

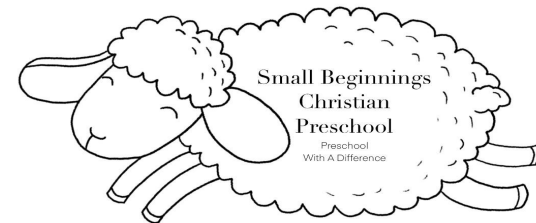
SMALL BEGINNINGS CHRISTIAN PRESCHOOL  
MAUMEE UNITED METHODIST CHURCH  
405 SACKET STREET  
MAUMEE, OHIO 43537

# Small Beginnings Christian Preschool

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## 2019-2020 Parent Handbook

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Director: Valerie Scheffert

Maumee United Methodist Church  
405 Sackett Street  
Maumee, Ohio 43537  
419-893-8773

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# FUNDRAISING

## Small Beginnings Christian Preschool Fundraising Procedure

### *Why do we fundraise?*

To try to keep tuition costs competitive and to provide additional enrichment opportunities that enhance preschool learning. Examples include but are not limited to: reading materials, class projects, outside speakers, toys, equipment and furnishings.

### *Spending of Fundraising Money*

As funds become available, the director consults with SBCP staff and preschool board. Selections will be made from a prioritized list.

### *Chain of Command*

**Coordinator:** Schedules all fundraisers through preschool director, board and MUMC Finance Committee, and church calendar. Will assist in obtaining volunteers to head the different scheduled activities. Meets with the activity volunteers prior to the scheduled fundraiser to see if any additional needs exist. Reports to preschool director.

**Activity Volunteer:** Will lead specific fundraiser. This may include obtaining additional volunteers, making phone calls, speaking with fundraising company, and handling money and receipts. Reports to the coordinator. All monies are turned into the director for deposit.

# FUNDRAISING

## Maumee United Methodist Church Fundraising Policy

- The finance committee will verify that all fundraisers meet the prescribed guidelines.
- No fundraiser should detract from the mission of the church
- The finance committee should be notified at least 30 days in advance of any fundraiser.
- A calendar will be updated and kept in the church office.
- If several fundraisers are requested at one time, the finance committee will limit or reschedule depending on the type, size and length of the fundraisers.
- No duplication of a fundraiser should be held in a reasonable timeframe (i.e. multiple groups selling pizza).
- A fundraiser should not include a raffle or games of chance.
- There shall be no sale of alcoholic beverages at a fundraiser.
- Fundraisers to assist a specific individual or family should not be sponsored by the church unless through an approved mission project.
- Signs promoting fundraisers should be posted in designated areas. Signs should not be posted in entry areas.

# SMALL BEGINNINGS CHRISTIAN PRESCHOOL

## Welcome!!

You are a part of our preschool family. We look forward to working with you and your child in the coming school year.

Please read all of the policy and procedure information in this parent contract/handbook carefully. If you have any questions, do not hesitate to call or e-mail.

Once again.....WELCOME!!



## STAFF

### Staff

Director: Valerie Scheffert  
 Secretary: Courtney Raney  
 Orange Room: Holly Thompson  
 Blue Room: Amy Thome, Marge Sudheimer, Stephanie Vaughn  
 Green Room: Heidi Pasquinelli, Cindy Thome

### MUMC Staff

Rev. Russ Tichenor — Lead Pastor  
 Rev. Joanie Schilling—Associate Pastor  
 Rachel Barkholz— Director of Adult Ministries  
 Dave Steel—Business Manager  
 Carol Hinde—Coordinator of Lay Ministries and Hospitality  
 Danielle Sillery—Church Secretary  
 Maddie Harris — Church Secretary  
 Kathi Sweeney—Organist  
 Jerry Kidd—Choir Director  
 Bethany Coutts — Director of Children’s Ministries  
 Zaq Phillips —Director of Youth Ministries  
 Kerry Clark—Director of Contemporary Music

### **Preschool Board**

Preschool Director—Valerie Scheffert

Chair—Roger Zimmerman thru 6/30/20

Thru 6/30/20 — TBD

Thru 6/30/21 — Jill Clapper, Vicki Hoag  
 Parent Rep, Jessica Cooper

## ACTIVITIES

### **Kroger Community Rewards; Visit**

[www.krogercommunityrewards.com](http://www.krogercommunityrewards.com), click on OHIO and click on ENROLL. Participants must re-enroll every April, even if you supported us through this program in the past. Our # is JK843.

**Artwork Fundraiser:** These are hand/footprint creations made by your child. This artwork can be placed on mugs, shirts, magnets, aprons, mouse pads etc.... And purchased from Original Works.

Small Beginnings receives a percentage of the profits. Parent volunteers assist with the painting.

**Scholastic Book Orders:** we set out on the table by the office, book order forms each month. This is a voluntary program. Small Beginnings receives points for each student book purchased. Points are redeemed for free classroom books and materials.

### **Marco’s Pizza Nights Little Caesars Pizza Kit Fundraiser**

### **SaveAround Toledo Book Fundraiser**

### **Scholastic Book Fairs**

### **Bake Sale**

**Walk-A-Thon;** A fun preschool morning with an obstacle course for the children.

## Church Use/Activities;

Bible classes/studies take place many mornings during the week.

Many meetings take place during mornings during the week.

A PALS & a GALS group work in the building on Thursday mornings throughout the year. They help us with upkeep and maintenance and special projects too.

There is a group called TRIAD that meets at MUMC. The goal of Triad’s adult day service program is to establish a nurturing and supportive environment for individuals with developmental disabilities. They will explore both enrichment as well as employment opportunities, in collaboration with members of Maumee United Methodist Church. Triad is also used to provide the opportunity for integration and inclusion through volunteer opportunities within the church and surrounding community. We will, on occasion, invite them to participate in activities with us (fall fun day, music/gym time).

## ACTIVITIES

**VIP—Very Important Preschooler:** Each week one child in each class will be the VIP. On the weekend before the special week, your child will take home a journal and stuffed animal friend. Please write a note about your weekend adventures with our bear friend! Send the animal and journal back to preschool on Monday or Tuesday with two photographs, special treat & a favorite book. (You will get more specifics on this when your child is VIP). During their week, we will share the journal stories, your child's name and picture will be displayed, we will learn about their favorite things, they will have a special chair and be a special classroom helper to name a few things. What a neat way to get to know so many new friends!

**Fall Fun Days:** Children will come to school with their costumes on. Parents may gather in the gym as all classes will parade through there. Parent volunteers then host individual tables. Each table/area has a fall themed craft/project or game. We have as many tables/areas as we have volunteers. The children are broken up into groups to visit each table/area. We also use extra volunteers as tour guides to direct the children to each area. After the children have visited each area, they will break up into their individual classrooms to finish the day with calendar, snack and whatever else there may be time for! Parents are welcome to stay.

**Show & Share:** This is a special time set aside for sharing about an item the child brings in. During any given month, your 3 year old child will bring home a labeled bag. Please send the bag with the specific item inside, back for discussion. Please no extra toys, violent/fighting type objects or anything irreplaceable. Special letter & number days for show & share are listed on your monthly 4 year old calendar.

**Brown Bag Lunch:** A special time that parents and students can eat lunch with their teacher. They are held at 11:00am. Parents provide lunch for their child(ren) and themselves. Watch our calendar for dates.

**Christmas Program:** This is held in December on the last days before Christmas vacation at 11:00am in the sanctuary. Parents & relatives are invited to attend this special program.

**Graduation:** This is held in the morning of the last day of school at 11am in the sanctuary. Family, friends & relatives can join us in celebrating our 4 year old and 5 year old graduating classes.

**Small Beginnings T-Shirts/Sweatshirts:** These are available for purchase. Order forms are near the hallway bulletin board. These are due at 11:30am on the first Thursday of each month.

## PHILOSOPHY/PURPOSE

### MISSION STATEMENT

The mission of the preschool at Maumee United Methodist Church is to cultivate and nurture the growth and development of children in the church and surrounding community through a Christian-oriented program.

### PHILOSOPHY AND GOALS

At Small Beginnings Christian Preschool, we believe we must nurture the whole child; spiritually, emotionally, physically, socially and academically. We believe quality learning experiences foster the natural learning abilities of young children. We believe it is our responsibility to support the family in their role as the primary educators of their children.

We are committed to carrying out our educational philosophy by the following goals:

- Sharing the gospel message with each child and helping each child feel good about being a part of God's family.
- Helping each child develop a sense of security, confidence and self-esteem and learn to treat others with respect and kindness.
- Providing a safe, healthy and supportive environment that will cultivate and encourage each child's curiosity and creativity.
- Providing a curriculum which focuses on developmentally appropriate experiences and aids in the child's transition from home to formal school.

### PURPOSE

The children receive a blend of secular and spiritual training in our preschool that provides an outstanding opportunity for them to begin the process of learning and developing social consciousness in a Christian way.

We include helping each child develop Christian habits as part of our goal. They learn to get along with others, solve problems, learn and play with a group, share with others, assume small responsibilities, and generally make a more pleasant transition from home to school.

We hope that each child will learn to appreciate the wonders of God's creation and His great love in sending Jesus Christ as our Savior, to speak to God in prayer and to live a Christian life.

It is our hope too, that the home and the preschool, working together, may stimulate interest and develop skills for your child. Our mutual purpose is to help your child.

# SCHOOL CALENDAR

## 2019-2020 CALENDAR

September 3	5:30-7pm; Ice Cream Social, Open House
September 4 (4s, 5s)	9am; Orientation and Parent Meeting
September 5 (3s)	9am; Orientation and Parent Meeting
September 5 (5s)	First Full Day of School
September 6 (4s)	First Full Day of School
September 10 (3s)	First Full Day of School
<b>September 12</b>	<b>Marco's Pizza Day; Golden Gate Plaza</b>
September 25 & 26	9am School Pictures
September 19 (3s)	11:00a.m. Brown Bag Lunch in the classes
September 20 (4s,5s)	11:00a.m. Brown Bag Lunch in the classes
October 7	No Preschool
October 17 (3s)	10am Field Trip to Steven's Gardens
October 18 (4s)	10am Field Trip to Pumpkin Peddler
October 18 (5s)	10am Field Trip to Country Lane Tree Farm
October 19	9am—4pm Craft Show, Family Life Center
October 24	Save Around Toledo Fundraiser begins
October 24 (3s, 4s, 5s)	9-11:40am Parent/Teacher Conferences
October 25 (3s, 4s)	9-11:40am Parent/Teacher Conferences
October 24-25	No Preschool for 3s, 4s, 5s
October 30 (4s)	Fall Fun Day (volunteers needed)
October 31 (3s,5s)	Fall Fun Day (volunteers needed)
November 5	NO PRESCHOOL
November 7	Save Around Toledo orders due
<b>November 14</b>	<b>Marco's Pizza Day; Golden Gate Plaza</b>
November 14 (3s)	PJ Day and Parade
November 15 (4s,5s)	PJ Day and Parade
November 14	Original Works Art Orders due
November 16	Save Around Orders due
November 25 (4s)	Thanksgiving Dinner Day
November 26 (3s/5s)	Thanksgiving Dinner Day
November 27-29	No Preschool – Thanksgiving Break

# PARENTAL INVOLVEMENT & VOLUNTEERS

We believe that strong parental interest and involvement are essential to our quality preschool program. Parents and caregivers are encouraged to participate in our preschool program.

If you have any special project ideas or talents as well as time or donated materials you would like to share, please notify the director so you can be scheduled.

If you are willing to assist the teachers with special days (holiday parties, cooking days, etc.), be sure to watch for sign-up sheets on the hallway bulletin board. If you are interested in assisting with daily preparation of projects cutting, etc, please check the clear mailbox outside the teachers office.

Various fundraising events take place during the year. All parents are strongly encouraged to help with these activities (baking, cashiers, set-up/take-down, projects with the children). Sign-up sheets for specific dates and activities will be posted.

Small Beginnings Christian Preschool is happy to post events/announcements from its families. All postings/announcements/papers home must be approved and initialed by the director and/or preschool board.

The parents, guardians or custodians of a child enrolled in the preschool shall be permitted unlimited access to the preschool during normal hours of operation. Please note your need to inform the church secretary, preschool secretary and the director of your presence as soon as you arrive.



## SNACKS & BIRTHDAYS

### Snacks

Our program's schedule includes a daily snack for each child. Parents take turns providing a nutritious snack and fruit juice or milk (which includes two foods from the four major food groups) that will be served on their assigned days throughout the school year. A basket will also go home with your child after class time on the day before their assigned day. Please note the number of children in your child's class and send a few extra as spills do occur. Please also note any allergies listed on the basket for your child's class. If you send individually packaged items, baggies of store or homemade snacks, please send in the ingredient list.

Small Beginnings Christian Preschool is not licensed to serve any food that is not provided by parents of the children enrolled. We may only provide a snack when the parents provide the food items. If a snack is forgotten, we cannot have a snack for that day.\*

Please send in all of the *same kind/flavor/decoration* to avoid hurt feelings if we run out of a favorite. For everyday snacks, we suggest nutritious foods such as fresh fruits or vegetables, cheese sticks and crackers, graham crackers, pretzels, Jell-O, pudding, applesauce, etc. and fruit juice (apple, orange, grape) or milk. Drink boxes/bags will not be served. **Please, no peanuts or food containing peanuts. Pop will not be served.**

A monthly calendar with the children's names is sent home so parents know when to send in snacks. Please check this calendar on a regular basis. If for some reason your child does not bring snack on his/her designated day (forgot, sick, etc.), please bring on the next day your child comes to school, a non-perishable snack that will be kept at the preschool as a back-up snack.

If your child has a food/drink allergy, we recommend sending a non-perishable food/drink that can be kept and used exclusively for your child at preschool.

- ODJFS Rule #22 states, in part,; Snacks must: have some nutritional value, contain at least one food from two of the four food groups; only 100% fruit or vegetable juice will meet fruit or vegetable requirements.

### Birthdays

Your child's birthday will be celebrated at school as close to their birthday as possible. A special snack may be sent in, such as cupcakes (if made with angel food cake mix), decorated cookies, ice cream, etc. Special plates, cups, and napkins may be sent in if desired.

Children with summer birthdays will be given an "un-birthday" snack day as close to their "half" birthday as possible.

## SCHOOL CALENDAR

December 18(4s,5s)	11 a.m. Christmas Programs in Sanctuary
December 19 (3s)	11 a.m. Christmas Program in Sanctuary
December 19 (5s)	Christmas Fun Day
December 20— Jan 3	No Preschool – Christmas Break
January 6	2020-2021 Enrollment begins; current families
January 6	Little Caesar's Pizza Sale begins
January 6 (4s, 5s)	Preschool Resumes
January 7 (3s)	Preschool Resumes
<b>January 9</b>	<b>Marco's Pizza Night; Golden Gate Plaza</b>
January 14	Little Caesar's Pizza Kit Orders due
January 20	No Preschool — Martin Luther King Jr. Day
<b>January 23</b>	<b>6-7:30pm Open House;</b> open community enrollment
January 29 (delivery)	Little Caesar's Pizza Kit
February 17-18	No Preschool – Presidents' Day
March 4-6	Scholastic Book Fair
<b>March 5</b>	<b>Marco's Pizza Day; Golden Gate Plaza</b>
March 6	No Preschool
March 6	6-7:30 p.m. Preschool Open House & Art Show
March 12 & 13	9am; School Pictures
April 6-13	No Preschool — Easter Break
April 14 (3s,5s)	Preschool Resumes
April 15 (4s)	Preschool Resumes
April 30 (3s)	Walk-a-thon/BakeSale
May 1 (4s, 5s)	Walk-a-thon/Bake Sale
<b>May 7</b>	<b>Marco's Pizza Night; Golden Gate Plaza</b>
May 13 (4s, 5s)	Last Day & 11am GRADUATION
May 14 (3s)	Last Day Fun Day!

**More information on events, newsletters and updated calendars can be found in your monthly newsletter and on our website:**

**[www.MySmallBeginnings.org](http://www.MySmallBeginnings.org)**

**Or e-mail us at:**

**[sbcppoffice@gmail.com](mailto:sbcppoffice@gmail.com), [sbcppdirector@gmail.com](mailto:sbcppdirector@gmail.com)**

## HOURS OF OPERATION

### Hours of Operation

- 3 Year Olds:** Tuesday, Thursday  
3 years old by Sept. 30th 9:00 a.m. - 11:30 a.m.
- 4 Year Olds:** Monday, Wednesday, Friday  
4 years old by Sept 30th 9:00 a.m. - 11:30 a.m.
- 5 Year Olds:** Monday thru Friday  
5 years old by Sept 30th 9:00a.m – 11:30 a.m.

Classes commence in September and conclude in May.

Days off and holiday schedules will coincide with those recognized by Maumee City Schools. Schedules are included /updated as needed, on the appropriate monthly calendar.

### Snow Days / Closings

School will be closed all day if Maumee City Schools **close or delay** in the morning. Information is disseminated as Maumee City Schools, on **television channels 11, 13, 24 and 36**. You may also call the church office. Small Beginnings Christian Preschool does not have added make-up days. Please be sure to sign up for REMIND. You will get an email or text alerting you to closings or other reminders and pertinent information.

### Illness or Absence from School

Please call the preschool phone line at 419-893-8773 anytime your child is absent for any reason and for any illness or communicable disease as well as when your child is expected to return. Thank you

## MISC.

### Show & Share

Show & Share is a special time set aside for sharing about an item the child brings in. Days are written on the calendar for our 5 year olds. During any given month, your three year old child may bring home a labeled bag. Please send the bag with the specific item inside, back for discussion. Please no extra toys, violent/ fighting type objects or anything irreplaceable. Letter & number days for show and share are listed on your 4 year old monthly calendar. A VIP bucket is also sent home for one child per week.

### Student Visitors

Please, no drop-in visitors. Notification and scheduling is required in order to sufficiently prepare and plan crafts, snacks, lessons and other activities accordingly.

Should a student in our class have a visitor at home who is approximately at the same age and level of development, the visitor may come to school with the student who is already enrolled. This will only be done if the director is given sufficient notice for planning and preparation. The visitor must have completed on file at school an enrollment application, emergency forms and immunizations/physical record.

Charges will be on a daily basis. This policy is contingent upon enrollment numbers in order to maintain appropriate staff/ student ratios.



# CLOTHING

## Clothing

There are several important considerations for your child's clothing. Fostering independence is important. Clothing should be manageable for your child to handle on his or her own. Their clothing should enable them to be independent in the bathroom.

All children should wear play clothes. We suggest that your child come dressed for play in sturdy, comfortable clothes. Many activities are "messy" and we do not want to stain or ruin any child's good clothing. **Children should wear only rubber-soled shoes or sneakers with socks/tights.**

Small Beginning Christian Preschool students may periodically go outside for walks/playing etc. unless outside conditions do not warrant this appropriate (rain, wind excessive cold—below 28°F, excessive heat—above 90°F) with the exception of fire drills. Please dress your children appropriately. We recommend layering clothing for classroom and outside comfort.

An extra set of clothes is kept at school for each child should an accident or spill occur. The extras should be sent in during the first week of school, and should include underwear, socks, shirt/sweater/sweatshirt and pants. If a child's shoes should become unwearable, the child will continue their day wearing only socks on their feet.

## Names

Your child's name must be on everything that comes to school: coats, boots, hats, extra clothes, school bags, etc. **Children will need to bring their Small Beginnings bag (provided) with them daily. Please use ONLY your SBCP bag. No other bags and backpacks will be permitted.**



# POLICY

## STATEMENT OF NON-DISCRIMINATION POLICY

Small Beginnings Christian Preschool admits students of any race, color, religion, sex or national or ethnic origin without discrimination to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

## ADMISSION POLICY

Small Beginnings Christian preschool admits students of any race, color, religion, sex, or national or ethnic origin.

## ENTRANCE REQUIREMENTS

Children enrolling for classes must be three, four or five by September 30<sup>th</sup>.

Children must be completely toilet trained to attend school.

## ACCEPTANCE POLICY

Small Beginnings Christian Preschool is an extension of Maumee United Methodist Church and welcomes members of the church as well as the community.

In accepting children for preschool, the applications are considered in the following order:

1. Children of members and prospective members of the congregation until January 22nd.
2. Children currently enrolled in the school until January 22nd.
3. Siblings of previously enrolled students until January 22nd.
4. Applications from the community after January 22nd. These are accepted in the order of their paid receipt.
5. Upon enrollment, on the first day of school, each child must have on file current health records, emergency transportation information and parent roster permission.

## INSURANCE

The preschool is included under the liability portion of the church's insurance policy.

# POLICY

## HEALTH RECORDS AND REQUIREMENTS

A medical form must be completed and on file by the time the child reports for the first day of school. All immunizations must be up to date and on file - Ohio State Law.

### REGISTRATION

There is a \$75.00 registration fee for the first child in any family attending preschool. There is a discounted registration fee for siblings enrolled in the same year. The registration fee covers the cost of administration and records. The registration fee must accompany the application for children to be considered registered. **The registration fee is not refundable if parents decide not to enroll their child.**

### CLASS ROSTER/ASSIGNMENT

A class roster will be provided to each preschool family if requested. Information includes: the child's name, birth date, parent(s) name(s) and address and phone number and e-mail address. Anyone desiring the preschool not to disseminate any particular information must indicate which on the child's enrollment application. The roster will not include the name, phone number or email of any parent, at their request. Each child's name and birth date will appear on the roster. Class rosters are occasionally shared with senior church staff members of Maumee United Methodist Church for the purpose of invitation to special events and MUMC functions. The class roster is available for parents to use as a mailing list for students for party invites, etc. Such invites are **not** permitted to be passed out via individual student mailboxes.

**Three and four year old preschool:** Class assignments are determined by matching as best as possible, temperaments, developmental, social and physical skill abilities. If your child is not with a "best friend" or favorite teacher/aide, please be aware that the daily schedule does allow for much of the time to be spent where the child chooses. Therefore, children will be able to spend time together. **Children will be allowed to switch classes (if space is available) ONLY after consultation with parents, teachers, the director, and preschool board have determined it to be an extreme case and emergency and is in the best interest of all parties involved.**

Parents are permitted to register their child to continue the next school year at SBCP beginning in January of the current school year. Parents acknowledge the transition to the next class level when completing the new registration form. Transition takes place with the beginning of the next school year. Children in the 3 year old program will remain in their current classroom unless otherwise arranged between parents and director.

### ADMINISTRATION

The policies and activities of Small Beginnings Christian Preschool are decided and controlled by the Preschool Board and are carried out by the director. The staff of Small Beginnings Christian Preschool are qualified and dedicated teachers. Small Beginnings Christian Preschool follows recommendations of the State of Ohio relative to preschools and day care centers in regards to ODJFS licensing requirements.

# FIELD TRIPS

Occasional field trips are scheduled into our itinerary. It is the policy of Small Beginnings Christian Preschool to have parents bring and stay with their own child to the field trip destination and/or arrange their own car pool if necessary or desired. Every child must have turned in a completed permission slip prior to the day of the trip so the staff knows how many students to plan for.

Field trip permission and information forms will be sent home before each trip. Written permission from a parent or guardian is required for all trips. *Please turn in any payments and the form together in an envelope by the date indicated.*

No field trip will be taken without

- Compliance with Ohio seat belt and pedestrian laws
- Access to a first aid kit
- Being accompanied by someone trained in first aid
- Identification tags being placed on each child which includes the preschool's name, address and telephone number
- Health Records and Emergency Transportation Authorizations for each child

Guidelines for Field Trips

- Please be on time!! Many times other groups are scheduled after ours. Many places will not wait for late arrivals and your child will miss the majority of the tour.
- **Please be sure you turn in permission forms even if your child will not be attending.**
- Please strongly consider carpooling, as parking is limited at some of our destinations.
- Please strongly consider leaving older/younger siblings at home if possible so field trips can be a special experience between you and your preschooler and their classmates.
- *Cash is required for payment for field trips.* Checks made out to "MUMC or SBCP" cannot be cashed in time to pay for field trips.
- If you have already paid for a field trip and then find you cannot go on the morning of the trip, please call the preschool office so:
  1. Your payment may possibly be reimbursed. Some of our destinations are requiring that a check be written for the total amount before they begin tours, making it nearly impossible to obtain a refund.
  2. Our field trip may begin on time, and we are not waiting for your child who is not coming.
- If there is inclement weather on the day of an outdoor field, you will receive a REMIND notification letting you know the plan for the day.

# CURRICULUM

## General Preschool & Kindergarten Readiness Curriculum

**Religion/Bible Time:** Students will come to know Jesus as their best friend. They will hear God's word and enjoy listening to stories from the Bible. They will see the many instances in which Jesus showed His love for people and will learn about forgiveness. Joy for Jesus, through prayer, praise and singing will be a part of each day.

**Language Arts:** An introduction to literature is a very important first step to reading. Therefore, students will be presented with literary selections daily. Letters and sounds will be presented in a fun and creative way. Through the use of rhymes, poems and finger plays, children will become aware of various speech sounds and intonation patterns.

**Handwriting:** Students will be given opportunities to practice the writing of capital and lowercase manuscript letters and numerals 1-10. They will be able to recognize and encouraged to write their names.

**Social Studies:** Children will come to understand that they are made by God to be special and unique individuals. The student will be able to identify basic economic needs of people (food, clothing, shelter). They will identify individuals who help them learn (family members, teachers, etc.). They will learn that everyone follows rules and is responsible for their own actions.

**Science:** Children will explore various aspects of the world around them. They will be able to describe phenomena in the environment by observing, identifying, classifying, and comparing natural objects. They will study the difference between living and non-living organisms and will learn about their own bodies as well as our solar system.

**Art:** Students will demonstrate inventive and imaginative expression through the use of a variety of art materials and tools. Art activities will include the study of basic color, line and shape: easel painting; watercolor painting; play dough; cutting and pasting craft projects, and simple print making.

**Music:** Children will produce and respond to music by imitating and singing songs, through body movement and playing of instruments (when available). Rhythm, tempo and volume will be explored using various methods. An appreciation for music will be fostered by introducing children to musical selections including classical and contemporary pieces. They will daily experience the joy of praising the Lord with song.

**Physical Education:** The children will participate in physical fitness development activities. They will develop coordination, creativity and endurance through participation in rhythmic activities. Gross motor, fine motor, and perceptual awareness will be developed through the use of simple games, group activities and simple gymnastic activities (creeping, crawling, rolling etc.). Sportsmanlike behavior will be encouraged at all times as well as safety awareness.

*More specific curriculum guidelines are posted in each classroom. These are always works in progress, as additions and subtractions are made as their importance and relevance is recognized. Each subject area can also be incorporated with others at the same time of study.*

# POLICY

## LICENSING

Small Beginnings Christian Preschool is licensed by the Ohio Department of Job and Family Services. A copy of the license is posted on the hallway bulletin board. The preschool is licensed to serve 4 toddlers, 64 preschoolers and 16 school-agers. The preschool will not exceed the limit of 80 students at any one time per session. The maximum number of children allowable by the state per teacher is 12 three-year olds and 14 four/five year olds. The maximum group size for any activity is 24 children per 2 teachers for three-year olds, and 28 children per 2 teachers for four/five year olds.

In order to accommodate those children who may be 2 1/2 years old up to the cut-off date of September 30, we would follow the state mandate of one teacher per 8 children, with the maximum group size of 3 teachers per 24 children.

The laws and rules governing child day care are available upon request at the preschool. The preschool's licensing record including but not limited to, compliance report forms from the department and evaluation forms from the Health, Building and Fire Departments are available upon request from the Department of Job and Family Services. Suspected violations of the rules governing child day care may be reported to the Department of Job and Family Services by calling toll-free 1-800-686-1572. **The director and/or teacher of the preschool are required by law to report their suspicions of child abuse or child neglect.**

### INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. (hallway; by the information bulletin board)

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 facility 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 (director and/or secretary) 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.

## POLICY

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 facility 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>

### CONCEALED WEAPONS POLICY

ORC Section 2923.1212 requires the following to be posted and distributed to all employees:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance (collection of guns) onto these premises.”

1. Handguns may be carried by an individual with a valid concealed handgun license and must be kept out of sight of the children.
2. Weapons may be carried by an active duty member of the US armed forces if also carrying valid military id and documentation of successful completion of firearms training that meets or exceeds training requirements described in division (G1)(1) of section 2923.125 ORC.
3. Weapons may be carried by a law enforcement official who can document that his or her jurisdiction requires ready and immediate access to the weapon.

### OPERATION POLICIES

The parents, guardians or custodians of a child enrolled in the preschool shall be permitted unlimited access to the preschool during normal hours of operation. Please note that you need to inform the director/secretary/teacher/aide of your presence as soon as you arrive.

Please inform us anytime your child is going to be absent for any reason and for any illness or communicable disease, as well as when your child is expected to return. You may reach the preschool directly by calling between 8:30a.m. and 8:50a.m. We may not be available to answer the phone then, or while school is in session, but instead provide voice mail. In the event of an extreme emergency, please call the church office at 893-8761 and your message will be relayed.

## PROGRAM & SCHEDULE

### Program

Instruction will include a multitude of group and individual activities such as Bible stories, readiness skills, craft/art projects, finger-plays, games, songs, large motor activity and thematic study.

### Areas of Study

Listed below are some of the things we will be working on during the coming school year. Naturally, each child will be guided as far as his/her skills and interest permit.

- Becoming familiar with a number of Bible stories, and their application to Christian living-sharing, friends, etc.
- Learn to listen; when spoken to; to stories told; to directions given
- Take responsibility (housekeeping duties, clean-up time)
- Have self-control
- Learn safety habits
- Take part in discussions
- Know his/her age/ Know left and right
- Put on outer clothing
- Know street address, phone number (cell #s)
- Rest quietly/ Be polite
- Take part in games/Do rhythms, interpret music
- Do handiwork (cut, glue, color, paint)
- Know the days of the week
- Recognize letters of the alphabet/ Learn number concepts to 10
- Matching, color identification
- Know opposites (winter/summer, fully/empty, up/down)



### Typical Daily Schedule

9:00 a.m. Circle/Papers/Show & Share/mailbox/calendar  
 9:30 a.m. Bible Time in Chapel/Church  
 9:45 a.m. Free Discovery Learning Time/Gym  
 10:35 a.m. Clean-Up Time  
 10:40 a.m. Bathroom Break/Snack  
 11:00 a.m. Lessons / Music / Gym  
 11:25 a.m. Look in bags/ get ready  
 11:30 a.m. Dismissal

## 24 COMMUNICABLE DISEASE POLICY

Preschool, they will be provided with a place to lie down and a blanket if desired. Parents, guardians, custodians or persons listed on the emergency form will be notified immediately and the child will be discharged only to them. Children will be re-admitted when they no longer show signs of the observed symptoms and has had no fever for at least 24 hours. Any child who has been absent due to a communicable or lengthy and serious illness must have a written release from the family physician prior to returning to preschool.

Please notify the preschool if your child contracts a contagious disease.

Parents will be notified of a child's possible exposure to a communicable disease or infectious rash verbally, in a letter and/or e-mail if practical, and a posted notice on the hallway bulletin board.

The preschool will allow mildly ill children (clear runny nose, sleepy etc.) to remain in class and will be observed for signs and symptoms or a worsening condition. Parents are asked to carefully consider their child's health and ability to participate before allowing them to come to preschool. A child who has been sent home due to an illness such as influenza, vomiting, fever, etc. may return to class when the parent feels certain the child's health is normal and/or after the child has taken prescription antibiotics from a doctor for at least 24 hours if applicable.

No medications, vitamins or special diets will be administered by staff members unless instructions to administer these items are written, signed and dated by a licensed physician and the parent, guardian or custodian on the form provided by the preschool for chronic condition. This includes the use of an inhaler, epi-pen etc. The director can refuse to dispense medications. No other medications will be administered at the preschool. If your child is taking medicine which must be given during preschool hours, we request that you keep the child home until the medication is completed.

If a teacher becomes ill while working or calls in ill, a substitute will be available. If no substitute is available, ODJFS ratios will apply.

In the event that the director or teacher cannot be present, as required by the Ohio Department of Job and Family Services, the preschool will close if the co-teacher has not yet completed the required courses of First Aid, Prevention of Infectious Disease and Child Abuse Recognition.

## TUITION/PAYMENTS

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### TUITION

Small Beginnings Christian Preschool is not operated for profit, nor is it in a position to sustain a loss. Expenses of operation must be met by tuition payments.

Tuition is payable by the year (1 payment), semester (2 payments), or monthly (9 payments). Monthly tuition will be accepted only through EFT, check or money order. NO CASH will be accepted. Tuition paid in one installment is due 8/15. Tuition paid in two semester installments is due 8/15 & 12/15. Tuition paid in monthly installments is due by the 15th of the month **preceding** the month for which it applies. **Your cancelled check is your receipt.** An additional **\$10.00 late charge** will be assessed if payment is not received by the end of class time on the 21st of the month preceding the month/semester for which it applies. Each offense thereafter will require an additional \$5.00 fee. For example: 2<sup>nd</sup> offense; \$15, 3<sup>rd</sup>; \$20, plus a phone call from a preschool board member, 4<sup>th</sup>; \$25 etc. **Letting a teacher or the director know verbally or in writing of the intention to pay tuition after the due date/late fee date, will NOT excuse the late payment fee.** Special circumstances will be taken to the preschool board or minister, depending on the situation. Tuition that is due during a break/vacation is due before the break/vacation starts. These payments may be post-dated for the due date, but **must be turned in** by the end of class time on the last day before the break/vacation to avoid any late fees. Mailed payments received during breaks/vacations must include the late fee. If tuition has not been paid by the 1st calendar day of the month, your child will not be permitted to attend class. An additional \$75.00 re-enrollment fee will also be assessed. No additional notice will be supplied.

Tuition for students enrolled in the four year old program which meets 3 days per week is \$1755.00 for the year or \$195.00 per month. Tuition for students enrolled in the three year old program which meets 2 days per week is \$1350.00 per year or \$150.00 per month. Tuition for students enrolled in the 5 year old program that meets 5 days per week is \$2025.00 for the year or \$225.00 per month. **All monthly tuition payments are determined as an average divided equally over the entire year and are not based on the number of days students attend per month. No refunds of payments made will be given.**

A \$25.00 penalty will be charged if a check is returned to us by the bank for insufficient funds. After receiving 2 insufficient funds checks, you will be required to pay by certified check or a money order.

In the event that parent(s) decide their child will no longer attend Small Beginnings Christian Preschool, it is understood that the parent(s) can obtain a release from tuition payments by giving Small Beginnings Christian Preschool **written** notice of that decision at least 2 weeks prior to the time the child will stop attending.

## TUITION/PAYMENTS

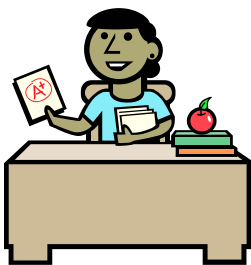
Emergency withdrawals will be handled on an individual basis after discussion with the Preschool Board.

There is a 10% discount on the tuition for the 2nd child enrolled from the same family enrolled in preschool at the same time.

The Tax id# for your tax purposes is 344479766.

### PAYMENT POLICY

Payments made for the registration fee, tuition payments, Scholastic book order payments and fundraising payments will be accepted in the form of check or money order only. Payments made for field trips or late pick-up fees will be accepted in the form of cash only. Please be prepared to have exact change available.



### DROP-OFF / PICK-UP SCHEDULE

**Please be sure to park in a marked parking spot. Please do not park along the sidewalk. Please be sure that your vehicle has been turned off, locked, and your keys are with you. \*\*Do not leave any child unattended in a vehicle.\*\* \*\*Please observe a 5 m.p.h. or less speed limit.\*\***

All students must be walked into the classroom by a responsible adult. This is defined by ODJFS rules as a person who is at least 16 years old. A note signed by a parent/guardian must be on file for anyone younger than 16 who will be walking a child into or out from Small Beginnings Christian Preschool. Be certain that at least one teacher is aware of the child's presence before leaving him/her. No child will be admitted into the classroom before 8:55a.m.

Please be sure that you arrive at preschool by 9a.m. when class begins.

## COMMUNICABLE DISEASE POLICY

Please inform us anytime your child is going to be absent for any reason and for any illness or communicable disease, as well as when your child is expected to return. If a family has not called and a child has not arrived, a phone call will be made to the child's place of residence to determine the whereabouts of the child who is absent but scheduled to be at the center. In the event of an extreme emergency, please call the church office at 419-893-8761, and your message will be relayed.

Ohio licensing standards prohibit children from attending preschool during times of contagious illness. Children will be observed each day upon arrival for illness symptoms and will not be admitted if they could infect others. The director/secretary/teacher/aide is required to complete the American Red Cross Common Childhood Illness course, which includes signs and symptoms of illness and hand-washing and disinfecting procedures. A registered nurse/approved trainer will be used to instruct on the procedures.

We will follow the Ohio Department of Health Communicable Disease chart, which is posted on the wall in room 109 for appropriate management of suspected illnesses. The following is a list of symptoms for which a child shall be discharged.

#### **Please do not send your child to school with any of the following:**

- Temperature of 100°F (auxiliary) or higher and/or in combination with any other signs of illness.
- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe coughing causing a 'whooping' sound or the child's face to become red or blue
- Difficult or rapid breathing
- Yellowish skin or eyes (possible signs of hepatitis)
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rash
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated head lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child with any of the above signs or symptoms of illness shall be immediately isolated from the other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director/secretary/teacher/aide and the parent of the child.

A child who shows any of the above symptoms before entering the preschool will be sent home. If these symptoms are observed after a child's arrival at

Should conditions occur within the building, which may be hazardous to the children (i.e. inside temperature below 65F, damage etc.), parents or other designated drivers will be notified to pick their children up immediately. The occurrence of threatening weather may also cause us to notify parents of an early dismissal. When weather becomes treacherous, do not hesitate to notify us and pick up your child early.

Field Trip safety issues and compliance are addressed later in this handbook.

An incident/injury report will be completed when an accident or injury occurs. A copy will be given to the parent or guardian on the day of the incident and also kept on file.

Spray aerosols shall not be used at any time when children are present at the preschool.

ODJFS approved staff/child ratio:

Five year olds—1:16 (not to exceed)

Four year olds—1:14 (not to exceed)

Three year olds— 1:12 (not to exceed)

SBCP Policy for staff/child ratio; — 1:10 (not to exceed)

Five year olds — 1:10, preferably 1:8

Four year olds — 1:10, preferably 1:7

Three year olds — 1:10, preferably 1:6

In most cases, classes will have 2 adults present at all times.  
The five year old class will have one adult present at all time.

Bathroom breaks during times other than those scheduled will allow for the ratio to follow the ODJFS approved staff/child ratio.

These ratios may be increased for field trips.

The outside door is locked at 9:10a.m. when class begins, so we may complete all of the planned activities for the day. Children arriving after this time miss all or parts of preschool activities (Bible Time, projects) and then need to complete them during playtime or *not at all*. The time between 9a.m. to 9:10a.m. is designed to reacclimatize your child to a different surrounding from that of home. It is especially important for the three year old children to have this time to re-adjust to each other during this time, and for the four and five year old children to do the same, and/or complete independent activities/projects.

It becomes quite disruptive for the children who are already settled to have the distraction of late arrivals during our activities. If you anticipate that you will arrive after 9:10a.m. please be aware that;

1.) you will need to use the portico door by the church office, entrance “B”, and 2.) class *HAS* started if the classroom door is closed. Please be advised that you will need to wait in the hallway with your child until the teachers open the door to indicate a transition of activity. At this time a teacher will quickly and quietly escort your child to hang their coat/bag, and join into the next activity.

Students shall be dismissed **promptly** at 11:30 a.m.

Be sure you are in the preschool building at 11:30a.m. to pick up your children. Should a parent arrive after this dismissal time, a late fee of \$1.00 per minute past such dismissal time will be collected by the teacher caring for your child at the time of pick-up. **This fee must be in cash and is due when you arrive.**

At this time, parents or designated drivers (who are at least 16 years of age) must come into the classroom to pick up their child. Children will be released to any parent, guardian, designated driver listed on their paperwork. Copies of legal documentation are required for any issues of custody/release/non-release, along with signed instructions by all parties involved. If your child is in a car pool, make sure the staff knows who your child is riding with and when.

**In the event that SBCP is unable to contact any person listed on the child’s paperwork, the Maumee City Police Department will be called. Our general guideline to start calling families that are not here at pick up time, is by 11:40am. Our policy to start charging families the late pick up fee is when no other parents are still here in the preschool, from the time of dismissal (11:30am). I do not like to institute this policy! However, it is to help the child so they do not become worried when they are the only child left at preschool. We do keep them busy helping us at the end of the day, but they clearly wonder who is coming for them. I thank you for your cooperation with this pick up timing policy.**

## DROP-OFF / PICK UP

Anytime someone other than a designated driver is to pick up your child, the teacher needs written permission from a parent or legal guardian. Every time a change is made, a new note must be turned in and signed.

***Phone calls cannot be used in place of a written note.***

No child will be released from school to anyone other than the parent and/or guardian/custodian, unless that person is named in writing on the designated driver or emergency transportation form. We will ask for identification from any person if we do not recognize them, even if they are listed on the form.

## GUIDANCE & MANAGEMENT POLICY

The director and/or teacher/aide shall be responsible for the discipline of each child. The center's methods of management apply to all employees of the center. We believe appropriate guidance and management techniques nurture socially acceptable behaviors in young children and at the same time preserve and enhance a child's self-concept. Preschool is an addition to the child's home life. Guidance and management in the classroom will be an extension of the discipline at home. A child who misbehaves will be corrected accordingly on an individual basis.

**Positive reinforcement** plays a large part in our guidance and management policy and encourages self-control, self-direction, self-esteem and cooperation among the children. Methods employed include **praising acceptable behavior, giving positive directives, offering alternatives** to the child, **redirecting** the child and **problem solving** with the child, **sitting with** and/or **holding a child** for a short period of time, such as in a protective hug, so that the child may regain self control.

**Clear, consistent and fair limits** to classroom behavior will be used with the children. **Guiding children to their own resolutions**, listening and patiently reminding children of classroom rules will be employed.

## SAFETY

### SAFETY

In order to ensure the safety of your child while in our care, no child shall be left alone or unsupervised at any time. The teacher/aide will be responsible for the child's safety while at school. The director/ secretary/teacher/aide will monitor the arrival of each child and check the attendance as they arrive and depart.

A working telephone is accessible within rooms 108, 109 and 111 at all times. Staff members carry walkie talkies and personal cell phones.

Fire drills will be held monthly at varying times and a record of these will be maintained at the preschool. In case of a fire emergency or weather alert, the director/teacher/aide is aware of the posted safety procedures as well as an evacuation route diagram in each classroom and will carry them out promptly.

Tornado drills and lock down drills will be held in accordance with local police and fire department regulations.

### **Fire and Electrical Box Shut Off Location**

#### **ELECTRICAL BOX LOCATION FOR SHUT-OFF**

**Rooms 103, 104, 105, 106, 107, 108, 109;**

Old West Hallway – hall to Benson Rm.

**Rooms 110, 111, 112;**

Electrical Room in Gym

**Rooms 113, 114, 115;**

South Hall – by basement door

**Kitchen;**

Benson Room

**Gym;**

Benson Room – Stage Closet



EMERGENCY PROCEDURE

In the event of a medical emergency or accident, the director/secretary/teacher/aide will administer first aid and every effort will be made to contact the parents or persons designated on the emergency form. If emergency treatment is needed, the City of Maumee rescue squad will be called and the necessary action will be taken according to the instructions on the child's Emergency Transportation Authorization form. Whether ill or injured, the child shall be isolated from the class until the authorized adult arrives to take the child home.

Small Beginnings Christian Preschool will follow the same procedures as the Maumee City School District in the event of a national, state, or city emergency.

Should a Local/State/National Threat Level Red be announced:

BEFORE SCHOOL HOURS: School will be closed

DURING SCHOOL HOURS: School will be secured (as it usually is) and class will continue until regular dismissal time unless otherwise directed. You will however, be permitted to pick your child up early, should you desire to do so. Should outside circumstances become too hazardous for travel, please be assured that your child will remain safely inside preschool with staff members present.

It is important for this reason also to:

Please be sure to turn in any updated medical information.

Please be sure to turn in any updated emergency contact information.

Please follow local television channels 11, 13, 24 & 36 as usual for any updated school closing/re-opening information.

Please be aware that Small Beginnings will follow the Maumee City School District decisions even though many of you are in other school districts.

As in the event of any type of emergency situation affecting our ability to be inside our building, such as fire, storm or other damage, Small Beginnings' first order of evacuation will have the children (weather permitting) in the field area behind the parking lot. Small Beginnings' secondary space for evacuation is at Gateway Middle School.

Please sign up for "Remind" for text and/or email alerts.

All children will be **corrected verbally** with loving kindness and explanation. Should this not rectify the situation within three warnings, the child's activities may be **redirected or restricted** such as the use of a cool-down (time-out) period that shall last no more than one minute per each year of the child's age.

Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.

The preschool's actual methods of guidance and management shall apply to all children on the premises. The following techniques shall not be used by any child care staff member or employee of a child care center as a means to control or discipline children;

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control

Prone restraint of a child is prohibited. Prone restraint is defined as all items of measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position. Prone restraint includes physical or mechanical restraint.

7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.

# GUIDANCE & MANAGEMENT POLICY

11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.

12. Punish children for failure to eat or sleep or for toileting accidents.

13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.

14. Punish an entire group of children due to the unacceptable behavior of one or a few.

15. Isolate or restrict children from any or all activities for an extended period of time.

If extreme guidance and management problems arise and the director/teacher/aide is unable to change the behavior, or if a child's behavior becomes a hindrance or danger to themselves or to others in the classroom on a continuing basis, a conference with the parents will be required. It is expected at this point, and throughout the situation that the parents will assist the staff in correcting the behavior.

*We reserve the right to remove a child from the program for extreme guidance and management problems or for demonstrating other intolerable behavior.*

Parents will complete at the beginning of the year, an ages and stages questionnaire that will be kept in the child's file. Staff will use this tool to determine baseline behavior as reported by the parents. Staff may also use the same document and/or a "SEED" document to assess behavior. If behavior is uncontrolled, staff may recommend a referral to the child's pediatrician or a specialist from Harbor Behavioral HealthCare.

\* ODJFS 5101:2-12-19

When children's behavior is unacceptable, the child care staff member shall not: Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control. Use of such will be documented for the child's record with regard to where, with whom, how, when, and why.

# COMMUNICATIONS

## COMMUNICATIONS

One group parent/teacher meeting will be held on the first day of school for each class.

Small Beginnings Christian Preschool will conduct one developmental assessment within the first 60 days of school. Parents will complete the Ages and Stages Questionnaire (ASQ) appropriate for their child's age group at the parent meeting. (due by 9/20/19)

One formal individual parent / teacher conferences will be scheduled during the year to discuss the child's behavior, progress, social and physical needs and any other pertinent matters. A student evaluation assessment form and the ASQ will be used as a guide for this conference. If it is determined that the child could be more successful with an intervention by another professional, a referral will be made at this time.

There will be no "grades". Evaluations are done towards the end of each semester.

A monthly newsletter and calendar will be sent home to provide additional communication between teachers and parents. It is recommended that parents/caregivers sign up for REMIND, to receive special notices and alerts as needed. A separate instruction page is provided by SBCP.

Please be sure that when you send cash field trips only), checks, notes or permission forms to school it is *in an envelope* with your child's name and the contents clearly marked on the outside. This will ensure that proper credit is given when bookkeeping is done. **A black mailbox is available for your use outside of room 108. Please place all incoming correspondence inside. Please utilize the mailbox instead of leaving items in the classrooms or in bags, so items are not lost or misplaced during the busy day inside the classrooms.**

Parents are always encouraged to communicate any pertinent information or problems to the director/secretary/teacher/aide either verbally or in writing. The staff will communicate all pertinent information regarding each child to their parent or caregiver. Parents are urged to arrange conferences with the director/teacher/aide to discuss any problem or need of their child or family. Please do not discuss your child in their presence.

The director/ teacher/aide is always available before or after class if you wish to share comments, suggestions or problems. However, please avoid asking complex questions, etc. at the beginning of school sessions or at dismissal. Please schedule a conference or call the preschool office when situations such as that arise. Emergencies are an exception. It is difficult and not recommended to talk in front of the child, children, and other parents.