



## Parent Handbook 2024-2025 School Year

745 N. Waggoner Road  
Blacklick, Ohio 43004  
614-501-8594 #802

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[www.eastpointechristian.com/preschool](http://www.eastpointechristian.com/preschool)

Tax ID # 31-0828167

Eastpointe Christian Preschool is a ministry of Eastpointe Christian Church focused on instilling Christian values and providing a quality early childhood educational experience. The Preschool Program Administrator oversees daily operations. The center is licensed by the Ohio Department of Jobs and Family Services, and is approved to operate as a preschool. The preschool serves children 3 years and potty trained through 5 years of age, but not yet in kindergarten.

### Statement of Philosophy/Goals

Our educational philosophy seeks to nurture the “whole child” spiritually, physically, intellectually, emotionally, and socially. This is achieved by providing a variety of activities that are developmentally appropriate, recognizing that each child is unique and has individual needs. Our goal is to provide a comfortable and secure environment for the children allowing them to reach their full God-given potential.

### Licensing

Current licensing and inspection reports for the current licensing period are posted on the preschool bulletin board in the preschool hallway. The laws and rules for the preschool are available upon request. The school’s licensing record, including compliance report forms and evaluation forms from the Health, Building, and Fire Departments that inspect the center, are available upon request as well. At any time, any person may contact the Ohio

Department of Job and Family Services to report a suspected violation by the center.

The center complies with the following staff/child ratios and small group sizes for each age group:

<u>Age</u>	<u>Staff/Child Ratio</u>	<u>Small Group</u>
3 year olds	1:12	2:24
4 & 5 year olds	1:14	2:28

#### Staff Qualifications

In compliance with ODJFS rule 5101: 2-12-28, staff members are required to complete training including early childhood education, early childhood development, CPR, Child Abuse Recognition, First Aid and Communicable Disease.

#### Admission Policies and Procedures

To enroll at Eastpointe Christian Preschool, interested parent(s) may contact the school to discuss our educational philosophy, policies, and procedures. Parent(s) will be given a tour of the facility and an enrollment packet. The enrollment forms and the \$150.00 registration and supply fee for preschool, must be completed prior to the first day of school. The supply fee covers all school supplies, curriculum materials, and communication folders. The enrollment forms include:

- Confidential Application for Admission
- Emergency Transportation Authorization
- Health/Enrollment Form
- Health Record/Physician's Statement (within 30 days of enrollment/and must be updated every 13 months)

- Tuition and Fees
- Signed Acknowledgement of receiving School Handbook

Eastpointe Christian Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin. We do accept students who have chosen to wave immunizations. Please include names of requirement diseases against which the child has not been immunized and whether it is because the immunization is medically contraindicated, not medically appropriate for the child's age, or declined by the parent. This must be present on the child's Medical Form.

#### Hours of Operation

The preschool operates on a nine-month schedule, September through May, and observes most holidays. Our day begins at 8:45 a.m. and ends at 11:30 a.m. Children may be dropped off between 8:45 a.m to 9:00 a.m.

#### Inclement Weather

In the event of inclement weather, the preschool may be closed. Parents will be notified via Brightwheel about closings. Please refer to our school calendar for non-weather related school closings.

#### Parental Visitation

We have an open door policy at Eastpointe Christian Preschool. We want to share, in a personal way, the program in action. Parents may observe and/or visit their children at any time during their child's scheduled class. Please give consideration to the class schedule that is posted outside your child's classroom. ALL PARENTS AND VISITORS MUST REPORT TO THE ADMINISTRATOR UPON ARRIVAL.

#### Attendance/Absent Policy

If your child is unable to attend, please contact the school office at 614-501-8594 #802 or email, [laura@eastpointechristian.com](mailto:laura@eastpointechristian.com), or a message through Brightwheel.

## Delivery and Release of the Child

Our school days and hours are Monday through Friday, 8:45am-11:45 a.m. Class options are the following: 2-Day (Tuesday and Thursday), 3-Day (Monday, Wednesday, and Friday), and 5-Day (Monday-Friday). Drop-off time will be from 8:45 a.m. to 9:00 a.m. Under no circumstance should a child be dropped off outside of the building unattended. Each child must be left in the care of an Eastpointe Christian Preschool staff member at the drop off location. Each teacher keeps a daily attendance to mark off the child's arrival and departure time. Please verify the teacher is aware of the child arriving and/or departing.

Dismissal will begin at 11:30 a.m. Your child's safety is of utmost importance to our staff. Children will only be released to their parents/guardians or persons authorized in writing, on the Contact Authorization sheet in your child's file. Changes in authorization must be completed in writing and submitted to the Administrator. In the event your child is picked up by an authorized, non-regular visitor, please notify your child's teacher, and have the individual bring identification with him/her. This will help eliminate confusion during pick up time.

If an "unauthorized" person attempts to pick up your child, the child will not be released. The teacher will notify the Administrator immediately, and a phone call will be made to the parent/guardian to determine if the child should be released to the person.

A child may only be dropped off by parent/guardian or "authorized" person. A child will not be accepted to arrive from another program or activity. If there is an issue involving custody, it is imperative that we know who can legally pick up your child. Supplying us with a copy of the divorce or custody papers gives us this information.

## Tuition and Fees

	<u>Monthly</u>	<u>Yearly</u>
2 Day	\$175.00	\$1,750.00
3 Day	\$225.00	\$2,250.00
5 Day	\$300.00	\$3,000.00

Discounts: 2 or more children enrolled per household will receive a 10% reduction in the lowest tuition rate.

Nonrefundable Registration and Supply Fee: Registration and Supply fees are to be paid in full with registration form. In order to be placed on the preschool enrollment list, the \$100.00 registration fee and the \$50.00 supply fee must be paid.

Late Pick-up Charges: There will be a late fee assessed if your child is not picked up by 11:50 a.m. Parents will be responsible to pay \$1.00 per minute per child. Please make this payment with next month's tuition payment.

Payments: Tuition payments can be made online through Brightwheel or by cash/check. Please make checks out to Eastpointe Christian Church, with Eastpointe Christian Preschool on the memo line. The following payment options are available:

1. Monthly- The annual tuition amount is spread across 10 monthly tuition payments. The first monthly payment is due on August 1<sup>st</sup> and the last monthly tuition payment is due May 1<sup>st</sup>. Tuition is due by the first day of each month. If your payment is made after the due date, a late fee of \$25.00 will be assessed.
2. Bi annually- Partial year payments can be made by August 1<sup>st</sup> for September-January and then again by January 12<sup>th</sup> for the remainder of the term.
3. Annually- Full payment for the school year is due by August 1<sup>st</sup>.

The service charge for insufficient funds is \$30.00. The parent/guardian will be contacted for restitution, and the account must be brought up to date within one week. If the center receives a second returned check, future payments must be made by cashier's check or money order.

A child may be removed from the preschool when the tuition account is delinquent. A satisfactory arrangement must be made with the Administrator, or your child will be withdrawn until payments and charges are current.

Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days.

### Withdrawal

In the event of a child being withdrawn, the parent/guardian must give a month's written notice. Partial months or weeks will not be refunded. If a child is asked to leave the center by the Director, partial months or weeks will not be refunded. If a child is expelled for behavioral reasons, the Director is required to submit the expulsion to the State.

### Leave of Absences

If your child needs an extended leave of absence from school for any reason; please see the director to see if you are eligible for tuition relief. Tuition relief will be determined on a case-by-case basis. We also have the option to "hold" your spot if you are going to be out for 3 weeks or longer as long as your tuition account is kept current.

### Curriculum

At Eastpointe Christian Preschool, our curriculum is based on hands-on experiences making learning fun and exciting. Social and communication skills play an important role in our classrooms. Teachers will provide activities, materials, and experiences encouraging the students to actively participate, leading to individual growth and achievement.

To keep our lessons interesting and varied, we have "Bi-weekly Themes" that connect each area of learning. We will also have several "focus letters & numbers" each week. Teachers will present these as noted below:

Spiritual:

- Christian principles shared through Bible stories, puppet stories, life stories and teacher example.
- Worship God through learning praise songs.
- Discover God's purpose in our lives.

Socialization:

- Opportunities for parallel and cooperative play.
- Children will learn to use their words and to problem solve.
- Demonstrate confidence in their ability to complete tasks independently.
- Follow one and two-step directions without support.

Practical Life:

- Helping children to master their environment with minimal assistance – for example as pouring, buttoning, cleaning up and washing own hands.
- State name, birthday, and phone number with minimal support.
- Follow daily routines.

Dramatic Play:

- Children love to use their imagination and mimic life in our home and dress up center.

Sensorial:

- Helping children learn to use their senses for observation, comparison, and classification.

Math:

- Identify basic shapes.
- Count to 20 with minimal assistance.
- Identify and write numbers 1-10.
- Identify patterns.
- Understanding the use of positional words.

Science:

- Experiences in nature and natural laws.
- Make and record observations.
- Gain an appreciation for God as the Creator.

Language:

- Print knowledge.
- Recognize and name CAPITAL and lowercase letters.
- Recognize name in print.
- Rhyming words.
- Letter sounds.

Fine Motor Skills:

- Proper pencil grip.
- Letter formation in writing.
- Scissor skills
- Gluing
- Puzzles

Gross Motor Skills:

- Demonstrate coordination and balance while running, hopping, skipping, and jumping
- Participate in structured and unstructured active play.
- Gain an understanding that physical activity is a way to keep our bodies healthy.
- An example of a morning schedule:

8:45- Arrival

9:00- Morning Work

9:15- Circle Time

9:30- Learning Centers

10:15- Recess

10:45- Science/Social Studies

11:00- Music/Art

11:15- Math Circle

11:30- Story time/Pack Up to Go

11:45- Dismissal

### Examples of Learning Centers

- Dramatic Play
- Literacy Center
- Writing Center
- Math Center
- Blocks and Transportation
- Sensory Bin
- Reading Center
- Art Center
- Fine Motor Manipulatives
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Please note that this is an example of the daily routine. The teachers will adapt their schedules to best meet the needs of their classroom.

### Formal Assessments

Two formal assessments will be completed during the school year. The assessment data we gather from these assessments will be shared with the parents/guardians. We do not report this data or share it with the state or the Ohio Department of Job and Family Services.

### Safety Policies

- No child should be left unsupervised by staff or parent while at the center. Staff will supervise children at all times.
- Monthly fire drills will be held. A record of the dates and times will be kept in the office.
- The school staff will always have immediate access to a working phone.
- The fire and weather emergency plans are posted in each classroom. In case of a fire, the preschool will be evacuated and the program administrator will notify the proper authorities.



- We require emergency transportation forms and health records for all children. We require that all parents must grant consent for transportation to the source of emergency treatment. An authorization form will also be required for children in need of special procedures or precautions due to health or handicapping conditions
- If an accident or the emergency transportation of a child occurs the school will complete an incident report prescribed by Ohio Law. A copy will be kept in the child's file with the signature of the teacher, program director and parent(s). The parent/guardian will also receive a copy.
- There are no water or swimming activities.
- There is no napping due to students only being at school less than 3 hours.
- All Eastpointe Christian Preschool staff members are required by law to immediately notify the local public Children's Services Agency when a child show signs of abuse or neglect.
- The use of aerosol spray products is prohibited when the children are in attendance at school.
- The contact number of the Department of Child and Family Services is 1-877-302-2347, opt. 4. The number can be used to report a suspected violation by the center.

#### Field Trips

The Preschool will take part in meet-up trips. The school is closed on these days. We do not have transportation for these trips, so a parent or guardian must transport and accompany their child on the trip. A staff member trained in first aid and CPR will be present. We do not take children on trips that involve water activities or swimming activities.

#### Outdoor Play Policy

The preschool will provide outdoor play each day in suitable weather. Suitable weather is defined as not raining, and not too windy. The temperature must be above 32 degrees and below 90 degrees. Please make sure that your child is dressed appropriately for the weather. If outdoor play is not possible, indoor gross motor play will be provided.

#### Clothing

On the first day of school, we ask that you bring an extra change of clothing (pants, shirt, underwear, and socks). The clothes should be placed in a separate bag labeled with your child's name. The clothes will be kept in your child's backpack. You will need to check these items throughout the school year to make sure that they still fit and are season-appropriate. If we need to change your child's clothes, we will send home the spoiled clothing and you will need to replace the extra set of clothes.

Please send your child to school in suitable clothing. We will be playing outside and doing art projects; therefore, please have your child wear comfortable clothes, closed shoes suitable for running and jumping, and clothes they can get messy in.

### Personal Items

Please do not bring toys or other items from home except designated "Show and Tell" days. We are not responsible for personal items that are brought to the school that are lost or broken. Jackets/Sweaters should be clearly labeled with child's name.

### Snacks/Birthdays

There will be no regular daily snack time. There are too many allergies for this to be safe. However, you may bring in a special treat on your birthday that is not food. To prevent hurt feelings, please do not send party invitations to school unless you are inviting the whole class.

### Allergies

If your child has severe allergies that require monitoring and possible intervention in the event of an allergic reaction, please be sure to outline all allergies and the required treatment with the Teacher and Administrator. Specific forms are required and must be filled out. We will work with you to prevent your child from coming in contact with any item they may be allergic to. Although we will use our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and; therefore, cannot guarantee your child will not come in contact with an item that may affect your child.

### Discipline Policy

The preschool staff member supervising a group of children shall be responsible for discipline in keeping with the policy established by the school. The staff will discuss the rules thoroughly with the children and explain why they are necessary. One of our goals is to teach the children how to discipline themselves. Conflict is viewed as an opportunity to help the children learn various methods to resolve their conflict. We believe that this situation becomes a teaching opportunity rather than merely discipline. We will not tolerate any behavior that would result in serious harm to themselves or others. All behavior management will be consistent with the requirements of Rule 5101: 2-12-19 OAC. First, we will redirect a child away from the undesired action through communication. We will make sure the child has an understanding of the rule and why it exists. If the behavior continues, the child may be separated from the group in the classroom for a "time-out" for 1 minute per age. This method allows time for a child to compose him or herself in order to then be receptive to redirection or problem solving.

If there is a persistent behavior, the preschool Administrator and parent will be made aware of the situation and a behavior plan will be made. In extreme cases, involving the chance of injury or destruction of property, 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 does not occur.

### Emergency Plans

In case of an emergency requiring evacuation of the children from the building, they will be escorted through the back field and taken to Walnut Grove Community House which is located behind the church at 751 Chestnut Grove. A sign will be posted on the door indicating that we have been evacuated and noting the location where children can be picked up. Parents will be contacted as soon as possible to pick up their children. In the event a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment forms.

### Medical Emergency Plan

All staff members will be trained in CPR/First Aid. A person trained in CPR/First Aid will be readily available at all times when the school is in operation.

- An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the preschool office for ready reference when a child is in need of medical or dental treatment. Our center will not provide preschool services to a child if you refuse to grant consent for transportation for emergency treatment.
- Precautions are taken to prevent accidents and to ensure the safety of the children and adults at the center. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital to be stabilized, then, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.
- A report of any accident or illness will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will then be placed in the child's file and a copy given to the parent/guardian on the day of incident.
- The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Emergency evacuation for bomb threat, gas leak, etc. the following actions will be taken: take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot, currently the Walnut Grove Community House. Account for all children, matching name and picture identification for each child with a name to face check off will be completed. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to our secondary evacuation location. Parents will be notified as soon as possible. A sign will be posted in the front of the center indicating that we have been evacuated and where

they can pick up their child. We will complete an incident report and provide it to the parents. If there is a threat of violence we will secure children in the safest location in the building or outside. We will take the attendance roster and contact 911/Police.

- In the event of the loss of power, water, or heat we will contact the utility companies to notify them of the outage and assess the expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. The administrator or designee will make the determination whether the center needs to be closed or not.
- In the event of a serious injury or illness we will stay with the injured/ill child at all times, summoning additional help if needed to supervise the rest of the children. We will complete an assessment of appearance, breathing, and circulation. We will summon a staff member trained in CPR, first aid & communicable disease and determine whether the Emergency Squad needs to be contacted. We will check the child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child and then contact parents. We will provide basic first aid until EMS or parent arrives. An incident form will be completed for the parents.

#### Management of Communicable Diseases

A chart of communicable disease symptoms and information is posted on the preschool parent board in the preschool hallway. If your child has been exposed to a communicable disease at the center, a note will be posted outside of the classroom and sent home. Where there are questions concerning illness, please use the following guidelines that are in accordance with licensing rule 5101:2-12-16. A child with any of the following signs or symptoms of illness will be immediately isolated, parents will be notified immediately, and the child will be discharged to his/her parent or guardian. If the symptoms or conditions become worse, the school must be notified.

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred degrees Fahrenheit if taken axillary, when in combination with any other sign or symptom of illness.
- Diarrhea (more than one abnormally, unexpectedly or unexplained loose stools within a twenty-four 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 elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.\*\*

- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

In the event of a serious incident, a report will be made ODJFS (Ohio Department of Jobs and Family Services) by the next business day. Parents will receive a completed copy of the report to be notified.

**\*\*Regarding Lice:** A child must remain out of the center until inspected by and provided with a note from a doctor, nurse or nurse practitioner, finding the child to be completely free of lice and nits. Regardless of medicated shampoo treatments, the child must be completely nit free.

A sick child that is isolated will always be supervised and will be made comfortable on a provided clean/sanitized cot. The parent/guardian of the child will be notified by telephone, and the child must be picked up (within one-half hour or less of notification) by the parent/guardian or authorized person. The child may return to the center when all symptoms, including fever, have been gone for 24 hours. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

When the children are exposed to a communicable disease, a notice will be posted on the classroom door and sent home. If a child is brought to the office and shows no signs of illness but claims to be feeling bad the parent/guardian will be notified.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required. Prescription medications must stay at home and be administered there. We will not administer any over the counter or prescription medications, lotions, or sun screens. All of these items must be administered before or after school hours by the parent or guardian. Our center will only administer emergency/rescue medications for students (for example: epi pens). In the event that school age children are present, they will not be permitted to carry their own medication or ointments.

Staff will be trained in the recognition of common childhood illnesses by attending the American Red Cross or an alternate state approved course or class. The Red Cross course on communicable diseases teaches proper hand washing and disinfecting techniques to our staff.

When a staff member becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

#### American Disabilities Act

Children with disabilities will be assessed on an individual basis to determine if the program is right for their needs. If the child is enrolled, Eastpointe Christian Preschool will ensure compliance with administering care procedures in accordance with the Americans Disabilities Act (ADA).

### Photographs and Video Taping

Occasionally our teachers take candid pictures of the children, and if you do not want your child's photograph taken you must notify us by signing the "Permission to Photograph Your Child" form. There are occasions when your child's photograph may appear on publications or materials related to the center unless we have been otherwise notified.

### Parent Participation

Parents are encouraged to participate whenever possible in the activities at the school. Parents are invited to attend outings, class parties, and special events or simply stop in to join in the daily fun. You do not need to "announce" your visit, but for security reasons, please let the administrator know of your visit before entering the classroom.

### Communication

Our teachers are more than happy to discuss your child's progress with you. However, we ask that you please make an appointment with the teacher when it is necessary to engage in a lengthy conversation. Please bring any concerns you may have to our attention when they occur. We prefer to address your concerns immediately in order to avoid those becoming a bigger issue. Please remember that we want to have a great relationship with you and your child.

### Parking

Please be cautious when driving in our parking lot. You may use any of the spots available. Please do not leave children unattended in your car. Also, please do not leave your purses in parked cars. We are not responsible for any loss or damage in our parking lot. Please DO NOT leave your car running in the parking lot. These actions will ensure the safety of all our students.

### Grievance Policy

Eastpointe Christian Preschool is committed to promoting effective communication with our families and staff and the expedient resolution of any problems or conflicts that may arise from time to time. As Christians, we expect all parties to handle communications in a way that is both loving and constructive.

If at any time families or staff has a concern about an Eastpointe Christian Preschool policy, they may contact the Administrator. In the event the concern is about a classroom issue, communications should begin with the teacher. If the initial contact with the teacher does not accomplish the desired goal, please contact the Administrator who will set up a meeting with the teacher, parent, staff or guardian and themselves. If this meeting does not produce the desired result, the concern can be taken to the church Pastor and or the Elders for final resolution. Likewise, if at any time the school feels it is necessary to hold a parent

conference, parents and or guardians will be notified. At all times, our highest priority is the welfare of the children attending our school.

### Custody Agreements and Court Appearances

In legal separation or divorced family situations, a copy of the temporary/permanent custody papers must be in the child's file while attending Eastpointe Christian Preschool. If there are changes to these custody papers during the school year, those changes must also be added to your child's file as soon as the courts have signed them. 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. The school will provide a substitute in the staff member's absence.

### Information Required by Ohio Administrative Code

#### **Center Parent Information: Chapter 5101:2-17**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit

<http://jfs.ohio.gov/cdc/families.stm>

We are so excited that you have chosen Eastpointe Christian Preschool for your family! We promise to do our best to serve you and your family with Christian love and kindness.