



# Play and Prep Preschool

**"Where children prepare for academic success  
through play and helping others"**

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OFFERED BY SOLON UNITED METHODIST CHURCH

## PARENT HANDBOOK

2018-2019



|  |            |
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## **Welcome**

The staff and board welcome you and your family to Play and Prep Preschool! This handbook contains information regarding our program. Please read it carefully and use it as a reference throughout the year.

Play and Prep Preschool is a non-profit, non-denominational school operated by Solon United Methodist Church. The school opened in the fall of 2012, offering a safe and nurturing educational environment for children, 2, 3, 4, and 5 years of age.

To better serve the needs of the community, Play and Prep Preschool was started in 2012 by then Director Michelle Peters and Pastor Scott Low of Solon United Methodist Church. Play and Prep Preschool functions under the authority and guidance of the Play and Prep Preschool Board, which consists of church members, the Pastor, the preschool administrators, and parent representatives. The board meets quarterly and/or as needed.

## **School Philosophy**

At Play and Prep Preschool, children are seen as whole developing beings. All areas of development: social/emotional, cognitive, and physical, are of equal concern. We seek to help children understand and meet their own needs, while being aware of the needs of others and of the group itself.

Play and Prep Preschool offers 2, 3, 4 and 5 year old children a happy and purposeful group experience. In doing so, we act in partnership with the families in nurturing each child's development outside of the home. While our school is owned, housed, and operated by Solon United Methodist Church, it welcomes families of all racial, religious, cultural, and economic backgrounds.

Our teachers design their programs using Ohio Department of Education Standards, with the knowledge that children learn most and best from taking an active role in the process. Thus, learning opportunities and materials provided encourage the child to manipulate, discover, experience and create. The teachers serve to guide this process by planning an environment that addresses the varied developmental levels of each child in the class, and by being a source of support and information for students and families. Our teachers provide feedback to parents about all aspects of their child's development and share this through observations and assessments.

We realize that parents entrust their children to us at a very early age. In response to this, staff members endeavor to create a supportive atmosphere that is respectful of children's and families' feelings needs and concerns. We encourage understanding of the balance between the rights and responsibilities of each member of a group. We respect the integrity of each family with its own patterns and preferences. Our goal is to assist each child in his or her growth into a happy, relaxed, self-confident individual who is curious and eager to learn.

## **Administrative Information**

### **Supervision and Licensure**

Children will be supervised at all times in accordance with the Ohio Department of Job and Family Services standards and criteria. The Preschool is licensed by the Ohio Department of Job and Family Services (ODJFS) and is subject to the rules and regulations of this department.

## **Admission and Enrollment**

*Play and Prep Preschool will not discriminate in the enrollment of children based on race, color, religion, creed, handicap, ancestry, national origin, or sex.*

Admissions for the academic year begins in January; preference is extended to families with children already enrolled and to alumni of Play and Prep Preschool. Classroom placement is determined by age; we follow the Solon SD age guideline: a child must turn his/her "class age" by Sept 30th; e.g., turn 3 by Sep 30th to be in the 3's class. All children entering the 3s ,4s and 5s classrooms must be fully toilet trained by the start of the school year.

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space, and the required paperwork is received, reviewed, and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted one week before school starts. This medical form and immunization information must be updated every 13 months.

Play and Prep Preschool does not allow for any exemption from required immunizations as prescribed by the Ohio Department of Health immunization schedule and as outlined on our Child Medical Statement. Proof of immunization must be given at least 24 hours before entry into the school. Medical exemptions will be considered on an individual basis.

## **Classroom Ratios and Sizes**

| <b><u>Class</u></b> | <b><u>Ratios</u></b> |              | <b><u>Class size</u></b> |              |
|---------------------|----------------------|--------------|--------------------------|--------------|
|                     | <b>Play and Prep</b> | <b>State</b> | <b>Play and Prep</b>     | <b>State</b> |
| <b>2s</b>           | <b>1:8</b>           | <b>1:8</b>   | <b>8</b>                 | <b>14</b>    |
| <b>3s</b>           | <b>1:6</b>           | <b>1:12</b>  | <b>12</b>                | <b>24</b>    |
| <b>PreK</b>         | <b>1:6</b>           | <b>1:18</b>  | <b>18</b>                | <b>36</b>    |

- 2 years old (Learning 2gether with parent/caregiver) will have one teacher for every 8 students with parent/caregiver present at all times.  
\*Since the 2s class includes parents/caregivers it is not licensed by ODJFS.
- At full capacity, each 3s, PreK classroom will have at least 1 full time teacher and 1 assistant teacher to maintain state standards at all times.

**Note:** Ratios and class sizes at Play and Prep Preschool are lower than state requirements to maximize your child's individual learning time. No child will ever be left alone or unsupervised. Children shall be within sight and hearing of preschool staff members at all times.

## Tuition/Fees and Payment Policies

### Registration Fee:

\$100.00 NON-REFUNDABLE fee is due at the time of registration.

\$50.00 NON-REFUNDABLE fee is due at the time of registration for returning students and alumni families.

| Class             | Tuition<br>34 weeks    | Days  | Class Times                      |
|-------------------|------------------------|---|----------------------------------|
| PreK 4/5 year old | \$2,295 or \$255/month | Tues/Wed/Thurs/Fri                                  | 8:45 - 11:30 am OR 12:30-3:15 pm |
| 3 year old        | \$2061 or \$229/month  | Wed/Thurs/Fri                                       | 8:45 - 11:30 am OR 12:30-3:15 pm |
| Learning 2gether  | \$549 or \$61/month    | Tuesday (Parent/caregiver attends class with child) | 9:00 -10:30 am OR 10:45-12:15 pm |

| Early Birds Tuition<br>(8:00 am - 8:45 am)<br>(limited to 8 students per day) |             | Lunch Bunch<br>(11:30 am-12:30 pm)<br>(limited to 8 students per day) |              | Extended Day Enrichment Program Tuition<br>(11:30 am - 3:00 pm)<br>(limited to 12 students per day) |              |
|---|-------------|---|--------------|---|--------------|
| 1 day per week  | \$243 year  | 1 day per week  | \$340 year   | 1 day per week  | \$774 year   |
| 2 days per week   | \$450 year  | 2 days per week   | \$635 year   | 2 days per week   | \$1404 year  |
| 3 days per week   | \$639 year  | 3 days per week   | \$907 year   | 3 days per week   | \$1881 year  |
| 4 days per week   | \$756 year  | 4 days per week   | \$1064 year  | 4 days per week   | \$2223 year  |
| **Drop in rate  | \$8 per day | **Drop in rate  | \$10 per day | **Drop in rate  | \$25 per day |

Tuition payment may be paid in full with one payment, or for financial convenience for families, in 9 monthly payments beginning in September. **First payment is due September 1<sup>st</sup>.** Each of the 9 payments are due the first of the month with the final payment due May 1<sup>st</sup>. A \$25.00 late fee will be added for a late payment after the 15th of the month. Tuition checks, money orders or direct deposits are made payable to "Solon United Methodist Church". If you choose to pay with cash, please put the cash in a sealed envelope with the child's name on it and hand it directly to the director before or after school to receive a receipt. A \$25.00 fee will be charged for any returned checks. If needed, the preschool Tax ID number is available upon request.

### Withdrawal from program

The registration form is an agreement for a full school year. Each family is responsible for the yearly tuition regardless of their child's weekly attendance. There will be no reduction in tuition for days missed or days that school is closed. If you choose to withdrawal your child from the school, payment will be expected until that child's space is able to be filled.

### Discounts

There is a 10% discount for any tuition paid in full with the first payment by September 15th; the discount does not apply to Early Bird, Lunch Bunch and Extended Day. There is a 10% sibling discount for families with more than one child enrolled in the same year. The discount will be taken from the lowest tuition.

## Scholarships

Scholarships are given to children whose families need help with tuition. To qualify for a scholarship, parents must fill out an application that includes supplying information about their financial situation. All applications and information contained in them will be kept strictly confidential. In the spring, select members of the Board will meet and award scholarships based on the relative need of applicants and available funding.

## School Schedule

### Hours and Days of Operation

|                         |                                   |  |
|-------------------------|-----------------------------------|--|
| Early Bird              | Tuesday - Friday                  | 8:00 am - 8:45 am                        |
| 2's class               | Tuesday                           | 9:00 am - 10:30 am<br>or 10:45 -12:15 pm |
| 3's class               | Wednesday/Thursday/Friday         | 8:45 am - 11:30 am<br>or 12:30 - 3:15 pm |
| PreK classes            | Tuesday/Wednesday/Thursday/Friday | 8:45 am - 11:30 am<br>or 12:30 - 3:15 pm |
| Lunch Bunch             | Tuesday - Friday                  | 11:30 am - 12:30 pm                      |
| Extended Day Enrichment | Tuesday - Friday                  | 11:30 am - 3:00 pm                       |

### Typical Daily Schedule (sample only)

#### Threes, PreK Classes Note: Each classroom has a daily schedule posted

8:45 - 8:55 am/12:30 - 12:40 pm - Arrival and bathroom  
8:55 - 9:15 am/12:40 - 1:00 pm - free play activities / special classes  
9:15 - 9:45 am/1:00 - 1:30 pm - circle  
9:45 - 10:15 am/1:30 - 2:00 pm - centers, projects  
10:15 - 10:45 am/2:00 - 2:30 pm - bathroom and snack  
10:45 - 11:00 am/2:30 - 2:45 pm - second circle  
11:00 - 11:20 am/2:45 - 3:05 pm - gross motor / music  
11:20 - 11:30 am/3:05 - 3:15 pm - Dismissal

### Special classes

Learning from a variety of adults during the school week adds another valuable dimension to the child's experience. Special classes such as music, science, woodshop, and creative movement are also offered throughout the week. 3s will alternate 2 specials each week.

|                   |  |
|-------------------|--|
| Music             | 20 minutes per week                                  |
| Creative Movement | 20 minutes per week                                  |
| Woodshop          | 10 minutes per week (2 children at a time)           |
| Science           | 20 minutes per week ( $\frac{1}{2}$ class at a time) |

### Early Bird and Extended Day Enrichment

With an 8:00 am drop off time, the morning Early Birds will allow parents more time for those busy mornings. Students will stay with the Early Birds teacher until classes start at 8:45 am. This is limited to 8 students per day.

The Extended Day Enrichment program will offer our morning students a longer day with options of 1, 2, 3, or 4 day enrollment. This multi-aged class will be similar to our morning classes, with a set routine, schedule and curriculum. This class will be limited to 12 students per day.

Below is an example of the schedule for the afternoon:

- 11:30 - 12:00 am- gross motor free play - inside or out
- 11:50 - 12:05 pm - bathroom
- 12:05 - 12:30 pm - lunch
- 12:30 - 1:00 - circle and story
- 1:00 - 1:30 - quiet rest time
- 1:30 - 2:15 - centers, project and lessons
- 2:15 - 2:30 - snack
- 2:30 - 3:00 - second circle and free play

### **Lunch Bunch is from 11:30 am - 12:30 pm**

Students will join extended day friends for play time then the Lunch Bunch will eat together with the Lunch Bunch Staff.

### **Outdoor Play**

Research has shown that children stay healthier and more alert for learning when they have regular outdoor play. Outdoor play will be included daily in our program, weather permitting. Please send proper clothing for outdoor play. The staff will monitor weather conditions and the children will go to the "big room" for gross motor activities if they cannot go outside. Children should arrive at school in closed-toed shoes that enable them to move and play freely. Please do not send children to school in flip-flops, Crocs, or dress shoes. When snow is on the ground, children must arrive with snow pants, boots, hats, and mittens so that they are safely able to play in the snow. Children will be permitted to play outdoors for small periods of time when temperatures, including wind-chill temperatures, are above 25 degrees.

If a staff member is outside alone with a group of children he/she is able to summon help without leaving the group. All teachers and administrators have cell phones and walkie talkies and are able to communicate with one another from anywhere in or around the preschool.

### **Highlighted Activities and Events**

Play and Prep Preschool believes that children grow and develop by being an active and aware member of the community and world around them. Students will participate in several community service projects throughout the year, which include but are not limited to:

- Collecting donations for military personnel and/or veterans
- Food drive
- Collecting supplies for families in need
- Trike-a-thon
- Fundraisers for Play and Prep Scholarship Fund and school equipment

Play and Prep will conduct various activities designed to stimulate different aspects of the students' development, which include but are not limited to:

- Field trips to such places as: botanical gardens and museums.
- Visits from members of the community: fire fighters, police officers, dance instructors, and animal specialists.
- Scholastic Book Club
- School wide activities - Halloween parade, Thanksgiving feast and school picnic
- Speech and vision screening



Additional activities will likely be added during the school year, and we always encourage parent suggestions.

## **Procedures**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of the children in their care, anticipate possible hazards, and take necessary, appropriate, precautionary and preventative measures. Doors are locked during the school day in order to ensure safety of all children.

### **Drop-off and Pick-up**

Play and Prep Preschool families are encouraged to use the drop off/pick up car line right from the start to help build consistency in your child's routine. Car line drop off will begin promptly at 8:40 and be completed by 8:55 with doors being locked at 9:00. Car line pick up will begin at 11:25 and be completed by 11:40 with doors being locked at 11:45. Children may only be unloaded from a curbside door! We cannot walk them around the car so please place car seats accordingly. Parents and caregivers will be solely responsible for securing children in their car/booster seats. Teachers may not secure your child.

If you arrive before or after the designated curbside drop off/pick up times, you will need to walk your child into the school (ring the doorbell), help them hang up their items and take them to the bathroom to wash their hands before bringing them to their classroom. All teachers need to be in the classrooms at this time teaching and cannot take your child for you.

Any parents who are not using the car line, are asked to park in the lot and walk their children in crossing in front of car line traffic in the "crosswalk" area which will be marked by the safety man sign. Doors will be unlocked for drop off at 8:40am to 8:55am and for pick up at 11:25am to 11:45am. We realize that emergencies can occur on occasion, so please call the office if you will be late coming to pick up your child in this situation. Parents who are consistently more than 5 minutes late (15 minutes past dismissal time) will be assessed a \$10 late charge.

\*Parents/guardians should always call the office if their child is absent and state the reason for the absence.

### **Release of a Child**

Staff will release children only to persons on the Child Pick-up Authorization form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving another person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The Preschool staff will honor all legal custody agreements of which they are made aware. A copy of this legal document will be included in the child's permanent file and will be noted on the student's pick-up form. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. In this event, emergency contacts will be called to transport the child home and Police will be notified if necessary. Parents are responsible for the supervision of their child before and after school while on the premises. Staff members are also required to report any violations regarding child safety seats or seatbelts.

### **Holidays / Snow days / Bad weather**

Play and Prep Preschool follows the Solon School District calendar. Play and Prep Preschool will be closed if Solon Schools are closed due to inclement weather. Parents/guardians should listen to the radio and television for school closings in bad weather.

### **Conferences and Parent Communication**

Reports are prepared for parents of preschool students twice a year and conferences will be held once a year in February. Reports are given during February conferences and at the end of the year. Additional conferences may be scheduled as needed. Throughout the year, monthly calendars and newsletters are sent to parents with school and class news. Parents are encouraged to call their child's teacher or the Director to discuss any concerns they may have and of course, are welcome to visit the school at any time!

### **Roster**

School rosters are prepared at the beginning of the school year (for those who wish to participate) and distributed by early October. The names and phone numbers of parents of currently enrolled students may be obtained by contacting the administrator.

### **Classroom Discipline Policy**

The teachings and attitudes in the classroom emphasize being thoughtful, kind, and considerate of others and their property. The children will always be treated with respect, both in times of praise and in times of conflict. Modeling of respectful behavior will help the children learn how to show respect to their friends and teachers. In case of conflict, students will be led in problem-solving conversation to assist in solving any difficulties amongst themselves. For example, the teacher may ask specific questions in order to help the students make good choices. If this method fails to correct the problem, the following brief outline, or part of it, will be used:

1. Redirect
2. Remove
3. Explain in more detail to assist in resolutions
4. Encourage child to join the group when ready
5. Help child with re-entry into group and activity

The following is a list of techniques that will never be used at Play and Prep Preschool by any staff member:

- Abuse, neglect, or endangerment
- Cruel, harsh, or extreme techniques
- Any form of corporal punishment
- The use of physical restraints
- Restraining children by any means, other than holding the child, for a short period of time, in order to help him/her regain control
- Placing children in locked rooms or confined space
- Withholding snacks
- Subjecting children to verbal abuse
- Isolating or restricting children from all activities for an extended period of time

Parents/guardians will always be informed of any action that is taken. If a situation arises where a child is consistently endangering himself/herself and/or other children or staff, it may become necessary to permanently withdraw the child from school. The administration will be in constant communication with the

parents/ guardians throughout this entire process.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with ODJFS requirements. The above policies apply to all staff members and children at Play and Prep Preschool.

## **Safety**

### **1. Incident/Accident Reports**

A staff member is always present who is trained in First-Aid, CPR, Child Abuse Prevention and Communicable Diseases. In case of minor accident/injury, a staff member will administer basic First-Aid and TLC and the parent will be notified. An incident/accident report will be completed any time your child is injured in any way, including bumps and bruises to the head. Parents will sign the incident report and leave it at the school for the child's file and will also receive a copy.

If an accident or illness is serious and requires immediate professional evaluation, the emergency squad will be called. A staff member will accompany the child for emergency care and will wait with the child until the parent arrives.

If an unexpected event or environmental threat jeopardizes the safety or health of children and staff, everyone will be evacuated to the pavilion behind the school and parents will be called to pick up their children there.

### **2. Field Trip Procedure**

- Permission slips must be filled out by parent/guardian by the deadline before the scheduled trip.
- A person trained in First-Aid and CPR will be available and a first-aid kit will be taken on each trip.
- Emergency authorization and health records for each child will be taken on every trip.
- Parents will provide transportation for all field trips, and child car seat restraint laws will always be enforced.
- Each parent will be in charge of his or her own child on the field trip and will be responsible for making arrangements for their own child if they are unable to go on the field trip.
- All children will wear a tag with information stating school name and emergency phone number of teacher on trip.
- Incident/accident reports will be filled out in case of injury, and the child's parent/guardian will receive a copy.
- Attendance will be taken at the beginning and end of the field trip.
- Children will never be left alone or unattended in a vehicle.

### **3. Fire and Tornado Evacuation Plan**

An evacuation plan is posted at each classroom door and in the main hallway for weather and/or fire emergencies. The staff and children will participate in monthly fire drills. Tornado drills will also be conducted in September, March, April and May.

In the unlikely event, we would need to evacuate the school, we will take the children to the pavilion behind the school. If Play and Prep Preschool ever becomes unsafe for the children during our operating hours, we will evacuate the building. The preschool teachers and staff will take all of the children to Solon Community Church, located at 33955 Sherbrook Park Drive. They will provide us with a large space, bathrooms, and activities, if necessary. We will stay there until it is safe to return to preschool or until a parent is able to pick up their child at that location. If we are able to do so, we will notify parents by phone and the recorded message on the preschool answering machine will inform callers of our evacuation and the circumstances that made it necessary. At minimum, a sign will be posted on the front door of the school directing parents as to where the children can be picked up.

#### **4. National Alert**

If the national terror alert level is raised to "red", Play and Prep Preschool will close and remain closed during this Condition Red alert. We will do our best to notify you of this ahead of time. If this condition would happen during our school hours, the following plan will be put into place.

1. Play and Prep Preschool will close. Your children should be picked up at this time. Your child will only be released to you, or someone on your child's Pick Up Authorization Form.
2. ALL doors to the school will continue to be locked.
3. Pick-up procedures: • Enter through the school entrance doors. • Check in with the staff with a photo ID • Please wait in a designated area and your child will be brought to you for dismissal.

#### **5. Safety Drill Procedure**

In the rare event that the school would need to be locked down, the following protocol will be followed.

1. All outside doors will be locked and no one will be permitted to enter the building or exit the building until the director gives the "all clear".
2. All teachers will be notified via walkie talkie of the situation. Teachers will close and lock classroom doors, windows and blinds and will not allow anyone to enter or exit the classrooms until the director gives the "all clear".
3. In extreme cases of imminent threat, children will also be directed to go under tables and keep away from the doors and windows.

#### **6. Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

#### **7. Medical and Dental Emergency Plan**

A medical/dental emergency plan will be posted in each classroom and in the main hall of the building. The preschool director shall obtain a written Emergency ODJFS 01234 (Blue) Form for each child from the parent/guardian by the 1<sup>st</sup> day of school. The child's medical records will accompany the child to the place of emergency treatment. If a parent does not grant consent to transport their child in an emergency, then a staff member will remain with the child until a parent or guardian arrives. Staff members will not transport children in their vehicles. Only parents or EMS will provide transportation. The incident/accident report will be completed when an accident or injury occurs. The report will be given to the parent or guardian and a copy will remain on file in the office.

**Accidental poisoning:** If a child has ingested a poisonous substance we will call the Poison Control Center @ 1-800-222-1222 and follow their instructions.

## **8. Management of Communicable Disease**

All staff members have been taught proper hand washing methods and will teach the children this technique. The staff is trained to recognize common signs of communicable disease and other illnesses. The teachers will observe each child as the child enters each day.

Information pertaining to first-aid and communicable disease will be posted in the office.

Play and Prep Preschool will follow the Ohio Department of Health's disease chart for appropriate management of a suspected disease. This chart will be posted in the office.

Please do not send your child to school if he or she exhibits the following symptoms:

*fever, diarrhea, vomiting, severe cough, difficult or rapid breathing, yellowish skin or eyes, redness of eyes and/or discharge from the eye, unusually dark urine and/or gray or white stool, stiff neck, evidence of lice, skin rash (if contagious), sore throat or difficulty swallowing, severe cold symptoms*

If a child becomes ill at school with any of the following symptoms:

*temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness; diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, Redness of the eye or eyelid, thick and purulent (pus) 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 elevated temperature, evidence of untreated lice, scabies, or other parasitic infestations, sore throat or difficulty in swallowing, vomiting, or severe cold symptoms.*

A parent/guardian will be called and the child will be isolated from the other children and will remain within sight and hearing of a staff member at all times until the parent/guardian arrives. The child will be provided with a cot when necessary and made comfortable.

If a communicable disease occurs in your child's class, an email and note in mailboxes will be sent to the parents within the next day of operation.

Please notify the school if your child is sick or cannot attend school (i.e. family vacations, etc.) by calling the school at (440)248-8562 or sending a note.

A child experiencing a mild cold that is able to participate in indoor and outdoor play may attend preschool. However, a parent/guardian may receive a call if the child is not able to participate.

The staff will not administer medicine to students unless there is a unique, on-going need that requires medication to be given during school hours. In the rare possibility that a medication would have to be given, a *Request for Medication Form* must be signed by the parent/guardian. If directions are not appropriate for the child's age on the over-the-counter medicine, the form must be completed by the doctor. The medications must be stored in a designated area out of reach of the children. Staff members would be trained in administration of the medicine.

All children who have health conditions which may require that a medical procedure be performed must have a detailed written medical plan completed on file. This includes health conditions such as asthma, allergies, diabetes, and cystic fibrosis.

In case of illness, staff members will follow the same communicable diseases guidelines as the children, and a qualified substitute will replace the teacher in the classroom.

At the discretion of the director, a child who has been absent because of illness may be readmitted to the school when he/she shows no more signs of the illness for at least twenty-four hours. Conditions requiring physician's treatment prior to being readmitted include impetigo, conjunctivitis, head lice and strep throat.

## **9. Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet, you must provide written information from your physician. Please speak with the director for more details regarding this.

## **Additional Policies**

### **Personal Items**

It is important that children wear comfortable and casual play clothes that they do not need to worry about getting dirty. Please dress your child for the weather and active play.

All students should bring a backpack to school each day. Please put an extra set of clothing, including socks and underwear, in your child's backpack during the school year. The children sometimes get wet or dirty and they are more willing to change if they have their own clothing.

On designated helmet days, unless otherwise notified, please send your child's bike helmet to school with his/her backpack. When snow is on the ground helmet days become snow-pants and boots days. Please send your child with snow-pants, boots, hat and gloves for snow play.

### **Lunch/Snacks**

Because of the number of special dietary concerns and allergies we ask that each child bring his/her own healthy snack each day. We will not allow a child to go without food or drink for more than 4 hours. The school will always have a supply of crackers or pretzels should a child forget his/her snack. Please do not send candy or gum. Special birthday treats should be prearranged with classroom teacher. If there are specific allergies in your class, you will be notified to accommodate these allergies.

Please keep in mind that your child's snack will NOT be able to be refrigerated, so pack appropriate snacks or include an ice pack inside an insulated lunch box/bag. Also a reminder that it is a snack and not a meal, **one item** with a drink is plenty.

### **Birthday Celebrations**

We love to celebrate at Play and Prep! If your child has a birthday during the school year and you would like to bring in something special for that day or come to read a story, please let your child's teacher know ahead of time and keep in mind any allergies of children in the class.

### **Parent Participation**

Parents are encouraged to participate whenever possible on days teachers request parent helpers. Parents are required to attend field trips and may wish to attend class for parties, special days, or simply to help. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to

engage in any lengthy conversations, as teachers want to be able to focus solely on you and your child at these times. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Director
3. Play and Prep Board (member names posted on entrance bulletin board).

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

### **Children with Special Needs**

Play and Prep Preschool will enroll any child requiring special help as long as the staff is informed and properly trained in that area of need. Enrollment may be delayed if extra training is necessary to properly care for the child. At times, additional support for certain children may be required, such as a shadow, speech therapist, or physical or occupational therapist. When these needs occur, these "extra" adults will be required to blend in with our staff and classroom routines as much as possible.

### **Social Media Guidelines**

A Photo Release Form must be completed and on file for each student. No photographs, videos, or class work will be posted online without permission. By signing the Photo Release Form you give permission to have your child's picture on the Play and Prep's website, publicity and on Play and Prep Facebook page. Any defamatory, harassing, threatening, misleading, gossiping or invasion of privacy comments about Play and Prep's program, teachers or the administrators should not be posted. Concerns should be addressed directly with the preschool Director.

### **Toys**

Toys from home are not permitted unless told by a teacher that is it a special day or for "show and tell" day.

**The administration and staff would like to welcome you to Play and Prep Preschool. We look forward to working with you and your child and know that we will all have a wonderful learning experience!**

### **Transition Information**

Play and Prep Preschool understands that transitions can be an exciting and stressful time for families and children. Therefore, we have implemented several policies and procedures that we have put in place to help support you.

#### **Transitioning into the program:**

At the end of July, all families receive an information packet in the mail which includes the following: Family Welcome letter (which gives times and dates for Meet the Teacher Day before the start of school as well as a Parent Orientation evening along with a classroom supplies list), health information form, medical statement, SUTQ family information form and a school calendar.

At the parent orientation evening, parents are able to hand in their child's paperwork, receive family signs for use in the car line, as well as, car line procedures. Teachers are introduced and parents can sign up for

volunteer opportunities in their child's classroom.

On Meet the Teacher Day, children come to school with their parent/caregiver and participate in a scavenger hunt which familiarizes them with the school building and teachers in the school. They find their coat hooks, cubby bins and make their snack mats. And sit down together for a snack and play on the playground.

Our 2s class is a parent/caregiver and child program taught in the same classroom and by the same teacher who will be the lead teacher for the 3s class. This provides a natural transition for our 3 year old students who are familiar with both the classroom and teacher as well as several of their classmates.

Throughout the school year, our 3s and PreK students have opportunities to join together for special event activities from special guests like the firefighters, children's museum, and pet safety program so they see and meet the other teachers. Because our program offers 4 specials classes' music, woodshop, science and creative movement, students have teachers who are consistent with them for both years.

**Transitioning out of the program:**

Students who are leaving the program to attend kindergarten participate in a graduation ceremony where their family members attend. We ask all families that need to transfer or withdraw their child from the program to please let us know so that we can give your child/children an opportunity to say goodbye to their teachers and classmates.

\*\*\*\*\*

Play and Prep would be happy to transfer your child's records upon written request. Please use the form below to indicate the details of the transfer.

I \_\_\_\_\_, am requesting the record transfer of my

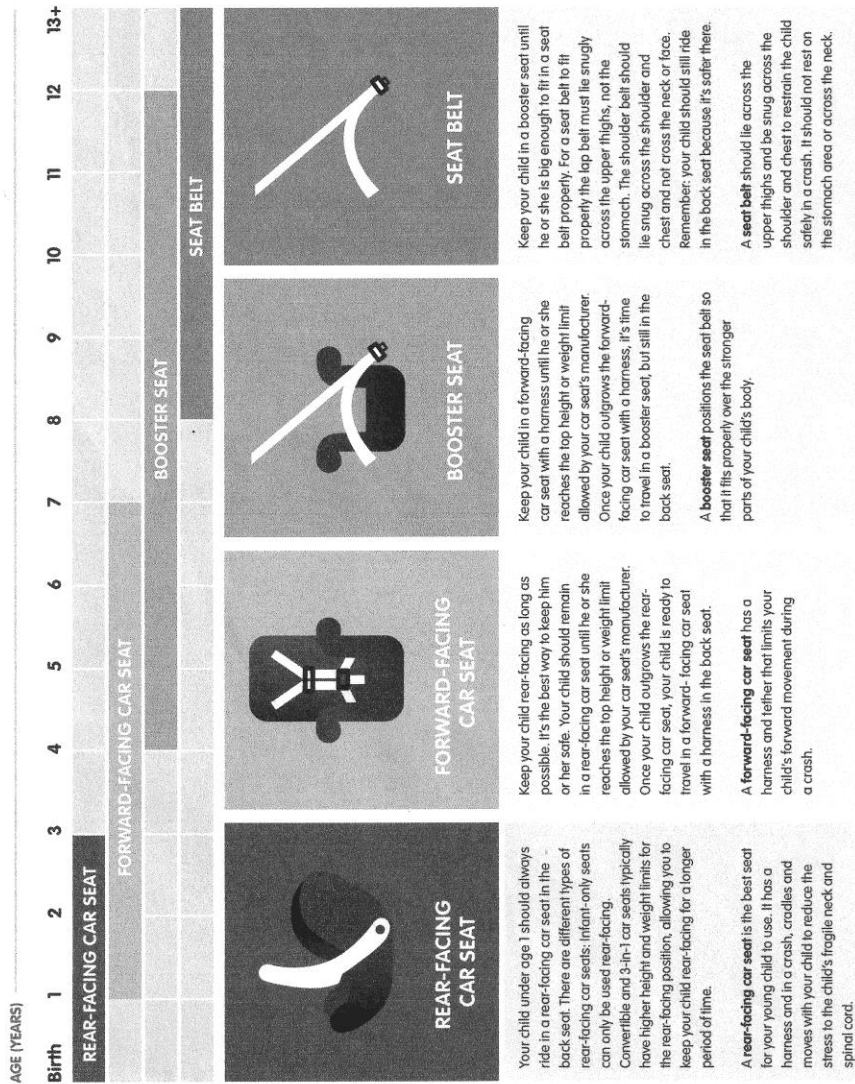
child \_\_\_\_\_ to \_\_\_\_\_.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_



# Car Seat Recommendations: Choosing the Right Seat



Car crashes are a leading killer of children ages 1 to 13.

In crashes from 2007-2011, 3,661 children (under 13 in cars, SUVs, vans, and pick-ups) were killed. An estimated 634,000 children under 13 were injured.



In 2011, 655 children (under 13 in cars, SUVs, vans, and pick-ups) were killed in crashes.



Of those killed, more than 1 in 3 were unrestrained.

Car seats reduce the risk of infants (under 1 year old) being killed in cars by 71%

Car seats reduce the risk of toddlers (1 to 4 years old) being killed in cars by 54%

Keep your child in a forward-facing car seat with a harness until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly, the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face. Remember, your child should still ride in the back seat because it's safer there.

Keep your child in a forward-facing car seat with a harness until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.

Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness in the back seat.

Your child under age 1 should always ride in a rear-facing car seat in the back seat. There are different types of rear-facing car seats: infant-only seats can only be used rear-facing. Convertible and 3-in-1 car seats typically have higher height and weight limits for the rear-facing position, allowing you to keep your child rear-facing for a longer period of time.

A booster seat positions the seat belt so that it fits properly over the stronger parts of your child's body.

A forward-facing car seat has a harness and tether that limits your child's forward movement during a crash.

Reduce the risk of death and injury by properly securing your child. To maximize safety, keep your child in the car seat for as long as possible.



Revised July 2013

[SAFERCARGOV/THRIGHTSEAT](http://SAFERCARGOV/THRIGHTSEAT)



### Nutritional Information

The number of meals, snacks and/or breakfast provided by a licensed child care center shall be available as follows:

| Center Hours of Operation | Meals and Snacks Available   |
|---------------------------|--|
| 4 to 8 hours per day      | One of the following: <ul style="list-style-type: none"> <li>• 1 meal and 1 snack</li> <li>• 1 meal and breakfast</li> </ul> |

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
  2. Breads and grains
  3. Fruits and vegetables (juices may be used if 100% and undiluted)
  4. Milk (fluid cow's milk) and dairy a) 100% whole homogenized vitamin D fortified for children 12 to 24 months b) 1% or skim homogenized vitamin A and D fortified for children over 24 months
- Meal, snack and breakfast food group requirements:

| Type of Feeding  | Food Group  |
|--|---|
| <b>Meal</b><br>(must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA) | All of the following: <ul style="list-style-type: none"> <li>• 1 serving of fluid milk</li> <li>• 1 serving of meat or meat alternative</li> <li>• 2 servings of fruits and/or vegetables</li> <li>• 1 serving of bread and grains</li> </ul> |
| <b>Breakfast</b>   | 1 serving each from 3 of the 4 basic food   |
| <b>Snack</b>   | groups 1 serving each from 2 of the 4 basic food groups   |

| Meal      | Component                             | 3-5 year old child minimum serving |
|-----------|---------------------------------------|------------------------------------|
| Breakfast | Fluid Milk                            | ¾ cup                              |
|           | Juice/Fruit or Vegetable              | ½ cup                              |
|           | Grains/Breads/Dry Cereal              | ½ slice 1/3 cup or ½ oz            |
| Meal      | Meat or Meat Alternative              | 1 ½ oz                             |
|           | Fruit Or Vegetable                    | ½ cup                              |
|           | Grains/Breads/ Pasta/Noodles (cooked) | ½ slice ¼ cup                      |
|           | Fluid Milk                            | ¾ cup                              |
|           | Snack Meat or Meat Alternative        | ½ oz.                              |
|           | Fruit Or Vegetable                    | ½ cup                              |
| Snack     | Grains/Breads/ Pasta/Noodles (cooked) | ½ slice ¼ cup or 1/3 oz            |
|           | Fluid Milk                            | ½ cup                              |