

Parent Policies & Procedures Handbook



Since 1971

COMMUNITY PRESCHOOL

An Outreach of CUMC

114 Hay Ave. PO Box 172

Brookville, OH 45309

937-833-6691

2024 - 2025

communitypreschool71@gmail.com

www.brookvillecumc.org

An outreach ministry of Community United Methodist Church

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Dear Parents,

Welcome to Community Preschool! We are looking forward to a great year. This handbook includes policies and procedures that have been written with you and your child in mind. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Community Preschool.

Our approach to learning is to provide basic concepts to children and to allow them to build on those concepts at their level of interest and skill. We introduce new ideas and encourage self discovery through play.

We encourage each parent to participate in the Community Preschool experience. Through the years our families have developed friendships that have lasted a lifetime. Monthly classroom calendars will keep you informed of upcoming events. Your assistance with organizing fund raisers and special events is also appreciated!

Our teachers are required to keep up to date on the latest knowledge, research and techniques to support your child's development and learning. Teachers complete specialized training each year and are prepared to meet your child's unique needs. They plan learning activities using Ohio's Early Learning and Development Standards and the Creative Curriculum for Preschoolers.

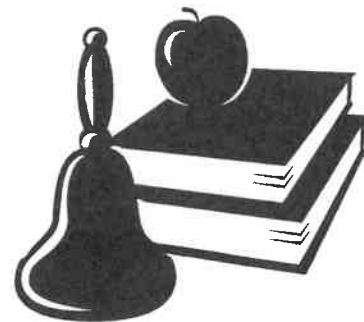
We are blessed to have a working partnership with our local elementary school. This enables us to create a smooth transition from preschool to the "big school."

Our experienced, dedicated staff and caring, supportive congregation are pleased to provide you and your child with this early learning experience.

Sincerely,

Miss Amy & Miss Tonya

Co-Directors



Our Purpose

The purpose of Community Preschool shall be to provide opportunities for children to discover and experience their world in a Christian atmosphere.

Community Preschool is a non-profit organization, sponsored by Brookville Community United Methodist Church as part of their outreach ministry to children and families.

Licensure

Brookville Community United Methodist Preschool is commonly called Community Preschool. The school, established in 1971, is licensed to operate through the Ohio Department of Job and Family Services (ODJFS) as defined in the State of Ohio Day Care Licensing Law and Administrative Rules, Chapter 5104 of the Ohio Revised Code and Chapters 5105:2-12 of the Ohio Administrative Code. This license is posted on the parent bulletin board. Licensing laws and rules governing child care are available for review at the facility upon request. The licensing record, including compliance forms, complaint investigation reports, and the evaluation forms from the building and fire departments, are available for review upon request from the ODJFS. The department website is: <http://jfs.ohio.gov/cdc>. The phone number for the ODJFS is 1-866-635-3748. Any person may use this number to report a suspected violation of the licensing law and administration rules.

Community Preschool maintains, at maximum, the following required teacher-child ratios and large group sizes:

- 1:12 Preschoolers (3 years - 4 years)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:18 School-agers (eligible for school)

Because we desire to provide a higher level of quality care, we will strive to maintain a ratio of 1:6 in the 3 year old classes and 1:9 in the 4 year old classes.

At the end of the handbook, you will find an attachment about licensing and other valuable information. Please take time to read this information.

Community Preschool Board

Community Preschool is administered by a Preschool Board. The membership of the Preschool Board is as follows:

- A Chairman - a member of the church & Church Ministry Team
- An Assistant Chairman/Secretary - a member of the church
- A representative of the Discipleship Team of the church
- A representative of the Trustees of the Church
- A representative of the Outreach Team of the Church
- A representative of the Staff Parish Relations Team
- The Pastor of the Church
- The Co-Directors of Community Preschool
- The Treasurer of Community Preschool
- A staff representative employed by the Community Preschool
- The President of the Community Preschool Parents Club
- One parent from each age grouping of children enrolled in the Community Preschool

The Community Preschool Board meets monthly while the preschool is in session, and at other times as necessary.

Philosophy and Objectives

Young children are curious and active explorers. They observe and imitate. The Community PreSchool program provides the child with many opportunities to experience and experiment. The goals of the program take into account the physical, intellectual, social, and emotional growth of the child. The objectives include:

Physical Development

balance - eye/hand coordination - sensory motor control - rhythm - tactile awareness

Social Development

positive self image	
function as a member of the group	take responsibility for personal belongings and needs
relate to other children	learn to share and cooperate
relate to adults outside of the family environment	learn to remove and put on outdoor clothing

Intellectual Development

learn colors	
learn parts of the body	math readiness
learn to recognize name, spoken and written	exploring the community
increase vocabulary and communication skills	learning good health habits
reading readiness	taking new foods
exploring natural environment (seasons, animals, plants)	identifying foods
	develop good listening skills
	develop creativity

Emotional growth is a life long process. Dealing with our feelings and expressing these feelings in an acceptable manner is a learning experience. By recognizing children's anger, fears, and frustrations, and helping them cope with feelings calmly, we guide them toward emotional maturity.

Although the teachers set objectives for the Community PreSchool program, children are to progress at their own pace. The child will play, because play is a child's work. We provide the child with a stimulating environment, a variety of equipment activities, and adult supervision.

Large and small group activities, as well as indoor and outdoor play are part of the daily schedule. Conversation circles, storytime, finger plays, flannel board games, puzzles, table activities, records, songs and science activities open new doors of learning. We cook, take walks, and go on field trips.

Most importantly, the child will have the opportunity to learn that he is a child of God, a person to be valued for his own unique being (in accordance with the basic precepts of Christian Education).

*Community PreSchool should be a joyful experience.

Making new friends, succeeding in many areas, and achieving a sense of independence and self-worth will create a foundation for future accomplishments.



Daily Schedule

Time	Activity	What Happens
AM - 9:00 - 9:30 PM - 12:30 - 1:00	Arrival & Choice	Children arrive, hang up backpacks & coats, sign in and choose an interest area to explore.
AM - 9:30 - 9:50 PM - 1:00 - 1:20	Opening Circle	Good morning song, attendance, weather, calendar, what's happening today, question of the day and introduction of the study topic.
AM - 9:50 - 10:00 PM - 1:20 - 1:30	Read-Aloud	Books that relate to the study topic.
AM - 10:00 - 10:45 PM - 1:30 - 2:15	Small Group Activities	Children choose from interest areas; blocks, fine motor, dramatic play, writing center, computer, library, art. During this time children may work in small groups or one-on-one with a teacher.
AM - 10:45 - 11:05 PM - 2:15 - 2:35	Clean Up & Snack	Clean-up work areas, wash hands, prayer & snack
AM - 11:05 - 11:25 PM - 2:35 - 2:55	Closing Circle	Music and Movement Librarian's Choice (Read-Aloud) Good-bye Song
AM - 11:25 - 11:30 PM - 2:55 - 3:00	Departure	Check mailbox, get backpack, coat and line-up to go home

The daily schedule is subject to change to allow for special programs, activities, and visitors.

We do not have regularly scheduled nap time during school. However, if a student seems usually tired, they can rest in our library quiet area within the classroom.

Staff arrive at 8:00 a.m. and leave at 3:30 p.m. Their lunch time is 11:45am to 12:30 p.m.



Enrollment / Registration / Transition / Exiting Information

Community Preschool's program typically runs September thru May. Enrollment begins in March prior to classes starting in the fall. However parents may enroll children at any time during the school year provided the child meets the age requirement and there are available openings in the class.

Admittance age corresponds with the local public school date of August 1st. To register for the 3 year old program, the child must be 3 years of age by August 1st of the upcoming school year. To register for the 4 and 5 year old program, the child must be 4 or 5 years of age by August 1st of the upcoming school year.

All children must be toilet trained by the first day of entrance. We are not equipped or staffed to care for children who are not completely toilet trained.

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

Registration

A **non refundable** registration fee of \$40.00 must be submitted with the completed registration form.

Registration Forms are available at Open House in the spring or by calling the preschool. Registration is made available to families currently enrolled in the program in March. Classes are filled on a first come, first served basis according to the date of enrollment with the Director. If classes are full when a request for registration is made, the child's name will be placed on a waiting list. When openings occur they will be filled from the waiting list.

Parents will receive an enrollment packet upon payment of the registration fee. In the case of shared parenting, the packet will be mailed to the parent who has completed the registration form. The packet will contain the following forms:

1. Child Enrollment and Health Information
2. Child Medical Statement
3. ODJFS Family Information Form
4. Media Consent Form
5. ODJFS Center Parent Information

Parents are required to complete all forms and return them prior to the first day of class. The medical statement shall verify a date of exam within the past 12 months and be on file **within 30 days of the child's date of admission.** The signature, business address, and telephone number of the licensed physician, physician's assistant (PA) or advanced practice nurse (APN) who examined the child must be on the statement. **The medical statement must be updated every 13 months.**

Classroom Visits

Classroom visits are scheduled in the evening for parents and children to visit the preschool to become acquainted with the staff and the classroom. This day is scheduled prior to the first day of class.

During the school year, anyone interested in the program is welcome to visit, meet the staff, and review available materials. The hours of operation are posted on the Maple Street door.

Moving Within the Program

In our program, children move from the three year old class to the four and five year old class annually in September.

Children currently enrolled in the three's class who plan return the following preschool year will have the first opportunity to register for fall classes. Registration forms will be available in February.

Many times during the school year, children in the three's class have the chance to view artwork of the four's and five's classes which is displayed on the walls of the classroom. This provides opportunity to see what they may experience the next year.

Transitioning to Kindergarten

After completing the four and five year old class, the next transition for your child will be entering pre-kindergarten or kindergarten in the fall.

To assist children and families with the transition we will:

- Send home info about local school's Kindergarten Registration events (typically February)
- Have a special circle time in the spring to discuss kindergarten; answer questions/concerns
- Partner with the local school to invite the principal or kindergarten teacher to visit our classroom
- Provide children with a special kindergarten story book at the end of the year

Parents are encouraged to watch your local newspaper or visit your local school's website for information regarding kindergarten registration.



♥ Welcome to
Kindergarten

End of Year Programs

During the last week of classes, evening programs are scheduled for children and their families: a Family Celebration Program for children and families enrolled in the three year old class and a Graduation Program for children and families who have attended the four and five year old class. Children will share favorite songs, rhymes, and finger plays that they have enjoyed throughout the year. Each child will receive a certificate of attendance.

To participate in end of year programs, all tuition payments and fees must be current.

Closing Week Programs

The final week of classes will include circle time discussions of saying good bye, a review of activities completed during the year, and a day dedicated to large motor activities. Field days will be celebrated with indoor and outdoor games.

Withdrawal / Moving Away

We hope that your child will be in attendance September through May. However we realize that for various reasons, it may be necessary to withdraw your child from the program before the end of the school year. Parents wishing to withdraw their child may do so at anytime. A one week notice in writing is appreciated. Please complete the Withdrawal Form at the back of the handbook and return it to the Director. This notifies the teacher so that materials are not prepared for the child. It also informs the treasurer so that tuition payments will no longer be charged. Parents will be responsible for any tuition payments due prior to withdrawal.

Upon withdrawing from the preschool, parents will receive progress reports on file; any craft or art projects completed by their child; copies of other records requested by the parent; any medication that has been kept for administering to their child; and a Parent Survey letter.

During circle time, an opportunity will be given for the children to say good-bye. The child leaving will be allowed to share with the class any information about his or her move. The child may also find it helpful to share a favorite story, toy or snack on his or her last day.

Administrative Withdrawal

Community Preschool reserves the right to withdraw your child from the program for the following reasons:

- Missing information from the enrollment forms.
- Expired medical form.
- Unpaid fees or charges.
- If after discussion with parents, Community Preschool cannot meet the needs of a child ... (physically, emotionally or developmentally).
- Failure to comply with Community Preschool Policies and Procedures.
- Irregular attendance.
- Severe behavior problems.

Developmental Screenings

Typically in the fall, within 60 days of the start of preschool, parents will be given a developmental screening tool to complete online. Goodwill Easter Seals Miami Valley provides the screening free of charge to children enrolled in our program.

Parents will need to complete a **Permission to Screen** form before your child can be screened. Forms will be provided to parents at orientation prior to the start of preschool.

If a concern in one or more of the developmental areas is found, parents will be contacted by the person providing the screening. If you decide that your child might benefit from a more comprehensive evaluation, they can assist you with a referral for your local school district. If needed they can also provide additional community resources to support your child's development.

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Parent Conferences

Conferences are offered in the fall. However, we encourage parents to contact your child's teacher anytime you have questions, concerns or information to share. Small items of information may not appear significant to adults but to children they make a big difference. When teachers are made aware of changes in your child's life, it often helps in understanding certain behavior. Equipped with correct information, the teachers can help children in dealing with uncertainties.

Fall conferences address how your child is adjusting to the preschool setting; goals mutually agreed upon by the teacher and parent and a review of the Easter Seal developmental screening.

Spring conferences are may be requested if your child's teacher feels that a more personal means of communication is necessary before the end of school occurs. Topics may include suggestions for summertime activities to enhance your child's learning and discussion on transitioning into the next class or kindergarten.

During formal conferences, time is allotted for the teacher to have one-on-one conversations with parents without the distraction of other activities. We believe it is important not to talk about children in front of them; therefore we ask that children not attend these conferences. Conferences are an opportunity for the teacher and parents to get to know each other and to review your child's development and progress reports.

Communication with Parents

This handbook has been provided in an effort to answer many of your questions. Please contact anyone on the staff or Preschool Board if you have more questions.

Parents are informed of the activities of the preschool through monthly calendars and newsletters. The calendar includes weekly topics, class activities, field trips, suggestions for parents, and reminders of help needed in the classroom. Calendars are sent home during the last week of the month for the upcoming month.

Newsletters and flyers are also sent home from the Parents Club. These too include helpful information regarding parenting. They will inform you of any special activities that are planned for families.

Please check your child's book bag/folder daily for important papers!

Parents and Teachers Working Together

At Community Preschool our goal is to provide children with a safe, enjoyable learning environment. When a child's form of play becomes destructive or hurtful, it interferes with the climate of the classroom. If this type of play persists, parents will be notified and a plan of intervention will be developed. If the child's behavior continues to be a disruption, a possible reduction in schedule or administrative withdrawal will occur.

Preschool should be a friendly, welcoming place for children. Teasing and bullying can affect a child's learning, physical health, and emotional well being. In the classroom, these behaviors create a climate that makes it hard to teach and even harder to learn. Teasing and bullying ARE harmful behaviors. Teasing includes making fun of someone, calling someone names, using put-downs, or ridiculing another person. Bullying can take on the form of repetitive physical, verbal, or psychological abuse—gesturing, hitting, pushing, shoving, insulting or excluding. We are counting on parents to support teachers in providing a safe, enjoyable learning environment for all.

W eather Closing Information

Three calamity days will be allowed for the three day per week classes and two calamity days for the two day per week classes, without the requirement of being made up.

Closing due to inclement weather will be announced on local radio and television stations. The announcement will say **BROOKVILLE SCHOOLS**. When time permits, we will use the Community Safe Telephone System to alert parents of school closings.

Occasionally due to weather conditions, the Brookville Schools will announce a two hour delay. When Brookville Schools announce a **TWO HOUR** delay the AM session will start at 10:00 a.m. and end at 12 Noon. The PM session will start at 1:00 p.m. and end at 3:00 p.m.

BROOKVILLE SCHOOLS CLOSED – Community Preschool CLOSED

TWO HOUR DELAY – Community Preschool will operate on the following schedule:

AM Session – 10:00 a.m. to 12 Noon

PM Session – 1:00 p.m. to 3:00 p.m.



Additional Closing Information

In addition to closing because of weather, the preschool may close due to loss of electrical power, interruption of water service, or other circumstances that would interfere with the safety of the children.

On special occasions the Preschool may close due to funeral services being held in the church sanctuary. When this happens, parents will be notified in advance. Your understanding during these times is appreciated.

Arrival & Pick up Procedures

Community Preschool follows the Brookville Local Schools calendar as a guideline for holidays, vacations and school closings due to inclement weather. For additional information, refer to the section on Weather Closing Information. The Director has authority to close for other events.

The Community Preschool hours are from 9:00 am to 11:30 am, Monday through Friday for the morning sessions, and 12:30 pm to 3:00 pm for the afternoon sessions. Please do not bring children early. Staff arrive between 8:00 and 8:30 am; please remember they are busy preparing the classroom for the daily activities.

Curbside Arrival Times - ENTER the alley from Wolfcreek St. to arrive at glass doors.

Morning Sessions - 9:00 am Pick Up Time - 11:30 am

Afternoon Sessions - 12:30 pm / Pick Up Time - 3:00 pm

Have children on passenger side of car. Unbuckle child from carseat. Staff will take child from car.

At pick up time, staff will walk child to car. Parent will secure child into carseat.

Walkers/Parking Lot Arrival Times -ENTER parking lot from Maple Street. Park in parking lot.

Morning Session - 9:00 am / Pick Up Time - 11:30 pm

Afternoon Session - 12:30 pm / Pick Up Time - 3:00 pm

Please stay in vehicles, after all of the car riders are dropped off and picked up, staff will greet walkers at the double glass doors facing the alley, from parking lot.

WATCH for cars in lot and alley. HOLD your child's hand.

DO NOT allow children to play in lot when waiting. Please **DO NOT** gather at doors.

Cars should not be left unattended in the driveway.

Children should be picked up promptly at the dismissal time. Please refer to the Late Pick-up/Overtime Policy.

Late Arrival/ Early Pick Up

If arriving after the staff have left the drop off area, please pull around to the Red door, park your car and call or ring the doorbell (located on the doorframe). Do not leave until you have made contact with a staff member.

If you must pick your child up from preschool during the school day, please call 937-833-6691 and inform the staff. They will then prepare your child for pick up. Upon arrival, call and we will either let you into the building or bring your child to you.

Late Pick-up / Overtime Charges

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear that they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 11:50 a.m. for the morning session and 3:20 p.m. for the afternoon session.

Release of a Child

If your child is to leave with someone other than a parent or the regular car pool driver, please notify us in writing or by telephone. Class lists are available upon request so that you may form car pools.

Staff will release children only to persons on the release form provided by the parent. Staff will check photo ID's of anyone they do not recognize. Please let individuals know about this request ahead of time so they bring a photo ID and are not offended. Your child's safety is our priority!

If a child is needed to be picked up by someone not listed on the release form, a phone call to the preschool will be required. At that time you will be given a "codeword." The individual should have a photo ID and knowledge of the preschool "codeword" before the child will be released to them.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

No child will be released to anyone under the age of 16 years old without written permission of the parent.

Guidance and Management Policy

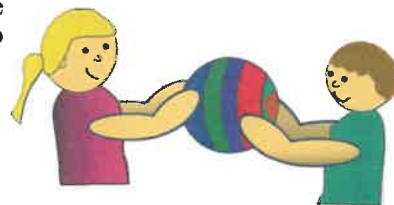
Community Preschool staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they, in turn, learn to respect the teachers and their friends. Staff members' responsibilities for guidance and management are as follows:

- ◆ Provide interesting activities and adequate equipment. Establish classroom policies for sharing and for quiet/active times. Help children understand why the rules are necessary. Include variety in the schedule and keep listening sessions short.
- ◆ Reinforce positive behavior (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity).
- ◆ Model desired behavior
- ◆ Seat a child not engaged in a group listening situation next to the teacher or teacher assistant and remind child of expected behavior.
- ◆ Use developmentally appropriate techniques suitable to the child's age and relevant to the circumstances.
- ◆ Intervene, when needed, as quickly as possible to ensure the safety of all children. Encourage children to control their own behavior, cooperate with others and solve problems by talking things out. It is important to be aware of, but not always necessary to intervene in minor arguments. Children must learn important conflict resolution and problem-solving techniques.
- ◆ Use developmentally appropriate separation from the situation to allow the child to gain self-control. The separation shall last no more than one minute for each year of age of the child. Staff members will review the reason for the separation and what behavior is expected.
- ◆ Be consistent. Show children that destructive or hurtful behavior will not be tolerated by addressing incidents as they occur.

In cases of aggressive behavior, a staff member will intervene by discussing with the child acceptable ways to express anger or frustration. Play dough, stress balls or punching bags are a few examples of providing material for releasing tension. The child will be encouraged to verbalize his feelings or to work out feelings in appropriate ways.

The Community Preschool's actual methods of discipline shall be restricted as follows: There shall be no cruel, harsh, or unusual punishments such as punching, pinching, shaking or biting; no discipline technique shall 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; no child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse; discipline shall be not imposed on a child for failure to eat or for toilet accidents. Techniques of discipline shall not shame or frighten a child and shall not include withholding food, rest, or toilet use.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to withdraw the child from the program. Every attempt will be made to work together with the parent and the child to correct the behavior. However, the safety of children is always our primary concern. The co-director will be in contact with the parent prior to withdrawing the child. 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 will be developed in consultation with the parent and will be consistent with the requirements of rule 5101:2-12-22 of the Ohio Administrative Code.



Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary precautions and preventative measures.

Parents are reminded that the Ohio Administrative Code 5101:2-12-20 states no child shall ever be left alone or unsupervised. Supervised means that children shall be within sight and hearing of childcare staff members at all times.

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she will be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

The outside doors of the church are locked. If you arrive early to pickup your child or wish to visit, please use the "red" entrance door off the parking lot. First try the doorbell located on the doorframe; if there is no answer, **KNOCK LOUDLY**. Finally, call the preschool at 937-833-6691 and a staff member will open the door.

Monthly the preschool receives from the Sheriff's department a mailing providing information concerning the location of sex offenders within Montgomery County. The Preschool is also on the e-mail notification system. For further information, you may use this website: www.co.montgomery.oh.us/Sheriff

This is our policy when a parent/guardian of a registered preschooler is a Sexual Offender :

- The parent/guardian may drop-off and pick-up their child.
- The parent/guardian may have parent conferences with the teacher when children are not in attendance.
- With advance notice to the Director, the parent/guardian may attend orientation, open house, graduation, or other parent programs. Upon arrival to the event, the parent/guardian must make known their presence to the Director.
- The parent/guardian will not be permitted to volunteer in the program.
- If an early pick-up time is needed of their child, the parent/guardian must first call and then the child will be taken to them.

Attendance Records

The Ohio Department of Job and Family Services requires that strict attendance records be kept. Staff will document arrival and departure of each child on daily attendance records.

If your child will be absent, please call the preschool at 937-833-6691. you may leave a message 24 hours a day. You may also email the preschool at communitypreschool71@gmail.com. If the absence is due to illness we request that you include your child's symptoms. Our staff will be looking for trends with potential contagious illnesses, and this information will help us keep preschool healthy and safe.

Additional Procedures

- Parents are requested to wait to speak to teachers until all children have been dismissed. The staff is happy to speak with you after we have all the children safely on their way home. Parent representatives to the Community Preschool Board from each age group of children are also available to hear your concerns. Parent representatives' names will be included in the monthly calendar.
- Parent Teacher Conferences will be offered in the fall and in the spring. Notices will be sent home giving dates and times. Additional conferences may be requested at any time by parents or teachers as needed. All parents are urged to take advantage of these opportunities.
- Parents are encouraged to visit Community Preschool. Parents are welcome to visit preschool at any time during the day for the purpose of interacting with their child or evaluating the learning environment. Parents may take an active role in the program in activities such as field trips, birthday celebrations, story telling, music experiences, cooking activities and as a resource person.
- Special activities and parent meetings will be scheduled throughout the year. Parents will be notified of dates and times on the monthly calendar, newsletters, or flyers.



Custodial Agreements

If a custodial agreement is in effect, you must provide the Director with the proper documentation from the courts. The custodial parent must put specific instructions to the Director in writing. This includes who has permission to pick-up the child. Staff members will be notified of these instructions. The preschool may not deny a parent access to their child without proper documentation.

When changes are made to custodial agreements, the preschool must be notified immediately. New copies of court documents must then be provided to preschool.

Parents/Guardians are respectfully reminded that these requests are for the protection of the child, parent and preschool staff. Your cooperation is necessary.

Shared Parenting

When children are in a shared parenting agreement, the parent enrolling the child will receive communications from the preschool with the child. This includes monthly calendars; newsletters from the preschool; Parents Club News; fund raising packets; school picture information, etc. Parents who have shared parenting, but who are not the parent who registered the child, may receive duplicate paperwork if they provide self addressed stamped envelopes to the Preschool.

Change in Information

In order to locate you in case of emergency, it is of the utmost importance to keep information on the Child Enrollment Form and the Emergency Transportation Authorization current. Any changes must be corrected on these forms immediately.

Non Smoking Environment

In order to promote a healthy environment, Community Preschool/Brookville Community United Methodist Church is designated as a **NON-SMOKING** building. Your cooperation in respecting the learning community by not smoking on church property is appreciated. *Ohio Administrative Code 5101:2-12-15.3*

This policy applies to **ALL FUNCTIONS** and **FIELD TRIPS** that are preschool sponsored.

Concealed Weapons Law

Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. Notices are posted at each entrance to the building. *Ohio Revised Code Section 2923.1212*

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to Montgomery County Children Services. The safety of the children is our first concern.

Medications

NO medicines, vitamins, or special diet will be administered during school session.

Exceptions: EPIPENS for severe allergic reactions; INHALERS for severe breathing difficulty. The preschool will administer medications to a child only after the parent completes a *Request for Medication Form*. All proper sections must be completed and the medication handed to the staff. Medication will be stored in a designated area inaccessible to children. Medications **MAY NOT** be stored in a child's mailbox or book bag.

Prescription medications **MUST** be in the original container, with an attached label that includes:

- *the child's full name*
- *doctor's name*
- *pharmacy name*
- *prescription number*
- *a current date (within the last twelve months)*
- *the exact dosage to be given*
- *means of administering the medication.*



Dental and Health-Related Plans

Staff members have 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. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident report/injury report will be completed and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has been transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Fire and Weather Alert Plans

The Preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the preschool's care. In the event of a fire or tornado, staff will 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 location.

In order to prepare children for the unlikely need to evacuate, the preschool does conduct monthly fire drills and tornado drills, once a month during "tornado season." Should we need to evacuate due to fire or weather conditions, or loss of power, heat or water to the preschool, our emergency destination is Brookville City Offices on Sycamore Street.

Initial parent contact will be made via phone, text, or email. In the event phone lines are down or there is no working internet, tune to local news media for instructions.

Disaster and Lockdown Procedure Plans

In the unlikely event there would be an environmental threat or a threat of violence, a Lockdown will be initiated. The staff will take the children to the designated Safe Room using the closest and safest route.

In the unlikely event of a threat during a routine trip or field trip, the staff will take the students to the nearest Safety Location such as the Brookville Fire Department or the Brookville Police Department.

The staff will keep the children calm until the "All Clear" has been given.

Initial parent contact will be made after the "All Clear" signal has been given by a Director or an Emergency Management Official, via phone, text, or email. In the event phone lines are down or there is no working internet, tune to local news media for instructions.

The preschool will conduct quarterly emergency/lockdown drills. Training for staff will occur before the school year begins and quarterly during the school year.

We have developed general operating guidelines, and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgement, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.



Management of Communicable Disease

Community Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that he/she may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they arrive to quickly assess their general health. We ask that you do not bring a sick child to the preschool. They will be sent home! Please also plan ahead; have a backup care plan in place if you are not able to take time off from work to pick up a sick child.

A child will not be admitted into the Preschool if circumstances outlined under Management of Communicable Disease is evident.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees – in combination with any other signs of illness
- Diarrhea (more than 3 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, or eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities, the parent will be called to pick up the child.

Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot will be washed and disinfected before being used again.

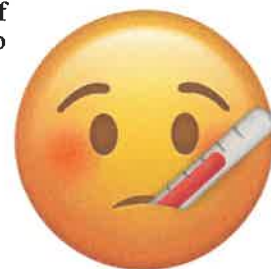
Parents will be notified by a written note if children have been exposed to a communicable disease.

Children may return to preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Staff Illness

Preschool staff are encouraged to remain at home if they are experiencing any of the symptoms as stated on the Management of Communicable Disease Chart. Substitutes will be utilized to replace staff as needed.

In the case of a communicable disease, a doctor's statement will be required of a staff member before returning to work. The statement should simply state that they are no longer contagious and may return to work.



M

anagement of Communicable Disease

Parents will be notified if their child is exhibiting signs or symptoms of illness. We will inform all parents in writing if their child has been exposed to a communicable disease while in the preschool. The chart with details concerning these disease is posted in the kitchen.

<u>DISEASE/INCUBATION</u>	<u>SIGNS/SYMPTOMS</u>	<u>CONTROL MEASURES</u>
CHICKENPOX Incubation 2 –3 weeks, usually 13 – 17 Days	Fever and vesicular rash that may appear first on head, then spread to body. Usually two to three crops of new blisters that heal, sometimes leaving scars.	Exclude until all lesions crusted.
COMMON COLD 1 – 3 days	Runny nose, watery eyes, fatigue, coughing and sneezing	Exclude children with fever and those who feel unwell.
COVID-19	Fever or chills, cough shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.	Exclude children and follow current CDC guidelines
FLU Incubation 1-3 days	Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common.	Exclude children with fever and those who feel ill
IMPETIGO Incubation 2 –10 days, Occasionally longer	Blisters on skin that open and become covered with a yellowish crust. Fever does not usually occur.	Exclude till 24 hours of treatment completed & sores begin to heal.
MEASLES Incubation 7 – 18 days, Usually 14 days	Runny nose, watery eyes, fever and cough. A blotchy red rash, which usually begins on the face, appears between the third and seventh day.	Exclude at least 5 days after rash appears.
MENINGITIS Bacterial 1 – 10 days Usually 4 days	Sudden onset of fever and headache, usually with vomiting and stiff neck. And frequently a reddish or purplish rash on the skin.	Exclude until adequately treated. Must be under physician's care.
MENINGITIS (Viral/Aseptic) Incubation 2 – 21 days	Sudden onset of fever and headache, usually with vomiting.	Exclude while having a fever. Must be under physician's care.
MUMPS Incubation 12 –25 days	Swelling over jaw in front of one or both ears. Pain in	Exclude for 9 days after onset of swelling.

DISEASE/INCUBATION**SIGNS/SYMPTOMS****CONTROL MEASURES****STREP INFECTIONS**

Incubation 1– 6 hours

Sudden onset, vomiting, sore throat, fever, later fine rash (not on face)

Exclude until 24 hours of appropriate antibiotic therapy completed.

PINWORMIncubation
3 weeks to 3 months

Per anal itching

Exclude until adequately treated. The child should receive medical attention.

LICE, HEAD/BODYIncubation
Eggs hatch in 7 – 10 days

Lice and nits (eggs) in hair.

Exclude until treated. Absence of nits, or marked reduction in number found, is only good indicator that treatment has taken place. Controlled by improving hygiene; treat whole family at once.

**SCABIES
(ITCH MITE)**Incubation
2 – 6 weeks

Tiny burrows in skin caused by mites.

Exclude until student & all household treated at once.

**VIRAL AND BACTERIAL
CONJUNCTIVITIS
(PINK EYE)**Incubation hours to days
24 – 72 hours

Red, itching, runny eyes usually with some discharge or crusting around eyes.

Isolate if eye discharge noted. Exclude until complete 24 hours of antibiotics. (If ordered.)

**INFECTIOUS
HEPATITIS A**Incubation 2 – 6 weeks
Commonly 28 – 30 days

2 –3 weeks prior to onset of symptoms

Exclude for at least 10 days following onset of jaundice. Should be under physician's care.

**FIFTH DISEASE
(ERYTHEMA INFECTIOSUM)**

Incubation 4 – 14 days but as long as 20 days after infection.

Bright red rash beginning on face, “slapped cheek” appearance. Spreads to trunk and extremities, clears centrally looking lacy. Generally clears in 1 week. Recurs if person gets warm, upset, etc. for up to 1 month.

Communicable up to 5 days prior and to a lesser extent for 2 days after appearance of the rash. Exclusion not appropriate once diagnosis is known, unless child has fever or uncomfortable.



Transportation and Field Trip Policy

Field trips and routine trips will be enjoyed by the children throughout the year. Generally you will be notified of these trips on the monthly calendar. At times a nominal fee may be charged for participating in certain field trips.

Field trips, which include special outings, mean frequent or irregularly scheduled excursions from the Community Preschool.

For field trips, Community Preschool shall have written and signed permission from the parent or guardian before transporting the child from the preschool.

Written permission from the parent or guardian for each field trip shall include:

- ◆ the child's name,
- ◆ the specific destination (s),
- ◆ the dated signature of the parent or guardian,
- ◆ the date of the field trip and the approximate time during which the children will be on the trip,
- ◆ a statement notifying parents or guardians that their child will be participating in activities near water if water that is more than two feet in depth will be accessible to the children on the field trip,
- ◆ a statement notifying parents or guardians how their child will be transported.

Routine trips mean frequent or regularly scheduled excursions from the Community Preschool. Routine trips include, but are not limited to taking a child on walking trips in the vicinity of the Community Preschool that are a part of the preschool's normal curriculum. In the past, routine trips have included walks to Ward Park and walks around the blocks surrounding the Church building.

Whenever seven or more preschool children are present on the walk, a second adult must be present on the walk.

The following shall be available on all field trips, including routine walks:

- ◆ First aid supplies as required by Rule 5101:2-12-36 of the Administrative Code.
- ◆ Emergency transportation authorization for each child.
- ◆ The completed JFS 01236 "Child Medical/Physical Care Plan" for any child who has health conditions which would require special procedures or precautions during the course of the trip. The Preschool shall also take supplies needed to provide treatment.
- ◆ A record listing each child on the trip.
- ◆ A working cellular phone or other means of immediate communication, which shall not be used by the driver while the vehicle is in motion.

Each child on the trip shall have identification attached containing Community Preschool's name, address, and a telephone number to contact in the event the child becomes lost.

A staff member trained in first aid, management of communicable disease, and CPR in accordance with Rule 5101:2-12-27 of the Administrative Code, shall be present at the destination on all field trips. In the event of an accident or injury, a report will be completed by the teacher. A copy of the report will be given to the parent or guardian.

Supervision Plans for Routine Trips and Field Trips

While on routine trips and field trips, staff will have a completed JFS 01232 form, Field Trip Checklist. The form includes a roster of the children on the trip, destination, departure time, and arrival time. Attendance will be taken prior to the trip, during the trip, and upon return to the center.

Each child on the trip shall wear the provided "Preschool T-Shirt" with identification requirements; Community Preschool's name, address, and telephone number to contact in the event the child becomes lost.

The required number of adults to meet staff/child ratios will be maintained while on the trip.

For further information regarding field trip rules, please refer to Rule 5101:2-12-18 OAC.



Parent/Employee Participation Policy

Parents/Guardians and extended family are welcomed and encouraged to participate in the Community Preschool program., however, due to Covid-19, we ask for your understanding while we limit parent involvement. It is important that the Preschool children and staff stay safe.

If your child experiences any problem or difficulty during the year, please discuss this with your child's teacher or the Community Preschool Co-director. A parent-teacher conference may be requested either by the parent or teacher at any time. Regular conferences are held in the fall of each preschool year.

Parents/Guardians are invited to help with fund raisers and special events. Participation provides opportunities for all of us to become better acquainted with one another and the issues that affect our children.

Community Preschool is administered by the Preschool Board. Every fall, one parent from each age grouping of children in the program is elected to serve on the Preschool Board for a one year term. If you are interested, please contact your child's teacher or the Community Preschool director. Parent representatives attend monthly meetings of the Preschool Board and participate in the decision making process.

Concerns

If parents, guardians, or staff members have 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. Preschool Director
3. Parent Representative for your child's class
4. Preschool Board Chairman

Please feel free to bring up concerns when they occur.



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Payment Procedures / Fees / Charges

- Tuition is based on the cost for the total number of days in the program, divided into nine equal payments.
- **Tuition is due the first day of each month August through April.**

Tuition payment may be mailed to the treasurer

Checks should be made payable to COMMUNITY PRESCHOOL and sent by mail to the treasurer:



Rachel Leis,
Preschool Treasurer
Address can be found on tuition slips

Tuition envelopes **should not** be placed in children's backpacks or given to teachers or aides. **For your protection do not place tuition envelopes in the treasurer's home mailbox without proper postage.**

Our Tax ID Number is available upon request.

- A late fee of \$20.00 will be added to tuition received after the 5th day of the month.
- If tuition has not been received by the 10th day of the month, you will be contacted by the treasurer by telephone.
- If tuition has not been received by the 15th day of the month, you will receive a letter from the treasurer stating that payment must be made by the last day of the month.
- Failure to pay tuition by the last day of the month will result in the suspension of your child from the program until the tuition payment is made or arrangements have been made with the treasurer.
- There will be no refunds of tuition due to inclement weather, absences, or vacations.
- Sometimes school will be closed due to inclement weather, power outages, mechanical problems, or church activities. When the M-W-F (4 & 5 yrs old) classes have missed over three (3) days, the makeup days will be made up according to the master schedule. When the T-Thurs. (3 yrs old) classes have missed over two (2) days, the makeup days will be made up according to the master schedule.
- If a child has an extended illness or accident, you may appeal to the Community Preschool Board for prorated tuition. A doctor's statement is required for an appeal.
- Special notice for May tuition. For children to participate in end of year programs, Family Celebration or Graduation, tuition payments must be current. **MAY TUITION MUST BE PAID BY APRIL 5TH.**

Fees

Yearly Registration Fee (non-refundable)	\$40.00
Monday-Wednesday-Friday Class (4 & 5 years old)	\$140.00 per month
Tuesday & Thursday Class (3 years old)	\$110.00 per month
Snack Opt-Out Fee / Paid by September 1	\$75.00 per year

Late Fees

A late fee of \$20.00 will be applied to your account if your tuition payment is received after the 5th day of the month.

Returned Checks

A \$25.00 fee will be charged for any returned checks due to insufficient funds. The fee will be added to the following month's tuition payment. If a second returned check fee has to be applied, parents may be asked to pay using another method of payment.

Little Blessings Scholarship Fund

A scholarship fund exists to offer full or partial tuition to children who desire preschool experience and whose families are financially unable to provide this opportunity. Monies for the fund are received through special offerings from members of Community United Methodist Church and the Brookville community

Families requesting scholarships are to contact the preschool Director. Requests should be submitted in writing. Include in the request the reason for the request; the amount of assistance desired and the length of time assistance may be needed. Families will be invited to speak with the pastor when other needs are desired.

Scholarships may be requested at anytime during the preschool year. Prior to withdrawing a child from the program due to financial concerns (loss of income, family illness, etc.) please speak with the Director.

Please do not hesitate to ask when a need occurs. Our commitment is to provide children with an uninterrupted experience.

Little Blessings Scholarship Policy:

The Preschool Little Blessings Scholarship Mission is an ongoing outreach of our congregation. Our primary desire is to assist the Preschool families we serve who have financial hardships that might not allow their children to attend our Christian preschool. Secondly, we would like to assist families whenever special needs arise that would allow the congregation to give from our hearts, time, service, as well as financially as needed.

Scholarship Guidelines:

The Little Blessings Scholarship Team will be made up of (1) the Preschool Director and (2) the Church's Pastor.

Their function will be to determine who will receive the requested financial assistance/scholarship and to establish relationship with the family. If additional LBS Team members are needed in determining scholarship recipients, the Preschool Board Chairperson and an Outreach Team representative may be added.

For confidentiality purposes, those requesting scholarships will be identified as Family A, Family B, etc. for the LBS Team meeting. Only the Preschool Director, the Preschool Treasurer, and the Pastor will have access to the family's information.

Responsibilities of the Receiving Families:

Complete the Little Blessings Scholarship Application
 Attach a letter of explanation of their need to the application and submit to the church
 Sign and return the Little Blessings Scholarship Acceptance Form as soon as possible
 Be introduced to the Pastor

Funding of the Scholarship:

Funding of the Scholarship will be ongoing through congregational giving including:

- a. Individually designated donations
- b. "5th Sunday Little Blessings Scholarship Offerings"

The congregation's donations will be kept in a separate Little Blessings Scholarship account managed (and reported on the Leadership Team's monthly report) by the Church Treasurer. The Preschool Treasurer will request funds from the Church Treasurer in December and May for semi-annual reimbursement to the Preschool's treasury.

Dress

Daily activities include active and messy play. Children should be dressed for play with “getting messy” in mind. Dress your child in clothing that is easy to move in and is permitted to become soiled. The children should feel comfortable enough to enjoy themselves without worrying about their clothes. Paint smocks are provided for messy activities.

Children should wear shoes that tie or fasten with Velcro. Sneakers or other rubber soled shoes are most desirable. Cowboy type boots make it difficult for children to participate in large motor activities. **Open toe sandals, flip flops, and Crocs make small toes and feet susceptible to injury and are not suitable for play.**

All children are to be dressed for the weather. We try to go outdoors when the weather permits. Children need to come prepared with hats, gloves, boots, etc. Boots should be large enough for your child to help themselves with a minimum of assistance from the staff.

One of our goals at Community Preschool is to develop self help skills; therefore, we would appreciate your cooperation by dressing your child in clothing he/she can get on and off with little or no teacher’s help. Practice these self-help skills at home.

CLEARLY MARK coats/jackets and backpacks with child's first name.

Special Events

Birthdays are very important to children. We like to celebrate each child’s birthday on the day of school which is closest to their actual birthday. If your child would like to share a treat with the class, we suggest simple items such as cookies, fresh or dried fruit, fruit cups, ice cream cups, yogurt, carrots and celery sticks, or rice crispy treats. Refer to Snack Policy on pages 35, 36 and 37. Because of state regulations regarding serving food, the treats must be purchased commercially, either prepackaged or purchased from a bakery. **PLEASE, NO CUPCAKES OR CAKE.** So we can plan accordingly, let the staff know in advance that you plan to bring in a treat. Summer birthdays may be celebrated in the Fall or Spring of the year.

Special holidays will be celebrated at school. These will be listed on the calendar, teacher may ask for special snacks or treats on these days.

No Toys From Home

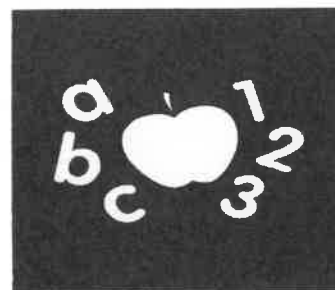
We ask that your child **not** bring toys to school. We have many items in the classroom which provide learning experiences while having fun. Toys, money, candy, food, chap stick, etc. should be left at home. If these items are brought to preschool, they will be labeled and placed in the teacher’s cabinet until time to go home. We will not be held accountable for lost or broken toys brought from home.

If children would like to share something for the science table, such as a book or a recording, this would be appropriate and appreciated.

If your child is attached to a favorite stuffed animal or doll and feels uncomfortable without it, let your child bring it to Preschool *until they can be comfortable to come to Preschool alone.*

Preschool Curriculum

Community Preschool has adopted the *Creative Curriculum for Preschool*, published by Teaching Strategies to assist teachers in planning and implementing developmentally appropriate lessons. Developmentally appropriate means teaching in ways that match the way children learn, while providing children with opportunities to learn and practice newly acquired skills.



Creative Curriculum for Preschool rests on a firm foundation of research. The goals and objectives align with the Ohio Department of Education Early Learning Content Standards. Ohio's Early Learning Content Standards provide the guidance required to help all of our youngest children enter kindergarten ready for success.

In all classrooms, a significant portion of each session is devoted to child-initiated play or choice time. Essentially this is the part of the day when several activities representing a variety of developmental areas are made available for children to choose from. Choices are structured by organizing the classroom space into learning centers/interest areas. Each center contains materials organized to promote social/emotional development, physical development, cognitive development and language development and offer a balance between quiet and active, solitary and group play.

This type of environment offers several benefits. First, children's decision making is encouraged because they must select for themselves the activity in which they wish to participate and then decide the point at which to move to another area. Teachers help children learn how to take advantage of the options available to them and arrange alternatives so children become increasingly self directing. Children become acquainted with skills and content representing a broad range of knowledge rather than focusing on a few narrow areas of interest. In any given day children may only become involved in one or two activity areas because of their desire to follow through on a particular project. Teachers monitor children's involvement throughout the year encouraging children to try activities which represent learning opportunities in each developmental area. If children have difficulty in sustaining their involvement in an area, teachers use a variety of strategies to help children focus on the activity and develop a greater ability to pursue a task.

Christian Education / Chapel Time

Christian education is an important part of our overall curriculum. In addition to discovering their world in a Christian atmosphere, the children experience formal times of Christian education. These times are part of our program and are supported by "Chapel Time." Children attend chapel once a month in the sanctuary with their teachers and the Pastor of the church. Chapel Time consists of a Bible story, singing, prayer and an activity that relates to the story.

Outreach ministries are emphasized to the children. Past activities have included collecting pop tabs for Ronald McDonald House; St. Jude Children's Research Hospital Trike-A-Thon and preparing food.

Families and members of the church may provide "in-house field trips." These opportunities broaden the children's world by allowing them to have new and in many cases very different experiences. Some of the "field trips" may include gardening; building; health topics; sewing; knitting; music; science discovery and career choices.

Finally, the learning center classroom provides many opportunities to teach interrelated concepts at the same time. For example: a language activity may include stories and poems related to a holiday or seasonal study, such as Thanksgiving or spring. Children may then use the information gained in this activity to play out the role of the Pilgrims, Indians, seeds growing or trees sprouting leaves in dramatic play episodes. A related cognitive task might focus on the physical conditions necessary for a seed to sprout. This inter-relationship of concepts is not always so obvious. For instance, children may take information gained about proportion from their use of unit blocks and apply that knowledge in an art activity or cooking project. Preschool classrooms provide many such opportunities for children to extract knowledge from a particular experience and transfer that knowledge to another experience. In this way, children are able to develop skills in a variety of developmental areas – at a pace which is comfortable to them.

Learning Centers/Interest Areas

Blocks

Materials: Hardwood unit blocks, hollow blocks, small cars, trucks, trains, boats, animal props, people props, cardboard bricks, road signs, and books related to construction.

Purpose: Block building gives the child the chance to think, plan, and problem solve. Children's small muscles develop when they carry and place blocks together. They gain strength in large muscles using hollow blocks, and improve eye-hand coordination when they stack blocks. Building with blocks helps children to understand about sizes, shapes and colors. Children learn cooperation as they build with other.



Dramatic Play

Materials: Kitchen equipment (stove, sink, cupboard, dishes, pans), dress up clothes, mirror, empty food containers, doll bed and dolls, table and chairs. As the year goes on, the children may want to help in making a grocery store; a hospital; a post office or other area of current interest.

Purpose: Because the child's family and home are the biggest part of their world, they spend much of their time imitating the things they see there. They imitate the life of people they know; their work; their feelings; their words. Through this acting out, this dramatic play, children are able to bring together the things they are learning and feeling about their world and themselves. Dramatic play helps children to come to a better understanding of others and a clearer view of what they can do and where they fit in the world around them.





Toys and Games

Materials: Manipulatives, Legos, table blocks, puzzles, collections of buttons, bottle caps, matching games, and other games children can play at a table, on the floor, or on top of a divider shelf.

Purpose: These materials offer children a quiet activity they can do alone, with a friend, with a teacher or with a small group. When children use toys and games, they explore how things work; learn to be creative and use their imaginations; strengthen and control the small muscle in their hands; work cooperatively and solve problems; and learn math ideas and concepts.

Art

Materials: Easels, paint, brushes, paper, crayons, markers, scissors, glue, play dough, clay, and collage materials.

Purpose: Children explore the materials and enjoy the process. Drawing, painting, pasting, molding and constructing provide important opportunities for learning. Children express original ideas and feelings, improve their coordination, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials.



Library

Materials: Children's books, comfortable place to sit, flannel board, puppets, tape recorder, head phones.



Purpose: In the Library Area, children develop the motivation and skills necessary to read and write. Children learn the value of reading as they hear stories read to them, look through books on their own, listen to story tapes, retell familiar stories, and make their own stories. They understand that pictures have meaning and they are able to use pictures in sequence to help tell a story.

Discovery Area

Materials: Animal housing, plants, pets, magnets, prisms, discovery bottles, magnifying glasses, collections such as leaves, rocks, shells, bones, feathers, pinecones, pulleys, gears, wheels, broken toys or small objects to take apart.

Purpose: Young children wonder about the world around them. The more they know and understand about their world, the more independent and confident they become. The Discovery Area is a place to find answers. It is a place to spark curiosity and wonder. Children use their senses to touch, feel, taste, see and smell. They observe, experiment, measure, solve problems, take things apart, and explore the materials and living things in the area. In the Discovery Area, children do what scientists do.



Sand and Water

Materials: Sand and water table, spoons, shovels, buckets, measuring cups, molds, funnels, sifters, eyedroppers, tongs, foam letters, water wheels, toy boats, cars or trucks.

Purpose: Play with sand and water involves sensory experiences that appeal to young children. When children pour water into measuring cups, they are exploring math concepts. When they drop corks, stones, feathers, and marbles into a tub of water, they are scientists exploring which objects sink and which float. When they comb sand into patterns, they learn both math and art. Eye-hand coordination is fostered as children pour from one container to another. The fact that play with these materials can calm a child who is agitated or upset has been well documented.



Music and Movement



Materials: CD player and CDs, phonograph and records, rhythm instruments, drums, tambourines, kazoos, bells, maracas, shakers, triangles, and xylophones.

Purpose: Music naturally delights and interests children. Music and movement experiences help develop both sides of the brain—an important finding in recent brain research. Music and movement involve children in listening activities, joining in group experiences, and experimenting with materials on their own.

Cooking

Materials: Plastic/metal bowls of various sizes, measuring spoons and cups, wooden spoons, whisks, knives, cookie cutters, pot holders, recipe cards with pictures and words, baking sheets and pans.

Purpose: Cooking is typically a special activity, not an everyday activity. In a cooking activity children have the rare treat of doing something that grown-ups do. Cooking is fun. It is also a natural laboratory for helping children to develop and learn. When children learn to follow picture recipe cards, they develop skills they need to read and write. Measuring ingredients gives them a lesson in math. When children participate in cooking activities, they learn how food is prepared and how it contributes to their health and well-being.



Computers

Materials: One or more computers and a printer, software, paper for printing, and speakers.

Purpose: The Computer Area is a place where children can have fun while exploring the many exciting things that computers do. The Computer Area can be a very social place. Studies have shown that children working on a computer have nine times the number of conversations as children doing a puzzle together. Children will learn to be comfortable with technology, beginning reading and writing skills, math skills and concepts such as counting, and how to solve problems and begin to do research.



Outdoor Play

Materials: Sand and water, climbing toys, balance beams, slides, stepladders, platforms, swings, tunnels, bridges, and riding toys.

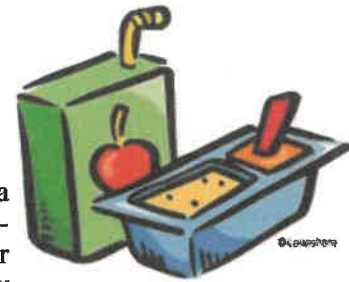
Purpose: Outdoor play is essential for children's health and well-being. Children develop their gross motor skills as they run, jump, climb, hop, swing, and slide. Children also use their fine motor skills outdoors to weed a garden, collect bugs, pick up leaves and pour sand. Playing outdoors, children learn to notice and appreciate changes in nature and to use their body in increasingly skillful ways.

Community Preschool is a part-time center. Children are in attendance for two and one-half hours. Therefore, the preschool is not required to provide outdoor play. Periodically, the preschool staff will plan walks to the neighborhood park. When this occurs parents/guardians will be given a Field Trip Permission form to complete. Children will be closely supervised when going to and from the park and during play at the park.

For further information on Outdoor Play refer to Rule 5101:2-12-14 of the OAC.



Snack Policy



A snack is offered to the children each day. Community Preschool has a **Parent Participation Snack Policy**. This requires children to bring a nutritious snack and drink (100% juice, milk, or bottles water) 6 times per year for their classroom on a date assigned by the Director. To indicate how many servings are needed, class sizes will be posted on the assignment calendar. A copy of the snack assignment calendar will be given to each family at the start of each month.

This snack policy encourages the building of ties between home and school. Snack time is more than a time to enjoy a yummy treat. It is an opportunity for children to experience flavors, textures, colors and good nutrition. Snack is a time for developing self-help skills, responsibility, job participation and socialization. It is a time for prayer and small group conversations between classmates and teachers.

Involve your child when purchasing and preparing snack time items. The process provides experiences in language, math, science and health skills. Children experience a sense of well-being when they provide the daily snack.

When possible, snacks should be individually pre-packaged and should be little to no preparation from the preschool staff. Provide nutritious snacks and 100% juice, milk or bottled water. Include eating utensils, spoons or forks when needed.

Do not bring cupcakes or cakes, even for your child's birthday. To celebrate your child's birthday, you may bring a special snack or a take home goodie bag.

Snacks should be sent into Preschool in original packaging with ingredients listed. Fresh fruits and vegetables will be washed and cut by preschool staff. Snacks without ingredients list, or not in original package will NOT be served.

When a provided snack is considered "unsafe", we will make a substitution for the entire class and use the donated snack in another classroom. We keep a supply of nonperishable "safe" snacks at preschool and will use them when a substitution is needed.

A list of recommended snacks is provided. Please choose healthy options. Generally, anything over 10 grams of sugar is considered high in sugar. Ingredients to watch for: high fructose corn syrup, corn syrup, partially hydrogenated anything, monosodium glutamate/autolyzed yeast extract.

If you forget to bring snack on your child's assigned day, you may send a non-perishable snack the next school day to replenish our supply, or \$10.00 marked "SNACK REPLACEMENT".

Families may "opt-out" from bringing snack to preschool for their child's class by prepaying a \$75.00 yearly fee. The fee must be paid by September 1st. Please contact the preschool treasurer for other arrangements.

We are a PEANUT FREE environment. Please do not send peanuts, peanut butter, items with peanut oil or items labeled manufactured in a plant that processes peanuts. Thank you for your participation and cooperation! We enjoy the variety!

Snack Suggestion List



Drinks	Food
100% Juice (64 ounces or boxes))	Bagels (may include spreads)
Milk	Cheese (string, slice or cubes)
Bottled Water	Cheese crackers
	Chex Mix
	Cottage Cheese (with or without fruit)
	Crackers (grahams, saltines, ritz, animal)
	Fresh Fruit (may include dip)
	Fruit Cups (with spoons)
	Gogurt
	Goldfish Crackers (all varieties)
	Granola Bars
	Hummus (with pretzels or crackers)
	Muffins (blueberry, pumpkin, apple)
	Nutri Grain Bars
	Pretzel Rods (with dips)
	Pretzels
	Pudding Cups
	Rice Cakes (may include spreads)
	Tortilla chips (with bean dip or salsa)
	Trail Mix (peanut free)
	Vegetables (with dips)
	Yogurt (with spoons)

When possible, snacks should be individually pre-packaged and should require little or no preparation from the preschool staff. We encourage you to bring nutritious snacks and ***100% juice, milk or bottled water.***

If you bring a snack that requires eating utensils, please provide those (i.e. spoons or forks).

***We are a "PEANUT FREE" environment.
Please do not send peanuts, peanut butter or items with peanut oil.
Thank you for your participation and cooperation!***

Birthday Snacks

To celebrate your child's birthday, you may bring a special snack to be enjoyed at snack time or a goodie bag that can be sent home. **Please do not bring in cupcakes or cakes, even for your child's birthday.**

When possible, snacks should be individually pre-packaged and should require little or no preparation from the preschool, including heating. We encourage you to bring nutritious snacks and 100% juice, milk, or bottled water. If you bring a snack that requires eating utensils, please provide those (spoons or forks). You may use the Snack Recommendation List for suggestions.

Be sure to check with your classroom teacher prior to sending in a snack or treat. There may be an allergy or food restriction in your class. If a child in the class is allergic to the provided snacks we will make a substitution for the entire class and either return the snack to you or use the donated snack in another classroom. We keep a supply of non-perishable "safe" snacks in case substitutions are needed.

To keep families informed, we will list snacks on the Classroom Times, that is sent home daily.

We are a "PEANUT FREE" environment. Please do not send peanuts, peanut butter or items with peanut oil. Thank you for your participation and cooperation!



Our Staff

Our staff is comprised of caring individuals with a genuine love for young children. Staff members have previous experience working with young children and share their knowledge as well as their Christian faith with children daily.

The teachers are required to meet certain educational requirements as well as participate in annual continuing education classes and maintain certification in First Aid, CPR, Management of Communicable Disease and Child Abuse Recognition and Prevention.





COMMUNITY PRESCHOOL

114 Hag Ave. PO Box 172
Brookville, OH 45309

Staff

Tonya Barnhart
937-470-9026
tonyaBhart@icloud.com

Amy Burton
937-266-0768
amyburt78@yahoo.com

Peggy Osswald
937-474-3277
shamrockpo60@aol.com

Kristina Heck
937-239-4635
Hecks319@aol.com

Board Chairman

Jill Bowers
937-248-6074
jmommab@gmail.com

Substitutes

Treasurer

Rachel Leis
937-248-5081
rableis.51@gmail.com

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COMMUNITY PRESCHOOL

An Outreach of
Community United Methodist Church



114 Hay Ave., Brookville, OH 45309
937-833-6691

Community Preschool 2024-2025*

- No School For Students and Teachers
- No School For Students: Teacher Work Days
- First / Last Day for Students
- Parent Handbook Meetings & Classroom visits

Class Times

AM Class – 9:00 to 11:30am

PM Class – 12:30 to 3:00pm

August 2024						
S	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

- 14/15 Staff Work Days
- 19 Parent Handbook Review – 6:30 pm – 4’s
- 20 Parent Handbook Review – 6:30 pm – 3’s
- 21 Classroom Visits - evening
- 22 Classroom Visits - evening
- 26 First Day for 4’s Classes
- 27 First Day for 3’s Classes

September

- 2 NO SCHOOL – Labor Day

October

- 18 NO SCHOOL
- 21 NO SCHOOL – Columbus Day

November

- 4-7 Parent Conferences
- 27-29 Thanksgiving Break

December

- 19 & 20 Christmas Programs
- 23–Jan 6 Christmas Break

January

- 6 School Resumes
- 20 NO SCHOOL - Martin Luther King Jr Day

February

- 14 NO SCHOOL
- 17 NO SCHOOL – President’s Day

March

- 19 & 20 Open House/Art Show evening
- 31 NO SCHOOL - Spring Break

April

- 1-4 NO SCHOOL - Spring BREAK
- 7 School Resumes
- 18 NO SCHOOL

May

- 15 End of year programs - evening
- 16 End of year programs - evening
- 19 & 20 Staff Work Days

TOTAL DAYS

- 4’s Classes – 98*
- 3’s Classes – 71*

*Includes Parent Handbook Meeting & Classroom Visit Night

Make-up Days (if needed)
May 19-20

2 Hour Delay Schedule

- AM Class – 10:00 to 12:00pm
- PM Class – 1:00 to 3:00pm

January 2025						
S	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Revised June 12, 2024

R

esource Phone Numbers

During the year if needs arise for your child or family, we encourage you to contact the pre-school staff or the church pastor.

The following is a list of resource numbers for your convenience.

Preschool	937-833-6691
Church Pastor	937-833-3262
Brookville Board Of Education	937-833-2181
Brookville City Offices	937-833-2135
Brookville Elementary School	937-833-6796
Dayton & Montgomery County Public Health	937-225-5700
Dayton Children's Hospital	937-641-3000
Dayton Metro Library – Brookville Branch	937-496-8922
GetUp Montgomery County	937-225-4398
Goodwill Easter Seals	937-461-3305
Help Me Grow (Ohio Department of Health)	937-208-4769
Immunization Clinic	937-225-4550
Montgomery County Department of Job & Family Services	937-225-4148
Women, Infants and Children (WIC)	937-225-4491

Notes



W

ithdrawal Form

We hope that your child will be in attendance for the entire preschool year. If you find it necessary to withdrawal your child, please fill out this form and return to the preschool director.

A written statement is required to withdraw your child from the preschool program. This informs the teacher so materials are no longer prepared for the child; informs the treasurer to no longer charge tuition and allows the director to enroll a child from the waiting list. Without withdrawal notification you will be responsible for monthly tuition.

When possible ample notification is appreciated. This allows the preschool to collect any classroom work to return to your child. It further provides an opportunity for staff and classmates to say good-bye.

I am withdrawing _____

from the preschool program beginning _____.

Reason for withdrawal:

Parent Signature: _____

Date: _____

Received by Co-Director on: _____

Co-Director Signature: _____

I am in Preschool

I was not built to sit still,
keep my hands to myself,
take turns,
be patient,
stand in line,
or keep quiet
all the time.

I need:
Motion,
Novelty,
Adventure,
and to engage the world with my whole body.

Let me play

(Trust me, I'm learning)

