



**CITYGATE CHRISTIAN
PRESCHOOL**
LOYAL TO THE FUTURE

Family Handbook

1004 Columbus Ave. Lebanon, Ohio 45036

Phone: (513) 270-5999

Email: info@citygatepreschool.com

Web: citygate.tv/citygatepreschool



CITYGATE CHRISTIAN PRESCHOOL

LOYAL TO THE FUTURE

Welcome to Citygate Christian Preschool! We are an outreach ministry of Citygate Church reaching children and their families in Lebanon and the surrounding communities.

This handbook is designed to communicate general information and policies to parents. Please reach out at any time with questions, suggestions or concerns either by phone at (513)270-5999, email at info@citygatepreschool.com, or by stopping by the Citygate Christian Preschool office.

We look forward to building a relationship with your child and family!

Blessings,
Jennifer Mason
Director

Mission of our Preschool

We are loyal to partnering with families in raising children who will thrive spiritually and academically. Proverbs 22:6 KJV

Experience

Children learn in an environment that is safe, nurturing, and stimulating. Going beyond Ohio's Early Learning Content Standards, Biblical truths are integrated in everyday lessons, relationships, and activities to help each child in key areas of development (cognitive, social, physical, emotional, creative and spiritual)

Programs Offered

Preschool (30 months to 5 years old)

- Full Day programs
- Half Day (8:30 am- 12:00 pm)

Staff/Child Ratio and Group Size

We follow ODJFS Guidelines for Staff/child ratios which are as follows:

Staff to Children	Max Group Size	Category	Ages of Children
1:12	24	Preschoolers	3 years – 4 years
1:14	28	Preschoolers	4 yrs- 5 years (not yet eligible for kdg)

Licensing

Citygate Christian Preschool is licensed by the Ohio Department of Job and Family Services. A copy of the licensing rules is available for review in the office and on the web at jfs.ohio.gov

Operating Hours

Monday- Friday 8:00 am- 4:00 pm

School Calendar

Citygate Christian Preschool follows the Lebanon City Schools calendar for major holidays (unless otherwise noted on the CCP calendar). In addition, Citygate Christian Preschool establishes its own dates of closure for parent conferences/collaborations

etc. A calendar specific for Citygate Christian Preschool important dates and events can be found on our website as well as the parent communication board.

Closures

Citygate Christian Preschool follows the Lebanon City Schools decision about school closing for inclement weather. To check whether Lebanon City Schools are delayed or closed, refer to www.lebanonschools.org. Any programs canceled due to unusual or out-of-the ordinary circumstances will not be made up. In addition, CCP will abide by closures and/or restrictions ordered by the national or state government, the State or Local Department of Health, or ODJFS.

Delays/Early Dismissals

When Lebanon City Schools issues a 2-hour delay in the start of school or an early school dismissal for inclement weather Citygate Christian Preschool will as well.

Make-Up Days/Classes

Parents will not be called when a delay or cancellation is issued, as information about the status of Lebanon City Schools can be obtained by parents via local news stations, our website and social media pages. There will be no make-up time, days, or classes offered for any delays and/or cancellations of Citygate Christian Preschool due to inclement weather, safety matters, or other acts of God.

Safety Policy

A staff member in charge of a child or group of children is responsible for their safety. Children are not permitted to do anything that would hurt themselves, others, or damage equipment. Broken toys and other possible unsafe objects are removed promptly from the children's areas. Harmful substances and materials are kept out of the reach of all children. When outdoors, the children are restricted to the center's playground or are in an area supervised by Citygate Christian Preschool Staff.

In addition, we follow these guidelines:

1. No child is ever left alone or unsupervised.
2. Upon arrival, and at dismissal, the parent will accompany his/her child to and from the classroom, making sure the teacher knows the child is present or is leaving. (See the Arrival/Dismissal section below for further detailed instructions)
3. Parents should always enter/leave through the designated door. Each preschool family is assigned a code to enter into the keypad to unlock the door. If problems occur with using the keypad, parents are to push the intercom button or call the Academy office for assistance.
4. The teacher will not release a child to anyone other than the parent, guardian, or a person designated in writing by the parent/guardian. Proof of ID will be required at all times. No exceptions
5. Teachers have a 2-way walkie-talkie/telephone in their possession at all times. This allows communication between classrooms and the preschool office for emergency purposes. Local telephone numbers for the police, life squad, hospital, poison center

- and children's services are posted in each room.
6. Fire drills are held monthly, and seasonal tornado/weather drills are practiced monthly March through October. Lockdown drills are practiced on a quarterly basis.
 7. In case of fire and weather alerts, staff members will take the children to the predetermined safety areas. The locations of these areas are posted in each classroom. Parents will be notified via phone in the event of an onsite emergency.
 8. A staff member trained in first aid will always be present in the classroom and on all field trips. If a child is injured in the classroom or on the playground, the teacher will administer first aid. A first aid bag is available in each classroom as well as a box located in the Preschool office/Teacher Resource Room. Small abrasions will be cleansed with running water and Band-Aids will be applied. Small bumps and bruised areas will have ice applied. Deep wounds or cuts, severe extremity strains or dislocations will result in parents being immediately contacted. Other names listed as emergency contacts on the "Child Enrollment and Health Information Form" will be contacted as needed. In life threatening situations occurring at school or on a field trip, the life squad will be called, and parents contacted.
 9. When any accident or injury occurs, including an illness, accident or injury which results in first aid treatment; or a blow to the head; or emergency transporting, or an event which jeopardizes the safety of children or staff, an incident report will be completed. One copy will be given to the parent on the day of the incident. The parent is asked to read the report, ask any questions, and sign it prior to leaving for the day.
 10. Smoking, including e-cigarettes, is not permitted in the Preschool/Church building or on the property.
 11. No animals, other than service animals, are allowed in the building during Citygate Christian Preschool hours.
 12. Use of aerosol spray is prohibited when children are in attendance.
 13. Any confirmed or suspected case of child abuse or neglect will be reported by staff members to Warren County Children's Services.
 14. No weapons, explosives, or ammunition, real or pretend, will be allowed on Citygate property. This includes toy weapons, guns, knives, ammunition, or any type of explosives. Conceal and Carry Weapons are prohibited on the school premises. If found, such items will be taken to the Preschool office and appropriate action will be taken, ranging from a parent phone call to police involvement.

Special Needs Children

If a parent requests to enroll a child who has special needs (medical, social/emotional, developmental), or if a child's special needs become apparent after enrollment, a conference will be held with the parent, the Preschool Director, and other persons as deemed appropriate to discuss the child's special needs and the support required to enable the child to benefit from a Citygate Christian Preschool experience. Consideration will be given to support including but not limited to equipment, facilities, personnel, training and the impact on other children. It is possible that the parent may be required to make additional payments to provide an aide for the child or remain on site for the duration of the preschool session each day, among other options, to provide support for the child. The decision as to whether the child will be enrolled or will continue to be enrolled remains with Citygate Christian Preschool.

Absences

If your child is going to be absent, please notify the center by 9:00 am by calling the office at (513)270-5999 or emailing info@citygatepreschool.com. Please leave a message if no one is available to take the call. Payment remains the same regardless of your child being absent. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious.

Arrival /Dismissal:

Parents should park in a designated parking space and should not park, even temporarily, in the car port area or block an entrance/exit to the building. Daily arrivals and dismissals are made through the Citygate Christian Preschool entrance only. For security purposes, building doors remain locked at all times. Each child's family is assigned a numerical code to enter into the keypad to unlock the right front door. Please make sure the door closes securely behind you. This code allows access during Citygate Christian Preschool operating hours ONLY.

Upon arrival please be sure to sign your child in at the Preschool welcome station. The parent must stay with their child until the teacher checks-in the child and has him/her safely inside the classroom.

A child WILL NOT be allowed to leave with any adult not listed on the Child Release Information form, unless the parent submits a note to that effect. Identification may be required for security and safety reasons. Please inform any adult you authorize to pick up your child to bring a current valid photo ID into the building to show the teacher at dismissal as this will be required.

Citygate Christian Preschool teachers will be aware of and abide by the restrictions regarding the release of any child if there is a custody agreement in place. Any persons who may pick up a child per the agreement must be listed on the Child Release Information Form. A current valid photo ID will be required to be presented before a teacher will release a child to an authorized pick-up person.

Parents whose children are not picked up promptly at their child's assigned dismissal time may be subject to a late pick-up charge of \$10.00 per child or \$15.00 per family. Late pick-up is defined as being more than five (5) minutes past dismissal time on more than two (2) occasions. Parents are asked to call the Citygate Christian Preschool if there is an emergency which may prevent picking up their child at the assigned time.

Birthdays

Birthdays are celebrated in a variety of ways in the classrooms, with a book, trinket, special song, special hat, etc. Each teacher has a unique way of recognizing the child's important day. Teachers will inform parents how birthdays are handled in their classrooms. If birthday treats are sent to the classroom, they must be in the original packaging with clearly identified ingredients. Homemade treats are not allowed.

Clothing

Please dress your child in play clothes each day. This allows freedom to sit on the carpet during circle time, paint, climb, run, etc. Rubber-soled shoes that tie or have Velcro (especially sneakers) and closed toe are the best footwear for your child to safely participate.

Please place a change of clothing in a plastic bag inside your child's bag each day. This is in case of the need for a clothing change. Check this clothing and change it periodically to make it appropriate for the season and for your child's growing body. Please clearly label all garments with your child's name.

A child may not attend any preschool age class (3-4 yr. old) wearing a diaper or pull-up. All children are expected to have independent bathroom skills being able to pull up/down clothes, fasten any buttons or snaps and wipe independently.

Daily Schedule

Within the daily classroom schedule, children will move from quiet to active play, from teacher-directed to child-initiated activities, and from fine motor to gross motor activities. Each class's daily schedule is posted in the classroom. Each family will receive a copy of their child's class's daily schedule.

Example of daily schedule

8:00- 8:30 Arrival/Welcome/Free Play

8:40 Tabletop Manipulatives

9:00 Circle Time (pledge, bible story, calendar, weather, colors, numbers, letters and shapes)

9:20 Playground or Large Muscle Room

9:40 Restroom

9:50 Snack

10:00 Planned Activities / Learning Centers (Language Arts, Math, Creative and Theme Art, Science, Sensory, Technology, Social Studies, Fine Motor Skills, Blocks, Dramatic Play)

12:00- 12:30 Lunch

12:30 Restroom/ Prepare for Rest time

12:40- 2:30 Rest/Quiet time

2:45 Afternoon Snack

3:00 Afternoon Circle Time

3:15-3:40 Outdoor Play/Gross Motor

3:40 Tabletop Manipulatives/Learning Centers

Discipline

Discipline involves teaching children how to take control of their own behavior. We are committed to teaching children how to respect their school, themselves, and others. We will:

- Develop a teacher-child relationship built on love, respect, and trust
- Build self-esteem emphasizing and attending to positive behavior more than negative behavior
- Never use harsh language or seek to humiliate a child
- Create an environment that encourages choices, cooperation, self-control, and personal responsibility
- Develop and enforce consistent, reasonable rules for maintaining a safe, structured learning atmosphere for all
- Warn a child breaking rules, remind him/her of the rule broken and redirect him/her to another activity
- Give a child limited choice of activities when he/she cannot control his/her own behavior or is causing harm to him/herself, others or damaging Citygate Christian Preschool/Citygate church property
- Never use corporal punishment
- Contact parents if negative behavior continues to pose a problem in the classroom. This may include the use of behavior reports on a regular basis. It is our goal for the teacher and parent to strive as a team to create a workable solution for preschool that can be reinforced at home.

All Citygate Christian Preschool staff use developmentally appropriate and age-appropriate discipline strategies, following state licensure guidelines.

Suspension & Dismissal

Citygate Christian Preschool believes open communication between the center and the parents is imperative for addressing and overcoming behavioral issues. We utilize many resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations.

If a situation arises where a child is consistently endangering themself, peers or staff, it may become necessary to suspend or dismiss the child. Every attempt will be made to work together with the parents, child, and any other referral agencies necessary to assist in correcting the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

NOTE: Citygate Christian Preschool reserves the right to deviate from this process, depending on the severity or nature of the aggression and/or antisocial behavior. No Tuition, Deposit or Registration will be refunded for a suspended or dismissed child.

The following methods are used individually or in entirety to track behavior and

communicate with parents.

1. Daily Reports – a parent/teacher communication format that does not count as a written behavior report.
2. The “Behavior Report” – to be filled out and turned into the office. Management will then give a copy of this report to the parent and a copy will be placed in the child’s file. Each report counts as one of the three, which would result in suspension from the center.

Citygate Christian Preschool reserves the right to dismiss any family who fails to comply with the center policies and interferes with the daily operation of the center. We also reserve the right to dismiss any child whose behavior poses a direct threat and/or creates a harmful environment to themselves, the other children, employees or equipment. Safety for the child, other children and staff is our primary concern. This will not occur until a conference has been held and all viable options have been explored on a cooperative basis.

Parent's Role / Siblings

Citygate Christian Preschool invites involvement by parents. Each classroom teacher will explain further how they involve parents. When parents help in their child’s classroom, siblings may not accompany them. This enables the parent/preschool child experience to be very special and focused.

If volunteering, all parents are required to sign in when entering CCP and receive a visitor badge to wear while in the classrooms.

Playground

Outside play and exploration are important parts of our program. The children will be scheduled outside play daily as long as the weather allows. We will go outside when the temperature is a minimum of 25 degrees Fahrenheit (including wind chill) to 90 degrees Fahrenheit. We will stay indoors during rain, fog, lightning, thunder, and icy or muddy conditions on the playground. If the weather prohibits outside time, the gymnasium and gross motor room is scheduled for each class so children can play and exercise their large muscles.

It is important that you send your child to school prepared with the necessary outerwear. This includes rubber-soled shoes that tie or strap. Clogs, flip flops, and open-back shoes are not conducive for running, climbing, and outdoor play. We assume that a child healthy enough to attend school is healthy enough to play outside.

The children will remain indoors if the playground is deemed unsafe for any reason.

School Grounds Excursions/Field Trips

Classes may take excursions outdoors on the grounds of Citygate Church to view activities (for example, view a fire truck, experience the changing seasons (gather leaves, for example) and so forth. Two teachers always supervise the class at this time. The children will venture only on Citygate property. Unless a parent specifically tells the Preschool that she/he does not want his/her child participating in such outdoor excursions, it is understood that the parent is giving blanket permission for his/her child to participate.

Field Trips requiring transportation or excursions of any kind off of the Citygate property are not available at this time.

Show and Tell / Toys

Because toys from home can be distracting and because we are not responsible for any damage or loss, we discourage children from bringing toys. However, on special days as assigned by the child's teacher, children are encouraged to bring items from home to share to reinforce the lesson. No guns or weapons (play or otherwise) are allowed.

Spirit Days

Spirit Days are held periodically and children are encouraged to wear their Citygate Christian Preschool t-shirt which they receive upon completed enrollment. Replacement shirts are available for purchase. Children are welcome to wear their shirt from year-to-year or pass it on to siblings.

Water activities/swimming

Citygate Christian Preschool does not engage children in swimming or related activities where children are immersed in water.

Visitors

Any person visiting the preschool is required to stop by the Citygate Christian Academy office to sign in and get a visitor ID. Visitors will not be permitted to enter classrooms without proper ID and verification.

Curriculum and Schedules

CLASSROOM

Daily Schedule- 2 ½- 5 year olds

8:00- 8:30 Arrival/Welcome/Free Play

8:40 Tabletop Manipulatives

9:00 Circle Time (pledge, bible story, calendar, weather, colors, numbers, letters and shapes)

9:20 Playground or Large Muscle Room

9:40 Restroom

9:50 Snack

10:00 Planned Activities / Learning Centers (Language Arts, Math, Creative and Theme Art, Science, Sensory, Technology, Social Studies, Fine Motor Skills, Blocks, Dramatic Play)

12:00- 12:30 Lunch

12:30 Restroom/ Prepare for Rest time

12:40- 2:30 Rest/Quiet time

2:45 Afternoon Snack

3:00 Afternoon Circle Time

3:15-3:40 Outdoor Play/Gross Motor

3:40 Tabletop Manipulatives/Learning Centers

Parent Communication

Parents are asked to check the parent communication board in the entry hall and also in your child's classroom for updates and other important information.

Classroom Newsletters

Teachers will send home a classroom newsletter each month. Newsletters may include information such as classroom themes, activities, upcoming events, or any need to know information. Additional newsletters available upon request.

Conflict Resolution

If a problem or situation arises within the classroom between teachers, with other teachers/staff members, or with a parent, the employee involved is encouraged to discuss that situation with the other teacher or staff member or parent. Additional information shared by the teacher nearly always enlightens the matter and provides the explanation needed. Should that not be the case, the parent or employee is welcome to discuss the matter with the Director who will mediate as needed. If a problem or situation arises that cannot be resolved effectively by a teacher or the Director, the Associate Pastor of Citygate Church can be contacted to help resolve the matter.

Custody Agreement

In the event the parents of an enrolled child have a legally binding custody agreement, Citygate Christian Preschool requires that a copy of that agreement be a part of the child's student file. In lieu of a copy of the agreement, a notarized Statement of Action, signed by both parents and detailing instructions on who the child can and cannot be released to, must be provided to Citygate Christian Preschool.

Email

Citygate Christian Preschool asks all families to provide an email address that can be used regularly. We will use email to communicate event reminders, dates, newsletters and other informative updates to parents. Parents may communicate with the Preschool office at info@citygatepreschool.com.

Phone

Citygate Christian Preschool's phone number is (513)270-5999. If a staff member is temporarily unavailable to take your call, voicemail is available for leaving a message should you need to do so. Messages left on voicemail during operating hours are retrieved promptly.

Operating Hours

Citygate Christian Preschool operating hours are 8:00 am – 4:00 pm

Website

www.citygatepreschool.com

Teacher Conferences

Parent/teacher conferences will be held in the fall and spring upon request to discuss goals, progress and adjustment. Teachers are available by telephone or email for collaboration and consultation as requested by parents throughout the school year. Citygate Christian Preschool does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Communication Folder

All students will be given a Citygate Christian Preschool logo folder to carry with them to and from the preschool each day. The folder is a communication tool between home and school for each year the student is enrolled. Parents are asked to empty the folder of any information daily. Parents are also encouraged to send information to class via the logo folder. Please note that no materials are permitted to be sent home in the folder unless approved by the Director.

Enrollment

Upon enrolling at Citygate Christian Preschool a non refundable enrollment fee of \$100 is due per family. Completed enrollment requires the enrollment fee as well as completing all required enrollment forms. A yearly re-enrollment fee of \$75 will be assessed to all family accounts in September. When enrolling, should a child's designated classroom be full due to ratio, children will be placed on a waitlist. Parents will receive information about placement on the waiting list and will be notified when an opening is available.

Before a child's first day, the following items must be completed by the parent/guardian and returned to the Citygate Christian Preschool office:

- Registration Form
- Enrollment Fee
- Child Enrollment and Health Form (JFS 01234)
- Medical Statement signed by the child's physician (JFS 01305)
- Additional Health/Medical forms if your child has a life-threatening allergy or health

condition (JFS 01217 and JFS 01236)

- Financial Agreement
- Photo Release
- Child Release Information
- Family Information Form
- One week's tuition payment

Dismissal from the Program

Cause for dismissal from Citygate Christian Preschool includes, but is not limited to, the following:

- Discipline/behavior issues that are not able to be corrected after using various disciplinary approaches
- If the weekly tuition is not paid
- If a parent/guardian fails to abide by Citygate Christian Preschool policies
- Citygate Christian Preschool is unable to meet the special needs of a child based upon a conference with the parent/guardian and Preschool staff.

Tuition and Fee Payment

The following fees are for the 2023-2024 school year:

- Enrollment fee (non-refundable) \$100.00 per family
- Re-enrollment fee (non-refundable) \$75.00 per family
- Supply Fee (non-refundable) \$30.00 per child

Preschool (3 and 5 years old)

- \$250/week Full Day- Monday to Friday
- \$200/week Half Day- (M-F, 8:00 am- 12:00 pm)

Tuition is due by 12 pm (noon) on Monday for the following week. One week's tuition must be pre-paid by the parent/guardian before the child's first day. Payments may be made by ACH automatic withdrawal or by online payment with credit card via ProCare. Cash or check payments are not accepted forms of payment.

Any tuition received after 12 pm (noon) on Monday is subject to a \$15 late fee. Should payments become two weeks past due, the children's reserved space may be lost. There will be a \$15 charge per returned ACH payment. After two payments have gone not honored by the bank, payment by bank will no longer be accepted.

Citygate Christian Preschool reserves the right to withdraw any child from our program for any unpaid tuition or fees on your account. Fees will not exceed more than two weeks past due or children will be withdrawn.

Transitions

At Citygate Christian Preschool families are offered a tour and consultation of our

program with a member of our administrative staff. Parents are encouraged to talk to their child's new teacher as well as allow the child to visit the room before enrolling. Each family receives our enrollment packet when visiting CCP. Within that packet is information that must be received prior to their first day at the Preschool. The information will help the teachers and director familiarize themselves with each child's individual developmental needs to place them in class and prepare for the new child with Name, Birthday, Cubby and Cot assignment. When moving children from class to class we have a "Transition Form" filled out by the teacher and signed by the director and the parent. A transition schedule will be set so the child transitioning can visit their new classroom several times throughout the weeks before permanent placement occurs. The transition can take from one week up to a month depending on how the child is adjusting to their new setting. Class changes are not always made by a change in age

Preschool to Kindergarten: Parents and children are encouraged to visit their child's kindergarten classroom in the district they attend and meet their teachers in the months leading up to beginning kindergarten. Citygate Christian Preschool will help prepare the children by reading stories about entering Kindergarten to allow children to express any fears or concerns they may have so teachers can assist as needed. In the spring months we will have families sign the release of information so screenings, assessments, observation records and any other pertinent information can be sent to the child's new school.

Transitioning Out of our Program and Records Transfer Policy When a child is being withdrawn from Citygate Christian Preschool the teachers are encouraged to talk to the child about their new school or moving into a new home and children are given an opportunity to say goodbye to their peers and teachers by having a special activity on the child's last day at our program. This helps the child to better understand the changes they are going to face and help ease their transition.

Children who transfer from Citygate Christian Preschool to another childcare program or elementary school will have all records transferred to the new location within 2 weeks from entrance into the new program once a written request is turned in by the parent and/or guardian and the consent form is signed. This information will allow other programs or schools to have access to important developmental information, teacher observation records, health records and/or screenings and any other information necessary to support the child and family in the transition process.

Withdrawal

To withdraw a child from Citygate Christian Preschool, a two week written, signed, and dated notice must be given to the Preschool office. Failure to submit a two week written notice can result in a one week's tuition being forfeited. At the Director's discretion, tuition adjustments may be made for children who have qualified for local school system services that cannot be provided at Citygate Christian Preschool.

Health and Child Development Screenings

Children 30 months to 5 years Health Screening Process

- All children are required to have a yearly physical exam before the child's first day at the program
- The director or designee reviews all enrollment paperwork, including the medical statement with the parent to see if screenings have been completed and documented by the physician.
- Health screenings children should receive are vision, dental health, height, weight, hearing, blood, lead, hemoglobin levels, and blood pressure.

Health Screening Referral Process

- If no screenings, or partial screenings were complete, parents are informed by the director or designee the importance of Health screenings and given Health Screening information, which includes contact information of what and where screenings can be done in the area.
- Parents are given the Comprehensive Health Screenings Information checklist and are referred to community resources to complete these screenings.

Required Medical Statement

Upon enrollment at Citygate Christian Preschool all children must undergo a physical exam, be current on all shots and turn in the required Medical Form completed by your child's physician. The Medical Form is required to be updated yearly based on the date of exam noted on the form.

Immunizations

Citygate Christian Preschool endorses vaccination against the risk of disease for all children. This is to guard the health and well-being of each person in our center. Therefore, Citygate Christian Preschool requires that all children must be immunized according to state of Ohio requirements before preschool entry (Ohio Revised Code 5104.014, Division B.) Enrollment of children whose immunization against a disease is not medically appropriate for the child's age or is medically contraindicated will be considered upon conference with the child's parent and review of appropriate medical documents.

Developmental Screening Process:

Our program uses typical developmental milestones and the Ages & Stages Developmental Screening tool to screen for any developmental delays in children. Each child is screened within 30-60 days of entrance into our program, when the child transitions to a higher-level classroom and/or annually based on the most current screening. Once the screening is scored, if a concern arises the program follows the following process: Any referrals necessary will be completed within 90 days of the completed screening.

Developmental Screening Referral Process:

- Parents are asked to complete the screening tool

- Both parent and teacher scores are evaluated
- The program administrators and teachers will work with the family for community resources to receive further evaluations or assessments if needed

Website Resources for Health and Development for Parents and Caregivers are located in the Community Resources Binder.

Ages and Stages Questionnaire

At the beginning of each school year(August/September), parents will receive an “Ages and Stages” questionnaire for their child/ren attending the Preschool. Parents are asked to complete and return the questionnaire. CCP staff will review and tally each questionnaire. If a child’s questionnaire is atypical, school staff will meet with the parents and make any necessary referrals and recommendations. If a child’s questionnaire is typical, no further action will be taken by Preschool staff.

HEALTH INFORMATION

Communicable Disease Management Policy

All staff members are trained in understanding common childhood illnesses and are responsible for recognizing common signs of communicable disease. A “Communicable Disease” chart describing symptoms, etc., is posted in the Teacher Resource Room. Staff members will observe each child upon arrival each day to see if the child appears to be free of any symptoms of a childhood illness.

Parents are requested to notify the Citygate Christian Preschool office when their child has a communicable disease. Notification will be posted outside the child’s classroom door so those parents are aware and can monitor their child.

If a parent observes any of the following signs or symptoms of illness, they are asked to keep the child home from the Preschool. A child found to have any of the following signs or symptoms of illness at CCP will be immediately isolated and discharged to his/her parent/guardian.

1. Diarrhea (three or more abnormally loose stools within a 24-hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
6. Temperature of one hundred degrees Fahrenheit when in combination with any other signs of illness
7. Unusually dark urine and/or gray or white stool
8. Unusual spots or rashes, untreated infected skin patches

9. Stiff neck with an elevated temperature
10. Sore throat or difficulty in swallowing
11. Vomiting more than one time or when accompanied by any other sign or symptom of illness
12. Evidence of untreated lice, scabies or other parasitic infection

An ill child will be cared for in the Citygate Christian Preschool office in the company of a staff member. The child will remain isolated in the office, on a cot if necessary, until he/she is picked up by a parent/guardian. A child may be readmitted to the class only if he/she is symptom and-fever-free for 24 hours **without** the use of medication.

We will not accept or keep a “mildly ill” child. Please keep your child at home if he/she is experiencing cold symptoms but has none of the symptoms listed above or does not feel well enough to participate in activities but has none of the symptoms listed above.

Any teacher with any of the above symptoms will be removed from the classroom and a substitute will take their place.

Medical Exam

A medical statement signed by the child’s physician and a list of completed immunizations must be on file with Citygate Christian Preschool prior to the child’s entry into any program. The physical exam must be updated yearly. Failure to provide a current medical form to the Preschool office will result in the child being unable to attend any classes.

Medication

No type of medication is dispensed routinely or periodically by Citygate Christian Preschool staff. This includes over-the-counter medicine, routine prescription medication, vitamins, or special diets. Prescription medications are dispensed only in life-threatening situations as follows. If a potentially life-threatening allergy or illness (i.e., asthma) is noted on a student’s “Child Enrollment and Health Information Form,” the parent will be asked to complete two additional forms: “Child Care Plan for Health Conditions” (signed by the parent) and “Administration of Medication” (signed by the parent and child’s prescribing physician). Teachers and Citygate Christian Preschool staff will then be advised as to the proper handling of a health emergency should one occur, and any medication will be administered by CCP personnel listed on the “Child Care Plan for Health Conditions” form. Such medication must be brought to the Preschool office by the parent/guardian prior to the start of the school year. No medication is to be placed in the child’s cubby.

Meals and Snacks

Parents are required to send 2 snacks and a packed lunch with your child each day. Please be sure each lunch includes the following:

- 1 serving of meat or meat alternative
- 2 serving of vegetables and/or fruit
- 1 serving of bread or bread alternative

*Staff is not permitted to heat or warm snacks/lunches per food licensing restrictions.

*Microwaves are NOT available for use.

Food Allergies/Special Dietary Needs

If your child has food allergies, religious or special dietary please notify or staff immediately. Please remember that all food must meet nutritional guidelines provided by the state food program.

Nap/Rest Time

A quiet rest time will be from 12:15 to 2:30 daily after lunch. Although children are not required to sleep, everyone is required to lie on a cot and rest quietly. Children have an assigned cot that is clearly labeled with their name. We ask that each parent provide a child-sized blanket for each child you have enrolled at the center. This blanket will stay on site and must be taken home and laundered bi-weekly.

EMERGENCY INFORMATION

Citygate Christian Preschool staff follow these procedures when there is a **dental emergency: Dental First Aid**

When there is a head or mouth injury, the teacher will calm the injured child and check to determine the type of injury.

If it is serious, staff will call the Life Squad and call the child's parent/guardian. The "Child Enrollment and Health Form" with the child's emergency phone numbers and medical records is located in the teachers files in the classroom and in the Preschool office in the child's student record folder.

If there is minor bleeding, the teacher will apply direct pressure with sterile gauze or clean cloth. If the bleeding doesn't stop within ten (10) minutes, Preschool staff will call the Life Squad and call the child's parent/guardian.

If the bleeding is profuse, Citygate Christian Preschool staff will call the Life Squad and call the child's parent/guardian.

When there is a tooth injury, the teacher will follow these directions:

- Knocked out permanent tooth - The teacher will gently attempt to replant the tooth into the socket. The child will be asked to hold the tooth in place with a tissue or gauze. If it is not possible to replant the tooth, it will be placed in a tooth preservation system, or child's saliva which the child has spat into a cup. The parent will be contacted to take the child to the dentist immediately.
- Knocked out baby tooth – The tooth should not be replanted. The parent will be contacted to take the child to the dentist as soon as possible.
- Loosened/chipped tooth/tooth pushed into the gum – The teacher will clean the area with warm water but will not attempt to move the tooth. The parent will be contacted to take the child to the dentist immediately.
- Toothache – The parent will be contacted to take the child to the dentist as soon as

possible.

- Injury to lips/tongue/cheek – The child will be asked to rinse his/her mouth with warm water. A cold compress will be placed on the area to minimize swelling. If the injury is due to a fall or if the tooth is chipped, the parent will be contacted to take the child to the dentist immediately.
- Broken or dislocated jaw – The child's jaw will be immobilized by positioning a triangular bandage under the chin and tying the ends on top of the head. The parent will be contacted to take the child to the emergency room immediately.

Citygate Christian Preschool staff follow these procedures when there is a **medical emergency**:

Injured child

The teacher will remain calm and give necessary first aid to the injured child, with other Preschool staff assisting if necessary. If a fracture is suspected, the child will not be moved. If the emergency is serious/life threatening, Citygate Preschool staff will call the Life Squad and call the child's parent/guardian. The "Child Enrollment and Health Form" with the child's emergency phone numbers and medical records are located in the teacher backpack in the classroom and in the Preschool office in the child's student record folder.

Citygate Christian Preschool takes the safety of children seriously. Therefore, when completing the Child Health and Enrollment Form, the Preschool requires that parents give permission to transport (located on page 3) which allows Citygate Christian Preschool to secure emergency transportation for the child. 911 will be called for all emergency situations.

First aid kits are located in the Preschool office and in the Teacher Resource Room. Preschool staff will supervise the other children until the teacher returns.

Sick child

A sick child will be removed from the classroom and relocated to the Preschool office. The child's parent/guardian will be called to come pick up the child as soon as possible. The child will sit on a chair or lay on a cot in the office, and an Preschool staff member will stay with the child until the parent/guardian arrives.

Citygate Christian Preschool staff follows these procedures when there is a **general emergency**:

General and/or Weather Emergency

Citygate Christian Preschool staff will listen to the news and/or weather-band radio for updated emergency information. If necessary, the Preschool will follow the evacuation/weather alert plans posted in each classroom. In addition, if necessary, the Preschool will evacuate the area. Parents will be notified by phone or email of when and

where to pick up their child.

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 Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children on the basis of race, color, religion, sex, disability, 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.

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 <http://jfs.ohio.gov/cdc/families.st>