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**~Preparing your child for their next big step~**

1718 E. Main St. Newark, Oh 43055

740-366-6673

Ext: 710

<https://morelifechurch.com/preschool>

[mainstreetpreschool@morelifechurch.com](mailto:mainstreetpreschool@morelifechurch.com)

*"It takes a village to raise a child"* is an African proverb that means an entire community of people must interact with children in order for them to experience and grow in a safe and healthy environment. -wikipedia.org

The goal of Main Street Preschool is to partner with families to prepare their child for their next big step, kindergarten.

Early education helps lay a foundation of lifelong learning and allows children to discover the power of knowledge. The program will assist in your child's growth and learning in ways that best suit their unique mind by providing a safe, developmentally appropriate, nurturing environment that promotes social, emotional, and physical growth. Classroom activities will help to develop relationships with others and the world around them.

In addition, the program will strive to instill self-esteem by showing each child who they are in Christ and help them to understand the importance of the bible in shaping their lives.

A child's family is their primary educator. Main Street Preschool wants to work with your family, creating a strong 'village,' to provide the best possible care and guidance for your child.

## **General Information**

### **Ages**

- Main Street Preschool welcomes children ages 4-5 years old.
  - ❖ Participants must be 4 years old and potty trained by September 1<sup>st</sup>

### **Hours of Operation**

- The program will operate Monday thru Thursday
  - ❖ Drop off: 8:30-9:00am
  - ❖ Pick up: Noon
- Please plan for your child(ren) to stay for the entire 3 hours as this will help to limit the amount of disruptions/distractions.

### **Holidays**

- The program will be closed for the following:
  - ❖ Thanksgiving Break
  - ❖ Christmas Break
  - ❖ New Year's Day
  - ❖ Martin Luther King Jr. Day
  - ❖ Presidents Day
  - ❖ Spring Break
- These days will be excluded from the weekly rate.

### **Daily Schedule**

8:30am – 9:00am	Arrive/Drop Off
9:00am – 9:15am	Circle Time & Literacy
9:15am – 9:30am	Fine Motor & Block Centers
9:30am – 9:40am	Music & Movement
9:40am – 10:05am	Arts & Crafts
10:05am – 10:35am	Outside/Gross Motor Activities
10:35am – 10:50am	Snack
10:50am – 11:05am	Math Instruction
11:05am-11:35am	Centers/Thematic Play
11:35am-11:45am	Bible Lesson/Story
11:45am – Noon	Pack Up
Noon	Dismiss/Pick Up

### **Ratios**

- The program will follow staff to participant ratios as follows:
  - ❖ 1:12 with a maximum group size of 21

## **Meals and Snacks**

-All program participants will need to eat breakfast prior to the program starting each day at 9:00am.

-A snack will be provided each day for all program participants.

❖ Each family will be asked to provide a child-size, individually wrapped snack for the entire class a few times during the year.

- A calendar of the families assigned snack day(s) will be sent home one month in advance.
- The program itself will also plan to provide snacks to the participants a few times during the year.
- The snack must meet two (2) components of the following four (4) food groups:
  1. Meat
  2. Fruit & vegetables
  3. Grains
  4. Milk

- Snack portion sizes for 4-5 year old's

Meat or Meat Alternative	½ oz.
Fruit or Vegetable	½ cup
Grains/Breads/ Pasta/Noodles (cooked)	½ slice, ¼ cup, or 1/3 oz.
Fluid Milk	½ cup

❖ Please be sure to provide detailed dietary restrictions on the enrollment form.

- Parents/guardians will need to provide the daily snack for their child(ren) with dietary restrictions.

-Please send participants with a refillable water bottle labeled with their first and last name.

❖ Water will be provided.

-Please do not allow your child(ren) to bring gum, candy, or other food items with them to the program.

## **Outdoor Play**

-Outdoor play will be a part of our daily schedule pending weather conditions.

❖ Decisions to play outside will be based on factors including, but not limited to: wind chill, extreme hot or cold temperatures, muddy outdoor space, rain, lightning, high winds, ice, wet and unsafe equipment, and other unpredictable situations.

❖ Participants may spend time outdoors if the temperature is at a minimum of 25°F.

❖ In the event of inclement weather, participants will engage in gross motor play indoors.

-Please send your children with proper clothing so they can be safe and comfortable when playing outside.

## **Parent/Guardian Participation**

*“Because the family and the early childhood practitioner have a common interest in the child’s wellbeing, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood programs in ways that enhance the child’s development” -National Association for the Education of Young Children Code of Ethical Conduct, 2011*

-Frequent communication between home and school is vital to the success of the program participants. Parents/guardians and program staff are encouraged to meet in the middle to achieve open, two-way communication.

-The program encourages parent/guardian involvement. A newsletter and calendar will be sent home at the beginning of each month so that families will be aware of what the program is focusing on at that time. Special activities/events will be noted in the monthly communication forms. If ‘helpers’ are needed to make these activities/events successful, a form will be sent home with your child(ren) informing you of all the details. At that time, you will have the opportunity to sign up as a ‘helper.’

## **Parent Concerns & Communication:**

-The program encourages and welcomes open communication to discuss goals, concerns, problems, or discipline issues. Communication is welcome in person by appointment, by phone, or by e-mail. Due to staff responsibilities and schedules, parents/guardians are asked to schedule an appointment/meeting with staff when it is necessary to engage in any lengthy conversations.

-All parent/guardian and staff concerns will be documented in participants’ file.

-At the beginning of the year, prior to the start of the program, a parents/guardians and participant orientation will take place. This gives staff the opportunity to discuss program goals/objectives, review daily schedules, and set the foundation for a successful home-program partnership. The orientation will also allow participants to explore their classrooms and begin to become comfortable with program staff members.

-Parents/guardians and staff conferences will be offered once during the year. This will help everyone involved in the child’s growth to be in agreeance. Any issues, concerns, praises, and celebrations will be discussed at the conference. Additional conferences may be scheduled on an as needed basis.

## **Rates/Financial Information**

-The weekly rate for the program is \$80.00.

-Payments can be made monthly or weekly.

-Payments are due the Friday prior to the start of the week or the Friday prior to the first in session day of the month.

-The program does not currently accept publicly funded child care.

### Late Fees

- Payments made after the Friday prior or after the first Friday prior to the first in session day of the month are considered late. In this case, a \$15.00 late fee will be applied to the balance.

### Late Pick-Up Policy/Fees

-Participant pick up is at noon. If your child(ren) is not picked up by 12:15pm, you will be charged a \$10.00 late pick-up fee. This fee is due prior to the child(ren) being dropped off for the next program session. For every 15 minutes after 12:15pm that you are late, another \$10.00 will be applied.

### Registration Fee

-A non-refundable registration fee of \$30.00 (per child) is due at the time of registration in order to guarantee the participant's spot with-in the program.

### Accepted Forms of Payment

- Payments will be accepted through the Main Street Preschool website.
- Personal checks and cash are NOT accepted.

### Absent/Vacation/Cancellations

- Refunds will not be given for sick, absent, or inclement weather days.
- Each family will receive one (1) week of vacation per program year (Sept.-May). During the chosen week, no payment is due.
  - ❖ The time off must be submitted in writing prior to the start date of the vacation.
  - ❖ The vacation days must be consecutive.

## **Center Policies and Procedures**

### **Enrollment**

- Main Street Preschool encourages each interested family to tour the facility. This can help determine if the program is the best option for you and your child(ren). Facility tours can be scheduled by contacting the program via phone at 740-366-6673 ext. 710 or by e-mail at [mainstreetpreschool@morelifechurch.com](mailto:mainstreetpreschool@morelifechurch.com).

-Each child is required to have an enrollment record that can be completed on-line (a hard copy of the enrollment packet is available upon request).

-The following forms must be completed for each child to attend the program:

- ❖ “Child Enrollment and Health Information for Child Care” (ODJFS Form: JFS 01234)
  - This form includes dietary restrictions and emergency transportation authorization.
- ❖ “Child Medical Statement for Child Care” (ODJFS Form: JFS 01305)
  - To be completed by a licensed medical professional.
- ❖ Authorized pick up form
- ❖ Emergency contact information
- ❖ Photography authorization
- ❖ Water *activity* authorization
- ❖ Financial agreement

#### **If Applicable:**

- ❖ “Request for Administration of Medication for Child Care” (ODJFS Form: JFS 01217)
- ❖ “Child Medical/Physical Care Plan for Child Care” (ODJFS Form: JFS 01236)
- ❖ Custody documentation

-Forms are good for one program year (Sept.-May). Parents/guardians are responsible for updating information/forms in a timely manner if there are any changes made throughout the program year. Every child’s file **MUST** be up to date in case of an emergency.

### **Immunizations**

-The program will accept children who have not been immunized at the discretion of the parents/guardians.

-In the event of an outbreak, all parents/guardians will be notified.

## **Attendance**

### **Drop Off & Pick-Up Procedure**

- Program participants will be dropped off and picked up at the designated areas.
  - ~For the first week of the program, we invite you to walk your child(ren) into the facility and drop them off to their classroom(s) where they will be checked in. After the first week, we ask that you drop your child(ren) off at the designated area while remaining in your vehicle. A program staff member will check the child(ren) in from your vehicle at drop off.
  - ~For the first week of the program we invite you to pick your child(ren) up from their classroom where they will be checked out. After the first week, we ask that you remain in your vehicle and a program staff member will bring your child(ren) to you and check them out of the program at your vehicle.
- \*See “Rates/Financial Information” above for late pick-up policy\*
- Main Street Preschool does not accept participants from other programs or activities.
  - ~Parents/guardians are responsible for participant drop off/pick up.
  - ~Participants may not utilize another program/activities transportation in order to be dropped off or picked up from Main Street Preschool.

### **Absent Policy**

- In order to prepare your child(ren) for their future school experience, we request that child(ren) attend the program each “in session” day.
- If your child(ren) is unable to attend due to illness, emergency, etc. please contact the program by phone at 740-366-6673 ext. 710 before the program start time of 9:00am.
- Three (3) consecutive unreported absences could result in removal from the program.

### **Release of Participants**

- Parents/guardians are required to complete an authorization pick up form at the time of registration. Participants of the program will only be released to approved individuals listed on the form. If someone not listed on the form must pick the child(ren) up, parents/guardians must give written and verbal permission prior to the scheduled pick-up date. The named person will be required to show a photo ID for the release of a participant.
- Upon completed program registration, parents/guardians will be issued two (2) cards that are specific to their child(ren). Anyone who regularly plans to pick up the child(ren) will be asked to show this card (as well as being listed on the authorized pick-up form). Once we all become familiar with the pick-up process, it will go a lot faster and smoother. Please be patient during the first few weeks of the program starting as we all practice the participants safe departure from the facility.



### Releasing Participants According to Custody Agreement

-If there is a custody agreement for the child, the program must be provided with official legal documentation indicating who has permission to retrieve the child(ren) from school.

**~Please be patient in the drop off/pick up line. Each program participant is individual in their own way and may require extra/special assistance~**

### Supervision & Guidance

-Program staff members are assigned a group of children who they are responsible for. They will guide the participants as well as ensure their health and safety. Participants will be supervised at all times and will never be left alone. Staff member duties include but, are not limited to:

- ❖ Recognizing, encouraging, and praising participants acceptable behavior
- ❖ Being positive and constructive
- ❖ Using fair and consistent rules
- ❖ Displaying an attitude of understanding
- ❖ Communicating clear directions and expectations
- ❖ Assisting children with problem solving
- ❖ Encouraging children to control their own behaviors and cooperate with others
- ❖ Helping children feel successful at tasks and give options for other tasks if those chosen prove to be too difficult
- ❖ Notifying children of activity change to allow for a comfortable transition
- ❖ Protecting children from abuse or neglect

-The program curriculum will enhance participants self-esteem, build necessary skills, and prepare them for kindergarten.

-Staff members will focus on setting reasonable expectations for participants behavior. Participants will be given:

- ❖ Clearly defined rules of behavior
- ❖ Positive reinforcement/encouragement
- ❖ Examples of appropriate behavior
- ❖ Redirection when necessary

### Behavior Management

-When participants display behavior that is not acceptable, program staff member(s) will:

- ❖ Redirect the child
- ❖ Use appropriate separation from the situation when necessary
- ❖ Speak with the child so they are able to understand why the behavior is not acceptable
- ❖ Communicate the situation with parents/guardians
- ❖ Develop a specific behavior management plan if necessary

## **Health Policy**

-Participants with the following symptoms should not attend the program:

- ❖ Temperature of 100° Fahrenheit or higher taken by auxiliary method
- ❖ A contagious disease
- ❖ Vomiting – more than one time or when accompanied by any other sign or symptom of illness
- ❖ Diarrhea – three or more abnormally loose stools
- ❖ Evidence of lice, scabies, or other parasitic infection (child must be nit free before returning to the program)
- ❖ Untreated infected skin patches, unusual spots or rashes
- ❖ Stiff neck with an elevated temperature
- ❖ Severe coughing
- ❖ Redness of the eye(s), obvious discharge, matted eyelashes, burning, or itching
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Sore throat or difficulty swallowing

-If a participant develops any of the above symptoms while at the program, they will be isolated from the other children. All efforts will be made to make the participant as comfortable as possible. Parents/guardians or emergency contact will be notified so that the child can be picked up as soon as possible.

-Main Street Preschool staff will not present to the facility if they have any of the symptoms listed above. In this case, the staff member will be replaced with a substitute.

-Participants and staff may return to the program once they are symptom free for at least 24 hours without medication or with written approval from a medical professional.

-In the event of possible communicable disease exposure within the program, a letter of notification/explanation will be sent home with participants.

## **Emergency, Serious Illness or Injury Policy**

-In the event of an emergency, serious illness, or injury staff members will take the following steps:

~Serious incident or injury

- ❖ Classroom staff will inform office staff immediately
- ❖ Staff members will move non-involved participants to a separate area
- ❖ Any first aid possible will be administered
- ❖ Emergency squad and/or parents/guardians will be contacted immediately
- ❖ If transported by squad, a staff member will accompany the participant to the hospital with all available health information
  - Staff members will NOT transport children in their own vehicles

- ❖ Participant(s) involved will be closely observed in order to relay entire situation to medical personnel and/or parents/guardians

~Natural disaster

- ❖ Based on the situation, shelter-in-place or evacuation protocols will be followed
- ❖ Parents/guardians or emergency contact will be notified as soon as it is safely possible
- ❖ Family Reunification protocol will be followed
- ❖ In the event that phone calls cannot be made, a notification of the situation will be posted on the door of Main Street Preschool

~Threats of violence

- ❖ Office staff will alert classroom staff if at all able
- ❖ Law enforcement will be notified
- ❖ No one will be admitted into the facility until the incident has concluded
- ❖ Parents/guardians will be notified as soon as it is safely possible

-In order to prepare participants and staff for the above situations, drills will be conducted on a regular basis.

-In the event of an accident or injury, the staff member in charge will complete an incident report. The report will be shared with the parents/guardians on the day the incident occurs. A copy of the report will be retained in the participant's file. If the participant requires emergency transportation, the report will be available no later than 24 hours after the incident occurs.

-A detailed copy of all emergency plans will be kept in each classroom.

## **Medications**

### **Prescription Medications**

-Parents/guardians must fill out and sign a "Request for Administration of Medication for Child Care" form for each prescription medication. The form is also to be signed by the prescribing physician. The form will be reviewed and approved by the program administrator.

-The program will only administer prescription medications in the original packaging with the original prescription label noting prescribing physician's instructions.

-Parents/guardians must provide a cup, syringe, or spoon that displays the exact dosage as listed on the prescription.

### Non-prescription medications

-Parents/guardians must fill out and sign a “Request for Administration of Medication for Child Care” form for each non-prescription medication. The form will be reviewed and approved by the program administrator.

- The program will only administer non-prescription medications in the original packaging.

-Parents/guardians must provide a cup, syringe, or spoon that displays the exact dosage as listed on the packaging.

### Documentation

-Anytime a medication (prescription or non-prescription) is administered, it will be documented in Box 3 of the child’s “Request for Administration of Medication for Child Care” (JFS 01217) form.

### Medication Storage

-All medications will be kept in a plastic bag labeled with the recipients’ name and date of birth. All medications will be inaccessible to children. Medication will be kept refrigerated if necessary.

### Receiving/Return of Medications

-Once administration of medications has been approved by the program administrator, please plan to hand deliver the medication(s) to program staff for proper storage. Do not send medications in your child’s backpack.

-Once the medication(s) has been completed or expires, it will be returned, by hand, to the parent/guardian in exchange for a signature.

### **Transportation**

-If a participant requires emergency transportation, the emergency squad will be contacted followed by a call to the parents/guardians of the child. Main Street Preschool will not provide any other transportation.

- ❖ Participants will be transported to the source of emergency medical or dental care by an emergency squad if necessary.
- ❖ A staff member will remain with the participant until a parent/guardian or emergency contact is able to assume responsibility.
- ❖ Emergency transportation authorization forms must be completed at the time of registration.
- ❖ Participants whos’ parents/guardians refuse to give consent for emergency transportation will not be able to attend the program.

## **Water Activities**

- Water play activities are a part of the program.
- Parents/guardians must complete a Water Activity Authorization form for participation in water play activities.
- Water activities include but, are not limited to sprinklers, water tables, and sensory bins.
- Participants will NOT be left unattended.
- Swimming will not be a part of the program.

## **Napping/Resting**

- Napping and/or resting are not a part of the daily schedule at Main Street Preschool.

## **Unplanned Closing/Delays (snow days / weather delays / emergency closings)**

- Except for scheduled holidays, the program will remain open unless there is a weather or other emergency that results in a loss of power, heat, and/or running water.

- Any unplanned closing/delays will be announced the following ways:

- ❖ Program website
- ❖ Program Facebook page
- ❖ Local news and radio stations

- Tuition will not be refunded for days missed due to snow, weather related emergencies or special situations regarding health or safety issues.

## **Disenrollment**

- If you decide to disenroll your child from the program, a one-week written notice is required in order to possibly obtain reimbursement.
- Program services may be terminated at any time, for any reason, without notice at the discretion of the administration.
- Main Street Preschool reserves the right to refuse to continue enrollment of a child who poses a threat to the well-being of the other children and/or staff members.
- Disenrollment of a child may include a memorandum documenting the circumstances prepared by the teacher and reviewed with the parents/guardians and the administration.

## **Conflict Resolution**

- Main Street Preschool staff will work closely with parents/guardians in an attempt to resolve any problems, issues, or concerns that need addressed.
- Please reach out to your child's teacher to discuss any concerning situations. If parent/guardian is not satisfied with the proposed resolution, we encourage reaching out to the administration.

-Staff members are asked to discuss any conflicts with the administration so that a group decision can be made on how to resolve any issue(s).

### **Declining Consent for Emergency Transportation**

-The program will NOT provide care to any child(ren) whos' parent/guardian declines consent for transportation to the source of emergency treatment.

### **Assessments**

-Assessments will be conducted by Main Street Preschool, however, they will not be submitted to the state of Ohio.

### **Toys from Home**

-Please leave all toys at home. Toys brought from home can create problems among the participants. They get lost, broken, and are a source for sharing difficulties. The program will provide plenty of activities to occupy participants minds and hands.

### **Dress Code**

-Please dress your child(ren) in comfortable clothing for both indoor and outdoor play. Dress them according to the weather. Avoid sending participants to the program in their best outfits. Preschool can be messy and sometimes paint, markers, juice, etc. can ruin clothing. Staff will make every effort to protect clothing by encouraging aprons/smocks during 'messy' activities, however, this is just a precaution and not a guarantee that clothes will come home stain free.

### **Extra Clothes**

-Program participants are required to bring a complete extra outfit (shirt, pants/shorts, underwear, socks) to the program which will remain on site for emergencies. Please bring the outfit in a gallon sized Ziploc bag with your child's name clearly written in black marker on the front. Please be sure that all of your child(ren)'s personal items (coats, jackets, bags, etc.) are labeled with their first and last names.

### **Security:**

-All building accesses will be closed and locked during program hours.  
-Every classroom in the facility is equipped with video cameras.

### **Reporting**

-Main Street Preschool staff are required by law to report any suspicions of child abuse, neglect, and/or endangering. These reports can be made by phone, in person, or in writing to:

Licking County DJFS  
74 South Second St.  
PO Box 5030 Newark, Ohio 43058-5030  
740-670-8999 // After Hours Emergency: 740-670-5500