



Parent Handbook

Parent Handbook

New Hope Preschool
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www.newhopepreschool.com
Lynn Riley, Director

Welcome to New Hope Preschool! This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy for the school year. It may answer many of the questions you have about New Hope Preschool.

A ministry of
New Hope Church
Reverend Steve Norden
Reverend Sarah Palsma
Brooke Morris, Director of Children's Ministry
Christine Loy, Director of Music Ministry

Families are invited to participate in Worship, Sunday School Programs, Vacation Bible School, other Children's Ministry programs, and Fellowship opportunities at New Hope Church.

New Hope Preschool Board

Voting members
5 Executive Board Members
All are members of New Hope Church

Non-voting members
Director of Children's Ministry
Preschool Director
Teacher Representative
Preschool Parent Representative

New Hope Preschool Teaching Staff

The teaching staff is posted outside of the preschool office.

Mission Statement

New Hope Preschool seeks to educate God's children through the teachings of Christ. We grow closer to God through Christian fellowship, learning, worship and service to him. We seek to provide a quality atmosphere where children are valued and respected, as they learn about God's love. We will support children's spiritual, emotional, social, cognitive and physical needs. New Hope Preschool welcomes families of all faiths and shares in the joy of guiding your child in the early years of their Christian and educational development, through a play based environment supplemented with academics through a developmentally appropriate curriculum.

Philosophy and Goals

New Hope Preschool (NHP) is a non-profit, Christian-based Preschool that was established as an extension of New Hope Church and will serve to further the Church's mission as an outreach to a larger community. NHP is committed to providing a safe, healthy, happy atmosphere for each child in our care. Each child is treated as a gift and unique creation made by God.

The developmental program is based on the assumption that children's growth builds from stage to stage. NHP will assist each child's development by planning activities that will nurture and facilitate optimal growth during each individual stage. NHP will provide opportunities for the child to make choices, experience success, problem solve and be creative through a variety of mediums. NHP continuously strives to provide a high quality Preschool education. The program meets state licensing requirements under the Ohio Department of Job and Family Services (ODJFS) and the Step Up to Quality (SUTQ) program. NHP also follows the Ohio Department of Education standards and is committed to exceeding these requirements.

The staff at NHP attends seminars and in-service training sessions throughout the year. At least half of our staff has degrees in Early Childhood or a related field. Many of the teachers are certified in CPR, First Aid and Communicable Diseases.

License

New Hope Preschool is licensed to operate by the Ohio Department of Job and Family Services. The center is required to provide parents information required by Ohio Administrative Code. The State of Ohio license governs the health, safety, discipline, programming, space utilization, equipment, staff/child ratios, and staff employment requirements. A copy of the Rules for licensing Child Care Centers and licensing records are available for review in the preschool office. The preschool's licensing record indicating compliance with regulations and evaluation forms from the Health Department, Building Department and Fire Department are available upon request from the State of Ohio Department of Job and Family Services. Preschool staff is required by law to report suspected cases of Child Abuse or Neglect to Children's Services. Suspected violations should be reported to the Ohio Department of Job and Family Services via their toll free number 1-866-886-3537 or addressed in writing to our licensing specialist.

Ohio Department of Job and Family Services-Licensing Specialist
Bureau of Child Care & Development
Child Care Licensing
460 W. Town St., 6th Floor
Columbus, Ohio 43218

NHP Teaching Staff

The staff at NHP exceeds the requirements set by the State. The NHP staff continues to attend seminars and training sessions throughout the year. NHP conducts formal back round checks on all of our staff. Many of our staff have degrees in Early Childhood or a related field. NHP requires all staff members to take continued education classes as well as become certified in CPR and First Aid.

Substitute Teachers: New Hope Preschool maintains a list of qualified substitute teachers whom we call upon when needed. These substitute teachers must meet the same licensing requirements as that of our classroom teachers. Qualified parents of students currently enrolled or formerly enrolled may also be on our list. NHP also conducts formal back round checks on all substitute teachers. All substitute teachers are invited to our in-service workshops as they are offered during the school year.

NHP Management

NHP has a Board of Directors (Board) who provides overall direction, support and guidance to NHP. The day-to-day operations are managed by the Director. All parent concerns should be given directly to the director. If the director is unable to resolve a situation to your satisfaction you may then contact the President of the Board. The Board will have final authority on such matters as finances and grievance resolution.

Parent suggestions should be directed to the Director or Parent Representative. The Parent Representatives responsibility is to support and assist the director with parent communications.

Admissions

Enrollment is open to any child between the ages of 2.5 and 6 years, provided NHP can meet the needs of that child. NHP requires that each child enrolled must be potty-trained. Enrollment will begin in January for currently enrolled families and members of New Hope Church. Enrollment will open in February for new families.

To enroll your child each family must complete and return:

1. Registration Fees (The registration fee is non refundable non transferable)
2. Tuition Agreement & Registration form
3. Child Enrollment/Health Form
4. Child's Medical Statement (including all immunizations recommended by the State Department of Health)
5. Child's Medical/ Physical Care Plan (if applicable)
6. Student Information Sheet
7. Photo Waiver Form / Walking Field Trip Permission Slip

Any changes to this information needs to be communicated to the NHP office immediately so that current information is always on file. This is for the safety of your child.

Hours and Days of Operation

New Hope Preschool Office hours are:

Late August – Mid June: 8:45 a.m. – 3:15 Monday thru Friday

Late June – Mid August: Weekly hours will vary, the answering machine will be checked daily
Please call for appointments

New Hope Preschool operates September –May during the following hours:

9:00 – 3:00 Monday, Tuesday, Wednesday, and Thursday

9:00 – 12:45 Friday

*Please refer to our school calendar for up coming events and days that the center will be closed

Schedule: New Hope Preschool follows the Olentangy Public School District’s calendar for winter break, spring break, and most public holidays. Specific days that NHP is closed are noted on the calendar that is provided to all parents. Extra copies are available.

Inclement Weather Policy: New Hope Preschool will follow the Olentangy School District for inclement weather **closings**. When Olentangy Schools are closed due to inclement weather, the preschool will also be closed for safety reasons. NHP **will not close** on Olentangy School **delays**: we **will be open** on scheduled delays and delays due to inclement weather. Every effort will also be made to inform parents of the closing through your local news and with a recorded message at (614) 766-2446. We will also send out an e-mail to all families that have provided us with their e-mail address. NHP wants to keep all of our children safe, if you feel that you are unable to get your child to school safely, please notify the school of your child’s absence.

Staff / Child Ratios and Maximum Group Size

New Hope Preschool will not exceed the following required state ratios:

1:8 for 2 year olds

1:12 for 3 year olds

1:14 for 4 and 5 year olds

1:10 for school aged children

NHP desires to provide higher quality care, therefore, we maintain a maximum of 7 students per teacher in all of our preschool classrooms.

Daily Schedule

NHP's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comfortable place, where they know what to expect and when to expect it. A typical day would include:

Arrival, Attendance & Free Choice	<i>Opportunities for peer interaction through dramatic play, block play, sensory table, art and table top choices.</i>
Circle Time	<i>Greeting, prayer, songs, finger plays and introduce Bible Story. Children's jobs.</i>
Free Choice	<i>Exploring all areas of the classroom. Art, craft projects manipulatives, dramatic play, sensory experiences and science.</i>
Small Group Time	<i>Exploring shapes, colors, numbers, concept building such as sequencing, patterning recognizing letters in their names and one-to-one correspondence.</i>
Clean up time	<i>All children participate to clean up the classroom</i>
Transition	<i>Hand washing prepare for snack</i>
Snack	<i>Healthy choice snack</i>
Large Motor	<i>Large motor Outdoor/Indoor play</i>
Stories	<i>Finger plays, movement, story, calendar, weather and dismissal</i>

Additional age appropriate activities are also planned for the children.

Tuition/Fees and Payment Policies

Tuition is due on the 1st day of the month. Late fees will be assessed at the close of business (3:15 pm) on the 5th day of the month. If circumstances arise which prohibit payment by the first of the month, please contact the Preschool Director immediately. If the Director is not notified and payment is not received by the 10th of the month your account will be considered delinquent and your child will not be able to attend class until tuition is current. Please make checks payable to "New Hope Preschool". Checks can be placed in the tuition mailbox located in the lobby area outside of the school office. There is a \$25.00 late fee assessed for payments received after the 5th day of the month. A fee of \$15.00 will be assessed for all returned checks.

Tuition Fees:

Can be found on our website in the forms library, they are listed on the Registration Form

Registration: An annual, non-refundable and non-transferable registration fee is required. This fee is required to be paid at enrollment and includes; the supply fee, speech screening fee and music fee.

2 days a week \$115.00 annually
3 days a week \$130.00 annually
4 days a week \$140.00 annually
Kindergarten Enrichment Fridays \$60.00 annually

*the Kindergarten Enrichment Program is exempt from all discounts

Family Discounts: A 5% discount will be given to each additional child attending the same or fewer days.

Pay in Full Discounts: If you choose to pay your tuition for the year in full in September you will receive a 5% discount.

Scheduled Vacations, Sick days and Holidays: Full tuition is due for each month of the school year.

End of the day pick up: If you are late to pick up your child at the end of their day, a late fee will be assessed of \$2.00 per minute after 11:30 for morning classes and 3:00 for afternoon classes. The same late fee applies to children that are picked up after 12:45 for Lunch 'N Munch.

May Tuition Payments: May tuition is due in advance, July 30th. This tuition payment is used to confirm your enrollment for the year. It will also be used if you withdraw from the program.

Withdrawal Policy

Because our excellent student/teacher ratios affect our budget, we plan on your child's enrollment for the entire year. Therefore, tuition will not be refunded because of withdrawal. Withdrawal requests must be made in writing. A month's prior notice is required upon your child's withdrawal from the program.

Supervision Policy

A major responsibility of NHP and staff is to ensure the health and safety of each child that attends our program. NHP staff is alert to the safety needs of our children; we have set policies and procedures to ensure the safety of your child. NHP has taken necessary precautions to prevent injuries and hazardous situations.

Arrival: Upon arrival, families have the option of taking their child directly to the classroom, or using our "stop drop and roll" option. Pre-K students are required to use "stop drop and roll". Other students are strongly encouraged to use this program.

If you **bring your child in**, you may park by the west entrance of the building. Please be sure to hold your child's hand and enter through the main doors by the Preschool Office. One teacher from each classroom will monitor the hallway to greet your child.

If you choose to use our drop-off option - "**Stop Drop and Roll**", the Preschool Director or another staff member along with a parent volunteer escort will be waiting for your vehicle at the back entrance to our school. We will help your child to exit their vehicle and safely walk to their classroom. Please have your child ready to exit the vehicle onto the sidewalk. Your child **MUST** remain in your vehicle until we open their door. One teacher from each classroom will monitor the hallway to greet your child. "Stop Drop and Roll" will be available from 8:55-9:05 and 12:25-12:35. This program is not only offered for your convenience, it also promotes independence and gives the teachers with more time with the students.

The NHP doors will be locked promptly 15 minutes after the scheduled beginning of class. At this time we will also close the classroom doors. If a parent needs to enter after that time please ring the bell at the main entrance to the Preschool or you may also enter through the front of the church.

Departure: All children will be picked up outside of their classroom by a parent, or another authorized adult, at the close of their school day. If a NHP staff member does not know the authorized person, they will be asked to provide a photo ID or we may ask the pick up person for your "code word". A "code word" is a word that you choose. It will provide us with another way to verify your child's authorized pick up. Your child's safety is our priority. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The doors to the school will be locked each morning at 9:15 and will remain locked until 11:15. If you need to enter the building while the doors are locked you may ring the door bell located at the main entrance to the Preschool.

Release of a child: NHP staff will only release children to persons on the “pick up authorization form”. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. If you need to call the school to make a change in your pick up plans for the day we will require you to provide us with you “code word” in order to make that change. In the event of a custody situation, appropriate paperwork must be on file in the preschool office.

Supervision of our students: At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she will be taken to the NHP office, or made comfortable in a section of the classroom not in use. The student will still be within the sight of a staff member.

Transitioning: Our transitioning procedure takes place on the first day of school. Your child’s first day visit will last for one hour, a parent or guardian may accompany them on this day. This is an opportunity for your child to meet his/her teachers and approximately half of their classmates. This time is used to become familiar with teachers, toys, bathrooms, and our playground.

Field Trips / Transportation of Children

Trips away from school are limited. Transportation is parent provided for all fieldtrips. The parents and students meet the staff at a planned destination. Teachers provide the students with ID tags that have the name of our center and contact information. A parent or guardian is required to stay for the duration of the trip. If a parent is unable to attend they may make other arrangements with parents in the class. NHP staff will also have a First Aid Kit on hand in case of emergencies. A staff member certified in CPR, First Aid, and Communicable Disease will attend each field trip.

- Parents will be notified in advance for all planned trips.
- NHP staff will take a count of all children on each trip. They will be marked on an attendance sheet specifically created for the trip.

Swimming Information: The children in our program will not participate in water play activities in bodies of water two or more feet in depth.

Guidance Policy

New Hope 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. When children are treated with respect, they learn to respect the teachers and their friends. Our expectations will be developmentally appropriate for their age. Positive reinforcement and positive redirection will be used. Should a child’s behavior cause harm to another child or teacher, the teacher will use developmentally appropriate techniques to keep the other children and the teacher from harm. These steps may include sitting with the child, talking with the child or removing the child from the group. The child may be separated for a brief duration and taken to the Director’s office. The Director or staff member will notify the parent or guardian if this occurs. Should harmful or disruptive behaviors persist the preschool staff will document incidents and work with the parents to attempt to meet the needs of the child and resolve the situation. NHP may decide to develop a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC. If this behavior plan does not demonstrate positive results, New Hope Preschool reserves the right to disenroll the child.

Rule 5101: 2-12-22 OAC states that all staff and parents must treat children with love and respect, and set limits which are appropriate for the age of the child.

Meals and Snacks

A healthy snack, provided by the day's snack helper, will be served each day to the children. If your child has any food allergies you will be responsible for providing a safe snack for your child. Parents will be assigned to bring a snack and juice on a given day. Your enrollment packet will contain a list of "healthy snacks" that are **nut free**. It is important to note that NHP is a **nut free** environment, **snacks processed in factories with nuts are not permitted**. A list of healthy and nut free snacks can be found in your enrollment packet. Each snack will have nutritional foods from at least two food groups.

Lunch 'N' Munch Program

Lunch 'N' Munch is a program developed by New Hope Preschool that offers an extended day option for children who are **4 years old or older unless approved by director**. Parents may sign up their children for any or all days, Monday thru Thursday. In order to guarantee a spot in our Lunch 'N' Munch Program we ask for a full year commitment. However, families will have the opportunity to make adjustments when necessary. NHP will fill the remainder of the spots on a first come first serve basis for those that do not commit to the year. If you wish to enroll your child in this program, please read the program guidelines and contact the Preschool Office. The Lunch 'N' Munch program is located in Fellowship Hall B.

Lunch 'N' Munch Program Guidelines

- ❖ Offered Mon-Thurs. 11:30-12:45 pm
- ❖ Lunch 'N' Munch is closed on "special event days", listed monthly on the calendar
- ❖ Staff to child ratio is 1 teacher with 10 children
- ❖ We welcome parents to help out as volunteers
- ❖ Cost-\$7.00 per day
- ❖ Program begins-Sept. 14, 2009 Program ends-May 20, 2009
- ❖ Credit will be given for days missed for inclement weather(to be applied to next month's payment)
- ❖ Credit will not be given for an ill child or an unscheduled absence
- ❖ Lunch is provided by the parents and licensing mandates that it includes the following food items:
 - 1 serving of each ; fluid milk, meat or meat alternative, vegetables, and bread or grains
- ❖ Our Lunch 'N' Munch Program is **Nut Free**. Products containing nuts will not be permitted in the lunch room.
- ❖ The Lunch 'N' Munch staff will not be refrigerating or microwaving lunches
- ❖ Please remember to include all of your child's needs for their lunch: spoons, forks and napkins
- ❖ Be sure to label your child's insulated lunch box

Lunch 'n' Munch Schedule

11:30-11:40 a.m. Transition from class/hand washing/setting out lunches

11:40-12:10 p.m. Lunch, puzzles, coloring, manipulatives Large Motor Activity

12:10-12:30 p.m. Large Muscle Time

PM classes will go to their classrooms at 12:30

12:30-12:45 pm. Parent pick up-transition to home

Accidents/Emergencies

New Hope Preschool has devised several procedures to follow in the event that an emergency would occur while children are in the Preschool. In the event of an emergency evacuation, teaching staff will gather the children and go to the southwest corner of the New Hope parking lot. In the event of a tornado or major weather occurrence the children will go to the interior hallway in the preschool wing of the church. In the event of an intruder, children will be asked to stay in their locked classroom until the Director or safety personnel deem the situation safe. In order to prepare children for the unlikely emergency, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or loss of power, heat, or water to the center, our emergency destination is The Columbus Zoo. A sign will be posted in front of New Hope indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached NHP will contact the emergency contacts as listed on your child's information sheet.

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.

New Hope Preschool has several staff members that have received training in First Aid/ Communicable Diseases and CPR. In the case of a minor injury/accident staff will administer basic first aid and TLC. Parents will also be contacted. If any injury/illness is life threatening, NHP will call 911, parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

An incident/injury report will be completed and given to the person picking up the child on the day of the injury if any of the following occur:

- ❖ The child has an illness, accident, or injury which requires first aid
- ❖ The child receives a bump or blow to the head
- ❖ The child has been transported by an emergency squad
- ❖ An unusual/unexpected event occurs which jeopardizes the child's safety
- ❖ If a child requires emergency transport the report will be available in 24 hrs.
- ❖ The center will also contact licensing personnel within 24 hrs. when there is a "general emergency" or "serious incident, injury, or illness. Followed by a written report within 3 days.

Management of Illnesses

New Hope Preschool provides 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 he/she 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. **If, in the teachers' judgment, a child is not well enough to be at school, we will not permit them to stay for the day. If the child becomes ill while at school someone will be called to take the child home.** We ask that you keep your child home if he/she is sick. An ill child (as defined below) will be immediately isolated to part of the classroom not in use or to the school office, and discharged to the parent or emergency contact.

Symptoms of an ill child:

- ❖ Temperature of 100 degrees F
- ❖ Diarrhea
- ❖ Severe cough
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness of eyes, obvious discharge, matted lashes, burning, itching

- ❖ Untreated skin patches, unusual spots or rashes
- ❖ Unusually dark urine or gray or white stools
- ❖ Stiff neck with an elevated temperature
- ❖ Evidence of untreated lice, scabies or other parasitic infestation
- ❖ Vomiting
- ❖ Sore throat or difficulty swallowing
- ❖ Explosive sneezing or severe runny nose

New Hope Preschool feels that if a child does not feel well enough to participate in activities, with or without symptoms listed above, he/she should not be in school. Anytime a child is isolated from the group due to illness, they will be in a place that a teacher can see and hear them. A cot is available in the office to keep a child as comfortable as possible until they can be picked up.

A note will be sent home with your child if a classmate may have a communicable disease. The classroom will also post a notice. Children may return to school after 24 hours of being free of fever and symptoms. If they are not symptom free a signed physicians note will be required stating that the child is not contagious.

Medications: In general, the school does not administer medicines or prescriptions to children enrolled. Medications can be administered before and after school given our short day. We ask your cooperation in withholding requests. However, some medications must be available for those children with special health needs. Parents need to provide NHP with written, signed and dated instructions from a physician. With clear directions as to how and when the medication is to be administered. Special forms are available and required in the Preschool Office. Medications must be stored in their original container and will be kept in a location that is not accessible to the children.

Parents must provide a Child/Medical Physical Care Plan in the event a child with a chronic illness needs medication or any other special accommodations/instructions for the child's condition. A copy of this care plan will be kept in the preschool office, his/her classroom and in the locked medical box where the medication is stored. Parents or guardians will be asked to meet with the teachers to review this plan prior to the child's 1st day of enrollment and to train staff for special instructions regarding the child's condition. Only staff members who are trained will be able to respond to the child should intervention be needed while at the center.

Outdoor Play

We will play outdoors each day permitting the temperature is 32' or above (including wind chill). Please dress your child for the weather with sunscreen, coats, gloves, hats, etc. Please avoid slip on shoes, flip flops and sandals, for your child's safety. We will limit the time outside when the temperature is very cold or very warm. Children will not be taken out in the rain, threatening weather, ozone warnings etc. On days that outdoor play is not provided due to these conditions, we will have time for large muscle activities in Fellowship Hall A .

Please print names in full on all personal items; jackets, sweaters, backpacks etc.

The basic First Aid Kits are located in the playground shed, large muscle room and in each classrooms. A larger First Aid Kit is located in the Resource Room. NHP teachers will take a mobile First Aid Kit on all field trips.

Parent Participation

We encourage parent participation whenever possible at New Hope Preschool. Parents and guardians are welcome and encouraged to visit anytime.

Opportunities to volunteer:

- Field trips
- Fundraising Events
- Stop Drop 'N' Roll Volunteer
- Picture Day Helpers
- Scrap Book Helper
- Lunch 'N' Munch
- Cutting out projects for teachers
- Room Parents
- Outreach Program
- Teacher Appreciation Week

If you would like to volunteer please contact your classroom teacher or the Director.

NHP has designed special days for Moms and Dads to be a part of their child's learning. You will receive more information about these days as they approach. The tentative dates are noted on the calendar.

Communication

Teachers will provide you with monthly newsletters and monthly calendars will be posted. This will keep you informed of upcoming events and activities. Each classroom will also list the activities of the day on the board outside of their classroom.

The NHP Director will provide you with a monthly newsletter, providing you with information regarding the entire Preschool and any Church activities that may be of interest to you.

Parent-Teacher Conversations: Teachers are available to discuss a child's progress or needs anytime. However, due to staff responsibilities and schedules, parents are asked to make an appointment with the teachers if concerns and questions need to be answered at length.

Parent-Teacher Conferences: Teachers will be available for conferences with each family once in the Fall and once in mid-winter or in the Spring.

Changes in a classroom: Parents will be notified of major changes that affect their children, such as changes in a room or teacher. Should circumstances arise without notice, the parent will be informed as soon as possible. Any questions or concerns should be directed to the Preschool Office.

Grievance Procedures

If issues arise regarding your child, please discuss the issue with your child's teacher using the following steps.

1. Contact the teacher to arrange a conference.
2. If the classroom teacher is cause for concern, or the parent concern is related to NHP policy, the parent should arrange a conference with the director.
3. If the teacher or director is not able to satisfactorily address the concern, the parent should contact the Preschool Board President. Contact information is provided at the front of the Handbook.