

Lindenwald Preschool Information

Lindenwald United Methodist
3501 Pleasant Avenue
Hamilton, Ohio 45015
513-863-8822

STATE LICENSING INFORMATION

Lindenwald United Methodist Preschool is licensed to operate legally by the Ohio Department of Job and Family Services and accepts children of all races, religions, sex, national/ethnic origin, or disability. The license is posted on the bulletin board at the north entrance on the first floor, including a toll free number for reporting suspected violations. The following is also posted: the licensing inspection report, the food license, a sample of the daily schedule, the fire drill schedule and hours that the Administrator is in the building.

A copy of the laws and rules are available, upon request.

The following is available upon request from the Ohio Department of Job and Family Services: licensing record, compliance reports forms, complaint investigation reports, and evaluation forms from the building and fire departments.

The administrator and each employee are required to report their suspicions of child abuse or neglect to the Public Children's Services Agency.

We are permitted to serve 60 children at one time.

Goals and Philosophies

The Total Child Program curriculum is planned to meet the individual needs of each child, promoting social, emotional, creative, spiritual, physical and intellectual growth. Special emphasis will be placed on enrichment experiences, which meet the needs of the individual child in a safe, dependable atmosphere of warm affection.

Lindenwald Preschool Days of Operation

4 year and 5 year old Pre-K Classes meet-- Monday, Tuesday, and Wednesday—9:15—11:45
3 year old Classes meet—Thursday and Friday—9:15—11:45

SAMPLE DAILY PROGRAM

GREETING TIME: Teachers greet the children at the door and welcome them into the classroom.

CIRCLE TIME: Good morning songs, discussion about the weather, the calendar, theme of the day, and the hands-on activities.

CHOICE TIME: The teacher works one to one on the craft while the others have choice of free play

CLEAN UP TIME: The children help with cleaning up.

SNACK TIME: The children are taken to the restroom for hand washing before their snack. A nutritious snack and juice will be given.

QUIET TIME: The children clean up their snack, get a book and sit on the rug to look at their book.

CIRCLE TIME: Show and tell, songs, fingerplays, exercises and stories. Go to the gym 1-day a week.

CLOSING TIME: The children gather their belongings, remain in their seat and sing a goodbye song before being dismissed.

STAFF/CHILD RATIOS

Enrollment and class size shall be limited as required by the State of Ohio. The maximum number of children per class: 3 year old children -- 12 children per class (staff/child ratio 2/12)—the maximum of 4 year old children -- 14 children per class—(staff/child ration (2/14)---the maximum of 5 year old children is 16 children per class (staff/child ratio (2/14). Maximum group size at any time shall not exceed twice the maximum number of children and staff. This is not limited on field trips and special events.

GUIDANCE AND MANAGEMENT POLICY

Each child is an individual and we are concerned with his/her growth in all areas of development. Allowances need to be made for differences in development and behavior. There are basic criteria for behavior as it applies to the safety of self and others with general ground rules for the classroom and other areas in the school. We will strive to help the child feel good about him/herself and have a good experience with his/her peers and other adults.

The teacher will talk with the children about what is expected in the daily routine.

If a child is having a difficult time, disrupting the class or hurting him/herself or another child, the teacher will talk with the child to help him/her address the situation.

The classroom teacher is responsible for the management of her class and will not delegate this responsibility to others. Appropriate behavior is the rule of the day. Each child will be given the opportunity to work out problems with his/her peers that do not involve physical harm. The teacher will try to find the cause of inappropriate behavior and work to direct this behavior into more constructive channels.

The staff will use positive statements with the children. They will serve as role models in order for the children to learn by being a member of a class that practices respect and consideration for others.

This applies to all employees of the Preschool.

SUPERVISION OF CHILDREN INFORMATION:

The children are brought into the building by the parent /designated person and greeted by the teacher at the door of the child's Preschool room. The children are dismissed from the child's Preschool room to the parent or designated persons listed on the permission form.

Any parent/guardian of any child in our Preschool is permitted unlimited access to the school during hours of operation for the purpose of contacting their children or evaluating the care provided on the premises.

The parent of a child, who is not the child's residential parent, shall be permitted the same access as the custodial parent, unless there is a court document in our file limiting access. Upon entering the building, the

Parent/guardian shall notify the administrator or designee of their presence.

All children will be supervised at all times.

PROCEDURES FOR EMERGENCIES AND ACCIDENTS:

Fire alert—Staff will check the bathroom/obtain attendance records and proceed to the church parking lot.

Weather Alert—The staff will check the bathroom/obtain attendance records and proceed to the sub basement of the church.

Other Emergenicies—If we need to evacuate the building, we will go to 3526 Arlington Avenue, (a house owned by the church) The administrator or secretary will call 911.

Serious Incident, injury or illness—If the child is in need of emergency assistance and we have been given consent from the parent/guardian to transport the child, the following procedure will be followed: 911 will be called, parents will be contacted, the child will be transported by an emergency vehicle to the designated source indicated on the consent form. A staff member will accompany the child, with the child's records, and remain with the child until the child's parent/guardian assumes responsibility for the child's care.

Plan for Supervision of all children in event of an emergency, serious incident, injury or illness; the staff, the administrator and the church secretary will always be available.

The staff member in charge of a child shall complete an injury/incident report when the following occur:

- 1—An illness, accident, or injury which requires first aid treatment
- 2—A bump or blow to the head
- 3—Emergency transporting
- 4—An unusual or unexpected event which jeopardizes the safety of the children or staff.

The incident shall be documented on the JFS 01299 form and given to the parent/guardian upon picking up the child.

Notification of incidents to the licensing office: by the administrator or designee shall speak with a representative from the appropriate licensing office within 24 hours and written notification to the appropriate licensing office will be completed within 3 business days of the occurrence.

MANAGEMENT OF ILLNESS:

All children will be observed daily by a person trained to recognize common signs of communicable diseases. Children who arrive at school or become ill with any of the following indications of illness will result in the parents being contacted. A staff member will remain with the child in an unoccupied room until the designated person enters the building to pick up the child.

- a) Temperature of at least 100 degrees F
- b) Diarrhea
- c) Severe coughing
- d) Difficult or rapid breathing
- e) Yellowish skin or eyes
- f) Redness of the eye, discharge, burning or itching
- g) Untreated infected skin patches
- h) Unusually dark urine or gray or white stool
- i) Stiff neck with elevated temperature
- j) Evidence of untreated lice, scabies
- k) Sore throat or difficulty swallowing
- l) Vomiting more than one time

If a child needs to be on a cot with a blanket, the cot will have been sanitized with a germicidal detergent and the blanket laundered. The cot and blanket are located near the Preschool office.

The communicable disease and dental charts are located on the Preschool Office door.

1. --NO MEDICATIONS OR VITAMINS ARE GIVEN TO ANY CHILD AT OUR PRESCHOOL.

2—The staff is instructed in hand washing, disinfection procedures and recognizing common signs of communicable diseases.

3—No staff member shall be in attendance, at school, with any type of communicable disease.

4—Parents will receive immediate notification when the children have been exposed to a communicable disease.

TRANSPORTING OF CHILDREN

Our 4 & 5 Pre-K children will take field trips. These trips will be by car, driven by the parents/guardians, or by bus and chaperoned by the parents/guardians. In preparation of a field trip, a letter will be sent home with the information concerning the trip and PARENT PERMISSION AND SIGNATURE IS REQUIRED.

The children will wear a nametag with our Preschool name and telephone number.

The Administrator, the teachers and assistants, and parents/guardians are always aware of the children in their care. **NO CHILD WILL BE LEFT ALONE AT ANYTIME.**

The child's medical and emergency records plus the first aid kit will be taken on all field trips.

PARENT/EMPLOYEE PARTICIPATION POLICY

If a parent/guardian or employee need assistance with problems, they are encouraged to contact the Administrator.

Parents/guardians may participate in our school program in the following ways: attend our open houses, celebrate their child's birthday, plan and help with parties, drive or chaperone on trips, participate in conferences and share experiences and talents with the class.

Each month a newsletter and calendar will be sent home with your child about our activities.

Rosters do not include the name and telephone number of those parents who requested not to be included.

Rosters are given to parents/guardians ONLY (upon request).

SCHOOL YEAR

Classes begin the Tuesday after Labor Day and continue until the end of the third week of May.

We observe the same National Holidays as the Fairfield City School District.

Snow days called by the Fairfield City School will be observed. We do not observe one-hour delays; we will have Preschool. Closings will be announced on WMOH (1450) on the radio.

REGISTRATION—FEES--FORMS

Registration will begin in February for the following year. Registration fees are due at the time you register your child. The fee assures your child's placement in our program and is non-refundable.

Fees The yearly fees are broken down into nine equal payments for your convenience. The monthly fee remains the same regardless of the number of days attended in each month.

Monthly payments are made on a prepayment basis, July through April.

Forms required: Child's Medical Statement with signature of examining Physician/Certified Nurse Practitioner, Enrollment and Health Information and Emergency Transportation.