

Parent Handbook
- Preschool -



Cypress Christian Schools

2017/2018
Revised 5/10/17

Cypress Christian Preschool

377 Alton Darby Creek Road
Galloway, Ohio 43119
614-878-8803
TAX ID #31-4393240

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the Preschool Program Director and Daycare Program Director. This center is a privately owned and operated non-profit preschool and daycare. The center is licensed by the Ohio Department of Jobs and Family Services, and is approved to operate as a preschool and daycare. The preschool is for children 3 years and potty trained through 5 years, but not yet in kindergarten.

Statement of Philosophy/Goals

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of an individual. Therefore, it is our desire to guide and nurture each child by providing learning experiences in the areas of spiritual, social, emotional, physical, cognitive, and language development. It is our goal that as an atmosphere of Christian love surrounds the children; they will develop attitudes that will enable them to reach their full God-given potential in each area of development.

Licensing

The license and inspection reports for the current licensing period are available on the preschool parent board in the preschool main hallway. The laws and rules governing preschool are available at the school for review upon request. The school's licensing record, including compliance report forms and evaluation forms from the Health, Building, and Fire Departments that inspect the center, are available upon request as well. Any person may call the Ohio Department of Job and Family Services toll free at 866-886-3537 option 4 to report a suspected violation by the center.

The center observes the following staff/child ratios and small group sizes for each age group:

| <u>Age</u> | <u>Staff/Child ratio</u> | <u>Small Group</u> |
|------------------------|--------------------------|--------------------|
| 30 months to 36 months | 1:10 | 2:16 |
| 3 year olds | 1:12 | 2:24 |
| 4&5 year olds | 1:14 | 2:28 |

Staff Qualifications

Each member of our staff is qualified and competent to care for each child, according to the child's needs. By ODJFS rule 5101:2-12-28, staff members are required to complete training in early childhood education and early childhood development, as well as CPR, Child Abuse Recognition, First Aid and Communicable Disease.

Visitation Guidelines

We have an open-door policy at Cypress Christian Preschool. Visiting parents may observe and/or visit their children at any time during their child's scheduled class time. Our daily schedule will be posted in your child's classroom, and you may also ask for a copy at the office. Please give consideration to the group's schedule. For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.

Admission Policies and Procedures

To enroll at Cypress Christian Preschool, an interested parent/guardian should contact the center to discuss the philosophy, policies, and procedures of the program. The parent/guardian will be given a tour of the facility and will discuss the specific program their child will be enrolled in. Also at this time, the parent/guardian may receive a registration form or enrollment packet. The enrollment forms, along with the \$135.00 registration and supply fee for preschool, must be completed and returned before an enrollment date can be set for the child. The supply fee covers all school supplies, curriculum materials, communication folder, program costumes, and a preschool t-shirt. The full enrollment packet will be sent via e-mail in May and will include:

- ✓ Confidential Application for Admission
- ✓ Emergency Transportation Authorization
- ✓ Health Record/Physician's Statement
- ✓ Statement of Faith
- ✓ Tuition and Fees

Cypress Christian Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin.

Hours of Operation

The preschool operates on a nine-month schedule, September through May, and observes most of the same holidays and professional days as Cypress Christian School. Our hours of operation for all morning classes will be strictly observed. No child is to arrive before 8:20 a.m., with class starting at 8:30 a.m. and ending at 11:30 a.m. Children enrolled for the afternoon classes may arrive no earlier than 12:05 p.m., with class beginning at 12:15 p.m. and ending at 2:45 p.m. The staff needs time before class to prepare for the day and after class to clean up and prepare for the next, therefore, we are unable to accommodate children dropped off early or picked up late. In case of inclement weather, the preschool will be closed if Cypress Christian School is closed. For more information, please watch Channel 4, 6 or 10. School closings will also be listed on the Share-site.

Attendance

If your child is not going to be in attendance on a regularly scheduled day, please contact the office at 878-8803.

Late Pick up Policy

The morning classes end at 11:30 a.m. and the afternoon classes end at 2:45 p.m. You will be asked to sign a late pick up log after 11:35 and 2:50. You will be given grace the first 2 times you sign and then you will be charged \$1/minute late on the **third late pick up and each time after.** Your child will be brought to the preschool office until your arrival. Payment of the late fee is charged to your tuition account.

Delivery and Release of the Child

Each child must be taken directly to his/her classroom. Under no circumstances is a child to be dropped off outside the building or left at the door. Each teacher is to keep a class list to mark your child's arrival and departure. Please make sure the teacher responsible for your child knows that he/she has arrived or is leaving.

Children will only be released to their parents/guardians or persons who have been authorized, in writing, on the Contact Authorization sheet in your child's file. Changes in authorization must be done in writing and submitted in advance to the program director's office. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify the office. This will help to eliminate confusion at dismissal time. The center is authorized to ask for identification should there be any question concerning who is picking up your child.

If an "unauthorized" person arrives to pick up your child, the child will not be released. The program director will be notified immediately. The program director will then call the parent/guardian to determine if the child should be released to the person. If there are issues involving custody, it is imperative that we know who can legally pick up your child. Supplying us with a copy of the divorce or custody papers gives us that information.

Tuition and Fees

Preschool:

Our center exists as a non-profit organization, with tuition and fees established to help with the basic cost of operation. Tuition is as follows:

| | Annual | Monthly (Sept-May) |
|--------------------|--------|--------------------|
| A.M. 2 Day | \$1350 | \$150 |
| P.M. 2 Day | \$1305 | \$145 |
| A.M. 3 Day | \$1665 | \$185 |
| P.M. 3 Day | \$1620 | \$180 |
| A.M. 5 Day | \$2250 | \$250 |
| P.M. 5 Day | \$2160 | \$240 |
| Extended Day 2 Day | \$1665 | \$185 |
| Extended Day 3 Day | \$2070 | \$230 |

Discounts: 2 or more children in preschool – 15% off lowest tuition
Only one discount per family is permitted.

Nonrefundable Registration and Supply Fee (paid annually):

\$135.00 per child. In order to be placed on the preschool enrollment list, the registration and supply fee must be paid when your enrollment paperwork is received.

Payments:

- ✧ There are three payment options:
 1. Monthly direct debit through Tuition Express. Payments are debited on the 5th of the month. ***If tuition is paid after the 5th of the month, a late charge of \$10 will be assessed.**
 2. Full payment for the school year is due by the September 10th.
We will no longer be accepting monthly checks.
 3. Partial year payments can be made by September 5th for September-December and then again in January 5th for January-May.
- ✧ The service charge for insufficient funds is \$25.00. The account must be brought up to date within one week of notification of the NSF. If the center receives a second returned check, future tuition payments must be made by cash, cashier's check or money order.
- ✧ A child may be removed from the program when the tuition account is overdue. If no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available. You may make special arrangements with the program director to pay in advance, bi-monthly or monthly.
- ✧ Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days.

Withdrawal

It is expected that families will give the Preschool a month's written notice upon withdrawal from our program. Partial months or weeks will not be refunded.

Transitions

Transitioning into your program:

- Parents call to inquire about our facility and wait list status. If accepting applications, we will set up a tour.
- Yearly registrations start in February for the following school year.
- There is a family open house the week before school starts to meet the teacher(s) and see the classrooms.
- Parent brings child on first day of school.

Transitioning into kindergarten:

- Throughout the year the teachers work on kindergarten readiness skills with their children.
- At the end of school year we have a celebration for those friends who are leaving to go to kindergarten.

Transitioning from the program:

- Teachers will discuss during circle time that one of their friends will be leaving the classroom or center.
- Parents usually bring in a special treat to share with the class as a way of saying good-bye to their friends.

Curriculum

Our first and foremost goal here at Cypress Christian Preschool and Daycare is to provide a caring and nurturing environment that is sensitive to the needs of your child. Our curriculum is aimed to provide developmentally appropriate learning experiences that build progressively as the children continually discover and acquire new concepts and skills in the areas of cognitive, physical, spiritual and social development. Our curriculum is designed to take an active approach to learning. We will provide hands-on experiences to introduce cognitive concepts. We will strive to make learning fun and exciting, because we believe this enhances learning experiences. Social and communication skills will also be an integral part of our classroom routines. Our teachers will be working hard to provide a variety of activities, materials and learning experiences that introduce, reinforce and extend desired skills and concepts at all levels. The curriculum is divided in to seven major areas of focus; social and spiritual development, gross motor, fine motor, reading, math and basic readiness skills. Following is a list of basic concepts that your child will be working toward in each of these areas.

Social Development

Manners
Sharing
Turn Taking
Cooperative Play
Following Directions
Carrying on conversations
Organizational Skills
Basic Hygiene Skills
Attention Span
Self pride and confidence

Gross Motor

Walking
Running
Jumping
Skipping
Climbing
Balancing
Coordination
Using a ball
Writing and drawing skills

Fine Motor

Manipulate writing, drawing
and coloring tools
Scissor Skills
Gluing
Block Play
Puzzles
Using Manipulatives
Dressing Skills

Math

Colors
Shapes
Numerals
Counting
Positions
Ordering
Comparing
Patterning
Opposites
Problem Solving

Reading

Book knowledge
Print knowledge
Letters
Characters
Recalling Details
Sequencing
Retelling
Predicting
Basic comprehension
Finger plays, rhymes and
Rhymes

Basic Readiness

Name
Birthday
Phone number
Address
Colors
Shapes
Alphabet skills
Numerals
Counting
Using art materials
Problem Solving

Spiritual

Gain knowledge of God through
His word.
Experience God's goodness
through the world around us.
Discover God's purpose in our
lives.

Story Time: Bible Stories and Quality Children's Literature
Hands on Learning Experiences: Cognitive Learning Skills, Development of Number and
Alphabet Recognition
Social Awareness: Forming Friendships and Group Participation
Large Muscle Play: Free-Play Activities and Structured Playtime
Fine Motor Skills: Blocks, Legos, Puzzles, and Stringing
Art/Music: Creative Arts and Fun Children's Music

An example of a morning schedule for one of our 4 year old classrooms:

8:30 – Table Time
8:45 – Chapel / Science
9:10 – Circle Time
9:25 – Learning Centers
10:05 – Clean Up and Restroom Break
10:15 – Snack
10:30 – Music and Story Time
10:45 – Large Muscle Room / Playground
11:15 – Closing Circle Time / Pack Up to Go Home
11:30 - Dismissal

Learning Centers may include:

Dramatic Play
Literacy Center
Writing Center
Science and Nature Table
Small Motor Manipulatives
Quiet Area with reading and puzzles
Art Center
Sensory Table
Math Manipulatives

Social Studies
Blocks and Transportation
Art Center

Please note that this is an example of the daily routine. The teachers will adapt their schedules to best meet the needs and interests of their classrooms.

Safety Policies

- ◆ No child is to be left unsupervised by staff or parent while at the center.
- ◆ There is to be no running in the building except for the directed physical activity in the large muscle room.
- ◆ Monthly fire drills will be held. A record of the dates and times will be kept in the office.
- ◆ The school staff always has immediate access to a working phone.
- ◆ The fire and weather emergency plans are posted in each classroom.
- ◆ We require emergency transportation forms and health records for all children. An authorization form will also be required for children in need of special procedures or precautions due to health or handicapping conditions.
- ◆ The use of aerosol spray products is prohibited when the children are in attendance at the school.
- ◆ If an accident or the emergency transportation of a child occurs, an incident report will be completed by the school as prescribed by Ohio Law. A copy will be kept in the child's file with the teacher's, program director's and parents' signature. The parent/guardian will also receive a copy upon request.
- ◆ All Cypress Christian Preschool/Daycare staff members are required by law to immediately notify the local public Children's Services Agency when a child shows signs of abuse or neglect.
- ◆ The Department of Child and Family Services is 1-866-886-3537. This number can be used to report a suspected violation by the center.
- ◆ In case of fire, the center will be evacuated and the program director will notify the proper authorities.

Field Trips

The preschool will take periodic field trips. We do not have transportation for these trips, so a parent or guardian will need to transport and accompany their child on the trip. The teachers and staff cannot be responsible for the children. A staff member trained in first aid and CPR will be present.

Outdoor Play Policy

The preschool shall provide outdoor play each day in suitable weather for preschool children who are in attendance for four or more consecutive daylight hours. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 40°F or above 90°. The center may also limit outdoor play if the heat index is at a caution or above level. If outdoor play is not possible, large muscle play will be held indoors.

Clothing

On the first day of school we ask that you bring along extra changes of clothing (labeled with child's full name): pants, shirt, underwear and socks. The clothes can be kept in their backpacks. These should be washable and easily put on. You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the extra set of clothes. Suitable clothing is essential for your child to feel completely free and happy while at the center. We recommend light comfortable clothes, closed shoes they can run and jump in and clothes they can get messy in.

Personal Items

It is requested that children do not bring toys or other items from home except on designated "Show and Tell" days. Each child will be provided with their own cubby to place personal belongings, including back packs, in during their hours at the center. We are not responsible for personal items that are brought to the center that are lost or broken. Jackets/Sweaters should be clearly labeled with the child's name.

Allergies

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to outline all allergies and the required treatment with the teacher and front office staff. There are specific forms that need to be filled out. We make every attempt to make sure that no peanut products are introduced into the classroom. If there are additional items your child is allergic to, we will work with you in trying to prevent your child from coming in contact with the item. Although we will use our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot guarantee your child will not come in contact with an item that may affect your child.

Birthdays

You may bring a snack to share with the class during snack. Please keep it simple. For example: mini muffins or cookies. Please discuss plans with your child's teacher in advance. To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, please mail the invitation directly to their home. Please see the office for addresses.

Please do not send items that are decorated with icing

Discipline Policy

The preschool staff member supervising a group of children shall be responsible for their discipline in keeping with the policy established by the center. Child training and discipline will be handled with kindness, consistency and understanding in accordance with the individual needs of each age group and each child. The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want the children to hurt themselves and/or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual learning process. We will talk to a child when unacceptable behavior occurs, and to be sure he/she understands the rules and why they exist. If the behavior continues, the child may be separated from the group in the classroom for a "time out". "Time out" will be for one minute per age of the child. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In case the staff member and child cannot come to a satisfactory solution in the classroom, the program director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the program. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur.

In accordance to rule 5101:2-12-22 OAC, there will be no physical discipline administered in our preschool. Physical restraint or denying of food as discipline is not allowed. Use of abusive language or attacks on the child's self-worth is not to be used to shame a child into conforming to the rules of behavior. Techniques of discipline shall not humiliate, shame, or frighten a child.

Any instances of such practices are to be reported to the program director. There will be no cruel, harsh, or unusual punishment, such as, but not limited to, punching, pinching, shaking, or biting. No discipline technique shall be delegated to any other child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents. These policies as stated above apply to all employees of the center.

In a successful preschool environment, limits must be set. Once set, these limits must be clearly communicated and strictly enforced. No matter what the inappropriate behavior may be, children need to be reassured that it is the behavior that is unacceptable and not the child. Children need to learn that for every choice made, a responsibility comes with it. We believe discipline is necessary to make children feel safe and loved.

Emergency Plans

Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water, our emergency destination is the Wesleyan District Center, which is located at the north end of the parking lot. A sign will be posted on our door indicating that we have been evacuated and giving the location where children can be picked up. Parents will be contacted as soon as possible to come to pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment forms.

Medical Emergency Plan

A person trained in First Aid will be readily available at all times when the school is in operation.

- An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the daycare office for ready reference when a child is in need of medical or dental treatment. The completed emergency medical/dental plan will be posted in the daycare office and each assigned classroom.
- Precautions are taken to prevent accidents and to insure the safety of the children and adults at the center. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital to be stabilized, then, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.
- A report of any accident or illness will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will then be placed in the child's file and a copy given to the parent/guardian upon request.
- The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Emergency evacuation for bomb threat, gas leak, etc. the following actions will be taken: take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the parking lot. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to our secondary evacuation location. The secondary location is the youth center on the church campus. Parents will be notified as soon as possible. A sign will be posted in the front of center indicating that we have been evacuated and where they can pick up their child. We will complete an incident report and provide to the parents. If there is a threat of violence we will secure children in the safest location in the building or outside. We will take attendance roster and contact 911/Police. In the event of the loss of power, water, or heat we will contact the utilities company to notify of outage and

assess expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. In the event of a serious injury or illness we will stay with injured/ill child at all times, summon additional help if needed to supervise the rest of children. We will complete an assessment of appearance, breathing, and circulation. We will summon a staff member trained in first aid/communicable disease and determine whether EMS needs to be contacted. We will check the child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child and then contact parents. We will provide basic first aid until EMS or parent arrives. An incident form will be completed for the parents.

Management of Communicable Diseases

A chart of communicable disease symptoms and information is posted in the program director's office. If your child has been exposed to a communicable disease at the center, a note will be posted outside of the classroom involved.

Where there are questions concerning illness, please use the following guidelines that are in accordance with licensing rule 5101:2-12-33. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent or guardian.

- ❖ Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- ❖ Diarrhea - more than one abnormally loose stool within a 24-hour period
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- ❖ Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness
- ❖ Untreated infected skin patch or patches
- ❖ Unusually dark urine and/or gray or white stool
- ❖ Vomiting
- ❖ Unexplained body rash
- ❖ Sore throat or difficulty in swallowing
- ❖ Stiff neck
- ❖ Evidence of lice, scabies or other parasitic infestations**

**A child must remain out of the center until, upon inspection from the program director or appointee, the child is found to be completely free of lice and nits. Regardless of medicated shampoo treatments, the child must be completely nit free.

A sick child that is isolated will always be supervised and will be made comfortable. The parent/guardian of the child will be notified by telephone, and the child will be discharged (within

one-half hour or less, of notification) to the parent/guardian or authorized person. The child may return to the center when all symptoms, including fever, have been gone for 24 hours. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

When the children are exposed to a communicable disease, a notice will be posted on the classroom door.

If a child is brought to the office and shows no signs of illness but claims to be feeling bad or appears to be feeling ill, the parent/guardian will be notified.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required.

Medication must have a prescription label with the child's name, dosage, time, and why it is being given. It must be in the original container and will only be administered upon receiving written doctor's orders.

Staff will be trained in the recognition of common childhood illnesses by attending the American Red Cross or an alternate state approved course or class. The Red Cross course on communicable diseases teaches proper hand washing and disinfecting techniques to our staff.

When a staff member becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

Photographs and Video Taping

Please notify your child's teacher and the Director if it is your desire that your child not be photographed. Children are often photographed during spontaneous occasions and if you do not want your child's photograph taken you must notify us in writing. There are occasions when your child's photograph may appear on publications or materials related to the center unless we have been otherwise notified.

Conferences

In October, the teachers will send home a short information sheet about how the student is adjusting to school emotionally and socially. In January, the school will hold conferences on two days listed on the calendar. The children will not attend school on conference days. Parents are encouraged to leave siblings and students at home so that the teacher and parent can discuss the child's progress freely and openly without distractions. Should questions or problems arise at any time, please feel free to contact the teacher or director for a conference.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during the hours of operation. Parents are invited to attend field trips, class parties, and special events or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. We understand that you have entrusted us with your little ones and we want our relationship to be a good one.

Parking

Please use caution when driving through our parking lot. We have parking spaces for your convenience and ask that you enter and exit using appropriate driveways. Please do not leave children unattended in your car. Do not leave purses in parked cars. We are not responsible for any loss or damage while in our parking lot.

DO NOT LEAVE YOUR CAR ENGINE RUNNING!

Grievance Policy

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the center administrator. Please feel free to bring concerns to our attention as they occur. We realize you are trusting us with your precious little ones and we want our relationship to be a good one.

Court Appearances

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. The school will have to provide a substitute in the staff member's absence.

WE ARE PLEASED TO HAVE YOU CONSIDER CYPRESS CHRISTIAN PRESCHOOL AS THE PLACE WHERE YOUR CHILD/CHILDREN WILL RECEIVE CARE AND TEACHING. WE PLEDGE TO DO OUR BEST TO SERVE YOU AND YOUR FAMILY WITH CHRISTIAN LOVE AND GRATITUDE.

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a 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 center director and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC 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 Center director of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

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

*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.

Parent Signature Page

Welcome to Cypress Christian Preschool. Our handbook contains important information regarding our program and can be viewed on our website. It will answer many questions you may have. Feel free to ask the center director for clarification of any policies in the handbook.

After reading the handbook, please sign and return this page to the center director. This is due before your child attends the center.

I acknowledge that I have read the parent handbook for Cypress Christian Preschool. I agree to follow all policies outlined within.

Printed Name _____

Signature of parent / guardian

Date

Signature of parent / guardian

Date