

Room color/age \_\_\_\_\_

Childs name \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Please print parent/guardian name

DEAR PARENTS:

PLEASE READ THE ENTIRE HANDBOOK, SIGN & RETURN THIS PAGE TO THE PRESCHOOL OFFICE

The State of Ohio mandatory licensing requires that this form be completed & on file with your child's records in the school office.

1) HANDBOOK I/we acknowledge that I/we have received a copy of the St. John's E. E.C handbook & agree to follow all policies outlined within.

X \_\_\_\_\_  
Parent/Guardian signature date

\*\*\*\*\*

2) DOOR CODE. I/we have received the personal door code which is assigned to me. I am responsible for its use. I/we will not share this code. This code will be removed from the lock system on May 18, 2019

X \_\_\_\_\_  
Acknowledged and signed date

\*\*\*\*\*

3) PHOTO RELEASE We respect your privacy. We never post children's photos on public sites unless we receive your permission. During the year the teachers have opportunities to photograph the children in a variety of activities. As such, these personally identifiable pictures may be used in their portfolios. Please let us know how you would like to handle this important matter regarding your child.

\_\_\_\_ I/we give my permission to photograph my child at school. You may use this photo in the private classroom blog.

\_\_\_\_ I/we do not give my permission to photograph my child at school. You may not use this photo in the private classroom blog.

X \_\_\_\_\_  
Parent/Guardian signature date

\*\*\*\*\* 44)

HEALTH SCREENING I have read, reviewed and understand the Health Screenings, [Information given on pg. 11 & 12 of the Handbook.](#)

X \_\_\_\_\_  
Parent/Guardian signature date

\*\*\*\*\* 55)

Remind 101 I have signed up for REMIND 101 to receive messages from St. John's EEC [Instructions on pg.10](#)

X \_\_\_\_\_  
Parent/Guardian signature date

2021-2022  
St. John's Early Education Center  
700 High Street  
Worthington, Ohio 43085  
614-885-2315  
E-mail [EarlyEd@stjohnsworthington.org](mailto:EarlyEd@stjohnsworthington.org)  
[www.stjohnspreschool.com](http://www.stjohnspreschool.com)

Welcome to St. John's Early Education Center!

Please read and keep this handbook as it contains information regarding the preschool program.

The Calendar of Events located on the last page of this handbook contains the events and days that the center will be closed.

[Check our web site for changes.](#)

We are a ministry of St. John's Episcopal Church.

The Mission of St. John's Church is to bring all people to unity with God and each other in Christ by:

\*Praying, worshipping, celebrating the sacraments and striving to discern God's will for us.

\*Studying God's Word and Works in creation and community to restoring and renewing ourselves for ministry through rest and recreation.

\*Proclaiming the Gospel, promoting justice, peace and love by individual and community outreach through the stewardship of God's gifts.

#### Administrative Staff

Director—Cathy Wahoff

Financial Advisor-Laura Hudson

Office Manager-Christy Bowen

#### Early Education Center Advisory Board members

Church Rector

Representative from the Vestry

Mrs. Cathy Wahoff

Mrs. Laura Hudson

A parent representative from the Three year-old group

A parent representative from the Four year-old group

A parent representative from the Five year-old group

#### OUR GOALS

St. John's Early Education Center was established in 1964 to provide quality loving care for children three, four and five years of age. We recognize the importance of balanced growth & provide opportunities for cognitive, physical and social development. Our program is designed across a broad range of themes to include content that is meaningful, relevant, interesting and enjoyable for young children. Children are encouraged to learn and explore at their own speed in areas that interest them.

## PHILOSOPHY

We Believe in the uniqueness of every human being!

We Believe in combining the best that is known about learning, child development and human relations with the unique and general needs and desires of the child's world and the community in which he/she lives.

We Believe that at no time in a person's life does one learn more quickly or more enthusiastically than during early childhood. The teachers establish a nurturing and caring atmosphere in the classrooms, so that the children feel secure and comfortable from the very beginning.

We Believe as teachers of young children, that we should try to discover and work with each child's own uniqueness, to accept all children where they are, to accept their limitations as well as recognize their potential.

We Believe in helping young children attain a good self image and self confidence. The development of a personal philosophy and the formation of a basic set of values are important human achievements. High self esteem is vital in pursuing a happy and productive life.

We Believe the teacher's role must be that of a partner and guide in a learning process. It is vital to establish an atmosphere of mutual respect. It is our job to help the child acquire the skills that enable them to feel comfortable in their surroundings. This is accomplished by introduction to classroom routine. We know that being a good listener is an acquired skill. We believe that if this skill is nurtured, the child will be off to a good start both socially and academically.  
We are devoted to the idea of developmental appropriate activities to meet the needs of each individual child.

We Believe that if the child's preschool experience is pleasant and satisfying, the child will have a positive attitude toward learning as formal education begins as well as a love of learning for the rest of their life.

## LICENSE

Ohio Department of Job and Family Services

### CENTER PARENT INFORMATION AS 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 conspicuous place for review.

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

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, custodian, or guardian of a child enrolled in the facility 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, or guardian shall notify the Administrator of his/her presence.

**\*\*TEMPORARY COVID-19 RESTRICTIONS REQUIRE PRE-AUTHORIZATION FROM DIRECTOR\*\***

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website.

The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.

*This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.*

## LICENSE

\*Staff / Child Ratios per the State of Ohio

1: 12 Three year-olds  
1:14 Four and Five year-olds

St. John's EEC maintains a teacher/child ratio of

1:10 students per 2 teachers in our young three year old group, may not exceed 12 children  
1:10 students per 2 teachers in our Three-year-old groups, may not exceed 16 children  
1:10 students per 2 teachers in our Four and Five-year-old groups, may not exceed 20 children

## Hours and Days of Operation

The Calendar of Events located in the back of this handbook contains the events and days that the center will be closed. The school year is September thru May.

Office hours during the school year are: 8:45 a.m. - 1:30 p.m. Mondays / Wednesdays / Fridays  
8:45 a.m. - 2:00 p.m. Tuesdays / Thursdays

The office is closed for the month of July and open restricted hours in June & August. Please call ahead for appointments.

St. John's Early Education Center hours:

Tue/Wed/Thurs	9:00 a.m.-12:00 p.m.	Three year olds
Mon/Wed/Fri	9:00 a.m. - 1:00 p.m.	Four & five year olds
Mon/Tue/Wed/Thu	9:00 a.m.-12:00 p.m.	Four & five year-olds

## Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view school as a safe and comfortable place, where they know what to expect and when to expect it. A typical day could include:

<u>Threes</u>	<u>Fours</u>	<u>Fives</u>
Free choice	Free choice	Free choice
Circle time	Circle time	Circle time
Gym/Playground	Gym/Playground	Gym/Playground
Bathroom/Books	Bathroom/Books	Bathroom/Books
Snack	Snack	Snack
Spanish	Spanish	Spanish
Project	Project	Project
Music/Fit Kidz	Music/Fit Kidz	Music/Fit Kidz
Story	Story	Story

See individual classroom schedules posted outside of the room.

\*Napping and resting times are not provided in our center.

[Please check our web site for changes.](#)

## ADMISSIONS

Applications are accepted in January of the calendar year in which the child is to be enrolled. The child must be three years-old by September 30 of the year they enroll, and must be potty trained.

A child is considered to be enrolled in the center only after;

- 1) \$60.00/\$75.00 non-refundable (and non-transferable) registration fee has been received.
- 2) May 2021 tuition deposit has been received (refundable only if a new student fills the spot within 30 days of withdraw notice).
- 3) All required paperwork must be received and on file before the first day of school.
  - a) ODJFS Annual 3 page Enrollment Form.
  - b) ODJFS Childs medical/vaccination form signed by the physician, to be submitted within 30 days of admission.  
The medical form must be updated every 12 months, per the State of Ohio licensing
  - c) Photo Release, Door Code, Health Screening, Remind 101 and a signed acknowledged reading of the handbook.
  - d) Ages and Stages questionnaire filled out at the beginning of September, turned in within 30 days.
  - e) Child Personal Profile

## Immunization Requirements

It is the policy of St. John's Early Education Center to require all children attending our preschool to receive all age appropriate immunizations recommended by the Ohio Department of Health. In order to foster a safe environment for learning, and to help prevent the spread of communicable diseases, children who have not had all of the recommended immunizations will not be permitted to attend SJEEC. Verification of immunization is required on the state-approved form, which must be current and signed by the child's physician. The forms are available on Ohio Department of Jobs and Family Services website and will be available from the preschool office. The only exception to this immunization requirement is that the preschool may at its discretion admit a child without proof of the recommended immunizations for rubeola (measles), mumps, or chicken pox, provided the child has had the disease(s) naturally and a parent or guardian presents a signed statement from the child's physician verifying the child has had the disease and does not require immunization.

## Tuition/Fees and Payment Policies

A \$60 (\$70 family) annual, non-refundable & non-transferable registration fee is due for each child with the submitted application.

Upon acceptance to St. John's EEC a deposit of one month's tuition is required to guarantee the spot.

It is applied to the May tuition payment and is refundable upon withdrawal only if a new student fills the spot within 30 days of withdraw notice.

All tuitions are due on the **1st of each month**, beginning September 1. Checks are to be made payable to St. John's EEC. **Especially for this year, we highly recommend setting up automatic monthly recurring payments through your bank's online bill pay platform.** If payment is not received by the 10th of the month and you have not made arrangements for a payment plan, a \$10.00 fee will be added to your account. You will be considered delinquent if we have not received payment by the 15<sup>th</sup> of the month and your child will not be able to attend class until tuition is current.

If circumstances arise which prohibit payment by the first of the month, please contact the school office immediately to make arrangements for the tuition payments.

Parents are responsible for all returned check charges and will be assessed a \$20.00 fee that the bank charges us for any returned checks.

Tax ID number is available upon request. A monthly statement will be provided upon request. A year end statement will be provided upon request.

### Annual Tuition –

\$1,575.00 per school year, students attending 2-days per week.	divided into 9 installments Monthly \$175.00
\$1,890.00 per school year, students attending 3-days per week.	Monthly \$210.00
\$2,340.00 per school year, students attending 4-days per week.	Monthly \$260.00
\$2,340.00 per school year, students attending 3-long days per week.	Monthly \$260.00
\$2,790.00 per school year, student attending 5-days per week	Monthly \$310.00
\$1,440.00 per school year, enrichment students 2 days per week	Monthly \$160.00

Craft Fee: An annual craft fee is due September 1:

\$40.00 for 3-days per week. \$50.00 for 3-days extended

\$50.00 for 4 or 5-days per week. \$20.00 for 2 day Young January 3s, Enrichment

## Withdrawals

Tuition will not be refunded because of withdrawal unless the center is able to fill the vacancy within 30 days of withdraw notice. Because our excellent student/teacher ratios are reflected in our budget, we plan on your child's enrollment for the entire school year. No reduction in tuition is permitted for any days missed by a child because of vacation or illness.

## Transitioning:

### Beginning of the school year:

The first days of school begin with a visit for only an hour to acclimate to a new setting and to meet the teachers. This is a time to meet some of his/her new friends, to see where toys and equipment are located in the room, to check out the bathrooms and to try out the playground and the gym equipment. Parents meet for coffee with the director and the other parents in the undercroft during this time. It is also important for the child to know that he/she is promptly picked up after school.

The second day, all the children (3, 4, 5) will stay for the full session.

Children do not change classrooms during the school year.

### Middle and End of School Year:

Progress evaluations are discussed between parent and teacher twice per year.

\*The first evaluation is held 10-12 weeks into the school year. The teacher and parent discuss the child's growth and development, classroom expectations and schedule, unless an issue needs to be addressed earlier.

\*The second evaluation is done at the end of the school year which helps to determine appropriate placement of the child for the next school year. Parents are given portfolios, files and samples of work their child has done during the school year.

\*End of year activities include a visit with the Big Yellow School Bus for 4 & 5 year olds and Library walk for 3's.

### Leaving St. John's EEC

Parents meet with their child's teachers before dis-enrolling to discuss and receive summaries of their child's work.

## Records Release

If you need your child's records released, the form is available in the preschool office. We will process your request in a timely manner.

## Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures. Staff will supervise children at all times. At no time will a child be left unattended. If a child becomes ill, he/she will be taken to the office, or made comfortable in a section of the classroom not in use, but within the sight and hearing of a staff member.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's service agency. The safety of the children is always our first concern.

## Child Guidance and Management Policy

We take our professional responsibility to the children seriously therefore we employ classroom procedures that prevent discipline problems from happening. Positive reinforcement and positive redirection will be used. We find that if a program is challenging and the attention span expectation is not too great for the child to handle, few problems arise. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

If a situation arises where a child is consistently endangering himself, peers or staff, and if every attempt has been made to work together with the parents and the child to correct this behavior, it may be necessary to withdraw the child. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement 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 management plan does not demonstrate positive results, the Center reserves the right to request withdrawal of the child.

Requirements of Rule 5101:2-12-22 apply to all staff and parents while they are at a Center. Basically, this rule states that all staff and parents must treat child with love and respect, and set limits which are appropriate for the age of the child. Details of Rule 5101:2-12-22 are available in the school office.

## Arrival/Departure

Please enter from High Street and our parking lot will function as a one-way street from West to East. Everyone will exit at Hartford Street. You may park anywhere within the school property in the designated parking spots, EXCEPT in spaces designated for Church staff and in the spaces along the playground fence near the entrance doors as we reserve those spaces for our drop off lane. Orange cones are in place to designate drop off lane.

### Please note:

1. Enter the school parking area from the High St. entrance, the traffic flow is one way only.  
If no spots are available, go around the corner and enter again, parking spots will appear.
2. Slow down.....**5mph** is the recommended speed.
3. Be alert and **please put your cell phones away** for this very short period of time.
4. Use the marked parking spaces only.

The Director or Teacher will be at the entrance purple double doors (Yellow, Red, Purple classes) or front church door (Blue, Green rooms) from 8:55 to 9:15 a.m. every morning. Have your child ready to exit the vehicle from the curb side so as not to exit in the path of other traffic. Mrs. Wahoff or the teacher will guide your child to the door. One teacher from each classroom will be monitoring the halls to assure that each child arrives in his/her designated classroom safely. All school doors are kept locked. The door that is located west of the playground has an intercom and a doorbell.

### Release of a Child

All children must be picked up by a parent, or another authorized adult at the close of school, (12:00 pm, 1:00 pm, or 2:00 pm), outside of their classrooms.

Staff will release children only to persons on the release form (carpool form) provided to the teacher by the parent. If an emergency arises, the parent must notify the school (you will be asked to verify your family code word) and provide the name of the person responsible for picking up your child. The person picking up will also be asked to provide the code word (which you have given us on the emergency card). Staff will check ID's of anyone whom they do not recognize. Please let people know ahead of time so they will bring a picture ID and they are not offended. The children's safety is our priority!

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.

Custody Agreements: If there are custody issues involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child with proper documentation.

### Snacks

A snack, provided by the day's snack helper family, will be served each day to the children. We will list suggestions for nutritious snacks. Each snack should contain at least two nutritional foods. Only water will be served as a drink. Sugary snacks, such as cookies, cupcakes and doughnuts, are not acceptable. We appreciate peanut free snacks due to an increasing number of peanut allergies. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Treats: We love to celebrate birthdays, but we discourage sugary treats, especially cupcakes. Instead, your child might enjoy giving a book, CD/cassette, puzzle, etc., to the classroom to share. Please check with the teachers.

The teachers cannot and will not be responsible for passing out birthday party invitations.

## NUTRITION NUGGETS FROM ST. JOHN'S E. E. C.

### Snack Guidelines

Thank you in advance for making snack time enjoyable and healthy!!

**\* For the health and safety of all of our children the following foods are prohibited at our school; peanuts, tree nuts and any other nut products.**

For health reasons it is important that you bring only manufacturer sealed healthy and nutritious snacks. Please abide by our guidelines. We ask you to please chose from the list below when it is your turn to provide a snack. To prevent contamination if you chose to send in a fresh fruit snack please send it in uncut & unpeeled. All fruits and vegetables will be rinsed, peeled and cut (if necessary) at school before being distributed.

### SAFE SNACK LIST:

- \*Fresh fruit and vegetables (no dips or toppings) good choices are small apples, clementines, strawberries, bananas (1 banana will provide snack for 2 children)
- \*Individual boxes of raisins.
- \*Ocean Spray Craisins
- \*Applesauce (Spoons please)
- \*Rold Gold pretzels, (minis please) in original packages
- \*Ritz crackers, (whole wheat or original) in original packages
- \*Teddy Graham Crackers (Honey, Cinnamon, Chocolate chip) in original packages
- \*Keebler Graham Crackers (Original, Honey or Cinnamon) in original packages
- \*Safe Cereals; Kix, Cheerios (original) Quaker Life Cereal in original packages
- \*Kellogg's Frosted Mini Wheats (chocolate, strawberry and blueberry are ok too) in original packages

Please be sure that all snacks are sealed and in their original packaging.

Snack time is not associated with birthdays; therefore please refrain from sending individual favors or snacks to celebrate your child's birthday. Instead, your child might enjoy giving a book, CD's, puzzle, etc. to the classroom to share. Please check with your teacher for ideas.

### Field Trips/Transportation of Children

Before any child participates in a walking field trip, the Center will obtain written permission from the parent or guardian. Teachers always have a first aid kit on hand in case of emergencies. Name tags with the school name will be provided.

Trips away from school are limited. Before leaving the Center, on a walking trip, a count will be taken of all children, and they will be marked on an attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all children have arrived safely. This process will be repeated upon leaving the destination and returning to the Center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising.

### Accidents/Emergencies

The Center has devised several procedures to follow in the event of an emergency that would occur while your child is in the Center's care. One staff member who has received training in First Aid, Communicable Disease and CPR is always present. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare the children for the unlikely need to evacuate, the Center does conduct monthly fire drills, and periodic tornado 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 Worthington Kilbourne Middle School which is located just across I61 from the center on the other side of the street. A sign will be posted on the doors indicating that we have been evacuated and the location where to pick up your child. Parents will be contacted as soon as possible to come to pick up the children. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In case of a minor accident or injury, staff will administer basic first aid (soap/water/ice) and TLC.

If the injury is more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

An incident/injury report will be completed and given to the person picking up the child, on the day of the incident/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 the emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. The Center will not transport children in emergency situations. If a child requires transportation, the parent and/or the emergency squad will be contacted. If a child requires emergency transportation, a report shall be available within twenty-four hours after the incident occurs.

### Management of Illness

**\*\*\*\*PLEASE REFERENCE COVID-19 PROCEDURES \*\*\*\***

St. John's provides children with 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 of the school year before the 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, one of them will contact the parent to take the child home.

If a staff member notes your child with any of the following symptoms he/she will be immediately isolated to a part of the classroom not in use, or to the school office, and discharged to the parent or emergency contact: Anytime a child is isolated, he/she will be kept within sight and hearing of a staff member. A cot is available in the office to keep a child as comfortable as possible until a parent comes.

Symptoms: **\*\*Please do not bring a sick child in to the Center.\*\***

- \* Temperature of 100 degrees F
- \* Diarrhea (more than three abnormally loose stools within a 24 hr period)
- \* Severe cough
- \* Difficult or rapid breathing
- \* Yellowish skin or eyes
- \* Redness of eyes, obvious discharge, matted lashes, burning, itching
- \* Untreated skin patches, unusual spots or rashes
- \* Unusually dark urine or gray or white stools
- \* Stiff neck with an elevated temperature
- \* Evidence of untreated lice, scabies or other parasitic infestation
- \* Vomiting
- \* Sore throat or difficulty swallowing

**If a child is exhibiting any of the above symptoms, please do not bring them to school until they have been symptom free for 48 hours.** If the child is sent home sick from preschool, the child is not permitted to return the next day. We feel that if a child is not feeling well enough to participate in activities, but not exhibiting any of the symptoms listed, he/she should not be in school.



**Communicable Disease policy.** A notice will be posted outside of the child's classroom if classmates have been exposed to a communicable illness. Children will be readmitted to class after 48 hours of being free of fever and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

#### **Medications:**

Forms JFS 01217 & JFS 01236 are required for children with special health needs. Parents must provide the Center with written, signed and dated instructions from a physician as to the procedure to administer the medication. Medication must be provided by the parent in the original container (if prescribed, the prescription must be on the label). Medication will be stored in the classroom/office **in their original container** in a cabinet inaccessible to children. The school does not administer medicines or prescriptions to individual children enrolled without the required forms

#### **Outdoor Play**

Children will play outdoors each day in suitable weather. Please dress your child accordingly so that he/she may be comfortable when playing outside. Please **print names in full on all raincoats, coats, jackets, sweaters, hats, boots, etc. worn by your child.** We want to make every effort to help children keep track of their belongings, but find it impossible when items are not marked. Children often do not recognize their own clothing.

We will limit the time outside when the temperature is very cold or very warm. Children will not be taken outside if the temperature, including the wind chill or heat index drops below 25 degrees or rises above 90 degrees. We will not play outside in the rain, threatening weather, ozone warnings etc. On days that outdoor play is not provided due to these conditions we will have time for large muscle activities in the gym.

#### **Parent Participation**      **\*\*PLEASE INQUIRE WITH DIRECTOR DUE TO COVID-19 PROTOCOLS\*\***

Typically, parents are encouraged and we are delighted to have parents participate in many activities. If you have a skill such as playing an instrument, a specific field of interest, vocation, hobby, etc., that you would like to share with your child's class, please arrange with the teacher to come and join us.

**Parent -Teacher Communication** We believe that it is essential for your child's growth and development at St. John's to have good parent teacher communication. Please send an e-mail or drop a note at the office requesting a teacher call back or a note in response. Due to staff responsibilities and schedules, parents are asked to make an appointment for lengthy conversations so that the teacher is able to focus on you and your concerns.

Because the teachers are busy when you arrive, or pick up, please do not attempt to conference in front of your child or other parents. We want to be respectful to you and your child, arrange for a later time to talk.

**Assessments** Our program conducts formal assessments on all enrolled children. **We do not report** child level data to the Ohio Department of Jobs and Family Services. (Pursuant to 5101:2-17-02 of the Administrative Code)

**Parent -Teacher Conferences:** There are two conferences scheduled, one in the late fall and one in the spring each year. At that time, you and your child's teachers will share observations about his/her preschool experience.

#### **Grievance Procedures:**

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. If a parent has a concern about any aspect of the preschool, the following steps are recommended:

1. Contact the teacher to arrange a conference
2. If the classroom teacher is the cause for concern, the parent should arrange a conference with the director
3. If the teacher or director is not able to satisfactorily address the concern, you may choose to consult the Rector and Advisory Board.

#### **Changes in a Classroom**

Parents will be informed of major changes that occur during the school year that affect their children, such as changes in a room or teacher. Should a circumstance arise without notice, the parents will be informed as soon as possible. Any questions or concerns should be directed to the office.

#### **DISENROLLMENT**

SJEEC reserves the right to refuse continued enrollment at their sole discretion. In certain circumstances SJEEC, at its sole discretion may deem it necessary to dis-enroll a family. Such a decision would be based upon SJEEC's decision that it is unable to meet the expectations of this family and a continuing relationship may prove to be detrimental to both families, staff, and ultimately the children. Once such a decision is made, a family would be notified. While such a decision is rare, sometimes SJEEC may deem it necessary for the continuing health and vitality of our school community.

SJEEC is a private school that aims to provide a positive, enriching preschool environment to all its enrollees. A decision to dismiss a child will come only after all options to meet the child's needs have been explored. Every measure will be taken to help the child

in question. The Director together with the teachers will assess each dismissal not only with regard to the individual child's needs but also the needs of all the children served.

Parents who exhibit behavior that is disruptive to the learning environment or is degrading to another child or parent/guardian, or does not promote a positive Christian environment for all will be asked to find alternate care for their child. Tuition will not be reimbursed.

### Parent Roster

A roster of names and telephone numbers of parents of children attending the preschool is available. Anyone who does not wish to include their name and telephone number on the roster should notify the preschool office.

### Substitute Teachers

St. John's maintains a list of qualified substitute teachers whom we call upon when needed. These teachers must meet the same licensing requirements as that of our classroom teachers. Frequently, our substitute teachers are either currently teaching or are former staff members.

All substitute teachers are invited to our in-service workshops as they are offered during the school year.

### Scholarship Fund

This fund was established by the Preschool Advisory Board in 1969 to receive special gifts to the school. In turn, the preschool is able to help enrolled families, with tuition assistance in times of need. It enables our growing alumni, parents, parishioners and friends to say thank you and pass it on to others. A gift to the fund is an excellent way to remember a child's birthday or in memory of a loved one.

Contributions, which are tax deductible, may be made to St. John's Early Education Center with a letter directing its use for the "Scholarship Fund."

### Schedule

Generally, we use the Worthington Public School District schedule as a guideline for vacations and holidays.

### Inclement Weather

The director will determine if it is necessary to close the center. Announcements will be made on the local TV stations.

The preschool uses the free app **Remind** to give parents a personal notification of school closings.

Text @sjeec to 81010 on your phone. (Our class code is @sjeec). If school is closed you will receive a text message from Remind.

Occasionally, due to poor weather conditions, we may end an AM session early. If this occurs, each child's family will be notified by telephone about the cancellation. Other emergency closings, parents would be notified by E-mail, a telephone call and also please check our web site.

### Misc.

For the safety of your child, we must always have the most current information on file. Any change to this information must be communicated to the office immediately.

Our Facebook page is for artwork and we will never post pictures of our children. The safety of all of our children is very important and we strive to protect your privacy.

Swimming Information Our program does not participate in water play activities.

Breastfeeding The school has a private room for mothers who are breastfeeding.

Parents; Please do not post classroom pictures of children other than your own on Facebook or any other public site unless you have received permission from the parent of the child in the photos.

***PLEASE REVIEW and CONFIRM THE REQUIRED HEALTH SCREENING IN THE LAST 12 MO'S***

St. John's E E C promotes the nutrition & health of children & protects children & staff from illness and injury. Children must be healthy & safe in order to learn & grow. A Child Health screenings by a pediatrician or health care professional is required. Annual Health screening benefits the overall health of a child because physicians can identify potential health issues. Through healthy screening, healthy eating and regular physical activity your child can learn healthy living habits which can last a lifetime Many health issues can be corrected before they become health problems that the child carries over into adulthood. Source: Centers for Disease Control and Prevention (www.cdc.gov)

### 1. Child Well Exam Requirement JFS 01305

The Child Medical Statement JFS 01305 must be on file with St. John's EEC. It must be within 12 months of the start of your child's first day of school and updated when expired.

## 2. Vision Health:

Vision loss means that a person's eyesight is not corrected to a "normal" level. Vision loss can vary greatly among children and can be caused by many things.

A child with vision loss might:

- close or cover one eye, - squint the eyes or frown, -complain that things are blurry or hard to see
- have trouble reading or doing other close-up work, or hold objects close to eyes in order to see
- blink more than usual or seem cranky when doing close-up work (such as looking at books)

One eye of a child with vision loss could look out or cross. One or both eyes could be watery, and one or both of the child's eyelids could also look red-rimmed, crusted, or swollen.

**What can I do if I think my child may have vision loss?**

*Talk with your child's doctor or nurse. If you or your doctor think there could be a problem, you can take your child to see an ophthalmologist, optometrist, or other specialist, and you can contact your local early intervention agency (for children under 3) or public school (for children 3 and older). Treating vision problems early may protect your child's sight, and teaching children with severe vision loss how to function as early as possible can help them reach their full potential.*

## 3. Hearing Health:

The signs and symptoms of hearing loss are different for each child.

Even if a child has passed a hearing screening before, it is important to look out for the following signs.

Signs in Children

Speech is delayed.

Speech is not clear.

Does not follow directions. This sometimes is mistaken for not paying attention or just ignoring, but could be the result of a partial or complete hearing loss.

Often says, "Huh?"

Turns the TV volume up too high.

All babies should be screened for hearing loss **no later than 1 month of age**. In addition, if you think that an older child might have hearing loss, ask the child's doctor for a hearing screening as soon as possible. If a child does not pass a hearing screening, ask the child's doctor for a **full hearing test** as soon as possible. If a child has hearing loss, talk to the child's doctor about **treatment and intervention services**. Hearing loss can affect a child's ability to develop communication, language, and social skills. The earlier children with hearing loss start getting services, the more likely they are to reach their full potential. If you are a parent and you suspect your child has hearing loss, trust your instincts and speak with your child's doctor.

**A Parent's Guide to Hearing Loss**

*After learning of your child's hearing loss, you may have mixed feelings and many questions. [A Parent's Guide to Hearing Loss](#) will give you information about hearing loss, communication options, and programs to help you and your child.*

## 4. Blood Lead Poisoning:

Lead is harmful to your child, slowing physical and mental growth. Old house paint that is chipping or peeling is the most common way that children are exposed. Children under the age of 6 years old are at risk because they are growing so rapidly and because they tend to put their hands or other objects, which may be contaminated with lead dust, into their mouths. Your child may need a lead test & more often if you answer yes to the following questions:

Has your child lived in or regularly visited a house built before 1950? (day care center, preschool, babysitter or relative)

Has your child lived in or regularly visited a house built before 1978 (lead based paint was banned for residential use) with recent, ongoing or planned renovation/remodeling?

Has your child had a brother, sister, housemate, or playmate been followed/treated for lead poisoning?

Protecting children from exposure to lead is important to lifelong good health. No safe blood lead level in children has been identified. Even low levels of lead in blood have been shown to affect IQ, ability to pay attention, and academic achievement. And effects of lead exposure cannot be corrected.

The goal is to prevent lead exposure to children **before** they are harmed. There are many ways parents can reduce a child's exposure to lead. The most important is stopping children from coming into contact with lead. Lead hazards in a child's environment must be identified and controlled or removed safely.

It is important to determine the construction year of the house or the dwelling where your child spends a large amount of time (e.g., grandparents or daycare). In housing built before 1978, assume that the paint has lead unless tests show otherwise.

*Make sure your child does not have access to peeling paint or chewable surfaces painted with lead-based paint.*

*Children and pregnant women should not be present in housing built before 1978 that is undergoing renovation*

*Regularly wash children's hands and toys.*

### **5. BMI- body mass index:**

Body mass index (BMI) is a measure used to determine childhood overweight and obesity. It is calculated using a child's weight and height. BMI does not measure body fat directly, but it is a reasonable indicator of body fatness for most children and teens. A child's weight status and body composition varies as they age and varies between boys and girls.

[CDC Growth Charts](#) are used to determine the corresponding BMI-for-age. Childhood obesity can have a harmful effect on the body in a variety of ways. Obese children are more likely to have–

- High blood pressure and high cholesterol, which are risk factors for cardiovascular disease Increased risk of impaired glucose tolerance, insulin resistance and type 2 diabetes.
- Breathing problems, such as sleep apnea, and asthma.
- Joint problems and musculoskeletal discomfort.
- Fatty liver disease, gallstones, and gastro-esophageal reflux (i.e., heartburn).

Obese children and adolescents have a greater risk of social and psychological problems, such as discrimination and poor self-esteem, which can continue into adulthood.

*Make sure your child gets physical activity each day.*

### **6. Pediatric Dental Care:**

There is no better time than now to start your child practicing good oral hygiene. (Good oral hygiene starts as early as infancy.) Pediatric dental care ensures your child's primary teeth stay healthy and free of decay and other diseases. Good oral hygiene should be incorporated into the routine whether you are breastfeeding or bottle feeding. You can wipe down the gums with gauze or a soft wet washcloth. Once teeth come in, keep them clean. It is important to use a toothbrush designed specifically for babies as it is designed with a much smaller/softer head that will not injure their tiny mouths. Using the right set of tools is essential.

*If you have not done so already, make sure your child has his/her first dental by the time they turn one or two years old. Make the regular visit a fun adventure that yields a tooth-friendly reward.*

### **7. Hemoglobin Blood Levels:**

Hemoglobin is a protein in your red blood cells that carries oxygen to all of your body's organs and tissues. It also transports carbon dioxide from your organs and tissues back to your lungs. If a hemoglobin test reveals that your levels are lower than normal, it means you have a low red blood cell count (anemia). Anemia can have many causes, including vitamin deficiency, bleeding and chronic diseases. If a hemoglobin test reveals that your levels are higher than normal, there are several potential causes such as the blood disorder polycythemia vera, living in a high altitude, smoking, hydration, burns and excessive vomiting.