



**UALC Preschool  
and Kindergarten**

## **PARENT HANDBOOK**

**Revised 1/2022**

**UALC Preschool and Kindergarten**

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## **UPPER ARLINGTON LUTHERAN CHURCH MISSION STATEMENT**

"To be and to make disciples of Jesus Christ."

## **UALC – CHRISTIAN PRESCHOOL KINDERGARTEN MISSION STATEMENT**

We at Upper Arlington Lutheran Christian Preschool and Kindergarten are committed "to be and to make disciples of Jesus Christ" by providing a Christ centered environment where children are nurtured spiritually, physically, socially, cognitively, and emotionally in a developmentally appropriate environment.

## **PRESCHOOL AND KINDERGARTEN PHILOSOPHY AND GOALS**

Upper Arlington Lutheran Christian Preschool and Kindergarten focuses on the development of the whole child. We provide a clean, safe, attractive, Christ-centered environment where self-concept is nurtured through respectful interactions with adults and peers. We implement "developmentally appropriate practice" as defined by the National Association for the Education of Young Children. This means we believe preschool-aged children construct their own knowledge through dynamic interactions with multi-sensory materials and activities and through social interactions with peers and adults. This program offers children an opportunity to experiment, explore, investigate, create, discover, and take appropriate risks. We value play and learning through socialization.

**Spiritual Development** - is provided through Bible stories, songs, music, and prayer. Children have an awareness of being a child of God as teachers share their personal faith (consistent with the teachings of Upper Arlington Lutheran Church) with the children and their families. The month of December is devoted to the teaching of the birth of Jesus. During Lent we teach the Easter story through the death and resurrection of Jesus.

**Emotional/Social Development** - is nurtured in a success oriented, socialization program where feelings of security, safety, and acceptance are priorities. In this program cooperation is valued, democratic behaviors are encouraged, and there is mutual trust and respect between the children and adults. We believe children are capable of empathy, are good problem solvers, have good ideas, and want to be a part of a social grouping.

**Intellectual Stimulation** – is provided through a hands-on learning approach. The teachers provide a meaningful, developmentally appropriate learning environment with a variety of multi-sensory learning activities. The children construct their own knowledge as they interact in the environment with the materials, their peers, and adults. Play is valued and language development is a priority. In this program conversation is enjoyed, the children feel free to express themselves, and children know they will be listened to and acknowledged.

**Physical Development** – is provided through a variety of learning experiences. There are two muscle rooms and an outdoor playground where there are many choices of equipment for large muscle development. When the weather permits, we have tricycles, Big Wheels, and wagons to ride in the north parking lot, which we block from traffic. Opportunities to move to music and rhythms are part of the everyday curriculum. Likewise, small muscle activities, such as using manipulatives and art and writing instruments, are always available and encouraged.

## **STAFF – STANDARDS OF EXCELLENCE**

UALC Preschool and Kindergarten prides itself on its high standards for excellence in both programs and staff.

The preschool follows the professional standards of the National Association for the Education of Young Children, as well as Step Up to Quality, a tiered licensing system above the regular Ohio licensing standards. We have achieved the top rating of five stars in Step Up to Quality. We use the Ohio Department of Education Early Learning Content Standards as the basis for our curriculum in English Language Arts, Science, Mathematics, and Social Studies. We present each standard in several different ways as is appropriate for preschoolers.

The staff continually keeps up with the current best practices by attending workshops and seminars. This means that you can be assured that your child will benefit from the dedication of teachers who are committed to providing the best for their students in every possible way.

To support the mission of Upper Arlington Lutheran Church and the Preschool and Kindergarten, we ask that each staff member be an active member of a Christian fellowship, have an active prayer life, and have a Christian faith consistent with the teachings and practices of Upper Arlington Lutheran Church.

## STATE LICENSING INFORMATION

### **Ohio Department of Job and Family Services**

The Ohio Department of Job and Family Services Licenses Upper Arlington Lutheran Christian Preschool and Kindergarten. State licensing governs health, safety, discipline, programming, space utilization, equipment, teacher/student ratios, and staff employment requirements. A copy of the Rules for Licensing Child Care Centers is available in the Preschool office and in each classroom. Licensing records and a current license are posted on the bulletin board outside the preschool office.

The school's licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the health, building, and fire departments are available upon request from the Ohio Department of Job and Family Services and may be accessed through <http://jfs.ohio.gov>. A toll free Help Line, 1-866-886-3537, Option 4, is available for any person wishing to report a suspected violation by UALC Preschool and Kindergarten or question early childhood practices under the law.

### **Nondiscrimination Policy**

Upper Arlington Lutheran Christian Preschool and Kindergarten admits students of any race, color, socioeconomic background, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, and socioeconomic background, national or ethnic origin in the administration of its educational policies or admissions.

### **Child Abuse Laws**

The law requires:

1. The staff report any suspected cases of child abuse or neglect to the Franklin County Children Services Dept. 464-4000. All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency.
2. The presence of at least one staff member trained in the recognition and reporting of child abuse.

Safety of the children is always our first concern.

### Center Parent Information

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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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>.

## **UALC PRESCHOOL PROGRAM DESCRIPTIONS**

**Above all, our purpose is to teach children about Christ and Christian values. Each week the children will discover not only a little more about themselves, but also who they are as children of the Heavenly Father, deeply loved and cared for by Him. Our main goal is to reach the deep places of the heart and allow the opportunity to hide God's word in these tender hearts. It is a chance for the children to embrace for themselves a relationship with Jesus and for Him to return the embrace!**

Our programs use the Ohio Early Learning and Development Standards for preschool and Common Core State Standards for kindergarten students as the basis for our curriculum planning. To view the Standards, you may visit the Ohio Department of Education website at [www.ode.state.oh.us](http://www.ode.state.oh.us).

UALC Preschool and Kindergarten addresses all areas of development (cognitive, social, emotional, physical, and spiritual) daily in a play-based learning environment. Children experience small and large group activities and choice time. Typical math activities include graphing, patterning, sequencing, and number quantity games. Reading readiness activities include story formation, letter-sound recognition games, and left-right orientation games. Small motor skills are developed using writing and art tools, manipulative instruments and toys, lacing cards, stringing beads, etc. Large motor skills are developed in playing on indoor and outdoor equipment, ball play, movement to music, and regular exercise routines. Cooperative games and activities reinforce social skills. Bible stories are read and related to real-life in play and retelling activities. The kindergarten expands on these areas of learning, using hands-on, visual, and auditory methods in its curriculum.

UALC Preschool and Kindergarten is committed to low student / teacher ratios. Low ratios facilitate children's feelings of safety and security within the classroom setting. Small ratios are conducive to the formation of friendships and better socialization. The quality of instruction and implementation of the programming improves with smaller class sizes because teachers can give more one-on-one instruction time to each child and the children are given more time to respond in group situations.

UALC Preschool and Kindergarten welcomes students of any race, color, socio-economic background, national and ethnic origin to all rights, privileges, programs, and activities of the school.

A complete school year calendar including scheduled school closings can be found on the UALC Preschool and Kindergarten website: <http://www.ualc.org/preschool>.

## **THREE AND YOUNG FOUR YEAR OLDS – INVENTORS**

### **\* INVENTORS**

#### **Requirements**

- Must be three years old by September 30 to start at the beginning of the school year.
- Must be toilet trained by the first day of school.

#### **Ratios**

- 8-10 children / 1 teacher
- 14 children / 2 teachers

#### **Scheduled Classes**

- Monday and Wednesday mornings 8:45-11:15

### **\*INVENTORS**

#### **Requirements**

- The youngest child in this class must be three years old by August 31.
- The older children are young four-year-olds who will not be going to kindergarten the following year.
- Must be toilet trained by the first day of school

#### **Ratios**

- 14-15 Children / 2 Teachers

#### **Scheduled Classes**

- Monday, Wednesday, and Friday mornings 9:00-11:30
- Tuesday and Thursday mornings 8:45-11:15 / 9:00-11:30 2 classes offered

#### **PROGRAM DESCRIPTION:**

Children will be immersed in learning and discovery at their own pace using developmentally appropriate practices. In this program we provide opportunities to build social and emotional skills of separating from parents and learning how to transition during a class day. Knowledge is obtained through interactive circle times, experiential free choice time, vibrant art experiences, and creative dramatic play experiences, all encompassed in a literacy and language rich environment. We aim to strengthen the areas of gross motor, fine motor, math and literacy acquisition, cognitive approaches to learning, and positive social interactions with adults and peers alike.

This program gives children the opportunity to learn and discover at their own pace. Through free choice learning, the children can explore the classroom and cooperate with their classmates. Learning centers, such as science, math, writing, process art and dramatic play, help the children to grow socially, emotionally, and intellectually. The children capture knowledge through play and circle time. As the year progresses, the teachers introduce letters and sign language through circle time activities. This class prepares children for our older programs by helping them become comfortable with classroom routines, expectations, and verbal communication.

## **FOUR YEAR OLDS – EXPLORERS**

### **Requirements:**

- Children must be four years old by September 30.

### **Ratios**

- 15 children / 2 teachers in our single-size classroom
- 17 children / 2 teachers in our double classroom

### **Scheduled Classes**

- Monday, Wednesday, and Friday mornings 9:00-11:30
- Tuesday, Wednesday, and Thursday mornings 8:45-11:15
- Tuesday, Wednesday, and Thursday afternoons 12:30-2:45

### **PROGRAM DESCRIPTION**

Our four-year-old program encourages children to ask questions and explore answers. Innovation is evident in our Explorer classes since the children are encouraged to express themselves through building, art, music, movement, language, dramatic play, etc. The center of a four-year-old child's universe is typically himself. Our teachers understand this as being a very natural and necessary part of child development and growth. One of the goals in our Explorers program is to help each child feel his needs are being met while learning to respect the needs of others. We help children develop self-control and the ability to make good choices. We practice using language to aid cooperation and problem solving.

The four-year-old program provides a language rich environment which encourages children to continue to learn letter recognition and writing concepts in real life situations where they typically learn the best. The teachers provide opportunities for children to immerse themselves in environmental print and uses of language for them to self-discover the conventions of language arts. This is done in many ways including modeling and role playing. The children continue to gain knowledge as he uses hands-on activities involving the five senses. They are encouraged to explore and to be independent. They are actively engaged in this environment that emphasizes activities that prepare them for kindergarten.



## **FOUR AND FIVE YEAR OLDS-ADVENTURERS**

### **Requirements**

- Youngest child must be four years old by September 30. They should not celebrate their sixth birthday before May of the school year.

### **Ratios**

- 17 children/ 2 teachers

### **Scheduled classes**

- Tuesday, Wednesday, and Thursday mornings 9:00-1:00

### **PROGRAM DESCRIPTION**

Children in the Adventurers Class should be going to kindergarten the following year. This class is extended to four hours, rather than 2 ½ hours as our regular program. The four hours will allow more daily activity/project time. The program descriptions for the four- and five-year-old children are outlined in our Explorer and Discovery Classes. There are areas designed for improving math/language skills, sensory exploration, imaginative/dramatic play and gross motor skills as well as daily art/creative activities. Developmentally appropriate curriculum for the age groups and the individual children will be implemented. Each child should bring a light (small) lunch each day to the Adventure Class.

# **FIVE YEAR OLDS – DISCOVERY**

## **Requirements**

- Children should be five years old by December 31 and must not be six years old before May of the school year.

## **Ratio**

- 18 children / 2 teachers

## **Scheduled Classes**

- Monday, Tuesday, Wednesday, and Thursday mornings 9:00-1:00

## **PROGRAM DESCRIPTION**

The Discovery Class is designed for the older Pre-K student who is ready to explore more in-depth cognitive learning and independent problem-solving skills. It is an extended, 4-hour session designed to prepare children for the longer day of kindergarten experience the following year. Discovery students spend part of every school day choosing and exploring rich, purposeful materials designed for cognitive growth in all domains of development. During this time social skills and creativity processes are developed as teachers coach and spur children to think critically. Another part of each day the children have direct instruction small group experiences and learning centers geared towards language arts, social studies, science, or math concepts. Many exciting hands-on activities are offered daily. Special projects and themes are explored over longer periods of time to allow children to attach skills in context and remember what they learn. This class will provide students with a comprehensive direct, multisensory, and structured approach to letters, sounds beginning spelling and beginning reading. This will be done using the Orton-Gillingham Approach to the Preschool level with a trained teacher. This is unique to the Discovery class. Each child should bring a light (small) lunch each day to this class.

# KINDERGARTEN

## Requirements:

- Must be five years old by September 30.

## Ratio

- 15 children / 1 teacher and 1 aide

## Scheduled Classes

- Monday through Thursday 9:00 – 1:00

## PROGRAM DESCRIPTION

This class will be taught in a fun, loving, Christian environment where each student's strengths will be recognized and encouraged as they build upon their skills. Letter and sound recognition, high-frequency sight words, segmenting and blending words, reading strategies, word families, exposure to fiction and non-fiction books, and handwriting will all be components of this class. Math will be taught with hands-on methods. The children will develop social skills such as problem solving, following directions, and participating in large and small group activities. Language arts, writing and math will be emphasized through theme teaching with the integration of science and social studies. Special classes in physical education, art, and music are a part of the Kindergarten curriculum. Children will also hear Bible stories and value lessons.

A research-based curriculum will be used to enhance the above specifics and the Common Core Standards will be met.

# ENRICHMENT

## F.A.B! FABULOUS FRIDAYS!

### FRIDAY ADVENTURES IN BOOKS

#### Requirements

- Children who are enrolled in our Explorers Classes that do not meet on Friday mornings and in our Adventurer and Discoverer classes may join this class.

#### Ratios

- 18 children / 2 teachers

#### Scheduled Classes

- Friday mornings 9:00 -11:30 offered in three sessions with an overall literature theme:

### PROGRAM DESCRIPTION

An adventure in literature encompassing reading and writing readiness, math readiness, science exploration, social development, social studies, Christian curriculum and more. Through the themes in one or two books or stories each week, we will nurture the child in all these areas in a developmentally appropriate environment. Each eight-week session focuses on a specific topic, such as the animal kingdom, Caldecott Books, famous artists, children around the world, habitats, book making, or cooking.

A class that is the hallmark of our philosophy that children learn in a play-based atmosphere. This is demonstrated by the many opportunities that the children have to experiment through discovery and free choice.

The day begins with circle time activities. Through literature, the children learn various topics that will be covered during the day. After a book is shared, the children have the opportunity to explore many different centers. Through movement, art, writing, music and science, the children develop a better understanding of the topic of the week. These free choice activities that are guided by the teachers help reinforce the literature.

FAB Fridays help complement the children's weekly classes by encouraging them to continue their social and emotional growth. The children have the opportunity to build relationships with children from other classes in a unique setting. This helps them to adapt to new circumstances and roles.

### EARLY BIRDS

This is an optional activity time from 8:15–9:00. Children from any age group that meets 2 ½ hours may join this group.

### MUSIC

Music classes are multifaceted. Using the curriculum as a guide, music is planned to complement the themes and topics discussed and discovered in the classrooms. Music class is intentionally child-focused and all-encompassing. It is always the plan to expose children to a wide variety of music from all over the world and across time. Each week the children have opportunities to experience music through dance, parachute play, dance ribbons and scarves, beanbags, signs from the American Sign Language, drama, puppetry, and music chosen especially with preschool development in mind. General music themes are reinforced each month as specific

activities are designed to help develop the child's sense of rhythm, tempo, dynamics, and pitch through the use of instruments, and music selections that allow the child to participate in making music.

The most important function at UALC Preschool and Kindergarten in music is to teach the children that they have an opportunity to participate in worship to the Lord. Each child will be exposed to many Bible memory verses and stories set to music.

### **PRAISE TIME**

The staff members together plan our Christian curriculum, choosing annual themes, such as "Superheroes of the Bible", "Fruit of the Spirit", "The Armor of God". The children are introduced to these concepts in Praise Time, and then the classroom and music programs support and expand them. This class is one of our specials. It strengthens our Christian curriculum by meeting once or twice a month and offers a special place where children may learn and ask questions as they grow to know and love the Lord. Praise Time is presented by the director. This unique opportunity broadens the children's learning experience through Bible stories, verses, and songs. The children gain knowledge through puppets, art, service projects and role playing. This class helps children to realize that each of them is one of God's children, cherished and loved.

### **LUNCH BUNCH - See page 14**

We offer an extended lunchtime on Tuesdays, Wednesdays, and Thursdays from 11:30-12:30 to the children enrolled in UALC Preschool. This is a social time together as they eat their lunches brought from home, and then an activity time featuring music, games, and cooperative play.

## **ROOM POLICY AND VISITATION**

Parents are welcomed! We encourage parents to be an integral part of our program.

At the beginning of the school year, we ask parents to leave their children after a short good-bye. At that time, the teachers will help the children engage in activities or just sit for a while. If the child continues to cry, we may ask the parent to work with the teachers to find what is best for the child. After three weeks or so, when the children have formed friendships and the classroom becomes their special place, we welcome the parents to visit and let their children show them all the things they do.

Parents are encouraged to participate whenever possible in activities at UALC. They may wish to attend field trips, class parties, special luncheons, or simply stop in to join the daily fun!

We operate with an open-door policy. This means that the church pastors, preschool administrator, any UALC Church Council member, and the Ohio Department of Job and Family Services Licensing Supervisor shall have access to all classrooms during preschool operating hours.

The Preschool/Kindergarten Administrator will make regular and consistent observations in each classroom and have a working knowledge of the activities and social relationships within each room. Parents may feel free to contact the administrator with comments related to individual classroom operations.

The Ohio Department of Job and Family Services grants parents of children enrolled in a school childcare center unlimited access to the center during its hours of operation for the purposes of contacting the child, evaluating the care provided by the center, evaluating the premises of the center, or for other purposes provided by the Director. Members of the child's extended family may accompany the custodial parent or guardian in visiting the classroom or may visit without the parent if their name is on the signed form "Dismissal to Person Other Than Parent/Guardian". Licensing requires all persons to notify the Administrator upon entering the preschool premises. UALC Preschool and Kindergarten requires visitors to sign the sheet in the office, presenting their driver's license for review if requested. The administrator, in cooperation with the classroom teachers, will handle repeated or disruptive visitations on an individual basis.

In the event of a custody agreement, we must have legal authorization to deny a parent access to a child. Documentation of legal proceedings will be kept confidential among only those staff members who need access to the information.

The Administrator will make room assignments annually. Classrooms are often shared with Sunday School classes. The rooms will be kept clean, safe, and organized.

### **STRANGERS IN THE BUILDING**

Upon entering the building, visitors must first go to the church reception desk. The receptionist will contact the preschool office. The visitors will then be required to sign in and show their driver's license to be recorded if requested. If the staff feel that a stranger poses a threat, emergency lock-down procedures will go into effect. Information about children and staff members is always kept confidential.

## PRESCHOOL DAILY SCHEDULES

**GROUP TIME** may include stories, prayer, calendar, weather, special topics, webbing (e.g. – brainstorming words that begin with the same letter or similar topics), Mystery Bag, sharing items or ideas, singing, movement activities, finger plays, poems, rhyming and rhythmic activities.

**FREE CHOICE** learning centers will include art, sensory, dramatic play, science and math activities, and a soft area and writing center. In some of our classes, snack may be a part of Free Choice Time.

### SPECIAL AREAS

**MUSIC** (once a week) offers a wide variety of music styles. We experience music through singing, dancing, drama, and the playing of instruments and props. Children are exposed to classical music, nursery rhymes and good literature set to music, as well as a large repertoire of Biblically based music focusing on Bible verses, themes, and stories that are heard in the classroom.

**PRAISE TIME / ART** (usually twice a month) is our Christian curriculum, following an annual theme which is carried into the classrooms. Bible stories are taught in an age-appropriate manner using storytelling, puppetry, songs, creative art, etc.

#### Sample Daily Schedule for a Morning Class

9:00-9:10 – Group Time

9:10-10:00 – Free Choice

10:10-10:30 – Muscle Room / Outside

10:30-10:40 – Restroom

10:40-11:00 – Specials (Music / Praise Time) or Free Choice

11:00-11:25 – Book Look / Group Time

11:30 – Prayer and Dismissal

\*Music – Wednesday 10:30-10:50

#### KINDERGARTEN DAILY SCHEDULE

9:00-9:15 – Prayer and Pledge of Allegiance

9:15-10:30 – Language Arts

10:30 – 10:40 – Break, Bathroom, Exercise

10:40-11:00 – Writing

11:00-11:30 – Math

11:30-11:50 – Lunch

11:50 – 12:10 – Recess

12:15 – 1:00 – Specials – Computer, Art, Music, Praise Time

\*Wednesdays - Physical Education at 10:30, 12:15 – Science

A complete school year calendar including scheduled school closings can be found on the UALC Preschool and Kindergarten website: <http://www.ualc.org/prek>.

## **LUNCH BUNCH**

### **\*\*UALC Preschool and Kindergarten is a NUT FREE Facility\*\***

On Tuesdays, Wednesday, and Thursdays throughout the school year, we will offer extended sessions in a classroom from 11:30 to 12:30 to the children enrolled in our 2 ½ hour classes at UALC Preschool. Children may attend one day/week or more and one session/year or more. There is a charge.

The children should bring a healthful, packed lunch or snack and drink from home on these days. If they attend class in the morning, they will keep their lunch in the classroom with their belongings. We suggest that they have insulated lunch bags with freezer packs or thermoses to keep their lunches safe to eat. Grapes, cherry tomatoes, and hot dogs are a leading choking hazard for children. When sending any of these items in with your child for lunch bunch, please remember to cut them (quartering is recommended) to avoid choking in the classrooms.

There will be activities for the children after lunch – music and movement activities, muscle rooms, or outdoor playground and/or games, stories, and other classroom activities

## **SNACKS**

### **\*\*UALC Preschool and Kindergarten is a NUT FREE Facility\*\***

*We thank you for your donations of snacks and the efforts that go into them!*

Each child in our 2 ½ hour classes will be asked to contribute a snack of fruits and/or vegetables on a daily or weekly basis as determined by the classroom teachers. Canned fruit or fruit cups, such as peaches, pears, applesauce, or fruit cocktail, are very good. Please provide spoons when needed. Fresh fruit and vegetables are also wonderful snacks. It is important that health and sanitary practices be followed in preparation. We have utensils here, such as apple slicers, knives, and can openers, that may be needed. We also use food-handling gloves. Grapes are a leading choking hazard for children. When sending them in for snack, please remember to cut them (quartering is recommended) to avoid choking in the classrooms.

Snack time is not only a special time for the children (especially when it is their turn to bring the snack) but it is also an important learning time for social skills as well as other skills.

## **DRINKS**

It is important to keep the body hydrated. Tap water will be served with snacks, but we welcome bottled water or 100% juice. We encourage the children to get a drink of water from the drinking fountain when coming in from outside and when the class uses the restroom.



## **FOOD & DRINK IN THE ADVENTURERS & KINDERGARTEN CLASSES**

### **\*\*UALC Preschool and Kindergarten is a NUT FREE facility\*\***

Because the Adventurers & Kindergarten Classes meet four hours, the children should bring a drink and light lunch. Again, this should be a healthful meal in an insulated bag with a freezer pack. As in all our classes, parents will be informed if a child in the class has food allergies. Grapes, cherry tomatoes, and hot dogs are a leading choking hazard for children. When sending any of these items in for snack or with your child for lunch or lunch bunch, please remember to cut them (quartering is recommended) to avoid choking in the classrooms.

## **PARENT VOLUNTEERS**

Our parent volunteers are a blessing to the school! There are many opportunities to help both at home and at school. If you are helping at school, please sign the registry in the preschool office. We need to put purses under lock and key either in the preschool office or in the classroom. Thank you so much for your help!

### **VOLUNTEER OPPORTUNITIES**

**PRAYER CHAIN:** Join other parents and friends in an e-mail prayer chain.

**TOY WASHING:** Take toys upstairs to be washed in the dishwasher and/or use disinfecting wipes to scrub toys. Toy washing is twice a month. Time commitment – about one hour/month (best without younger siblings.)

**HOSPITALITY:** Coordinate parent “get-togethers” and welcoming events for people new to our area.

**ROOM PARENT:** Coordinate special events, such as field trips and Teacher Appreciation. Organize a parent contact call list for unexpected school closings and emergencies or other important messages. Help with orientation of families who come into your child’s class after the beginning of the school year.

**WINTER PARKING LOT DROP-OFF:** (January – Spring Break) – Assist parents who have younger children or other needs by escorting their children to the preschool classrooms. This requires a ten-minute time commitment at the beginning of the class time.

**KINDERGARTEN READING HELP:** Listen to children read and discuss the book with them.

# PARENT COMMUNICATION

## Parents are a Priority

A top priority of the Upper Arlington Lutheran Christian Preschool and Kindergarten program is to create and maintain open and continuous communication with the parents of our students. We strive to accomplish this goal by being accessible to the parent, listening to parental concerns, genuinely attempting to understand a child from the parent's perspective, knowing the children individually, and by sharing our professional classroom observations with the parents on a regular and continuous basis. The administrator, teachers, and church staff will do everything possible to encourage communication between the school and the home.

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on your child and you at these times.

## Opportunities for Consistent Communication:

\*Bulletin boards outside of the classrooms and office

\*The administrator and the teachers place written paper communication in the child's book or tote bag.

\*E-Mail – Parents will receive e-mail messages from the preschool administrator and classroom teacher. Likewise, we welcome communication from the parents in the same manner.

\*Observation during registration

\*Teachers greeting and dismissal at the doors daily

\*Two conferences held during the school year – Autumn and Spring

\*Special programming throughout the year to which parents are invited

\*The preschool office is open Monday-Friday. The Administrator will post beside the office door the times that she will be available for appointments. These times may change from week to week.

\*We urge you to regularly check the bulletin board outside the preschool office. Community events and services will be posted here. You may also post information of interest on the "Parent Postings" bulletin board. However, posting such information does not mean that UALC Preschool and Kindergarten or Church endorses or represents any of these postings.

Parents are welcomed to use the office, leave messages on the administrator's desk, etc. Messages will be answered as soon as possible.

## Concerns and Complaints

Please feel free to bring up concerns when they occur. Often, they can be addressed when they are little problems before they grow into bigger problems. Staff fully realize that you trust us with your little one and we want our relationship to be a good one.

Should a parent have a concern or a complaint, he/she should discuss it with the classroom teacher first. The parent may do this by calling or emailing the teacher. A parent may wish to schedule a conference with the teacher to discuss the concern.

Teachers will keep brief notes of parent concerns and/or complaints. These notes will detail the date, method of contact, specific concerns, teacher response, and solutions generated. Specific means of addressing the parent's concerns will be listed.

If parental concerns/complaints cannot be resolved through teacher/parent discussions the preschool administrator will become involved. Most likely a conference would be scheduled involving the parents, the teacher(s), and the school administrator. Again, notes indicating the date, specific concerns, strategies implemented to address the concern, as well as possible future solutions will be recorded. If the teacher, parents, and preschool administrator cannot reach a satisfactory solution, the Preschool and Kindergarten Administrator will contact a pastor of Upper Arlington Lutheran Church.

## **MONTHLY COMMUNICATION**

### **Teacher Communication**

Each week or every other week, the Preschool Administrator and parents should receive a communication from the classroom teachers.

### **Monthly Administrator Communication**

The Preschool Administrator will email a monthly newsletter to the parents communicating news of general interest, plus send e-mails with pertinent updates.

## **PARENT – TEACHER CONFERENCES**

Conferences are scheduled twice a year, although parents or teachers may request a conference any time concerns arise. The first conference is scheduled early in the school year so that parents can share their hopes for their children and any concerns. Conferences are a special time for parents and teachers to concentrate on a child's progress, sharing anecdotes and work collected, as well as results from assessment tools. Telephone or email conferences can also be scheduled for parents' convenience. There are no classes on days when there are scheduled conferences.

## **CHILD ASSESSMENT**

Child assessment is an ongoing process. To meet the needs of every child and to be successful in implementing a developmentally appropriate curriculum, it is important to have an assessment system that aligns with the curriculum goals and objectives. We use the Creative Curriculum and have created a comprehensive assessment which includes social/emotional, physical, cognitive and language development. Additionally, we use checklists, anecdotal notes, purposeful observation, and other tools for this. Because it is our desire to maintain high education standards, The Ohio Department of Job and Family Services may review these assessments. We have also found the Ages and Stages Questionnaire to be an excellent tool to help us determine the developmental goals of each child. This is a parent-completed, child monitoring system. Parents receive this during the first week of the school year so that it may be completed before our conferences in October. Referrals, if needed, are completed within 90 days of enrollment. It is important that we work in partnership with parents to keep abreast of each child's development, both in parents letting us know what is going on at home and preschool staff letting parents know what is going on at school.

## **KINDERGARTEN ASSESSMENT**

Informal assessments will be completed on a regular basis using observation, rubrics, and check lists. Formal assessment for Language Arts is the Fountas and Pinnall.

## **CONFIDENTIALITY**

Children's records are kept confidential. Information regarding an individual child's development is shared with the parent and/or legal guardian along with any staff involved in the child's care. Based on the assessment tools provided by UALC Preschool and Kindergarten, it may be necessary for the school to seek consultation from an outside professional resource. During the consultation, no names will be disclosed. If UALC Preschool and Kindergarten and the parent and/or legal guardian deem it necessary to have a consultant observe the child, a written consent form will be obtained.

## **GUIDANCE AND MANAGEMENT POLICY**

We believe that the goal of all guidance is to guide children toward the development of self-discipline, enabling them to function independently and in a manner that respects the rights and privileges of the group. Our life goal for children is that they grow into happy, active, caring, faithful, responsible members of our communities. By treating each child as a child of God and using appropriate guidance to help each child learn caring and responsible behaviors, teachers are helping children develop positive self-images and moral autonomy.

Our Guidance and Management policy emphasizes prevention, is not punitive, and encourages growth in self-discipline. Staff members use such techniques as encouragement, active listening, problem solving, redirection, positive reinforcement, modeling, natural and logical consequences to encourage each child to grow in self-discipline. Food, drink, and toilet privileges are NEVER withdrawn. Situations involving discipline will be handled in a calm and consistent manner throughout the preschool. Child guidance practices are implemented immediately as conflicts or behaviors arise. The staff will help all children involved to verbalize what has happened, to identify their feelings, and to generate acceptable solutions. Children will never be isolated or physically harmed. A child may be separated from the group on a chair within the classroom (a cool-down period) with a teacher by his/her side until the child is able to use acceptable behavior.

Guidance practices are chosen to best help children develop caring, responsible behavior, reflecting concern for self and others. It is our hope that because of our developmentally appropriate environment and respect for children's individual gifts and needs, children will fit well and feel successful in our environment. In rare instances when that fit must be evaluated, parents, teachers, and the administrator will be a team in that evaluation process.

## **CHILD GUIDANCE EVALUATION PROCESS**

Teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. Efforts will be made to encourage the child's positive participation in the program.

Because teachers and administrators want to be aware of changes or patterns in children's behaviors, teachers will document the child's behavior, using the Behavioral Data Collection Sheet, anecdotal notes, and/or incident reports. Because the home is the most important factor in a child's development, parents are an integral part of the process of evaluating any unusual incidents and should reciprocate their findings to the preschool. The Ages and Stages Social/Emotional assessment tool may be used to help in the evaluation process.

If parents, teachers, and the administrator identify a pattern of behavior that threatens the safety of the child or others, or otherwise indicates behavior of concern, an action plan will be written and implemented. An

evaluation of documented incidents and assessment tools will be used as a part of this process. An action plan may include ideas for changes in interactions with the child, behavior contracts, observations, videotaping, anecdotal records and other environmental documentation, parent-teacher conferences, staffing plans, outside consultation and timelines for anticipated changes.

Should there be an instance where no intervention by the team of parents, teachers, and administrators affects positive change for the child, the team will work together to seek an alternative environment other than UALC Preschool and Kindergarten that will best respect the gifts and needs of the child.

### **HEALTH SCREENING PROCESS/ REFERRAL PROCESS**

The Ohio Department of Job and Family Services requires each student to have an annual physical examination. The Child Medical Statement for Child Care (ODJFS form 01305) must be completed by a physician and returned to the school office.

### **RECORDS TRANSFER POLICY**

Children's records will be transferred to a new setting only with the written consent of the parents. A form is available in the preschool office for this.

### **HEALTH AND SAFETY**

The safety and general well-being of the children is our highest priority as we provide for their cognitive, social, emotional, and physical needs. Every staff member must be continually alert to possible dangers to the children. Classroom teachers must complete first aid training every two years. Care is taken to maintain the facilities and equipment in safe, optimum working order.

Teachers will receive a roster identifying the specific children (s)he is responsible for. Teachers have access to this information at all times. The rosters will include the following information (ODJFS form 01234).

- Child's name, address, and birth date
- Date of admission (first day of school)
- Name, address, and phone number(s) of each parent
- Name, address, and phone number of each parent's place of employment or school
- Name, address, and phone number of at least one person (preferably two) who can be contacted in case of emergency when parents are unable to be located.
- Name, address, and phone number of child's physician
- Any allergies, special health or medical conditions, food supplements, and necessary treatment and emergency transportation authorization

\* Children will be supervised at all times.

\*Teachers keep a daily attendance record. We ask that parents inform the preschool when their child will be absent. We appreciate a brief explanation of the absence.

\*Preschool employee will administer emergency medications only. No food supplements or fluoride supplements will be given to any child.

\*Staff have been trained in proper hand washing and disinfecting procedures.

\*Parents or a responsible adult are required to bring their child to the classroom teacher and pick him/her up at the door or the office if late, unless arrangements have otherwise been made. Custodial parents or guardians must give written permission for another adult to pick up their child.

\*Access to a working telephone is always available.

\*Fire drills will be held monthly at varying times. A record of these drills is kept.

\*Tornado drills will be conducted in the fall and spring.

\*Emergency information, including fire emergency and weather alert plan, is posted in each classroom, which explains action to be taken and staff responsibilities in case of emergency. The plan includes a diagram showing evacuation routes.

\*An accident report will be completed for an injury, excluding minor scrapes and injuries. One copy is kept in the child's file and one copy will be kept in the yearly file of accident reports. The two-sided original goes home with the parent.

\*Parents are notified immediately of a serious accident or injury.

\*The use of spray aerosols is prohibited when the children are present.

\*Cleaning solutions are kept on the highest shelves in locked cabinets.

\*Teachers notify the director of suspected child abuse or neglect. We are required by law to notify the local public children's services agency if we suspect that a child has been abused or neglected.

\*Children must walk beside their parents or caregivers on the way to and from the parking lot.

It is our desire that children consider UALC a fun place to be, but safety is a priority. Please speak with your child about the importance of staying by your side.

## **SAFEGUARDING CHILDREN AT UALC**

Those who volunteer to work directly with children at Upper Arlington Lutheran Church are required to fill out the Service Application. Employees of UALC are required to fill out the Employee Application. Many policies and concerns outlined in this handbook are also applicable to ministries of UALC.

Here are three items of special interest:

### **Criminal Background Check**

All UALC employees and all volunteers who have regular unsupervised access to children are required to have a criminal background check by a Safeguarding Facilitator.

### **Worker Identification**

Employees must wear a "UALC Worker Identification Tag" when working in the church facility. Volunteers who are engaged in ministry with children and youth shall wear identification badges.

### **Supervision of Children**

Children eleven years old and younger should be supervised while on UALC property. UALC reserves the right to deny room usage requests if a concern arises regarding the safety and/or adequate supervision of children.

### **Accidents/Emergencies**

The Preschool has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that the children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the preschool does conduct monthly fire drills, periodic tornado drills and quarterly lockdown drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the gymnasium at Windermere Elementary School, 4101 Windermere Road. A sign will be posted on the front door of the church indicating that we have evacuated and the location where you can pick up your child. If a parent cannot be reached, we will call the emergency contacts as listed on the child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact parents as soon as the situation allows. An Incident Report would also be provided to the parents.

There is always at least one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If the injury is life threatening, the EMS will be contacted, and parents will be notified. UALC Preschool and Kindergarten requires parental permission for emergency transportation. Staff will follow parent's instructions written on the Child Enrollment and Health Information for Child Care (ODJFS form 012354). Emergency personnel will transport the child to the hospital listed on the form or the nearest hospital. A staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid;

the child has an allergic reaction; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

## **UALC CHRISTIAN PRESCHOOL AND KINDERGARTEN'S MANAGEMENT OF ILLNESS POLICY**

UALC provides children with a clean and healthful environment. However, we realize that the children become ill from time to time. If this is your child's first group experience, it is possible that he may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the preschool. They will be sent home! Please also plan ahead and have a backup care plan if you are not able to take care of your child.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- \* Temperature of 100 degrees F or higher
- \* Diarrhea (more than three abnormally loose stools within 24 hours)
- \* Severe coughing (causing the child to become red in the face or to make a whooping sound)
- \* Difficult or rapid breathing
- \* Yellowish skin or eyes
- \* Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- \* Untreated skin patches, unusual spots, or rashes
- \* Unusually dark urine or gray or white stools
- \* Stiff neck with an elevated temperature
- \* Evidence of untreated lice, scabies, or other parasitic infestation
- \* Vomiting more than once or when accompanied by any other sign of illness
- \* Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities, the parent will be called to pick up the child. Any time a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

An e-mail message and/or sign on the door will notify parents if children have been exposed to a communicable illness. A child will be readmitted to the preschool after at least 24 hours of being free of fever or other symptoms. If he is not symptom free, a doctor's note will be required stating that the child is not contagious.

An Ohio Department of Health Communicable Disease Chart is posted in the preschool office.

### **Immunizations**

We recommend, along with the Ohio Department of Health, that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others.



## **Teacher Illness**

Ill teachers will not be in school. Substitutes will be called to assume classroom responsibilities so that the children will not be exposed to infection. If a teacher becomes ill while at school, she will be sent home immediately, and a substitute will be assigned.

## **Hand Washing**

Children are taught to wash their hands after using the restroom, before snack, when coming inside after outdoor play, and before and after touching play dough or most of the communally shared sensory items (i.e., rice, seeds, noodles, water, and other things are often used in the sensory table.). We suggest that parents take their children to the restroom before they come to class, so this is a good way to be sure that they come into class with clean hands.

Procedures, which emphasize scrubbing the whole hands and wrists and then not touching any communally used item after hands are washed, are posted in the restrooms.

## **ADMINISTRATION OF MEDICATION**

Preschool staff will only administer medications for emergency purposes (allergies, asthma, etc.). Medications to be given to a child in the event of an emergency must be sent to the school accompanied by:

\*Child Medical/Physical Care Plan for Child Care (ODJFS form 01236) completed and signed by parent/guardian.

\*Request for Administration of Medication (ODJFS form 01217) completed and signed by a licensed physician.

A copy of these forms will be kept in the child's file in the preschool office, in the classroom teacher's child file, and with the stored medication. The medications will be kept in the classroom on high shelves or in the locked cabinet in the classroom. In extreme instances where time would be crucial in an emergency, the teacher may have the medication in hand while the child is in her care. An example of such an instance would be that the teacher would carry a medication outside for a child who has extreme reactions to bee stings. Please note the date of expiration of your child's medication and replace it when necessary, so that we always have a current up-to-date medication.

## **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees and above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that the outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing and shoes so they may be comfortable and safe whenever we are engaged in such active play. This includes hats, mittens, snow pants, and boots in the wintertime. When the class goes outside, all children will participate in outdoor play.

## **CLASSROOM OR VISITING PETS**

Pets or visiting animals must have documentation from a veterinarian or an animal shelter that the animal is fully immunized (if the animal should be so protected) and is suitable for contact with children. The best time for a pet to visit is during the children's outdoor time on a nice day.

## **BIRTHDAYS**

A birthday is a very special time for a preschooler, and we will celebrate each child, whether it be on the exact birthday or a half birthday for those who will not be here for a summer celebration. If you wish to bring in goodie bags for classmates to take home or a contribution to the whole preschool (e.g., a book, DVD, plant for the playground), we welcome these and thank you! Please be sure to communicate with the classroom teacher.

## **FIELD TRIPS**

Children will be able to participate in classroom field trips only if written permission from a parent is obtained on the form provided. The form will include the child's name, the destination and address, date of trip, approximate time of beginning and end, and the parent's written permission. Children will wear nametags bearing the name, address, and phone number of the Preschool. On the field trip, there will be a preschool staff member trained in Emergency First Aid and Communicable Disease Recognition, an Emergency First Aid Kit, a cell phone, and Child Enrollment and Health Information for Child Care form for each child (ODJFS form 01234 completed online prior to the first day of school). It is our policy that parents transport their children and join us on the field trip. If a parent cannot transport his/her own child, they may make carpool arrangements with another parent. We must have written permission from the parent, and the child must be transported in a vehicle that meets all the safety requirements for the children.

We do not participate in any water activities.

Decisions about the participation of younger siblings in field trips with attending adults will be at the discretion of the teachers and determined for each field trip separately, considering some of the following issues:

- \*Safety of the location
- \*Number of students and adults permitted
- \*Developmental requirements: ability to control their body, listening, focus
- \*Discipline – behavior management
- \*Respect for the presenter

Either the field trip will be open to all younger siblings or closed to all.

## **SCHOOL CLOSING**

Upper Arlington Lutheran Christian Preschool and Kindergarten will be closed whenever Upper Arlington and/or Hilliard schools are closed for bad weather. If closings exceed the number of sessions that the class meets in a week, efforts will be made to add a session or special event outside of regular class time.

If Hilliard and/or Upper Arlington schools are delayed because of bad weather, morning classes at UALC Preschool will be cancelled. Kindergarten and the four-hour Discovery, Adventurers Class may meet at 11:00 with the church facilities manager approval. Parents will be notified by email about attendance.

We ask parents to use good judgment in bringing their children to school on days when UALC Preschool and Kindergarten is open, but the weather and/or roads could be dangerous.

## **PERMISSION TO PHOTOGRAPH**

Photographs and videotapes of children are used by the staff for educational, informational, and promotional purposes. Most photographs are used for parent information and documentation but may also be used for

displays within the church building and sometimes off the premises in a community display or educational presentation. Photographs may be used in newsletters, brochures, flyers, advertisements, the church's website, and sometimes as a part of a newspaper or television story. Photographs and videotape are not used for profit at any time. When children are identified, they are identified by "first name" only. At the beginning of the school year, parents are asked to sign a release form to authorize the use of photographs, which includes the use of videotape.

\*Occasionally we will submit a photograph to a newspaper where it would be appropriate to use the child's full name. An additional release, specific to the event in the article, would be signed for such a time. The preschool would never submit a photo to an outside source without a separate permission.

## **SERVICE PROJECTS**

To help the children think of the needs of others, we offer several service projects throughout the school year. These involve tangible offerings (e.g., canned goods, small toys, socks) as this is something that a child can relate to. With the exception of a whole class project, such as making placemats for a nursing home, participation in these projects is strictly optional. We follow the policies of Upper Arlington Lutheran Church in that we do not participate in fundraisers for our own benefit. Likewise, families are never to be pressured to purchase any product for any reason.

## **CLOTHING**

The children are encouraged to wear comfortable, washable play clothes and shoes (not sandals or Crocs type) with rubber soles, since they will be engaged in a variety of learning experiences. Layered clothing is suggested so that they can adjust to heating or air conditioning inside. When the weather is cold, mittens and hats are also necessities. If the ground is muddy or covered with snow, the children are encouraged to wear boots. We will go outside unless the weather is less than 25 degrees or poses a threat to the health and well-being of the children.

We ask that all children bring a change of clothing to school in a clear zip-lock bag labeled with the child's name. This bag should include shorts or slacks, a shirt, underwear, and socks. Please change these extra clothes as the weather changes and as your child grows. If the child's clothing is soiled for any reason (toileting accident, water spill, vomiting), the teacher will help the child put on the clean clothes and put the soiled clothes in a bag to go home on the day of the accident. Children feel so soothed by their own clothing when accidents occur.

**Please be sure your child's name or initials are on all his/her belongings.**

## **ITEMS FROM HOME**

We understand that children may want to bring items from home. However, please check with your child's teacher for individual class policies. We ask that all items be marked with the child's name. Children should only bring toys from home with classroom teacher permission and those children are willing to share with other children. Parents will be informed monthly of the educational and spiritual themes. Weapons of any nature should not be sent to school. We prohibit games involving harm to others.

We suggest that items that are fragile or that have many small pieces be left at home.

## ADMISSIONS AND TUITION

### ADMISSIONS

Registration is for the entire year. A child is considered enrolled in UALC Preschool or UALC Kindergarten only after the registration fee is received, the administrator meets the child and confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change in this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical information must be updated every 12 months.

### UALC PRESCHOOL AND KINDERGARTEN TUITION AND FEES

#### REGISTRATION FEES

Preschool - \$100.00 (non-refundable)

Kindergarten - \$150.00 (non-refundable)

Session Length (hours)	Time:	Sessions Per Week	Monthly Cost	Monthly Payments	Annual Cost	Class Name
2 ½	9:00am-11:30am	2	\$170.00	9	\$1530.00	MW Inventors TTh Inventors
2 ½	9:00am-11:30am	3	\$195.00	9	\$1755.00	MWF Inventors MWF Explorers TWTh Explorers
4	9:00am-1:00pm	4	\$320.00	9	\$2880.00	MTWTh Discoverers
4	9:00am-1:00pm	3	\$280.00	9	\$2520.00	TWTh Adventurers
4	9:00am-1:00pm	4	\$420.00	10	\$4200.00	MTWTh Kindergarten

### ENRICHMENT AND SPECIAL OFFERINGS

*We offer a Fall, Winter and Spring session for each program*

Program	When?	Cost
FAB Fridays – Friday Adventures in Books	9:00am-11:30am	\$150.00 per session
Early Birds	8:15am-9:00am	\$7.00 per day
Lunch Bunch (offered TWTh)	11:35am-12:30pm	\$8.00 per day

You may pay tuition in nine (ten for Kindergarten) equal payments. The first tuition payment will be collected on August 1 and the following eight payments (nine for Kindergarten) will be due by the first day of each month. There will be no monthly adjustments of tuition due to illness, extended vacations, etc. Tuition that is overdue may result in the child's dismissal from the program. **A \$10 late fee will be imposed for tuition due and not received by the 10<sup>th</sup> day of the month.**

### **MONETARY DONATIONS**

We accept donations to the Preschool and Kindergarten. You may designate where you want the money to go (e.g., financial assistance to preschool families facing hardships, musical instruments, science supplies, Christian materials).

### **NOTICE OF WITHDRAWAL**

Your commitment is for the school year. In rare instances where withdrawal is accepted, parents must give written notice one month prior to withdrawal of the child. If no written notice is received, tuition must be paid for one month after the last day the child attends.

### **VACATION AND ABSENCES**

There is no reduction in tuition when a child is absent for any reason, nor is tuition reduced when the Preschool and Kindergarten are closed for holidays or snow/weather/emergency days. A child may come only on the days that (s)he is enrolled.

### **SEVERE HARDSHIPS**

If there is a severe hardship that makes paying tuition difficult, notify the preschool office immediately. Applications for Tuition Assistance are available.

## **GENERAL OPERATING POLICY AND PROCEDURES**

### **HOURS OF OPERATION:**

8:15am–11:30am      Friday

8:15am–1:00pm      Monday, Tuesday, Wednesday, Thursday

### **8:45am/9:00am**

Classrooms open promptly at 9:00 for the morning classes. Please take your child to the restroom before class. Be sure hands are washed. Please do not enter the room before that as the teachers are preparing for the daily activities. The children may enter and hang up their coats and bags. There will be activities provided and teachers will help the children become engaged in activity.

### **11:30am (1:00pm – Adventurers, Discovers & Kindergarten)**

Children will be dismissed from the classroom door to the parent or guardian. If a child is dismissed to someone other than a parent or legal guardian, the teacher and administrator must have the proper forms to release the child to that person. Parents using carpool arrangements must have the details of these arrangements prepared in written form for the teachers to keep. These documents should be dated, signed by the parent or guardian, and list the names and days relating to their child's dismissal to someone other than themselves.

A complete school year calendar including scheduled school closings can be found on the UALC Preschool and Kindergarten website: <https://www.ualc.org/preschool>.

### **LATE PICK-UP**

Children remaining five minutes after dismissal time will be brought to the school office for pick-up. A teacher will remain with the child for five minutes while the transition is being made to the administrator. If the administrator is not present, the teacher will remain with the child until (s)he is picked up. A \$10.00 late fee will be charged after the second late pick-up and each time after that.

### **EMERGENCY PICK-UP**

In the event of emergency when parental written permission has not been obtained prior to dismissal to someone other than the parent or guardian, the preschool administrator will contact the parent by phone. If the parent cannot be reached, the emergency contact(s) on the child's enrollment form will be contacted.

The person taking responsibility for the child should complete a prepared form stating his/her: **Name, Relationship to the Child/Family, Address, Phone Number, and Signature** attached to the statement that (s)he has the parent's consent to take the child from the preschool property.

The Preschool Administrator will also ask to see the person's driver's license and record this information on the form. If the administrator and/or teacher does not feel that adequate documentation has been presented, or for any reason does not feel the situation acceptable for the child's safety and welfare, Franklin County Children's Services Department will be contacted.

### **LOCKDOWN PROCEDURE**

UALC Preschool and Kindergarten will lockdown classrooms when notified by proper authorities.

## **SUPPLIES**

To keep tuition low, we ask that our preschool families help in purchasing supplies for their children's classroom. At the beginning of the school year and as needed throughout the year, you will be asked to bring supplies. These may include Crayola markers, boxes of tissues, paper cups, napkins, zip-lock bags, hand wipes, or paper towels.