



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 two sessions a day from September to May. The AM session runs from 9:00-11:30am and the PM session runs from 1:00-3:30pm. Children can attend our program a total of 2.5 hours per day. The numbers of days a child can attend varies by the age of child and class choices made by parents. Please refer to our yearly student calendar for specific days that we are closed.

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 child admittance when his/her physical, social, emotional, or intellectual needs cannot be adequately served by our program.

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 all registration will be processed in January. Beginning in mid-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 may attend preschool:

- Child Enrollment Form (all boxes completed including the Emergency Transportation Authorization), **If parents refuse to allow us to transport their child, child will be unenrolled in the program.**
- Family Information Form
- Child Medical statement including Immunization Record
- Handbook Statement (sign last page and return to school)
- This medical form ODJFS 1305 must be updated every 13 months
- Medication packet (if medication will be kept at school) A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission.
- 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 an Enrichment Classes need to meet the above age requirements. Children attending the Kindergarten Enrichment need to be 5 by September 30 of current school year and attending Kindergarten.

All children must be fully toilet trained to attend program.

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 Jobs and Family Services. The center is required to provide to parent's information required by Ohio Administrative code. The license is posted on information board in entrance to the school. 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 Jobs and Family Services. 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 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 days 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.
2. **Tuition:** Fees for the school year will be \$_____ per month, due in advance by the first 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 receives 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.** Make checks payable to Indian Run Preschool and mark the month and your child' class on the check. Checks are to be mailed or placed in the Preschool mailbox at Welcome Center. **DO NOT** send checks to the classroom with your child! **Returned Checks:** There will be a \$15 charge for all returned checks in addition to any charges made by you 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.
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/DHS, 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 (11:35am 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 2023 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 and ODJFS 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 medical care plan ODJFS 1236.

Information about substances to which your child is allergic needs to be in writing on Child Enrollment Form ODJFS 1234. Please report any changes or new information in writing on a "Child Medical/Physical Care Plan" ODJFS 1236. 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. A no peanut product policy will be in effect in all classrooms.

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

- ODJFS form 1217 Request for Administration of Medication for Child Care **one for each medication and boxes 1 and 2 need to be completed by parent and physician.**
- ODJFS form 1236 Child Medical/Physical Care Plan for Child Care completed by parent and teacher 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. Including our school age children.

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.

SAFETY:

Parking Lot Procedures:

INDIAN RUN PRESCHOOL DROP OFF/PICK UP POLICY: The goal of this policy is to increase child safety, primarily by eliminating to the maximum extent possible, vehicles maneuvering in reverse and children walking between parked vehicles. This policy should be read carefully to avoid confusion.

CHILD DROP OFF: Vehicles are to enter the property using either the eastern drive or the Preschool Entrance Drive. Parents can park in either parking lot and proceed to Celebration Hall (Preschool entrance). Our staff will view your child's check-in screen on the Procure App or with the paper copy. A QR code will be available for mobile check in as well. **NO children should walk to the front entrance unattended.** All vehicles Exit the preschool parking area at center or western drive as indicated on the site plan) to Brand Road. Use extreme caution when parking and walking your child into the preschool building. Please remember, no amount of time "saved" is worth any increase in risk to a child!

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.

All vehicles must enter the East Lot using the Entrance Drive, and exit using the center and western Exit Drive. Limited parking is available in the West lot (closest to Celebration Hall entrance) when parking in these spaces back, so you will be able to see our children as you are leaving. Please remember, the goal is to avoid maneuvering in reverse, and again, no amount of time "saved" is worth any increase in risk to a child!

PLEASE USE EXTREME CAUTION IN OUR PARKING LOT WE HAVE LOTS OF LITTLE ONE WALKING INTO AND OUT OF PRESCHOOL AND WE NEED TO KEEP EVERYONE SAFE!!

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

ARRIVAL AND DEPARTURE FROM PRESCHOOL:

ARRIVAL: Doors open at 8:55am or 12:55pm. Morning classes begin at 9:00am and afternoon classes begin at 1:00 pm. 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 offline 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 use the phone in the entrance to contact the office and we can greet you at the door.

DISMISSAL: Morning session children will be dismissed at 11:30am and afternoon sessions will be dismissed at 3:30 pm.

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 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. Any individual not on the carpool list will be asked to show identification.

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. The 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.

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 appreciate a brief explanation of the absence. You may call us at 614-889-8862 or email at juliestroup@indianrun.org or classroom email. 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: 15 Children and 2 Teachers
Four's: 15 Children and 2 Teachers
PreK: 17 Children and 2 Teachers and 9 Children and 1 teacher
Three's Enrichment: 14 Children and 2 Teachers
Young Four's Enrichment: 7 Children and 1 Teacher
Four's Enrichment: 12 Children and 2 Teachers
Pre K Enrichment: 8 Children and 1 Teacher
Kindergarten Enrichment: 12 Children and 2 Teachers

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 procare app—text, activities, Photos etc. Look at the photos and information posted on the app and this can be a good way to start a discussion with your child about what happened at school today.

DISCIPLINE: This applies to all parents and staff while at the Center. At Indian Run, 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.

As your partner in caring for your child, it is important that good communication exist between the home and the preschool. Please share with us information which will make us more sensitive to your child's needs. The director will keep you informed of any behavioral problems which may occur with your child at the preschool. Any child having trouble in 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. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

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.

SNACKS: **We do not serve snack at preschool.** We will be doing special cooking activities as part of our curriculum, and you will be given a permission slip to sign stating all the ingredients that will be used. We will also have special parties during the year where we will have a snack. **IRP HAS A NO NUT OR NUT PRODUCT POLICY THROUGHOUT THE BUILDING.** Please comply with this policy for the safety of children with allergies. **Parents of children with food allergies must sign a permission slip for food items used or eaten in the classroom before participating in an activity.**

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 if you would like to donate to the class (a puzzle, game, toy or book) we will have special labels for the donated item and we will be able to use the item throughout the school year and for years to come. **We will not allow food or goodie bag treats to be passed out at school!**

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 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/work clothes. They will take rough treatment. It also helps children develop independence if clothing selected that can be easily managed independantly. 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 is 40' 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 a 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 cancelled. If Dublin City Schools cancels its afternoon kindergarten, all IRP afternoon sessions 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 text through our Procure App. Since we have enrollment from areas outside of Dublin, should you feel conditions are too hazardous for driving, please use your own judgement and you and your child's safety comes first. Scheduled days canceled due to unforeseen circumstances will not be made up 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 and 9x12 space) Check **their bag daily** for important communications from the school. Teachers have and can text you information and will also post information on the Procure App. The teacher can send out information to the group or to individual families. When you text 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.

CONFERENCES: In November, we will be off a day to have individual conferences with parents to discuss progress and adjustment to preschool. A second conference with take place in May. We will complete these two assessments based on your child development using the Ohio Early Learning Content Standards and our curriculum. These assessments are not reported to Ohio Department of Jobs and Family Services. The children will not attend school on conference days. Should questions or problems arise at any time, please feel free to contact the teacher or director for a conference.

PARENT PARTICIPATION: Parent involvement is welcome and encouraged. If you wish to volunteer in the classroom, for parties or special activities, or for special projects, please contact the director or one of your child's teachers. Parents are welcome in the classroom at any time. To avoid overcrowding, we ask that you please decide with the teacher prior to the session you wish to attend.

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 be always 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.

Fire and weather alert procedures are posted in each classroom. Fire drills are practiced monthly and tornado drills are practiced in the fall and spring. A telephone is available for emergencies. Parents shall follow the arrival and dismissal procedure outlined in the parent handbook. No aerosol sprays will be used at the Indian Run Preschool program.

All teachers are trained in First Aid. In the event of a minor injury, the child will be treated by a staff member. If the injury is serious, the child will be treated, and parents notified immediately. If the child is seriously injured and cannot be treated by a staff member, the life squad will be called, and the parents notified as soon as possible. Following an injury, a duplicate incident report will be completed. The staff member will give one copy to the parent and place the other into the child's file. All staff is trained in child abuse prevention and recognition. Indian Run Preschool is required by law to report any suspicion of child abuse or neglect to Children's Services.

In the event of an emergency at the school or church we would evacuate the children to the Avery Baseball field parking lot. Should we need to evacuate to an indoor sight we would go to Jerome High School. The teachers would use their cell phones to contact the parents in the case of such an emergency.

All parents must complete the Emergency Transportation Authorization on page 3 of Child Enrollment form ODJFS 1234 if parent refused to allow us to transport their child, child will be unenrolled in our program.

TREAT OF VIOLENCE/ LOCK DOWN POLICY: Children will be secured in the safest location in the building or outside. Attendance roster and children's info will be taken with teachers and students. 911/Police will be contacted. We will follow the instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, and complete an incident report for parents. Quarterly drills will be practiced.

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, because of this limited time in the preschool we do not provide any napping or resting time in our daily schedule.

COMMUNICABLE DISEASE POLICY: All staff is trained in the prevention, recognition, and management of communicable diseases, and will observe the children daily. The Ohio Department of Health "Child Care Communicable Disease Chart" is posted in the director's office. All staff members are trained in proper hand washing procedures. Please do not send your child to school if he/she displays any of the following symptoms:

- Diarrhea (more than one abnormal loose stool within a twenty-four-hour period).
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Temperature of one hundred degrees Fahrenheit taken by axillary method when in combination with any other sign of illness, or any temperature at teacher's discretion.
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infection

A child who displays any of the above symptoms will be isolated in a section of the room within sight and hearing of a staff member. His/her parents will be contacted to come for him/her. The child will be provided with a cot and blanket. The cot shall be sanitized, and the blanket laundered before being used by another child. If the parents or designated persons cannot be reached, and the temperature rises to 103 degrees or vomiting or diarrhea becomes frequent, the life squad will be summoned. The child will be isolated and constantly monitored by a staff person.

No child will be left unattended. Any occurrence of a communicable disease will be posted. Please let us know about this. A child may return to the program after 24 hours if no signs of communicable disease are present when checked by a staff member.

A child who has returned following an illness will be expected to follow the regular routine. Staff members will need a Medication Form, signed, and dated by a physician, before they can administer any emergency medication. Parents will be required to administer all non-emergency medication to their child.

A teacher who displays any of the above symptoms of communicable disease will not be permitted in the program. A teacher may return after 12 hours if no signs of communicable disease are present. If a teacher is absent, a substitute will be called to replace her.

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease, or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 614-889-8862 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Indian Run Preschool until symptom free for at least 24 hours. Please be especially considerate of others when dealing with health concerns. We want to keep our staff and children healthy.

Permission for a child to be administered medicine in the school must be approved by the physician and parent utilizing the Request to Administer Medication #1217 (ODJFS) form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform ODJFS and Franklin County Health Department and our parents. We will follow the directions of the Franklin County Health Department on how we will deal with any exposure.

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 mid-day 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.

DAILY SCHEDULE: The following is the basic preschool schedule; however, it may vary slightly due to the specific activities planned for the day.

AM	DAILY SCHEDULE	PM
9:00 - 10:00	Arrival (wash hands) Free Choice with Learning Stations (sensory motor, science, math, construction play) and Art, 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, finger plays.	2:05 - 2:30
10:30 - 11:00	Outdoor play, gross motor.	2:30 - 3:00
11:00 - 11:10	Clean-up, potty break, wash hands, quiet activity.	3:00 - 3:10
11:10 - 11:25	Story time, songs, finger play manipulatives	3:10 - 3:25
11:25 - 11:30	Dismissal	3:25 - 3:30

*IRUMC welcomes your attendance at one of our Sunday Worship Services 9:30 am and 11:00 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

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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.

7/2022

Appendix C to Rule 5101:2-12-07

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 child care are available for review at the center.

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

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

The administrator's hours of availability 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 Ohio department of job and family services.

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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

AMENDED Appendix 5101:2-12-07 ACTION: Final DATE: 11/21/2019 8:53 AM

Child's Name _____

HANDBOOK STATEMENT

I have reviewed and received a copy of the program's policies and procedures/handbook. I have checked appropriate box on the Child Enrollment Form JFS 01234

PHOTO RELEASE

I give Indian Run Preschool permission to publish my child's photo on **INTERNAL** communication with Indian Run Preschool, including orientation video, photo of the week and individual classroom Shutterfly sites.

Parent Signature _____

FOOD PERMISSION

We will do many cooking and tasting activities as part of our curriculum and we need to know if your child has any food allergies or diet restrictions. Parents will have to provide a 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 _____