

**Happy Child Preschool**, located at 47 E. Franklin St. is owned by the Bellbrook United Methodist Church of Bellbrook, Ohio. The program presented is non-denominational. Our school is approved and licensed by the Ohio Department of Job and Family Services (ODJFS). The State license is posted on the bulletin board in the hallway outside the preschool office. Copies of the ODJFS State rules and laws are available at [www.state.oh.us/odjfs](http://www.state.oh.us/odjfs). The licensing laws and rules are available for review at the facility upon request or on-line. The State operates a toll-free complaint line: **1-866-635-3748**. This number may be used to report a suspected violation of the licensing laws or administrative rules.

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. The licensing records including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the ODJFS.

The school is authorized to serve a maximum of twenty-nine (29) children per session, 3 to 6 years of age. Happy Child Preschool does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

**Important Telephone Numbers**  
**Happy Child Preschool – 937-848-2990**

**Jenni Lewis, Director**  
Preschool Email: [office@happychildpreschool.org](mailto:office@happychildpreschool.org)

**TEACHERS**  
**Renee Brock**  
**Kim Hurst**  
**Eileen Petric**  
**Jessica Snyder**  
**Lori Bridges**

**School Address**  
Happy Child Preschool  
47 E. Franklin St.  
Bellbrook, OH 45305  
**Website: [www.happychildpreschool.org](http://www.happychildpreschool.org)**

**Operating hours**  
Monday – Thursday: 8:45am – 12:45pm  
Friday – 8:45am – 11:45am

## Happy Child Preschool Policies and Regulations

### *Our Mission*

To provide each child with the skills and knowledge necessary for success in the school environment

### *As a learning community, we value*

**Students** – by making decisions that are in the best interest of our children and their families.

**Respect** – by teaching our children to value self, others, and property at all times.

**Responsibility** – by teaching our children to be accountable for their behavior and actions.

**Achievement** – by providing a nurturing environment where all children can reach success.

**Innovation** – by encouraging change & growth based upon the needs of our students & educational best practices.

### *To support our values we will*

- Provide a developmentally appropriate preschool experience in a rich and safe environment.
- Provide a well-rounded curriculum that meets the individual needs of each child in the areas of Language Arts, Mathematics, Science, and the Arts.
- Provide age-appropriate activities to allow children to develop an appreciation of self and the realization that others have rights and are due respect.
- Incorporate the Ohio Department of Education Early Learning Content Standards in all areas of our curriculum.
- Provide a well-educated, qualified, caring staff in all areas.
- Provide a lunchtime enrichment program to offer parents and children the opportunity to have more in-depth programs in movement, art, and science.
- Provide a chapel program during the lunchtime enrichment program for those who want Christian education for their children.

### Class Schedule – 2024-2025

We will offer our classes on the following schedule:

3-year-olds	(2-day)	Tues/Thurs AM session	1 class
4-year-olds	(4-day)	Mon/Tues/Wed/Thurs AM session	1 class
4-year-olds	(3-day)	Mon/Wed/Fri AM session	1 class
5-year-olds	(4-day)	Mon/Tues/Wed/Thurs AM session	1 class

### Preschool Daily Schedule\*

9:00 – 11:25am	Attendance, welcome & arrival activities (weather, calendar, helpers, Pledge of Allegiance), story time, choice time, music, participate in day's activities, & snack time. Extra gym, science or art classes provided monthly, Winter's Children's Librarian visits once monthly.
11:25am	prepare for dismissal
11:30am	dismissal

You will be notified in writing or by email before your child leaves the school grounds to walk to local parks, the library, or downtown establishments on field trips.

### School Year Calendar

Our school year starts in early September and ends in mid-May. We follow Bellbrook-Sugarcreek Schools calendar for school holidays and breaks (except for delayed starts or early dismissals for staff professional development). We follow Bellbrook-Sugarcreek Schools for weather related closings and delays. Your child's class key dates with all scheduled holidays, closings and breaks will be distributed prior to the first day of school.

### Class Size and Time\*

Classes will be broken into age levels and class size will be limited according to age group. There will be no more than nine (9) in 3-year-old classes, nine (9) in 4-year-old classes and nine (9) in 5-year-old classes. General class time will be 9:00-11:30 a.m. Student-teacher ratio will be equal to or less than 9:1 for all classes. There will be at least three (3) staff members present at each session.

***\*Arrival & Dismissal times are staggered by class/teacher to ease traffic congestion and to accommodate door side/car drop offs. Your child's arrival and dismissal times will be included in your welcome packet in August.***

### Release of Child from School

A child will be released ONLY to his/her parent or guardian unless a note is received from the parent or guardian allowing another person to pick the child up. The note must include a description of the person and their car. Parents may also submit a **Parental Permission for Student Pick Up Form** at the beginning of the school year granting permission for others to pick up their child. People other than parents **MUST SHOW A PHOTO ID** for a child to be released to them.

### Custody Agreements

If there are custody concerns with your child, please supply copies of any pertinent papers. Also provide a list of people who have permission to pick-up your child and people who do **NOT** have permission to pick-up your child.

### School Dress

Dress your child comfortably for school. Aside from picture day and programs, which will be noted on the calendar, please do not send your child in clothes you do not want to get messy. We make every attempt to prevent any messes, but we cannot guarantee that it won't. We also include movement & gym activities in our daily routine, so please have your child wear comfortable tennis shoes or sneakers. During the winter months, we will keep the temperature in the building between 66-68 degrees so you may want to dress your child a little warmer during this time.

### Arrival/Dismissal Procedure

Please arrive during your assigned drop off time & pick up times as listed in your August welcome packet. The director or a teacher will be at the door to meet you and your child. Your child will enter and meet up with his/her classmates and teacher in an assigned spot in the lobby for handwashing prior to going up to the classrooms. Please note all parents must complete good-bye hugs & kisses prior to students entering the school. **At the end of the school day, PLEASE BE ON TIME to pick-up your child as they tend to become concerned if there is no one to take them home. Parents who are continually late in picking up their child will be charged \$10 per minute for overtime childcare.**

At departure, please wait outside the main red double doors. Your child's teacher will walk the students down from the classroom & complete departure handwashing. Once the director or a teacher sees you waiting outside, your child will be released to you. Please support us in our arrival and dismissal processes.

**If your child will not be at school on his/her normal school day, please notify us of the absence. You may call or email the preschool or text your child's teacher. We will follow up on all unexplained absences within 1 hour of expected arrival time.**

### Transition Policy

Class assignment is determined by the child's age. They must be 3, 4, or 5 by September 30<sup>th</sup>. Enrollment for a class is from September through May, with transition to the next age class the following September. Children who are transitioning to a 4-, or 5-year-old program will be introduced to their teacher at the end of the school year to discuss future experiences in the next year's class.

Books about going to school will be read during the first month of school. For children transitioning to kindergarten, we will read stories towards the end of the school year about kindergarten. Parents and children are encouraged to visit the kindergarten school & teacher the summer before the school year starts.

### Medical Emergency Plan

The teachers of this preschool have all been trained in First Aid, CPR, Communicable Disease Recognition & Child Abuse Awareness. First aid kits are in the pre-school office and in all the pre-school room cabinets marked with a red cross. All possible efforts are made to avoid accidents and injuries.

We will follow first aid directions for an emergency:

1. Call 911
2. Call the parent and/or other person to be notified in case of emergency.
3. Have a teacher stay with the child.
4. Have child's medical records available.
5. Follow parent's directions on medical authorization form

An incident/injury report will be sent to parents for any of the following reasons:

1. Illness, accident or injury which requires first aid treatment
2. Bump or blow to the head
3. Emergency transporting\*
4. Unusual or unexpected event which jeopardizes the safety of children or staff

*\*We strongly encourage parents to give permission for transport in the event of an emergency. We will provide services for children whose parents have refused permission for emergency transport; however, parents refusing this permission must clearly indicate on his/her child's application who to contact in the event of an emergency after we have called 911. **In the event a student requires emergency transport, a Happy Child Staff member will always remain with a student until a parent arrives and is reunified with his/her child.***

### School Closings & Delays

Our school closing policy is as follows:

1. Please check local news/internet channels for closing information. We follow **Bellbrook-Sugarcreek Schools** for school closings and delays.
2. If Bellbrook-Sugarcreek Schools are closed due to inclement weather, we will be closed. There will be **NO enrichment class**.
3. If Bellbrook-Sugarcreek Schools operate on a 2-hour delay, **we will operate on a 1-hour delay** with classes beginning at the 10:00am hour and normal dismissal at 11:30. We will still have lunchtime enrichment classes.
4. If Bellbrook-Sugarcreek schools dismiss early due to weather, we may dismiss early. We will notify parents to pick up early. There will be **NO enrichment class**.
5. School vacations & holidays will follow the **Bellbrook-Sugarcreek Schools** calendar. We do not follow Bellbrook-Sugarcreek Schools 2-hour delays/early releases for staff professional development.

### Snack Policy

Happy Child Preschool will provide all daily snacks and charge a \$5 snack fee per month to cover the cost. A copy of the snacks routinely offered is posted on the parent information board in the preschool. Parents may send in a special treat for their child's birthday. Please coordinate birthday treats with your child's teacher.

### **Make Up Days**

Our inclement weather closure make-up policy is as follows:

1. The number of days a child attends each week determines the number of closings allotted in a school year. For example, students who attend a 2-day/week class are given 2 inclement weather days; students who attend a 3-day/week class are given 3 inclement weather days, etc.
2. Make up days or extended sessions will be scheduled after the number of missed days exceeds the allotted number per class. Every effort will be made to make up excessive closures; however, some situations may prevent all days & times being made up in its entirety.
3. Make up days or extended sessions will be scheduled based on classroom availability & teachers' schedules.
4. Some make up days may be scheduled during a non-regular class day (example – classes that meet Monday thru Thursday, or Tuesday-Thursday, may have a make up day scheduled on a Friday).
5. For morning classes that are not able to make up a separate day, teachers may extend the normal class day, having students stay for lunch & enrichment (at no cost to the parent) & return to the classroom until 1:30pm.

### **Parent Participation**

Parents are permitted unlimited visits to our school at any time. We have found that it is usually better for the child to have the parental visit come after the first two (2) weeks of school. This will allow the child to become better adjusted to pre-school life. Please advise the teacher of the date of your visit. Any parent, custodian, or guardian of a child enrolled in Happy Child shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, guardian shall notify the Director of his/her presence.

Parents are urged to take an active part in the education of their child(ren). We do our best to help your child learn, and your involvement in our program helps your child to accept school as a very positive experience. We urge you to participate in our program in the following ways:

1. Read our monthly calendar and keep up to date.
2. Attend conferences with your child's teacher when requested.
3. Attend field trips when possible.
4. Coordinate or assist with class parties.
5. Talk to your child about what they do each day at school.
6. Read to your child daily.
7. Keep us informed of any major changes in your child's life that could cause behavior changes.

Parents who have concerns about their child's class or teacher should talk with the teacher or to the Director. Staff members who have a concern should speak with the Director about the concern. If a satisfactory solution cannot be obtained, the parent or staff member may submit their concerns in writing to the HC Preschool Board.

Evaluations will be sent home in January and May. Conferences will be scheduled in January and at any other time the parent or teacher deems necessary.

### **Child Screening Program**

Happy Child Preschool has partnered with Goodwill Easter Seals to provide students with a free, optional developmental screening each year. Parents are requested to begin the screening process through a secure on-line screening tool. Answers to these questions will determine what, if any, additional in-person assessments are required. Parents will be required to sign a permission form before an in-person or teacher-led assessment will take place. A copy of the original screening form, a letter explaining the results, and parenting information on timely developmental issues will be sent home after all screenings have been completed.

In the event of a suspected delay based on the screening results, the family will be given the contact information of the Child Outreach Specialist who performed the screening to discuss the results. In some cases, a child may benefit from a more comprehensive evaluation. Our Goodwill Easter Seals Screener can assist with referrals to local school districts and provide additional community resources to support your child's development. Because we do not currently participate in Step Up to Quality, our program is not required to report child screening level data to ODJFS.

### **Discipline & Guidance Policy**

We use open-ended, positive learning experiences for your child whenever possible; however, sometimes misbehaviors occur. Redirection is the first approach we take. However, if that is unsuccessful:

1. The teacher will speak to the child about the behavior problem.
2. If the child continues to misbehave, he/she will be separated from his/her group for a short period of time to talk to the Director.
3. If it is determined that the child is creating a danger to himself/herself or others, the parent will be asked to pick up the child immediately.
4. Discipline measures will be taken if the child is willfully hurting another child or teacher, is destroying property and/or is destroying another child's self-worth.

In addition, the following shall be strictly observed:

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be locked in a room.
5. No child shall be humiliated or subjected to verbal abuse.
6. Discipline shall not be imposed for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. No corporal punishment will be employed.

It is the desire of the teachers of this school that every child develops himself/herself both as an individual and as a part of a social group. Self-discipline is an important element in their development process, thus the need for some type of discipline policy. It is our hope that children will enjoy their time in our school, and that it will remain a positive memory as they continue through their school years.

Occasionally, a child may need to be permanently disenrolled from Happy Child Preschool for persistent, improper, or unruly behavior that threatens the safety of himself/herself, other students and teachers. If a child is permanently disenrolled from Happy Child Preschool due to the child's behavior, the child will not be allowed back into our program, unless under a doctor's care and instruction for a probationary period of 2 weeks to assess and determine if re-enrollment is feasible.

This Discipline and Guidance policy applies to all employees of the school. If an employee has an issue, she may contact the Staff Parish Relations Committee of Bellbrook UMC.

### **School Safety Policy**

Fire Drills: Monthly.

Tornado Drills: Monthly in September, March, April, and May.

Lock Down Drills: Quarterly.

**Field Trips:** We will only do walking field trips to establishments located in downtown Bellbrook. Prior to field trips, signed permission slips are required to be on file with the teacher. Parents will be notified in advance prior to any field trips. Parents are encouraged to chaperone. There will be a minimum of two Happy Child teachers on walking field trips. A first aid kit, EMT form, and medical forms will be taken on all field trips, and a person trained in first aid will be on the trip with the children. Children will have name tags for identification. We do not visit any swimming or water activity locations.

**Outdoor Play:** During warmer weather months, we will try to go outside daily, weather permitting. We will not go outside when temperatures are below 50° or above 90° or in rainy, wet weather. We will take short walks around the church, go on scavenger hunts, play in the secured side yard, draw with sidewalk chalk, blow bubbles, and explore nature. Please keep this in mind as you send your child to school each day and remember jackets in cooler temperatures.

**Safety:** We have a complete set of safety rules posted on the back of each classroom door. A telephone is in each classroom with a notebook of all emergency information. Also posted in each room is a plan for action in case of fire or weather alert. In case of an environmental/violence situation, we will follow instructions from civil authorities. All students will remain with the teacher in a secure location. In loss of power, heat or water, school will be cancelled or closed. Parents will be contacted by teachers to pick-up children. All classrooms have a lock if needed for a lock down situation. Each teacher has emergency information for her students in her attendance book.

**Abuse:** The name of any child who is suspected of being abused or neglected will be reported to the proper authorities, as required under Section 2151.421 of the ORC, by the preschool staff. All teachers and staff of Happy Child Preschool are mandatory reporters.

**Spray Aerosols:** Spray aerosols shall not be used when children are present in the school.

**Supervision:** No child will be left alone or unsupervised at any time.

**Smoking Policy:** This is a non-smoking facility at all times including outside during pickup & drop off times.

### **School Supply Fee**

Happy Child Preschool will charge a 1-time school supply fee to cover the cost of all school supplies to be used during the school year. This fee also includes the cost of your child's reusable canvas tote bag, the monthly classroom magazines, and the weekly Scholastic Readers. This fee will be added to your October invoice.

### **Enrollment**

**PRIOR to the 1<sup>st</sup> Day of School, the school must have the Child Enrollment & Healthcare Information for Child Care (JFS 1234), Emergency Transportation information, and the Fee Agreement Form.** The Child Medical Statement for Child Care (medical form, JFS 1305) must be returned no later than September 30<sup>th</sup>.

### **Disenrollment**

If you plan to permanently remove your child from the facility, please give a minimum of **30 days notice** in writing to the Director. This will give time for the space in class to be filled.

### **Miscellaneous Information**

The staff restroom located across the hall from the preschool office may serve as a quiet, secure place for a parent to nurse and/or pump breast milk. Please see the Director for a chair if needed.

We only offer preschool services for preschool children aged 3-6. All students must be toilet trained. We do not offer infant care, diaper checks, napping and resting, or evening & overnight services.

At this time, Happy Child Preschool does not participate in Step Up To Quality (Ohio's rating and improvement system overseen by ODE & ODJFS).

It is the desire of the faculty and owners of this institution to have a good relationship with the parents of students. Should you have any questions, comments, or suggestions, please do not hesitate to talk to us. References for the school will be given upon request.

### **Communicable Disease Policy**

All staff members are trained in signs and symptoms of illness and in hand washing and disinfection procedures. We **do not** encourage mildly ill children to attend school.

Children with any of the following symptoms should not be sent to school:

1. diarrhea (three or more within a 24-hr. period)
2. severe coughing (causing child's face to turn red or blue or make whooping sound)
3. difficult or rapid breathing
4. yellowish skin or eyes
5. redness of the eye, obvious discharge, matted eyelashes, burning, itching
6. temperature of 100° F when in combination with any other sign or symptom of illness
7. untreated, infected skin patches
8. unusually dark urine and/or gray or white stool
9. stiff neck with an elevated temperature
10. vomiting more than one time or when in combination with other signs or symptoms of illness
11. evidence of lice, scabies, or other parasitic infestation
12. sore throat or difficulty in swallowing
13. unusual spots or rashes

**Children showing signs of any of the above will be considered to be carrying a communicable disease and should not be brought to preschool.** If the child becomes ill while at school, the parents or guardian will be notified to pick up the child. The child will be removed from the classroom and go to the director's office and made as comfortable as possible on a cot until the parent arrives. An adult will be within sight & hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised. The child will not be readmitted to the school until he/she is symptom free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious.

**Parents will need to advise the school if his/her child contracts a communicable disease. The ODH disease chart is posted in each classroom. Parents will be notified in writing or by email of communicable disease exposure.**

Children who are not feeling well but are not exhibiting any of the above symptoms are considered "mildly ill" and will be cared for and observed for further signs of illness. We do not provide care for mildly ill children who cannot participate in daily activities of the center. If a child is unable to participate due to illness, we will contact the parent for immediate pickup.

Staff members exhibiting any of the above symptoms will be sent home and a substitute staff member will replace them. Staff members are trained in the recognition of communicable disease by a licensed physician, R.N. or by the Red Cross.

If a parent wishes to have medication, a food supplement or special diet administered by a staff member, an ODJFS form for Administration of Medication and Child Medical/Physical Care Plan must be completed, signed and on file with the school. Please see the Director for more information and the required forms. In accordance with the Americans with Disabilities Act (ADA), Happy Child Preschool will administer medication and care procedures to children with disabilities.

**A CHILD MEDICAL STATEMENT FOR CHILD CARE (JFS #1305) signed by your child's doctor must be on file for each student within thirty (30) days of enrollment.\*** If your child is not immunized or on a delayed vaccination schedule, you must indicate and sign where appropriate on the Medical Form. Immunization requirements may be waived by the director with a written request for exemption. A Child Medical Statement is valid for 13 months after examination date.

**\*Children who do not have a signed medical form on file within 30 days of enrollment will not be permitted to return to school until the medical form is received.**



**Fees and Tuition**

A non-refundable \$50.00 registration fee is due with your completed application form to reserve your child's place in the desired class.

Tuition is a lump sum since some months are longer or shorter.

Four (4) day program – \$1935.00

Three (3) day program – \$1800.00

Two (2) day program – \$1350.00

Payments are broken into nine monthly payments.

\$215 Per month for the four (4) day program (Mon/Tues/Wed/Thurs)

\$200 Per month for the three (3) day program (Mon/Wed/Fri)

\$150 Per month for the two (2) day program (Tue/Thurs)

Monthly Snack Fee – Happy Child Preschool charges \$5/month for classroom snacks.

There is a discount option for annual tuition paid in full by September 15<sup>th</sup>: 7% off if paid by check; 4% off if paid by credit card. A \$10 per month tuition discount will be given for second and subsequent children concurrently enrolled in each family. Tuition paid is non-refundable, even in the event of closures. There are no discounts granted for inclement weather or other unforeseen circumstances, absences, or vacations. Total discounts will not exceed 10% per family per year.

***\*\*Parents who are continually late in picking up their child will be charged \$10 per minute for overtime childcare\*\*.***

Tuition is due by the 15<sup>th</sup> of the month, even if the child is absent from class due to illness or vacation. **If payment is not made by the 15<sup>th</sup> of the month, you will be charged a \$15.00 late fee, and receive a reminder. If no payment is made by the 1<sup>st</sup> of the following month, you will receive a reminder, and your child will not be able to return to school until payment is made. Please speak to the Director before the 15<sup>th</sup> of the month if there is a problem making a payment.**

Checks can be made payable to **Happy Child Preschool** and placed in the mailbox outside the preschool office. Online payments can be made by e-check or credit card thru secure email invoicing system. Credit card payments can also be made in person to the Director. **There is a \$20.00 returned check/failed credit process charge.**

All policies and tuition rates are set and approved by the board of directors of Happy Child Preschool each year.

### ***Center Parent Information***

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

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

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

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

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

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

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

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about childcare 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>.

**Happy  
Child**

PRESCHOOL



**2024-2025**

**Policies &  
Procedures**