

**Vineyard of Licking County
Preschool Parent Handbook**

2010-2011

**7602 Stewart Rd.
Newark, OH 43055
(740) 366-4810**

Vineyard of Licking County Preschool is an outreach ministry of the Vineyard of Licking
County Church
For information on other ministries, call
740-364-1750

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Vineyard of Licking County Preschool Calendar

Teacher Professional Day.....Thursday, Aug. 26, 2010

Meet the Teacher Night 7:00pm..... Monday, Aug, 30, 2010

First Day of Preschool.....Tuesday, August 31, 2010

Labor Day (no preschool).....Monday, Sept. 6, 2010

Thanksgiving Vacation.....Thursday, Nov 25, 2010
thru Friday, Nov 26, 2010

Christmas Program 7:00pm.....Tuesday, Dec. 14, 2010

Christmas Vacation.....Monday, Dec. 20, 2010
thru Friday, Dec 31, 2010

School Resumes.....Monday, Jan 3, 2011

Martin Luther King Day (no school).....Monday Jan 17, 2011

Parent-Teacher Conferences (no school).....Friday, Feb 18, 2011

Presidents' Day (no school).....Monday, Feb 21, 2011

Spring Break.....Monday, Mar 8, 2011
thru Apr. 1, 2011

Good Friday (no school).....Friday, April 22, 2011

Memorial Day (no school).....Monday, May 30, 2011

Last Day for Students.....Wednesday, June 1, 2011

Preschool Graduation 7:00pm.....Thursday, June 2, 2011

Welcome to the Vineyard of Licking County Preschool This handbook contains information regarding the preschool. It is very important you read this handbook and keep it as long as your child is enrolled in the program. It will answer many of the questions you have about the Vineyard of Licking County Preschool.

Mission Statement

Vineyard of Licking County Preschool is dedicated to providing an enriching and stimulating developmental and pre-academic learning environment emphasizing Christian values and principles.

Philosophy and Goals

The Vineyard of Licking County Preschool's philosophy is to make learning an active and fun process where a child learns through doing and exploring. We intend to provide the opportunity for each child to have a variety of experiences particularly adapted to their intellectual, physical, social, emotional and spiritual needs. In each child, we aspire to develop independence, self-esteem, self-respect and respect of others. As an outreach program of our church, we want to instill the love of God in each child, as well as the love of self, love of others, love of learning and a feeling of achievement.

- I. **Development-** Each child progresses at his/her own rate. Children learn in various ways: visual, auditory and kinesthetic. Most children learn from concrete examples and hands-on experiences. Therefore, we will provide a variety of experiences and materials. We will be introducing new concepts and reinforcing them continually.
- II. **Self Image-** Children need a good self-image, as well as development of social skills and emotional security. We will provide an environment that will encourage and strengthen their self-image. Our school environment will provide opportunities for problem solving, group interaction, sharing listening and individual experiences.

- III. **Music-** Music is a universal language bringing together children of different cultural and economic backgrounds. It also provides many learning opportunities to enhance a child's coordination and development of beginning reading and math skills. Our program includes group singing, finger plays and rhythm and movement provided by the classroom teachers and the director.
- IV. **Motor-** Large and small motor development is vital for many activities such as writing, cutting, reading and coordination. Our program will give students practice with cutting, pasting, rhythm, balance and movement to enhance the development of both fine and large muscles. There will be time for running, jumping and skipping.
- V. **Learning-** Learning should be natural and fun, as well as challenging. We will introduce and review learning skills such as colors, shapes, cutting, coloring, sequencing, and patterns. The emphasis is on introducing the skills and guiding the child through the preschool program at his or her own rate. The four-year old class will be learning pre-reading skills. Phonemic awareness and letter recognition will be introduced.

Staff

The Vineyard of Licking County Preschool staff consists of well-trained professionals who have a love for children and a joy for being here. All staff members meet the standards and have the appropriate training required by the Ohio Department of Job and Family Services to perform their specific job responsibilities

License

The Vineyard of Licking County Preschool is licensed by the Ohio Department of Job and Family Services. The license is posted on the bulletin board in the preschool sign-in area. The license capacity in each age category of the center is noted on the license. The licensing law and rules governing child care are available for review at the facility upon request. The Ohio Dept. of Job and Family services web site is:

The licensing inspection reports for the current licensing period are at the preschool sign-in desk. The licensing record, including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of

Job and Family Services. The Department of Job and Family Services toll-free number is 1-866-886-3537, option 4. Any person may use this number to report a suspected violation of the licensing rules by the center.

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

Admissions

A child is considered to be enrolled in the center only after the non-refundable registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the director immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months. Please do not have the medical statement completed before May 30 or the State will require a second medical statement the following spring.

The director shall interview each child and his/her parents or guardians prior to the child's admission to the program. The administrator has ultimate responsibility for interviewing the child and parents or guardians; however, the administrator may assign the responsibility for the interview to another staff member. The administrator shall supply the parent or guardian with written information concerning the policies and procedures of the center in the form of a Parent Handbook.

It is unlawful to discriminate in the enrollment of children in a child care center upon the basis of race, color, religion, sex, or natural origin.

Hours and Days of Operation

The center will be in operation Monday through Friday throughout the school year.

Our hours are:

Half Day Preschool: 9-12:00 pm

Half Day Preschool: 9- 3:00 pm

Should you need before an after school care, please make arrangements by calling:

The Vineyard of Licking County Church 740-364-1750

Miss Barb 740-927-5240

Miss Christa 740-344-9309

We reserve the right to charge a late fee of \$5.00 per five minutes if a child is not picked up by closing time. The center will close to observe the following holidays: Thanksgiving, Christmas, New Years Day, Martin Luther King Jr. Day, President's Day, Good Friday and Memorial Day.

Staff/Child Ratios and Maximum Group Size

The Vineyard of Licking County will not exceed the following state required ratios:

1:12 Preschoolers (3-4 years):

1:14 Preschoolers (4 years until eligible for kindergarten)

1:18 Schoolagers (eligible for school)

Because we desire to provide a higher level of quality care we will strive to maintain a 1:10 ratio for all 3-4 yr. preschoolers, a 1:12 ratio for 4-5 yr. preschoolers and a 1:12 ratio for schoolagers. Ratios for preschoolers may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

20 3-4 yr. old preschoolers

24 4-5 yr. old preschoolers

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

A typical Preschoolers day would include:

- 6:30am - 9:00am - Please call to make arrangements for this time period
- 9:00am - 9:15am - Large Motor Activity/Outside Play
- 9:15am - 9:30am - Circle Time with Weekly Themes (letter, shape, color, number, theme), Prayer, Pledge
- 9:45am - 10:15am - Learning Stations
- 10:15am - 10:45am - Organized Activities
 - Social Skills/Team Games
 - Bible Story
 - Craft
 - Science
 - Share Time
- 10:45am - 11:00am - Large Motor/Outside Time
- 11:00am - 11:15am - Bathroom Break, Wash Hands, Snack
- 11:15am - 11:30am - Story Time
- 11:30am - 11:50am - Music
- 11:50am - 12:00pm - Free Play
- 12:00pm - 12:30pm - Bathroom Break, Wash Hands, Lunch
- 12:30pm - 1:30pm - Nap/Quiet Time
- 1:30pm - 1:45pm - Wake Up, Bathroom, Wash Hands, Free Play
- 1:45pm - 2:15pm - Large Motor/Outside Play
- 2:15pm - 2:30pm - Bathroom Break, Wash Hands, Snack
- 2:30pm - 2:45pm - Free Choice Activity (blocks, dramatic play, sand/water table, classroom pets etc.)
- 2:45pm - 3:00pm - Clean up, Closing Circle Time, Review Number, Letter, Color, etc.
- 3:00 - 6:00pm - Please call to make arrangements for this time period

Nap/Quiet Time: Children who are in attendance after 12:30pm will have nap/quiet time. The nap/quiet time will be approximately 1 hour long. Children will be assigned a cot to rest on. Parents are asked to provide a blanket and pillow

for your child, along with any stuffed animals your child may sleep with. Every Friday the blankets, pillows and stuffed animals will be sent home to be washed. The cots will be sanitized daily following nap time.

Please indicate on the enrollment form whether your child will take a nap or participate in quiet activities during this time.

Children who participate in quiet time will choose an individual quiet activity to do during this time. Some activities include:

1. reading/ looking at books
2. putting together puzzles
3. playing with blocks
4. playing with cars/trucks
5. playing with dolls

Dress Code:

Daily clothing should be comfortable and suitable for active and messy play. When in doubt, send a sweater or jacket. Shoes should be sturdy, comfortable, and suitable for climbing equipment and not impair the child's mobility. We also ask that you bring an extra change of clothes for your child in case the child becomes wet, muddy or tears an article of clothing.

We encourage children to take care of their own toilet needs. Therefore, pull on pants and shorts are easier for the children to take off than belts or suspenders. We ask that you send extra underwear or pull-ups should your child have an accident.

Arrival and Pick-up Policy:

Arrival time is an important time to exchange brief bits of information that will enhance the child's day. However, conferences or comments on behavior are best done in mini-conferences out of the child's presence.

If you or one of your designated persons needs to pick up your child early for any reason, please notify the preschool secretary or your child's teacher.

Please call the preschool at (740) 366- 4810 if your child is ill or absent for any reason. We will call you if your child does not arrive at preschool and you have not called. If you call before or after hours, leave a message in the preschool voice mail box.

For the safety of the children, we require each child to have a completed Pick-up Permission form on file. Anyone who will be picking up your child/children needs to be included on this form. Changes to this form must be made in writing. A staff member will check your child's permission form before releasing your child to someone other than the parent. If the staff member does not recognize the person, they will ask to see an ID. Please ask the person picking up your child to bring a driver's license or photo ID into the preschool with them. This procedure is for the protection of our children.

Full and Half Day Preschool:

Arrival: Children who attend preschool may be dropped off after 8:50am. If you drop your child off any earlier than 8:50am you will be charged \$1.25 for before school care. Parents are asked to bring their children inside the building and sign them in at the sign in desk located outside the preschool rooms. Children may then be taken to their classroom.

Pick-up: Half day Preschool children need to be picked-up between 12:00 and 12:05. Parents are asked to stop at the sign in/out desk first to sign your child out, and then you may pick your child up from their classroom.

Full Day Preschool Children need to be picked up between 3:00 and 3:05. Parents are asked to stop at the sign in/out desk to sign the child out first, then you may pick up your child.

Tuition/Fees and Payment Policies

Registration Fee: \$50 (\$40 for church members)

Preschool Fees:

1. **Full Time Preschool** – All day from 9:00am-3:00pm

* all fees are paid 1 week in advance

- attend 2 days a week- \$40.00/ week
- attend 3 days a week- \$60.00/ week
- attend 5 days a week- \$95.00/ week

2. **Part time Preschool**-Half day from 9:00am-12:00pm

*all fees are paid 1 week in advance

- attend 2 days a week- \$22.50/ week
- attend 3 days a week- \$32.50/ week
- attend 5 days a week- \$50.00/ week

Child care fees:

1. **Before and After school care:** (preschool or school-age children)

-Before school care from 6:30am-9:00am

\$3.00 per half-hour of care

-After school care from 3:00pm-6:00pm

\$3.00 per half-hour of care

*Time-in and time-out will be rounded to the nearest half hour for billing.

**Before and After school care fees are in addition to preschool fees.

example: If a child is dropped off at 8:00am and stays for half day

Preschool 2 days a week, the following fees would apply:

\$6.00 per day for before school care for 1 hour - total 12.00/week \$25.00 per week for 2 days of half day preschool.

Total fees of \$37.00/week.

Monthly fee discount:

1. A 5% discount will be given when fees are paid 1 month in advance.
2. Fees must be received by the first Friday of the month in order to receive this bonus.

Multi-child discount:

1. Any family who has 2 (or more) children enrolled will receive a 20% discount on the second child's tuition fees.

Preschool Payment Policy

Full tuition is due even though days of school are missed because of scheduled days off, sickness, weather or other calamities.

The fee for families paying the preschool weekly rate is due on Monday of the week childcare is provided. If payment is not received by Wednesday of the week of care, the account will be considered delinquent. (See delinquent payments below.) In the event of an illness, full payment is expected, except for extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

If you choose to pay monthly, arrangements need to be made with the preschool treasurer first. Payments will be due 1 month in advance and will need to be paid the first week of the new month. If payments are not received during the first week of the new month, the account will be considered delinquent. (See delinquent payments below.) The payment months are in 4 week increments - not calendar months.

Tuition payments are non-refundable either in-full or in-part if days of school are missed because of scheduled days off, sickness, weather or other calamities.

Checks are to be made payable to: Vineyard of Licking County Preschool or VLC Preschool. Tuition should be given to the preschool treasurer or director at the sign in desk. Receipts will be written for cash payments or upon request, otherwise your cancelled check will be your receipt.

The center's Federal identification number will be provided upon request.

Vacations: The center must be notified of vacation dates at least two weeks in advance. (Vacations taken other than the preschool's scheduled days off.) Half payment is required during vacation time to maintain the child's space. If the center is not given two weeks notice, full payment is expected.

Holidays: Full tuition is due for any periods including holidays, except Christmas break and Spring Break.

Registration Fee: The \$50.00 non-refundable registration fee must accompany the enrollment forms to ensure enrollment. A child is not considered enrolled until the registration fee is received. This fee cannot be applied to the monthly tuition. A maximum registration fee for families with two or more children enrolled is \$70.00.

Delinquent Accounts/ Returned Checks: We reserve the right to charge a fee of \$5.00 per day if payment is not received by the designated day. (Please see above.) A \$25.00 fee will be charged for any returned check due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Late Pick-up 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 they have been forgotten when parents do not arrive at their usual time. We reserve the right to charge a late fee of \$1.00 per minute per child starting 5 minutes after normal pick-up time. (12:05pm for half day preschool, 3:05pm for full day preschool). Please remember our staff is anxious to get home to their families on time.

Withdraws: Parents wishing to withdraw their child(ren) may do so at any time. A one-week notice in writing is appreciated. Pre-paid tuition will be returned on a pro-rated scale.

Inclement Weather: On rare occasions it may be necessary to close the center due to poor weather conditions. If inclement weather arrives, the Vineyard of Licking County Preschool follows Newark City School closings. Listen to the following radio stations: FM- 101.7, T-100 AM-1400, watch TV channels 4, 6 or 10 or go to the Newark City School website www.newarkcity.k12.oh.us/ to see if they are closed. If Newark City schools are closed, so are we. We will not call you to notify you of snow days. PLEASE check the school closings before bringing your child to school. If Newark City Schools are on a delay we will have Preschool at 9:00.

On these occasions, regular payment is expected.

If there are any other unscheduled closings, we will notify you by phone. It is very important to keep your contact information up to date so we can notify you quickly in emergency situations. If you change jobs, cell phone or home phone numbers, please update the preschool with the new information immediately.

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 appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their children into the classroom and to sign the child in at the sign-in desk. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Release of a child: Staff will release children only to person on the pick-up permission form provided by the parent. If an emergency arises, the parent must provide a written signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

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

Field Trips/Transportation of Children:

Written permission slips must be completed and signed by parents for field trip participation. Each three year old attending a field trip must have a car seat provided by the parents. Any child who weighs less than 40 pounds must also have a car seat provided by the parents. The children will be transported by parents or volunteer drivers for field trips. The children will also be assigned to one teacher. Each teacher will be responsible for the children they are assigned. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. A person trained in first aid shall be available in each field trip and special outing. During field trips each child will be tagged with identification. The information will include the preschool's name, address and phone number and possible allergies the child may have. The child's name will not be included as a safety precaution. The first aid kit will always travel with the children along with the emergency medical forms.

We will not take the children swimming on any field trips.

Guidance Policy:

The Vineyard of Licking County Preschool staff believes helping the child to learn self-control is very important. Our hope is 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. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement

(commenting on children doing the “right” thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. There will be no cruel, harsh or corporal punishment from staff at anytime. No child will be humiliated or subjected to profane language, threats, derogatory remarks about himself or family or other verbal abuse. No physical restraints will be used to confine a child. No child will be placed in a locked room or confined in an enclosed space.

This discipline policy applies to all staff and parents while they are at the center.

Other Guidance Policies may include, but are not limited to:

1. privately talking with the child about the situation
2. a written observation of the child in the classroom by the director or alternative
3. a visit to the director’s office
4. calling the child’s parents/guardian for a consultation or conference

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If a child demonstrates behavior that requires frequent “extra attention” from the staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

Weapons Policy:

The Vineyard of Licking County Preschool is a weapon, smoke and drug free zone. If a child brings a weapon, controlled substance or any other dangerous item to preschool, the item will be immediately confiscated. Disciplinary actions will be determined on a case by case basis, with possible expulsion. The parents will be notified about the situation.

Meals and Snacks:

We will have meal and snack times at The Vineyard of Licking County Preschool throughout the day. Please make sure the center is aware of any food allergies or dietary restrictions for your child.(there is a section in your child's medical statement for this information) We will notify the rest of the classroom parents of your child's allergy so they may send appropriate treats for birthdays or parties.

Snacks: Parents of children enrolled in Preschool are asked to pay a \$5.00 snack fee once a month. The preschool will buy and provide snacks for the entire month. A snack calendar will be posted inside the preschool room. We will stress nutrition, social skill and cleanliness during snack time. We will not administer food supplements.

If your child has a birthday during the school year, make arrangements with the child's teacher if you would like to bring in a special snack. We will have classroom parties throughout the year and we welcome treat bags for the students. Your child's teacher will notify you when his/her class is having a party.

Please do not bring anything with peanuts because of possible peanut allergies.

Lunch: If your child attends full day preschool, your child will need to bring a packed lunch. The Vineyard of Licking County Preschool will not provide a lunch. We will only provide supplements if your child's lunch does not meet the following guidelines.

Please include one serving from each category:

1. Milk or 100% undiluted fruit juice
2. meat or meat alternative
 - a. meat, poultry, fish- cooked, lean meat without bones
 - b. cheese
 - c. eggs
 - d. cooked dry beans or peas
 - e. peanut butter or other nut/seed butters
 - f. nuts and/or seeds
 - g. yogurt- plain or sweetened
3. vegetables or fruits- includes 100% undiluted juice
4. grains/ bread
 - a. bread- enriched or whole grain
 - b. cooked cereal grains- enriched or whole grain
 - c. cooked pasta or noodle products

*See Portion Sizes for Meals chart- Appendix A

Accidents/Emergencies:

General Emergency Procedures: A Fire and Weather Alert Plan is posted in each classroom explaining what action is to be taken during a fire or weather emergency. The plans include a diagram showing evacuation routes. In case of tornado or severe weather, children will proceed to their designated safe area.

Fire: There will be monthly fire drills in order for the children to be prepared should a real emergency occur. For fire drills and in the event of a fire, the teachers will take the attendance roster, secure the classroom and exit the building with the children to the designated meeting place which is the shelter house. The teacher will then account for all children, notify the administrator or staff in charge whether all children are present or if there are any missing. In the event of a fire, the administrator, church secretary or another individual will be responsible for contacting the fire department or 911. The children will not be allowed to enter the building until the all clear is sounded. If necessary, the parents will be contacted to pick up the children.

Weather Alert: In the event of serious weather or natural disaster, the teacher will take the attendance roster, secure the classroom and lead the children to the designated safe place which is in the hallway outside the classroom. The teacher will then account for all the children and have them assume the safe position, covering head and neck. The teacher will notify the administrator or staff in charge whether all children are present or if there are any missing. All children will stay in the designated safe place until the all clear is sounded. If necessary, the parents will be contacted to pick the children up.

Emergency Evacuation (bomb threat, gas leak, etc.): The teacher will take the 1st aid kit, attendance roster, emergency contact information, account for all the children and then exit the building to the primary evacuation spot which is the shelter house. The teacher will then account for all the children with a face to name check off. The teacher will follow instructions from the emergency personnel whether to stay in that spot or move to the secondary location which is the back right corner of the property behind the shelter house. Parents will be notified as soon as possible. An incident report will be given to all parents and Ohio Department of Jobs and Family Services will be notified within 24 hours.

Threat of Violence: The children will be secured in the safest location in the building or on the property. The teacher will take attendance and account for all

children with the attendance roster. A designated staff member will contact 911 or the police. The staff will follow all instructions from the authorities. Parents will be notified as soon as possible. An incident report will be given to the parents as soon as possible as well.

Loss of power, water, heat: A designated staff member will contact the utility company to notify them of the outage and to assess expected time of the outage. The administrator or staff in charge will evaluate the safety, temperature and ability to follow sanitary hygiene procedures. The administrator or staff in charge will then make a decision on whether the center needs to be closed. If the center is closed all parents will be notified to pick up their children.

At least one staff member trained in first aid, recognizing child abuse and recognizing communicable diseases shall be in the premises at all times during school operating hours. The staff is also trained in CPR.

Serious Incidence, Injury and Illness Procedures: Parents will be contacted first in case of illness or emergency. If a parent cannot be reached, we will contact the person(s) listed on the emergency form. NO teacher or staff member will transport a sick or injured child to the hospital. The emergency squad will be called to do so if needed.

In case of life threatening emergency, with previous permission from the child's parents and physician (as noted on the Special Health Conditions form), staff may administer emergency prescribed medication (severe asthma, bee sting allergy, food allergy or diabetes). Staff will receive all necessary instructions and training for administering the emergency medication before the child is admitted to the classroom.

Vineyard of Licking County Preschool Emergency Medical Plan

- The teacher will alert other staff members and summon second adult if necessary
- A staff member will stay with an injured/ill child at all times
- Appropriate first aid will be initiated
- A staff member trained in First Aid/Communicable Diseases will assess whether EMS needs to be contacted
- The child's health information sheet will be checked to see if the child has any conditions or medications the staff should be aware of that may have contributed to the emergency
- The teacher or church secretary will call 911

- The other children will be moved to another room or area
- The secretary will retrieve the EMA and give to the squad
- The secretary will meet the squad upon arrival
- Staff will continue with first aid until the emergency squad arrives and the emergency personnel instructs them to stop
- The secretary will call the child's parents or responsible person
- If necessary, the child will be transported by the squad for emergency medical or dental care
- A staff member will accompany the child if the parent has not arrived
- An incident report will be completed by the member in charge of the child when:
 - An unusual or unexpected event or illness occurs which jeopardizes the safety of the child and/or staff
 - A bump or blow occurs to the head of a child
 - A situation occurs that requires emergency medical treatment or professional consultation or transportation for emergency treatment
- An incident report will be available the day of the injury or incident
- In situations requiring emergency transportation, an incident report will be available at the center within 24 hours of the incident.

Management of Illnesses:

The Vineyard of Licking County 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 care experience, it is possible they may experience more frequent illnesses at the beginning before their immune system becomes more active. Vineyard of Licking County Preschool Staff has been trained in the prevention, recognition and management of Communicable Diseases. Staff will observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

NOTE: If your child is sick or has an infection, do not send them to preschool. A child who has an infection will not be permitted into preschool until the child has been on antibiotics for a MINIMUM of 24 hours. Depending on the severity of the illness and/or the risk of communicating it to other students, VLC Preschool may ask for a doctor's release to return to preschool. If required, the doctor's note

must include the date of the visit, the diagnosis of the illness and the date the child is permitted back to preschool.

Our program follows the Ohio Department of Health Communicable Disease Chart for the appropriate management of suspected illness. The Communicable Disease Chart is posted on the bulletin board at the sign-in desk.

A child with any of the following signs or symptoms of illness will be isolated immediately and the parent will be called. It will be necessary for the parent to make arrangements to pick up the child.

1. Diarrhea- 3 or more abnormally loose stool within a 24 hr. period
2. Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Inflammation of the white of the eye, with swelling of the lids and mucopurulent (pus) discharge, often accompanied by pain.
6. Temperature of 100 degrees when in combination with other signs of illness
7. Evidence of lice, scabies or other parasitic infestation
8. Unusually dark urine and/or gray or white stool
9. Vomiting more than one time when accompanied by other signs or symptoms of illness
10. Untreated infected skin patches, unusual spots or rashes
11. Sore throat or difficulty swallowing
12. Evidence of stiff neck with elevated temperature

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The staff will evaluate the child to determine the possibility of the presence of a communicable disease. If a communicable disease is suspected, parents will be notified as soon as possible. If the child has a communicable disease, a note will be sent home to all parents to notify them of the possibility their child has been exposed.

If a child is isolated because of possible illness, the following will be done:

1. The child will be cared for in a room or portion of a room not being used by the other children
2. The child will be within sight and hearing of an adult at all times
3. The child will be provided a cot and made comfortable
4. The child's condition will be observed and monitored for worsening symptoms

5. The child will be discharged to a parent, guardian or person listed on EMA
6. The cot will be washed with soap and water, disinfected and all bedding washed.

The center shall release any employee(s) who have an untreated communicable disease or who are unable to perform their duties due to illness.

All preschool staff has been trained in proper hand washing. The children will use proper hand washing techniques to decrease the possible sharing of communicable diseases.

Medications: Except for life threatening emergencies under direct contact with poison control or a doctor, or with the Serious Health Condition sheet on file, we will not administer any medication or vitamins to the children. Please contact the preschool administrator if your child has a special health condition requiring medication or special treatment so the Request for Medication form can be completed. All medication, including inhalers, will be kept in the preschool office. An adult will administer all medication.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details.

Outdoor Play:

Research has shown children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis unless it is raining, snowing, the wind chill is below 20 degrees or above 90 degrees with the heat index. In these bad weather days, the children shall remain inside and participate in large motor games/ activities that are age appropriate and safe. On questionable days the director will make the final decision as to whether the large motor time will be inside or outside.

Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

Parent Participation:

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend fieldtrips, class parties, and special occasions or simply stop in to join the daily fun.

All parents are encouraged to keep in close contact with their child's teacher. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. Director
3. Administrator
4. Preschool Board

Parents are encouraged to attend the Christmas Program, Zoo Trip and Graduation. All parents are invited to accompany their child/children on field trips. If at least one parent can't attend the "Meet the Teacher Night, you will need to set up a personal appointment time with one of the staff.

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The Vineyard of Licking County Preschool staff understands that you are trusting us with your little ones and we want our relationship to be a good one.

Once a year parent-teacher conferences will be scheduled. This conference is important because it provides an opportunity for the teacher and parents to discuss the child's behavior, progress, social and physical needs or any other pertinent matter. Telephone conferences will occur only when an in person conference is not practical. All conferences, whether done in person or by phone, will be documented in writing and the documentation kept on file at the center. You will be notified of the dates and times for conferences. Parents do not have to wait until the scheduled conference to meet with the child's teacher. Parent

initiated conferences can be scheduled anytime during the year with their child's teacher.

Periodic announcements will be sent home with the children. Parents are encouraged to read these. **Please check your child's book bag daily.**

A roster of the names and telephone numbers of parents, custodians or guardians of children attending the center is available upon request. If you would like to have your name or telephone number withheld, please indicate this on the Pick-up permission form.

NOTE: The above information applies to biological parents, custodial parents, custodians or guardians and any child enrolled in the preschool.

Appendix A: Portion Sizes for Meals Served and Snacks

Breakfast – Select All Three Components			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
1 grains/bread³ bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. ² Fruit or vegetable juice must be full-strength. ³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.			

Lunch or Supper			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
2 fruits/vegetables juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or	1 ounce	1 1/2 ounces	2 ounces
alternate protein product or	1 ounce	1 1/2 ounces	2 ounces
cheese or	1 ounce	1 1/2 ounces	2 ounces
egg or	1/2 egg	3/4 egg	1 egg
cooked dry beans or peas or	1/4 cup	3/8 cup	1/2 cup
peanut or other nut or seed butters or	2 Tbsp.	3 Tbsp.	4 Tbsp.
nuts and/or seeds ⁵ or	1/2 ounce	3/4 ounce	1 ounce

yogurt ⁶	4 ounces	6 ounces	8 ounces
<p>¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.</p> <p>² Fruit or vegetable juice must be full-strength.</p> <p>³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.</p> <p>⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.</p> <p>⁵ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.</p> <p>⁶ Yogurt may be plain or flavored, unsweetened or sweetened.</p>			

Snack-Select Two of the Four Components

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk fluid milk	1/2 cup	1/2 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or	1/2 ounce	1/2 ounce	1 ounce
alternate protein product or	1/2 ounce	1/2 ounce	1 ounce
cheese or	1/2 ounce	1/2 ounce	1 ounce
egg ⁵ or	1/2 egg	1/2 egg	1/2 egg
cooked dry beans or peas or	1/8 cup	1/8 cup	1/4 cup
peanut or other nut or seed butters or	1 Tbsp.	1 Tbsp.	2 Tbsp.
nuts and/or seeds or	1/2 ounce	1/2 ounce	1 ounce
yogurt ⁶	2 ounces	2 ounces	4 ounces
<p>¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.</p> <p>² Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.</p> <p>³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.</p> <p>⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.</p> <p>⁵ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.</p> <p>⁶ Yogurt may be plain or flavored, unsweetened or sweetened.</p>			

Parent Policy & Procedure Review Statement

Parents please sign and return this page to the preschool director after reading this handbook. This page is due with the other forms before the first day the child attends the preschool. Please feel free to ask any questions about any of the policies and procedures in the handbook.

Please sign and Date:

I acknowledge that I have received a copy of the parent handbook for the Vineyard of Licking County Preschool and Latchkey and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent 1/ Date signed:

_____ / _____

Signature of parent 2/ Date signed:

_____ / _____