



COLUMBIA HEIGHTS PRESCHOOL



# Family Handbook 2025-2026

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## Table of Contents

<b>INTRODUCTION</b>	<b>5</b>
<b>WELCOME</b>	<b>5</b>
<b>FOREWORD</b>	<b>5</b>
<b>MISSION STATEMENT</b>	<b>5</b>
<b>VISION STATEMENT</b>	<b>5</b>
<b>PHILOSOPHY</b>	<b>5</b>
<b>PROGRAM OVERVIEW</b>	<b>5</b>
<b>HOURS OF OPERATION</b>	<b>5</b>
<b>SCHEDULED CLOSINGS</b>	<b>5</b>
<b>INCLEMENT WEATHER CLOSINGS</b>	<b>5</b>
<b>UNEXPECTED CLOSINGS</b>	<b>5</b>
<b>PROGRAM DESCRIPTIONS</b>	<b>5</b>
<b>DIAPERING POLICY</b>	<b>6</b>
<b>DAILY SCHEDULE</b>	<b>6</b>
<b>STAFF/CHILD RATIOS &amp; CLASS SIZE</b>	<b>6</b>
<b>ENROLLMENT &amp; REGISTRATION</b>	<b>6</b>
<b>ENROLLMENT</b>	<b>6</b>
<b>REGISTRATION PROCESS</b>	<b>6</b>
<b>BRIGHTWHEEL ACCOUNT</b>	<b>6</b>
<b>REQUIRED ENROLLMENT DOCUMENTS</b>	<b>6</b>
<b>CARE OF CHILDREN WITHOUT IMMUNIZATIONS</b>	<b>7</b>
<b>FINANCIAL INFORMATION</b>	<b>7</b>
<b>TUITION AND FEES</b>	<b>7</b>
<b>DISCOUNTS</b>	<b>7</b>
<b>REGISTRATION &amp; SUPPLY FEE</b>	<b>7</b>
<b>BRIGHTWHEEL AUTOPAY</b>	<b>7</b>
<b>TUITION PAYMENTS</b>	<b>7</b>
<b>ADDITIONAL FEES</b>	<b>7</b>
<b>LATE TUITION FEES</b>	<b>7</b>
<b>LATE PICK-UP POLICY</b>	<b>7</b>
<b>ADDITIONAL CHARGES DUE TO COURT APPEARANCES</b>	<b>7</b>
<b>WITHDRAWAL FROM THE PROGRAM DUE TO PARENT REQUEST</b>	<b>7</b>
<b>ATTENDANCE POLICIES</b>	<b>8</b>
<b>TRAFFIC PATTERN</b>	<b>8</b>

ARRIVAL _____	8
DISMISSAL _____	8
RELEASE OF A CHILD _____	8
CUSTODY AGREEMENTS _____	8
ABSENCE POLICY _____	8
SHOULD I KEEP MY CHILD HOME FROM PRESCHOOL TODAY? _____	8
<b>TRANSPORTATION POLICIES _____</b>	<b>8</b>
ARRIVAL FROM OTHER PROGRAMS _____	8
FIELD TRIPS _____	8
EMERGENCY TRANSPORTATION _____	8
<b>PARENT COMMUNICATION AND PARTICIPATION _____</b>	<b>9</b>
COMMUNICATION _____	9
ANNUAL OPEN HOUSE _____	9
PARENT TEACHER CONFERENCES _____	9
PHOTOGRAPHS _____	9
CLASSROOM ROSTER _____	9
PARENT EDUCATION WORKSHOP _____	9
PARENT GROUP MEETINGS _____	9
CLASSROOM PARTICIPATION GUIDELINES _____	9
<b>STUDENT DAILY PREPARATION _____</b>	<b>9</b>
CHANGE OF CLOTHING _____	9
OUTDOOR PLAY ATTIRE _____	9
PROPER FOOTWEAR _____	9
PERSONAL ITEMS _____	10
WATER ACTIVITIES / SWIMMING POLICY _____	10
MEAL & SNACK POLICY _____	10
NAPPING & RESTING POLICY _____	10
<b>SUPERVISION OF CHILDREN _____</b>	<b>10</b>
GENERAL SUPERVISION _____	10
SCHOOL AGE CHILDREN SUPERVISION _____	10
<b>CHILD GUIDANCE _____</b>	<b>10</b>
POSITIVE GUIDANCE _____	10
DISCIPLINE _____	11
SUSPICION OF CHILD ABUSE _____	11
SUSPENSION AND EXPULSION _____	11

<b>ILLNESS POLICY</b>	<b>11</b>
<b>COMMUNICABLE DISEASES</b>	<b>11</b>
<b>ISOLATION POLICY</b>	<b>11</b>
<b>NOTIFICATION OF ILL CHILD</b>	<b>11</b>
<b>RETURN TO SCHOOL AFTER ILLNESS</b>	<b>11</b>
<b>COVID-19</b>	<b>11</b>
<b>MEDICATION OR TOPICAL PRODUCTS</b>	<b>12</b>
<b>HEALTH OR MEDICAL CONDITION</b>	<b>12</b>
<b>TOPICAL OVER THE COUNTER PRODUCTS</b>	<b>12</b>
<b>ADMINISTRATION OF PRESCRIBED MEDICATION OR TOPICAL PRODUCTS</b>	<b>12</b>
<b>STORING MEDICATION OR TOPICAL PRODUCTS</b>	<b>12</b>
<b>EMERGENCY PLANS</b>	<b>12</b>
<b>EMERGENCY EVACUATION PLANS</b>	<b>12</b>
<b>CONTACTING PARENTS/GUARDIANS</b>	<b>12</b>
<b>ILLNESS OR INJURY</b>	<b>12</b>
<b>SERIOUS INJURIES</b>	<b>12</b>
<b>CURRICULUM, SCREENING, ASSESSMENTS</b>	<b>13</b>
<b>CURRICULUM</b>	<b>13</b>
<b>SCREENING</b>	<b>13</b>
<b>ASSESSMENTS</b>	<b>13</b>
<b>DISENROLLMENT AT PROGRAM'S REQUEST</b>	<b>13</b>
<b>CONFLICT RESOLUTION</b>	<b>13</b>
<b>RELEASE OF STUDENT RECORDS</b>	<b>13</b>
<b>AMERICAN WITH DISABILITIES ACT COMPLIANCE POLICIES</b>	<b>14</b>

## **INTRODUCTION**

### **WELCOME**

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 early learning years and strives to provide our students with a developmentally and exceptionality appropriate program that facilitates maximum learning for every student.

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### **FOREWORD**

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

- To answer frequently asked questions that parents of preschool students may have regarding our preschool program.
- To address the requirements of the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.
- To comply with program standards for Step Up to Quality (SUTQ). Our Gold Level rating on the SUTQ system signifies the highest quality rating for a program, indicating that we exceed standard licensing requirements and demonstrate a commitment to high level learning and development practices. is a tiered quality rating and improvement system.

### **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. While we do not provide religious instruction, we do promote respect for each family's cultural, religious, and family beliefs and welcome 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**

### **HOURS OF OPERATION**

The Preschool office is open 8:30am to 1:00pm during the school year. Our summer office hours are by appointment only.

### **SCHEDULED CLOSINGS**

Refer to the calendar on the last page of this document for a complete list of scheduled closings.

### **INCLEMENT WEATHER CLOSINGS**

In the case of inclement weather closings and delays, our program follows the South-Western City Schools schedule. Once the decision is made, we will send a message through Brightwheel. In the event of a two-hour delay, all preschool classes will be cancelled.

### **UNEXPECTED CLOSINGS**

In the case of an unexpected closing (facility issues, threat of violence, etc.) we will send a message through Brightwheel.

### **PROGRAM DESCRIPTIONS**

We offer 3-Day and 5-Day half day preschool classes to children ages 3 to 5 years of age. 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 trained (no pull-ups).

- Morning classes meet from 9:00am to 12:00pm.

- 3-Day Sessions are offered M/W/F.  
\*We do not offer afternoon classes at this time.

## DIAPERING POLICY

We are not licensed to provide care for children under three years old children who are not potty trained. Children attending our program must be fully potty trained (no pull-ups).

## DAILY SCHEDULE

### Three | Four Year Old Class

9:00 - 10:00am	Arrival and Table Time
10:00 - 10:15am	Circle Time
10:15 - 10:45am	Free play, Art Work
10:45 - 11:15am	Gross Motor Development
11:15 - 11:35am	Free Play, Clean Up
11:35 - 12:00pm	Circle Time, Modeled Reading , Dismissal

### Four | Five Year Old Class

9:00 - 9:35am	Arrival and Table Time
9:35 - 10:00am	Circle Time
10:00 - 10:30am	Gross Motor Dev't./Sm. Group
10:30 - 11:30am	Free Play, Art Work
11:30 - 11:35am	Clean Up
11:35 - 12:00pm	Circle Time, Modeled Literacy, Reading, Dismissal

## STAFF/CHILD RATIOS & CLASS SIZE

Our staff/child ratios exceed state licensing requirements and meet Ohio's Step Up to Quality requirements:

- 1:11 for children ages 36-48 months
  - 1:13 for children ages 48 months or kindergarten eligible
- \*An Assistant Teacher is utilized if class size exceeds this ratio.

## ENROLLMENT & REGISTRATION

### ENROLLMENT

Enrollment is on a first come-first served basis. Interested families should contact the program to discuss class options and schedule a tour of the facility. Columbia Heights Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, and disability or vaccination status. 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.

### REGISTRATION PROCESS

1. Visit [www.chpreschool.com](http://www.chpreschool.com) and click "Enroll Now" under the Enrollment tab.
2. This link will take you to Brightwheel. If you have a Brightwheel account you can login now. If you do not have a Brightwheel account, you will create one now.
3. Please ensure that Brightwheel notifications are TURNED ON so that you do not miss any time sensitive information.
4. Complete the information on the enrollment form and submit form.
5. An administrator will contact you through Brightwheel within 2-3 business days to discuss availability.
6. Once a schedule has been agreed upon, you will be sent an invoice for the non-refundable Registration & Supply fee (due now) and the state required forms. See instructions below.
7. Your registration is not guaranteed until all the required enrollment documents (see below) are received AND the non-refundable Registration & Supply fee is paid.

### BRIGHTWHEEL ACCOUNT

Our program partner's with Brightwheel as our primary communication tool to register, complete enrollment documents, manage financial information, send class updates, and more! A brightwheel account is required for at least one parent/guardian. Brightwheel is the preferred method of contact between parents and staff.

### REQUIRED ENROLLMENT DOCUMENTS

All of the following documents must be submitted through Brightwheel and approved by Columbia Heights administration before your spot is confirmed. All documents will need to be updated annually. Failure to complete and/or update these forms could result in withdrawal of your child from our program.

- CHP Registration Form
- Child Medical Statement\* (JFS01305) – Print and have completed by a physician.

\*This form is valid for 365 days from the date of exam and may need to be updated during the school year. Failure to secure an updated Child Medical Statement

within 30 days of expiration will result in your child being unable to attend until an updated Child Medical Statement is received.

- Child Enrollment and Health Information with completed Signed Emergency Transportation Authorization (JFS-01234)
- CHP Acknowledgement/Consent
- Child Medical/Physical Care Plan\* (JFS-01236) – If applicable.

*\*If your child has a health medical condition or allergy that requires monitoring, medication and/or intervention please be sure to include this information on the State Child Enrollment and Health Information (JFS01305).*

## **CARE OF CHILDREN WITHOUT IMMUNIZATIONS**

The Ohio Department of Health recommends that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others. A completed JFS01305 Child Medical Statement with Section C signed and dated will need to be completed annually.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

Our program is not state or federally funded. We rely almost entirely on the monthly tuition received from our families to pay our staff. 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.

### **DISCOUNTS**

We offer a multi-family discount when two or more children from one family attend our program at the same time. Qualifying families receive 10% off the lowest tuition (only one discount per family is permitted).

### **REGISTRATION & SUPPLY FEE**

A non-refundable registration fee of \$175 will be charged within 2-3 business days of registering. This fee ensures your child's enrollment and covers all of their supplies for the school year.

### **BRIGHTWHEEL AUTOPAY**

A financial account with autopay turned on is required for all families. Families are responsible for all transaction processing fees. No cash or checks will be accepted for payment.

### **TUITION PAYMENTS**

All tuition payments for the nine-month school year will be invoiced and paid through Brightwheel on a payment plan due monthly September 1<sup>st</sup> (upon registration) through May 1<sup>st</sup>. Fees for late enrollments (enrolling after October 1<sup>st</sup>) will be pro-rated accordingly.

### **ADDITIONAL FEES**

All additional fees will be invoiced and paid through Brightwheel. This includes but is not limited to late student pick-up, lost library book, etc.

### **LATE TUITION FEES**

Tuition is due the 1<sup>st</sup> of the month. If tuition is paid after the 5<sup>th</sup> of the month, a late fee of \$25 will be charged. The account must be brought up to date within two weeks of the failed payment.

### **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. The late pick-up fee will be added to your Brightwheel account. 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.*

### **ADDITIONAL CHARGES DUE TO COURT APPEARANCES**

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. Our program will have to provide a substitute in the staff member's absence.

### **WITHDRAWAL FROM THE PROGRAM DUE TO PARENT REQUEST**

If a parent wishes to withdraw their child from the program during the school year, Columbia Heights Preschool requires at least thirty

(30) days signed notice. Please contact the administrator and a withdrawal form will be provided to you. We do not offer tuition refunds.

## **ATTENDANCE POLICIES**

### **TRAFFIC PATTERN**

Traffic flows in a counter-clockwise direction around the building. The preschool entrance is on the south side of the building beside the playground. There is no parking in the fire lane, against the curbs, or in unauthorized spaces. If you need assistance with your child, please make prior arrangements with the staff or administrators.

### **ARRIVAL**

Every child must be taken directly to his/her classroom by a parent/guardian. Under no circumstances should a child be dropped off outside the building or in the hallway. The main preschool entrance doors automatically unlock 10 minutes before classes begin and automatically re-lock five minutes after the class scheduled start time. The doors to the preschool wing will open a few minutes before classes begin. A parent/guardian must use Brightwheel to check their child into the classroom by scanning the QR code outside the classroom door.

*\*If your child is more than 15 minutes late, he/she will need to be absent for the day. Lateness creates a disruption for the staff and other children in the class.*

### **DISMISSAL**

The main Preschool entrance doors automatically unlock 5 minutes before classes end and will automatically re-lock five minutes after the class scheduled end time. The doors to the Preschool wing will open a few minutes before classes end. An authorized individual must use Brightwheel to check their child out of the classroom by scanning the QR code outside the classroom door.

### **RELEASE OF A CHILD**

Children will only be released authorized individuals listed on the child's Brightwheel profile, listed as an emergency contact on the JFS-01234 Enrollment Information form, or added to the Additional Pick-Up Authorization form. Staff may require photo identification at any time. No child will be released to any authorized individual if the teachers/administrators consider them to be impaired or under the influence. If an authorized individual fails to pick up a child, and attempts to reach the parent/guardian has produced no results, we will contact Columbus Police and/or Franklin County Children Services.

### **CUSTODY AGREEMENTS**

Columbia Heights Preschool will follow any court ordered custody agreements. It is the custodial parent's responsibility to notify school administration of any custody agreements and provide a certified copy of the court documents.

### **ABSENCE POLICY**

There is no attendance requirement for preschool\*. However, if your child is going to be absent on a regularly scheduled day, please notify your child's teacher through Brightwheel. It is helpful to note the reason for the absence.

*\*Attendance requirements by the state must be met for Early Childhood Education grant participants.*

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

Students shall not attend preschool if they are experiencing a fever (100°F or above), vomiting, diarrhea, cold symptoms with a persistent cough, runny nose, sneezing and/or a sore throat within the past 24 hours. Your child must be kept home until he/she is symptom-free for 24 hours without the aid of any medication. Parent/guardian will be called for immediate pick-up of sick children.

## **TRANSPORTATION POLICIES**

### **ARRIVAL FROM OTHER PROGRAMS**

Our program does not provide transportation to/from preschool. If a child is expected to arrive from another program and does not, we will contact the parent/guardian to confirm the child is scheduled to be at our preschool that day and then contact the program that they are to arrive from. We will then consult with the parent/guardian to determine further action.

### **FIELD TRIPS**

Our program does not provide off-site field trips, therefore no transportation is provided.

### **EMERGENCY TRANSPORTATION**

We will not provide preschool services to children whose parents/guardians refuse to grant consent for transportation to the source of emergency treatments. A parent/guardian must sign "Give Permission to Transport" on the last page of the Child Enrollment and Health Information form (JFS-01234).



## **PARENT COMMUNICATION AND PARTICIPATION**

### **COMMUNICATION**

We communicate with our families via Brightwheel, email, text messaging, phone calls, emails, 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 message their teacher through Brightwheel 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, administrators are available in the church office.

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. Communication specific to your child may occur via the Brightwheel portal, emails, phone calls or face-to-face meetings.

### **ANNUAL OPEN HOUSE**

Families and children are invited to the Open House held in the evening before school begins. The Open House provides you and your child an opportunity meet our preschool staff and visit the classroom before the first day of class.

### **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 shared with parents via Brightwheel.

### **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. Indicate if you wish to be included on this list on the Child Enrollment and Health Information form (JFS-01234).

### **PARENT EDUCATION WORKSHOP**

These workshop, presented in person or electronically, cover various areas of childhood development and academics. Dates and times TBD

### **PARENT GROUP MEETINGS**

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

### **CLASSROOM PARTICIPATION GUIDELINES**

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

## **STUDENT DAILY PREPARATION**

### **CHANGE OF CLOTHING**

We ask that each child keep a change of clothing in the classroom for accidents. This can be dropped off in your child's classroom at the Open House or on the first day of school.

*\*Place the garments in a large zip-lock bag marked with your child's name.*

### **OUTDOOR PLAY ATTIRE**

Dress your child for the weather every day. Children may be outside for gross motor time when the temperature is 32°F 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.

### **PROPER FOOTWEAR**

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

## **PERSONAL ITEMS**

Each student will be provided with a cubby to place their own belongings. We ask that students do not bring toys or other items from home as we are not responsible for items that become lost or broken.

## **WATER ACTIVITIES / SWIMMING POLICY**

Students may participate in water activities inside the classroom (sensory tables, squirt bottles, etc.). We do not participate in any water activities that include sprinklers or pools. Our program does not offer swimming activities.

## **MEAL & SNACK POLICY**

We do not provide any snacks and/or meals within our program. Children are provided drinks as needed.

*\*Do not send any food or drinks in your child's backpack.*

## **NAPPING & RESTING POLICY**

We do not have any nap times at our three-hour program. If a child is having trouble staying awake or participating in class, we may contact a parent/guardian for early pick-up.

## **SUPERVISION OF CHILDREN**

### **GENERAL SUPERVISION**

It is the responsibility of Columbia Heights Preschool staff to ensure the health and safety of each child entrusted in our care. Staff will ensure the following:

- No child will be left unsupervised. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach the children immediately, including responding to the child's basic needs and protecting them from harm.
- Ensure all children in care are within sight and hearing of childcare staff members at all times. Within sight and hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies.
- Not be under the influence of any substance that impairs the childcare staff member's ability to supervise children and/or perform duties.
- Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.
- Not permit children to be exposed to inappropriate language or media.
- Supervise outdoor play.

### **SCHOOL AGE CHILDREN SUPERVISION**

Not applicable. Our program does not provide care for school age children.

## **CHILD GUIDANCE**

### **POSITIVE GUIDANCE**

Our program'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.

## **DISCIPLINE**

**Physical/emotional punishment is never used at our program.** 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.

## **SUSPICION OF CHILD ABUSE**

Columbia Heights Preschool staff under Section 2151.421 of the Ohio Revised Code are to report their suspicions of child abuse or child neglect to the local public children's services agency.

## **SUSPENSION AND EXPULSION**

In extreme behavioral cases involving the chance of injury or destruction of property or other children, it may be necessary to require that the child be withdrawn from the program. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur.

*\* When a child is expelled from the program for a behavioral reason, the expulsion is reported in the Ohio Child Licensing and Quality System (OCLQS) in accordance with rule 5101:2-12-16 OAC.*

## **ILLNESS POLICY**

### **COMMUNICABLE DISEASES**

A chart of communicable disease symptoms and information is posted in the preschool hallway. If your child has been exposed to a communicable disease at the preschool, a notice will be posted outside of the classroom involved. No staff member exhibiting any 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.

A child will be sent home if they any of the below listed illnesses or conditions are displayed.

- 100°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.

### **ISOLATION POLICY**

A child exhibiting symptoms 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.

### **NOTIFICATION OF ILL CHILD**

The parent/guardian/emergency contact will be notified by telephone, and the child will be discharged (within one-half hour or less of notification) to the parent/guardian or authorized individual.

### **RETURN TO SCHOOL AFTER ILLNESS**

The child may return to preschool when all symptoms, including fever, have been gone for 24 hours without the use of medication. If the child is not symptom free, a doctor's note will be required stating that the child is not contagious.

### **COVID-19**

As a state licensed program, we must follow the guidelines established by the State of Ohio and the Ohio Department of Job and Family Services. We also fall under the jurisdiction of Columbus Public Health and follow their guidelines regarding COVID-19, including exposure notifications, mask policies, symptom checking and quarantine guidelines.

## **MEDICATION OR TOPICAL PRODUCTS**

### **HEALTH OR MEDICAL CONDITION**

The Request for Administration of Medication form (JFS-01217) must be completed for all prescription and non-prescription medication unless it is included in the Child Medical/Physical Care Plan form (JFS-01236).

### **TOPICAL OVER THE COUNTER PRODUCTS**

Written parent/guardian is not required for the use of lip balm or hand sanitizer for children older than 24 months.

For all other topical products, the program shall:

- Ensure that the product is stored in the original container with the manufacturer's label that includes directions based on the age and/or weight of the child.
- Ensure that the parent/guardian provides signed written permission to administer that topical product.
- Apply the non-prescription topical products according to the manufacturer's instructions. Documentation is not required by the staff.

### **ADMINISTRATION OF PRESCRIBED MEDICATION OR TOPICAL PRODUCTS**

The program shall:

- Not administer any medication or topical product until after the child has received the first dose or application at least once prior to our staff administering a dose or applying the product, to avoid unexpected reactions.  
\* Emergency medications are exempt from this requirement.
- Not administer any medication or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice registered nurse, certified to prescribe medication, or licensed dentist, on the prescription label for 12 months from the date of the form, or after the expiration date on the medication, whichever comes first.
- Follow prescribed dosages or the manufacturer recommended dosages for administering non-prescription medication.
- Receive proper training as needed and/or required by law.

### **STORING MEDICATION OR TOPICAL PRODUCTS**

Our program will safely store all medication or topical products upon arrival at our program. Medication must remain at the preschool and will be stored in a locked cabinet, out of reach of children and a child may not carry his/her medication with him or leave it in their backpack.

*\*Children are not permitted to bring cough drops, hand sanitizer, lip balm, ointments, etc. in their backpacks to school with them.*

## **EMERGENCY PLANS**

### **EMERGENCY EVACUATION PLANS**

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

### **CONTACTING PARENTS/GUARDIANS**

In the event of an emergency, parents will be texted and/or called. The Brightwheel portal may also be used. A sign will also be posted on the preschool entry door as to which evacuation site you are to pick up your child. Release of a child policies will be followed.

### **ILLNESS OR INJURY**

First Aid will be administered as applicable per the illness or injury. The parent/guardian of the child will be notified of the incident.

### **SERIOUS 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 serious 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.

## CURRICULUM, SCREENING, ASSESSMENTS

### 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 The HighScope Preschool 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 evaluate 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. ODJFS requires a specific set of scores to be reported for the Early Childhood Education grant. 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. Parents will be given a summary of the assessment results.

### DISENROLLMENT AT PROGRAM'S REQUEST

Your child may be asked to disenroll from our program for the below listed reasons:

- Non-payment of tuition.
- Missing/incomplete state required forms.
- Suspension or expulsion with no satisfactory solution.
- Child not being potty trained.

### CONFLICT RESOLUTION

If parents have concerns at any time, it is recommended that they speak with the child's lead teacher first, then to an administrator. You are encouraged to bring concerns up as they occur to avoid becoming an even bigger issue as time goes on.

### 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.

Columbia Heights Preschool

# Columbia Heights Preschool

## 2025-2026

### School Year Calendar



COLUMBIA HEIGHTS  
PRESCHOOL

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Important Student Dates

<b>Aug 27</b>	Open House 6-7:00pm
<b>Sep 3</b>	First Day of School
<b>Oct 17</b>	No School (Professional Day)
<b>Nov 4</b>	No School (Election Day)
<b>Nov 26</b>	No School
<b>thru 28</b>	(Thanksgiving Break)
<b>Dec 19</b>	No School (Conferences)
<b>Dec 22</b>	No School
<b>thru</b>	(Winter
<b>Jan 2</b>	Break)
<b>Jan 19</b>	No School (MLK Day)
<b>thru 20</b>	No School (Professional Day)
<b>Feb 16</b>	No School (Presidents Day)
<b>Mar 27</b>	No School (Professional Day)
<b>Mar 30</b>	No School
<b>thru</b>	(Spring
<b>Apr 3</b>	Break)
<b>Apr 24</b>	No School (Conferences)
<b>May 5</b>	No School SWCS
<b>May 13</b>	Last Day of School



COLUMBIA  
HEIGHTS  
PRESCHOOL

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