



Cypress Christian Schools

# Parent Handbook

Cypress Christian Preschool

377 Alton Darby Creek Road

Galloway, Ohio 43119

614-878-8803

TAX ID #31-4393240

Director: Lisa Kaltenbach ([lisak@cypressschools.tv](mailto:lisak@cypressschools.tv))

Assistant Director: Jen Moore ([jenm@cypressschools.tv](mailto:jenm@cypressschools.tv))

## **STATE LICENSING INFORMATION**

### Licensing Information

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.

## 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.

## Ratios

The center will not exceed 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

## 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 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.

# **EMERGENCY PLANS**

## Emergency Plan

Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water, our emergency destination is the Cypress Student 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.

## **FACILITY INFORMATION**

### Preschool Areas

The preschool shares a building with the daycare, K-8<sup>th</sup> grade school as well as the church and church offices. We ask that you please enter and exit through the preschool doors (South Lot) only and refrain from playing in the lobby and common areas.

### Parking

- Pay careful attention and drive slowly around the turns and through the lot. Stop at the end of each row and check for oncoming traffic.
- Please no cell phone usage.
- Keep your preschooler close to you at all times. Preschoolers should not be running through or playing in the parking lot.
- Please park in designated parking spots. Curb areas must be left clear for emergency vehicles.
- Reserve handicapped spots nearest the building for vehicles with a handicapped placards. Handicapped spots in the "middle" of the lot and along the north wall can be used for drop-off and pick-up.
- Do not leave valuables or children in your vehicle.
- Children should be walked in by an adult. CCS K-8 students should be dropped off in the CCS carline in the north lot.
- If you should need assistance at drop-off or pick-up, please call our preschool office at (614)878-8803.

## Onsite Support for Nursing

The center provides a private onsite nursing area located in the south lobby restroom.

## **PROGRAM INFORMATION**

### Statement of Philosophy

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the Preschool Program Directors and Daycare Program Directors.

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.

### 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 \$140.00 (non-refundable) 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.

- Confidential Application for Admission
- State Child Enrollment and Health Info (ODJFS 01234)
- Signed Emergency Transportation Authorization
- State Child Medical Statement (ODJFS 01305)
- Statement of Faith
- Tuition & Fees

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

## Statement of Faith

The congregation of Cypress Wesleyan Church is comprised of people from many church/religious backgrounds. We are confident in the Bible as our written source for spiritual truth. We believe that personal faith in Christ is our primary hope of final salvation. We look to Christ as our example for life. We need each other for effective spiritual growth and maturity in our Christian walk of life. Below is a basic creed.

We Believe:

- That the Bible is unparalleled in its divine inspiration and in its complete accuracy and authority as God's revealed source of faith and truth to us.
- In one God, beside whom there is no other and whose nature and activity is supremely revealed to us through His expression of Father, Son (Jesus Christ), and Holy Spirit.
- That human nature involves the image of God, in part, but also displays the universal tendency toward the practice of sin, which is basically rebellion (active or passive) against God.
- That Man's ultimate and most urgent needs are an awareness of his condition before God and a new life with Him, through Christ.
- That Jesus Christ is God's unique revelation of Himself to us in human form, and His chosen pathway for our salvation, by virtue of His birth, life, death, resurrection and present intercession for us.
- That the way to salvation is through confession, forgiveness of sins, and personal acceptance by faith of Jesus Christ as personal Savior and Lord.
- That our lives should seek to "...reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:13, NIV).

# **COMMUNICATION AND PARENT INVOLVEMENT**

## Regular Communication

Communication is an important part of the school/parent relationship!

Communication Folders: Your child's communication folder will go to and from school each day in your child's backpack. Inside you will find the school academic calendar, school chapel calendar and monthly calendar and newsletter email (this will include monthly updates, upcoming events, etc...)

Weekly E-Mails: Each classroom teacher will send a weekly email with a quick recap of what is going on in the classroom.

Monthly E-Mail: Preschool Administrators will send periodic communication via email (this will include monthly updates, upcoming events, etc...)

Text Reminders: Sign-up for text reminders (standard messaging rates apply, please see your child's communication folder for more info.

## Visitation

We have an open-door policy at Cypress Christian Preschool. Parents have unlimited access to all areas of the building used for child care during the hours of operation. 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 and the needs of the classroom. The director, in cooperation with the classroom teacher will handle repeated or disruptive visitations on an individual basis.

For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.

Parents are encouraged to participate whenever possible in the activities at the center. This includes field trips, class parties, chapel and other special events (community helper parade, book fair, walk-a-thon, etc...)

## Assessments

Preschoolers will be formally assessed in the classroom by their classroom teacher three times a year (fall, winter and spring). This assessment helps guide the teacher in developing their curriculum throughout the year. The assessment includes social, emotional and behavioral development, communication, work habits, large and fine motor skills as well as academic skills. A copy of your child's assessment will be sent home in the fall and at the end of the school year.

In October, the teachers will send home a copy of the assessment. 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.

Cypress Christian Preschool does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

## Concerns and Conferences

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. We realize you are trusting us with your precious little ones and we want our relationship to be a good one.

Teachers are available to discuss a child's progress or needs at any time. 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 big ones.

## 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 (including social media) or materials related to the center unless we have been otherwise notified.

## Transitions

### Transitioning In To the 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 Out of 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

## **DAILY OPERATIONS**

### Hours of Operation

Morning Classes:

8:30am – 11:30am (Classrooms open at 8:20am)

Extended Day Classes:

8:30am – 12:30pm (Classrooms open at 8:20am)

Afternoon Classes:

12:15pm – 2:45pm (Classrooms open at 12:10pm)

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.

### Late Pick Up Policy

You will be asked to sign a late pick up log after if you are more than 5 minutes late picking up your child.

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.

### Scheduled Closings

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. A complete academic calendar with scheduled closings for the 2019-2020 can be found at the end of this handbook.

### Inclement Weather Closings

In the case of inclement weather, we follow the decision made by the leadership team at Cypress Christian School (K-8). They do not follow any district in particular, but take into consideration what the major districts in the area are doing (Columbus, Hilliard and Southwestern).

Once the decision is made, I will send a text from Remind, an email and it will be posted on the preschool [Facebook](#) page. You can also check your local news station by looking for "Cypress Christian School and Preschool". If you have not signed up for our text reminders, you can do so by sending @ccps2018 to the number 81010.

### Attendance

There is no attendance requirement for preschool. However, if your child is not going to be in attendance on a regularly scheduled day, please contact the office at 878-8803.

## Delivery and Release of the Child

Each child must be taken directly to his/her classroom by a parent/guardian. 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 time. 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.

## Court Orders and Custody Papers

Cypress Christian Preschool recognizes that both parents have a legal right to be part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instructions will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

## Arrival from Other Programs

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm the child is scheduled to be at the center that day and then contact the program that they are to arrive from. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

## Daily Schedule

This is an example of a morning schedule for one of our 4 year old classrooms. 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.

- 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                              | Social Studies                       |
| Literacy Center                            | Blocks and Transportation            |
| Writing Center                             | Art Center                           |
| Science and Nature Table                   | Small Motor Manipulatives            |
| Quiet Area (Reading or Puzzles)            | Letter, Shape and Number Recognition |
| Sensory Activities (PlayDoh, Rice, etc...) | Math Manipulatives                   |

## Snack Policy

Each child should bring their own healthy snack to eat during our snack time each day. Each classroom has a scheduled snack time, but it is brief, please send in one small snack and one drink it is helpful if your child can open his/her own snack. We do have food allergies in the building, please do not bring snacks containing nuts (this includes peanut butter, tree nuts, coconut and items that say "may contain traces of peanuts/tree nuts"). In classrooms with a severe nut allergy we may also restrict items that say "processed in a facility that also processes nuts". Please refer to your classroom teacher if you have questions.

If a child arrives at the preschool without a snack, one will be provided for them.

## Nap Policy

The preschool does not have a designated nap or rest time, however if a child is feeling ill and needs to lie down he/she will be made comfortable in the preschool office and the parents will be notified.

## Field Trips

The preschool will take one field trip to the Orchard and Co. in the fall (September 19<sup>th</sup> and 20<sup>th</sup>, 2019). 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 25°F or above 90°. The center may also limit outdoor play due to weather or safety issues. Considerations may include, but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. If outdoor play is not possible, large muscle play will be held indoors.

## Water Activities

Children may participate in water activities inside the classroom (i.e., squirt bottles and sensory tables). Preschool classes do not participate in any water activities that include sprinklers or pools. The center does not participate in any swimming activities.

## 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.

## Birthdays

You may bring a snack to share with the class during snack. Please keep it simple. For example: mini muffins or cookies. Items should be nut free and should not contain icing and/or red dye. Please discuss plans with your child's teacher in advance. In the event that a birthday snack

does not meet the guidelines above your child will be able to pass them out to the class for students to take home.

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.

## 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  
Conversational Skills  
Organizational Skills  
Basic Hygiene Skills  
Attention Span  
Self-Pride  
Confidence  
Forming Friendships  
Group Participation

### Large Motor

Walking  
Running  
Jumping  
Skipping  
Climbing  
Balancing  
Coordination  
Using A Ball  
Writing Skills  
Drawing Skills  
Free Play Activities  
Structured and Unstructured Playtime

### Fine Motor/Hands-On

Manipulate Writing Tools  
Tweezers  
Scissor Skills  
Gluing  
Block Play  
Puzzles  
Using Manipulatives  
Dressing Skills  
Legos  
Stringing Bead

### 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 Recognition  
Number Recognition  
Counting  
Using Art Supplies  
Problem Solving

### Spiritual

Read God's Word (The Bible)  
Experience God in Daily Life  
Discover God's Purpose For Us  
Know That God Loves Us  
Learn That Jesus Is Our Forever Friend

### Story Time

Bible Stories  
Quality Children's Literature

### Art and Music

Creative Art Projects  
Christian and Preschool Music

## 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.

## **HEALTH AND WELLNESS INFORMATION**

### Allergies

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to list all allergies on the State Child Enrollment and Health Info (ODJFS 01234).

If your child has an allergy that requires us to administer medication we will need you to complete a Child Medical/Physical Care Plan Form (ODJFS 01236) as well as a Request for Administration of Medication (ODJFS 01217) for each medication.

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.

### Medications and Modified Diet

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. Medication must be stored out of reach from children and a student may not carry his/her medication with him or leave it in their backpack.

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.

### Immunizations

The Ohio Department of Health recommends that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others.



## 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.

- Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness
- Diarrhea – three or more abnormally loose stool within a 24-hour period
- Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- 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
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies or other parasitic infestations\*\*
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

\*\*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.

# FINANCIAL INFORMATION

## Tuition and Fees

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:

	<u>Annual</u>	<u>Monthly (Sept-May)</u>
A.M. 2 Day	\$1440	\$160
P.M. 2 Day	\$1395	\$155
A.M. 3 Day	\$1755	\$195
P.M. 3 Day	\$1710	\$190
A.M. 5 Day	\$2340	\$260
P.M. 5 Day	\$2295	\$2255
Extended Day 2 Day	\$1710	\$190
Extended Day 3 Day	\$2160	\$240

\*Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days.

## Discounts

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

## Registration & Supply Fee

\$140.00 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. The registration and supply fee is non-refundable.

## 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. All monthly tuitions payments are done through direct debit, we do not accept monthly payments via cash or check. Payments made with a credit card will be charged a 2% service fee.
2. Full payment for the school year is due by the September 10th.
3. Partial year payments can be made by September 5th for September-December and then again in January 5th for January-May.

## Late Tuition Fees

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.

### Withdrawal From the Program Due to Non-Payment

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.

### Withdrawal From the Program Due to Parent Decision

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.

### 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.



# Cypress Christian Preschool

## Academic Calendar

Cypress Christian Schools

**School Phone:** (614)878-8803      **Fax:** (614)385-4859  
**Director:** Lisa Kaltenbach (lisak@cypressschools.tv)  
**Assistant Director:** Jen Moore (jenm@cypressschools.tv)

August	28	Parent Only Orientation – Times vary by class.
	29	Open House – 4:00-7:00
September	2	<b>NO SCHOOL</b> (Labor Day)
	3	First Day of Classes (TTh and 5-Day Classes)
	4	First Day of Classes (MWF Classes)
	12-13	School Picture Day
	19-20	<b>NO SCHOOL</b> (Field Trip)
October	TBA	CCS Fall Fest
	16-17	Speech & Hearing Screenings
	24-25	<b>NO SCHOOL</b> (Professional Development)
November	27-29	<b>NO SCHOOL</b> (Thanksgiving Break)
December	13	<b>NO SCHOOL</b> (Christmas Program) Morning Classes – 10:00am    Afternoon Classes – 1:00pm
	23-Jan 6	<b>NO SCHOOL</b> (Christmas Break)
January	7	School Resumes
	16-17	<b>NO SCHOOL</b> (Parent/Teacher Conferences)
	20	<b>NO SCHOOL</b> (Martin Luther King Jr. Day)
	21	RE-ENROLLMENT (Current Students/Siblings ONLY)
February	3	PRIORITY New Enrollment (Alumni & Cypress Church Families)
	10	OPEN Enrollment
	14	<b>NO SCHOOL</b> (Professional Development Day)
	17	<b>NO SCHOOL</b> (Presidents Day)
March	23-27	<b>NO SCHOOL</b> (Spring Break)
	30	School Resumes
April	10-13	<b>NO SCHOOL</b> (Good Friday/Easter Break)
	14	School Resumes
May	14-15	Last Day of Classes
	18	Preschool Graduation 10:00am
	19-20	Class Picnics 11:00am-1:00pm