

PARENT HANDBOOK



Elizabeth Wayne Preschool
50 Years of Growing & Learning

Elizabeth Wayne Preschool

2016-2017

**ST. PAUL'S EPISCOPAL CHURCH
310 ELIZABETH STREET
MAUMEE, OHIO 43537
419-893-3383
PRESCHOOL@STPAULSMAUMEE.ORG
EWPRESCHOOL.ORG**

Welcome to our preschool!

We look forward to working with you and your child in the coming school year. Our mission is to offer your child the best educational experience possible. We provide a loving environment that nourishes children spiritually, inspires them academically, guides them socially and supports them emotionally.

OUR PRESCHOOL STAFF

Director.....Cristy Seely
3-year old Teacher.....Tina Faulkner
3-year old Teacher.....Chris Skiba
4-year old Teacher.....Maria Fisher
4-year old Teacher.....Julie Hickman
4-year old Teacher.....Erin Perry
4-year old and Friday Enrichment Teacher.....Jeny Mazza
3-year old and Kinder Start Teacher.....Jenny Robbins
Music Teacher and Assistant Teacher.....Kerry Dembowski
Art TeacherKristin Sluhan
Lunch Bunch Teacher.....Tamie Daly
Lunch Bunch and Floating Teacher.....Jennifer McDevitt

Elizabeth Wayne Preschool
St. Paul's Episcopal Church
310 Elizabeth Street
Maumee, Ohio 43537
419-893-3383
preschool@stpaulsmaumee.org
ewpreschool.org

Like us on facebook!



ABOUT ELIZABETH WAYNE PRESCHOOL

Please read all of the policy and procedure information in this parent contract/ handbook carefully. If you have any questions, please do not hesitate to call or email.

As part of their Christian Mission, St. Paul's Episcopal Church sponsors the Elizabeth Wayne Preschool. Through the school the church provides a caring Christian environment for area preschool children that encourages the worth of each child and the joy of learning and sharing together.

Elizabeth Wayne Preschool (EWP) has an experienced teaching staff that helps prepare preschoolers for a successful transition from home to school. Preschool staff are required to follow all policies and procedures of the EWP.

EWP is licensed by the Ohio Department of Job & Family Services (ODJFS). The license is posted on a bulletin board located in the entry of the preschool. The laws and rules governing this preschool are available for your review upon request. We are licensed for a maximum of 57 children ages 3-5 years old, in the morning/afternoon program.

The preschool observes the following staff/child ratios and group sizes maintained for each age group:

1:7 Ratio for all Classes

3-year olds: 2 Teachers for 14 students

4-year olds: 2 Teachers for 14 students

Kinder Start: 2 Teachers for 15 students

The hours of operation are Monday through Friday 9:00 a.m. to 2:45 p.m. The director of the center is available Monday through Friday 9:00 a.m. to 2:45 p.m.



PARENT HANDBOOK

Upon your child's enrollment, you will be given our Parent Handbook to read and review. Per ODJFS regulations, the preschool must have on file a signed form stating that parents/guardians have read and understand the preschool's policies. All staff of EWP must sign a form stating that they have read and understand all Preschool policies.

REGISTRATION AND TUITION

We require all children to be 3 years of age by September 30th and potty trained before preschool begins.

The application fee for enrollment is \$75.00 and due at the time of registration. This fee is non-refundable. Registration for current families begins the first school day in January and opens to the public the night of our Open House.

Tuition is as follows:

Four Half Days:	Yearly: \$1395.00	Monthly: \$155.00
Kinder Start Five Half Days:	Yearly: \$1755.00	Monthly: \$195.00
Three Half Days:	Yearly: \$1260.00	Monthly: \$140.00
Two Half Days:	Yearly: \$1125.00	Monthly: \$125.00
Full Day:	Yearly: \$2970.00	Monthly: \$330.00
Kinder Start Full Day:	Yearly: \$3330.00	Monthly: \$370.00

When two children from the same family are enrolled full-time, at the same time, there is a 20% discount for the second child's tuition. Tuition paid in full by September receives a 5% discount.

Children will be enrolled upon receipt of a completed registration form accompanied with the non-refundable registration fee. Children are accepted on first come, first served basis.

The cost of operating the school is borne by tuition. Tuition for the year can be paid in advance in full or divided into 9 monthly payments beginning in August. Monthly payments are due by the 30th of each month. If tuition is not received by the 10th of the following month, a \$25.00 late fee, per month, will be added. The policy of EWP for NSF fees includes a charge of \$35.00 with payment of balance owed and the NSF fee due immediately via cash or money order. Although checks are preferred, we accept PayPal as a form of payment, additional charges are applied with using this service. All checks must be made payable to **ST. PAUL'S EPISCOPAL CHURCH**. The payment schedule is as follows:

First Payment:	August 30
Second Payment:	September 30
Third Payment:	October 30
Fourth Payment:	November 30
Fifth Payment:	December 30
Sixth Payment:	January 30
Seventh Payment:	February 30
Eighth Payment:	March 30
Ninth Payment:	April 30

By the end of a thirty day period, if your tuition has not been received along with the late fees, you will need to meet with the director to arrange a payment plan. If no payment plan has been received within 60 days your child will be suspended from the program. If you are experiencing a hardship, EWP offers a scholarship program to help current families with tuition. If you choose, due to any circumstances to withdraw your child from Elizabeth Wayne Preschool, you are responsible for a written 30 day notice and payment for that 30 day period, including tuition due up to that last date.

During tax season, parents often request an year end statement. These will be sent home the last week of January.

EWP FEDERAL TAX ID# 340925977

ARRIVAL AND DISMISSAL

Drop Off Procedure

Morning Drop off: 8:50 a.m. - 9:00 a.m. Monday through Thursday

Afternoon Drop off: 12:05 p.m. - 12:15 p.m. Monday through Thursday, Kinder Start Friday

To drop off your child, enter the parking lot on the playground side. Advance to the carport where a teacher will be waiting to escort your child into the building. Make sure your child is unbuckled and ready to exit the car. Please do not let your child out of the car without a teacher present. If you arrive after your child's drop off time, please walk your child directly to their classroom. If you choose to walk your child into school during drop off time, please park and enter the building from the Elizabeth Street entrance. **PLEASE DO NOT PARK IN PARKING LOT AND CROSS IN FRONT OF THE CARLINE.**

All parents for both morning and afternoon classes are asked to come upstairs to sign their child out. Morning pick up is at 11:30 a.m., afternoon pick up is at 2:45 p.m. Any child still present after their designated pick up time will be considered "late pick up". If you are late picking up your child you will be given a verbal warning first, the second offense you will receive a written warning and the third time a fee of \$1.00 a minute will be assessed to your account. Children will only be released to parents and/or guardians and those listed on the Student Release Permission form. Until teachers become familiar with those picking up students, they must have a photo i.d. with them in order for the child to be released.

DAILY PROGRAM

St. Paul's Elizabeth Wayne Preschool provides a tailored program for 3-year olds, 4-year olds and Kinder Start. All programs aim to provide a enriching Christian experience through academics, arts, physical and social/emotional development. Daily, children will be provided hands-on opportunities to explore the world around them. They will learn to be a part of the classroom community, develop critical thinking skills while preparing for their next educational step.

EWP recognizes that children all learn differently and at their own pace. Here, we not only develop lessons based on student interests as a whole, but we tailor activities to encourage children to learn at their rate with their individual developmental needs in mind. Our goal is to expose them to as much as we can and work as a guide through their learning process. In addition to work in the classroom, children will also experience enrichment classes through weekly music, bi-weekly art and monthly special bible lessons led by St. Paul's Christian Education Director. An example of a daily schedule is provided on the following page.

DAILY SCHEDULE SAMPLES

Half Day Sessions:

<u>Morning</u>	<u>Daily Activities</u>	<u>Afternoon</u>
9:00-9:15	Arrival Activity	12:15-12:30
9:15-9:30	Opening Circle	12:30-12:45
9:30-10:30	Learning Centers	12:45-1:45
10:30-10:40	Bathroom/Snack	1:45-2:05
10:40-11:10	Enrichment Class	2:05-2:25
11:10-11:30	Gym/Playground	2:25-2:45

All Day Session:

9:00-9:30	Arrival Activity
9:30-9:50	Opening Circle
9:50-10:50	Learning Centers/Snack
10:50-11:20	Gym/Playground
11:20-12:00	Lunch
12:00-1:00	Enrichment Class
1:00-1:30	Gym/Playground
1:30-2:30	Learning Centers/Snack
2:30-2:45	Closing Circle



*Please note that this is an example of what your child's schedule may look like. Teachers adjust the schedule based on the needs of students.

Children will be supervised at all times by Elizabeth Wayne Preschool teachers. Children will remain in their assigned classrooms for the school year, August through May. During the last week of school, the 3-year old classes will visit the 4-year old classes to help with the transition for the following school year.

CHILD ABSENCE

In the event that your child is absent for the day, please be sure to call the school or email your child's teacher to report their absence.

CALENDAR AND WEATHER

We follow the Maumee Schools calendar for holidays and breaks. If Maumee Schools are closed because of bad weather, we will close. If Maumee Schools are on a two hour delay, the morning preschool session will be cancelled. All day students may report to school at 11:00 a.m. The afternoon session will remain on time. There are no refunds on cancelled days. When faced with an extreme winter, Fridays may be added if needed.

A text alert and email will be sent out in the event of a delay or closing. You may also check Channel 13 ABC for "Elizabeth Wayne Preschool" on the crawl at the bottom of the screen or check other stations for Maumee City Schools. Information will also be posted on facebook.

Students will play outdoors daily, weather permitting. In the event that it is colder than 32 degrees, or weather conditions are deemed unsafe, students will do large motor activities in the gym.

WHAT TO WEAR

There are several important things to consider when dressing your child for school. Clothing should be manageable for your child to handle on their own, fostering independence. Clothes should enable your child to be independent in the bathroom.

We suggest your child come dressed in comfortable play clothes. Many of our activities are messy and we do not want to stain or ruin any child's good clothing.

Sneakers with non-slippery soles are recommended for safe, active play. Although, sandals and flip flops are easy for your child to put on independently, they are not safe for play and daily routines.

WHAT TO BRING

Your child should bring a full-sized book bag and your child's teacher will provide them with a folder to transport projects and communication. Please insure your child has a change of seasonal clothes in case of an accident.

SNACK

Parents are to provide a daily snack for their child. Please send their snack in either a zip-lock bag or container with their name clearly marked. The preschool will provide water to drink. We ask that snacks are nutritious and non-sugary such as: cheese cubes or sticks, crackers, fruit, pretzels, vegetables, or yogurt. All Day students will be required to bring two snacks, with at least one of those snacks representing two food groups. Sweet snacks are acceptable on your child's birthday and may be brought for the entire class (14 students). Due to a large number of allergies we request peanut free snacks.

LUNCH BUNCH

Our Lunch Bunch program is provided for All Day students only. All Day students will share a packed lunch with classmates from 11:30 a.m. to 12:15 p.m. Monday through Thursday. Due to licensing requirements your child must pack certain amounts of food from each food group. Parents are required to pack their children a food from each food group. Lunch must consist of nutritional food from the following food groups (minimum of portion sizes for a 3 year old - 6 year old) protein (1/2oz), grain (1/2 slice bread) or 1/4 cup pasta (etc.), and two foods from the vegetable/fruit group (1/2 c). Fluid milk is also required which the preschool will provide. If a lunch does not meet the nutritional requirements then the preschool is mandated to provide the additional food (s). These will be provided at a charge of \$1.00 per item. We will not weigh and measure every food item, but we will check to see if they are packed.

FRIDAY ENRICHMENT CLASS

Enrichment classes are offered on Friday's as an extension of our regular program. These classes will be theme based and vary each Friday. A list of classes will be sent out a month in advance. Classes will be held from 9:00 a.m. - 11:30 a.m. Students may participate in the program for \$25.00 per class. A sign up sheet will be posted on the small bulletin board by the Parent Board in the main entrance of the preschool and students must be signed up by the Wednesday before the enrichment class in order to attend. Students may also stay for lunch from 11:30 a.m. - 12:30 p.m. for an additional \$10.00. Please read the Lunch Bunch guidelines for lunch information.

PARENT PARTICIPATION

Connecting school and home is a vital part in a child's education. We at EWP believe that this connection is a partnership between teachers and parents who work together as a team for the best of the student. We are open to your suggestions and hope you will keep us informed of any incidents or changes that may affect your child's behavior and attitudes.

We will keep you informed of our activities through weekly newsletters, emails and through Learning Genie. Parents are often asked to volunteer to help with holiday parties and other special days. We also may occasionally need "extra-hands" to help with projects or cooking days. Parents are welcome and encouraged to visit the classroom any time.

Parent-teacher conferences are scheduled in November and March. A conference may be held at any time if requested. The teachers and director are available to discuss questions or concerns all through the year.

The Elizabeth Wayne Parents' Organization (EWPO) is open for to all parents to join. EWPO meets monthly to organize family events and fundraisers throughout the school year. They also provide a student directory for all those who wish to participate.

FIELD TRIPS

Class field trips are scheduled throughout the year. Field trips are intended as an extension of learning for the child and also a way for parents to be involved in their child's learning process. For our field trips, we will meet at the field trip destination or parents may arrange to car pool if necessary or desired. While on the field trip, parents are responsible to supervise their children.

Field trip permission and information forms will be sent home before each trip. Written permission from a parent or guardian is required for all trips. Please turn in any payments along with the form by the date indicated. Please be sure to turn in permission forms even when your child will not be attending.

Present on all field trips:

- Staff trained in first aid
- A first aid kit
- Health records and emergency transportation authorizations for each child.



TRANSPORTATION

Elizabeth Wayne Preschool will not transport any child. In case of an emergency, the child's parents/guardians and 911 will be called.

CUSTODY AGREEMENTS

In the case where a child's parents have legal custody agreements, a copy of those legal agreements must be kept in the child's file at preschool.

MANAGEMENT OF ILLNESS

The symptoms for which a child shall be discharged:

- Temperature of 100 degrees Fahrenheit (when in combination with any other sign or symptom of illness).
- Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestations.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other sign or symptom of illness.

If a child becomes ill at school or has been exposed to a communicable disease, contact will be made with his/her parents or with a person who has been designated to take charge of the child by phone or by written notification. The sick child will be separated from the other children and will be placed on a sick chair in the classroom where the teacher can observe them; they will remain there until they are picked up.

Should a child contract any communicable disease, **a written release from the child's doctor must be received before the child is re-admitted to school.** In the event that your child may have been exposed to a communicable disease, a note will be posted on the parent board alerting all parents and explaining the communicable disease.

The ODJFS Communicable Disease Chart is posted on the entrance wall of the restroom.

We do not administer medication. A mildly ill child will be isolated and parents contacted immediately.

Definition of a mildly ill child:

A child who is experiencing minor cold symptoms, but who is not exhibiting any symptoms listed in Paragraph D of Rule 5101:2-12-33. A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in Paragraph D of Rule 5101:2-12-33.

HEALTH RECORD

A written health record will be kept on file at the school for every child and shall include the following:

1. A detailed immunization record and the date of the last tuberculin test including all immunizations the child has received and dates of these immunizations. This record of immunization form will be given to the parents and must be completed on or before the child's first day of school.
2. Each child attending the school shall be examined by a licensed physician within thirty days of the time of admission and annually thereafter. The 'Date of Admission' shall mean the first day the child is enrolled in and attends the school for any period of time. Parents will be provided with a statement, to be signed by the physician, certifying that the child is free from communicable disease, including tuberculosis, and has had immunizations required and listed on the record of immunization form. Upon enrollment, each child must have on file current health records, emergency transportation info and parent roster permission.

MEDICAL EMERGENCY PLAN

A detailed medical and dental emergency plan is posted on the wall of each classroom. The plan for fire or weather alert is also posted. Immediate access to a telephone is available in the preschool.

In an accident situation or if a child is injured, the parent will be called immediately. An accident/injury report will be completed when an accident or injury occurs, or when an incident necessitates administering an epi-pen for children with allergies. A copy will be given to the parent or guardian the day of the incident.

Any custodial parent, custodian, or guardian of a child enrolled in the preschool shall be permitted unlimited access to the preschool during its hours of operation for the purposes of contacting their children, evaluating the care provided by the preschool or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator of his/her presence.

If we are unable to stay in the classrooms due to an emergency, all preschool classes will go to the Pastor's house which is located next to the church at 313 E. Wayne Street. If there is an immediate danger in the building, students will be evacuated and escorted to the police station for safety. Parents will be notified via text alert.

It is unlawful for the center to discriminate in the enrollment of children upon the basis or race, color, religion, sex, or national origin. License record, including building, fire and compliance report is available upon request from ODJFS.

DISCIPLINE / BEHAVIOR POLICY

During your child's early years he/she will experience many transitional phases which will be reflected in his/her behavior. Biting, scratching, hitting, etc. are some of these phases, and while it is discouraged, this should be recognized as a developmental stage some children experience because they are non-verbal or have limited vocabulary for expressing their frustration. The following policies are enacted by our staff to ensure the safety of all children in our care. All staff are trained in the "Guidance Approach" to discipline.

Your child will be taught appropriate behavior through positive reinforcement, which will help him/her to develop a healthy respect for oneself and others. Occasionally redirection and positive guidance may be necessary to reinforce acceptable behavior. Cooperation and conflict resolution are encouraged through modeling and discussion.

Time out in the "chill out zone" may be implemented in extreme circumstances where the child needs a cooling off period. Consistent documentation of this behavior will be recorded by the teacher and shared with the parent on a regular basis. If other discipline measures become necessary, parents will be consulted concerning appropriate methods of discipline. Parental cooperation is essential for maintaining the child's enrollment. If a child hits or bites a teacher or another child, parents will be requested to pick up the child and take him home for the rest of the day. Each incident will be documented by the teacher and signed by the parent.

In addition, persistent inappropriate or disruptive behavior may result in the child's suspension or expulsion from the preschool at the discretion of the Elizabeth Wayne Preschool acting through its director or other person in charge, as referenced by the ODJFS Guidelines 5101:2-12-22.

The relationship of forgiveness shall follow all school discipline and after the child returns to the Elizabeth Wayne Preschool in the case of suspension. The child will be guided to understand that even though his/her behavior was unacceptable that he/she is still cared for and loved.

CHILD RECORDS

Parents must submit a written request for their child's records/transcripts. The records will be received within 30 days of request.

Ohio Department of Job and Family Services
CENTER PARENT 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 administrator and each employee of the facility 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, 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 Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.

**Elizabeth Wayne Preschool
Academic Calendar
2016-2017**

Wednesday, August 17	3 Year Old Parent Meeting
Thursday, August 18	4 Year Old Parent Meeting
Tuesday, August 30	Meet and Greet
Wednesday, August 31	First Day of School
Monday, September 5	No School Labor Day
Wednesday, September 21	3 Year Old Grandparents' Day
Thursday, September 22	4 Year Old / Kinder Start Grandparents' Day
Monday, October 31	Halloween Parade
Monday, November 7	No School Conferences
Tuesday, November 22	Charlie Brown Thanksgiving Feast
Wednesday, November 23	Thanksgiving Break Begins
Monday, November 28	Classes Resume
Thursday, December 1	St. Nicholas Day
Thursday, December 8	Christmas Program
Thursday, December 15	Christmas Party
Friday, December 16	Christmas Break Begins
Monday, January 2	Classes Resume
Monday, January 16	No School Martin Luther King Jr. Day
Thursday, January 19	Open House
Tuesday, February 14	Valentine's Day
Monday, February 20	No School Presidents' Day
Monday, March 6	No School Conferences
Monday, April 3	Spring Break Begins
Monday, April 10	Classes Resume
Thursday, April 13	Easter Party
Friday, April 14	No School Good Friday
Wednesday, April 26	Art Show
Thursday, April 27	No School Teacher Inservice
Friday, April 28	No School
Monday, May 1	Field Trip
Tuesday, May 2	Field Trip
Wednesday, May 3	Field Trip
Friday, May 5	Friday School
Wednesday, May 10	3 Year Old Spring Program
Thursday, May 11	4 Year Old Half Day Graduation Program
Wednesday, May 17	4 Year Old All Day and Kinder Start Graduation
Thursday, May 18	Last Day / Field Day

Contact Information

Teachers

Mrs. Cristy Seely.....preschool@stpaulsmaumee.org
Mrs. Tamie Daly.....tdaly@stpaulsmaumee.org
Mrs. Kerry Dembowski.....kdembowski@stpaulsmaumee.org
Mrs. Tina Faulkner.....tfaulkner@stpaulsmaumee.org
Mrs. Maria Fisher.....mfisher@stpaulsmaumee.org
Mrs. Julie Hickman.....jhickman@stpaulsmaumee.org
Mrs. Jeny Mazza.....jmazza@stpaulsmaumee.org
Ms. Jennifer McDevitt.....jmcdevitt@stpaulsmaumee.org
Mrs. Erin Perry.....eperry@stpaulsmaumee.org
Mrs. Jenny Robbins.....jrobbins@stpaulsmaumee.org
Mrs. Chris Skiba.....cskiba@stpaulsmaumee.org
Mrs. Kristin Sluhan.....ksluhan@stpaulsmaumee.org

Elizabeth Wayne Parents Organization Board

President.....Michelle Poepelmeier
EWPO@stpaulsmaumee.org
Vice President.....Sarah Howard
Secretary.....Amy Bennett
Treasurer.....Aimee Mendelsohn

Parent meetings will be held the first Monday school is in session of every month at 7:00 p.m. in the preschool.

**Elizabeth Wayne Preschool
310 Elizabeth Street
Maumee, OH 43537**