



RUMC PRESCHOOL

PARENT HANDBOOK



“Let the little children come to me”
Matthew 19:14

211 North Metzger Ave
Rittman, OH 44270
(330) 925-4015
rumcpreschool@rittmanumc.org



PHILOSOPHY

Our philosophy at Rittman United Methodist Church Preschool (RUMC Preschool) is to provide a Christian learning environment partnered with a play-based education. We welcome all children of our community 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 five of the key growth domains:

Spiritual Educational Social Physical Emotional

GOALS

To share with the 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 and their environment.

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 social foundations (including social and emotional development), mathematics, language and literacy, science and technology, social studies, physical well-being and motor development, dramatic play, and fine arts)

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 encourage effective communication skills.

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

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 through mid-May. Our school and staff meet the qualifications as stated in the state laws governing childcare centers under Ohio Code Section 5104.01.

Before your child is enrolled, you must return our registration form and pay a \$30 registration fee, which is non-refundable. All additional paperwork which includes an emergency contact form, child enrollment and health information paperwork, family information sheet, 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 must be returned by mail or brought to open house the week before school begins.

***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 \$110 per month, which is due on the first school day of each month and is not refundable due to absence or withdrawal mid-month. Your tuition covers the teachers' salaries, classroom materials, insurance fees, and other related expenses since we are a non-profit center.

*If you have more than one child attending, the tuition for the additional child(ren) will be \$55 per month.

*Checks should be made out to: RUMC Preschool. Tuition can be left in the church office 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.

If a check is returned due to insufficient funds, you will be charged the current bank NSF fee in addition to your tuition fee.

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
211 N. Metzger Ave.
Rittman, OH 44270
(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 is available at the preschool in room #105 (Preschool Office/Music Room). 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

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.

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 (by mailbox) to enter and the SOUTH driveway (hill) to exit.

Children should be brought inside the building by the parent/caregiver 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 or email the preschool to let us know.

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 always have access to a working telephone 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 to 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. Parents may volunteer for parties, guest reading, field trips, etc.

We do not provide transportation for 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; times may vary for these field trips.

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.

We do not discriminate against people with disabilities. We provide children and parents with disabilities an equal opportunity to participate in our program.

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 with 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.**

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

SCHOOL CLOSINGS

RUMC Preschool is part of the i-alert system. In case of bad weather, please watch WKYC-TV3 for our cancellation. Families that have an email address on file will also receive an email from the administrator notifying them of the closure.

****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.**

RUMC Preschool may use up to 5 calamity days per school year without refunding tuition or making up days. Calamity days could include closing for inclement weather, power outage, loss of heat, pandemic/illness outbreak, etc.

ASSESSMENTS

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, and one will be kept on file.

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

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 for snack and drink donations placed near the AED.

If we begin to run low on snacks or drinks, a letter will be sent home asking for additional donations.

**Some nutritious snack ideas include: whole grain crackers, whole grain pretzels, animal crackers, whole grain cereals, rice cakes, teddy grahams, cereal bars, granola bars, fruit cups or squeeze pouches, 100% juice boxes, bottled water.

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

**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 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.

We do not have a naptime for the children; we are a 2 ½ hour program.

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

We do not discriminate against persons with disabilities. We provide children and parents with disabilities with an equal opportunity to participate in our program.

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

SAMPLE SCHEDULE

RUMC PRESCHOOL DAILY SCHEDULE

9:00 – 9:15 Arrival/Attendance/Handwashing...Children say their goodbyes to family or caregiver and walk down the hallway with teachers to wash their hands. Teachers will mark the attendance sheet and calculate the number of children that are present in each classroom.

9:15 – 9:45 Circle Time...Children are welcomed into the classroom and will participate in songs/movement, Pledge of Allegiance, calendar, weather, number of the week, color and shape of the week, letter of the week, Bible story, letter recognition and sounds, Heggerty Phonemic awareness program, and story time.

9:50 – 10:55 Learning Centers/Instructional time...Children will be given opportunities to learn through play and interact with specifically planned learning centers. These learning centers include file folder games (focusing on math and pre-reading), manipulative materials, blocks, sensory activities, science activities, creative art, dramatic play, and listening to books on tape or CD. The children are also able to use our reading nook where there are books, puppets, stuffed animals, and calming activities.

11:00 – 11:15 Handwashing/Prayer/Snack...Children wash their hands and prepare for snack. Children choose a snack and drink that is provided by the families and say a prayer. The children are then encouraged to converse with their classmates and teacher(s).

11:20-11:30 Gross Motor...Children will participate in gross motor activities such as yoga, scarf dancing, hokey pokey, bean bag activities, various exercises (stretching, arm circles, standing on one foot, jumping jacks, etc.), etc.

11:30 Dismissal...Children are walked down the hall to their families or caregivers.

Classrooms will alternate using the Learning Room weekly (T Th; W)

If children are not in the Learning Room, they will be in their classroom