



Parent Handbook

INDIAN RUN PRESCHOOL

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PARENT HANDBOOK

We are pleased that you have chosen Indian Run Preschool as your "partner" in the care and education of your child. Like you, we are interested in your child's total development. Our commitment is to provide your child with the best possible learning environment. The following information will help acquaint you with our procedures and policies.

STATEMENT OF PHILOSOPHY: Indian Run United Methodist Church Preschool is an outreach ministry of the Indian Run United Methodist Church (IRUMC). The school provides a Christian environment to nurture the intellectual, social, and spiritual growth of young children through a developmentally based curriculum. Indian Run Preschool makes a difference in the life of the student's families by exhibiting the values of the IRUMC, providing opportunities to join the church, and exposing preschool families to other church ministries. Indian Run Preschool ministers to its students through the actions, teachings and leadership of its teachers and staff. Children are encouraged to learn and explore at their own speed in areas that interest them.

HOURS OF OPERATION: Indian Run Preschool is open for three sessions a day from September to May. The AM session runs from 9:05am-11:35am, the Frog Plus session runs from 9:05am-1:05pm, and the PM session runs from 1:00pm-3:30pm. The number of days a child can attend varies by the age of the child and class choices made by parents. Please refer to our yearly student calendar for specific days that we are closed.

BUILDING ACCESS: All doors to the preschool and church are kept locked throughout the day. Access is limited to parents/guardians of children in care and authorized persons.

ENROLLMENT: Indian Run Preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, color, sex, or national origin. We reserve the right to deny a child admittance when his/her physical, social, emotional, or intellectual needs cannot be adequately served by our program. The Americans with Disabilities Act (ADA) prohibits a childcare center from discriminating against a child, parent, or employee based solely on his/her disability (such as denying admission into a child care program). The ADA requires childcare providers to make reasonable accommodations for all children.

REGISTRATION: Registration for the upcoming school year will be accepted in December for members of Indian Run United Methodist Church, currently enrolled children of Indian Run Preschool, and alumni families of Indian Run Preschool. Beginning in early-January, registration is open to the community. Registrations will be accepted into each round of the lottery and placed in classes. Once the lotteries have been completed registration will be processed in the order they are received until all classes are full. A child is considered enrolled in the center only after the registration fee and last month of tuition has been received, the administrator confirms placement in a class, and the registration packet has been completed. The following forms will need to be completed before a child can attend preschool:

- IRP Child Enrollment Form (all boxes completed including the Emergency Transportation Authorization),
If parents refuse to allow us to transport their child, the child will be unenrolled in the program.
- Family Information Form JFS 1511
- Immunization Record (must be updated every 13 months)
- Handbook Statement (sign last page and return to school)
- Medication packet (for children with a chronic medical condition) A medical form is required to be submitted before the child can attend the program. Complete Health Care Plan Documentation DCY 01236.
- Carpool/Pick Up Form
- Social Media Photo Release Form
- Automated Payment Processing Authorization Form for Procure
- Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

ADMISSION AGE AND POLICY FOR CLASS PLACEMENT: Children attending the 2-day class must be 3 years old by September 30th of the current school year. Children attending the 2-day young 4's class must be 4 by February 29th of the current school year. Children attending the 3-day class must be 4 by September 30th of the current school year. Children attending the Pre-K class must be 5 by May 31st of the current school year. Children attending Enrichment Classes need to meet the above age requirements and be enrolled in the primary class for the age group.

All children must be fully toilet trained to attend program. This includes not wearing a diaper or pull-up.

TOILET TRAINED: All students must be fully toilet trained; **diapers and or pull-ups are not permitted.** This means that your student can tell the teacher they need to use the restroom, is able to manage their clothing and toilet wiping needs, is able to flush toilet and wash hands. Our classrooms do not have a diapering area, and our license requires children attending to be toilet trained. Please allow your child to practice these skills at home, that way they are prepared and feel more confident at school.

LICENSING: Indian Run Preschool is licensed by the Ohio Department of Children and Youth (DCY). The center is required to provide to parent's information required by the Ohio Administrative code. The license is available upon request from the Preschool Director. The law and rules governing our operation are available in the preschool office. The licensing records, including compliance report forms and evaluation forms from the health, building and fire departments, are available upon request from the Ohio Department of Children and Youth. Their toll-free number is 1-866-635-3748. This number is available for use by any person who suspects a violation of rules at Indian Run Preschool. At the end of the handbook, you will find an attachment about licensing and other valuable information. Please take the time to read this information.

FEES:

1. **Registration:** A registration fee of \$100 (\$50 for each additional child in the family) will be due at the time of enrollment and with each subsequent enrollment. Also payable upon acceptance is the last month's tuition. This tuition deposit will be applied to your child's last month at the preschool. The registration fee will be used to purchase consumable materials and to defray printing costs. The registration fee and tuition deposit should be made by check payable to Indian Run Preschool. The tuition deposit is refundable when the Preschool is notified by July 15 of the current year that the child will not attend. **Registration fees are not refundable.** A **SUPPLY FEE** of \$40-1 day a week enrichment class, \$80-2 days a week, \$120-3 days a week, \$160- 4 days a week is due with the September tuition in lieu of fundraising. **Returned Checks:** There will be a \$15 charge for all returned checks in addition to any charges made by your bank. Cash or cashier's checks will be required as payment for a returned check. Your account may be put on a cash only basis after two returned checks.
2. **Tuition:** Fees for the school year will be billed monthly, due before the 10th working day of the month. Expenses are divided into nine monthly payments for your convenience. Full tuition is due for any periods including holidays. Staff receive these days as paid holidays. **Late fees will be assessed in the amount of \$10 on fees not paid by the tenth of the month.** All payments will be made through our Procure automated payment processing using a checking or savings account, or credit card.
3. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings, or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), ***emergency-related closings mandated by the state/local government/Franklin County Health Department, like a pandemic.***
4. **Late Pick Up Charges:** We realize there are occasional emergencies that may prevent you from picking up your child on time and therefore we would appreciate a phone call to advise us if you will be late. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. However, as the teachers need to prepare for afternoon classes, eat lunch, and/or return to their own families, parents will be charged after an initial late pickup. **Parents who pick up their children after the regular ending of a session (11:40am, 1:10pm, and 3:35pm) are charged a fee of \$1 for each minute you are late picking up your child from preschool.** Repeated failure to pick up your child on time may be grounds for dismissal from the program. We appreciate your cooperation.
5. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s), otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted if no notice is given).
6. The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure. You will need to unenroll your child from our program if you choose not to pay and don't want your child to attend preschool. We will apply your May tuition to your last month attending our school should you choose to unenroll from our program for any reason.
7. We will follow the State of Ohio, DCY and Franklin County Health Department for any closures of our business.

MEDICATION:

Medication will be given if you provide the medication in a container showing the child's name, the date, the physician's name, the instructions, and the need for refrigeration. A medicine authorization must be signed by a licensed physician and must be renewed with any new medication. The person administering the dosage will initial the authorization and indicate the time each dose was given. Procedures for giving a child medication will be followed based on the Health Care Plan Documentation DCY 01236.

If your child has food allergies or other severe allergies, you will be asked to sign a release form in addition to all the other required medical paperwork.

Children that require medication to be kept at school will need to complete the following documents:

- Health Care Plan Documentation DCY 01236 completed by parent/physician, and teacher(s) will be informed and trained.
- Sign the Indian Run Preschool Allergy Release

All children attending our program will have their medication kept in our Director's Office.

No children will be allowed to carry their own medication or ointments.

If your child needs to be excused from any normal activity, we must have the information in writing and signed by a licensed physician. Children are always supervised.

IMMUNIZATION OF CHILDREN: Children must be up to date on all Immunizations based on their age. Indian Run Preschool reserves the right to deny admission to, or terminate the enrollment of, any child who has not been immunized against all diseases appropriate for the age of child. If non-immunized children are permitted to enroll at Indian Run Preschool, they will not be able to attend school should an outbreak occur of any disease not immunized against. They will be permitted to return to school when the local health department determines there is no longer an outbreak of the disease.

SAFETY:**Parking Lot Procedures:**

INDIAN RUN PRESCHOOL DROP OFF/PICK UP POLICY: The goal of this policy is to increase child safety and to encourage cautious driving and parking, while fully being aware of children and adults walking to/from the preschool entrance. This policy should be read carefully to avoid confusion. All vehicles must enter the East Lot using the eastern drive (closest to the Brand Rd. roundabout) or the center drive, and exit using the western drive (nearest the preschool entrance). This will keep traffic flowing in one direction. Parking is available in the North Lot and East Lot.

CHILD DROP OFF: Vehicles are to enter the property using either the eastern drive or the center drive. Parents can park in either parking lot and proceed to the Preschool entrance (Door E). The parent/caregiver will walk the child all the way up to the door where they will be greeted by the director or a staff member. **NO children should walk to the front entrance unattended.** All vehicles exit the preschool parking area at the western drive (indicated on the site plan) to Brand Road. Use extreme caution when parking and walking your child into the preschool building.

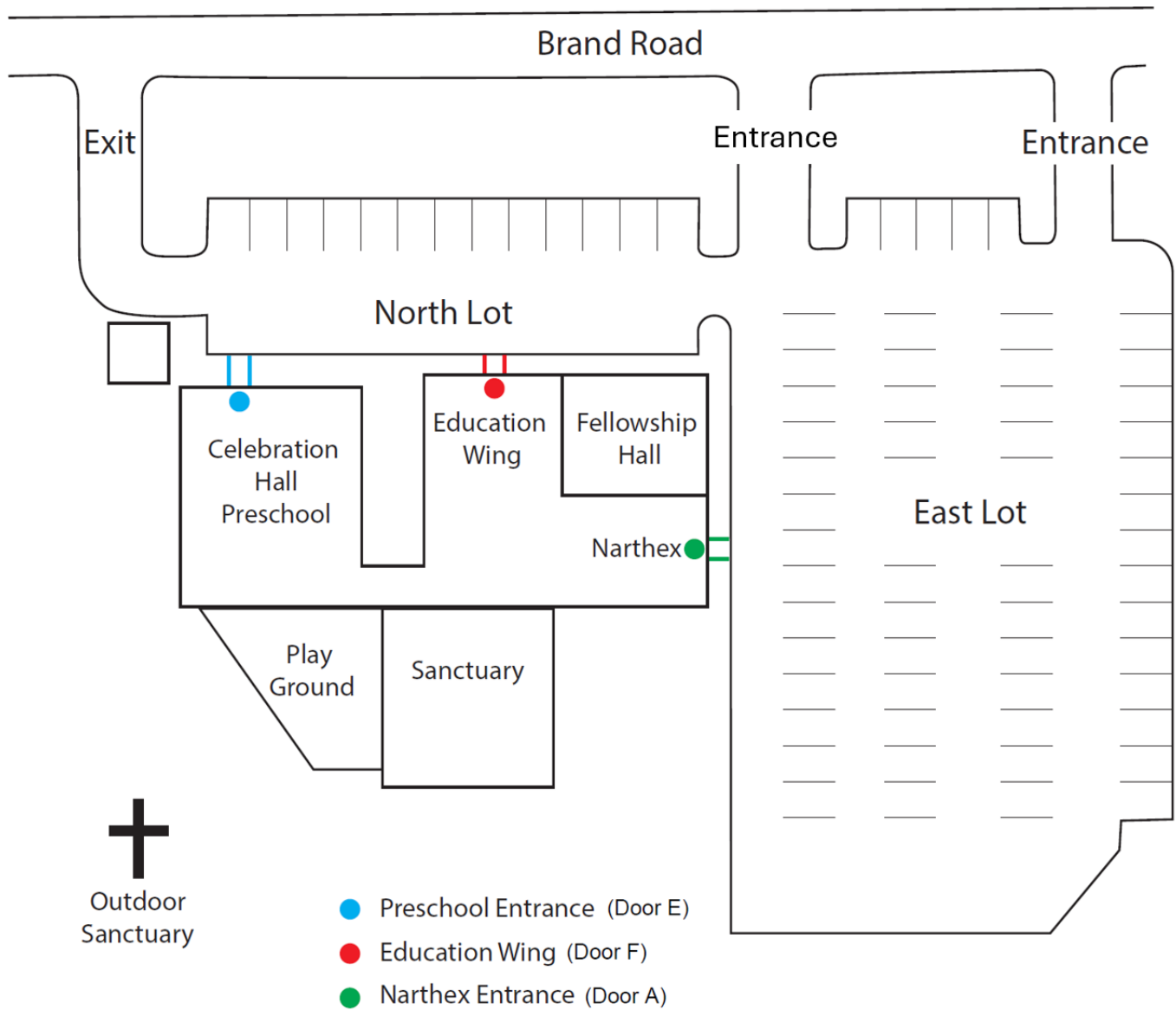
All children need to remain buckled into their car seats while on church property.

CHILD PICK UP: Parents will need to park and come into the preschool to pick up their children from each classroom. Teachers will release children to parents or authorized persons picking up the child. Children will not be permitted to exit the preschool doors without their parent/caregiver.

PLEASE USE EXTREME CAUTION IN OUR PARKING LOT. WE HAVE LOTS OF LITTLE ONES WALKING INTO AND OUT OF PRESCHOOL AND WE NEED TO KEEP EVERYONE SAFE!! No amount of time "saved" is worth any increase in risk to a child!

We, the Staff and Preschool Board of IRUMC Preschool appreciate your full support and cooperation.

PLEASE SEE MAP ON NEXT PAGE.



ARRIVAL AND DEPARTURE FROM PRESCHOOL:

ARRIVAL: Doors open at 9:00 am or 12:55 pm. Morning classes begin at 9:05 am and afternoon classes begin at 1:00 pm. Children will be greeted outside of preschool by the director and will walk into preschool on their own. Staff members will be there to guide/watch the children as they make their way to their classroom door and greeted by their teacher. The teachers have arrival activities to allow all children to arrive in the classroom before the learning portion of the day will begin. Please try to have your child to class on time. The drop off usually lasts for about ten minutes. All children will be greeted by their classroom teachers upon arrival. Once the drop off process is completed, we will lock the interior front door for the safety of all our children and staff. If you need to come to school during the period of the day when the doors are locked please call the office at 614-889-8862 or press the Ring doorbell and we will greet you at the door.

DISMISSAL: Morning session children will be dismissed at 11:35 am , Frog Plus will be dismissed at 1:05 pm, and afternoon session will be dismissed at 3:30 pm. Preschool doors will be unlocked at 11:30 am, 1:00 pm, and 3:25 pm for parents/caregivers to line up outside the classroom doors.

DISMISSAL TO PERSON OTHER THAN PARENT/GUARDIAN: The school must have on file written permission regarding persons with whom the child may be dismissed. Only persons listed on the form may remove the child from the premises; staff may ask for proper identification (driver's license). Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Custody papers (if applicable) must be on file to release the child to the authorized parent or guardian. For the occasional play date or release to others for schedule purposes please send a message in Procure, a written note to your child's teacher, or an email to the preschool office. The child will only be released to the parent, carpool driver or with written permission, to another named individual.

RELEASE OF A CHILD: Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

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

LATE PICK-UP POLICY: Please be prompt in picking up the children as it can be very traumatic to feel "abandoned" when you are late. Should you find, you will be late, please call the school so that we may reassure your child and those in the carpool.

TRANSITIONING: Our transitioning procedure takes place on the parent/child visit day. This open house style of visit is an opportunity for your child to meet his/her teachers and classmates. This time is used to become familiar with teachers, toys, bathrooms, and our playground. Beginning the first official day of school children will follow our arrival procedure.

ATTENDANCE: Teachers will keep daily attendance records of arrival and dismissal. We ask that parents inform the preschool when their child will be absent. We would appreciate a brief explanation of the absence. You may call us at 614-889-8862, email the preschool at sfouts@indianrun.org, or message your child's teachers in Procure. This information will be shared with your child's teacher and director.

CHILD STAFF RATIO: Three's: 14 Children and 2 Teachers
Young Four's: 14 Children and 2 Teachers
Four's: 15 Children and 2 Teachers
PreK: 16 Children and 2 Teachers or 9 Children and 1 teacher
Three's Enrichment: 7 Children and 1 Teacher
Young Four's Enrichment: 7 Children and 1 Teacher
Four's Enrichment: 12 Children and 2 Teachers
PreK Enrichment: 9 Children and 1 Teacher

The maximum group sizes are the same as the group sizes listed above. Ratios are always maintained in our classroom.

PROGRAM: The overall program at Indian Run Preschool is based on several fundamental beliefs about children:

The early years are ideal for learning.

- Learning is fun.
- Each child develops skills at an individual rate.
- Children learn best by doing.
- Quality programs have long term positive effects.
- Children who have a positive self-concept are better able to take advantage of the educational environment that is provided for them.

Indian Run Preschool's goal is to provide your child with the best and most current educational program. The well-rounded Christian curriculum program provides your child with experiences in social development, music, art, science, math, language arts, and small and large muscle development.

Each class will have a posted schedule and communicate through the Procare app—messages, activities, photos, etc. This information can be a good way to start a discussion with your child about what happened at school today.

DAILY SCHEDULE: The following is a sample preschool schedule; however, it may vary slightly due to the specific activities planned for the day, as well as assigned outdoor play time.

AM	DAILY SCHEDULE	PM
9:05- 10:00	Arrival (wash hands), free choice with art and learning stations (sensory motor, science, math, construction play), small group activities.	1:00 - 2:00
10:00 - 10:05	Clean-up	2:00 - 2:05
10:05 - 10:30	Circle time, weather, stories, songs, daily concept	2:05 - 2:30
10:30 - 11:00	Outdoor play, gross motor	2:30 - 3:00
11:00 - 11:15	Clean-up, bathroom break, wash hands, quiet activity	3:00 - 3:10
11:15 - 11:30	Story time, songs, finger play, manipulatives, shares	3:10 - 3:25
11:30 - 11:35	Dismissal	3:25 - 3:30

FROG PLUS

11:30 - 11:35	Bathroom break/wash hands
11:35 - 12:05	Lunch
12:05 - 12:35	Enrichment activity (science, literacy, games/math, bible story)
12:35 - 12:50	Large muscle activity
12:50-1:05	Closing circle/dismissal

DISCIPLINE: This applies to all parents and staff while at the Center. At Indian Run Preschool, discipline consists of positive reinforcement, re-direction, and time out. Time outs will be age appropriate in length and done within the classroom. The use of physical punishment is never permitted.

Guidance Policy Our staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. When children are treated with respect, they learn to respect the teachers and their friends. Our expectations will be developmentally appropriate for their age. Positive reinforcement and positive redirection will be used. Should a child's behavior cause harm to another child or teacher, the teacher will use developmentally appropriate techniques to keep the other children and the teacher from harm. These steps may include sitting with the child, talking with the child, or removing the child from the group. The child may be separated for a brief duration and taken to the Director's office. Should harmful or disruptive behaviors persist, the preschool staff will document incidents and work with the parents to attempt to meet the needs of the child and resolve the situation. Indian Run Preschool may decide to develop a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC. If this behavior plan does not demonstrate positive results, Indian Run Preschool reserves the right to disenroll the child.

Expulsion from Program: When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of Rule 5101:2-12-16 of the Administrative Code.

Allowable Discipline Techniques The following techniques or practices may be used by all childcare staff members and employees of a licensed childcare center to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

- Setting clear limits.
- Redirecting to an appropriate activity.
- Showing positive alternatives.
- Modeling the desired behavior.
- Reinforcing appropriate behavior.
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
- Separation from the situation, if used, shall last no more than one minute per year of the child's age and shall not be used with infants. 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.
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques The following techniques or practices shall not be used by any childcare staff member or employee of a licensed childcare center to control or discipline children:

- Abuse, endanger or neglect of children, including shaking a baby.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- 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 or 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.
- Place children in a locked room or confine children in any enclosed area.
- Humiliate, threaten, or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks and treats), beverages or water, rest, or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from any or all activities for an extended period.

(Taken from Appendix A Rule 5101:2-12-19)

LANGUAGE: The preschool is committed to providing a positive, respectful, and nurturing environment for all children, families, and staff. Children, parents, and staff are expected to use appropriate language at all times. Profanity, offensive language, threatening remarks, discriminatory comments, or disrespectful speech will not be permitted. Staff will model positive communication and encourage children to express their feelings and needs using kind and respectful words. When inappropriate language is used, it will be addressed in a developmentally appropriate manner and families may be notified if concerns persist. The preschool reserves the right to address repeated violations of this policy to maintain a safe and welcoming learning environment for everyone.

FIELD TRIPS: Indian Run Preschool will not take any field trips off the premises of Indian Run United Methodist Church. We will have a variety of visitors coming to visit the children at preschool. We will occasionally take walks around the property of IRUMC.

WATER ACTIVITIES AND SWIMMING: The children in our program will not participate in water play activities in bodies of water one or more feet in depth.

SNACKS: **We do not serve daily snacks at preschool.** We will occasionally do special cooking activities as part of our curriculum. And we will also have special events throughout the year where we will have a snack. If your child is free to eat these items, you will be given a permission slip to sign at the beginning of the year. If your child has an allergy, you will NOT sign this permission slip, rather you will be notified of ingredients each time we cook or have a special snack, and then will give permission in writing, or send in an alternative safe snack for your child. **Indian Run Preschool has a no nut or nut product policy throughout the building.** Please comply with this policy for the safety of children with allergies.

BIRTHDAY: At preschool, your child's birthday will be given special attention. We will honor them with a card/sticker or crown and sing Happy Birthday to the child. As part of this celebration, you are welcome to make a small donation to the class, such as a book, puzzle, game, or stickers/stamps for the classroom writing center. This is completely optional. **We will not allow food or goodie bag treats to be passed out at school!**

TREATS/GOODIE BAGS: Throughout the year, we will not allow treats or goodie bags to be passed out to classmates. Valentine's Day is the one exception to this policy.

SHARING: You will be notified by the classroom teacher when sharing time will be for your child and the types of "shares". Please refrain from sending toys, stuffed animals, or hats with your child at other times as they can become lost, broken, or a distraction. Please do not send toy guns or weapons of any kind. We will provide many stimulating activities and items to play with and explore.

DRESSING FOR PRESCHOOL: Your child's school clothes should be play clothes. They will take rough treatment. It also helps children develop independence if clothing is selected that can be easily managed independently. **All articles of outdoor clothing should be labeled. Tie or Velcro rubber soled shoes are a must. Slip-ons and slippery soled shoes are unsafe for running and climbing.** On days that outdoor play is not provided due to weather conditions, we will include a time for indoor gross motor activities. **If your child wears snow boots to school, please send shoes along as the boots become hot and are difficult to play in.**

OUTDOOR PLAY: We will plan outdoor play if the temperature is 40° to 90° and DRY, taking into consideration wind chill and heat index. Always dress your child for the weather with sunscreen, coats, mittens, and hats. On days that outdoor play is not provided due to weather conditions, we will include time for indoor gross motor activities. The teachers determine if it is dry enough to play outdoors; they may also take the class on a short walk around the church premises.

WEATHER: When Dublin City School closes for inclement weather our preschool will also be closed. In the event Dublin City School has a delayed start, the IRP morning session will be canceled. Our director can decide to cancel based on weather or building situations. Announcements will be made with a personal email to each family, and a message through our Procure App. Since we have enrollment from areas outside of Dublin, should you feel conditions are too hazardous for driving, please make your own judgement and you and your child's safety comes first. Scheduled days canceled due to unforeseen circumstances will not be made up for or compensated for.

TELEPHONE: Calls will be accepted before, during and after school. If we are out of the office, please leave a message on our voice mail at (614) 889-8862 and we will return your call as soon as possible. In case of emergency, call the church office at (614) 889-7728 and they will contact the director.

COMMUNICATION: Each child will need to bring a backpack that he/she can open and close easily and is large enough for notes and prized creations (at least a 9x12 space). Check their bag daily for important communications from the school. Teachers will message you information and post information on the Procure App. The teacher can send out information to the group or to individual families. When you message our staff, it is only going to your specific teacher. Keep in mind that the teachers do not have access to a computer during the school day.

As your partner in caring for your child, it is important that good communication exists between the home and the preschool. Please share with us information which will make us more sensitive to your child's needs. The teacher/director will keep you informed of any behavioral problems which may occur with your child at the preschool. Any child having trouble playing with other children or not able to cooperate with the teachers will be asked to come in for a consultation with the director with his parent(s). If the conflict is not resolvable, the child will be on probation with the possibility of expulsion from the program. If it becomes a situation that we at Indian Run Preschool feel we are not able to meet the needs of a child or affecting the need of the whole class, we reserve the right to unenroll a child from our program. We want to provide a situation that best meets the needs of all the children in the program. We will work with both child and parent to prevent such an occurrence. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. All conversations are handled discreetly to protect the privacy of the child. Rule 5101:2-12-19

CONFERENCES: In November, we will be off on election day, and will offer optional conferences with parents to discuss progress and adjustment to preschool. A second optional conference will take place in the spring. We will complete and send home assessments prior to these dates. The assessments are based on your child's development using the Ohio Early Learning Content Standards and our curriculum. These assessments are not reported to the Ohio Department of Children and Youth. Should questions or problems arise at any time, please feel free to contact the teacher or director for a conference.

PARENT PARTICIPATION Please see volunteer opportunities on our website. We also invite parents to join our fall event, Christmas program, and Art Show in the spring.

SOCIAL MEDIA: We will post memorable moments throughout the school year on our Indian Run Preschool Facebook and Instagram accounts. To protect the privacy and safety of children, families, and staff, the following guidelines apply to the use of Facebook and Instagram:

- Only authorized preschool staff may post on the preschool's official Facebook and Instagram accounts.
- Photos or videos of children may only be posted with written parent/guardian permission (Social Media Photo Release Form).
- Children's full names will not be used in social media posts.
- Staff may not post confidential information, photos, or videos of children, families, or coworkers on their personal Facebook or Instagram accounts.
- Parents and families are encouraged to respect the privacy of other children and families when sharing photos from preschool events.
- Any concerns regarding the preschool, staff, or policies should be directed to the Preschool Director rather than discussed on social media.

BREAST FEEDING: Can be done in any area of the church building that is determined suitable to the parent.

SAFETY POLICY: All reasonable precautions to ensure the safety and wellbeing of the children in the care of Indian Run Preschool will always be taken. A preschool staff member in charge of a child or group of children shall be responsible for their safety. No child will be left unsupervised, and no child will be released to anyone other than his/her parents or other so designated person(s). If an emergency arises, the parent must provide a written signed note giving the person permission to pick-up their child.

Supervision of our preschool students: At no time will a child be left unattended. Staff will always supervise the children. If a child becomes ill, he/she will be taken to the Indian Run Preschool office or made comfortable in a section of the classroom not in use. The student will still be within the sight of a staff member.

Accidents/Emergencies An emergency plan is in all classrooms as well as areas in the building used by children during preschool. Indian Run Preschool has devised several procedures to follow if an emergency would occur while children are in the school. In the event of an emergency evacuation, teaching staff will gather the children and go to the northeast corner of the parking lot at Avery Park or Jerome High School. In the event of a tornado or major weather occurrence the children will go to rooms 106 or 107 in the Education Wing of IRUMC. In the event of an intruder, children will follow the directions of their teacher and either shelter in the locked area or leave the area by following their teachers. We will keep the children together and wait for directions from the Director or safety personnel to deem the situation safe. To prepare children for the unlikely emergencies, the preschool does conduct monthly fire drills, tornado drills in Fall and Spring, and quarterly safety drills. Should we need to evacuate due to fire or weather conditions, or loss of power, heat, or water to the center, our emergency destination is the north parking lot of Avery Park or Jerome High School. A sign will be posted in front of Indian Run Preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, Indian Run Preschool will contact the emergency contacts as listed on your child's information sheet. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

All parents must complete the Emergency Transportation Authorization on page 2 of the IRP Child Enrollment Form. If a parent refuses to allow us to transport their child, the child will be unenrolled in our program.

All staff members have received training in First Aid/CPR, and Communicable Disease. In the case of a minor injury/accident, staff will administer basic first aid and love and comfort. Parents will also be contacted. If any injury/illness is life threatening, Indian Run Preschool will call 911, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. An incident/injury report will be completed and given to the person picking up the child on the day of the injury if any of the following occur:

- ❖ The child has an illness, accident, or injury which requires first aid
- ❖ The child receives a bump or blow to the head
- ❖ The child has been transported by an emergency squad
- ❖ An unusual/unexpected event occurs which jeopardizes the child's safety
- ❖ If a child requires emergency transport the report will be available in 24 hrs.
- ❖ The center will also contact licensing personnel within 24 hours when there is a "general emergency" or serious incident, injury, or illness. It will be followed by a written report within 3 days.

Emergency Medical Device The building is equipped with an Automated External Defibrillator (AED) located at the entrance to Fellowship Hall. All staff are trained on using the AED.

MANAGEMENT OF ILLNESSES Indian Run Preschool provides a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that he/she may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. If, in the teachers' judgment, a child is not well enough to be at school, we will not permit them to stay for the day. If the child becomes ill while at school, someone will be called to take the child home. The child will be removed from the classroom and will remain in the school office until someone is able to pick them up. We ask that you keep your child at home if he/she is sick. An ill child (as defined below) will be immediately isolated to part of the classroom not in use or to the school office and discharged to the parent or emergency contact.

Symptoms of an ill child:

- ❖ Temperature of 100 degrees F or greater
- ❖ Diarrhea
- ❖ Severe cough
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness of eyes, discharge, matted lashes, burning, itching
- ❖ Untreated infected skin patches, unusual spots or rashes
- ❖ Unusually dark urine or gray or white stool
- ❖ Stiff neck with an elevated temperature
- ❖ Evidence of untreated lice, scabies or other parasitic infestation
- ❖ Vomiting

- ❖ Sore throat or difficulty swallowing
- ❖ Explosive sneezing or severe runny nose

Indian Run Preschool feels that if a child does not feel well enough to participate in activities, with or without symptoms listed above, he/she should not be in school. Anytime a child is isolated from the group due to illness, he/she will be in a place where a teacher can see and hear him/her. A cot is available in the office to keep a child as comfortable as possible until he/she can be picked up. An email will be sent to the class if a classmate may have a communicable disease. Children may return to school after 24 hours of being free of fever and symptoms. If they are not symptom free, a signed physician's note will be required stating that the child is not contagious.

Medications: In general, the school does not administer medicines or prescriptions to children enrolled. Medications can be administered before and after school given our short day. We ask for your cooperation in withholding requests. However, some medications must be available for those children with special health needs. Indian Run Preschool will administer prescription medication when considered a reasonable accommodation necessary to accommodate a child with a disability. Parents need to provide Indian Run Preschool with written, signed and dated instructions from a physician. With clear directions as to how and when the medication is to be administered. Special forms are available and required in the school office. Medications must be stored in their original container and will be kept in a location that is not accessible to the children. Medical foods will also be administered with a completed Health Care Plan Documentation DCY 01236. The child must have received at least one dose of the medical food prior to being given at Indian Run Preschool. Parents must provide a Health Care Plan Documentation in the event a child with a chronic illness needs medication or any other special accommodations/instructions for the child's condition. A copy of this care plan will be kept in the preschool office, his/her classroom and in the locked medical box where the medication is stored. Parents or guardians will be asked to meet with the teachers to review this plan prior to the child's 1st day of enrollment and to train staff for special instructions regarding the child's condition. Only staff members who are trained will be able to respond to the child should intervention be needed while at the center.

AMERICANS WITH DISABILITIES ACT Title III of the Americans with Disabilities Act ("ADA") prohibits discrimination based on disabilities in places of public accommodations, commercial facilities, and private entities that offer certain examination and courses related to educational and occupational certification. Indian Run Preschool shall provide accessibility of public accommodations for individuals with disabilities and shall protect the rights of individuals for individuals with disabilities.

If your child has a medical condition that requires medications or medical foods during school hours or special information or treatment, you must have certain information on file. Please contact the director for forms if you have not already completed them. Indian Run Preschool complies with the Americans with Disabilities Act (ADA) for administering medication or medical foods and providing care procedures to children with disabilities. School age children are not permitted to carry their own medication, medical food, and/or ointments.

HARRASSMENT POLICY: Indian Run Preschool maintains a strict policy prohibiting unlawful harassment.

CHAIN OF COMMAND: 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. Preschool Director
3. Preschool Board
4. Pastor of Indian Run United Methodist Church

Any staff member with concerns should follow this chain of command to resolve any conflict or solution is found.

1. Preschool Director
2. Preschool Board
3. Pastor of Indian Run United Methodist Church

ROSTER: A roster of the preschool's enrollment is required by law and is available only to staff and, upon request, to parents of children in the preschool program. The rosters shall not include the name or telephone number of any parent who requests the director not to include his name or telephone number. The roster will be available in October of each school year.

NAPPING AND RESTING: The children attending our program are only here for 2.5 hours a day for 2-5 days/week (or 4 hours for Frog Plus). Because of this limited time in the preschool, we do not provide any napping or resting time in our daily schedule.

COVID-19 If a child is showing COVID-19 symptoms OR testing positive for COVID- 19, we ask you to keep your child at home. We ask that all parents and staff let us know of any positive cases. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we must inform DCY. We will follow the directions of the Franklin County Health Department on how we will deal with any positive cases.

Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility. Please practice handwashing with your child to help them be prepared to do this task while at school.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each session. Any toys that go into a child's mouth will be put into the disinfecting process as usual. All surfaces and toys will be sprayed prior to leaving the room at the end of each session. Each room will be sanitized by our cleaning staff before the start of the school day. The midday cleaning will be completed by teachers and staff to ensure the safety of all children in the building.
3. Mask wearing: Masks are optional for students, families, and staff. If you want your child to wear a mask this is your choice, but once a child takes the mask off, we will put it in a zip lock bag to be sent home to the parent. Please practice this skill if you are planning to send your child in a mask.

*IRUMC welcomes your attendance at one of our Sunday Worship Services: 9:00 am and 10:30 am. For additional information see the church secretary for a church membership packet.

INDIAN RUN UNITED METHODIST CHURCH PRESCHOOL

PROPOSED BOARD RESOLUTIONS

To further document and affirm the Christian ministry, objectives, mission, and philosophy of the Indian Run United Methodist Church Preschool (the "Preschool"), The Board of the Preschool does hereby adopt the following resolutions:

BE IT HEREBY RESOLVED that the Preschool continue to demonstrate through its communications, actions, teaching, and leadership the principals and precepts inherent in our walk with, and our service to, our Lord and Savior, Jesus Christ; and it is,

FURTHER RESOLVED, that the Preschool mission statement shall be as follows:

MISSION STATEMENT

Indian Run United Methodist Church Preschool is an outreach ministry of the Indian Run United Methodist church (IRUMC). The school provides a Christian environment to nurture the intellectual, social, and spiritual growth of young children through a developmentally based curriculum. IRUMC Preschool makes a difference in the life of the student's families by exhibiting the values of the IRUMC, providing opportunities to join the church, and exposing preschool families to other church ministries. The IRUMC Preschool ministers to its students through the actions, teachings and leadership of its teachers and staff.

FURTHER RESOLVED, that the Christian ministry, objectives, mission, and philosophy of the Preschool shall, to the degree appropriate, be reflected in all written brochures, handbooks, bulletins, and other communications from the Preschool; and it is

FURTHER RESOLVED, that the students of the Preschool and their families are invited to join in our church fellowship and avail themselves of the worship opportunities and other church ministries of Indian Run United Methodist Church; and it is,

FINALLY RESOLVED, that the Director of the Preschool is directed to take such steps as may be necessary and appropriate in the discretion of the Director to implement purpose and intent of the forgoing resolutions; and that the Director is directed to periodically report to the Board of the Preschool as to the steps taken and the programs implemented in accordance with the forgoing.

Appendix C to Rule 5101:2-12-07
Center Parent Information

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the 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 online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are 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 is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

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

12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:

OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:

ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.

Child's Name_____

HANDBOOK STATEMENT

I have reviewed and received a copy of the program's policies and procedures/Parent Handbook. I have checked the appropriate box on the IRP Child Enrollment Form.

PHOTO RELEASE

I give Indian Run Preschool permission to publish my child's photo on **INTERNAL** communication with Indian Run Preschool, including orientation video, website, and individual classroom photos on Procure.

FOOD PERMISSION

We will do occasional cooking and tasting activities as part of our curriculum, and we need to know if your child has any food allergies or diet restrictions. If so, parents will provide substitute food to allow your child to participate in the activities in the classroom. Teachers will communicate with families to ensure all children are safe while attending preschool.

_____My child **does not** have any food allergies or diet restrictions.

_____My child **has** food allergies or diet restrictions. I will provide a list of foods my child is not able to consume below.

My child may not have the following food items:

Parent Signature_____Date_____