



**New Hope Preschool & Education Center  
Parent Handbook**

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Welcome! This handbook contains information regarding all of our programs. 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**

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 School Board**

6 Voting members  
*All are members of New Hope Church  
\*names are listed in the preschool hall*

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

**New Hope Education Center Teaching Staff**

The teaching staff is posted in the hallway by the school office.

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## **Mission Statement**

New Hope Education Center 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. Our school 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 and Education Center (NHPEC) is a non-profit, Christian-based school 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. NHPEC 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. NHPEC will assist each child's development by planning activities that will nurture and facilitate optimal growth during each individual stage. NHPEC will provide opportunities for the child to make choices, experience success, problem solve and be creative through a variety of mediums. NHPEC continuously strives to provide a high-quality education program. The program meets state licensing requirements under the Ohio Department of Job and Family Services (ODJFS). NHPEC also follows the Ohio Department of Education standards and is committed to exceeding these requirements.

The staff at NHPEC attends seminars and in-service training sessions throughout the year. At least half of our staff have degrees in Education, Early Childhood, or a related field. All teachers are certified in CPR, First Aid, and Child Abuse and many have training in Communicable Diseases.

## **License**

New Hope Preschool and Education Center 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 school office.
- The school License can be found on the Parent Board. The school'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.
- School 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.
- Licensing record – compliance report forms, complaint investigation reports, and evaluations from building and fire departments – is available for review from ODJFS. The Bureau of Child Care and Development's website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

## **NHPEC Teaching Staff**

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

**Substitute Teachers:** NHPEC 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. NHPEC also conducts formal background checks on all substitute teachers. All substitute teachers are invited to our in-service workshops as they are offered during the school year.

## **NHPEC Management**

NHPEC has a Board of Directors (Board) who provides overall direction, support and guidance to NHPEC. 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 Representative's responsibility is to support and assist the Director with parent communications.

## **Admissions**

Enrollment is open to any child 2.5 through Kindergarten, provided NHPEC can meet the needs of that child. It is unlawful to discriminate in the enrollment of children upon basis of race, color, religion, sex or national origin or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. NHPEC will administer care procedures to children with disabilities. NHPEC requires that each child enrolled must be toilet trained. Enrollment will begin in January for currently enrolled families and members of New Hope Church. Enrollment will open mid- January for new families and will continue until all classes are full. Children must be current on all vaccinations recommended by the State of Ohio in order to attend school. To foster a safe environment for learning and to help prevent the spread of communicable disease, children who have not had all the recommended immunizations will not be permitted to attend NHPEC unless it is a medical reason signed by a physician. Verification of immunizations is required on the state approved form which must be current and signed by the child's physician.

To enroll your child each family must complete and return:

1. Registration Fees and Forms (The registration fee is nonrefundable nontransferable)
2. Child Enrollment/Health Form
3. Child's Medical Statement (including all immunizations recommended by the State Department of Health)
4. Child's Medical/ Physical Care Plan (if applicable)
5. Student Information Sheet
6. Photo Waiver Form/Walking Field Trip Permission

\*Children's enrollment and health information needed for admission.

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

## Staff / Child Ratios and Group Size

We 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

1:18 for school aged children

NHPEC desires to provide higher quality care; therefore, we maintain a maximum of 8 students per teacher in all of our classrooms and a maximum of 10 students per teacher in all of our Enrichment Programs. Maximum class size with 2 teachers for 2 ½ and 3-year olds is 12 per class. Maximum class size for 4 and 5- year olds and our Kindergarten (school aged children) is 14 per class.

## Hours and Days of Operation

**New Hope Preschool and Education Center Office hours are:**

August – June: 8:30 a.m. – 3:30 Monday – Thursday and Fridays 8:30-12:00

June – Mid August: Weekly hours will vary; the answering machine will be checked daily

Please call for appointments.

**New Hope Preschool and Education Center operates September -May during the following hours:**

8:55 – 3:00 Monday through Thursday

8:55 – 11:30 Friday

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

**Schedule:** We follow the Olentangy Public School District’s calendar for winter break, spring break, and most public holidays. Specific days that NHPEC is closed are noted on the calendar. They are also available on our website and extra copies are available at the Welcome Center.

**Inclement Weather Policy:** We 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. NHPEC **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 Remind 101. We will also send out an e-mail to all families that have provided us with their e-mail address. NHPEC 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.

## Daily Schedule

NHPEC’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

Opportunities for peer interaction through dramatic play, block play, sensory table, art and table top choices.

Circle Time

Greeting, prayer, songs, finger plays and introduce theme. Children’s jobs.

Free Choice

Exploring all areas of the classroom. Art, craft projects manipulatives, dramatic play, sensory experiences and science.

Small Group Time

Exploring shapes, colors, numbers, concept building such as sequencing, patterning recognizing letters in their names and one-to-one correspondence.

Clean up time

All children participate to clean up the classroom

Transition

Hand washing prepare for snack

Snack

Healthy choice snack  
Large Motor  
Large motor Outdoor/Indoor play  
Stories  
Finger plays, movement, story, calendar, weather and dismissal

*\*Additional age appropriate activities are also planned for the children. Children will attend Bible time and Music class on alternating weeks.*

### **Assessments**

In the fall and spring, the teachers formally evaluate the children's progress and then provide a conference for the parents to review the evaluation with them. In addition, speech screenings are offered each year in November. For our Kindergarten program, there are quarterly report cards and conferences are offered in the fall and spring. This assessment data is not reported to ODJFS.

### **Tuition/Fees and Payment Policies**

Tuition is due on the 1<sup>st</sup> day of the month. Late fees will be assessed at the close of business (3:15 pm) on the 5<sup>th</sup> day of the month. If circumstances arise which prohibit payment by the first of the month, please contact the school Director immediately. If the Director is not notified and payment is not received by the 10<sup>th</sup> of the month your account will be considered delinquent and your child will not be able to attend class until tuition is current. There is a \$25.00 late fee assessed for payments received after the 5<sup>th</sup> day of the month.

Forms of payment;

**Tuition Express** - We offer the convenience of automatic tuition payments through Tuition Express. Your checking account or savings account will be safely and securely debited, giving you peace of mind in knowing your tuition is paid on time and your child's spot in our program is secured. Please complete the Tuition Express form and attach a voided check to use this option.

**VISA/Mastercard or check payable to New Hope Preschool and Education Center** can be used for payment in full.

#### **Tuition Fees:**

Can be found on our website within the Admissions tab. Fees 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.

Learn with Me \$115  
2 days a week \$160  
3 days a week \$190  
3 days ext. \$220  
4 days a week \$220  
4 days ext. \$240  
Kindergarten \$260  
Kindergarten Enrichment 2 days \$160  
Kindergarten Enrichment Wednesdays \$130

Note: The fees listed above are reduced by \$50 for the second and subsequent children from the same family.

**Family Discounts:** A 3% discount will be given to each additional child attending the same or fewer days. \*The Kindergarten Enrichment Program and Learn with Me programs are exempt from discounts.

**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 or Enrichment Programs.

**May Tuition Payments:** May tuition for the following year is due May 1. This tuition payment is used to confirm your enrollment for the year. It will also be used for your 30 days' notice 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 (30 days) is required upon your child's withdrawal from the program. Our center reserves the right to request withdrawal of a child for whom the placement evolves as disadvantageous for his/her own development or disadvantageous to the school as a whole.

### **Supervision Policy**

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

**Arrival:** Upon arrival, families will use our stop, drop and roll drop-off procedure. The Director or another staff member will be waiting to get your child out of your vehicle at the entrance to our school. We will help your child to exit your vehicle and safely walk to their classroom. Please have your child ready to exit the vehicle onto the sidewalk side. **Your child MUST remain in your vehicle until we open their door. Please do not let your children stand outside of the moon roof or windows.** 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, but it also promotes independence and gives the teachers more time with the students. The NHPEC 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 school. If a child is scheduled to arrive from another program or activity and does not arrive, the school will contact the parent(s).

**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 NHPEC 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. If there is a custody agreement, we will release the child according to the agreement once we receive a copy of the agreement.

The doors to the school will be locked each morning at 9:15 and will remain locked until 11:25. If you need to enter the building while the doors are locked you may ring the doorbell located at the main entrance to the Preschool.

**Release of a child:** NHPEC 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 your "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 preschool 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 NHPEC 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.

**Supervision of our Kindergarten 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 NHPEC 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 for our 3 year old classrooms. Your child's first day visit will last for one hour. 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.

**Release of records:** When moving on to a new school or program, we are happy to provide copies of your child's records once we receive the signed records release form from the elementary school. .

### **Field Trips / Transportation of Children**

Trips away from school are limited. Transportation is parent provided for all field trips. 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. NHPEC staff will 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.
- NHPEC 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 18" or more feet in depth.

### **Guidance Policy**

New Hope Preschool and Education Center staff believe 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. 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. NHPEC may decide to develop a behavior management plan. This plan would be developed in consultation with the parents. If this behavior plan does not demonstrate positive results, the child will be on suspension with the possibility of expulsion from the program. If it becomes a situation that we at NHPEC feel we are not able to meet the needs of a child or affecting the need of the whole class, we reserve the right to unenroll a child from our program. We want to provide a situation that best meets the needs of all the children in the program. We will work with both child and parent to prevent such an occurrence.

**New Hope Preschool and Education Center has a strict policy on weapons.** Weapons of any kind, pretend or real are not allowed in our school. We also will not allow children to create weapons or pretend play with weapons. Weapons hurt people and we want children to love and accept everyone. If a child pretends to shoot or make a weapon at school, they will receive 3 warnings. After the 3<sup>rd</sup> warning they will be brought to the school office, and we will make a phone call home. Parents will be informed, and the child will be sent home. If a child brings an actual weapon to school, they will be sent home. We (teaching staff and director) are mandated to report to protective services anytime a child's safety is in question.



## 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 on a given day. Your enrollment packet will contain a list of "healthy snacks" that are **nut free**. It is important to note that NHPEC 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.

### **Nutritional Meal and Snack Requirements (taken from Appendix A ODJFS rule 5101:2-12-22)**

The number of snacks and/or meals shall be as follows:

Center Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	1 meal and 1 snack

No child shall go longer than 4 hours without a snack or meal.

It is suggested that the content of meals, snacks and lunch shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Fluid Milk (see appendix C to rule 5101:2-12-22)

Meal and snack food group requirements:

1. Meal (provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)

All of the following:

- 1 serving of fluid milk
- 1 serving of meat or meat alternative
- 1 serving of fruit\*
- 1 serving of vegetables\*
- 1 serving of bread and grains

\*A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch two different kinds of vegetables are to be served.

2. Snack -- 1 serving each from 2 of the 4 basic food groups

In the event your child has forgotten his/her snack/lunch a parent will be notified to bring the food item(s) into the school. If a parent or guardian cannot be reached, healthy and allergen free options will be made available by the preschool office to fulfill the food group requirements.

## Lunch 'N' Munch Program

Lunch 'N' Munch is a program developed that offers an extended day option for children. Parents may sign up their children for any or all days, Monday through Thursday. In order to guarantee a spot in our program, you can enroll in advance. NHPEC will fill the remainder of the spots on a first come, first serve basis. If you wish to enroll your child in this program, please read the program guidelines and contact the school office. The program is located in Fellowship Hall A, B & C.

### Program Guidelines

- ❖ Offered Mon-Thurs. 11:35-12:45 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-\$9.00 per day
- ❖ 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 program and school are **Nut Free**. Products containing nuts will not be permitted in the lunch room.
- ❖ The lunch 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

11:35-11:40 Transition from class /setting out lunches

11:40-12:00 Prayer & Lunch

12:00-12:30 Puzzles, coloring, manipulatives, blocks

12:30-12:45 Large Muscle Time

PM classes will go to their classrooms at 12:30

12:45 Parent pick up-transition to home

### Accidents/Emergencies

A binder with ALL our emergency procedures is available at the School Welcome Center.

New Hope Preschool and Education Center has devised several procedures to follow in the event that an emergency would occur while children are in the school. 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 Fellowship Hall in the school 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, periodic tornado drills and quarterly safety 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, NHPEC 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. All staff members have received training in First Aid/CPR and many with training in Communicable Disease. 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, NHPEC 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 hours when there is a "general emergency" or "serious incident, injury, or illness. It will be followed by a written report within 3 days.

Please note if a parent or guardian refuses to grant the center consent to transport the child in an emergency situation, NHPEC cannot enroll your student.

### Management of Illnesses

New Hope Preschool and Education Center 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.** The child will be

removed from the classroom and will remain in the school office until someone is able to pick them up. 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, discharge, matted lashes, burning, itching
- ❖ Untreated infected 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 and Education Center 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, he/she will be in a place that a teacher can see and hear him/her. A cot is available in the office to keep a child as comfortable as possible until he/she can be picked up. An email will be sent to the class if a classmate may have a communicable disease. **Children may return to school after 24 hours of being free of fever and symptoms.** If they are not symptom free, a signed physician's 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. NHPEC will administer prescription medication when considered a reasonable accommodation necessary to accommodate a child with a disability. Parents need to provide NHPEC 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 school office. Medications must be stored in their original container and will be kept in a location that is not accessible to the children. Medical foods will also be administered with a completed **Child/Medical Physical Care Plan 01236**. The child must have received at least one dose of the medical food prior to being given at NHPEC.

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 1<sup>st</sup> 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. School age children are not permitted to carry their own emergency medication and topical ointments.

### **Outdoor Play**

We will play outdoors each day permitting the temperature is not below 25 degrees (including wind chill) and not above 90 degrees. 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 classroom. A larger, complete First Aid Kit is located in the Resource Room. NHPEC teachers will take a mobile First Aid Kit on all field trips.

### **Parent Participation**

We encourage parent participation whenever possible at New Hope Preschool and Education Center. Parents and guardians are welcome and encouraged to visit anytime. NHPEC has designed special days for parents/guardians to be a part of their child's learning. You will receive more information about these days at parent orientation.

**Opportunities to volunteer:** Field trips – Lunch N Munch - Fundraising Events - Outreach Program - Cutting out projects for teachers - Room Parents - Picture Day Helpers - Scrap Book Helper - Teacher Appreciation Week

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

### **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 NHPEC Director will provide you with a monthly newsletter, providing you with information regarding the entire school 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/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 office.

**Class contact information:** A list of your child's classmate's first names will be given to you. If you would like to contact a classmate outside of the classroom, please notify your classroom teacher and they will receive approval from the other family prior to providing their contact information.

### **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 NHPEC 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 School Board President. Contact information is provided at the front of this Parent Handbook.
4. If an employee needs to resolve a problem, they may contact their director. If still unresolved the employee may contact the NHPEC Board or ODJFS at 866-886-3537.

# Center Parent Information

## Ohio Department of Job and Family Services (ODJFS) Center Parent Information Required by Ohio Administrative Code

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 childcare 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 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 Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of 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. 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  
(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>

