

# Jeffrey Mansion Preschool Parent Handbook



165 N.Parkview Avenue  
Bexley, Ohio 43209



# JEFFREY MANSION PRESCHOOL PARENT HANDBOOK

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## **PRESCHOOL MISSION STATEMENT**

Welcome to the Bexley Recreation Department Jeffrey Mansion Preschool. We have been in operation for over thirty-five years. Our school is designed to provide an enriched preschool experience for children in a safe, nurturing, child-centered environment within our community. Through a stimulating and enjoyable curriculum, children are encouraged to try new experiences, build positive relationships with others and ultimately develop a feeling of self-worth and reliance. Our philosophy has always been, “learning through play in a fun and caring environment.”

Our teachers are a vital element in the success of our preschool. They are caring, experienced professionals who truly enjoy working with children. They get to know each child as an individual and work to create a classroom environment based on mutual admiration and respect for all. The combination of our environment and the use of our multifaceted curriculum enhance the child’s self esteem while creating an extended family away from home.

## **PRESCHOOL LICENSING**

The Jeffrey Mansion Preschool is licensed by the Ohio Department of Human Services. Our license is posted on the “Preschool News” bulletin board located directly outside the preschool classroom. A copy of the laws and rules, which apply to preschools, is available by request from the Bexley Recreation Department office. The program’s licensing record, including compliance report forms from the Health, Building, and Fire Departments, is also available on request from the office. If you have any questions or concerns about our program, please speak to the teachers. The Ohio Department Job and Family Services, Child Care Division, can be reached by calling (614) 466-7765.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

## **PRESCHOOL OBJECTIVES**

1. To help the child perceive himself/herself in a positive way and to develop high self esteem.
2. To offer a program where the child can gain self-confidence through achievement.
3. To develop the child's independence and self-discipline.
4. To develop social and emotional maturity.
5. To help the child experience fun and adventure through creative activities.
6. To expose the child to as many meaningful experiences as possible.
7. To offer a program that encourages self-expression in a constructive manner.
8. To create a friendly, warm, and safe environment.
9. To enable the child to interact with his/her peers.
10. To help develop a sense of responsibility.
11. To expand and develop the child's mental capacities.
12. To help the child to develop Kindergarten readiness skills.

## **JEFFREY MANSION PRESCHOOL TENTATIVE DAILY SCHEDULE**

### **4 & 5 Year Old Schedule**

8:45-9:00	Drop-off
9:00-9:30	Free Play
9:30-9:45	Circle Time
9:45-10:00	Daily Special *
10:00-10:20	Snack/Quiet Time
10:20-11:00	Story Time/ Accompanying Activity
11:00-11:15	Centers
11:15-11:45	Large Muscle/ Playground
11:45-12:00	Wrap-up
12:00	Pick-up

### 3&4 Year Old Schedule

8:45-9:30	Arrival/Free Play
9:30-9:45	Circle Time
9:45-10:00	Daily Special*
10:00-10:20	Snack/Quiet Time
10:20-10:50	Story Time/ Accompanying Activity
10:50-11:00	Music
11:00-11:30	Large Motor/Playground
11:30	Pick-up

\*Daily Special refers to a special activity of the day. This may be Show and Tell, music and movement, letter of the week activities, etc.

### Extended Day Schedule- 4&5 Year Olds

12:00-12:30	Lunch
12:30-1:00	Quiet time/prepare for nap
1:00-3:00	Nap/Snack
3:00-3:30	Free Play
3:30-4:00	Large Muscle Time

### Extended Day Schedule- 3&4 Year Olds

11:30-12:00	Lunch
12:00-12:30	Free Play
12:30-1:00	Quiet Time/Prepare for nap
1:00-3:00	Nap/Snack
3:00-3:30	Free Play
3:30-4:00	Large Muscle Time

## PRESCHOOL ENROLLMENT

### Registration Procedures

*In order for a child to be enrolled in the preschool, a parent must do the following:*

1. Sign up the child in the recreation office and pay the \$50.00 non-refundable registration fee at the time of registration. **In addition, the Bexley Recreation Department has required September's preschool payment.** This fee will guarantee your child's placement. After September's payment, the preschool payments are due the **Friday before the upcoming month.** Payment books are handed out at orientation for the sole purpose of reminding parents when payments are due. Monthly pages do not need to be turned in with payment. Bexley Recreation accepts Master Card, Visa, Discover Card and American Express.
2. Complete and sign the **Registration Form.**
3. Have the child examined by a physician. The physician must sign and complete the **Ohio Department of Job and Family Services Medical Form** (provided by the preschool). This form expires one year from the date it was signed. If for some reason your child's form expires during the school year, you will be notified. The center policy requires that this form be on file prior to the first day of preschool. **Some physicians prefer to give print outs of immunization records. That is accepted as long as the designated form is signed as well.**
4. The city of Bexley, Bexley Recreation, Federal Tax ID number is 31-6400219.  
**Bexley Recreation Department's policy is that a preschooler will not be considered registered without the above steps. Therefore, your child will not be able to attend preschool until all forms and fees are submitted for compliance.**

**Dates and Fees****Three Day Preschool Program for 3 and 4 year olds**

Dates: Tuesday, September 2, 2008 through Friday, May 22, 2009

Time: 8:45am-11:30am

Days: Monday, Wednesday, and Friday

Ages: Child must be 3 years old by September 30<sup>th</sup> and toilet trained.

Fees: \$165.00/mo.

**Preschool including Extended Care**

DATE: Tuesday, September 2<sup>nd</sup> through Friday May 22<sup>nd</sup>

DAY: Monday, Wednesday and Friday

TIME: 8:45am-4:00pm

FEE: \$350.00/mo.

NOTE: CHILD IS REQUIRED TO BRING A PACKED LUNCH

**Five Day Program for Pre-Kindergarteners**

Dates: Tuesday, September 2, 2008 through Friday, May 22, 2009

Time: 8:45am to 12:00pm

Days: Monday through Friday

Ages: Child must be 4 years old by September 30<sup>th</sup>

Fees: \$260.00/mo.

**Preschool Plus Extended Care**

DATE: Tuesday, September 2<sup>nd</sup> through Friday May 22<sup>nd</sup>

DAY: Monday through Friday

TIME: 8:45am -4:00pm

FEE: \$435.00/mo.

NOTE: CHILD IS REQUIRED TO BRING A PACKED LUNCH

**Three Day Program for Pre-Kindergarteners**

Dates: Tuesday, September 2, 2009 through Friday, May 22, 2009

Time: 8:45am to 12:00pm

Days: Monday, Wednesday, Friday

Ages: Child must be 4 years old by September 30<sup>th</sup>

Fees: \$190.00/mo.

**Preschool Plus Extended Care**

DATE: Tuesday, September 2<sup>nd</sup> through Friday May 22<sup>nd</sup>

DAY: Monday, Wednesday, Friday

TIME: 8:45am -4:00pm

FEE: \$350.00/mo.

NOTE: CHILD IS REQUIRED TO BRING A PACKED LUNCH

**Preschool closures will follow the Bexley City Schools closings for inclement weather, vacation days and holidays. Please take note of our starting and ending days. They are different from the Bexley City School calendar.**

**Teacher/Student Ratio**

A teacher/student ratio of no more than one to eight will be maintained at all times. State ratio is one teacher to every 12 children. Jeffrey Mansion Preschool is limited to a maximum of twelve (12) children in each class.

**Cancellation Policy**

Parents must notify the recreation office of withdrawal, in writing, within 14 business days of the preschool starting date to receive a credit. Credit is applicable to other recreation programs. If written notification is not given within 14 business days, there will be no credit.

### **Registration Form/Liability Release Statement**

(This appears on the registration form and requires parental signature. Please read the sample below.)

*I, as a parent or legal guardian representing this minor, agree to release the City of Bexley, its officers, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to my/our person or property that may arise out of my child's participation in or at the listed activity/activities. I/we are aware that participating in activities or use of facilities involves certain risks of accidental injury despite safety precautions.*

*I give my permission for my child to take part in all preschool activities. In the event of an accident or emergency, if my child's physician is not available, I grant permission to call another licensed physician. I authorize the preschool staff to act for me according to their best judgment.*

*I have read the Jeffrey Mansion Preschool policies and payment terms and accept full responsibility for 100% payment of all preschool fees.*

## **PARENT INFORMATION**

### **Parent Orientation**

A parent/child orientation meeting will be scheduled before the start of school.

### **Parent Participation**

The involvement of parents is an important part of our preschool program. We encourage parents to communicate with the teachers about any and all concerns and suggestions that will help in the development and progress of their child.

Parents are encouraged to visit the preschool at any time! Jeffrey Mansion Preschool has an "Open Door" policy for parents. We encourage, and welcome parent volunteers to the preschool program. Please let the teachers know if you are interested in volunteering in the classroom.

Volunteering in the classroom can take place in many forms from reading to the students, to sharing a cultural tradition. Since one of our objectives is to develop a sense of independence, we ask that parents give us all a chance to get settled in the classroom before helping out. Volunteers will be greatly appreciated once the teachers have decided everyone is comfortable in the classroom. We expect this to be sometime in October, until then, please understand our need to adjust to our surroundings and develop some independence. In addition, please be aware that volunteering in the classroom is viewed as special time between you, the parent, and your child. For this reason, we ask that you make other arrangements for younger siblings. Parent/Teacher conferences will be scheduled and are also available upon request.

### **Parent Roster**

A roster of name and telephone numbers of parents will be available within the first weeks of school. A portion of the Child Enrollment and Health Information form is dedicated to giving your consent, or not, to be included on the parent roster. The form is included in your registration packet and should be returned before the start of school.

### **Donations**

From time to time people have given our preschool unwanted items. Donations of the following are always welcome:

~Gently used or new toys, books, games, puzzles, or any other items that may be played with and enjoyed by young children

~Yarn, aluminum pie tins, stickers, magazines and catalogs, etc. for arts and crafts projects.

~Empty, clean food containers (please no glass or metal).

## **CLASSROOM INFORMATION**

### **Arrival and Dismissal**

Children should be brought into the building and to the classroom by a parent, or guardian. Children get reassurance by knowing you are comfortable and familiar with their environment. Also, this is a great opportunity to see what we have been working on and learning. Parents are also to pick-up their children in the classroom. At both pick-up and drop-off please make contact with a teacher, so we know the child has arrived or left safely. This is also a great time to let us know any special information for the day, such as your child is especially tired, excited, etc. Any in-depth questions or concerns should be discussed at a different time. Please feel free to call the office and schedule a conference if necessary.

One of the forms necessary for your child to begin school is the dismissal form found in your registration packet. This form lists the individuals who are permitted to pick-up your child. We will follow all legal custody agreements submitted to Jeffrey Mansion Preschool. Only parents or guardians listed in the child's file may pick-up a child from preschool. A signed note from a parent or guardian is required to release a child into the custody of another individual, other than those listed on the dismissal form. In any case, please be aware that a picture ID may be requested from the individual.

### **Late Pick-Up Fee**

Please be prompt for the morning pick-up. For the afternoon pick-up, please take note that there is a penalty for late pick-ups after the first 15 minutes. We understand that things come up, but we appreciate your effort to be prompt. You will be given a 15 minute grace period after 4pm. After this grace period, there is a late-pick up penalty of \$1 per minute.

## Absences

If your child is unable to attend preschool due to illness, or for any other reason, please notify the Bexley Recreation Department Office at 559-4300, as soon as possible.

## Clothing

Learning is fun and active work! Children should wear play clothes to school. They should also wear season appropriate clothing for outdoor play on nice days. **Please label all outer clothing with the child's name** (coats, sweaters, boots, gloves, jackets, hats, etc.) Licensing laws permit us to play outside as long as the wind chill does not go below 20 degrees above zero. We have beautiful land here and we love to enjoy it. Please be sure your child has any clothing necessary to be comfortable outside.

Each child will be provided with a coat hook to hang his/her outerwear and backpack. **Please send a backpack to school with your child every day. The backpack should contain a complete size, and season appropriate change of clothing in case of a spill or emergency. Each piece of clothing should be labeled and in a plastic bag.**

In addition, at the beginning of the school year, please send a new box of tissues to school with your child. If everyone does so, it will be enough to get us through a complete year of sniffles, sneezes and colds. Thank you in advance!

## Snacks

Our families take turns providing nutritious snacks and drinks. Snacks must consist of 2 of the 4 food groups. A copy of the snack calendar will accompany the monthly newsletter. Please note which days you have been assigned to bring snack. A canvas "Snack Bag" will be sent home with your child the class time before you are to bring snack. Please remember to put snack in this bag to be sent back in. The preschool provides cups and napkins. While we encourage nutritious snacks on a daily basis, parents may send any type of special treat when we celebrate birthdays. Summer birthdays may be celebrated whenever the parents wish.

## **Sharing**

We encourage “Show and Tell” in school by having a sharing day every week. Everyone has Show and Tell on Fridays, during Daily Special time. Please send one non-fragile item **in its own bag with your child’s name on the bag**. The element of surprise is a large part of Show and Tell. We love the anticipation of opening a bag! This is a great opportunity for your child to speak in front of the class, and share something important to him/her. It also provides special opportunity to discuss shapes, colors, families, and the list goes on and on.

Please discourage your child from bringing other toys or items to school. Anything that is brought from home must be put in the backpack at the end of free play.

## **Field Trips**

Field trips are taken throughout the year and often correspond to the theme of the week. Parents will be informed in advance of the upcoming trips, and must sign a permission slip for each trip. Parent volunteers will be needed to drive and assist the teachers. A space is provided on the permission slip to indicate if you wish to be a driver and/or a chaperone. All children wear seat belts at all times when riding in cars. Ohio child safety law requires children who are under four years of age and/or under 40 pounds, to be properly secured in an approved child safety seat. If your child falls into this category, it will be necessary to take your child’s safety seat on all trips.

As with volunteering in the classroom, chaperoning a field trip is special time with your child. In addition to the special time with your child, we will need your undivided attention during the field trip, as each parent chaperone will be responsible for two classroom children. **For these two reasons, please make other arrangements for younger siblings if you choose to accompany us on a field trip.**

## Discipline Policy

Our philosophy of discipline is a love-oriented approach, implying a bond of warmth between child and adult. This type of discipline leads to the development of a conscience, and each child is helped to understand the consequences of his/her behavior. Self-esteem and self-control are very important; we believe in positive reinforcement and firm verbal reminders. At first, a teacher will initiate a conversation with the child, in which the consequences of his/her actions are discussed. Verbal reminders are given and if necessary, the child will be removed (not isolated) from the group for a short period of time. If the problem persists, the parent will be notified and a conference may be necessary.

We do not use any form of physical punishment.

## **SAFETY POLICIES**

1. All children will be supervised by an adult at all times.
2. Parents will bring each child to the preschool classroom in the morning. Children will be dismissed to pre-determined adults **only**, from the preschool room. A parent or guardian is needed for a child to walk out of the classroom door.
3. There will be a telephone in the classroom for use whenever necessary.
4. In case of a tornado or severe weather, children will be taken to the basement of Jeffrey Mansion. The children and teachers will remain there until any threat of an emergency is over. Fire drills and fire safety procedures will be conducted and explained. Attendance will be taken after each drill. Preschool closures will follow the Bexley City Schools closings for inclement weather.
5. There is a plan posted in the preschool rooms explaining what to do in case of fire or a weather alert. The plan also includes a diagram showing evacuation routes.
6. All outlets in the classrooms will be covered while not in use.

7. Clear safety rules will be explained and carried out at all times.
8. For any accident or injury that necessitates emergency transportation of a child, the school will complete an accident report and a copy will be given to the parent on that day. The parent will be notified immediately. The Ohio Department of Job and Family Services will be notified of such accident or injury within twenty-four (24) hours of the situation.
9. The Preschool Accident/Injury report form will be completed for:
  - Illness which requires first aid.
  - Accident which requires first aid.
  - Injury which requires first aid.
  - Bump or blow to head.
  - Unusual or unexpected event which jeopardizes the safety of children or staff.
10. If child abuse or neglect is suspected, a staff member will notify the local children's protection agency.
11. In case of a medical emergency, one teacher will remain with the child and administer first aid as needed. The other teacher will call for the emergency squad and remain with the other children continuing the daily routine away from the accident.
12. No aerosols will be used at the school.

### **Management of Illness**

A sick child's parent or guardian will be notified and the child will be isolated away from other children under the supervision of staff. He/she will be made as comfortable as possible, until the parent/guardian arrives. The parent of a child with allergic reactions to certain foods or materials must inform staff. If necessary, additional forms will need to be filled out by the parent(s) and/or a physician.

## ADMINISTRATION OF MEDICATION

If medication is required due to asthma, allergy or for any other reason, additional medical forms will need to be filled out. The form requires that the preschool have on file and follow written instructions from a licensed physician, an advanced practice nurse, or a licensed dentist. Also on this form must be instructions from the parent/guardian.

All prescription medication must be in its original container with the prescription label attached. Only nonprescription fever/pain reducing medications that do not contain aspirin, or cough or cold medications that do not contain codeine may be administered by the center, with only written instructions from parent. All medication must be in its original container and labeled with child's name. No medication will be given for more than 3 days within any fourteen day period unless specified by a physician. When administering any medication, the preschool shall specify that the time period for which the medication is prescribed or approved has not expired.

The refrigerator is available for medications if necessary. The preschool shall also designate who can administer these medications, when they are administered, and the dosage. All medication will be kept out of reach of children at all times. All staff will be made aware of all medications, allergies and dietary modifications.

## COMMUNICABLE DISEASES

Any child (or staff member) exhibiting any of the following signs or symptoms of illness will be isolated and discharged to his/her parent or guardian. Any child exhibiting any of the following should not be sent to school that day:

1. **Diarrhea-** Three (3) or more abnormally loose stools within a twenty-four (24) hour period. Or, usually dark urine and/or gray or white stool.
2. **Severe coughing** that causes the child to become red or blue in the face or to make a whooping sound. Also, a sore throat or difficulty in swallowing.

3. **Breathing**- difficulty doing so or rapid breathing.
4. **Conjunctivitis (Pink Eye)** - Redness of eye, obvious discharge, matted eyelashes, burning, and itching of the eye.
5. **Temperature**- a temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other signs of illness, or a temperature of 101 degrees without other symptoms.
6. **Skin**- untreated, infected skin patches, unusual dark patches, unusual spots of rashes, yellowish skin or eyes.
7. **Stiff neck**- sore neck with an elevated temperature.
8. **Vomiting**- more than one time or when accompanied by any other sign or symptom.
9. **Evidence of lice, scabies, or other parasitic infestation.**

We request that a child be symptom-free for twenty-four (24) hours before he/she returns to preschool, or accompanied by a written note from the child's physician that he/she is no longer contagious. In case of possible exposure to a communicable disease (that has been diagnosed by a doctor), all parents will be notified in writing and a sign will be posted on the preschool door. Out of courtesy, please notify the preschool if your child is diagnosed with a communicable disease

Preschool staff is trained in First Aid, Infant/Child Cardiopulmonary Resuscitation (CPR), Child Abuse Recognition and Prevention, and Recognition and Management of Communicable Diseases. Teachers are to wash their hands upon arrival at school, after dealing with bodily fluids, and before handling food. In the event that a teacher should become ill and need to leave preschool, a substitute teacher will be called to relieve the teacher of his/her duties.

Your cooperation and consideration are important to ensure a healthy and safe environment for the staff and children. THANK YOU!