

Enon United Methodist Preschool

Parent /Student Handbook



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Facebook: Enon United Methodist Preschool

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Welcome to Enon United Methodist Preschool (EUMP). The objective of this document is to provide the parent (or legal guardian) of the enrolled child) information regarding the program including behavioral guidance on how the staff will address issues that occur during the sessions. We strongly suggest that the parent become familiar with the contents and discuss any issue or concern you may have with the director prior to the start of the school year.

Preschool Background

EUMP opened its doors in September 1969. The goal of EUMP is to provide the Enon community with a Christian preschool in which the individual child would have the opportunity to grow physically, mentally, emotionally, socially, and spiritually under the guidance of trained and loving teachers. EUMP provides a bridge between the security of home and the broader experiences of school and community. It recognizes that each child is unique, and all children are respected for their differences. All children are encouraged to develop their own personality; to hold their own thoughts, opinions, and ambitions; and to express these ideas with confidence. Our program provides an opportunity for both free play and directed activity. Free play means that a child may choose, under staff supervision, the activity he/she wishes to be engaged in and may explore all its possibilities within appropriate behavioral bounds. On the other hand, directed activities include language and literacy experiences, scientific explorations, math experiences, art expression, and movement. During the school year, the children are exposed to a wide variety of materials and ideas in the areas of: language and literacy, mathematics, science, physical well-being, social studies, art, and music. We do not attempt to provide a program equal to kindergarten. While ABCs, numbers, printing, and reading are included in our program, they are not our primary function. We combine the experience of our teachers with books, classroom visitors, hands-on experiments, observations, and field trips to expand each child's concepts of his/her community and world.

EUMP Goals

It is our goal to interact with the child and help them develop in many ways:

1. Encourage the child to be curious and want to learn. A child learns by observing, asking questions, looking at books, and trying different ways of doing things.
2. Help the child to have a positive self-concept. Each child must see himself/herself as one who can learn and who is liked by other children and adults.
3. Help the child to become healthier and physically coordinated. A child develops large and small muscles through play and various media in the classroom.
4. Introduce ways to help the child expand his/her concepts and ideas about the world.
5. Help the child develop communication skills and express himself/herself in many ways.
6. Help increase capability of the child to play and work with other children and adults.
7. Help the child with channeling his/her emotions through acceptable/appropriate outlets.
8. Assist the child in developing hand-eye coordination, motor control, and basic pre-reading skills.

Child Guidance

Within the atmosphere of Christian love, guidance will be kind. Guidance is the means of teaching children appropriate behavior. It is not punishment. Guidance is the responsibility of the teachers and employees caring for the children. If siblings are present either at EUMP or on a field trip, they are solely the responsibility of the parent. However, they must follow the rules set forth by the

person in charge of the activity. The EUMP approach to guidance and the steps we follow, in order, are:

1. Warning in a calm voice.
2. Problem solving and conflict resolution--what needs to be done to prevent this disruption?
3. Re-direction--suggesting another activity that will discourage the problem.
4. Repeated conflicts will be discussed privately with parent to create a behavior plan.
5. Parent will receive daily updates regarding the progress of the child's behavior.
6. If problem persists, parent will be called to pick up child for the remainder of the school day.
7. A conference between the parents, teachers, and director is scheduled.
8. A request that the parents seek professional input for the child.
9. If behavior issues persist and are too disruptive or destructive for the EUMP environment, the child will be dismissed (i.e., injury to another child or teacher, destroying facility and/or property, etc.)

Guidance management will be consistent and clearly stated. EUMP paid and unpaid staff shall refrain from harsh, cruel, or unusual punishments. No child shall ever be left alone or unsupervised. No discipline will be delegated to any other child. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or confined in an enclosed area such as a closet. No child shall be humiliated or subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse. No punishment shall be imposed on a child for failure to eat or for toileting accidents. Techniques of guidance management shall not humiliate, shame, or frighten a child. Punishment shall not include withholding food, rest, or toilet use. We will work closely with parents on any given problem.

It is unlawful for EUMP to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. A child with special needs will be assessed individually and accepted on a trial basis based on our ability to meet the child's needs. A child with a special need is a child who has been identified as possibly delayed in accordance to age-appropriate expectations in the areas of affective, cognitive, communicative, perceptual-motor, physical, neurological, or social development to such an extent that the child may require special help, program adjustments, and/or related services on a regular basis, in order to fully participate in the classroom setting. While basic Christian values are taught at EUMP, no attempts will be made by the staff to promote the specific doctrine of any denomination.

EUMP Licensing

EUMP is licensed to operate by the Ohio Department of Jobs and Family Services. Specific information is available by request to the EUMP director. The laws and rules governing child day care are available in the classroom and the director's office. Our licensing record is a public file and is available upon request from the Ohio Department of Jobs and Family Services. The telephone number is 614-466-3822 or 1-866-635-3748 option 2, option 1 and then option 4. The web address is jfs.ohio.gov.

EUMP Projected Sessions

Age Requirement: Child must be between three and five. Children must be three on September 20 of the current year. *

Number of children in the class: 10 Minimum-18 Maximum

Morning Session: 8:45-11:15 Monday-Thursday

Afternoon Session: 12:00-2:30 Monday-Thursday

(*Request for an exception to the age requirement must be presented and accepted by the director along with approval by the EUMP advisory board.)

EUMP is an “outreach” service project of the Enon United Methodist Church, which is a non-profit, tax-exempt religious organization. The Preschool Advisory Board oversees the EUMP program and makes recommendations to the Enon United Methodist Church Administrative Council on budget and overall operation of EUMP.

Preschool Funding/Rates

EUMP operating costs (salaries, supplies etc.) are funded by the child’s registration and monthly tuition payments and supplemented by money raised during “fund raising” projects initiated by EUMP staff.

Registration: \$55 New students

\$45 If child was registered in the previous year and does not request a new EUMP t-shirt or if child (parent) is a member of the Enon Methodist Church

NOTE: Registration fee is not refundable if the child is withdrawn. There is also a \$100 deposit required at the time registration which will be applied as a partial payment for the Sept. tuition. NOTE: If the student withdraws prior to the first day of class, the partial payment will not be refunded unless the director is able to fill that slot

Monthly Tuition (9 months): The monthly tuition fee will be established by the EUMP director prior to the start of every school year

If a second child is registered, that child will receive a 30% discount.

If three or more children are registered, a 50% discount will be granted for the third and any additional children.

Monthly Payments

EUMP does not send monthly invoices requesting payments; it's the parents' responsibility to comply with the payment tuition cycle defined at the beginning of the school year. Each year, the EUMP will conduct an "Open House" with the parents in late August at which time the September tuition fee will be collected. Monthly tuition for the remainder of the school year will be due by the 10th of each month for October through May.

Unfortunately, we are unable to accept cash payments. Please make checks or money orders payable to "Enon United Methodist Preschool." Tuition payments may be mailed to Enon United Methodist Preschool, 135 S. Harrison St., Enon, Ohio 45323, or delivered to the church office next door to the church (white house).

For those who prefer online payments, we have established a credit card method through PayPal. Visit our website at <https://enonumc.com> and select the "PRESCHOOL" tab for payment directions. It is imperative parents use only the PayPal link on the EUMP website page. Any PayPal problems associated with payments made any other way are the sole responsibility of parents to resolve and could result in late fees.

If a payment is returned for insufficient funds, further tuition payments will be required via money order. Also, the parent will be assessed payment for any check fee charged to the EUMP bank account related to the insufficient fund check. Unfortunately, if your account is overdue by 2 months, your child will not be permitted to return to EUMP without payment. The EUMP director is available to discuss alternatives to avoid removing the child from future classes.

Tuition Assistance (Scholarships)

As an outreach of Enon United Methodist Church, it is our goal that no child be denied the opportunity to attend EUMP due to financial limitations. "Scholarship" aid may be available depending on the need and funding available in a particular year. If assistance is required, please discuss the conditions with the EUMP director along with completing an application form. The director and EUMP

Advisory Board will evaluate the application and determine if a “scholarship” is available to assist.

Custodial/Non-Custodial Parents

Under the laws of the state of Ohio, both parents may have the right to pick up and/or receive any information regarding the activities and progress of his/her child upon request. If the legal situation is different and/or limitations are assigned, the custodial parent must provide official evidence of custody as granted by the court during registration of the child. This evidence will be placed in the child’s file.

If the family status changes after the initial registration of a child, it is the responsibility of the custodial parent to notify EUMP of the custody rights and provide the above information.

Withdrawing from EUMP

You may withdraw your child at any time during the school year. Tuition will be adjusted to the number of days attended in the month of withdrawal. A 2-week withdrawal notice is required. Without notification, you are still registered and responsible for paying fees. An absence of two weeks without proper notification to the director may be considered a withdrawal from the program, and a forfeiture of your child’s position in the class.

Records Transfer

You may request a transfer of your child’s records by contacting the EUMP director. A copy of requested records will be sent to the new school setting, doctor’s office, or other facility as stated on the form.

EUMP Staff

The state of Ohio specifies maximum teacher-to-student ratios for preschool classes which are 1:12 for three-year-old children and 1:14 for four- and five-year-old children. EUMP staff generally will consist of a lead teacher and one or two

assistant teachers depending on class size, keeping the classroom ratio closer to 1:7. Parents may be asked to help with special projects and field trips.

Concerning training, the state of Ohio requires all child-care centers have at least one staff member trained in the following areas during all hours of operation:

1. Recognition of Common Childhood Illnesses
2. First Aid
3. Child Abuse Recognition & Prevention
4. CPR

EUMP requires all teachers and director to maintain current certification in the above classes.

Arrival and Departure Procedures

For safety reasons, the doors will be always locked.

During arrival and departure times, the parents are requested to remain in their vehicles and form a line in the parking area behind the church leading to the EUMP entry door. A staff member will assist the child from the vehicle and escort them into the building. (A similar procedure will be followed during pickup.) Once inside, the children will sign in and wash their hands before entering the classroom. If you will be picking your child up early, please notify the teacher so we can meet you at the door. For your child's safety, your child will not be released to any person other than the parent or guardian or a regularly scheduled caregiver without written permission in advance. In an emergency, when no written permission is granted, the person picking the child up must be on the approved pick-up list (on registration form). The person picking up the child must be 18 years of age and willing to show identification if asked by a EUMP staff member. Please call us in advance to let us know who will be picking up your child. It is against EUMP policy to release a child to anyone who appears to be under the influence of drugs or alcohol. If EUMP staff

suspect an adult of being under the influence, the other parent or emergency contact will be called to pick up your child. No child shall ever be left alone or unsupervised. If you are more than 15 minutes late, the other parent or the alternate contact person listed on your registration form will be contacted to pick up your child. If you are late more than twice, a fee of \$10.00 per 15 minutes will be charged and will be required to be paid by the end of the month in which the fee was incurred.

Holidays

EUMP follows the same schedule as the Greenon Local School District concerning holidays. You will be given a schedule of days off at the Open House meeting prior to the beginning of actual classes. These days are already considered when determining the set tuition fee and, therefore, no adjustments to the tuition fee will be made if the holiday falls on a normal EUMP day.

Weather Delays

If the Greenon Local Schools are closed due to hazardous weather conditions, we will close also. Therefore, EUMP does **not** make a separate public announcement. In the event Greenon Local Schools are on a delay, we will have a delay as well. Additional guidance will be given and discussed at the Open House.

Health Forms

The Ohio Department of Jobs and Family Services licenses EUMP. The State requires that each child attending EUMP have on file a medical statement signed by a licensed physician, physician's assistant, or certified nurse practitioner prior to the date of admission or within thirty days after the date of admission. This medical form must be renewed every thirteen months thereafter from the date of the examination. For children three years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission. The

medical statement must certify that the child is free from communicable diseases and has had the immunizations required for admission to public school. Any exemption to the requirements must be documented and a waiver submitted with signature by a licensed physician. The waiver must be on file at EUMP and updated annually. A child may be restricted from attending EUMP if his/her medical information is not current.

Medications

Normally, no medication is administered by the EUMP staff since the child is in preschool a limited time each day. Food allergies will be observed. On the rare occasion a medication is required, the parent must provide the EUMP director written instructions to administer said medication on a Permission to Administer Medication form (ODHS 1217) which must be signed and dated by a licensed physician or practicing nurse. Only medication in its original container may be given. If a special-needs child or a child that requires special treatment is enrolled at EUMP, a written medical/physical care plan for the child shall be approved and signed by the parent, the child-care staff member, and the EUMP director. Prior to enrollment, the director and the parent will meet to discuss the special needs of the child and determine if the staff has the ability to administer the needed care.

Child's Health Assessment

A general overall health assessment of each child is conducted as he/she enters EUMP. If there are concerns raised, the director will discuss corrective actions with the parent. No known sick child will be permitted to remain at EUMP while displaying health concerns. Should a child become ill at EUMP with any of the following symptoms, he/she will be immediately isolated and discharged to the parent, caregiver, or emergency contact:

*Temperature of 100 degrees F, in combination with any other signs of illness.

*Diarrhea (more than three abnormally loose stools within a 24-hour period)

- *Severe coughing (causing the child to become red in the face or to make a whooping sound)
- *Difficult or rapid breathing
- *Yellowish skin or eyes
- *Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- *Untreated skin patches, unusual spots or rashes
- *Unusually dark urine or gray or white stools
- *Stiff neck with an elevated temperature
- *Evidence of scabies or other parasitic infestation
- *Nits/lice—EUMP is a nit-free school
- *Vomiting more than once or when accompanied by any other sign of illness
- *Sore throat or difficulty swallowing.

The above list captures basic items to look for but should not be considered “all inclusive.”

Communicable Diseases

Any concern by the EUMP staff of a child experiencing a communicable disease will be discussed with the parent. On rare occasions, a medical examination may be required followed with a permission statement from the doctor stating the child is authorized to resume classes. A communicable disease chart is posted on a wall within EUMP; at least one staff member on the premises has completed six hours in prevention, recognition, and management of communicable diseases.

Parents – If your child is experiencing any symptoms, please call/report a contagious illness so we can inform the other parents.

Covid recommendations/mandates presented by Centers for Disease Control and the Clark County Health Department are closely monitored. Any changes to our COVID-related protocol will be forwarded to the parents.

Emergencies/Accidents

There is at least one staff member present that has received training in first aid, communicable disease, and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC, and the parent will be informed at pick-up. Each child will have an emergency medical transportation form on file which identifies the individual to contact. In event of a serious accident, or other medical emergency, you will be contacted immediately following 911. The first alternate and then the second alternate will be called if necessary. EUMP does not transport ill or injured children. However, if a staff member accompanies a child during emergency care, all available health records will be taken also, and said person will remain with the child until the child's parent or guardian assumes responsibility for the child's care. A written report will be filed on all accidents or emergencies. A copy of the report will be given to the child's parent. The director shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness". The report will be provided to licensing staff within three days of the incident.

If for any reason we are forced to evacuate Enon United Methodist Church, EUMP children will be taken to the church's administrative offices located at 135 South Harrison Street (the white house just off the back parking lot). You will be contacted as soon as possible to come to pick up your child. If you cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible then contact and follow the directions given by the proper authorities. We will then contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

Child Abuse/Neglect

The director and each employee of EUMP are required under section 2151.421 of the Ohio Revised Code to report any suspicions of child abuse or child neglect. At least one staff member on the premises has had at least six hours of training in child abuse recognition and prevention, which is approved by the Department of Jobs and Family Services. Any person may call the Ohio Department of Jobs and Family Services to report a suspected violation by EUMP.

Fire/Weather/Intruder Drills

EUMP conducts monthly fire drills and tornado drills during the school year. A fire and weather emergency plan is posted in each classroom. The intruder/safety drill is conducted quarterly.

Telephone

The EUMP direct number is 937-864-7721. As a backup, contact Enon United Methodist office at 937-864-1578, and they will forward the message to the EUMP director.

Clothing

It is suggested the children wear comfortable play clothes. Gym shoes or shoes with closed toes, rubber soles, and secure heels are strongly recommended for safety reasons. Your child should not have to worry about getting his/her clothing dirty or messed-up.

Besides the classroom environment, the children will be playing outside (weather permitting) so please see that they have a proper coat, hat, and mittens when needed. Please put your child's name in/on all removable clothing, hats, etc. It is

highly recommended that each child have an extra set of clothing in his backpack in case of bathroom accidents or spills.

Snacks

The children will be served a snack each day. Ohio State licensing rule #5101:2-12-39 states snacks must have some nutritional value. A snack must contain at least one food from two of the four food groups. Only 100% fruit or vegetable juice will meet the fruit or vegetable requirement and is acceptable at EUMP. EUMP will observe a nut-free policy.

Leader/Birthday

The children will rotate being leader of the day. A note will be sent home usually one day in advance so the leader may bring a special item from home for sharing. The leader is first in line for snack and other activities on his/her day. Each child will be the leader of the day closest to his/her birthday when he/she will get to pick a book from the birthday basket as a gift. Summer birthdays will have an un-birthday leader day to choose his/her book.

Field Trips

The children take several field trips during the year. You will be asked to sign a permission form for each field trip. The form will be included with the monthly newsletter or sent home separately. The form will include the destination(s) and any details regarding the trip. The permission for field trips shall be considered valid only for the date and destination indicated on the written permission form. A typical protocol followed during field trips:

1. Each preschooler will wear an EUMP t-shirt with the EUMP logo.
2. A first aid kit and an adult trained in first aid, communicable disease, and child abuse will be on the field trip.
3. All children will be required to use a child safety seat and wear a seatbelt while traveling in a parent car or van.

4. The adult trained in first aid will carry the children's medical forms, permission slips, and emergency transportation authorizations.
5. A roll call will be taken before we leave EUMP, upon arrival at the field trip site, upon departure from the site, and again back at EUMP.
6. Parents who assist with driving children will ensure their passengers are buckled properly following state regulations based on weight and height of the children. Siblings are welcome on most field trips and remain the sole responsibility of the parent; however, they must follow the same rules established by the EUMP director during the outing.

General Rules

No toy guns or weapons are allowed on EUMP premises. Your child may bring a toy or other object to share on his/her leader day. Toys from home will not be used during play time. Equipment and furniture will be cleaned regularly and checked for breakage or other hazards. Cleaning supplies shall be stored in a space that is inaccessible to the children. No aerosol sprays will be used in the presence of the children. Climbing equipment, which is placed over concrete, asphalt, blacktop, or any similarly hard surfaces shall not be used by children unless the hard surface below and around the climber has been covered by some protective material such as, but not limited to, pea gravel, mulch, sand, wood chips, or mats.

Photography

Throughout the school year, staff members will be capturing individual and group photographs/videos to use in class books, bulletin boards, special programs, and your child's developmental portfolio. All photos and videos are intended for EUMP-related projects and may be displayed on the EUMP and the Enon United Methodist Church "Facebook" sites. Written authorization will be obtained from the parents prior to the start of EUMP. Parents that take any type of photography of EUMP children are required to obtain authorization also. Additional information will

be presented at the scheduled “Open House”. The director reserves the right to restrict photography at any time.

Newsletter

Monthly newsletters are sent home with the children to provide information such as upcoming topics, scheduled days off, and news about field trips and special projects. If you know of a special project or program that you would consider appropriate for EUMP, please share with the EUMP director.

Visitors

Because of concerns related to COVID and the ever-changing policies, EUMP has greatly reduced visitor time in the classrooms. However, we will continue to seek ways that parents can still participate in a safe environment. Safety of our precious students will always be a primary concern.

Evaluation/Conferences

EUMP uses the “Ages and Stages Developmental Screening” program. A copy of the questionnaire will be provided to the parents along with your child’s welcome package. You are asked to complete the questionnaire and return it no later than the first day of preschool. The EUMP staff will also complete the questionnaire for each child within the first 90 days. Results of the screening will be used as guides for the teachers and will be shared with the parents.

The staff is continuously assessing the children and keeping records of their progress. Conferences will be held throughout the school year at the request of either the parent or the EUMP director. All conferences (telephone or in person) will be documented in writing for future reference. The developmental portfolio will be available for parent review throughout the school year.

Questions, Problems, Line of Authority

The teachers and EUMP director are available to respond to your questions concerning classroom activities. Also, the EUMP Advisory Board (through an assigned liaison) is available to assist. Specific contact information will be provided at the EUMP Open House

Special Events

EUMP typically schedules special events during the school year. These events may include a Grandparent Day, Mother's Tea, My Hero Night, Community Resource event, or a special speaker. Notification will be given in advance so all invited parties will be able to attend.

Daily Schedule

The children's daily schedule is flexible enough to provide adaptability when necessary to allow for field trips, classroom visitors, etc., but structured to provide predictability for the children. A typical schedule includes:

1. Free play, puzzles, blocks, centers, etc.
2. Clean up--all children are asked to help put away toys, etc.
3. Circle time--music, story, sharing, directions for daily activities
4. Snack time
5. Small group work
6. Dismissal--goodbye song, reminders

A daily schedule with approximate times for each class is available upon request.

Summary

EUMP is proud to have been part of the learning experience of many children over the years and is extremely excited to carry on that tradition with the new enrollees. We realize that this is an exciting time in the child's life; we're grateful to have the opportunity to create memories that will last a lifetime.

CHILDREN ARE DOERS

"I hear and I forget, I see, and I remember, I do, and I understand."

It is estimated that a child retains 10% of what he hears, 60% of what he sees, and 90% of what he does!

The EUMP classmates will be encouraged to –

1. Be always helpful.
2. Exercise courtesy and kindness.
3. Share with others.
4. Take turns.
5. Pick up and put away toys.