

Me and My Parent Handbook

2017-2018



Accepted 1/11/13
Updated 4/2/17

TABLE OF CONTENTS

Page 4

1. Preschool Name, Address and Phone Number
2. Philosophy
3. Licensure
4. Operating Schedule

Page 5

5. Daily Schedule
6. Snow or Other Preschool Cancellations
7. Party Information
8. Outdoor/ Indoor Play Policy

Page 6

9. Registration
10. Church Conduct Policy
11. Communication

Page 7

12. Child Guidance and Management Policy
13. Management of Illness

Page 8

14. Medical, Dental and General Emergency Plans

Page 9

15. Safety, Tornado and Fire Drills
16. School Pictures
17. Roster

Page 10

Center of Parent Information from the State of Ohio

Treehouse Preschool Program Information

Welcome to Treehouse Preschool! Thank you for allowing us to be involved in the growth and development of your child. This handbook contains information about our preschool program and it is important that you read it and keep it handy as a reference. Hopefully it will answer many of your questions. Before your child starts preschool, you will be asked to sign a form stating you have read this handbook in accordance with state licensing rule 5101:2-12-30(C).

1. Preschool Name, Address, Email, Website, Fax and Phone Number

Treehouse Preschool	330-630-0704 office
First Congregational Church	330-633-7010 fax
85 Heritage Dr. (PO Box 420)	wbrownfcc@sbcglobal.net
Tallmadge, OH 44278	www.treehousepreschool.com

2. Philosophy

Treehouse Preschool offers an age appropriate program for creative, emotional, social, cognitive and physical development of the preschool child. The program is planned so as to meet the needs and abilities of the individual child. Opportunities are provided to develop the child's visual, auditory, and large and small muscle motor skills and to improve communication skills by sharing experiences with formal and informal conversation/discussion. The daily activities help the child learn how to share ideas, thoughts, and materials as well as learn self-discipline and personal responsibilities. Treehouse Preschool seeks to stimulate creative and cognitive development through everyday exposure to a wide variety of art and play materials and curriculum.

3. Licensure

Treehouse Preschool is licensed by the state of Ohio Department of Jobs and Family Services. The facility and teachers are inspected annually and the license renewed biannually. Our current license can be found with the Licensing Rules for Child Care Centers in the copy room. We are licensed to serve 60 preschool children and 10 school age children at each session. Prior to the start of school each year, as required by our licensing, the Tallmadge Fire Marshal inspects our facility.

4. Operating Schedule

Tuesday's OR Wednesday's 9:30 – 11:00 AM

School begins mid-September and go through the first week of May. There are a minimum of 26 classes for MMP. We follow the same vacation schedule as Tallmadge City Schools observes.

5. Daily Schedule

9:30- 9:45	Welcome the students and have table toys out or free play
9:50- 10:05	Welcome circle, attendance, songs, finger play, theme of the day
10:05-10:25	Outside or group play in large muscle room
10:25-10:35	Activity time
10:35-10:40	Clean up and wash hands
10:40- 10:50	Snack
10:50-11:00	Clean up and closing circle with book, song and good-byes

6. Snow or Other Preschool Cancellations

Watch Channel 5 TV station for Treehouse Preschool closures due to inclement weather. If any other event should occur which causes the cancellation of preschool classes, an attempt will be made to notify the parents by phone.

7. Party Days

We have three parties during the school year: Fall Celebration, Christmas, and Valentine's Day. Parties consist of providing light refreshments, age appropriate games and/or craft and a small favor to take home. A story is a great back up if there is extra time. Please check for classmates' food allergies and plan the refreshments accordingly. Parents responsible for the party provide the refreshments, cups, napkins, plates, table cover and a small favor. Parents set up and clean up the party and are responsible for handling the party. Teachers will be present in the classroom during parties to assist. Like every other class day, siblings are **not** allowed to attend the party as this is a special time for the preschoolers.

8. Outdoor/Indoor Play Policy

Preschool has two playgrounds onsite that are age appropriate and in compliance with state regulations. Inspections of these playgrounds are done at least 4 times annually. Weather permitting (not snow, ice, rain, lightening, temperatures or wind chill below 45 degrees, high ozone levels); all classes utilize the playground. Be sure to dress your child appropriately; jackets, non-skid soled shoes, and play clothes. The preschool also has an indoor muscle room that is used if weather is not conducive to outdoor play. Please note it is very difficult for children to run in boots, open backed sandals and clogs, or platform shoes. **Adults: please do not wear any pointy healed shoes as it will damage our flooring.** Classroom teachers and parents will supervise children on the playground, muscle room or in the gym at all times.

9. Registration, Tuition/Fees and Payment Policies

A child is enrolled at Treehouse Preschool, providing there is space, after the preschool treasurer receives a \$50.00 nonrefundable registration fee, a copy of the child's birth certificate for new enrollees and the registration form. Tuition is \$315.00 per year and may be paid yearly, by semester or in nine monthly installments of \$35.00 per month. Payments are due to the teacher by the 1st of the month and a \$10.00 late fee will be charged if tuition is received after the 10th of the month. A \$15.00 charge will be assessed on NSF checks. Monthly payment envelopes will be provided. These may be brought to the preschool or mailed. If you (not at Treehouse Preschool's request) choose to change your child's class after July 15, a \$30 processing fee will be charged. You will be signing a Tuition Contract agreeing to these above stated conditions. The church's tax ID number is available upon request. Treehouse Preschool usually has a fall and a spring fund raiser for the purpose of raising monies to go into our Capital Improvement Fund. In the past, this money has made possible a new indoor playground and renovation of the old playground; new wall to wall closets, lighting, and ceiling fans in Room 207, 209 and 210; the purchase of new toy and book shelves; a laminator and Ellison machine; table and playtime toys. Treehouse Preschool is totally funded by tuitions and is a nonprofit organization. The fund raisers are completely optional and the parents do not have to participate.

10. Church Conduct Policy

In consideration of church employees, church members, and our use of the church building we ask that:

- 1) All children stay with their parent, caregiver, or carpool parent **AT ALL TIMES**. Running in the hallways and parking lot is not permitted as this is dangerous for everyone who uses the church. All rooms except the preschool classrooms are off limits to the preschoolers.
- 2) All parents park in regular designated parking spaces. Special parking for the minister, organist, and handicapped people are not to be used. Parking along the sidewalk is against the law as this is a fire lane. Siblings must not be left unattended in your car while dropping off or picking up your preschooler.
- 3) Children arrive at school no earlier than 9:25 AM. Responsible adults must stay with their child the entire time they are here at preschool. Our state license does not entitle us to have children under the age of 3 to be without a parent.

Treehouse Preschool is extremely fortunate to have this wonderful facility. All of us need to remember to treat the church building with the utmost respect.

11. Communication

A close relationship between home and preschool is important to enable the sharing of information about the development of the child as well as the experiences the child is participating in. To help shape this relationship, we will incorporate the following:

- 1) A "Meet the Teacher" Day for the parents and child before the start of preschool.
- 2) A Family Open House early in the preschool year.
- 3) A monthly calendar given to the parents by the teacher outlining the month's activities.
- 4) A monthly newsletter provided by the board for the parents with general preschool information.
- 5) Email and Phone calls are also used, please keep them current.

- 6) If problems arise with your child at school or at home, please feel free to talk with the teacher; the administrator, Wendy Brown, or any of the Treehouse Board Members. The administrator will have set times posted on all the school bulletin boards or you may contact her by phone, 330-414-0265. If you feel the problem is not resolved by any of these means, then you may contact Dr. John Schluep who is the church minister, a Certified Mediator and a Counseling Social Worker (license expired 2000) at 330-633-4931 or the Ohio Department of Jobs and Family Services at toll-free 1-866-635-3748, Option 2, Option 1, Option 1 or 1-330-438-0177 (Canton section office).

12. Child Guidance and Management Policy

The Treehouse Preschool teachers exercise a policy of positive discipline. When a child is exhibiting inappropriate behavior please give the teacher an opportunity to correct. If the teacher needs help from you, she will ask you to help in a particular manner. The behavior might be better corrected if the parent and child leave the room or maybe they just need to be closer to each other so the behavior can be stopped quickly. Please keep in mind that we need to keep the children safe. Since there are multiple parents in the classroom, keep an eye out for all the children. At the teacher and/or administrator's discretion, the child's parents may be asked remove the child from the class for the duration of the day. After repeated incidents, the child may be withdrawn from preschool. The safety and welfare of the children is of utmost importance to us. If tuition has been paid in full or for a semester, the remaining tuition will be refunded.

13. Management of Illness

We have teachers with current valid training in the management of communicable disease and they will observe each child as he enters class daily for common signs of communicable disease. If a child is suspected of having a communicable disease, he will not be allowed to attend school. The following symptoms of the parent or child require you to stay at home:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Diarrhea (three or more abnormally loose stools within a 24 hour period);
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
4. Difficult or rapid breathing;
5. Yellowish skin or eyes;
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
7. Untreated infected skin patches, unusual spots or rashes;
8. Unusually dark urine and/or gray or white stool;
9. Stiff neck with an elevated temperature;
10. Evidence of untreated lice, scabies, or other parasitic infestations;
11. Sore throat or difficulty in swallowing;
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

No medications or medical procedures are to be administered by anyone other than a parent. The current version of the communicable disease chart is posted on the inside doorway in Room 210 (Three Year Old classroom).

14. Medical, Dental and General Emergency Plans

The medical and dental emergency plans of Treehouse Preschool are posted in each classroom by the door. They include the following:

1. The preschool's name, address and phone number
2. A cordless phone (school) is located in every classroom and a corded phone (church) is located by the door in Room 207 as well as in the hallway by the muscle room.
3. The current emergency telephone numbers:
 - Tallmadge EMS 911 or 330-633-2181
 - Fire Department 911 or 330-633-2181
 - Children's Hospital Medical Center 330-543-3000
 - Poison Control Center 1-800-222-1222
 - Police Department 911 or 330-633-2181
 - Children's Services – 330-379-9094
4. Location of the following: Diagram of each location is in every classroom by door
 - First Aid Kit:
 - In marked closet in Room 209 (Four Year Old room)
 - In marked closet in Room 207 (Five Year Old room)
 - In marked closet in Room 210 (Three Year Old room)
 - On shelf behind the door in the Muscle room
 - Fire Extinguishers: 12 in building, those closest to preschool rooms
 - End of hallway by Room 206
 - End of hallway by Room 200 and in kitchen
 - End of hallway by Room 210
 - Hallway in the basement
 - Fire Alarm System: 10 in building, those closest to preschool rooms
 - Hallway connecting Room 207 with Room 209
 - In hallway by education wing doors
 - In hallway by main doors
 - End of gym by outside doors
 - Electrical Circuit Box: 5 circuit breaker panels, 1 main electric panel
 - Custodian's closet next to Room 208
 - Inside kitchen by hallway door
 - Main panel is located on lower level near boiler room
5. All teachers are trained in First Aid and CPR and a majority in Communicable Disease and Child Abuse.
6. Children's records which are located in file cabinet in each classroom must be on file **BEFORE THE CHILD STARTS PRESCHOOL** and include:
 - a. Physicians medical form – required to be submitted by the start of school, date of exam must be within the past 12 months and updated every 13 months
 - b. Child Enrollment and Health Information form
 - c. Family Information
 - d. Tuition Contract
 - e. Birth Certificate copy
 - f. Photograph/ Communication page

7. If evacuation is needed, Tallmadge Police and/or Fire Dept. will deploy us to a secure location
 - a. Our evacuation location is at Tallmadge Community Center on Community Dr. unless the police or fire department deems another location is better.
 - b. Phone service will be provided for us.
8. In case of medical emergency we will call 911 for Tallmadge EMS - Teachers will not transport children in their own vehicles in an emergency situation
9. An incident/injury report will be completed and given to the person when they pick up the child if any of the following occur: an illness, accident or injury which requires first aid treatment; a bump or blow to the head; or an unexpected event which jeopardizes the safety of children or the teachers. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.
10. The dental first aid chart is located on the wall in each classroom and either fresh 2% milk will be in the kitchen refrigerator.
11. A fire and weather alert evacuation plan is located in each classroom by the door. Fire drills are practiced monthly weather permitting and the dates and times are posted on a chart in the office. A tornado drill is practiced each spring in late March or early April and also sometimes in September with the date posted on the fire drill chart.

15. School Safety, Tornado and Fire Drills

We are required to run 3 safety drills a year; these are in case of an intruder or a bomb threat while in school. We have a discussion with the children that we have to be safe and sometimes there are people who aren't supposed to be here. We also run fire drills monthly and tornado drills a few times a year as well.

16. School Pictures

School pictures will be taken the beginning of October. The pictures are reasonably priced and will be back in time for Christmas giving. You are under no obligation to purchase pictures. We ask that your child be present for pictures as Treehouse receives wallet size photos of each child that are used in class projects throughout the year. We also occasionally do spring pictures as well.

17. Roster

Each parent/guardian who signs the Parent Roster on the Child Enrollment and Health Information form will have their name, email and phone number included on a roster for their child's class. The roster, with no child's name, will be upon request. The roster is to be used only for preschool related business and is for the purpose of facilitating parent communication.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

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

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>

