first day of class. While your child is enrolled a new medical record will need to be resubmitted a year after the previous physical date.

Cleanliness of your child and the facility is important to avoid illness and good hygiene will be practiced. Students and staff are required to wash hands upon arrival at preschool, after toileting or contact with body fluids as well as before eating. Rooms and tables will be cleaned and disinfected before and following each class. Smoking is not permitted inside the church building or during field trips.

The administrator and each employee of the preschool 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. Staff members have been trained in child abuse prevention.

## SCHOOL SAFETY ZONE



Weapons (including but not limited to guns and knives) are not permitted on preschool premises. 9-1-1 will be called if a parent or student is found in possession of a weapon. Verbal threats of violence will not be tolerated and will be taken seriously. An instance of possession of a weapon or verbal threat will be discussed with board members and a decision will be made for possible suspension or expulsion.

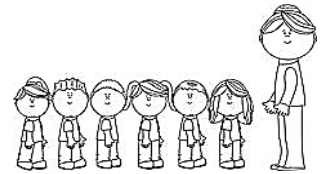
## SAFETY PROCEDURES

A person trained in First Aid, Recognition of Communicable Diseases and CPR will be available at all times. A telephone is available in the building for immediate access to contact a parent or guardian and any emergency number. Each staff member will be prepared and have knowledge of keeping your child out of harm's way during any emergencies and handling minor injuries.

Monthly fire drills sounded by a fire alarm and weather alert drills sounded by a whistle will be conducted so children will be prepared for these emergencies. Evacuation and medical/dental emergency plans are posted in each room and by telephones. Teachers are prepared for lock-down situations. Parents may be requested to pick-up early if there is an extended loss of power, heat or water. In the event the building and property would need to be evacuated, children will be escorted on foot to the Jewish Community Center. In any emergency situation, parents will be called as soon as possible.

## SAFETY RULES

Our staff takes every precaution for your child's safety and we urge you to help your child respect preschool rules while entering and exiting the church (quiet voices and walking feet). We teach children to use playground equipment safely, be safe in the halls, conducting fire and tornado drills. Your child will be supervised at all times and rules of safety will be enforced. Equipment will also be inspected for possible safety hazards. Use of spray aerosols is prohibited while children are in attendance and syrup of ipecac will not be given in the case of a possible poisoning, but poison control will be called. Pictures of students may be taken by staff during class or special activities and may be used during preschool events or communication with parents. Pictures will not be identified with student names and will not be posted by staff on any social media without permission granted from the parents.



## INCIDENT/INJURY REPORTS

The supervising teacher will complete an incident report any time there is an injury, bump or blow to the head, serious incident, or illness. The completed report will be presented and explained to the parent at dismissal and the parent will be asked to sign it. A copy will be given to the parent and one kept on file.

A signed Emergency Transportation form for each child will be obtained before the child begins preschool. If the injury or illness is more severe in nature, the emergency squad and the parent will be called immediately. A staff member will remain with the child until a parent arrives, and if necessary will accompany the child for emergency care along with the child's file including medical and family information. Staff members will not provide transportation, the EMS or parents must transport. Only parents will be allowed to transport their child to the hospital if permission by EMS has been denied.



## DISCIPLINE

All staff members will use discipline, not punishment. We will review the ground rules so children will know what acceptable and unacceptable behavior is. The teacher will guide the child by first talking over the problem, then giving choices and finally removal from the situation for a brief time. A "protective hug" for a short time may be used until the child regains control. After each occurrence, further discussion will take place with the child before going back to the group. Parents will be notified following class and a conference may be called in difficult situations.

When a child's behavior is unacceptable, the teacher shall not: *use abuse or neglect; use cruel, harsh, unusual or extreme techniques; use corporal punishment; delegate other children to discipline; use any restraint or confinement; humiliate, threaten or frighten a child; subject children to profane language or verbal abuse; make derogatory or sarcastic remarks; punish children for failure to eat or sleep or toileting accidents; withhold food, rest or toilet use; punish an entire group due to behavior of one or a few; or isolate children for a prolonged time period.*

The behavior of a child should not risk the health or well-being of anyone in the class. After an issue arises where a child harms another child, all parents of the children involved will be informed. If further action is deemed necessary, the teacher and a director will meet with the parents to develop a disciplinary plan. For the protection of your child, OCP reserves the right to suspend or expel a child who is by his/her behavior creating a disturbance (for example, but not limited to not following class rules, not respecting the play of other children, excessive crying) or health hazards (for example, but not limited to biting, hitting, kicking.)



## BIRTHDAYS AND HALF BIRTHDAYS



Birthdays are an important part of your child's life and can be shared as a preschool experience. Parents may bring a special snack on the snack day assigned close to their child's birthday to celebrate, but please avoid messy foods such as cupcakes. We ask that you do not send favors or extra treats to be sent home; however, you are welcome to donate a book, children's CD, puzzle, etc. in honor of your child's birthday to the preschool.

If your child has a summer birthday, we will celebrate about six months prior to your child's birthday. You will be assigned a snack day that will be designated as a half birthday celebration and the class will sing Happy Birthday at that time.

## PARTIES AND SPECIAL DAYS

The children will have parties during their regularly scheduled class that is closest to Halloween, Valentine's Day and Easter. Teachers will plan special crafts, games and activities in celebration. We welcome you to let us know if you would like to help the teacher during the party and even share a story, game or song. The Room Parent will be responsible to organize the snack for these celebrations by asking class members to volunteer to bring in items (for example: food, drink, cups, napkins, etc.) We also ask no extra treats or favors be brought to school for the children to take home.

Preschoolers will share in other special days, such as the Thanksgiving Feast when children bring in food to share with the class. We encourage your participation during scheduled events such as the Christmas Program, special events for mothers, fathers or families, and the Pre-K Celebration. These are great opportunities to be involved with your child at preschool. Your class teacher will notify you of these dates in the weekly newsletter.



## FIELD TRIPS

The children will be going on field trips during the preschool year, some with an entrance fee. A permission slip telling where and when your child will be going and the cost will be sent home shortly before a scheduled outing. This must be dated, signed and returned at least a day prior to the field trip along with any money that may need collected. All children must wear a name tag and their health/enrollment records will accompany them. Child restraint laws will be maintained and children are not permitted to sit in the front seat.

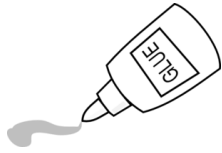
Field trips are planned as a preschool function not a family outing; consequently, not everyone who expresses an interest may be able to go. Please indicate your desire to go on a field trip as soon as possible and avoid last minute changes in plans. Siblings should not attend a field trip as your first responsibility is to the preschoolers assigned to you. Our liability or licensing does not cover extra children.

All drivers will need to confirm they have a valid Ohio driver's license and \$100,000/\$300,000 insurance coverage (even if you only transport your child). Teachers are not permitted to drive the children. Chaperones may be responsible for 3-4 children and must sign a field trip agreement acknowledging our policies and responsibilities during a field trip. Entrance fees will be paid for by the chaperone. Smoking is not permitted during a field trip.

A person trained in First Aid, Detection of Communicable Disease and CPR will be on the field trip along with First Aid supplies. Staff ratios will be maintained and teachers will be responsible for keeping a list of their class of children in attendance on the field trip along with their chaperone.



## DONATIONS AND FUNDRAISING



Our preschool is non-profit and the only sources of income we have are registration fees, supply fees, tuition, fundraising and donations. Suggested supplies that we use all year and could be donated anytime during the school year include: markers, liquid glue, glue sticks, 5 oz. paper cups, napkins, paper towels, Kleenex, wet wipes, Lysol All Purpose liquid spray, antibacterial hand cleaner, paper plates (dinner and small), stickers, sandwich bags, zip-loc sandwich or gallon bags, masking tape, beads, glitter, buttons, wiggle eyes, pipe cleaners, cotton balls, ribbon, yarn.

In January, 2012, the Gabriel Taylor Scholarship Fund was begun. Gabe was a student at OCP who was diagnosed with Osteosarcoma while attending and passed away at the age of 6 after a two year battle with the cancer. The fund begun in his memory helps OCP families who may face a catastrophic event while their child is attending our preschool by providing a scholarship towards tuition in an effort to help the family continue a sense of normalcy without worrying about paying full tuition. If at any time you wish to make a contribution to this scholarship fund, you may do so with a check or cash noted for "Gabe Taylor."

We hope you participate in our fundraising. These will be family-friendly products and no demands will be placed on preschoolers to sell a certain dollar amount or quantity. All proceeds will benefit programs of the preschool.

## SNACK

A snack will be served daily and will be supplied on a rotation by parents through a snack schedule. Snacks should be nutritional and consist of a gallon of milk, juice or bottled water, and something to eat such as fresh fruits or vegetables, muffins, popcorn, cheese and crackers, etc. All food should be prepared unless arrangements have been made with the teachers.

Children do like to prepare their own snack. The teachers may ask you to supply ingredients for a snack they would like to prepare to fit their topic or you may provide a simple recipe for the children to prepare. It is important to let the teacher know in advance so she will know the amount of time required and lessons can be planned accordingly. You will need to supply all the ingredients as well as any cooking supplies needed: i.e. stirring spoons and large bowl. A microwave and oven are available for our use in the church kitchen as well as a refrigerator/freezer.

Snacks should be taken to your child's preschool room and given to the teacher. If for some reason you do forget your snack day or your child is absent, you will be required to provide a replacement snack with a shelf life and a container of drink to replenish our emergency snack. You may trade your snack day if you wish, but please inform the teacher so she may make necessary changes.



If your child is sensitive to a certain food or drink or has any other food related restrictions, make us aware of this on the health form and setup a procedure with the teacher as to how to best handle this with your child. We suggest that a snack with a shelf life be provided as an alternative in case the snack does not meet your child's restricted diet. Food restrictions per class will be noted on the snack schedule to encourage others to avoid these foods.

We request **NO CUPCAKES** please!!! They are very messy for the children to handle and for carpeted floors.



Consider serving these nutritious snacks to our preschoolers:

Veggies, fruit, trail mix, crackers, granola bars, muffins, bread, yogurt, pizza on muffins or frozen to be prepared, mini wieners wrapped in crescents, popcorn, cheese, bagels

