

2011-2012

St. John's Early Education Center
700 High Street
Worthington, Ohio 43085
614-885-2315
www.stjohnspreschool.com
E-mail stjohnsearlyed@ameritech.net

Welcome to St. John's Early Education Center!
Please read and keep this handbook as it contains information regarding the preschool program. It will answer many of the questions you have about us.

Administrative Staff

Director—Cathy Wahoff
Financial Advisor—Laura Hudson
Administrative Assistant—Pelagia Kalgreen

FACULTY

Heidi Anderson	Kelly Baumgardner	Diane Eastman
Cindi Erb	Maureen Finkell	Jennifer Hall
Tracey Gascon	Patty Lyme	Julie May
Allison Periatt	Heather Rodwell	Karen Sapp
	Vicki Soppelsa	

French.....Barbara (Huneke) Smail
Music.....Becky Ogden
Art..... Tami Erickson

We are a ministry of St. John's Episcopal Church.
The Mission of St. John's Church is to bring all people to unity
with God and each other in Christ by:

*Praying,
worshipping,
celebrating the sacraments
and striving to discern God's will for us.

*Studying God's Word and Works in
creation and community
to restoring
and renewing ourselves for ministry
through rest and recreation.

*Proclaiming the Gospel,
promoting justice,
peace
and love
by individual and community outreach
through the stewardship of God's gifts.

Our Early Education Center Advisory Board members are;

The Rev. Philip College
Mrs. Cathy Wahoff
Mrs. Laura Hudson

A parent representative from the Three year-old group
A parent representative from the Four year-old group
A parent representative from the Five year-old group
Representative from the Vestry

Advisory Board meetings will be held on a mutually agreed upon date in
October, February and May from 11:30 a.m. to 12:30 p.m.

GOALS

St. John's Early Education Center was established to provide quality, loving care for children Three, Four and Five years of age. The staff recognizes the importance of balanced growth so they provide opportunities for cognitive, physical and social development. Our program is designed across a broad range of themes to include content that is meaningful, relevant, interesting and enjoyable for young children. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

PHILOSOPHY

We Believe

In the uniqueness of every human being!

We Believe

In combining the best that is known about learning, child development and human relations with the unique and general needs and desires of the child's world and the community in which he/she lives.

We Believe

That at no time in a person's life does one learn more quickly or more enthusiastically than during early childhood. The teachers establish a nurturing and caring atmosphere in the classrooms, so that the children feel secure and comfortable from the very beginning.

We Believe

As teachers of young children, that we should try to discover and work with each child's own uniqueness, to accept all children where they are, to accept their limitations as well as recognize their potential.

We Believe

In helping young children attain a good self image and self confidence. The development of a personal philosophy and the formation of a basic set of values are important human achievements. High self esteem is vital in pursuing a happy and productive life.

We Believe

The teacher's role must be that of a partner and guide in a learning process. It is vital to establish an atmosphere of mutual respect. It is our job to help the child acquire the skills that enable them to feel comfortable in their surroundings. This is accomplished by introduction to classroom routine. We know that being a good listener is an acquired skill. We believe that if this skill is nurtured, the child will be off to a good start both socially and academically.

We are devoted to the idea of developmental appropriate activities to meet the needs of each individual child.

We Believe

That if the child's preschool experience is a pleasant and satisfying, the child will have a positive attitude toward learning as formal education begins.

LICENSE

*The Ohio Department of Jobs and Family Services issues St. John's Early Education Center a license which is posted in the office for view.

*Staff / Child Ratios per the State of Ohio

1:12 Three year-olds

1:14 Four and Five year-olds

St. John's EEC maintains a ratio of

* 12 students (max) per 2 teachers in our young three year old group

* 16 students (max) per 2 teachers in our Three-year-old groups

* 20 students (max) per 2 teachers in our Four and Five-year-old groups.

ADMISSIONS

Applications are accepted in January of the calendar year in which children are to be enrolled. The child must be three years-old by September 30 of the year they enroll, and must be potty trained (diapers/Pull-ups cannot be accommodated).

A child is considered to be enrolled in the center only after;

1) \$50.00 non-refundable (and non transferable) registration fee has been received.

2) May 2012 tuition deposit has been received.

All of the required paperwork must be received before the first day of school.

1) 3 page Annual Enrollment Form

2) Child's medical/vaccination form signed by physician. The medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission.

3) photo release and a signed acknowledged reading of the handbook

Any change to this information must be communicated to the office immediately.

For the safety of your child, we must always have the most current information on file.

The medical form must be updated every 12 months, per the State of Ohio licensing.

Tuition/Fees and Payment Policies

*An annual, non-refundable and non-transferable registration fee of \$50.00 is required for each child with the submitted application. A child is not considered enrolled until the registration fee is received.

*When a child is accepted to St. John's EEC, a deposit of one month's tuition is due which is applied to the May tuition payment. Subsequent full tuition is due on the **first of each month**, beginning September 1. If circumstances arise which prohibit payment by the first of the month, please contact the school office immediately to make arrangements for tuition payment. If payment is not received by the 10th of the month and you have not made arrangements for a payment plan, an automatic \$10.00 fee will be added to your account. You will be considered delinquent if we have not received payment by the 15th of the month and your child will not be able to attend class until tuition is current.

Parents are responsible for all returned check charges and will be assessed a fee that the bank charges us for any returned checks.

*All checks are to be made payable to: St. John's Early Education Center or St. John's EEC. Please use the monthly envelopes provided when making payments. Tax ID number is available upon request.

Annual Tuition -

\$1260.00	per school year for students attending 2-days per week. monthly installments of \$140.00 (Annual Tuition divided by 9 months)
\$1485.00	per school year for students attending 3-days per week. monthly installments of \$165.00 (Annual Tuition divided by 9 months)
\$1800.00	per school year for students attending 4-days per week. monthly installments of \$200.00 (Annual Tuition divided by 9 months)
\$2160.00	per school year for students attending 3-days extended time per week. monthly installments of \$240.00 (Annual Tuition divided by 9 months)
\$1170.00	per school year for students in the Enrichment class 2 days per week monthly installments of \$130.00 (Annual Tuition divided by 9 months)
\$810.00	per school year for students in the Enrichment class 2 days without lunch monthly installments of \$90.00 per month (Annual Tuition divided by 9 months)
Craft Fee:	An annual craft fee is due September 1: \$35.00 for 2-days per week. \$40.00 for 3-days per week. \$45.00 for 4-days per week. \$50.00 for 3-days extended

Withdrawals:

Because our excellent student/teacher ratios are reflected in our budget, we plan on your child's enrollment for the **entire** school year. Tuition will not be refunded because of withdrawal unless the center is able to fill the vacancy. No reduction in tuition is permitted for any days missed by a child because of vacation or illness.

Hours and Days of Operation

St. John's Early Education Center office hours during the school year are:

8:45 a.m. - 1:30 p.m. Mondays / Wednesdays / Fridays

8:45 a.m. – 2:00 p.m. Tuesdays / Thursdays

The office only is open in August. Please call ahead for appointments.

The office is closed for the month of July.

St. John's Early Education Center hours:

Tue/Thurs	9:15 a.m. - 11:45 a.m.	Three year olds
Tue/Wed/Thurs	9:15 a.m. - 11:45 a.m.	Three year olds
Mon/Wed/Fri	9:15 a.m. - 1:15 p.m.	Four year olds
Mon/Tue/Wed/Thu	9:15 a.m. - 11:45 a.m.	Four year-olds
Mon/Wed/Fri	9:15 a.m.- 1:15 p.m.	Five year olds
Mon/Tue/Wed/Thu	9:15 a.m.-11:45 a.m.	Five year olds
Tues/Thurs	enrichment class till 2:00	Four & Five year olds

The Calendar of Events located in the back of this handbook contains the events and days that the center will be closed.

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comfortable place, where they know what to expect and when to expect it. A typical day could include:

Threes	Fours	Fives
Free choice	Free choice	Free choice
Circle time	Circle time	Circle time
Gym/Playground	Gym/Playground	Gym/Playground
Bathroom/Books	Bathroom/Books	Bathroom/Books
Snack	Snack	Snack
French	French	French
Project	Project	Project
Music	Music	Music
Story	Art	Art
	Story	Story

French is taught on Mondays and Tuesdays.

Music and Art alternate weeks on Wednesdays for Fours and Fives

Music and Art room visits alternate on Thursdays for Threes.

See individual classroom schedules posted outside of the room.

GENERAL INFORMATION

Transitioning:

Our transitioning procedure is as follows.

*The first days of school begin with a visit for only an hour to acclimate to a new setting and to meet the teachers. This is a time to meet some of his/her new friends, to see where toys and equipment are located in the room, to check out the bathrooms and to try out the playground and the gym equipment. It is also important for the child to know that he/she is picked up after school.

*The second day, all the children (3, 4, 5's) stay for the full session.

Supervision Policy

*A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures.

*At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she will be taken to the office, or made comfortable in a section of the classroom not in use, but within the sight and hearing of a staff member.

*Child Abuse Reporting: All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's service agency. The safety of the children is always our first concern.

Child Guidance and Management Policy

*We take our professional responsibility to the children seriously therefore we employ classroom procedures that prevent discipline problems from happening. Positive reinforcement and positive redirection will be used. We find that if a program is challenging and the attention span expectation is not too great for the child to handle, few problems arise. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

*If a situation arises where a child is consistently endangering himself, peers or staff, and if every attempt has been made to work together with the parents and the child to correct this behavior, it may be necessary to withdraw the child. The administrator would be in communication with the parents prior to this occurring.

*If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5 101 : 2-12-22 OAC. If this behavior management plan does not demonstrate positive results, the Center reserves the right to request withdrawal of the child.

Requirements of Rule 5101:2-12-22 apply to all staff and parents while they are at a Center. Basically, this rule states that all staff and parents must treat child with love and respect, and set limits which are appropriate for the age of the child. Details of Rule 5101:2-12-22 are available in the school office.

Arrival/Departure:

*If you are bringing your child into the school, bring him/her directly to the classroom no earlier than 9:10 am. **No child will be left alone in the hallway.** You may park anywhere within the school property EXCEPT in spaces designated for Church staff and in the spaces along the playground fence near the entrance doors as we reserve those spaces for our drop off lane.

*If you drop off, the Director will be at the entrance double doors from 9:10 to 9:30 a.m.

Parents may chose to drop off by entering from High Street and our parking lot will function as a one-way street from West to East. Everyone will exit at Hartford Street. Have the children ready to exit the vehicle from the left hand side so as not to exit in the path of other traffic.

One teacher from each classroom will be monitoring the halls to assure that each child arrives in his/her designated classroom safely.

The school doors will be locked, at 9:30 a.m., after children are in their classrooms. All school doors are kept locked; each family receives a door code to enter the school. The code works only on the day your child is in school.

Release of a Child.

*All children must be picked up by a parent, or another authorized adult at the close of school, (11:45 am, 1:15 pm, or 2:00 pm), outside of their classrooms.

*Staff will release children only to persons on the release form (carpool form) provided to the teacher by the parent. If an emergency arises, the parent must notify the school (you will be asked to verify your family code word) and provide the name of the person responsible for picking up your child. The person picking up will also be asked to provide the codeword (which you have given us on the emergency card). Staff will check ID's of anyone whom they do not recognize. Please let people know ahead of time so they will bring a picture ID and they are not offended. The children's safety is our priority!

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

*Custody Agreements: If there are custody issues involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child with proper documentation.

Swimming Information

The children in our program will not participate in water play activities in bodies of water two or more feet in depth.

Snacks

*A snack, provided by the day's snack helper family, will be served each day to the children. We will list suggestions for nutritious snacks. Each snack should contain at least two nutritional foods. Only water will be served as a drink. Sugary snacks, such as cookies, cupcakes and doughnuts, are not acceptable. We appreciate peanut free snacks due to an increasing number of peanut allergies. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

*Treats: We love to celebrate birthdays, but we discourage sugary treats, especially cup cakes. Instead, your child might enjoy giving a book, CD/cassette, puzzle, etc., to the classroom to share. Please check with the teachers.

*The teachers cannot be responsible for passing out birthday party invitations.

Field Trips/Transportation of Children

Before any child participates in a walking field trip, the Center will obtain written permission from the parent or guardian. The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Trips away from school are limited. Before leaving the Center, on a walking trip, a count will be taken of all children, and they will be marked on an attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all children have arrived safely. This process will be repeated upon leaving the destination and returning to the Center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising.

In October a field trip is tentatively scheduled. Parents and children meet the staff at the planned destination. Teachers always have a first aid kit on hand in case of emergencies. Name tags with the school name will be provided. If the weather on the day of the planned outing is questionable, please check with the office prior to leaving for the destination.

Threes, Fours and Fives also take walking trips to destinations in the neighborhood. Parents will be notified of any other planned field trips.

Accidents/Emergencies

The Center has devised several procedures to follow in the event of an emergency that would occur while your child is in the Center's care. One staff member who has received training in First Aid, Communicable Disease and CPR is always present.

*In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare the children for the unlikely need to evacuate, the Center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or loss of power, heat, or water to the Center, our emergency destination is Worthington Kilbourne Middle School which is located just across 161 from the center on the other side of the street. A sign will be posted on the doors indicating that we have been evacuated and the location where to pick up your child. Parents will be contacted as soon as possible to come to pick up the children. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

*In case of a minor accident or injury, staff will administer basic first aid (soap/water/ice) and TLC.

*If the injury is more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

*If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in staff 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 receives a bump or blow to the head; the child has been transported by the 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.

Management of Illness

St. John's provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that he/she may experience more frequent illnesses at the beginning of the school year before the immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. If, in the teachers' judgment, a child is not well enough to be at school, one of them will contact the parent to take the child home.

****We ask that you not bring a sick child in to the Center.**

If a staff member notes your child with any of the following symptoms he/she will be immediately isolated to a part of the classroom not in use, or to the school office, and discharged to the parent or emergency contact: Anytime a child is isolated, he/she will be kept within sight and hearing of a staff member. A cot is available in the office to keep a child as comfortable as possible until a parent comes.

Symptoms;

- * Temperature of 100 degrees F
- * Diarrhea (more than three abnormally loose stools within a 24 hr period)
- * Severe cough
- * Difficult or rapid breathing
- * Yellowish skin or eyes
- * Redness of eyes, obvious discharge, matted lashes, 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
- * Sore throat or difficulty swallowing

We feel that if a child is not feeling well enough to participate in activities, but not exhibiting any of the symptoms listed, he/she should not be in school.

A notice will be posted outside of the child's classroom if classmates have been exposed to a communicable illness. Children will be readmitted to class after 24 hours of being free of fever and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

Medications:

The school does not administer medicines or prescriptions to individual children enrolled; we ask your cooperation.

Medications for children with special health needs must be provided by the parent and will be stored in the office in their original container in a cabinet inaccessible to children. Special forms are required and available in the office. Parents must provide the Center with written, signed and dated instructions from a physician as to the procedure to administer the medication.

Outdoor Play

Children will play outdoors each day in suitable weather. Please dress your child accordingly so that he/she may be comfortable when playing outside.

Please print names in full on all raincoats, coats, jackets, sweaters, hats, boots, etc. worn by your child. We want to make every effort to help children keep track of their belongings, but find it impossible when items are not marked. Children often do not recognize their own clothing.

We will limit the time outside when the temperature is very cold or very warm. Children will not be taken outside if the temperature, including the wind chill or heat index drops below 20 degrees or rises above 90 degrees. We will not play outside in the rain, threatening weather, ozone warnings etc. On days that outdoor play is not provided due to these conditions we will have time for large muscle activities in the gym.

Parent Participation

Parents are encouraged to participate in activities at the Center. If you have a skill (playing an instrument, a specific field of interest, vocation, hobby, etc.) that you would like to share with your child's class, please arrange with the teacher to come and join us. We are delighted to have parents be a part of our field trips and accompany us on walking trips..

Parent-Teacher Communication:

Parents and teachers need to communicate. Because the teachers are busy when you arrive, or pick up, please arrange for a later time to talk. Please drop a note at the office requesting a teacher call back or a note in response. Due to staff responsibilities and schedules, parents are asked to make an appointment for lengthy conversations so that the teacher is able to focus on you and your concerns.

Parent Observations: Parents have an opportunity to observe the classroom when volunteering in the room. This will give you a more accurate picture of your child's activity in class.

Parent-Teacher Conferences are scheduled in the winter each year. At that time, you and your child's teachers will share observations about his/her preschool experience.

Grievance Procedures 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.

If a parent has a concern about any aspect of the preschool, the following steps are recommended:

1. Contact the teacher to arrange a conference
2. If the classroom teacher is the cause for concern, the parent should arrange a conference with the director
3. If the teacher or director is not able to satisfactorily address the concern, you may choose to consult the Rector and Advisory Board.

Changes in a Classroom

Parents will be informed of major changes that occur during the school year that affect their children, such as changes in a room or teacher. Should a circumstance arise without notice, the parents will be informed as soon as possible. Any questions or concerns should be directed to the office.

Parent Roster

A roster of names and telephone numbers of parents of children attending the preschool is available. Anyone who does not wish to include their name and telephone number on the roster should notify the preschool office.

Substitute Teachers

St. John's maintains a list of qualified substitute teachers whom we call upon when needed. These teachers must meet the same licensing requirements as that of our classroom teachers. Frequently, our substitute teachers are either currently teaching or are former staff members.

All substitute teachers are invited to our in-service workshops as they are offered during the school year.

Scholarship Fund

This fund was established by the Preschool Advisory Board in 1969 to receive special gifts to the school. In turn, the preschool is able to help enrolled families, with tuition assistance in times of need. It enables our growing alumni, parents, parishioners and friends to say thank you and pass it on to others. A gift to the fund is an excellent way to remember a child's birthday or in memory of a loved one.

Contributions, which are tax deductible, may be made to St. John's Early Education Center with a letter directing its use for the "Scholarship Fund."

Schedule

Generally, we follow the schedule of the Worthington Public School District for vacations and holidays.

Emergency School Closings

*In the event of inclement weather, Please check local television announcements for emergency weather closings. If Worthington Public Schools are closed we are closed.

*In any other emergency closings, parents would be notified by E-mail or a telephone call from the teacher also please check our web site.