

# COLUMBIA HEIGHTS PRESCHOOL

FAMILY  
HANDBOOK

2023-24



# Table of Contents

<b>INTRODUCTION.....</b>	
LETTER FROM THE PRESCHOOL ADMINISTRATORS.....	4
FOREWORD.....	4
MISSION STATEMENT.....	4
VISION STATEMENT.....	4
PHILOSOPHY.....	4
<b>PROGRAM OVERVIEW.....</b>	
PROGRAM DESCRIPTIONS.....	5
DAILY SCHEDULE.....	5
STAFF/CHILD RATIOS & CLASS SIZE.....	5
HOURS OF OPERATION.....	5
ENROLLMENT.....	6
TUITION FEES.....	6
<b>ARRIVAL AND DISMISSAL.....</b>	
ARRIVAL.....	7
DISMISSAL.....	7
TRAFFIC PATTERN.....	7
TRANSPORTATION.....	7
ATTENDANCE.....	8
REPORTING AN ABSENCE.....	8
SHOULD I KEEP MY CHILD HOME FROM PRESCHOOL TODAY?.....	8
WITHDRAWAL FROM PRESCHOOL.....	8
SCHOOL CLOSINGS / CALAMITY DAYS.....	9
SAFETY PLANS.....	9
<b>HEALTH AND SAFETY.....</b>	
COMMUNICABLE DISEASE POLICY.....	10
IMMUNIZATION POLICY.....	11
INJURIES.....	12
MEDICATIONS.....	12
NAPPING & RESTING POLICY.....	12
MEAL & SNACK POLICY.....	12
EMERGENCY PROCEDURES.....	12
<b>PARENT PARTICIPATION AND COMMUNICATION.....</b>	
REQUIRED FORMS.....	14
CLASSROOM ROSTER.....	14
CLOTHING / OUTDOOR ACTIVITIES.....	15
WATER ACTIVITIES / SWIMMING POLICY.....	15
COMMUNICATION.....	15
CLASSROOM PARTICIPATION GUIDELINES.....	16
FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES.....	16
<b>CURRICULUM, SCREENING AND ASSESSMENT.....</b>	
CURRICULUM.....	17
SCREENING.....	17
ASSESSMENTS.....	18

<b>BEHAVIOR MANAGEMENT</b> .....	<b>19</b>
<b>RELEASE OF STUDENT RECORDS</b> .....	<b>20</b>
<b>AMERICAN WITH DISABILITIES ACT COMPLIANCE POLICIES</b> .....	<b>20</b>
<b>CHILD ABUSE AND NEGLECT REPORTING</b> .....	<b>20</b>
<b>MASTER CALENDAR</b> .....	<b>21</b>

# **INTRODUCTION**

---

## **LETTER FROM THE PRESCHOOL ADMINISTRATORS**

Dear Parent(s) / Guardian(s),

On behalf of the entire preschool staff, we welcome you and your child to Columbia Heights Preschool. For over 50 years, we have provided a positive early childhood experience for children and their families. Our staff recognizes the importance of the preschool years and strives to provide our students with a developmentally and exceptionality appropriate program that facilitates maximum learning for every student. While we do not provide religious instruction, we do promote respect for each family's cultural, religious, and family beliefs. We look forward to having you.

Sincerely,

Columbia Heights Preschool Administrators

## **FOREWORD**

The Columbia Heights Preschool Handbook was written for the following purposes:

- The handbook was written to answer frequently asked questions that parents of preschool students may have regarding the preschool program.
- The handbook was written to address the requirements of the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.
- The handbook was written to comply with program standards for Step Up to Quality (SUTQ). SUTQ is a tiered quality rating and improvement system. With the passage of house bill 487 and Senate Bill 316 in July of 2012, all learning and development programs that receive funding from the Ohio Department of Education were required to participate in SUTQ.

## **MISSION STATEMENT**

Our mission is to enhance social, emotional, physical, and cognitive growth in every student.

## **VISION STATEMENT**

To provide high quality education in a developmentally appropriate, safe, play-based environment.

## **PHILOSOPHY**

Columbia Heights Preschool is an outreach of Columbia Heights United Methodist Church. Our preschool welcomes families of all diversity, faiths, creeds, and ethnic origins. We believe that all children have the right to a nurturing, safe, and positive environment that will promote their desire to learn.

# **PROGRAM OVERVIEW**

---

## **PROGRAM DESCRIPTIONS**

We offer 3-Day sessions and 5-Day sessions to children ages 3-5 years. Your child must meet the appropriate age on or before September 30<sup>th</sup> of the upcoming enrollment year to register for a class. All children must be fully potty trainer (No Pull-Ups).

All of our sessions are half day.

- Morning classes meet from 9:00am to 11:30am.
- Afternoon classes meet from 12:30pm to 3:00pm.
- 3-Day Sessions are offered M/W/F or Tu/W/Th.
- 5-Day Sessions are offered M/T/W/T/F.

## **DAILY SCHEDULE**

### **Three and Four Year Old Class**

9:00- 9:30 a.m.	Arrival, attendance, wash hands, sign in, free play
9:30- 9:50 a.m.	Group time
9:50- 11:00 a.m.	Free play- small group or individual
11:00- 11:30 a.m.	Clean up, large motor, games, dismissal

(The same schedule is followed in the afternoon class with time changes)

### **Four and Five Year Old Class**

9:00- 9:20 a.m.	Arrival, attendance, wash hands, sign in, free play
9:20-9:40 a.m.	Group time
9:40-10:15 a.m.	Large motor play- 2 groups if needed
10:15-11:15 a.m.	Free play- small group or individual, clean up
11:15-11:30 a.m.	Group time- books, games, songs, dismissal

(The same schedule is followed in the afternoon class with time changes)

## **STAFF/CHILD RATIOS & CLASS SIZE**

The staff/child ratios (meet or exceed the state licensing requirements):

- 1:10 for children ages 36-48 months or kindergarten eligible.
- An Assistant Teacher is hired if class size exceeds this ratio.

The maximum number of children in the age group classrooms are as follow:

- 3 & 4 year olds = 15 classroom max.
- 4 & 5 year olds = 17 classroom max.

## **HOURS OF OPERATION**

The Preschool office is open 9:00am to 3:00pm during the school year. Our summer office hours are T/W/T 10:00am to 1:00pm.

## **ENROLLMENT**

A child is considered enrolled in our program when the completed Registration Form has been submitted to the Preschool office, the Registration Fee of \$150 has been paid, and a confirmation email has been sent to each family. A child is not considered enrolled until the Registration Fee payment has been received.

Our program participates in the Early Childhood Education Grant provided by the State of Ohio. More information is available on our website at [www.chpreschool.com](http://www.chpreschool.com) under the Enrollment tab. The grant application is found under the Forms tab.

## **TUITION FEES**

Tuition fees are due by the 1<sup>st</sup> of each month. A \$20 late fee will be charged if tuition remains unpaid after the 5<sup>th</sup> of each month. Enrollment will be terminated if tuition remains unpaid after the 10<sup>th</sup> of each month. Upon receipt of the outstanding tuition payment and late fees, your child may be re-enrolled. We accept electronic payments via Paypal and debit/credit card payments in the Preschool office. For your tax purposes, our tax ID number is 3144-16401.

### Vacations/Closings/Environmental Emergencies

Our program is not state or federally funded. We rely almost entirely on the monthly tuition which we receive from our families, and nearly all of our tuition income pays our staff their modest salaries. With that in mind, we do not issue tuition refunds or discounts for vacations, calamity days, environmental emergencies, or any other building closures beyond our control.

# ARRIVAL AND DISMISSAL

---

## **ARRIVAL**

The Preschool entrance doors automatically unlock 10 minutes before classes begin and end. The doors to the Preschool wing open 5 minutes before classes begin and end. Families must escort your child into the building and wait with your child in the preschool wing until the teachers open their classroom doors. The parent/guardian is responsible for managing the child's behavior in the preschool environment until they are signed into the classroom by the teacher. Once the child is under the teacher supervision, no child shall be left alone or unsupervised at any time. If access to the building is needed outside of the auto-lock door times, ring the doorbell or call the preschool office.

If you are more than 15 minutes late to drop off your child, your child will need to be absent for the day. Lateness creates a disruption for the staff and other children in the class.

## **DISMISSAL**

Children will only be released to parent/guardians or those individuals who are designated and have signed the Child Pick-Up Authorization form (must be at least 16 years of age). If someone else is picking up your child, please send a note or call the office. Those individuals unfamiliar to classroom staff and administration may be asked to show identification.

In child custody issues, children will be released according to the court order. It is the responsibility of the custodial parent/guardian to provide updated information to the preschool. No child will be released to any authorized individual if the teachers/administrators consider them to be impaired or under the influence.

### Late Pick-Up Policy

Parents/guardians are given a one-time grace period of five minutes to pick up their child. A \$10 LATE FEE will be charged for all late pick-ups after the five-minute grace period. An additional \$10 will be charged in five-minute increments once the grace period has expired. Payment is due immediately upon pick-up of your child. Payments are to be made in the preschool office via debit/credit card. Habitual late pick-ups may be grounds for unenrollment.

If a parent/guardian/authorized person fails to pick up a child after preschool, and attempts to reach the parent/guardian/authorized person has produced no results, our only alternative is to contact Franklin County Children Services. Leaving a child with no provision for pick up may be viewed as child abandonment.

## **TRAFFIC PATTERN**

Traffic flows in a counter-clockwise direction around the church. Proceed around to the back of the church and park in the rear lot or in the lot on the south side of the building closest to the preschool entrance door. If you need assistance with your child, please make prior arrangements with the staff or administrators.

There is no parking in the fire lane, against the curbs, or in unauthorized spaces. Do not leave your vehicle running while it is unattended.

DRIVE SLOWLY. Parking lots can be dangerous for children so we need our families to slow down and be aware.

## **TRANSPORTATION**

Our program does not provide transportation to/from preschool. We do not take field trips, and therefore do not provide transportation for them. If a child arriving from another program does not arrive at their scheduled time, their parent/guardian will be notified.

## **ATTENDANCE**

When a child is enrolled in our preschool, it is at the discretion of the parent or guardian and therefore, attendance cannot be required for a child ages 3 through 5 years of age. At any time, a parent can decide to withdraw a student from school and discontinue the child's participation in the preschool program. The exception to this rule are for children enrolled in the Early Childhood Education Grant program. When grant students reach nine parental unexcused absences, an Absence Notification Letter is sent via email. If a child reaches twenty absences, excused or unexcused, they are subject to removal from the grant program.

## **REPORTING AN ABSENCE**

When a student is absent from preschool, the parent should notify the teacher or preschool office of the student's absence and the reason for the absence. If an extended absence is planned, parents should notify the teacher or administrator via email indicating the dates the student will be absent and the reason for the absences.

## **SHOULD I KEEP MY CHILD HOME FROM PRESCHOOL TODAY?**

It is important that students are not sent to school if they experience a fever (100 degrees F or above), vomiting, diarrhea, cold symptoms with a persistent cough, runny nose, sneezing and/or a sore throat within the last 24 hours. You must keep your child home until the child is symptom-free for 24 hours without the benefit of any medication. If a child returns to school and remains ill, parents or emergency contacts will be called.

## **WITHDRAWAL FROM PRESCHOOL**

When withdrawing a preschool student from Columbia Heights Preschool, parents must notify the preschool office, preferably in writing/email. We require a 30 day notice for student withdraws and do not offer tuition refunds. The parent/guardian may want to provide information about where the family is moving and complete the Columbia Heights Preschool Children's Records Transfer Authorization form in order for our program to send the child's records to a new program.

At any time during a child's enrollment, the program has the right to withdraw a child for the best interest of the program. Written notice of the termination will be given to the family which will include the reason(s) for the termination and the date of the child's last day in our preschool. If there is an extremely severe disruption, or if an unsafe situation exists, a referral or termination may occur instantly.

At a minimum, our staff and administration will take the following steps prior to terminating enrollment:

- A conference will be held with the child's parent/guardian, lead teacher, and administrator
- A second conference will be held after a two week period to discuss/review results
- If no changes have been observed, the child's enrollment may be terminated

Examples of termination reasons are listed below (Note: this list is not all encompassing):

- Repeated disruptive or dangerous behavior
- Abuse to staff, other children, or preschool property
- Inability of childcare to meet the needs of the child
- Non-payment of tuition
- Habitual absence from the Grant program
- Providing false information to the program



## **SCHOOL CLOSINGS/CALAMITY DAYS**

In the event of inclement weather, school delays and closings will be posted on the preschool website, Instagram, Twitter, and our Facebook page. Delay and closing information will also be reported using an automated text message system, and the group email system.

When the Southwestern City School district is closed for the day, our preschool programs are also closed for the day.

In the event of a two-hour delay, all AM preschool classes are cancelled. Afternoon preschool classes will be held on schedule.

There are rare occasions, when weather is worsening as the day progresses, when the PM session may be cancelled. In the event of the closure of the PM session, parents will be notified by preschool staff via a telephone call, text message, and/or group email.

## **PROGRAM SAFETY PLANS**

In case of an emergency, we will follow the safety and evacuation procedures set in place for our program. These specify steps to be followed should an emergency arise that threatens the well-being of students, staff and administrators.

To ensure we have accurate contact information, please contact the preschool office to review and update your records as needed. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/guardian is not home.

# HEALTH AND SAFETY

---

## **COMMUNICABLE DISEASE POLICY**

All preschool administrators, teachers, and assistants are required to attend communicable disease training. The training includes recognizing the signs and symptoms of illness, hand-washing procedures, and disinfection procedures. A communicable disease chart provided by the Ohio Department of Health is posted in the preschool wing for reference.

No staff member exhibiting any of the signs or symptoms of illness identified in the policy regarding Management of Illness or Communicable Disease will be allowed access in the classroom area with the children.

In the event a child has a confirmed case of a communicable disease, the parents of all the children in the preschool who may have been in contact with the ill child will be notified via email and a notice will be posted at the classroom door.

A child will be sent home if they any of the below listed illnesses or conditions are displayed. In the event your child is sent home, they may not be able to return to preschool for at least twenty four hours, remain symptom free, and able to fully participate in an active day.

- 100 degree F temperature in combination with any other signs or symptoms
- 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 sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, 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 swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- If it's clear that your child is just not feeling good and unable to follow a normal routine

A child exhibiting any of the above listed illnesses or conditions will be immediately isolated from other children while awaiting parent/guardian/emergency contact pick-up. While isolated at the program, the child will:

- Be isolated in a room or portion of a room not being used in the preschool program
- Remain within sight and hearing of an adult at all times
- Shall never be left alone or unsupervised
- Be made comfortable and provided with a cot or a place to rest. After use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent
- Be closely monitored for worsening symptoms

A staff member will ask questions about the nature of the illness before the child returns to preschool. Depending on the illness, a physician's note may be required prior to returning. If a child is prescribed a medication, they must have 24 hours of the dose(s) prior to returning to preschool.

## **IMMUNIZATION POLICY**

Your child must meet county and state health regulations for entrance to preschool, including compliance with state immunization laws. The Administrators and Lead Teachers check health records throughout the school year. You will receive a reminder of the required immunizations your child still needs. We reserve the right to deny enrollment to any child that is not in the process of receiving the required immunizations available to minimize the spread of communicable disease within our preschool program.

### **Immunizations for Child Care, Head Start and Pre-School Attendance:**

<p>Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children<sup>1, 2</sup></p> <p style="text-align: center;"><a href="http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf">http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf</a></p>		
<p><b>Ohio Revised Code 5104.014, Division B:</b> Each child's<sup>3</sup> caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process<sup>4</sup> of being immunized against all of the following diseases:</p>		
<p>1. Chicken pox; 2. Diphtheria; 3. Haemophilus influenzae type b; 4. Hepatitis A; 5. Hepatitis B;</p>	<p>6. Influenza; 7. Measles; 8. Mumps; 9. Pertussis; 10. Pneumococcal disease;</p>	<p>11. Poliomyelitis; 12. Rotavirus; 13. Rubella; 14. Tetanus.</p>
<p><b>Ohio Revised Code 5104.014, Division C:</b> A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:</p> <ol style="list-style-type: none"> <li>1. Immunization against the disease is medically contraindicated for the child;</li> <li>2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;</li> <li>3. Immunization against the disease is not medically appropriate for the child's age.</li> </ol> <p><i>In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.</i></p>		
<p><b>Ohio Revised Code 5104.014, Division D:</b> The medical statement shall include all of the following information:</p> <ol style="list-style-type: none"> <li>1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;</li> <li>2. Whether a child is subject to any of the exceptions specified in division (C) of this section.</li> <li>3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.</li> </ol> <p>Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:</p> <p style="text-align: center;"><a href="http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305">http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305</a></p>		

<sup>1</sup> Vaccine doses are only considered valid if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

<sup>2</sup> Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

<sup>3</sup> "Child" includes both of the following: 1) An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

<sup>4</sup> "In the process of being immunized" means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).

## **INJURIES**

Our staff is trained in First Aid and CPR. First aid kits are available in every classroom. If a child is injured, the child will be evaluated and administered first aid if needed. In the case of a severe illness or injury, 911 will be called. In all cases where a student has been injured or there is an incident, an Incident/Injury Report for Child Care (JFS 01299) will be completed and filed in the classroom. If a child must be transported to a hospital, the child's parent/guardian will be notified, and a staff member will pull the child's medical paperwork and accompany the child in the emergency vehicle to the hospital.

## **MEDICATIONS**

The preschool wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal preschool day at the time the student needs it. It is preferred that medications be taken by students at home; however, it is recognized that certain circumstances may necessitate taking medications during preschool hours. Guidelines have been established to maintain control of authorized drugs within the preschools and to ensure the health and welfare of the students.

For purposes of this policy, prescription medications shall include all medicines prescribed by an Ohio licensed health professional authorized to prescribe medication. Nonprescription medications shall include all over-the-counter drugs, vitamins, preparations, and/or remedies.

Parents/guardians are to bring prescription and over-the-counter medication to preschool in the original container. In accordance with Ohio Revised Code §3313.713, prescription medications must be kept locked in the classroom or office and administered by preschool personnel.

Any parent/guardian requesting the preschool to administer prescribed and over-the-counter medication to a student must comply with the following:

- 1) Prescription Medicine: A Child Medical/Physical Care Plan for Child Care (JFS 01236) and a Request for Administration of Medication for Child Care (JFS 01217) must be completed, signed, and dated by the physician and on file in the classroom before any prescription medication will be given. Training will be provided to staff as needed and/or as required by law.
- 2) Over-the-Counter Medication: Preschool students are not permitted to carry or to self-administer non-prescription medication. Examples are hand sanitizer, cough drops, ointments, etc.

## **NAPPING & RESTING POLICY**

As a 2.5 hour program, we do not have napping or resting times.

## **MEAL & SNACK POLICY**

We do not provide any snacks and/or meals within our program. Children are provided drinks as needed. We do not allow children to bring their own water bottles to school with them.

## **EMERGENCY PROCEDURES**

We strive to keep the children safe at all times while in our care. Our staff is trained to follow the specific processes and procedures in multiple response situations. An evacuation plan is posted in each classroom and in the muscle room, which designates all emergency exit routes and safe areas, as well as staff responsibilities in case of fire, inclement weather, or environmental emergency.

### Drills

Monthly fire drills are practiced at various times throughout the school year. Tornado drills are held in the fall and spring. Lockdown drills are held quarterly.

### Shelter in Place

In the event of a weather emergency or unsafe outdoor conditions, the children will be cared for indoors at the preschool and the center may be secured to restrict entry. Parents will be notified if they need to pick up before the regular dismissal time.

### Evacuation

In the event that we would need to leave the preschool, the staff and children will use a walking rope to evacuate the building and walk to the agreed upon safe site.

1. Allstate Insurance, 944 Galloway Road, Galloway, OH 43119 (614) 851-0910
2. Westland High School, 146 Galloway Road, Galloway, OH 43119 (614) 851-7000

### Contacting Parents/Guardians/Emergency Contacts

In the event of an emergency, parents will be called and/or texted. A sign will also be posted on the preschool entry door as to which evacuation site you are to pick up your child. Your child must be picked up only by those individuals designated as authorized on the Child Pick-Up Authorization form.

We strive to keep the children safe at all times while in our care. Our staff is trained to follow the specific processes and procedures in multiple response situations. An evacuation plan is posted in each classroom and in the muscle room, which designates all emergency exit routes and safe areas, as well as staff responsibilities in case of fire, inclement weather, or environmental emergency.

### Drills

Monthly fire drills are practiced at various times throughout the school year. Tornado drills are held in the fall and spring. Lockdown drills are held quarterly.

### Shelter in Place

In the event of a weather emergency or unsafe outdoor conditions, the children will be cared for indoors at the preschool and the center may be secured to restrict entry. Parents will be notified if they need to pick up before the regular dismissal time.

### Evacuation

In the event that we would need to leave the preschool, the staff and children will use a walking rope to evacuate the building and walk to the agreed upon safe site.

1. Allstate Insurance, 944 Galloway Road, Galloway, OH 43119 (614) 851-0910
2. Westland High School, 146 Galloway Road, Galloway, OH 43119 (614) 851-7000

### Contacting Parents/Guardians/Emergency Contacts

In the event of an emergency, parents will be called and/or texted. A sign will also be posted on the preschool entry door as to which evacuation site you are to pick up your child. Your child must be picked up only by those individuals designated as authorized on the Child Pick-Up Authorization form.

# **PARENT PARTICIPATION AND COMMUNICATION**

---

## **REQUIRED FORMS**

In order to obtain and maintain an operating license, the preschool classrooms at Columbia Heights Preschool must comply with the Ohio Department of Job and Family Services Licensing Rules and the Step Up to Quality standards. To be in compliance, **each child enrolled in preschool must complete the following forms** and all areas must be completed with correct information:

### **Health/ Medical/Family Forms**

- Child Medical Statement (JFS 01305): This form and a copy of the child's immunization records are due on or before the first day of preschool – and annually, within 13 months of the date of the last physical. The form must be dated and signed by a physician. It is the parent/guardian responsibility to update the form when additional immunizations have been administered.
- Family Information (JFS 01511): This form provides information about your child that will be used to create a positive experience for him/her while in our care.
- Child Enrollment and Health Information (JFS 01234): This form provides health information, allergies, medications, etc., and emergency contact information as well as any additional helpful information that we should be made aware of regarding your child. We will only accept children whose parents grant consent for emergency transportation.

**These forms are required to attend preschool.** They can be found on the **[www.chpreschool.com](http://www.chpreschool.com)** website under the Forms tab. Parents/guardians will receive letters requesting completion and submission if forms are not received on or before the first day of school for the current school year.

### **Additional Forms**

The following forms can be found on the [www.chpreschool.com](http://www.chpreschool.com) website under the Forms tab.

- Child Pick-Up Authorization
- Parent/Guardian Consent Agreement
- Family Handbook Acknowledgement

## **CLASSROOM ROSTER**

A class roster of parent/child names, addresses and phone numbers is available upon request to the families in your child's class. It is your choice to be on the roster or not. If you do not want to be on the class roster, email your child's teacher indicating your preference. Parents can be a great support and resource of each other. The roster can also provide contacts for families to get students together outside of school.

## **CLOTHING / OUTDOOR ACTIVITIES**

Please send in a change of clothing, on or before the first day of school, in a large zip-lock bag marked with your child's name. Any wet or soiled clothing will be placed in a plastic bag to take home.

Children may be taken outside for gross motor time when the temperature is 32 degrees Fahrenheit or above and the playground conditions permit safe play. Teachers may decide to opt for indoor gross motor activities when the weather is too hot/cold or the playground is wet and/or snowy.

In order to participate in gross motor activities, tennis shoes are required for all of our students. Students engage in at least 20 minutes of gross motor activities daily. Our playground has mulch and students often have difficulty wearing open-toed shoes, crocs, sandals or flip flops. If our staff determines your child is not safely dressed for the activity, they will not participate.

## **WATER ACTIVITIES / SWIMMING POLICY**

Our program does not offer swimming activities. When water activities like a sensory table are offered, children must wash their hands before and after play. Staff will supervise any activity that involves water.

## **COMMUNICATION**

### **COMMUNICATION METHODS**

We communicate with our families via email, text messaging, phone calls, and social media. It is the responsibility of each family to supply us with at least one email address that is accessed on a regular basis. We also require at least one phone number for voice contact and text messaging. We also utilize social media platforms like Facebook (chpreschool), Instagram, and Twitter (@chtspreschool) to communicate with our families.

Families are welcome to email their teacher regarding concerns related to your child or preschool concerns in general. The administrators are always available to assist as well. If the issues or concerns are lengthy in nature, we advise scheduling a meeting to ensure availability. If further assistance is needed, staff are available in the church office.

### **ONGOING COMMUNICATION**

Ongoing communication regarding classroom themes and learning activities occurs through monthly parent newsletters and classroom calendars. These will be sent home with the children on a monthly basis. They can also be accessed at [www.chpreschool.com](http://www.chpreschool.com) under the Classrooms tab. Communication specific to your child may occur via emails, phone calls or face-to-face meetings.

### **PARENT TEACHER CONFERENCES**

Parent teacher conferences are scheduled twice annually. A sign-up sheet will be posted outside of each classroom. If parents wish to meet with the teacher outside of the conference schedule, they are welcome to contact the teacher to schedule a conference/ meeting.

## **PHOTOGRAPHS**

Photographs may be taken periodically and published on our social media sites. Children's names will not be used in any post. Parents/guardians have the option of opting out of the use of photographs of your child by indicating your choice on the Parent/Guardian Consent Agreement form.

## **CUSTODY ISSUES**

We realize and understand that some children may have multiple addresses and adult family members involved in their lives. Be advised that we are legally mandated to follow the most current court order and may require these documents, as well as additional documents, to help us better understand the family's situations and avoid conflict.

## **CLASSROOM PARTICIPATION GUIDELINES**

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation, to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the administrators. Upon entering the building, please stop at the preschool office to sign in. (Appendix C to Rule 5101:2-12-07)

## **FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES**

### **Columbia Heights Preschool Family Engagement Activities**

#### **Annual Open House**

Families and children are invited to the Open House held in the evening before school begins. The Open House is meant to provide an opportunity for children and parents to meet staff and see the classroom/school before the first day of class.

#### **Parent Education Workshop**

These workshops, presented in person or electronically, cover various areas of childhood development and academics.

#### **Parent Group Meetings**

Parents meet to brain storm fundraising ideas, clean/sanitize classroom materials, cut out art projects, etc. Dates and times TBD



# CURRICULUM, SCREENING AND ASSESSMENT

---

## **CURRICULUM**

We utilize the State of Ohio's Birth through Kindergarten Entry / Early Learning and Development Standards in order to design our individually and culturally appropriate curriculum. Each of the classrooms use a Step Up to Quality approved, research-based curriculum. Columbia Heights Preschool has selected Creative Curriculum which features exploration and discovery as a way of learning. When children utilize this play-based approach to learning, they build many areas of their development including, but not limited to:

- Cognitive Development and General Knowledge
- Social Emotional Development
- Language and Literacy
- Physical Well-being and Fine & Gross Motor Skills

Children are naturally motivated to play. Our play-based program builds on this motivation, using it as a context for learning. While using this curriculum in our classrooms, children will explore, experiment, discover, and problem solve.

- Types of Play in a Preschool Environment
  - Child Initiated Play is when children create their own play concepts, make decisions about what to play and the rules that go along with their ideas.
  - Teacher Guided Play gives students support and a different way of thinking about their play ideas without directing them with exactly what to do.
  - Scaffolding: Teachers will support children's development and learning by offering just the right help at just the right time in just the right way. By asking questions- "what could you change on the bottom of your block tower to make it sturdier?" Also, by making suggestions if they are struggling with an idea- "You could help the block tower not fall over by adding bigger blocks to the bottom."

## **SCREENING**

As a requirement of our participation in the Ohio Step Up to Quality program, each family must complete an Ages and Stages Questionnaire (ASQ) for their child within 60 days of entrance to the preschool program. The teacher will discuss the outcome with parents during parent teacher conferences, a phone conference, or face-to-face meeting. Any student scoring below the range expected for the age of the child will be referred for additional follow-up.

The ASQ provides a helpful look at how your child is progressing in important areas such as communication, social skills, motor skills, and problem-solving skills. Our teachers review and score the information you provided in the assessment to identify your child's strengths, uncover new milestones, and potentially reveal any areas where your child may need support. Each questionnaire consists of two screenings:

- ASQ-3 is a set of simple questions to check child development.
- ASQ:SE-2 is a set of questions with a focus on social-emotional development.

## **ASSESSMENTS**

Ongoing/ Informal Assessment: Twice a year, our teachers complete Ohio's Early Learning Assessment (ELA) which is a tool used to learn about the skills of preschool age children. Ongoing assessment is the process of gathering information in the context of everyday class activities to obtain a representative picture of the children's abilities and progress. Our program uses a variety of informal assessment processes on an ongoing basis throughout the school year. The assessment is designed to aid teachers in determining where children are in their readiness for kindergarten. Certain scores are required by ODJFS to be reported for ECE Grant recipients.

In the spring and fall, we assess your child's skills, knowledge, and behaviors in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being, and Motor Development. Parent will be given a summary of the assessment results.

# BEHAVIOR MANAGEMENT

---

## Positive Guidance

The center's philosophy of guidance is focused on developing skills for each child to manage their own behavior in a positive way. The role of the staff is very important when it comes to modeling use of appropriate communication and helping children work out situations with their peers. We want each child to feel successful and confident in their abilities! A Classroom Management Plan is in place in our classrooms to ensure that the teachers can teach, children can learn, and feel safe in their school environment.

The ultimate goal is for children to feel good about their choices. An intrinsic feeling about children's behavior is to be encouraged. This raises self confidence in children. The staff's role is to give the children the tools to succeed in this self-management. When using a "mistaken" behavior nature and logical consequence are used:

In order for a child to become self-managed, which is our ultimate goal, he/she has to be able to use a "mistaken" behavior and experience the resulting consequence. The result being that the child will eventually make a better choice a high percentage of the time. This is a learning process which occurs over time. It is the result of testing limits, failure, and success as is the case with all other learned skills. For many children this is their first classroom experience, different than being at home or in child care. The expectations are much different. When your child has a consequence please reply with the following: "We all make mistakes sometime, next time I know you will remember." Then drop the subject. All children need to learn how to struggle and achieve a goal on their own, an important life skill.

## Positive Guidance Techniques

- Natural and logical consequences.
- Appropriate timing for teacher intervention.
- Correct supervision by staff
- Use of "I-Messages ex. I see that you keep throwing toys towards other children and I'm concerned someone might get hurt.
- Redirecting children's behavior.
- Active listening techniques.
- Resolving conflict through emotional development.
- Managing strong emotions responsibly: Allow child to acknowledge their strong feelings such as anger without the use of harming someone else.

**Physical/emotional punishment is never used.** We acknowledge that each family has the responsibility and right to rear their family according to their beliefs, customs and knowledge. However, it is important while you are at our program, that you refrain from any form of corporal punishment towards your child, in view of others, whether staff, adult or child. If you witness a problem with any parent or child's behavior that has gone unnoticed by our staff, please do not hesitate to let them know. Staff are mandated reporters of Child Abuse/Neglect.

## **RELEASE OF STUDENT RECORDS**

---

In order for us to release child records, forms, etc., the parent/guardian must complete the Columbia Heights Preschool Children's Records Transfer Authorization form. This will be emailed to the parent/guardian email address on file. Once the fully completed and signed form is return back to the administrator, the child's records will be released and a copy retained for our files.

## **AMERICAN WITH DISABILITIES ACT COMPLIANCE POLICIES**

The ADA requires that childcare providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

- Centers cannot exclude children with disabilities from their programs unless their presence poses a direct threat to the health or safety of others or requires a fundamental alteration of the program.
- Centers have to make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration.
- Centers must provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible.
- We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

## **CHILD ABUSE AND NEGLECT REPORTING**

---

As required by Ohio law, all preschool staff and administrators must immediately report any suspicions of abuse or neglect to the Franklin County Children Services Board when they have any reason to suspect that a child has been abused. No children are allowed to be left alone in a vehicle during drop off or pick up times.