



PARENT HANDBOOK

2025-2026

Not-for-Profit Corporation

Located in Christ Presbyterian Church
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Director: Mrs. Liz Palchick

Welcome to Community Preschool. This handbook is meant to be an informative resource about the school and its policies. We hope this will explain the procedures clearly, but if you have any questions, please do not hesitate to call us.

PHILOSOPHY

Learning by doing, a "hands-on approach" in the learning environment, allows the children to explore and learn by doing, as well as challenging the child to discover more on his or her own. The teacher is the facilitator in the classroom and provides the child with the materials and settings to learn within a safe, secure, and nurturing environment. This safe, secure, and nurturing environment will instill trust in the child about other adults and his/her peers. Trust in others will enable the child to be secure with themselves and help them to build positive self-esteem. It instills in them the willingness to take risks and take chances with new things.

GOALS OF COMMUNITY PRESCHOOL

The Staff of Community Preschool strives to see that your children...

1. Socializes with peers.
2. Develop a sense of trust with other adults.
3. Learns to belong and work together in a group.
4. Accepts separation from the family.
5. Learned to respect others and their belongings.
6. Learned to cooperate and share.
7. Learned to defend their rights through talking.
8. Develop positive self-esteem.
9. Learns to control their emotions.
10. Challenge their imagination and be creative.
11. Develop motor control through activities.
12. Develop cognitive skills through the materials made available to them.
13. Meets the curriculum standards developed by the Ohio Department of Education for early childhood education.

PURPOSE

Community Preschool has been established as a not-for-profit, non-denominational outreach to the community since 1991. Community Preschool is based upon the effective and concrete approach of learning through play. All activities are age-appropriate to the social, emotional, and cognitive developmental levels of 3, 4, and 5-year-old children. Provisions are made to expose each child to all content areas in the environment of classroom environment.

A “hands-on approach” in the learning environment allows the children to explore and learn by doing, as well as challenging the children to discover more on his or her own. The teacher is the facilitator in the classroom and provides the child with the materials and settings to learn within a safe, secure, and nurturing environment.

This safe, secure, and nurturing environment will instill trust in the child with other adults and with his/her peers. Trust in others will enable the child to be secure with themselves and help them to build positive self-esteem. It instills in them the willingness to take risks and take chances with new things.

Community Preschool is in operation five (5) days a week from September through May.

LICENSING

The Department of Job and Family Services issues a license for Community Preschool to operate. The laws and the records of Community Preschool (health, building, and fire) governing child day care are available upon request. The Department of Human Services toll-free number is 1-800-282-1190. It may be used to report a suspected violation by the center. According to the license, we can serve 48 children at one time. The license is posted at the aide’s station.

STAFF AND STUDENT RATIOS

The State of Ohio requires a minimum of a high school education to teach in a preschool program. All of our staff members are college-degreed graduates. Community Preschool staff take 6 hours of professional development each year.

Community Preschool prides itself on small class sizes where our student-to-teacher ratio is 1:10. In some cases, class sizes might be larger, but will remain within the state ratio. The following ratios are maintained at our school:

AGE	STATE REQUIRED RATIO	COMMUNITY PRESCHOOL RATIOS
Preschoolers (3-year-olds 4-year-olds)	1: 12	1: 10
Preschoolers (4-year-olds - kindergarten)	1: 14	1: 10
School Age Children (eligible for school)	1: 18	1: 12

Maximum group size is defined by the number of children in a group to one staff member.

CHILD GUIDANCE AND MANAGEMENT

Community Preschool’s staff believes that helping a child learn self-control is very important. The goal is that each child will learn self-discipline through careful guidance.

Each child will be treated with love and respect. Children will learn through the teacher’s example to treat friends and other adults with respect. The staff’s expectations are within a child’s capabilities. The expectations will be explained to your child on the first day of school and positively reinforced throughout the school year. Positive reinforcement (catching a child being good) and the concept of “making good choices” will be used.

If necessary, a child may be asked to sit in a “calming chair” for some time to regain control. When they feel they are ready to rejoin the group activity, they may leave the calming chair and return to the group. A child will not be reprimanded for failure to participate in an activity, eat snacks, or have toileting accidents.

The discipline policy applies to all staff and parents while they are at the center. If a child is consistently endangering themselves, peers, or staff, it may become necessary to discuss the continuation or dismissal of the child from Community Preschool.

Every attempt will be made to work together with the parents and the child to improve the inappropriate behavior. However, the safety of children and staff is always our primary concern. The director would be in communication with the parents and the teacher before any significant decisions or dismissal.

If a child is continually disruptive and requires "extra attention" from the teacher, a behavior management plan may be developed. This plan will be developed in consultation with the parents and will be consistent with the requirements of Rule 5101: 2-12-19 of the Ohio Administrative Code (OAC). Any behavior plan that is implemented must be signed by the parents.

AMERICANS WITH DISABILITIES ACT (ADA)

Community Preschool is committed to serving everyone in the community by complying with all applicable provisions of the Americans with Disabilities Act (ADA) and its corresponding state and local laws. It is Community Preschool's policy not to discriminate against any child or family because of an individual's disability. In line with this policy of nondiscrimination, Community Preschool will provide reasonable accommodations to children and their family members with disabilities as defined by the ADA or applicable state or local law who have made us aware of a disability. Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs. Contact the director to inquire as to what Community Preschool can do to accommodate a disability. Community Preschool encourages individuals with disabilities to come forward and request reasonable accommodations. Community Preschool will establish a written child/family-specific procedure for those who require accommodations. Any written procedures required for caring for the child will address, by way of example, mobility accommodations, administering pharmaceuticals (Request for Administration of Medication form), feeding accommodations, and other care accommodation procedures. Community Preschool-trained staff will administer medication to children with disabilities according to the child's documented medical/physical care plan. Before caring for a child with a disability, the Community Preschool staff and director, who are responsible for caring for the child, will be properly trained regarding any necessary procedures.

ADMISSIONS/REQUIRED FORMS

A child must be 3 years of age by the first day of school to be admitted into our program and must be toilet-trained. All students require a Child Enrollment and Health Information form (JFS 01234). All sections must be completed in full, including all parents' contact numbers, at least one emergency contact who lives within an hour's drive of the center, and other information that may be important during your child's visit. Each child must have their form. This form must be filled out by parents or legal guardians, as it is a legal document and must be on file before the child's first day at the school. An ODJFS Medical statement, signed by a physician, along with a copy of your child's immunizations, shall be on file at the center within thirty days of the child's first day of attendance and updated every thirteen months thereafter from the date of the examination. When completing registration paperwork, please use the child's full legal name.

A child is considered to be enrolled in the preschool only after the 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 office immediately so that the current information is always on file. This is for the safety of your child.

HOURS AND DAYS OF OPERATION

Community Preschool operates Monday through Thursday, 8:30 a.m. - 3:00 p.m., and Friday from 9:00 a.m. - 12:00 p.m., following the West Geauga School District Schedule.

Teachers will be ready to greet your child 10 minutes before the start of class. Families will be allowed to pick up their child(ren) from the classroom once the class is ready for dismissal.

CLASS OFFERINGS

3-YEAR-OLD PROGRAM: The 3-year-old program is designed to work on socialization, self-regulation, increasing tension span through circle time, following directions, and building large and fine motor skills. Colors, shapes, sizes, counting, and name recognition are also emphasized. Our 3-year-old classes meet 2.5 hours each day. We offer a 3-day morning class from 9:30 a.m. until 12:00 p.m., and a 2-day morning class from 9:30 a.m. until 12:00 p.m.

4-YEAR-OLD PROGRAM: The 4-year-old program builds on the above skills of our 3-year-old program while introducing letters, sounds, and pre-math skills. The major focus of the 4-year-old program is the curriculum guidelines set forth and mandated by the Ohio Department of Education (ODE). Our 4-year-old classes vary based on the class. Our 4-year-old morning classes meet for 4 hours each day from 8:30 a.m. until 12:30 p.m., and the afternoon blended (3's/4's) class from 12:30 until 3:00 p.m.

5-YEAR-OLD PROGRAM: The 5-year-old program is designed to meet the needs of the five-year-old child who is not ready to meet the emotional and academic demands of a kindergarten program. The program follows the curriculum guidelines that are a combination of 4-year-old and kindergarten skills. There is an increased emphasis on literacy and pre-reading skills. The 5-year-old class meets 4 days per week for 4 hours per day, starting at 8:30 a.m. until 12:30 p.m.

All classes participate in the Heggerty Phonemic Awareness Program that West Geauga implements in kindergarten, which focuses on phonological awareness and early reading skills.

PROGRAM CLASSROOMS

ART ROOM: In this room, the child will be offered opportunities to work with many different forms of art media. This will help with the development of creativity, eye-hand coordination, and small motor development. Your child may choose to or choose not to do the structured art lesson of the day. No pressure is put on the child to do anything they may not feel comfortable doing. Other options include individual exploration of art mediums, a library, and puzzle center, and literacy and math-based toys.

PHYSICAL ROOM (NOISY): This room assists in the development of your child's large motor skills through the use of riding toys and athletic equipment. Musical, rhythmic, and creative movement activities are also done in this room. Large building toys are available to enhance large motors. The children will go outside to help further their large motor development. These activities establish a larger understanding of the child's body awareness and position in space. Children need the opportunity to explore their environment through large motor activities without the fear of competition.

PRETEND ROOM: This room has a variety of activities for the child to explore their place in the world while building perceptual and cooperation skills. The housekeeping and dress-up corner enables the child to role-play and develop their imagination. It also provides many opportunities for your child to interact with peers.

3-YEAR-OLD CLASSROOM: This room combines the design of our art and pretend rooms while providing more age-appropriate materials/toys.

DAILY SCHEDULES

These schedules are designed to be flexible and be adjusted at the teacher's discretion to accommodate student needs or special events such as fire drills, picture day, etc. Music and movement are integrated into all subjects as appropriate and therefore are not included on the schedule as a separate block. These schedules include both student-led and teacher-directed activities and lessons. The following schedules may be altered slightly after the beginning of school. A new schedule for your child's class will be distributed to you if it is changed. All schedules are posted on all classroom doors.

Class Schedule 5's Morning Class (Mon-Thurs)

8:30 a.m. Arrival/Morning Circle/Heggerty
8:45 a.m. Gross Motor Play
9:30 a.m. Wash Hands/Snack
10:00 a.m. Art Room
10:40 a.m. Pretend Play/Centers
11:30 a.m. Wash Hands/Lunch
12:00 p.m. Outdoor Play (weather permitting)
12:30 p.m. Closing Circle/Good Bye Song

Class Schedule 4's Morning Class/4 Hour (Mon-Wed)

8:30 a.m. Arrival/Morning Circle/Heggerty
8:45 a.m. Pretend Play/Centers
9:30 a.m. Wash Hands/Snack
10:00 a.m. Noisy Room
10:40 a.m. Art Room
11:30 a.m. Outdoor Play (weather permitting)
12:00 p.m. Wash Hands/Lunch
12:30 p.m. Closing Circle/Good Bye Song

Class Schedule 4/3's Afternoon Class/3 Hour (Mon-Thurs)

12:30 p.m. Arrival/Morning Circle/Heggerty
12:40 p.m. Pretend Play/Centers
1:20 p.m. Wash Hands/Snack
1:40 p.m. Art Room
2:20 p.m. Noisy Room
2:40 p.m. Closing Circle/Good Bye Song

Class Schedule 3's Morning Class (3-Day Mon-Wed / 2-Day Thur-Fri)

9:30 a.m. Arrival/Morning Circle/Heggerty
9:45 a.m. Free Play/Centers
10:30 a.m. Wash Hands/Snack
11:00 a.m. Art Time
11:30 a.m. Free Play/Centers
12:00 p.m. Closing Circle/Good Bye Song

TUITION/FEES AND PAYMENT POLICIES:

All tuition statements are emailed through our QuickBooks account. Monthly payments are *DUE BY THE 1st DAY OF THE PRECEDING MONTH*. Should any tuition become delinquent, suspension or withdrawal may occur at the discretion of the Director until the overdue balance is paid in full. Checks should be made payable to "COMMUNITY PRESCHOOL". Payments can be placed in your child's backpack or handed to staff at drop-off or pick-up. Online payments are available through QuickBooks, where you can link your checking account information.

Payment Schedule

- September tuition should be paid by August 1
- October tuition should be paid by September 1
- November tuition should be paid by October 1
- December tuition should be paid by November 1
- January tuition should be paid by December 1
- February tuition should be paid by January 1
- March tuition should be paid by February 1
- April tuition should be paid by March 1
- May tuition should be paid by April 1

The tuition fees are as follows:

3-year-old Morning (2 day)	\$1,620.00	\$180.00 per month
3-year-old Morning (3 day)	\$2,070.00	\$230.00 per month
4-year-old Morning 4 Hours (3 days)	\$2,340.00	\$260.00 per month
3/4-year-old Afternoon (4 day)	\$2,160.00	\$240.00 per month
5-year-old Morning (4 day)	\$2,430.00	\$270.00 per month

Tuition must be paid based on the yearly figure above unless a child leaves the preschool due to a prolonged illness, relocation to another area, or by an agreement between the parent and the teacher because the child is not adapting to the school environment.

Community Preschool's tax ID number is available upon request, should you need it for tax return or donation purposes.

Families with more than one child at Community Preschool during a calendar year receive a 10% discount on the tuition of the youngest child.

Payment received 10 days after the invoice due date will be subject to a \$25.00 late fee. Please contact the director if payment difficulties are anticipated so alternative arrangements may be made.

There is no credit given for scheduled holidays, a child's illness, or school closing due to inclement weather/emergency school closing.

REGISTRATION FEE

A \$50 non-refundable registration fee is due with a completed registration form (\$25 registration for each additional sibling). The registration fee must be received to enroll a child in a Community Preschool and serves to reserve your child's participation.

REGISTRATION/ENROLLMENT

Each child must have a completed enrollment packet before being considered and accepted as a new student. All forms are required by ODJFS – State Licensing. Your child cannot attend class if any part of your application is incomplete per state guidelines. These forms include but are not limited to Child Enrollment & Health Information for Child Care, Child Medical Statement for Child Care, Family History, Permission/Confirmation Form, and Child Release Form. All forms will be provided to you in your enrollment application packet, or you can download them from our website at www.communitypreschoolkids.com.

DELINQUENT ACCOUNTS/RETURNED CHECKS

Returned checks will be charged a processing fee of \$25.00, and the school will have the option to refuse any further payment by check.

SUSPENSION/EXPULSION/WITHDRAWAL POLICY

The Director has the right/expel a child for undesired/unsafe behavior, after receiving input from the teacher(s) and under the direction of the preschool board. The Director will determine if the undesired/unsafe behavior deserves a suspension (short-term) or withdrawal/expulsion (permanent basis). Before withdrawal/expulsion, the school will make every effort to rectify all situations with the parents of the child before enforcing this policy. Please note our policy for withdrawal/expulsion or suspension from the school as stated below.

Causes for withdrawal include, but are not limited to:

- ❖ A child presents behavior problems that may cause injury to the child, other children, or staff.
- ❖ The child fails to properly adjust after a reasonable amount of time.
- ❖ The child has uncontrollable outbursts and/or tantrums, is verbally or physically abusive to other children or staff, bites excessively, or displays other signs of frequent aggression.
- ❖ A parent physically or verbally threatens or intimidates other children or staff members.
- ❖ A parent's habitual failure to pay tuition promptly.

Withdrawal/expulsion will occur at the discretion of the school after reasonable attempts have been made to improve the situation. The parent will be informed verbally and/or in writing of the child's or parent's behavior warranting expulsion. The parent will be notified verbally and in writing when their child has been disenrolled/expelled from the school. The Director will do their best to provide alternate placements.

INCLEMENT WEATHER

Community Preschool will be closed for inclement weather when West Geauga School District is closed. Still, our school has its exclusive circumstances. We will notify families by email as soon as the cancellation is decided. In addition, we will post this information on our Facebook page. If conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication. Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.

EMERGENCY PROCEDURES

A fire drill will be held monthly. Severe weather drills are conducted from March through September. Lockdown/active shooter drills are performed quarterly. All drills are recorded and kept on file at the preschool. For your information, fire, emergency, and weather alert procedures are posted in each room illustrating the evacuation routes.

EMERGENCY PLAN FOR COMMUNITY PRESCHOOL

The staff of Community Preschool has established an emergency plan in the event of a situation that would warrant its implementation. Your help is needed to notify the school of any conditions that would put the plan into action.

There are phones available in all classrooms. The teachers also carry personal cell phones so that outgoing phone calls would be able to be made from these rooms.

The teachers will make any emergency an "adventure" for the children so they will not be frightened.

The staff is prepared to keep the children as long as needed for the parents to come to get their children. If the parent is not able to personally come to get their child, a phone call would suffice to permit another parent or family member to get your child. The staff would contact you via their cell phones.

Community Preschool always has enough snacks and drinks to feed the maximum number of children at a given time. The staff hopes that if a plan has to be carried out, all parents will be safe and able to get their children on the same day. The staff will do everything possible to keep your children safe, calm, and protected until you arrive.

Please remember that you must notify Community Preschool of any situation that would warrant this plan to be put into action.

Community Preschool has also participated in a lockdown/active shooter drill. The Chesterland Police Department supervised the steps Community Preschool would take if there was a need to sequester the children in a safe place within the school. Lockdown drills are conducted quarterly and documented.

In the event the school or the area has to be evacuated, the director will determine which exit is safest to leave the building. Once that is determined, usher the children quickly but quietly out of the building. The teachers would guide the children to the church's pavilion on the north side of the property to use as a safe location if evacuation from the school is required. Teachers are to count heads again and proceed to contact parents via cell phone. If the area needs to be evacuated, local police will transport children to the next meeting place, Town Hall, 12701 Chillicothe Road. A sign placed on the church sign or a police officer will direct parents to Town Hall in the event there is no time to contact parents or in the event of loss of communication, no phones or internet.

Teachers use copies of students' emergency forms with contact information with primary and secondary people to contact. The parents have been given teachers' cell phone numbers and emails as well. Parents can text or call teachers. Information is also in the parent handbook in case of emergency evacuations.

To maintain the highest level of safety, Community Preschool's Disaster Plan will be reviewed yearly and updated as needed. In addition, during our yearly staff orientation, staff will review and be trained on the Disaster Plan, and staff duties will be reassigned as needed. Staff will keep a copy of the disaster plan in the attendance binder. Parents can request a full copy of our Disaster Plan.

ARRIVAL/DEPARTURE

Arrival: Families will drop their children off at the front doors of the church building. Your child will remain in the car until the aide comes for them. Any special messages, pick-up notes, etc., should be given to the preschool staff at this time. The children will remain inside the lobby of the building until all students arrive and drop-off is completed. The children will then proceed downstairs to the preschool hallway, hang up their belongings, wash their hands, be given hand sanitizer, and then begin having fun in the classroom.

Departure: Enter the school at the drop-off doors and wait in the lower lobby of the preschool hallway. Once classes are ready for pickup, an aide will call families by class for pickup. Remember that if someone other than the parent is picking a child up, the parent must provide a written note to the teacher permitting this person. Please include the specific name of the person and the relationship of the person rather than just "Uncle." Staff will check the IDs of anyone they do not recognize. Please let people know about this ahead of time, so they can bring a picture ID and they are not offended. Parents are responsible for the supervision of their child before and after class.

All staff members have received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life-threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. The Emergency Transport Permission Section of the Child Enrollment and Health Information form (orange) must be signed for emergency transportation. Staff may NOT transport children in their vehicles. Only parents or

EMS will transport. If a child becomes ill, the child will be isolated in the hall with the hall aide. A child is never to be alone or unsupervised.

BUILDING SECURITY

All doors are locked during school hours for your child's safety. Drop-off doors will be open 10 minutes before to start of classes as we start gathering the students. At pick-up, aides will open doors 5-10 minutes before the end of class. Parents and visitors arriving outside these times will need to call the school at (440) 729-3522, and one of our aides will be able to assist you.

CUSTODY AGREEMENTS

If there are circumstances revolving around custody of your child, the parent must provide Community Preschool with court papers indicating who has permission to pick up the child. Community Preschool may not grant or deny a parent access to their child without proper documentation.

CHILD ABUSE REPORTING

All teachers are mandated by the State of Ohio to report suspicion of child abuse. If teachers have suspicions that 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.

SNACKS/MEALS

Families will rotate throughout the month, providing snacks for the entire class. Due to the preschool's food exemption status, **ALL** snacks and beverages **MUST** be pre-packaged and contain at least two nutritious foods from two different food groups to meet 1/3 of the children's recommended daily dietary allowance. Please let us know ahead of time if your child is not permitted to have any types of food or has food allergies. Community Preschool does have a refrigerator on-site to keep items cold. Sugary snacks are only permitted at birthday and holiday celebrations. We will **NOT** be able to distribute sugar snacks at any other time. To ensure that at least two food groups are represented, Community Preschool will have supplemental food/beverages on-site. Napkins and cups are provided at school.

Here are some healthy ideas: Fresh fruit, cheese, vegetables, raisins and other dried fruits, applesauce, 100% Juice, water, and white milk

Birthdays are very special days, and we do allow the families to bring in a PARTY TREAT (not homemade) for that day. Families are still required to bring in healthy snacks representing at least two food groups. The day on which your child's birthday will be celebrated is marked on your child's class's monthly calendar. Summer birthdays will be celebrated during the school year.

Classes that meet for 4 hours per day will bring their lunch. We ask that lunches require limited additional preparation. Please send meals that are ready to eat and do not require additional heating – thermoses work great to hold the temperature of warm and cold items. Please rinse, peel, and cut fruits and vegetables before they are packed. Meals requiring refrigeration must be packed with an ice pack in your child's lunch bag. This meal must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. If your child forgets their lunch, we will provide food from our snack supply to include the necessary food groups required by ODJFS.

We have supplemental food on hand so that no child will be allowed to go more than four hours without at least a snack or meal.

SPECIAL FEEDING NEEDS

ODJFS licensing regulations state that we are required to have a physician's documentation for each child who is on a special diet due to medical reasons.

Special feeding needs include Food intolerance, allergy, health concerns, diabetes, overweight/underweight, or medical conditions requiring specialized feeding equipment (e.g., feeding tubes).

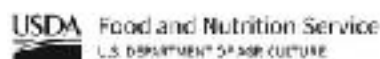
The documentation must include food items that are to be excluded from the diet. Please see the director to be given from JFS 01236 Medical/Physical Care Plan. Your physician will need to complete this form, and then your child's teacher and Community Preschool Director will schedule a meeting to make sure your child's needs will be met in the classroom.

If children are on special diets due to religious or cultural reasons, a signed note from the parent/guardian is required. The note must outline the foods to be excluded and the reasons for excluding the foods from the child's diet.

WATER

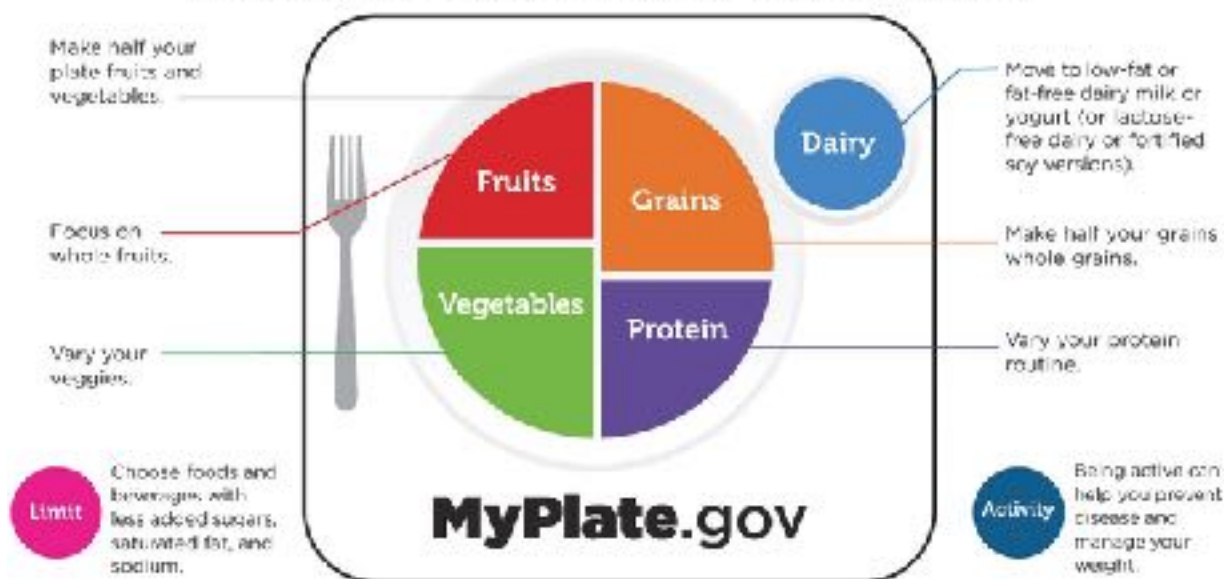
We highly encourage families to send in a water bottle daily for their child(ren). We make drinking water freely available so that children can serve themselves both inside and outdoors. We do not serve soft drinks or sports drinks to children to help them limit the amount of sugar in their diets.

This is a great tool that was created by the USDA DGA called My Plate. This is a great resource for families to explore and create healthy snacks/lunches for their children.



Start simple with MyPlate

Healthy eating is important at every life stage,
with benefits that add up over time, bite by bite. Small changes matter.



PNB-021
January 2022
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DESIGNATED LOCATION FOR MOTHERS WHO ARE BREASTFEEDING

Community Preschool is committed to providing a breastfeeding-friendly environment for our enrolled children and staff. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. Expressed breast milk may be stored in the school's refrigerator (Mothers should provide their containers, clearly labeled with name and date). Community Preschool does not have infants, so we do not prepare or serve any breast milk or formula.

ROUTINE FIELD TRIPS

While the preschool does not offer off-site field trips, they will participate in routine trips to our pavilion, the church's sanctuary, and nature walks around the property! The classes will always remain with the required JFS staff: child ratios. Your signature on our permission slip provides permission for the entire school year for your child to engage in these daily excursions.

SWIMMING

There are no swimming activities offered at Community Preschool. Water activities are limited to the occasional use of a water table within the classroom.

ACCIDENTS/EMERGENCIES

An accident or injury may occur at school. The protocol is as follows:

- ❖ The school administers first aid
- ❖ Summons emergency transportation, if necessary
- ❖ Contacts parents

An incident report is then completed. The parent is given a copy of the incident report on the day of the injury, and a copy is kept on file at the school. The center shall also contact licensing

personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness." The report will be filed in OCLQS by the next business day of the incident.

If an injury necessitates emergency transportation, the Chesterland Fire Department will be contacted to provide the transportation.

A telephone is located in all classrooms that the children are in during the day.

EMERGENCY TRANSPORTATION

In the case of an emergency, Community Preschool will not transport the child. We will use the emergency contact information you provide, and the child will be transported either by the parent or the emergency medical service provider in the area. In any case, a teacher or director will stay with the child until the parent arrives.

MANAGEMENT OF ILLNESS

Please see the CDC printout for COVID-19 symptoms for assessment.

Community Preschool provides children with a clean and healthy environment. School, however, is a natural sight for germs because of all those little hands, runny noses, and coughs. The staff will do its best to control illnesses by reviewing the signs and symptoms of illness, and proper handwashing and disinfecting procedures. All new personnel will be trained in this area yearly.

We believe that children who exhibit minor symptoms of a cold do not need to stay home from school. We ask that all staff members and children who exhibit signs of communicable diseases refrain from attending school. Children who have any of the following symptoms will be immediately isolated and discharged to their parents:

- ◆ A Temperature of 100° F, when in combination with any other signs of illness
- ◆ Diarrhea is defined as more than 3 abnormally loose stools within 24 hours
- ◆ Severe or whooping cough causes the child to become red in the face
- ◆ Difficult or rapid breathing
- ◆ Yellowish skin or eyes
- ◆ Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- ◆ Untreated infected skin patches, unusual spots, or rashes
- ◆ Unusually dark urine and/or gray or white stools
- ◆ Stiff neck with an elevated temperature
- ◆ Evidence of untreated lice, scabies, or other parasitic infestations
- ◆ Sore throat or difficulty in swallowing
- ◆ Vomiting more than once or accompanied by any other sign or symptom of illness.
- ◆ Head lice

The Communicable Disease Chart is located in the hallway by the aide's desk.

When the symptoms are present, your child will be isolated with the hall aides who will remain with your child until you come to pick them up. A cot and blanket are available for your child to use if needed before your arrival.

Your child will be readmitted to school when they are symptom-free from the disease. In some cases of communicable disease, the staff may need a note from a physician stating that it is appropriate for your child to return to school. The policy for lice is that the child must be free of all nits.

All children must have a completed medical form on file at the start of school. An immunization summary sheet must be attached as well. If a child has not been immunized against a disease, a signed form from the doctor stating that the immunization is contraindicated for the child, the immunization is not medically appropriate for the child's age, or a signed statement from the parent declining to have the child immunized against disease for reasons of conscience, including religious convictions is required. In the event of a communicable disease outbreak and a child has not been immunized against the disease, Community Preschool has the right to refuse your child's attendance until the outbreak is over.

Children will be readmitted to school after *AT LEAST* 24 hours of being free of fever and other symptoms. If they are not symptom-free, a physician's note will be required stating that the child is not contagious.

In cases of certain communicable diseases, Community Preschool is required to file a report with the Department of Health within 24 hours so that control measures can be used. Parents and staff are reminded to notify Community Preschool within 24 hours if a child or family member has developed a known or suspected communicable disease. An email will be sent out with a notification that your child may have been exposed to this illness. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition, or religious reasons), he/she will be excluded from the school during an outbreak of a vaccine-preventable illness as directed by the state health department.

In case of an emergency, the hall aides will take over the class so that the teacher can keep your child with her and contact you, the parent.

MEDICATION ADMINISTRATION

The parent and physician must complete and sign a Request for Administration of Medication form (JFS 01217) whenever a parent wishes to have Community Preschool staff administer medication to their child. NOTE: Only physician-authorized medication (over-the-counter or prescription) will be administered in the classroom. After the parent has brought in the medication and the Request for Administration of Medication form, the director will meet with the parent and teaching staff to instruct them in administering the medication. No medication will be administered until the director has met with the teaching staff and parents. Many medications have side effects; therefore, it is helpful for staff to be aware of any medications your child may be taking at home. Staff will document when medication is administered. Medication will be placed away from children at all times.

All medication, medical foods, food supplements, vitamins, or modified diet must be accompanied by the doctor's instructions on the Medical/Physical Care Plan form (01236). This form shall be used for children with a condition or diagnosis that requires monitoring the child for symptoms that require the staff to take action. Staff will be trained on those procedures listed on the form.

All medicines need to be current (not expired) and have a non-expired original prescription label with the child's first and last name, name of prescription, name of health care provider, and appropriate dosage and directions on how to administer. All medication or medical food is logged by the trained staff member when administered. Each medication or medical food is documented on its log page.

Community Preschool does not have any school-age children, so no child is permitted to carry their medication or ointments. Written parental permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months. For all other topical products and lotions, the Community Preschool will ensure that the product is stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child. Parents must provide signed written permission to administer the topical product or

lotion. Staff will apply the non-prescription topical products and lotions according to the manufacturer's instructions. Community Preschool is not required to document non-prescription topical products.

PARENT RELATIONS

Community Preschool maintains an open-door policy in the facility. Unfortunately, due to safety concerns, parents/visitors are limited inside the facility. Parents/visitors will be allowed to pick up their child from the classroom at the end of the day.

Community Preschool does not discriminate in the enrollment of children because of race, color, religion, sex, or origin. Note that during the holidays, Christianity and other beliefs will be discussed.

Parent-teacher conferences will be held during the year. Conferences for the 3-year-olds are scheduled once during the spring. The 4-year-old and 5-year-old classes have conferences twice a year (fall/spring). Community Preschool conducts informal assessments of your child's development by the Early Learning Development Standards as prescribed by ODE. Formal assessments are not conducted by Community Preschool, so the assessment data is not sent to ODJFS. Conferences allow the teachers and parents to exchange information about the child so that the child can develop to his/her potential, both at home and at school. If you, as a parent, feel a conference is needed before the scheduled times, please do not hesitate to call and set up a meeting.

Every effort is made to keep the line of communication open between the preschool personnel and the families we serve. Please check your emails, texts, school website (www.communitypreschoolkids.com), and Facebook for important information.

Each month, newsletters and calendars are distributed to each class member. These inform you of the topics and concepts that will be covered during the month, as well as requests for items that may be needed for upcoming projects. Please read these newsletters/calendars and post them in a prominent place in your home for easy reference.

Parents may become more involved with Community Preschool by volunteering to share their talents and careers when the children discuss units on community helpers and job choices. Parents are also asked at Parent Orientation to sign up to help coordinate one of the holiday parties that we have during the year. The holiday parties are Halloween, Winter, Valentine's Day, and Spring.

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

1. Child's teacher
2. Director
3. Ombudsman

Community Preschool has parent ombudsmen who will serve as mediators in the case of any grievances or conflicts that may arise. If you do not feel comfortable approaching the teacher or director, contact the ombudsmen. Names and phone numbers will be given at orientation.

ORIENTATION

Parent Orientation is held in August at the preschool in Christ Presbyterian Church. This is to inform all parents of our procedures and to answer all questions. All forms that were given to you with your handbook must be completed and returned at this time. These forms are very important; they are reviewed by the licensing specialist for completeness. At least one parent must attend this meeting. Car pools can be discussed and arranged that day. A reminder will be sent to you in mid-August.

A CHILD'S SPECIAL DAYS

Children enjoy having special days. Each month, your child will be assigned a special day (or days, depending on how many days they are enrolled). The special day means they will have special "jobs" to do. On your child's special day, you are to provide a simple, healthy snack and 100% juice, milk, or water for the class.

ADJUSTMENT TO SCHOOL

Preschool is a new adventure for both the child and the parent. As with any new experience, an adjustment period will be necessary to become comfortable with the new environment. Some children will be able to separate from their parents with no difficulty, while others will experience some difficulty and cling to their parents. It may be a slower separation process, but each child will adjust at his/her own pace. It is also good to know that most children settle down as soon as a parent is out of sight.

If your child is shy and still has problems separating, they may not initially participate in a group situation. They may be a quiet observer for a while until they feel comfortable with his/her new environment. As a child becomes more comfortable and trusting at school, they will become more verbal about school at home.

Remember, you have been their whole world until now. Each day before they come to school, let them know that you will be picking them up later and that you will be there for them. Tell them to have fun at school. If necessary, send a kiss with them to school on a Kleenex in their pocket, so they can carry your love with them. A security item may be brought to school in your child's backpack for occasional hugs if needed.

ATTENDANCE/ABSENCE

Your child must attend school regularly. Not only does it build good habits, but it also allows your child to participate in all activities on a routine basis. On school days, remember to always plan for more time needed for preparation. If your child is rushed, they may become irritable and tense, so allow enough time for your child to dress and eat at a comfortable pace. You know your child the best when it comes to how long it takes them to ease into things and complete tasks. Please adjust and plan accordingly.

It is important to have your child at school promptly for the class starting time. This allows them to be greeted with the rest of the class. If they are late, they may feel like an outsider and rushed, having missed out on opening circle time. Please be prompt when it is time to pick up your child after school. A child tends to be frightened if they are the only ones left after their classmates have all been picked up. Please call the school if you will be delayed because of an emergency. The teacher can be proactive and inform your child that you are on the way.

Please call the school as soon as possible on the day of absence. If we do not receive a call, and your child does not arrive at school at their scheduled time, one of our staff members will call to check on the status of your child.

TRANSPORTATION

Each parent is responsible for their child's transportation to and from school. If your child will be carpooling, going home with a friend, or being picked up by someone other than the parent, their names must be included on the Child Release form. A copy of this form will be included in the teacher's binder. Our staff will ask an unknown individual to provide some form of picture identification. Please do not take any of this personally or be offended; the safety of your children when in our care is our utmost priority.

Community Preschool does not provide transportation of any type. Any arrangements made for transportation will be the responsibility of the parents/guardians.

CLOTHING

At school, children work with art media that are usually not offered at home. To ensure that your child thoroughly enjoys these activities, please dress them in play clothes so they don't have to worry about ruining their good clothes. Paint shirts are provided, but sometimes paint still gets on clothes. All efforts are made to use washable paints, but some stains are stubborn. Please remember this when dressing your child for school. Label all articles of clothing with your child's name, especially when we get to winter attire.

When selecting clothing and outerwear for your child, select clothes that they can put on and take off by themselves with little or no assistance. A child can get frustrated if they are unable to put on their attire by themselves, while their peers can do so independently. Assistance can and will be given, but our goals are for self-sufficiency and learning independence in all aspects of their development.

The children will frequently go outside as the weather permits. Please dress your child in shoes that have closed toes and heels to avoid getting the pea gravel and sand next to their skin and in their shoes. Please know that we will go outside whenever the weather permits. Please keep this in mind even in the winter (warm coats and boots, and mittens in winter, rain gear on rainy days, etc.) If your child is unprepared, the entire class must remain indoors for the day, since we do outdoor activities as one class and do not have enough staff to supervise a child who must stay behind because they are unprepared. Children will *NOT* go outside if the temperature is 25° or below or if there are single-digit wind chill factors.

PROMOTIONS

At the end of the 3-year-old school year, the children and their families will have a family reception with entertainment provided by the children as a celebration of their completion of the 3-year-old curriculum. This is the official procedure for moving up to the 4-year-old class.

The 4-year-old and 5-year-old classes conclude their year with a promotion ceremony marking their completion of the 4-year-old and 5-year-old curricula. The majority of the children will enter kindergarten in a local school district next school year. This concludes their enrollment at Community Preschool. Children in need of an extra year to mature will enter the 5-year-old class with the agreement of the parents and school personnel.

NAP TIME

Community Preschool is a part-time childcare center, so a nap is not a requirement. However, if a child appears tired, a staff member may offer to contact the parent to pick the child up from the center.

SMOKING POLICY

We desire that the environment around the children be as safe and healthy as possible. Therefore, Community Preschool is a smoke-free school. Parents, staff, and visitors are asked to comply with this request.

2025-2026 Calendar

AUGUST 25'							25
S	M	T	W	TH	F	S	Form Drop-Off (10AM-1PM)
					1	2	26
3	4	5	6	7	8	9	Form Drop-Off (10AM-1PM)
10	11	12	13	14	15	16	27
17	18	19	20	21	22	23	Form Drop-Off (10AM-1PM)
24	25	26	27	28	29	30	28
31							Meet the Teacher Ice Cream Social & Orientation

JANUARY 26'							1-5
S	M	T	W	TH	F	S	Winter Break
				1	2	3	6
4	5	6	7	8	9	10	School Resumes (3's/4's/5's 3-Day/PM Classes)
11	12	13	14	15	16	17	8
18	19	20	21	22	23	24	School Resumes (AM 3's 2-Day)
25	26	27	28	29	30	31	19
							MLK Day No School

SEPTEMBER 25'							2
S	M	T	W	TH	F	S	First Day of School (5's/4's/3's 3-Day/PM Classes)
	1	2	3	4	5	6	4
7	8	9	10	11	12	13	First Day of School (AM 3's/2-Day)
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

FEBRUARY 26'							11
S	M	T	W	TH	F	S	Valentine's Party (AM 4's)
1	2	3	4	5	6	7	12
8	9	10	11	12	13	14	Valentine's Party (5's/4's 3's/PM Classes)
15	16	17	18	19	20	21	13
22	23	24	25	26	27	28	No School
							16
							President Day No School

OCTOBER 25'							10
S	M	T	W	TH	F	S	NEOEa Day No School
			1	2	3	4	15
5	6	7	8	9	10	11	4's/5's Picture Day
12	13	14	15	16	17	18	16
19	20	21	22	23	24	25	3's Picture Day
26	27	28	29	30	31		29
							Halloween Party (4's/3's 3-Day/Classes)
							30
							Halloween Party (5's/PM Classes)
							31
							Halloween Party (3's 2-Day)
							31
							Trunk or Treat (ALL Classes)

MARCH 26'							19
S	M	T	W	TH	F	S	Conferences (All Classes-No School)
1	2	3	4	5	6	7	20-29
8	9	10	11	12	13	14	Spring Break No School
15	16	17	18	19	20	21	30
22	23	24	25	26	27	28	School Resumes (5's/4's/3's 3-Day/PM Classes)
29	30	31					

NOVEMBER 25'							19
S	M	T	W	TH	F	S	4's/5's Conferences No School All Classes
						1	21
2	3	4	5	6	7	8	Friendsgiving (3's 2-Day)
9	10	11	12	13	14	15	25
16	17	18	19	20	21	22	Friendsgiving (5's/4's/3's 3-Day/PM Classes)
23	24	25	26	27	28	29	26-28
30							Thanksgiving Break

APRIL 26'							2
S	M	T	W	TH	F	S	School Resumes (3's 2-Day)
			1	2	3	4	3-6
5	6	7	8	9	10	11	Easter Break No School
12	13	14	15	16	17	18	TBA
19	20	21	22	23	24	25	Art Show/Donuts with Grown-up
26	27	28	29	30			

DECEMBER 25'							12
S	M	T	W	TH	F	S	Holiday Party(3's 2-Day)
	1	2	3	4	5	6	16
7	8	9	10	11	12	13	Holiday Party (5's/4's/3's 3-Day/PM Classes)
14	15	16	17	18	19	20	17
21	22	23	24	25	26	27	Winter Program (ALL Classes) *No School after program
28	29	30	31				18-31
							Winter Break No School

MAY 26'							TBA
S	M	T	W	TH	F	S	Field Day
					1	2	15
3	4	5	6	7	8	9	Promotion Day School (All 3's Classes) *No School after program
10	11	12	13	14	15	16	20
17	18	19	20	21	22	23	Graduation Program (5's/4's/PM Classes) *No School after program
24	25	26	27	28	29	30	
31							

SNOW/ CALAMITY DAYS:

Community Preschool will be closed when West Geauga Schools are closed due to inclement weather.

White: School Day

Blue: No School

Red: First Day Back

Yellow : Event