

**Rocky River Presbyterian Preschool
Parent Resource Book
2023 - 2024**

21750 Detroit Rd. Rocky River, Ohio 44116

440.895.KIDS(5437) (preschool office)

440.333.4888 (church office)

440.333.4896 (fax)

rrpns@riverpres.org (e-mail)

www.riverpres.org (web site)

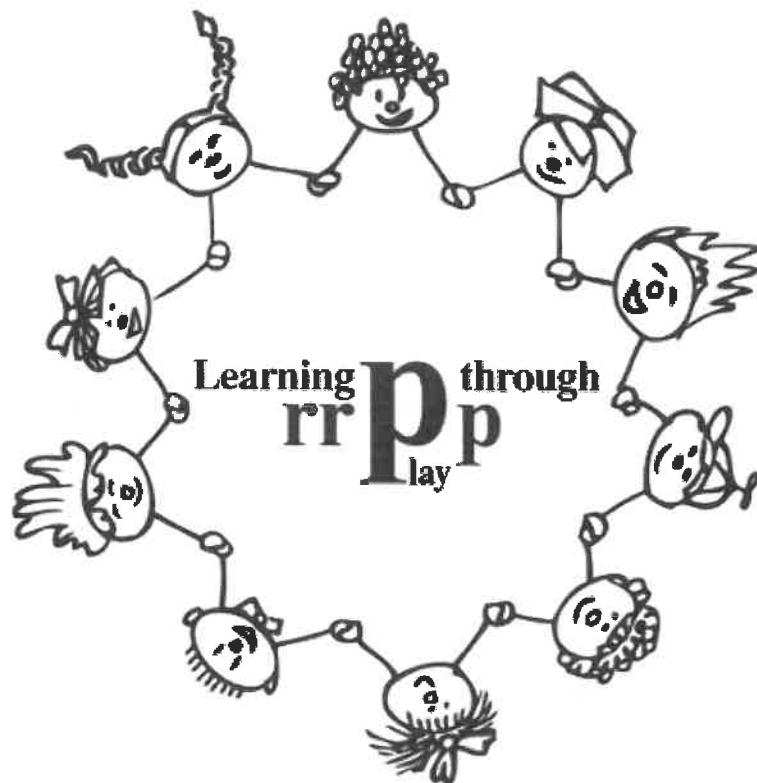


Table of Contents

Just Playing (3)
About Our School (4)
Philosophy and Program (4)
Licensing (4)
Parent Handbook (4)
Roster Statement (5)
Hours of Operation (5)
Equal Opportunity (5)
Group Sizes and Ratios (6)
Curriculum and Scheduling (6)
A Typical Day at Preschool (6)
Absence (7)
Arrival and Dismissal (7)
Orientation Process (7)
Car Pool and Picking Up Your Child (8)
Birthday Parties (8)
Clothing for Preschool (9)
Communicable Diseases and Other Illnesses (9)
Communication Between Home and School (11)
Discipline Policy (11)
Enrollment and Withdrawal (11)
Field Trips (12)
Medical Forms and Emergencies (12)
Medical and Dental General Emergency Plan (12)
Parent Conferences (14)
Parental Visitation and Participation (14)
Safety Policy (15)
Outdoor Play (16)
Schedule for Vacations, Holidays and School Closings (16)
Show and Tell Day (17)
Snacks (17)
Tuition Payments (17)
Facility Usage Fee (18)
Transitioning to Kindergarten (18)
Lunch Bunch (18)
School Supply List (19)
Information Required by Ohio Administrative Code (20)

Our staff would like to share this poem with you. It very much reminds us of the heart of our work with the children here. Our program is structured to provide children with an appropriate, vibrant, challenging environment in which to play, learn, and develop

relationships. It is our hope that your families will find this play-based school experience to be one that is joyful and enriching.

Just Playing

By: Anita Wadley

When I'm building in the block room, please don't say I'm "Just Playing."
For you see, I'm learning as I play, about balance and shapes.
Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies,
Don't get the idea I'm "Just Playing." For you see, I'm learning as I play,
I may be a mother or father some day.

When you see me up to my elbows in paint, or standing at an easel, or molding and shaping clay,
Please don't let me hear you say "He is Just Playing."
For you see, I'm learning as I play. I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair reading to an imaginary audience,
Please don't laugh and think I'm "Just Playing." For you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find,
Don't pass it off as "Just Play." For you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some plaything at my school,
Please don't feel the time is wasted in "Play." For you see, I'm learning as I play.
I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play."
I'm learning to follow directions and see differences.
I may be a cook someday.

When you see me learning to skip, hop, run, and move my body,
Please don't say I'm Just Playing."
For you see, I'm learning as I play. I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today, and I say "I Just Played," Please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. ***Today I am a child and my work is play.***

About Our School

Philosophy and Program

Our school provides a high quality program designed to meet the cognitive, emotional, social and physical needs of 2 1/2, 3, 4, and 5 year olds. We provide the children with many experiences and offer help in areas where it is needed most. We want the child's first school experience to be a positive one - and we try to encourage a strong feeling of self-confidence and self-worth. Our "Learn through Play" philosophy is backed by the American Academy of Pediatrics which states: *"Play is essential to the social, emotional, cognitive, and physical well-being of children beginning in early childhood. It is a natural tool for children to develop resiliency as they learn to cooperate, overcome challenges, and negotiate with others. Play also allows children to be creative...it is essential that parents, educators, and pediatricians recognize the importance of lifelong benefits that children gain from play."* When a child leaves our school to go to kindergarten, we hope he or she is ready to listen, participate, cooperate and grow!

Licensing

Rocky River Presbyterian Preschool was established in 1961. It is licensed by the Ohio Department of Job and Family Services, which has developed laws and rules governing child care facilities, and undertakes inspections and supervision of all such facilities. Our license is displayed in the Preschool hallway. Along with our license you can find a copy of our recent licensing inspection reports and if any substantiated complaint reports exist, these are also posted. The laws and rules governing child care centers are available for your review upon request. These rules and laws can be found on the website "<http://jfs.ohio.gov/>" You may also request a copy at our school or by calling the local office listed below. Our reports from the Health Department and the Building and Fire Departments are also available on request from the Department of Job and Family Services. The Department of Job and Family Services may be contacted by anyone who suspects that a child care center is in violation of any of the Ohio state laws regarding such centers. You may call the local office at 216-787-3401 or call toll-free at 1-866-635-3748.

Parent Handbook

Each year this parent book is updated and is available in hard copy or on the website for all parents and staff. It will be updated annually to include any and all pertinent state licensing information. If any pertinent information regarding state licensing, or the RRPP policies or procedures is updated prior to the release of our yearly parent resource book, families and staff members will be notified of the changes in writing.

Student Roster

In accordance with state guidelines we prepare a roster that includes the names and telephone numbers of all students and parents enrolled in our program. Each parent signs a permission slip, included on our registration form, giving RRPP special permission to include the names and addresses of children on this roster. This roster is updated annually and is distributed at the first parent meeting of the school year and is available by request at any time. This roster is for the exclusive use of Preschool families. Each parent signs a statement annually, included in their child's enrollment paperwork, that allows the choice of being included on this roster list. If a parent chooses not to be included on this roster, we simply include a notation next to their child's name that the family information is "unlisted." If you have any need to contact a family with unlisted information, our school is glad to forward information as necessary.

Hours of Operation, Ages Served, Transitioning to a New Class

The Preschool is in operation Monday through Friday from mid-September through the third Friday in May. Our holidays and vacations are listed on the RRPP calendar, which is distributed at the parent meeting prior to the beginning of classes in the fall. The Preschool also is closed for conferences and professional days. Children who are 2 ½ by September 1st may enroll in the Young three/Older two class (our "Littles") which is one morning (Friday) or two mornings (Thursday/Friday). Children who are three years old by September 30 attend three mornings (Monday, Tuesday, Wednesday), two mornings (Thursday and Friday), or two afternoons (Monday and Tuesday, with an option of Wednesday) each week. *****All children should be toilet trained before entering RRPP. We are not licensed to change diapers.** We realize that a child may at times have an occasional accident – we will take care of changing them. Toilet mastery is an ongoing process. If you have any questions concerning this policy, please speak to Diana Wolfe.*** Children who are four years old by September 30 attend three mornings (Monday through Wednesday) from 9:00 to 11:15 or four mornings (Monday through Thursday) from 9:00-12:30 with a packed lunch. Four year olds may also attend 3 or 4 afternoons (Monday through Thursday) from 1:00 to 3:15. Five year olds (who are five by December 31) can enroll in the Pre-K class which meets four mornings (Monday through Thursday) from 9:00 to 12:30 with children having a packed lunch or four afternoons (Monday through Thursday) from 1:00-3:15 each week. Regular morning classes meet from 9:00 until 11:15 while extended classes are from 9:00-12:30 and afternoon classes meet from 1:00 until 3:15. If your child's birthday falls just outside of these dates, there is flexibility if they are ready to attend in the older age group. Please speak to the school director regarding this. It is incredibly rare that a child would change to a new class in the middle of a school year. If there is any reason for this to happen, the teacher, director, and parent(s) will meet to discuss the best procedure. This procedure will be documented and signed by the parent(s) and RRPP staff.

Equal Opportunity

Rocky River Presbyterian Preschool does not discriminate in the enrollment of children or in the hiring of staff, on the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990.

Group Sizes and Ratios

We are licensed to serve up to 65 children in each session. The children are grouped in classes; no class exceeds 18 children, although most of our classes usually have between 10 and 13 children. These classes have a lead teacher and an assistant teacher assigned to them at all times. Our teacher-to-child ratio ranges from 1:6 to 1:9, and never exceeds the guidelines set forth by the State of Ohio. Occasionally, during special events such as holiday parties, on-site field trips, or class events, two classes may play together in our gym or outdoor area. Regular ratios are always maintained.

Curriculum and Scheduling

Our teaching staff meets regularly to plan the basic focus of our curriculum together. The curriculum is based on the Ohio Early Learning and Development Standards. Each class plans its own schedule and daily activities. Following is a typical daily schedule. Your child's class may not follow this exact schedule; however, all of the elements would be included in their daily activities. You can find your child's class schedule posted in their classroom beginning the third week of school. (We leave a little time to work out any scheduling kinks!)

A TYPICAL DAY AT PRESCHOOL

For all of our classes:

9:00 - 10:00	Arrival, Greetings, Small Groups Participate in Sensory, Art, Writing,
1:00 – 2:00	Dramatic, Constructive, Math and Manipulatives, Science, and Literacy
	Play. Teachers conduct activities for small groups such as crafts and
	learning projects. Small Groups go to the Special Activity Room and
	Music and Movement Activities.
10:00 - 10:15	Clean-up Time
2:00 - 2:15	
10:15 - 10:30	Handwashing and Snack Time
2:15 - 2:30	
10:30 - 10:45	Circle Time: including stories, fingerplays, songs, and learning games
2:30 - 2:45	
10:45 - 11:05	Large Motor Play (Gym, Outdoors)
2:45 - 3:05	
11:05 - 11:15	Preparation and Dismissal
3:05 - 3:15	

For those children who attend the extended day classes there will be time added for activities that support the themes of the week as well as time for lunch. Because the children are at the school for less than four hours, they are not required to nap.

Absence

If your child is ill or will be absent for any reason, please let the school know. You may call us at 440.895.KIDS (5437) or email at rrpns@riverpres.org at any time to report an absence. If your child has a communicable disease such as chicken pox, strep throat or pink eye, please let us know so that we can inform other parents so they can watch their own children for symptoms. If you have any questions about when to send your child back to school following an illness, please check with us and your physician. If your child is repeatedly absent, or we have any reason for concern, we will call or e-mail you to check in.

Arrival and Dismissal

The Preschool children are dropped off and picked up at the north door (Door D) of the church building by their parents, carpool drivers, or designees.

In order for the system to function smoothly, these few simple rules should be followed.

1. The east driveway of the church should be used to enter and the west driveway to exit.
2. If there are cars ahead of you, please pull behind the last car and wait your turn.
3. Children may arrive beginning at 8:50 a.m. or 12:50 p.m.
4. **For safety's sake, please keep your child in their car seat.** You may want to unbuckle them when you get close to the door.
5. Do not let children out of the car if a teacher is not at your car. If you arrive late, **please take your child into the classroom and be sure the teacher knows your child has arrived.**
6. At dismissal time please **make sure your car pool number is easily visible.** This enables us to move the groups along quickly. Your child (or children) will be waiting inside the door when you pull up. If you walk in to get your child, please sign them out on the clipboard which is on the bookshelf in the hallway.
7. If you arrive early or are the first one in line at **dismissal time**, please do not pull up to the door, but wait at the northeast corner of the building. The teacher on duty will signal the first car when the children are ready to be dismissed. This allows us to post messages, alleviating a traffic jam.
8. If your child is being picked up early or by anyone other than a parent or the regular car pool, please email us or send a note with the child. Without proper notification, we will not relinquish the child to any person. Any person unfamiliar to us should be prepared to show identification.
9. When picking children up, please pull a little past our preschool door. **Please put your car in Park when we are putting your child into the car.** This will allow for us to walk the children out to two or three cars at a time. This is so you have a moment or two to fasten seat belts and car seats before moving your car, if you choose. Some parents may also choose to pull around the building and into a parking space before fastening their child.
10. If a child is scheduled to arrive from another program, and does not arrive, we will contact the original program and the parent will be notified immediately.

Orientation Process

We have a comprehensive orientation process for each child at RRPP. We hold an open house in the fall when new families can visit the center and have questions answered. After registration, the children are invited to attend a play date in the spring, where they can meet some of their new teachers and classmates. Before school begins in the fall, we host a parent orientation meeting. At this meeting you will have an opportunity to meet your child's teacher and receive your child's class list, the school calendar and information on the separation

process. On the first day of school you will be escorting your child into their classroom. They will meet their teacher(s) and see their classroom for 15-20 minutes. Also, on the first day, we take pictures of children, together with their parents and then display the photos in each classroom. This helps the child to have a visual connection from home in their classroom. On the second day of school your child attends a shortened class session of one hour by themselves if they are ready. Parents are invited to stay in the building if their child may need comfort or assistance during this time. On the third day of school we begin our regular, full session classes. For the AM 3s' and Young 3s' classes, there will be an additional time of shortened sessions. If, at this point, any child has difficulty transitioning to school we will talk with you and determine if an individual plan may be set up to assist with the child's adjustment.

Car Pools and Picking Up Your Child

Our school provides a system of dropping off and picking up the children from a car pool line directly to the Preschool door. In the interest of safety, teacher attention to incoming and outgoing students and to all parents, it is **required that all parents follow the rules governing the drop-off/pick-up system**. If a parent chooses not to participate in the drop off/pick up line, it must be for the purpose of supporting your child through the separation process. You may choose to park and walk your child in and out of the school. If you make this choice, we ask that you enter through the front door of the church and walk down the hall to the Preschool, signing out your child on the SIGN-OUT sheet on the book shelf in the Preschool hallway. **WE WILL NOT ALLOW ANY CHILD TO BE ESCORTED THROUGH THE MIDDLE OF THE CARPOOL LINE!** If on a rare occasion your child needs to be picked up early, please send a note with the time of pick-up with your child, tell your child's teacher you are taking your child, and use the sign out sheet. The staff follows a system of signing children in and out of school upon arrival and dismissal. This is our working record of all children who are on our premises, and in our care at all times.

Parents are responsible for making their own arrangements for car pools. A list of all children who will be attending Preschool at the same time will be available at the "Pre-School Parents' Kick-off Meeting." At the close of the meeting, there will be an opportunity for parents to get together to make car pool arrangements. All children (whether in car pools or single riders) will have a car pool number. The Preschool must be informed about the transportation arrangements for each child to assign these car pool numbers. Notify the school if your arrangements change during the year. Your child will not be released to anyone but his/her parent, persons listed in their file as emergency contacts, or car pool unless proper notification has been received. Children will not be released to anyone who is under the age of 18, without special permission or arrangements.

Birthday Parties

We enjoy celebrating birthdays at our school. The birthday child wears a crown and leads a parade with our birthday flag. The parade ends with the birthday child standing in the center of a circle while everyone gives birthday claps and a hug. We welcome you to send **nutritious snacks** for your child's birthday. Snacks such as: juice, milk, fruit, cereal bars, muffins, oatmeal

cookies, cheese crackers, and veggies and dip are wonderful to share at school. **We request that you do not send cakes or cupcakes for your child's birthday.** You may choose to send treat bags instead of, or in addition to, sending a nutritious snack, which we will send home with each child. **We encourage you to send non-food items in the treat bags, as many parents limit their child's intake of sugar.** If your child has a summer birthday, we will celebrate an "unbirthday" or a half-birthday. Please talk with your child's teacher to schedule the birthday celebration and **take note of the allergies in your child's classroom when planning your treats.**

We also offer additional choices for celebrating your child's birthday with us. If you would like to visit in the classroom and read a story to your child and his/her friends, donate a book to our school library, donate an educational toy, or send in an activity such as bubbles or sidewalk chalk for your child's class, these are welcome alternatives to sharing snacks. Just remember to plan the celebration with your child's teacher in advance.

Clothing for Preschool

Your child should be dressed comfortably in play clothes. The philosophy of early childhood education that we embrace encourages children to explore a variety of materials. These include paint, dough, glue, glitter, sand and water. Please send your child in clothes that will not be ruined by these materials. Since many of our activities require sitting on the floor, girls will be more comfortable in pants or shorts. If dresses are worn, tights or shorts underneath are advisable. **Rubber soled shoes are preferable at all times, as we go outside or to the gym every day.** The sidewalk at our door is generally kept free of snow, so many parents find that boots are not necessary for arrival and dismissal time. **All removable clothing items (sweaters, jackets, sweatshirts, hats, scarves, mittens, boots and shoes) should be clearly marked with the child's name.**

Teachers will provide a plastic bag with your child's name on it at the initial Parent Meeting. You should fill the bag with a complete change of clothing (shirt, pants, underwear and socks) to be kept at school. If it is necessary for your child to change part or all of his or her clothing due to a spill, tear or accident, the clothes will be sent home in a plastic bag. Please replace the clothing the next day.

Communicable Diseases and Other Illnesses

One of the most difficult parenting tasks is determining when your child is ill. It is especially hard to judge if a preschooler is well enough to attend school. If you suspect that your child is ill, please do not send him/her to school.

We are required to have at least one person who is trained in first aid, CPR, and the recognition of communicable diseases on the staff at all times. Our policy regarding communicable disease includes recognizing the following signs of illness:

1. Diarrhea (more than one abnormally loose stool within a twenty-four 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. Conjunctivitis (pink eye); redness of the eye or eyelid, thick and purulent discharge(pus), matted, eye lashes, itching, burning or eye pain.
6. Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness.
7. Untreated infected skin patch(es).
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck; with elevated temperature.
10. Unusual spots or rashes.
11. Sore throat or difficulty in swallowing.
12. Vomiting; more than once or when accompanied by any other symptom.
13. Evidence of lice, scabies or other parasitic infestation.

If a child is suspected of having a communicable disease he/she is isolated from the others in the director's office or classroom where a cot is available so the child may lie down.

All sheets and blankets used for the ill child are promptly removed and laundered before their next use. One staff member is always with the isolated child. No child is ever left alone or unsupervised. A child who becomes ill during school shall be discharged to the care of his or her parent or guardian as promptly as possible. If a parent or guardian is unable to come for an ill child, the school may discharge the ill child to the person who has been designated on the Emergency Medical Form to take charge of the child.

We have a Communicable Disease Chart provided by the Ohio Department of Health on display in the director's office. When a child has been excluded from school because of a communicable disease, we follow the instructions on this chart before readmitting the child. In the case of head lice, children should be nit free. **State Law requires that a child's temperature should be normal, and that they should be free from all symptoms of communicable disease for at least 24 hours before returning to school.**

In case of a known exposure to a communicable disease (chicken pox, strep throat, pink eye, COVID-19, etc.) all parents in that session will be notified by note, email, or verbally during pick up time. Staff members follow the guidelines of the Cuyahoga County Health Department and do not attend school when they are ill.

If any child requires an inhaler, epi-pen, or any other medication, including medical food, for a serious health problem, RRPP will allow this medication to be kept on site. All medications are kept in a box above the sink in each child's specific room. It is out of reach of the children, but easily accessible to an adult. Each medication requires a parent and/or physician to complete an authorization form, and a Medical Care Plan form. These signed forms are kept in the medication box in each child's room. Allergy lists and any needed medications are posted in the child's classroom, and all staff members who have contact with that child are required to be trained appropriately to serve the child's needs. We will ensure compliance with the American Disabilities Act (ADA), including administering medication and care procedures to children with disabilities. All staff who have been trained and instructed sign forms stating as such.

Communication Between Home and School

Once a month you will be sent via e-mail a newsletter giving you information about school activities and upcoming events. Your child's teacher will send home via e-mail a weekly or bi-weekly calendar of the themes and special events that will be occurring in your child's class. Additional information is sent home as needed in the child's bookbag or backpack. Since this is our major means of communication, please check your child's bag every day for notes. It is also important that your child remember to bring their bag to school each day. **Please make sure that your child's bag is large enough to hold a variety of art projects and paperwork. If you are sending a note to us, please hand it directly to an adult, or you may attach it with a safety pin or binder clip to your child's clothing or bookbag/backpack.** This helps keep important notes from being lost in transit. If at any time you have questions or concerns about Preschool, please contact your child's teacher or Mrs. Wolfe either by e-mail, note or telephone. If the teacher or Mrs. Wolfe is in a class or not immediately available, your call will be returned as soon as possible. Mrs. Wolfe is generally available during school hours and always by appointment. There is a schedule posted of her available hours for parents. This schedule can be found on her office door. Please stop in or call to check Mrs. Wolfe's availability or to set up an appointment. Good communication is very important for a successful relationship between school and home. You are also invited to contact our parent board members (highlighted in the directory) at any time, and with any questions or concerns. One of their roles is to help all of us to negotiate any concerns that may arise.

Effective August 1, 2023, Kathleen Winters will be the Assistant Director at RRPP. Her schedule, as administrator, will be Monday through Thursday afternoons and Friday mornings.

Discipline Policy

Discipline is handled by the teacher(s) and/or assistant teacher in charge of the class. No physical punishment is used at any time. We try to know each child as an individual; therefore the discipline is also individualized. In most cases, talking to and reasoning with the child is sufficient. We are positive in our discipline, focusing on what should be done instead of focusing on the unacceptable behavior. At all times we avoid humiliating the child and try to be constructive in our discipline. A child who is extremely disruptive may be removed from the room and taken into the director's office. If a child's behavior is such that it interferes with the normal program of our school, we will discuss the situation with the parent(s), and if necessary, exclude the child from school. We are also able to assist parents in contacting the appropriate agencies within their community in order to receive additional support for any special needs their child may have.

All employees of Rocky River Presbyterian Preschool are required to read, sign, and abide by the recommendations of the State of Ohio regarding Discipline of Children.

Enrollment and Withdrawal

All parents read and sign a statement of financial liability on our registration forms, and at the beginning of each school year on our enrollment forms. Please be fully aware of your financial responsibility to our school. You are responsible for a one-sixth of your yearly tuition if your child has been registered for our program and you withdraw them after May 31, 2022.

Children may be withdrawn, without further financial responsibility, prior to the end of the semester for one of the following reasons:

1. Serious and prolonged illness
2. Permanent removal of the family from the west shore area community; or
3. Mutual agreement of the parent(s) and director, after personal conferences, that

there is an unsatisfactory adjustment of the child to school. If refunds, or responsibility for less than a full semester's tuition are requested for a reason other than those indicated, the matter will be referred to the Preschool Committee for a decision.

Priority registration for the 2024-2025 year will begin in November. You will be notified when registration opens. Please register early to avoid our waiting list.

Field Trips Our children will have "in-house" field trips. These may include visits from community helpers such as a pediatrician, veterinarian, police officer, fire fighter and dentist. We will also allow our classes to go on walks surrounding the church property and neighborhood. We require a signed permission slip from the parent or guardian for each child. RRPP does not transport children. If RRPP takes children on a neighborhood walking field trip, our regular staff child ratio of 1:7 will be followed. Children will be counted when leaving the building, when arriving at their destination, when leaving their destination, and when returning to RRPP, as well as at regular intervals in between. A RRPP staff member will carry a first aid kit, and will have the children's emergency information with them. Children will wear name tags identifying only our school name, address, and phone, children's names will not be on the tags.

Medical Forms and Emergencies

The State of Ohio requires every licensed Preschool to have a Medical Exam Form signed by a doctor and a Health and Enrollment form signed by a parent or guardian on file for each registered child. The forms must be updated annually.

Children without Immunizations- We inform parents of any illness/outbreak at the center. The children who are not immunized may not be allowed to return to the center through the incubation period from illness/outbreak. The information is listed on the communicable disease chart posted in the office and is a recommendation from the Department of Health and Human Services.

Only in the case of a special medical need does the school staff administer any medication to a child. If a special diet is needed it must be provided by the parent.

Our school has an emergency plan on file that will direct our actions in the case of natural disaster, weather emergency, or any threat to our well being.

This plan is summarized below and is also posted in full in each classroom and areas where children occupy our building.

Medical, Dental and General Emergency Plan

Location of:

First Aid Kits: Bottom hall cupboard, northwest wall, closest to office.

Fire Extinguishers: Preschool hall at north facing doors, kitchen on east wall, kitchen on south wall, gym (fellowship hall) on north wall.

Electrical Circuit Box: Custodians "Boiler Room," in chapel wing hallway, above desk.

Children's Records: Original copies in office file cabinet, extra copies located in emergency book at north doors, and in teacher's classroom record books.

Ohio Dental First Aid Chart: Posted on the wall above the cabinet door, containing first aid kit.

Child Safety Seat: None on-site, RRPP uses only emergency paramedic squad or public safety personnel for transport.

In case of a **dental emergency**: a staff member will stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, the Dental First Aid Chart which is posted in the preschool hallway, will be consulted. Instructions indicated will be followed, the parent(s) will be notified, and an incident report will be written.

IN CASE OF A GENERAL EMERGENCY (Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)

* * * * *_If RRPP loses heat, water, or electricity, we will first determine if it puts the children in any immediate danger. Due to the limited time the children are in attendance, we can: maintain sufficient warmth, provide a sufficient amount of light with our many windows, provide drinking water and snacks, provide waterless hand sanitizer (in first aid kit, emergency kit and in classes), and provide cellular phones for emergency calls. If necessary we will begin our phone chain to notify parents to pick up children, and to cancel our next session.

* * * * * When an emergency occurs that requires the removal of children to a safe place in the building, the procedures listed on the posted Medical, Dental and General Emergency Plan will be followed.

* * * * * If a threat to the safety of the children occurs and it does not make sense to evacuate the children from their classrooms, yet they still need to be protected from a threat, a “lock down” procedure will be followed. The RRPP staff is trained for a lockdown and the Rocky River Police Station has the required paperwork on file.

* * * * * There is an **emergency kit** available and will be taken along with a first aid kit and medications in case of any evacuation.

* * * * * In any situation that requires the evacuation of our building, we will use the Bickford of Rocky River Senior Living Facility as an emergency shelter.

* * * * * All parents are instructed to pick up their children immediately in any emergency situation. We will begin notifying parents as soon as possible and to the best of our ability after the immediate needs of the children are met. We will begin a phone chain as necessary. We will inform parents where they can pick up their child. Children will be released only to parents, carpool drivers, or stated emergency contacts. We will follow our regular procedure of checking children in/out using our master attendance list.

IN THE EVENT OF A SERIOUS INCIDENT, INJURY, OR ILLNESS (Defined as: any situation occurring while a child is in care at the center that requires emergency medical treatment or professional consultation or transportation for emergency treatment. To include notification of parent/guardian.) If any situation occurs that requires immediate medical treatment, the teacher in charge should immediately summon another adult. One adult should begin performing first aid. The second adult should call 911, and then the child’s parent. Once this has been done the second adult should see that the group of children are being cared for by bringing them into a neighboring classroom, or summoning another teacher to temporarily care for them. **RRPP does not transport children under any circumstances**, children are only transported to the hospital by appropriate medical or public safety personnel, their parent, or

emergency contacts. A staff member or the administrator will take the medical and health records with the transported child and stay with the child until a parent arrives. In any non-emergency situation, our basic communicable disease policy (written in our parent handbook) is to be followed.

Refusal of Transportation If you refuse to grant permission for transportation due to an emergency, you will need to share your plan with the director on what to do in case an emergency arises. You may need to sign a release of liability depending on what we discuss.

PLAN FOR SUPERVISION OF ALL CHILDREN IN THE EVENT OF AN EMERGENCY, SERIOUS INCIDENT, INJURY OR ILLNESS

In an emergency situation the teachers in charge of each group are expected to supervise their group of children while providing for emergency measures. If necessary, a teacher may be summoned from a neighboring classroom or a church staff member may be summoned to assist.

Parent Conferences

If, at any time, you have questions or concerns about your child and the Preschool, please contact the teacher or Mrs. Wolfe directly either by note, email or phone. The professional staff will endeavor to help parents with a specific problem with suggestions or referrals if requested to do so. You may also contact our Preschool Committee regarding any concerns. The parents on our committee are highlighted on your roster each year. Our Preschool Committee may step in to negotiate any differences or conflicts that may arise.

November is the time for our phone conferences. Each of you will have an opportunity to speak with your child's teacher by phone at this time. Your child's teacher will be able to let you know how he/she is adjusting to school, and answer any questions you may have.

In February our classes will be closed so that we can conduct formal parent conferences. We do informal assessments of the children and their progress. We share this information with you at the conference, but do not share this information with ODJFS or any other agency. After the winter break we will release the scheduling information to you. While classes are closed, child care will be provided during your scheduled conference time.

Parental Visitation and Participation

By state law parents or guardians of children enrolled in our school are allowed unlimited access to the school during school hours. This is for the purpose of contacting their child or evaluating their care, or the premises. If there is court documentation stating that a non-custodial parent cannot be afforded the right to access their child, RRPP must be in possession of this documentation before we can deny any parent access to their child. Anyone coming into the building must notify the director or her substitute of their presence.

There are certain days each year when parents are expected to come to school. On the first day each year one parent or caregiver must attend school with their child. Each parent is invited to visit our school regularly. You may help in the classrooms, share special projects, or read stories. We provide many times throughout the year for parents to visit our school such as; holiday parties and open houses. Please contact your child's teacher in advance to schedule your visit. You are also invited to stop in whenever you can, we always enjoy visitors! **When**

visiting, or attending special events please do not use video cameras. In this world of changing technology we realize that taking videos is commonplace, however, we do ask that you refrain from taking videos of the children at RRPP as a protection of the privacy of the children at our school.

If you need an area to breast feed or pump breast milk during your visit to the school, the lounge in the Women's restroom is available.

Safety Policy

Each teacher is responsible for the safety of all children who are assigned to her supervision at any time. No child shall ever be left alone or unsupervised. Safety rules during playtime are established by the teacher in charge.

Children arriving up to 10 minutes before or after the designated start time of their session are greeted at the door by a teacher. If your child arrives outside of these times and no teacher is on duty at the door, you must enter the building and take your child to their proper room. No child is dismissed to anyone other than a parent, emergency contact listed on enrollment form, or designated carpool driver unless written permission has been given.

We are required to hold a monthly fire drill. There is a plan posted in each classroom describing action to be taken and staff responsibilities in case of fire or weather alerts.

Employees of the Preschool are required by Ohio State law to report any suspicion of child abuse or neglect to the local public children's services agency.

No child is ever transported from the Preschool without written consent from the parent or guardian.

We will not participate in off-site field trips this year. You will be notified of any change to this policy. When children are transported away from the Preschool for a field trip the following rules are observed.

1. Written permission is required.
2. The Emergency Transportation forms are taken.
3. At least one person trained in first aid is present.
4. A first aid box is available.

Each child has an identification tag with the name, address and telephone number of the school.

State law prohibits the use of spray aerosols during the time the children are in the building.

If a child becomes injured at school our staff will first complete basic first aid measures. If the situation warrants, the EMS squad and parents will be contacted. If your child is injured at school and requires basic first aid, you will be notified with an "incident report" outlining the situation. You will be asked to sign and return the report, acknowledging that you were notified.

RRPP does not participate in any swimming activities. If RRPP would implement any swimming activity, signed permission is required from a parent or guardian.

Outdoor Play

The State of Ohio does not require RRPP to provide children with outdoor play because no child is in attendance for longer than four consecutive daylight hours. Because we embrace the high quality guidelines set forth by the National Academy of Early Childhood Programs, we do try to provide outdoor experiences often for our children.

We generally follow the guidelines below for outdoor play:

Our regular teacher to child ratios are followed during outdoor play, although two or more preschool groups may play together in our very large outdoor area.

Children play on our grounds in areas that are fenced.

Children have access to areas of grass, hard surface, sun, and shade.

Children have access to water and bathroom facilities when playing outdoors. Our child to teacher ratio is such that there is always a teacher available to bring a child indoors for a drink or to go to the bathroom.

If the children will be outside for any extended length of time (more than 15 to 30 minutes) the teachers will bring water, or popsicles, outside with the group.

RRPP does not apply sunscreen to children, please apply this before your child comes to school.

While occasionally we will plan a special day to play in the snow, we do not go outside when it is snowing, snow covered, raining, or muddy. If we would have a special snow play day, you will be notified in advance. When the temperature is above 50 degrees Fahrenheit, and less than 85 degrees Fahrenheit, we will try to go outdoors, based upon our class schedule for the day. If the humidity, wind, or any other weather or safety factors are making children or teachers uncomfortable, we will utilize our indoor gym space instead.

Please dress your child appropriately for outdoor play, including jackets, hats, gloves, secure shoes (such as athletic shoes) etc. We keep a small amount of extra clothing on hand and can provide your child with an extra article of clothing if needed.

Schedule for Vacations, Holidays and School Closings

Please keep the Preschool Calendar you receive at the beginning of the school year. Rocky River Public Schools are closed several days each year for "in-service" training days. Please note that we do not close on those days. RRPP will schedule one or two professional days each year that are independent of the city school calendar.

The Rocky River Presbyterian Preschool will be closed on days when the Rocky River Public Schools are closed due to inclement weather. Please listen to radio or television reports if there is any possibility of a weather related closing. On very rare occasions RRPP may close, even if

the city schools are not closed, due to inclement weather. If a closing of this nature is to happen, you will be notified by a telephone call from an RRPP staff member, a parent volunteer, or check the I-Alert System on the television, radio or on-line.

Show-and-Tell Day

Your child's teacher may choose to have show-and-tell days, or show and share days. Watch for a note from the teacher letting you know about this activity. On those days the children are encouraged to bring something to talk about with their classmates. The "sharing time" enables all the children to participate and learn to express themselves before their peers. "Show and Tell" items should be brought to school in a bag marked with the child's name. Please do not send toy guns or other weapons to school-we find that they encourage aggressive behaviors which are out of place in the classroom. Also, please do not send anything fragile or valuable. We try to protect the "Show and Tell" items, but we cannot guarantee their safety. Children are encouraged not to bring toys to school on any other day, although their security items are always okay ie.... blanket, stuffed animal, etc.

Snacks

Because the children are in school such a short time each day, we are not required by the State of Ohio to serve snacks. We find, however, that a snack midway through the sessions gives some children a needed "lift" and provides us with an opportunity to teach manners as well as providing a nice "talk-time." All of our snacks provide nutritional value and we try to avoid excess sugar at all times. Some favorites are: cheese crackers, pretzels, vegetables and fruits. We appreciate the donations of crackers and other supplies that parents send to school. These donations are outlined in our school supply list distributed at the beginning of each school year. If your child has any special allergy or health considerations, please speak to Mrs. Wolfe or their teacher and we will create and document a plan to deal with that special need.

Tuition & Payments For The 2023-2024 School Year

The operating funds for Rocky River Presbyterian Preschool come directly from your tuition payments. It is important that tuition is paid either in full at the beginning of each semester, or in six installments each year. Please make checks payable to Rocky River Presbyterian Preschool or "RRPP."

RRPP has two semesters each year. Tuition for children attending one day per week is \$245.00 each semester, two days per week is \$494.00 each semester. Tuition for children attending three days per week is \$734.00 per semester. Tuition for children attending four regular days a week is \$953.00 per semester. Tuition for children attending four extended days a week is \$1350.00 per semester.

If you are paying in the six installments, the payment dates are: 5/1, 10/16, 11/15, 1/16, 2/15, and 3/15.

If you are paying by semester, the payment dates are: 5/1 and 1/16.

Installment payment amounts are as follows: one day per week students \$82.00, two day per week students \$165.00, three days per week students \$245.00, four regular day per week students \$318.00 and four extended days per week students \$450.00.

Unless other arrangements have been made with the director, a child may be excluded from school if tuition payments are not paid in accordance with the payment dates.

If you need to make alternate payment arrangements, please communicate this to the director immediately. We can work with families to create payment plans, but we can not allow children to attend school unless current payments or arrangements are made in writing by the parents and followed.

If you need to withdraw your child for any reason other than relocation, illness, or by agreement of director, parent(s), and teachers that RRPP is not fitting the needs of your child, you will be held responsible for the tuition for the current semester.

Facility Usage Fee

To offset the increasing cost of heat and electric expenditures, RRPP will charge each student a Facility Usage Fee for the 2023-2024 school year. This fee was reviewed and approved by the RRPP and RRPC Committees in an effort to defray the approximately \$27,000 per year RRPC pays to support the church facilities and classrooms used by RRPP students. The rate is based on the number of days per week your child attends school. Fees are as follows: one day: \$30.00, two days: \$55.00, three days: \$70.00, four days: \$85.00. Payment is due at the beginning of the school year and is effective for the entire year. You should pay the Facility Usage Fee made out to RRPP at the parent meeting in September.

If you claim your RRPP tuition on your tax return, you will need our tax ID #. It is: Rocky River Presbyterian Church #34-0895882.

Transitioning to Kindergarten

To assist children and their families transitioning to Kindergarten, RRPP works in cooperation with local schools on providing information on the kindergarten programs available in the area. We discuss kindergarten readiness skills with the parents at a Parent-Teacher conference in February. RRPP also holds an end of the year picnic for each class where parents can attend with their child. Our year end picnic allows children, parents, and teachers to celebrate the children's completion of their time in preschool and the exciting transition to kindergarten. The teachers in the 4's and Pre-K classes read many kindergarten-themed books in the spring and the Rocky River School Bus comes to visit to help the children prepare for their move to primary school.

Lunch Bunch

RRPP offers a Lunch Bunch to all of their students. The Lunch Bunch is offered most Monday through Thursdays from 11:30AM to 12:50PM. All children attending the Lunch Bunch provide their own lunch, including a drink. Children who attend morning sessions can be picked up at **12:30PM**. Children who attend afternoon sessions can be dropped off in the carpool line at **11:30AM** and will be escorted to their classes at 12:50PM. The Lunch Bunch is supervised by the RRPP staff. Reservation sheets will be distributed monthly with the available dates, sign up will be on a first come, first served basis, as there is limited space. The cost for the Lunch Bunch at this time is \$10.00 per day.

Children attending extended day programs will bring a packed lunch and stay until 12:30PM. The cost of the extended time is included in the tuition fee.

School Supplies

***** Each child should bring a backpack or bookbag to school each day. Their bag should be large enough to accommodate a variety of art projects and paperwork.

Each child is asked to bring the following supplies to school. Children attending three or four days a weeks should bring their supplies to the parent meeting at the beginning of the year, or on the first day of school. **A supply list will be published in December for all of the children who attend 1 or 2 days a week. The children who attend 1 or 2 days a week should bring in their supplies the first week of school in January.**

3-DAYS PER WEEK CLASSES	4-DAYS PER WEEK CLASSES
1 – 100 count (5 oz.) Box of cups	1 – 100 count box (5 oz.) cups
3 rolls paper towels	2 rolls paper towels
1 pkg. napkins (250 count)	1 box of tissues
3 boxes of crackers	4 boxes of crackers

*****Please note the size of the cups is 5 oz.*****

This year we are also asking each child to bring on the first day:

- An 8 count box of crayons
- An 8 count box of washable markers
- 1 4 ounce bottle of glue
- 2 glue sticks
- A pair of children's scissors (3 Year Olds and Littles should bring Loop scissors which can be found on Amazon or Walmart)

These supplies will be put in a box for the exclusive use of your child.

Center Parent Information

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.