

2023 - 2024

Parent Handbook

And

School Policies & Procedures

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Welcome to the John Wesley Early Learning Center Family!

****John Wesley Early Learning Center's mission is to provide a high quality and nurturing learning experience, so that all children become lifelong learners.****

We look forward to getting to know you and your child this year. Our goals are to provide opportunities for development in the areas of cognitive, physical, emotional, and social growth. Our program incorporates activities geared to focus on each of these areas and tailored to the abilities of three, four, and five-year-olds. We are always eager to hear from you as the year progresses. Open communication between the parents, staff, and administration benefits us all. The administrator's regular office hours are posted on the bulletin board in the preschool hallway and on the administrator's office window.

JWELC GOVERNING BOARD:

President	Kim Hutchison	Lead Teacher	Lori Hubbard
Vice President	Nancy Shreve	Lead Teacher	Christy Wyatt
Administrator	Melissa Guanciale Fille	Lead Teacher	Katie Woodall
Treasurer	Marilyn Shultz	Assistant Teacher/ Co-Teacher	Joie Linville
Recording Secretary	Angie Brafford		
Member at Large	Sue Conaway	Parent Rep for 3's	
	Lori Krohn	Parent Rep for 4's	
	Debbie Mato	Parent Rep for Y 5's	Liz Knipper

JWELC SCHOOL STAFF

Administrator	Melissa Guanciale Fille	Co-Teacher/Assistant Teacher
Lead Teachers	Lori Hubbard MWF 4's; Room 3	Joie Linville; MTWTH 4/Y5's & F 4/5's
	Katie Woodall MW 3's & TTH 3's; Room 4	
	Christy Wyatt MTWTH 4's/Young 5's; Room 2	

**We are licensed by the Ohio Department of Job and Family Services. Our current license and most recent license inspection reports are posted in the preschool hallway. The license states the number and ages of children we are licensed to serve. Anyone desiring additional information concerning the rules and regulations governing preschools should contact the administrator. A toll free number is available for anyone wishing to report a suspected violation.

<http://jfs.ohio.gov/cdc/childcare.stm>

According to state guidelines, there will be no more than 12 children per adult in one three-year-old classroom and no more than 14 per adult in one four or five-year-old class. The largest group activity a three-year-old might be involved in would be a group of 24 children, and the largest group activity a four or five-year-old would be involved in would be a group of 28 children.

Individual class lists will be available for those who have given permission for parents' names, child's name, address, phone number, and e-mail address to be listed, upon request. These are helpful for parents to have during the school year for easy reference regarding carpools, parties, etc. If you need a copy via e-mail please contact the administrator or your child's teacher.**

*****The JWELC Staff & Board Members ensure that all ADA Guidelines are followed in our daily procedures and for the administration of medication and care to all children with disabilities enrolled in our program for the current school year.*****

John Wesley Early Learning Center 2023-2024 Calendar

August 29 th	Parent Meeting; 7:00 pm. In JWUMC Church Sanctuary	January/February TBD	Open House
September 5 th /6 th	Student Drop-In Visits from 9:00-11:15 am	February 1 st	New Family Registration Begins
September 7 th /8 th	FIRST DAYS OF SCHOOL!	February TBD	3 year old Field Trip; TBD
October 2 nd /3 rd	School Picture Day w/LD Images Photography	February 13 th /14 th	Classroom Valentine's Day Parties
October TBD	Niederman Farm Field Trip	February 19 th	President's Day (NO SCHOOL)
October 20 th	Teacher In-Service Day/ 4C for Children Leadership & Early Childhood Conference (NO SCHOOL)	February TBD	ELC Sunday (will take place during the 10 am. Service here at JWUMC)
October 30 th /31 st	Classroom Halloween Parties	March 7 th & 8 th	Spring Parent/Teacher Conferences (NO SCHOOL)
November 6 th / 7 th	Fall Parent/Teacher Conferences (NO SCHOOL)	March 27 th & 28 th	Classroom Easter Egg Hunts
November 22 nd /23 rd /24 th	Thanksgiving Break (NO SCHOOL)	March 29 th - April 7 th	Spring Break (NO SCHOOL)
December 18 th /19 th	Classroom Christmas Parties	April 8 th /9 th	First day of classes after Spring Break
December 20 th	All School Christmas Program @ 11:30 in JWUMC Church Sanctuary	April 23 rd	4/5 year old Children's Theater Field Trip @ Taft Theater
December 21 st - January 2 nd	Winter Break (NO SCHOOL)	May TBD	All School Field Trip to Cincinnati Museum Center
January 3 rd / 4 th	First Day of Classes for 2024	May 20 th	All School End of the School Year Program; 7:00 pm. in JWUMC Church Sanctuary
January 15 th	Martin Luther King Jr. Day (NO SCHOOL)	May 21 st /22 nd	Last days of school--- unless we have snow days to make up
January 16 th	Preferred Registration begins for the 2024- 2025 School Year for currently enrolled & alumni families ONLY		** Please note that any activity marked with * may be subject to change due to COVID Restrictions that may need to be put in place at a later date & time**

****This Portion of the Handbook contains an abbreviated explanation for each of the below sections. More detailed information for each section can be found at the end of this Handbook labeled JWELC School Policies & Procedures. ****

Registration

A preferred registration time frame is offered in January for the next school year to families who currently have children enrolled in the school and alumni families who may be returning. This includes returning students as well as any siblings. Upon completion of the preferred registration, subsequent registrations are taken on a first-come, first-served basis until the classes are filled. There will be no discrimination with regard to race, color, religion, disability,* sex or national origin. However the following requirements must be met for all students:

- 1) He/She must be 3, 4 or 5 years of age on or before September 30th of the entry year.
- 2) The parent must return a registration form along with a non-refundable registration fee.
- 3) The parent must supply all other information as required by the Ohio Dept. of Job & Family Services.

*We would accept a child with a disability as long as we felt able to meet that child's physical, emotional and educational needs sufficiently.

TUITION AND PAYMENT

The third week of each month, your child will bring home a 6x9 tan envelope for the tuition payment. Please place your payment (checks are preferred) in the envelope and return it to school in your child's communication folder.

Please use the envelope provided to insure that your payment gets to the treasurer in a safe and secure manner. Do not put any forms, field trip money, teacher notes, etc. in the tuition envelopes.

There will be a \$40 fee assessed for any checks returned by the bank. After two returned checks, tuition must be paid by cash or money order. If you prefer to pay by cash, you will need to bring your envelope directly to the administrator to receive a cash receipt.

- ★ Payment due between 1st and 10th of month
- ★ A \$10.00 fee will be assessed on the 10th of the month and an additional \$10.00 fee on the 30/31st of the month for late payments.
- ★ No post-dated checks accept

PROBLEM/ISSUE RESOLUTION

If at any time a parent, staff member or other individual directly involved with JWELC needs assistance with a problem/issue, they are asked to communicate said problem with the School Administrator so that timely resolution can take place.

DROP-OFF AND PICK-UP

The school's morning classes begin at 9:00 a.m. and end at 12:00 p.m.

To insure the safety of the children, we require that you or another responsible adult pull up to the front sidewalk and wait in your vehicle for Mrs. Fille or another JWELC Staff Member to retrieve your child from your vehicle.

For Pick-Up we ask that a parent/guardian/babysitter please come into the building and wait for their child to be released from his/her classroom.

If your child is to be released to someone other than the custodial parent or guardian, please be sure to have their names included on the green authorization form kept in your child's file. You may add additional names throughout the year by written authorization. Please remind anyone "new" picking up your child that we will ask for ID.

DRESS

- ★ Please dress your child in clothes and shoes suitable for play and comfortable to wear. Even though we use only "washable" paints, markers, etc., preschool is not the place for a child's best clothing.
- ★ We use playground mulch as a soft surface on our playground. Since we go outside every day that it is not raining, snowing or bitterly cold, it is imperative that the children have outerwear appropriate for the season. We do not have extra coats, hats, etc. In addition, it is highly recommended that you send your child to school in tennis shoes or other durable play shoes. **Sandals, flip flops and crocs get full of mulch and can be a safety issue on the playground.**
- ★ **IT IS EXTREMELY IMPORTANT THAT YOU PUT YOUR CHILD'S NAME ON ALL COATS, JACKETS, BOOTS, MITTENS, ETC.** When we leave the classroom for outdoor play, field trips, etc., often times the children cannot distinguish their things from others that are very similar. It also helps identify items that are misplaced or left at school.

CONFERENCES

Our conferences are held in both November and March of each school year and are mandatory. We ask that at least one if not both parents attend their child's conference.

- ★ Conference times will be scheduled by each individual teacher through Sign-Up Genius.
- ★ The teachers will be sharing the results of this screening at your scheduled November conference.
- ★ In the spring, there will be a detailed skills evaluation prepared and parent-teacher conferences scheduled.
- ★ Additional conferences may be held at any time that the parent or teacher feels there is a need for one. In the interest of privacy, please do not address issues of concern with the teacher at arrival or departure times.

PARENT ACCESS/PARTICIPATION

- ★ Any custodial parent/guardian of an enrolled child shall be permitted unlimited access to the school during hours of operation for the purpose of contacting their child/children or evaluating care or the premises. Any non-residential parent of an enrolled child shall also have unlimited access unless there is court documentation limiting access. In the interest of the safety of all the children and the staff, anyone planning to enter the classroom, including those listed above, must identify themselves to the administrator/teacher.
- ★ If you ever have concerns about a classroom occurrence, school policy, etc., please inform the administrator or your child's teacher. We are sincerely interested in what you have to say. We also welcome helpful suggestions or new ideas; and, of course, we appreciate knowing when you are pleased with our program and approve of what we are doing.

FIELD TRIPS

- ★ For the 2022-2023 school year we are hoping to be able to partake in all field trips.
- ★ We use field trips to enhance our program. Each class will go on 3 field trips each year, providing we are able to do so safely, keeping our students and family's health in mind.
- ★ We hope that all parents will make an effort to participate in as many trips as possible.
When attending a field trip, siblings or other children may NOT come along.
- ★ In order for a child to leave the premises of the school, the parent must sign and return a permission slip to the teacher.

SNACKS AND ALLERGIES

- ★ We are **Peanut/Tree nut free** Preschool Program.
- ★ All snacks are parent-provided and we ask that they be **Peanut/Tree nut-free**. Each teacher will create a monthly snack schedule for her class. Students will be assigned a day or two each month when they are to provide the drink and snack for that day.
- ★ Snacks must be nutritious and the drink must be either **100% juice or milk**. All snacks need to be **store bought, unopened**, and **please note the expiration date** on the snack provided. As much as we would love to provide homemade snacks and goodies, our food service license prohibits us from doing so. Snacks do **not** need to be in individual serving bags/containers. A large box or bag of *unopened* snacks to serve the entire class is acceptable.
- ★ Parents are to send the snack and drink on their child's assigned day. Any snack leftover will be sent home with the child at the end of the day.
- ★ Some days, snack will be a class-involved cooking project or a food that corresponds with a program unit.

- ★ **It is very important that we are aware of all food allergies. In addition, any child with food allergies is required to have paperwork on file documenting his/her allergy and health plan.**

BIRTHDAYS & HOLIDAY PARTIES

- ★ We celebrate all birthdays at school whether or not anything special is sent from home. Children with summer birthdays can have their celebration anytime during the school year. Holiday parties include Halloween, Christmas, and Valentine's Day & an Easter Egg Hunt for each classroom. Parents provide selected items for these parties at the request of the classroom teacher.

SCHOOL CLOSINGS

- ★ John Wesley Early Learning Center follows the decision of the **NORTHWEST LOCAL SCHOOL DISTRICT** with regard to school closings due to inclement weather. JWELC is **NOT affected by an announcement of a delay** in that district's starting time unless they subsequently change to closed. **We are NOT affected by cancellation of AM or PM kindergarten or district operated preschool.**

EXCEPTION TO THE CANCELLATION RULE: We are NOT affected by a NORTHWEST closing due to cold temperatures, if there are no snow or ice hazards. If you have questions on any particular day, please contact the administrator on her cell phone via call or text (513)518-7383.

PROGRAM

- ★ In order to insure the quality of our program, we hire teachers who have a minimum of a CDA with Preschool emphasis, bachelor's degree in education or a related field. In addition, there is an assistant teacher available for each class (when enrollment allows).
- ★ Our program is multi-faceted to cover a broad range of growth and interest areas. We integrate developmental skill building activities and academic readiness activities into the child's play and project times. We use *The Creative Curriculum for Preschool* because it is a play based curriculum and is research based, meeting Ohio's Early Learning and Development Standards (ELDS).
- ★ **Sample Daily Schedules** for each age group are posted in the school hallways, outside of each classroom. Although the schedules look similar for each age group, the type of activities, range of difficulty and level of expectation changes appropriately for each age.

SUPERVISION/GUIDANCE/BEHAVIOR MANAGEMENT

- ★ No child will ever be left alone or unsupervised. If some emergency arises that will cause the child to be picked up late or to be picked up by someone other than the parent, please call the school immediately so that appropriate arrangements can be made. No child will be released to anyone other than those authorized by the custodial parent/guardian. Those picking up children should be prepared to show identification to the teacher. **No child should ever be "dropped off" in the parking lot or sent into the**

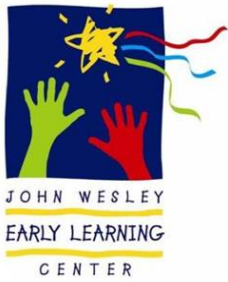
building without a responsible adult. Please do not leave younger siblings/friends unattended in your vehicle.

- ★ A child's misbehavior will be addressed using developmentally appropriate techniques suitable for the child's age and circumstances of the situation such as redirection, reinforcing limits and "time-out". If unacceptable behavior continues for an extended period of time and does not improve using these methods, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for improving behavior.

MANAGEMENT OF ILLNESS

- ★ If your child has a fever of 100 degrees or higher, they will be isolated and sent home immediately. Your child cannot return to our program until they are fever free for 24 hours, without the use of fever reducing medication
 - ★ In the event that either a student or staff member has an elevated temperature Ms. Guanciale is to be notified immediately via email, phone call or text message.
- ★ If a child has had known contact with someone confirmed to have COVID-19, please check with your child's pediatrician for best practices as far as suggested quarantine or other need for absents from school
- ★ If a child is ill, he/she **should not come to school.** Administration of a fever reducer/pain killer may make the child feel better, but it will not protect others from a contagious illness and will only serve to continue the spread of diseases. When a child becomes ill at school, the parents/guardians or alternate contact will be called and asked to pick up the child. Children who have been ill should be free of symptoms, **including fever**, for at least **24 hours** before returning to school. Please notify the school when your child will be absent due to illness and identify the type of illness involved so other parents in the class can be made aware of any contagious diseases and signs and symptoms to watch for. Notifications of contagious diseases will be posted by each classroom and e-mailed to families by the administrator.
- ★ If other children in your family or your child's playmates have chicken pox, head lice, or other highly contagious diseases, please check your preschooler for any signs or symptoms **before sending him/her to school.**
- ★ **The staff will not administer any medication to a child other than those designated for severe situations, i.e., severe allergic reactions, diabetic episodes, etc. When it is necessary for emergency medication to be kept at school, the parents/guardians/physician will be required to complete the appropriate forms.**
- ★ **Head lice readmission policy:** please see below under the Management of Illnesses section for more details.

****JWELC School Policies & Procedures begin on the next page. This is where you are able to find more detailed information pertaining to the above sections****



John Wesley Early Learning Center
School Policies & Procedures
(Updated 02/2023)

Registration:

1. Preferred registration is offered each January for the following school year to parents of enrolled children for their re-enrollment or for any sibling enrollment.
2. With the onset of OPEN enrollment, no preference will be given to enrolled children.
3. All enrolling students must pay the established registration fee regardless of when enrollment occurs. Registration fees are non-refundable*
4. When a child's parents are divorced or someone other than the parents are legal guardians, a copy of the custody arrangements, as detailed in the court document, must be provided prior to the beginning of school. If there are any special arrangements concerning persons to whom a child may and may not be released, the residential parent/guardian should provide that information on the appropriate form. In cases of shared custody, the teacher should be informed of when the child will be with each parent.
5. When only one parent is listed on a child's registration form, determination must be made of the status of the other parent. For example, in the case of a single mother, whether or not the father has established paternity must be verified, or if the father is deceased, etc. In the case of a single father, status of the mother must be verified and address and phone listed if known. Copies of any applicable court documents must be submitted to the school by the first day of class.
6. Children will be enrolled without discrimination with regard to race, color, religion, sex, national origin or disability. ***
7. For enrollment in a 3 yr. old class, the child must be at least 3 yrs. old on or before Sept. 30th of the entry year.
 - a) For enrollment in a 4 yr. old class, the child must be at least 4 yrs. old on or before Sept. 30th of the entry year.
 - b) For enrollment in a Young 5's class, the child must turn 5 no later than December 31st of entry year and must have completed at least one full year of a preschool program.****Spaces in the Young 5's class may be filled based on the teacher's recommendation/testing.
8. The school enrolls children who are fully potty trained, meaning that he/she is able to:
 1. TELL an adult that they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
 2. pull down their underwear and pants and get them back up without assistance
 3. wipe themselves after using the toilet
 4. get off the potty by themselves (with assistance of a step stool when needed)
 5. wash and dry their hands
 6. go directly back to the classroom without directions
 7. postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom
 8. However, if a child has an accident at school, the staff will assist the child with necessary clean up and provide dry underwear and clothing provided individually by each family.
9. **Emergency Transportation Authorization, and Emergency Contact information must be received before the first day of classes and the physician-signed health certification form with record of immunizations no later than 30 days after enrollment.**

10. For those families who choose not to grant permission for Emergency Transportation Authorization a signed statement as to why this is their choice and what plan of action they wish to be taken in case of emergency will need to be filed with their child's Enrollment Form (Blue Packet), prior to the start of the school year.
11. Prior to the start of the school year all students are required to have the following paper work on file:
 1. Child Enrollment Form
 2. Authorization for Pick-Up
 3. Medical Statement with Up to Date Immunization Records (due within 30 days)
 - a. For Parents who decide due to Religious reasons that their child will not be vaccinated the necessary SIGNED paperwork from the student's Pediatrician must be on file with the students SIGNED Medical Statement.
 4. Permission to Photograph
 5. Tricycle & Helmet Permission Slip
 6. Family Information Sheet

*** The school reserves the right to un-enroll a child if we feel we cannot provide a safe or educationally appropriate environment for that child. For further information on this policy, please see Disenrollment Section below.

**** The school reserves the right to selectively place slightly younger students in the Young 5's class in order to fill the class.

Tuition:

1. Tuition and registration fees shall be established by the Board each winter for the following school year.
2. Tuition payments are due on the first of each month beginning in **September**. The last payment will be due **April 20th**. A late fee of \$10.00 is charged when payments have not been received by the 10th of the month and an additional late fee is added if payment has not been received by the 30th of the month (an additional \$10 late fee). Any payment past due for more than 2 months, without sufficient explanation, is cause for dismissal from school.
3. No refunds will be given for extended absences.
4. All tuition payments should be placed in the envelopes provided by the school. Check payments may be given to the administrator or to the teacher. **Cash payments** should be given to the administrator so a receipt may be provided.
5. A fee shall be assessed for any check returned by the issuing bank for non-sufficient funds. (Refer to your Parent Handbook for current NSF fees.)
6. A discount of 10% per child shall be given for sibling enrollees.
7. A discount of 50% per child shall be given to children of employees.
8. No student shall be re-enrolled for the next school year if their tuition payments are not current.
9. Registration fees will be refunded in the event neither the first nor the second choice of classes is available for the upcoming school year.

Supervision/Staff-Child Ratios & Grouping:

1. No child will ever be left alone or unsupervised. When the regular teacher or assistant teacher is absent, arrangements will be made for another staff person or qualified substitute to be with the child/children.
2. State mandated staff-child ratios are as follows:

3 yr. olds	1 staff for 12 children
4 & 5 yr. olds	1 staff for 14 children
3. In order for your child to have the best experience possible at preschool, we have chosen to provide twice as many staff as required for each age group:

3 yr. olds	2 staff for 14 children
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4 & 5 yr. olds 2 staff for 16 children

*When participating in group activities, there will be no more than twice the maximum number allowed for the youngest age group.

4. A written record is made of each child's arrival and departure for each class. Attendance records are carried on field trips, when in the gym and other areas on the school grounds and kept with the teacher during fire and tornado drills or other emergencies.

Arrival & Departure of Students, Locked Doors, One Call Now emergency phone system fee:

1. For the 2023-2024 school year all children must be dropped off at the front sidewalk only when the School Administrator or other approved School Employee is waiting for the children. Drop off begins at 9:00 am
2. **Children must arrive at school no later than 9:30. A child coming in the classroom after 9:30 is a disruption and will not be permitted. Exception: Appointments with the doctor, dentist, or an emergency with the family. Please call the school and let the School Administrator know about your situation.**
3. At the end of class, children will be released only to a parent/guardian or those specified as acceptable by the parent/guardian. For instances where a parent/guardian will not be the one picking up the child, a pick-up authorization form should be filled out and signed by a parent/guardian and kept in the child's file.
4. **If an emergency causes a delay in the pick-up of a child, the school should be notified of the problem as soon as possible and informed about what alternative arrangements have been made. The school's phone number is (513) 825-0879.**
5. **If a child is picked up late, the school reserves the right to charge an extended care fee of \$1.00/minute after 10 minutes.**
 - a. **In the case of CHRONIC LATE PICK-UP the extended care fee will increase by \$1/minute every ten minutes a parent is late to pick up; i.e. After 20 minutes \$2/minute, after 30 minutes \$3/minute**
 - b. **Chronic Late Pick-up is defined as after 4 late pick-ups have previously occurred**
6. All entry doors will remain locked during school hours. An intercom/door release system will be used to remotely open.
7. Each family will pay \$5.00 at the beginning of the year to defray the cost of the One Call Now emergency calling system. (For more information, check the website www.onecallnow.com)

Staff Selection:

1. All staff must meet the criteria established by the State of Ohio for child care workers.
2. All assistants must have a minimum of a high school diploma.
3. All teachers must have a minimum of a CDA with Preschool emphasis.
4. Any administrator hired after 1991 must have a minimum of an appropriate four year degree.
5. All staff must be carefully screened regarding character, health and previous job performance.

Classroom Observations:

1. Persons not currently affiliated with John Wesley Early Learning Center as parents/guardians or staff must make an appointment to observe a class in session.
2. A child being considered for enrollment may accompany the parent/guardian if desired.
3. Observers will be asked to keep their interaction with students as minimal as possible and to direct questions about the program, staff qualifications, fees, etc., to the administrator either before or after the observation to provide the least disruption to the class.

Child Guidance & Behavior Management (These guidelines apply to all employees on the premises):

1. The child's teacher* is responsible for guiding behavior. Misbehavior will be addressed using developmentally appropriate techniques suitable for the child's age and the circumstances of the situation.
2. If the circumstances require separation from the group/activity, the child will sit on a chair within the room, in view of the teacher but apart from the general activities, for no longer than minutes equal to the child's age.

3. A child will never be abused, neglected, humiliated, physically harmed, frightened, locked or confined in an enclosed area, or put in physical restraints.
4. No child will be delegated to discipline another child, and an entire group will never be punished for the misbehavior of one or a few children.
5. Children will not be subjected to profane language, verbal abuse or derogatory or sarcastic remarks about them or their families.
6. No child will be punished for refusing to eat or for toileting accidents.
7. When unacceptable behavior continues for a period of time and does not improve when the above methods are used, the teacher and administrator will meet with the parents/guardians to determine other acceptable options for improving behavior and to set up an Individual Behavior Plan with daily communication sheets to provide documentation for both the Teacher & the Parents.
8. Chronic misbehavior that does not respond to any acceptable methods for behavior modification will necessitate removal of the child from the school. In instances of removal initiated by the school, any advance payment of tuition will be refunded.

*At the teacher's direction, the assistant teacher may monitor a child's activity/situation or may supervise the activities of a group while the teacher is involved with one child or another group of children.

Disenrollment of a Student:

1. As mentioned in the above sections covering Registration and also Behavior Management;
 - a. JWELC reserves the right to move forward with the disenrollment of a student due to the safety of others enrolled in and employed by our program.
 - b. JWELC also reserves the right to move forward with the disenrollment of a student due to non-payment of tuition.
 - c. Final **Suspension/Expulsion** of a student enrolled at JWELC will be determined by the Administrative Staff.
2. When disenrollment is to occur;
 - a. The school Administrator will be the school individual to make immediate contact with the student's parents; at this time of communication an immediate meeting time will be set between the School Administrator, Parent and if needed a Board Member as a witness
 - b. During the meeting a letter of disenrollment will be given to the family stating the necessary reasons for this motion and if necessary evidence of these reasons.
 - c. Upon completion of the meeting the parent will be escorted to their child's classroom to gather their child and all of his/her belongings
 - d. Any reimbursement of tuition will be mailed to the family once the School Board Treasurer is able to determine this amount.

Parental Access & Participation:

1. Any custodial parent/guardian of a child enrolled in the school shall be permitted unlimited access to the school during hours of operation for the purposes of contacting their child/children or evaluating their care or evaluating the premises. Any non- custodial parent of an enrolled child/children shall also have unlimited access unless there is court documentation limiting access.
2. In the interest of the safety of all the children and the staff, anyone planning to enter the classroom, including those listed above, must identify themselves to the administrator/teacher.
3. Parents/guardians who desire to participate in various school activities such as parties, special demonstrations, fieldtrips, etc. will be given an opportunity to do so.

**When assisting with parties, special demonstrations, fieldtrips, etc.,
siblings or other children may NOT come along.**

4. A parent/guardian roster for all classes will be prepared each year containing parent/guardian names and phone numbers for all those who have given permission for that information to be listed. This roster is available upon request from the administrator. In addition, a class roster for each class containing child's

name, home address, phone number and parents/guardians names will be available to all class members who have given the necessary permission.

Conferences & Assessments:

1. Our conferences are scheduled for November and are **mandatory** because of the Ages and Stages screening. This is the time when the child's teacher will be sharing the results of the ASQ screening and explaining how the individual results will be used to plan and help each child be a successful student.
2. These assessment results are not shared with anyone other than your child's teacher, yourself (the parents) and if need be, your family pediatrician or specialist with prior parent permission.
3. Spring parent-teacher conferences are held in February/March after a skills evaluation has been completed for each child. It is strongly recommended that both parents/guardians attend the conference, but at least one parent/guardian should attend. This conference is especially helpful to parents of four year olds who are considering the possibility of the Young 5's class rather than kindergarten.
4. Conferences with the teacher or administrator may be scheduled at other times during the year if the parent/guardian or teacher wishes to address a specific concern.

Field Trips:

1. In order for a student to leave the premises of the school, the parent/guardian must sign, date and return the prescribed permission slip before the day of the scheduled field trip
2. No preschool staff person is permitted to serve as a driver for a field trip.
3. In most instances parents/guardians of class members serve as field trip drivers and are responsible for those children in their vehicle.
 - **The driver must be 21 years old and have a valid driver's license for the vehicle they are driving.**
4. Field trip drivers are expected to exhibit good driving skills and to have a safe and appropriately insured vehicle. The driver shall see that each child exits the vehicle in a safe manner out of the way of other vehicles, and the driver shall check to make sure that no child has been left inside the vehicle at each destination. Smoking is prohibited in any vehicle being driven for a school field trip.
5. When on a school field trip, all persons, adults and children, must be secured in a seat belt (or car seat when appropriate). No more than one child may be strapped in each seat belt. All children must be in the rear seats of the vehicle.
6. **Children must be both 4 yrs. of age and 40 lbs. in order to be transported in a car without a car seat. In addition to this law, Ohio's revised child restraint law states that children less than 8 years old, unless they are at least 4 feet 9 inches tall, must use a booster seat.** Parents are required to install their own child's car seat in the vehicle of the driver on the day of the field trip for those requiring them.
7. No more than six children may be transported in one vehicle other than a school bus. When six children are in one vehicle, there should be two adults present
8. At least one staff member present on the field trip must be trained in first aid, communicable disease recognition, and recognition and prevention of child abuse.
9. Each child must wear a name tag containing the school name, address and phone number when in a large indoor setting.
10. The first aid kit, signed permission slips, attendance record, and each child's emergency transportation and medical certification forms must be carried by the teacher.
11. The school has the right to limit the number of adults who may attend each field trip.
12. **No children other than John Wesley Early Learning Center students may attend field trips.**
13. Those parents/guardians serving as chaperones on field trips shall be responsible for the safety and well-being of 2-4 children (including their own preschool child). ***The children should be in their sight at all

times and accompanied to off-site areas such as restroom for example. **When assisting with a field trip, siblings or other children may NOT come along. We need your total attention given to the children assigned to you.**

14. Staff/child ratios will be maintained on all field trips.

School Calendar/School Closings:

1. The school year for John Wesley Early Learning Center normally begins during the week after Labor Day in September and normally ends during the week prior to Memorial Day (celebrated) in May. (See #4)
2. The John Wesley ELC calendar is prepared independently of any particular school district; however, most holidays will coincide with area school districts. NOTE: The spring break is established each year to coincide with the district in which the majority of our teachers reside, so this portion of the calendar is subject to change from year to year.
3. If a Tuesday/ Thursday class attends a field trip on a Mon./Wed./Friday or vice versa, there will be NO SCHOOL on the normal class day.
4. John Wesley Early Learning Center follows the decision of the **NORTHWEST LOCAL SCHOOL DISTRICT** with regard to closings due to inclement weather. **EXCEPTION: We are NOT affected by a NORTHWEST closing due to cold temperatures, if there are no snow or ice hazards. If you have questions on any particular day, please contact the Administrator on her cell phone. We are also NOT affected by an announcement of a delay in that district's starting time or the cancellation of AM kindergarten/preschool.**
5. When unscheduled closings due to inclement weather, etc., have reached a number equal to one week of classes for any particular class, any additional time missed thereafter may be made up at a time to be determined by the administrator.

Management of Illness:

- * ****Per COVID-19 if your child has a fever of 100 degrees or higher, they will be isolated and sent home immediately. Your child cannot return to our program until they are fever free for 24 hours, without the use of fever reducing medication**
 - o **JWELC will ask that in the event that either a student or staff member has an elevated temperature Mrs. Fille is to be notified immediately via email, phone call or text message.**
 - * **We will work with the local health department if we encounter any confirmed cases to ensure the safety of our children and staff.**
1. All staff persons are trained in appropriate hand washing and disinfecting procedures. Children and staff are required to wash their hands when they enter the classroom, before snack, after being on the playground or in the gym and before leaving the classroom to go home. This is extremely helpful in limiting the spread of diseases to and from school, and parents/guardians are encouraged to continue frequent hand washing at home.
 2. If a child/staff member is ill, **they should not come to school or any school related events (i.e. field trips, Christmas program, etc.)**. Administration of fever reducer/pain killer may make one feel better, but it will not protect others from a contagious illness and will only serve to continue the spread of diseases.
 3. Those who have been ill **must be free of contagious symptoms, including any fever, for at least 24 hours** before returning to school. In cases of diseases where a rash may remain after the communicable or contagious period, a statement signed by a physician verifying the appropriateness of his/her return to school should be given to the administrator.
 4. If a child/staff member is diagnosed with a communicable disease, please notify the administrator so that others can be made aware of signs and symptoms of the illness. Notifications of communicable diseases will be posted by each classroom and the front door.
 5. All teachers are trained in recognition, management and prevention of communicable diseases. The teacher will observe the children as they enter the classroom and throughout the day for signs and symptoms of illness. They may include any of the following: severe coughing; difficult or rapid breathing;

vomiting or diarrhea; yellowish skin or eyes; untreated infected skin patches or unusual spots or rashes; unusually dark urine and/or grey or white stools; stiff neck w/elevated temperature; evidence of untreated lice, scabies or other parasitic infestation; sore throat or difficulty swallowing; redness of the eyes, obvious discharge, matted eyelashes, burning or itching; or any elevated temperature.

6. **Head lice readmission policy:** JWELC has a **nit free policy** in place once a child is identified as having an infestation of lice. Because our school is small, all contacts and/or classmates will need to be promptly examined. Readmission to school cannot happen until the child and the family members/babysitters/contacts have been treated twice with the pediculicide shampoo as directed.
 - a) Retreatment should occur 7-10 days after the initial treatment in order to kill any lice which hatched since the first treatment.
 - b) All staff are trained in communicable diseases, and one will check the child's head at the start of the next school day, after 2 treatments with the shampoo have been applied as stated above.
7. When a child becomes ill at school, the parents/guardians or alternate contacts will be called and asked to pick up the child. If the illness is suspected to be contagious, the child will be removed from the classroom and remain in the care of a staff person until he/she is picked up.
8. The school staff will not administer any medication to a child other than those designated for severe situations, i.e. severe allergies requiring the use of an Epi-pen, etc. When it is necessary for this type of emergency medication to be kept at school, the parent/guardian/physician will be required to complete the appropriate forms.

*** In the event that an Epi Pen has to be administered at school; 9-1-1 will be called and that child will be transported to the hospital immediately.**

Medical/Dental/General Emergency Guidelines:

1. Teachers at John Wesley Early Learning Center have been trained in medical and dental first aid. A first aid kit is carried on all field trips. Complete first aid kits are available in all classrooms, as well as in the Administrator's office. Emergency phone numbers are posted in each classroom, and children's medical records are kept in the Administrator's Office in the designated file drawer and carried on all field trips.

Medical Emergencies:

- a) In the event of a minor illness or injury occurring during class time, the parent/guardian or alternate contact would be notified and, if necessary, asked to come to school to pick up the child. In the event of a similar occurrence on a field trip, the parent/guardian or alternate contact would be notified to determine what actions he/she wanted the school to take.
- b) In the event of a serious or life-threatening illness or injury occurring during class time or on a field trip, 911 would be called and, if deemed appropriate by the emergency medical personnel, the child would be transported to a hospital. The parents/guardians would be notified immediately of the action taken, and the administrator or child's teacher would remain with the child until the parents/guardians arrived. If the child's parents could not be reached immediately, the child's physician would be notified of the situation.
- c) When transported for emergency treatment, the child's health and medical records would accompany him/her to the hospital.

Dental Emergencies:

- a) In the case of a baby tooth injury, the child would be comforted and appropriate first aid administered. The child's parent/guardian would be notified for further instructions. The school has a tooth preservation kit on site in the event of a tooth injury for a permanent tooth.

General Emergencies:

- a) If situations that could possibly threaten the safety of the children/staff occur, i.e., environmental situations, threats of violence, fire, tornado, loss of power, etc., the staff would assess the situation and provide the necessary action to assure everyone's safety.
- b) For threats of violence, the children/staff would be kept in the classroom and entry and classroom doors would be locked. Police would be notified of the situation. And Staff would be asked to follow the necessary guidelines as stated in our Disaster Plan.

- c) In the event of a fire or tornado/tornado warning the instructions provided by each classroom door would be followed to either remove the children from the building (fire) or take them to a safe and secure area in the building (tornado).
- d) If loss of power does not jeopardize the safety or well-being of the children or staff, classes would proceed as normal. Cancellation of classes for loss of heat/AC would depend on the weather conditions.
- e) Loss of water would necessitate cancellation of classes unless the water would be reinstated in one hour or less.
- f) For environmental issues, the appropriate authorities would be notified for instructions.

Safety Policies:

For emergency messages from the school, it is of the utmost importance if your home address, e-mail address, or phone number changes during the course of the year that you notify the teacher/administrator immediately. Thanks!

1. There is easy access to telephones and an intercom system throughout the building with extensions located in each classroom, the administrator's office, the staff workroom, kitchen, church office and narthex.
2. Fire drills will be held once a month following a rotating class session schedule to familiarize the children with access routes.
3. Tornado drills and Lockdown drills are also required and completed.
4. Safe areas for weather alerts are marked on a chart on the wall of each classroom.
5. No spray or aerosols will be used when the children are present in the classroom.
6. Child care staff is required by Ohio State Law to report any suspicions of child abuse and/or neglect. Such reports are made to the Children's Services Board, the County Department of Welfare or municipal or county peace office located in the county where the abuse occurred. Parental notification of a report being filed is not required.
7. It is the policy of the school that pets or other animals may not be brought into the areas of the building used by the children without prior authorization.

Incident Report:

1. An incident report will be completed and available for the parent/guardian to review when there is:
 - a) An illness, accident or injury requiring first aid treatment
 - b) A bump or blow to the head
 - c) A 911 call or emergency transportation to a medical facility
 - d) An unusual or unexpected event which could jeopardize the safety of the children or staff
8. Parents/guardians will receive one copy of the report and the other copy, containing the parent/guardian's signature, will be placed in the child's file.

Center Parent Information according to Licensing Rule 5101:2-12-07: Appendix C:

1. The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.
2. 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.
3. 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.
4. 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.
5. The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

6. 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 Jobs and Family Services (ODJFS).
7. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.
8. 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.stm>