

Rittman United Methodist Church Preschool

211 N. Metzger Ave.

Rittman, OH 44270

(330) 925-4015

rumcpreschool@rittmanumc.org



PHILOSOPHY

The Rittman United Methodist Church Preschool (RUMC Preschool) is a ministry to all children. We welcome all children of our community, in the name of Jesus Christ, into our church and partner with both the parents and local schools to help them learn and grow. We believe the total development of a child should include their relationship to God and others, as demonstrated by Jesus.

PURPOSE

To provide children ages 3-6 a curriculum that will help them to develop through all five of the key growth domains:

Spiritual Educational Social Physical Emotional

GOALS

To share with children God's word through Bible stories, prayers, and songs

To provide a loving, relaxed, and calm atmosphere where self-concept is enhanced, and independence and choices are encouraged

To meet each child's physical needs while encouraging independence in self care

To provide an atmosphere in which children have respect for others

To provide an environment where the child gains self-discipline from knowing limits and expectations

To provide a wide variety of activities within a routine where cooperative play is encouraged. The activities will be drawn from the curriculum areas of mathematics, dramatic play, language arts, science and technology, social studies, creative arts, and manipulatives

To develop in each child an active curiosity about the world in which he/she lives and an enthusiasm for learning which stimulates exploratory behavior and creativity

To provide opportunities for the use of large motor skills and coordination through physically active play

To develop in each child an appreciation for beauty and nature

To establish respect for the equipment and materials

ENROLLMENT & TUITION

RUMC Preschool is licensed by the Ohio Department of Jobs and Family Services. We are open Tuesdays, Wednesdays, and Thursdays from 9:00am-11:30am. Our school year is from mid-September thru mid-May. Our school and staff meet the qualifications as stated in the state laws governing child care centers under Ohio Code Section 5104.01.

Before your child is enrolled, you must return our registration packet and pay a registration fee of \$30, which is **non-refundable**. This paperwork includes a registration form, pick-up form, child enrollment and health information paperwork, and a medical statement that is signed by a physician/physician's assistant/advanced practice registered nurse/certified nurse practitioner, along with a copy of your child's immunization records.

***If there are custody issues involved with your child, you must provide us with a copy of the court documents indicating who has permission to pick up your child.

***Any student whose parent/guardian refuses to grant consent for transportation to a source of emergency treatment cannot attend RUMC Preschool.

***Any student who is not immunized may attend RUMC Preschool **only** if there is a signed medical statement on file that states the child is in suitable condition for participation in group care.

Our tuition fees are \$95 per month. This tuition is due the first school day of each month and is not refundable due to absence or withdrawal mid-month. If you have more than one child attending, the tuition for the additional child(ren) will be \$50 per month. We discount our tuition for the months of December and May, the tuition for those months will be \$50.

Checks should be made out to: **RUMC Preschool**. Tuition can be mailed to the church office: c/o Preschool Administrator or given to any of the teachers or the administrator. We ask that you please put the child's name in the memo section of the check and put the child's name on the envelope.

Your tuition covers the teachers' salaries, equipment, classroom materials, insurance fees, and other related expenses since we are a non-profit center.

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. We also ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

GENERAL LICENSING INFORMATION

Rittman United Methodist Church Preschool
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(330) 925-4015

rumcpreschool@rittmanumc.org

The center is licensed to operate by the Ohio Department of Job and Family Services. The license is posted in the entrance of the church on the bulletin board for review. A toll-free telephone number is listed on this license and may be used to report a suspected violation of the licensing law or administrative rules. A copy of the licensing rules governing childcare are available at the preschool in room #105. Additionally, 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.

RUMC Preschool has a licensed capacity of **39** preschoolers.

The center observes the following staff/child ratios and small group sizes allowed by Rule 5101:2-12-18.

	Staff/Child Ratios	Max Group Size
3 yr olds	1 to 12	24
4-5 yr olds	1 to 14	28
5-6 yr olds	1 to 18	36

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.

Spray aerosols shall not be used at any time when children are present in the center.

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

CENTER PARENT INFORMATION

The preschool phone number is: 330-925-4015

Children should arrive and be picked up on time. Please use the NORTH driveway (flat) to enter and the SOUTH driveway (hill) to exit.

Children should be brought inside the building by the parent/guardian where he/she can be met by a teacher and directed to the appropriate room.

If your child is going to be absent, please call the preschool to let us know. If we do not receive a call regarding your child's absence, the administrator will call you to check on your child.

The preschool administrator is available on Mondays by appointment and from 11:30am-12:30pm on Wednesdays. As a reminder, there is a sign posted on the front windows of the church.

Teachers are available to speak with you regarding your child's needs and progress after 11:30am on school days, to maintain your privacy, or by appointment.

The teachers have access to a working telephone at all times within the building.

A roster is available upon request of the names and telephone numbers of the parents/guardians of the children attending the center. The roster will not include the name or telephone number of any parent/guardian who requests their information not be included. We will not include children's names on the roster.

Any parent/guardian 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/guardian shall notify the administrator of his/her presence.

We encourage parents to participate in activities throughout the year. We use parents as volunteers for all parties and field trips.

We do not provide transportation to field trips that are off site. The family is responsible for transporting the children to and from the field trip. These days will also be shorter, 9:00am-10:30am.

We occasionally go outside to the parking lot for outside activities throughout the year. A permission slip for this activity is required and will be kept on file for the school year.

Parental permission is required for all field trips.

Children will have identification attached to him/her containing the center's name, address, and phone number while on field trips.

A person trained in first aid who meets the requirements of rule 5101:2-12-21 of the administrative code shall be available on each field trip or special outing.

A first aid box shall be taken on all field trips which meets the requirements of rule 5101:2-12-36 of the administrative code.

Children should be dressed for play. Please do not have your child wear clothes which would hinder their independent toileting.

Please label all clothing, including outdoor apparel (coats/mittens/hats/etc). The center is not responsible for missing items.

Our Tax ID number is available upon request.

The preschool has books for parents and children that may be taken home for 3 school days. You will find them in the church library, which is the third door on the right as you go down the hall. If you are interested in seeing what books are available in the library, please see the church secretary in the office.

POLICIES AND PROCEDURES

Safety of children:

No child shall ever be left alone or unsupervised.

All children will be within sight and hearing of a childcare staff member.

Children will only be released to those persons named on the release form by the parent/guardian.

Fire and emergency weather alert plans are posted in ALL classrooms.

Fire, tornado, and lock down drills will be done in compliance with state requirements and a record of these drills will be posted in room #105.

The school has devised several procedures to follow, in the event that an emergency should occur:

****Should we need to evacuate the building, the children will be taken to the pavilion behind the church or to the church parsonage at 361 W. Sunset.**

****Parents/guardians will be notified as soon as possible if we evacuate the building and the location of where the children are to be picked up from.**

Accidents and injuries

If an accident or injury occurs, a staff member (who is trained in first aid per the requirements of rule 5101:2-12-21 of the administrative code) will administer basic first aid.

If an injury is more serious, parent/guardian will be contacted immediately to assist in deciding an appropriate course of action.

ONLY parent/guardian or EMS will transport a child for emergency care.

An incident/injury report will be completed by a staff member when there is:

An illness, accident, or injury which requires first aid treatment

A bump or blow to the head

An unusual or unexpected event which jeopardizes the safety of the children or staff

Emergency transporting of a child

****A copy of the report will be given to the parent/guardian on the day of the incident and a copy will be retained on file at the school.**

COMMUNICABLE DISEASE

It is our policy that at least two members of the preschool staff will be trained in first aid and in the recognition of communicable diseases.

These staff members shall observe each child daily before entering the group situation. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent/guardian or person designated by the parent/guardian.

Temperature of at least 100 degrees Fahrenheit (axillary) when in combination with any other sign or symptom of illness.

Diarrhea- 3 or more abnormally loose stools within a 24-hour period.

Severe coughing, causing the child to become red or blue in the face or to make a whooping cough sound.

Difficult or rapid breathing.

Yellowish skin or eyes.

Redness of the eye, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

Untreated infected skin patches, unusual spots or rashes.

Unusually dark urine and/or gray or white stool.

Stiff neck with an elevated temperature.

Evidence of untreated lice, scabies or other parasitic infestations.

Sore throat or difficulty in swallowing.

Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for a sick child, the child will be isolated from the other children but within sight and hearing of a staff member. He/she will be provided a cot to rest on and the parent/guardian will be contacted to pick the child up from the center.

Any child who has been discharged to a parent/guardian due to an illness must be free of all signs and symptoms before re-admittance to the group.

**A chart of the most common communicable diseases, including signs and symptoms, is posted in room #105.

**If a child is exposed to a communicable disease, the notification will be posted on the front door within 24 hours.

MEDICATIONS

Since our program is 2 ½ hours per day, all medications and food supplements the child might require shall be given at home.

Emergency medications (those for a diagnosed health problem) have state required forms to be completed and signed by the parent/guardian, child's doctor, and the administrator prior to the medications being on site at the center.

****These medications may NOT be in the possession of any child; they must be given to the administrator or classroom teacher.**

****These medications must be in the original container with prescription label that includes the child's full name, a current dispensing date (within the previous twelve months), exact dosage, and directions for use.**

****ALL emergency medications will be taken on field trips and any time we leave the center.**

SCHOOL CLOSINGS

RUMC Preschool is part of the i-alert system. In case of bad weather, please watch WKYC-TV3 for our cancellation. It will also be announced on Wooster radio WQKT (104.5 FM).

****If Rittman Schools are closed, RUMC Preschool will also be closed.**

****If Rittman Schools are on a 2 hr delay, RUMC Preschool will be closed.**

ASSESSMENTS

Formal assessments will be completed on each child enrolled in our program twice during the school year, fall and spring.

A copy of these assessments will be given to the family.

If there are questions regarding your child's assessment, an appointment can be made with the classroom teacher.

****A copy of these assessments will be kept on file at the center.**

SNACKS

All snacks and drinks are donated by the families of the children enrolled in the preschool to be used for the entire group of children. These snacks and drinks are to be pre-packaged and individually wrapped. There will be a box out for snack and drink donations. If we begin to run low on snacks or drinks, a letter will be sent home asking for additional donations. Per Appendix B to rule 5101:2-12-22, the minimum serving sizes for children ages 3-5 years are:

Meat/Meat alternative	½ oz
Fruit/Vegetable	½ cup
Grains/Breads/Pasta/Noodles (cooked)	½ slice ; ¼ cup

****Some nutritious snack ideas include:** whole grain crackers, whole grain pretzels, animal crackers, whole grain cereals, rice cakes, teddy grahams, cereal bars, granola bars, sugar free pudding cups, fruit snack squeeze pouch, 100% pure fruit snacks, individual fruit cups, 100% juice boxes, bottled water.

****You may bring in a special birthday treat for your child to share with his/her classmates.** These treats must be individually wrapped. If candy is sent, it will be sent home with the children at the end of the day.

DISCIPLINE OF CHILDREN

The following techniques or practices may be used by all childcare staff members at the time of the incident:

****Setting clear limits**

****Redirecting to an appropriate activity**

****Modeling the desired behavior**

****Reinforcing appropriate behavior**

****Separation from the situation (Red Chair) for a period of no more than one minute per each year of the child's age.** Upon the child's return to the activity, the teacher will review the reason for the separation and discuss the expected behavior with the child.

DISENROLLMENT OF CHILDREN

RUMC Preschool reserves the right to disenroll a child for behavior that is dangerous to the other children or the staff. A meeting with the administrator, teacher, and the child's parent(s)/guardian(s) will be required to discuss behavior modifications. If the behavior continues or becomes worse, the child may be considered for disenrollment.

RUMC Preschool reserves the right to disenroll a child if the parent/guardian exhibits violent behavior within the center, threatens or intimidates a staff member or the administration, or if there is constant friction and disagreement over aspects of care.

***If a parent/guardian has an issue with the preschool program that cannot be resolved by the administrator, they can contact the Church Pastor.

ADDITIONAL INFORMATION

All children enrolled must be potty trained.

We do not provide care for infants or children under the age of 3.

We do not provide evening or overnight care.

Since our program is only 2 ½ hours, we do not have a naptime for the children.

We do not take the children swimming or to an area where there is a body of water 18 inches or higher in depth.