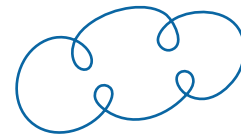




Preschool

Parent Handbook

Nurturing children for over 75 years



This handbook is prepared to serve as a guide throughout the year. It includes a copy of our safety policy guidelines and our policy for managing communicable diseases.

Your child was enrolled in The College of Wooster Preschool when space availability was confirmed. The necessary paperwork was received—the registration fee, the child’s information and health form, and permission forms. **If any information changes, please notify the school immediately.**

A child’s medical form, completed by a licensed physician or a nurse practitioner, is required to be on file within 30 days of admission. This medical form must be updated every 12 months.

Thank you for choosing The College of Wooster Preschool! We look forward to providing your child with a caring and enriching environment. If you have any questions or concerns during the year, please let us hear from you.

Important Calendar Dates

- August 27:.....Back to School Parent Meeting
- September 3:First Day of School
- November 27-28:.....No School - Thanksgiving Break
- December 16:.....Fall Semester Ends
- January 6:.....Spring Semester Begins
- January 20:.....No School - MLK Day
- February 17:.....No School – President’s Day
- March 24-28:.....No School - Spring Break
- May 9:.....Last Day of School

THE COLLEGE OF WOOSTER PRESCHOOL

in Westminster Church House
353 E. Pine Street
Wooster, Ohio 44691

School Telephone: 330-263-2131
School Fax: 330-263-2888

www.wooster.edu/nursery-school
nurseryschool@wooster.edu

PLEASE NOTE that when the preschool is in session, our telephone is for urgent messages. Therefore, if you wish to discuss your child’s progress or have a question or some other concern, please get in touch with your child’s teacher or the director before or after classroom hours, by email or by text/ phone call at one of the numbers below.

DIRECTOR, TEACHER

Tessa Hammond
thammond@wooster.edu | 330-827-5101

Open Office Hours: Tuesdays, 2-3 p.m.

TEACHERS

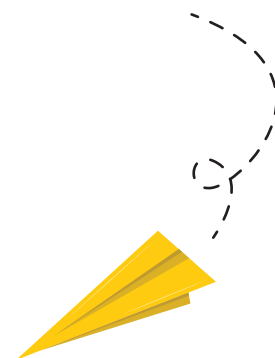
Apple Hopkins
ahopkins@wooster.edu



Jennifer Reynolds
jreynolds@wooster.edu

Krista Emerson
kemerson@wooster.edu

Sarah Myers
samyers@wooster.edu



History and Organization

The Nursery School has been in operation since 1947 and was under the sponsorship of the Junior Women's Club, later known as Wooster Women's Civic Club. In 1974 The College of Wooster incorporated the Nursery School into its program. In addition to providing a practicum experience for approximately 70 psychology students each semester, The College of Wooster Nursery School serves up to 80 families from the community and neighboring towns.

College Student Participation

Children have the advantage of assistance from College of Wooster students enrolled in academic programs and work regular times in our classroom. Student involvement ranges from first-year students enrolled in Psychology 110 (Child and Adolescent Development) to seniors working on their Senior Independent Study (I.S.). Upon approval by both the director and the academic advisor, senior students often include the children as subjects in their I.S. research. You will receive a letter explaining any research projects conducted in the preschool during the school year. Permission must be given before children participate in any I.S. research projects. All college students are supervised by classroom teachers and have completed background checks before participation. If you have any questions, please talk with the director.

Licensing

We are fully licensed by the Ohio Department of Job and Family Services (ODJFS) to serve an authorized average daily attendance of 24 preschool-age children per class. Our license is posted in the classroom for your inspection, and a copy of the law and rules governing our program is available for your review. The school's licensing record is available from the Ohio Department of Job and Family Services upon request. The phone number is 1-877-302-2347 option #4 or website www.jfs.ohio.gov/cdc/childcare.stm. Our program does not conduct formal assessments on enrolled children and does not report child-level data to ODJFS at this time. It is unlawful for the center 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.

We ensure compliance with the ADA, including administering medications and care procedures to children with disabilities. For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings, and early intervention services for your child, please visit www.jfs.ohio.gov/cdc/families.stm.

Philosophy

Our program is rooted in the philosophy of early childhood education inspired by the cognitive developmental theory of Jean Piaget, a renowned Swiss child psychologist. According to Piaget's theory, young children are not mere recipients of knowledge; rather, they are active builders of their understanding of the world. This process occurs when they are immersed in a rich physical and social environment that provides them with materials, freedom, encouragement, and time to explore, experiment, and test their own ideas. Through this approach, children learn from their own successes and failures, fostering a deep and meaningful engagement with their learning journey.

We support science of reading practices to promote pre-literacy skills and phonemic awareness in our students.

Purpose and Goals

Our ultimate purpose is to provide an environment which will promote the optimum intellectual, social, emotional, and physical development for each child entrusted to our care. Our goal is for all children to grow and develop a positive self-concept while at The College of Wooster Preschool. We prioritize the development of social skills, creative self-expression, and resiliency through our developmentally appropriate teaching strategies and loving environment. A child's preschool experience should be enriching and joyful, and we are so honored to be the first steppingstone in your child's educational journey!

Enrollment

Parents must complete the following:

1. Registration form and submit registration fee
2. ODJFS Child Enrollment and Health Information for Childcare form
3. ODJFS Child Medical Statement for Childcare form
4. Field trip Permission form
5. Promotional and Slideshow Consent form

General Program Information

Maximum group size is 24 students with a teacher student ratio of 1:12. Children must be 3 years old by September 1, 2024 and toilet trained to enroll. Preschool class runs from 9 a.m to noon Monday through Friday with three options for enrollment.

2 Days: Tuesday and Thursday | Tuition = \$1,680.00

3 Days: Monday, Wednesday, Friday | Tuition = \$2,520.00

5 Days: Monday through Friday | Tuition = \$4,200.00

Before Care – 8-9 a.m.

Children may enroll in before care from 8-9 a.m. An \$8.00 fee per day will be billed at the end of each month. Children may bring a packed breakfast to enjoy.

Lunch Care Option – 12:00pm-1:00pm

Children may bring their lunch and stay to eat at school with a teacher and play outside, weather permitting. A \$8.00 fee per lunch will be billed at the end of each month.

When a child eats a main meal at school, licensing requires one-third of the child's recommended daily dietary allowance be provided. Please be sure to pack your child a healthy lunch.

Staff/Child Ratios

Every class has two teachers. The average class size is 20 children. In addition, the teachers are joined by The College of Wooster students. The College of Wooster Preschool will not exceed the mandated teacher/child ratios, which are 1:12 for 3-year-olds and 1:14 for 4-5-year-olds.

Daily Schedule

9:00 - 9:15	Morning Meeting
9:15 -10:15	Free Play
10:15 -10:25	Clean Up
10:25 -10:45	Group Lesson
10:45 -11:00	Snack
11:00-11:30	Outdoor Recess/Active Play
11:30-11:50	Centers
11:50 -12:00	Afternoon Meeting/Departure

1. **Morning Meeting:** Children are welcomed to school, participate in greetings, songs and schedule review of the day.
2. **Free Play:** During this time, children are free to choose from a wide variety of activities and materials throughout the classroom with play-based instruction facilitated by staff and college students.
3. **Group Lesson:** We read a story and engage in lessons from our curriculum PreK On My Way.
4. **Snack Time:** Snack time is an important time for socializing as well as eating! Since each snack table has one or two adults and 6 or 8 children, this time provides an opportunity for casual conversations and sharing of ideas and information.
5. **Outdoor Recess:** When the weather permits (temperature and wind chill above 25 degrees Fahrenheit), we go outdoors for active play. During rainy and cold weather, we provide creative movement activities and other gross motor activities indoors.
6. **Centers:** Children will have free time to explore materials in the classroom in small groups.
7. **Afternoon Circle:** This is a time for students to close their day, say goodbye to friends, and collect their belongings to take home.

Tuition

Tax I.D. Number 34-0714654

Tuition may be paid in eight monthly payments, two semester payments, or one annual payment.

Program	One Payment	Two Payments	Three Payments
Two-half-day program	\$1,680	\$840	\$210
Three-half-day program	\$2,520	\$1,260	\$315
Five-half-day program	\$4,200	\$2,100	\$525

Before and Lunch Care Hour and Rates

Each hour of care will be \$8.00. Parents will be billed at the end of each month.

Before Care: 8-9 a.m. | Lunch Care: Noon -1 p.m.

- No bills will be sent, only reminders if a payment is overdue.
- Tuition payments that are 60 days overdue may result in the child being withdrawn.
- Monthly payments are due on the first of the month, September-April.
- In the semester payment plan, payments are due September 1 and January 1.
- In the annual payment plan, payment is due September 1.
- All fees must be paid by the last day of the school year.
- We will not adjust the tuition for a child's absence due to illness unless the child is absent two or more consecutive weeks. A signed statement from your physician will be required upon the child's return. No deductions will be made for family vacations.

Payment is available online at wooster.edu/nursery-school

Checks should be made payable to The College of Wooster Preschool and put in the Preschool School mailbox upstairs or mail to:

The College of Wooster Preschool
353 E. Pine St., Wooster, OH 44691

Meal and Snack Requirements

The number of meals, snacks, and/or breakfast provided by a licensed child care center is to be available as follows:

Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: • 1 meal and 1 snack • 1 meal and 1 breakfast
More than 8 hours and fewer than 14 hours per day	One of the following: • 1 meal and 2 snacks • 1 meal and breakfast • 1 meal and 1 snack • 2 meals and 1 snack
More than 14 hour or overnight	Breakfast, 2 meals and 2 snacks
After school for school children	1 snack

The content of meals, snacks, and breakfast is to be selected from the following four basic food groups:

1. Meat or meat alternative.
2. Breads and grains.
3. Fruits and vegetables. Juices may be used if 100% and undiluted.
4. Fluid milk.



Policies of The College of Wooster Preschool

Clothing and Personal Belongings

Please dress your child for active play and fun at all times. Dress clothes are not advised as they are too easily soiled and inhibit children's play. Shoes with slick soles and flimsy sandals are not advised because they are dangerous on climbing equipment. Help us encourage independence in dressing by purchasing outerwear that opens down the front and shoes and boots that are easy to put on.

Outdoor play is a regular part of each day. If the temperature is 25 degrees F or above, we go outside; therefore, please dress your child appropriately for the season.

Labeling

Please be sure to label all your child's belongings with their name. This includes shoes, boots, jackets, snowsuits, hats, extra clothing, etc., for easy identification.

Bringing Things To School

We are always eager for the children to share special nature discoveries, art projects made at home, or items from trips with their families. Your child will be assigned a special day to bring sharing items to school; however, your child should not be made to feel that it is necessary to bring something to school to share. All "security" toys are welcome at any time, but we ask your help in discouraging children from bringing their personal toys to play with at school. We are not responsible for lost or broken toys. Please DO NOT allow your child to bring toy guns or weapons of any kind. In addition, we do not allow chewing gum or candy.

Birthdays

We celebrate each child's birthday on the actual day if possible, or on the half birthday day in the case of summer birthdays. Please talk over plans well in advance with your child's teacher. You are welcome to bring a special treat to celebrate! Simple and healthy treats are preferred. We encourage parents to attend our birthday celebrations which take place at snack time. Please coordinate with your child's teacher when you would like to celebrate.

School Holidays

Because we are affiliated with The College of Wooster, our calendar is not the same as the public schools'. We are open many days in which the public schools are closed. For your convenience, our school calendar is provided at the beginning of this handbook and on our [website](#).

Arrival and Departure

Children may arrive at school no earlier than 10 minutes before school begins and picked up no later than 10 minutes after school ends. Prompt attention to these times is essential.

Please use the West entrance. We encourage you to drop your child off at the West entrance loop, where a teacher will meet your child to transition them into the building.

At departure, a teacher will accompany your child out of the building and to your vehicle. You will be given a name card to place in your front window. Please have it prominently displayed to assist in departure.

If your child is in a carpool, please let your teacher know the names of the other parents involved. Children will NOT be allowed to leave with anyone except parents or the carpool drivers. If you desire your child to leave with someone else, please give the school a list of people you permit to transport so that we may keep it on file. For your child's protection, if last-minute arrangements are made, you MUST call or send a note stating the date and details.

Messages

The teachers cannot accept verbal messages from the children. Please write your child's teacher a note or call the school BEFORE class begins.

Sick/Vacation Days

It's helpful to inform the school if your child is unable to attend due to illness or vacation. This way, we won't be expecting their arrival.

Parental Participation

Parents are welcome to visit our classroom at any time! Please notify the director when you arrive. If you would like to share your talents with us during group time, present an art activity, cooking experience, help make or repair equipment, please let us know. The school allows a non-custodial parent to see a child at school unless a court order prohibiting such a visit is on file. Children will not be released to a non-custodial parent without consent from the custodial parent. The church nursery on the lower level of the building is available to families for breastfeeding.

Potluck Dinners

Traditionally the school has one potluck dinner during the fall semester and a second one during the spring semester. Parent volunteers may be requested to coordinate the dinners and enlist helpers.

Parent-Teacher Conversations

We want you to feel free to ask questions or discuss the program or your child with any of the teachers. Parents or teachers may request a conversation at any time during the school year. The teachers will be emailing all families in early November to share information about your child's adjustment to school. In addition, we will schedule evening parent-teacher conferences held at school in February.

Severe Weather

A *Remind* text/email alert will be issued to close school due to snow, icy roads, or other severe weather conditions. The College of Wooster Preschool will be named on WQKT FM (104.5) or WQKT.com if school is closed. If you are uncertain whether or not school is in session, please call the school. Should a storm come up just before school is over, the teachers will always remain with the children until any driving emergency or weather problem is over.

Emergency Evacuation

Fire and weather emergency evacuation plans are posted on the classroom door and to the right of the telephone. Teachers would remain with all children in the event of a general emergency, take children's records, first aid kit, medications, attendance book, and move to the Meeting Place room downstairs. In addition, The College of Wooster has an extended emergency plan that would include the preschool.

Field Trips

We do not take field trips requiring the use of vehicles. We do, however, take short walks on the college campus. A first aid kit and Emergency Medical Authorization forms will be taken on each walk. We do not participate in any swimming activities.

Guidance Management

We equate discipline with guidance, not punishment. This basic philosophy determines both our aims and the methods we use. This policy applies to all employees in the school.

AIMS: The ultimate aim of guidance management is the development of self-regulation. We believe that children will develop these skills when the adults around them model appropriate behavior, when they understand what kinds of behavior are acceptable/unacceptable, and when they understand the possible consequences of their own actions. The development of self-regulation is a process which takes time, as does any aspect of development. Each child is at a different stage of development in this process and, therefore, our expectations for behavior must be based on the individual's level of development.

METHODS: We use no physical punishment, threats, humiliation, or other negative methods of control. When a child's behavior is unacceptable, we suggest more acceptable behavior and redirect the child to another activity or area of the room when necessary. Teachers are trained in Conscious Discipline techniques, based on current brain research by Dr. Becky Bailey.

Unacceptable behaviors include:

- Disruption of the learning process or activity
- Verbal or physical assault
- Destruction of classroom supplies or materials

If the child's behavior is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work to evaluate these needs in the context of our program.

In accordance with our commitment to maintaining a safe and supportive environment for all students, the preschool reserves the right to dismiss a student behavior or parental behavior compromises the safety of the program, or if tuition payments are not received as outlined in the payment agreement.

Policy For Management of Communicable Disease

All teachers have been trained to recognize the common signs of communicable diseases. In addition, staff members receive and follow training in handwashing and disinfection procedures. Staff and children will wash hands upon arrival, before snacks, after toileting, and handling classroom animals. Each child is observed daily, upon entrance, and during the day, for symptoms of illness. If any of the following symptoms are present, the child will not be admitted, and the parent should not bring the child to school.

1. Temperature of 100 degrees F taken by axillary method
2. Fever, diarrhea, or vomiting (must be free of symptoms for 24 hours to return)
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Conjunctivitis (pink eye)
7. Untreated infected skin patch(es), unusual spots, or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty in breathing

If a child exhibits any of the above symptoms during the day, they will be isolated in a quiet area of the room where a cot and clean blanket will be provided if needed. No child will ever be left alone or unsupervised; an adult will remain with the child until a parent, guardian, or emergency contact person calls for the child. One of the teachers will notify the parent immediately and request that the child be picked up within one hour of the discovery of the illness.

The Ohio Department of Health "Communicable Disease Chart" is posted in the classroom for parental inspection.

A child discharged from school can return as soon as symptoms are gone or with a physician's authorization.

If any teachers or adult assistants exhibit any of the above symptoms, they will not be allowed to work with the children until such symptoms are gone, or their physician authorizes their return.

We request that parents notify the classroom teachers whenever their child either contracts or has been exposed to a communicable disease. In addition, parents will be notified within 24 hours of our knowledge if their child has been exposed to a communicable disease at preschool. Notification will occur through the Remind text/email alert and posted on the parents' bulletin board.

Our policy for admitting a child who is mildly ill but does not exhibit any of the 11 symptoms listed above is as follows:

- a. A child who experiences minor cold symptoms and feels well enough to participate in the school's activities will be admitted and allowed to fully participate in the program.
- b. Any child who does not feel well enough to participate will not be admitted and should not be brought to school. Any child who during school time complains of not feeling well enough to participate in activities, will be cared for within the classroom and observed for signs of worsening conditions and symptoms of a communicable disease. Parents will be notified and asked to come for the child.

The school allows the enrollment of non-immunized children.

Administration Of Medication

The administration of all medications is the sole responsibility of the parents. However, inhalers, EpiPens, seizure medications, or other medically prescribed treatment or medical food that without administration would otherwise jeopardize the health of the child, or prevent the child from attending school, will be handled on an individual basis regarding child medical plans and forms on file. Only medications provided by a child's parent are dispensed. We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities. Allergies and medical conditions are listed for those children requiring precautions. These are posted on the cupboard door above the telephone.

Children with medical foods or modified diets will be served meals and snacks in accordance with their specific dietary requirements.

Safety Policy Guidelines

1. One teacher will be responsible for greeting each child upon arrival and for releasing each child to a designated adult at the end of class.
2. Parents are requested to accompany the child to the classroom and to remain until a teacher is aware of the child's presence. Parents are also requested to call for the child at the classroom door at end of the session.
3. Parents are cautioned to never let a child out of a car on the street side; to call to a child from across the street; or to allow a child to cross to a car without adult supervision.
4. We have a working telephone in the classroom to use in case of emergencies.
5. Our teachers are all trained in first aid and CPR. A first-aid box is located on each floor.
6. We have a medical emergency plan. The names and telephone numbers of parents are posted on the wall to the right of the telephone. In case of a minor accident/injury the staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered, and the parents contacted immediately to decide an appropriate course of action. If an injury is life threatening, the EMS will be called; a parent will be notified; and a staff member will accompany the child to the hospital with all available health records (include authorization to transport a child to the hospital). These records are kept in the bottom drawer of the cupboard below the telephone. The drawer is marked that it contains the children's records. If a parent cannot be reached, we will notify the emergency contact persons listed on the child's enrollment information form. The staff member will not transport children in their own vehicle. The school's policy is to not enroll a child when permission to transport is not granted.
7. The staff will complete an Incident/Injury Report whenever an illness, accident or injury occurs which requires first aid treatment, a bump or blow to the head, emergency transport or an unusual or unexpected event which jeopardizes the safety of children.
8. We have a fire emergency and weather alert plan posted on the classroom exit door inside the classroom and also on the wall to the right of the telephone.
9. We conduct a fire drill once each month, a weather drill in September, March, April, and May, and a required lockdown drill quarterly.
10. We do not take any field trips that require the use of automobiles or buses.
11. We do take short walks close to preschool. On these walks, children take a partner and walk two by two with a teacher leading the group and another at the end of the group. Student assistants are spaced throughout the line of children.
12. Children are supervised at all times; no child is ever left alone or unsupervised.
13. The use of spray aerosols is prohibited when children are present.
14. All teachers have taken child abuse recognition training. Any teacher who suspects that a child has been abused, (physically, sexually, or emotionally) or neglected shall immediately notify the Director and the Wayne County Children's Services. Documentation of complaints will be kept on file.

Grievance Policy

We value open communication and are committed to addressing any concerns promptly and fairly. If an issue arises, parents may submit a request for a meeting with the director and desired parties. Confidentiality is maintained throughout the process, and all grievances are handled with respect and in accordance with our commitment to fairness and transparency.

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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about 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 www.jfs.ohio.gov/cdc/families.stm.

