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2023-2024 Parent Handbook

Table of Contents

	<u>Page</u>
Mission Statement/Philosophy	1
Goals and Objectives and Guidance and Discipline policies	2
Enrollment Information & School Closing Policy	3
School Calendar	4
Tuition Information and Payment Policy	5
Parent Participation and Snack Information	6
Safety Policy	7
Child Record Requirements, Custody Agreement, Photo & Video Agreement	8
Wellness Policy	9
Medical Procedures & Emergency Policy, Transportation Policy	10

EPIPHANY LUTHERAN PRESCHOOL LICENSING STATEMENT

Epiphany Lutheran Preschool is operating on a continual license issued by the State of Ohio for a capacity, at any one time, one hundred thirty-two (132) children. The law and rules governing childcare are available in the office or at odjfs.state.oh.us. ELP's inspection reports are available online or in the office.

EPIPHANY LUTHERAN PRESCHOOL MISSION STATEMENT

Epiphany Lutheran Church views children and families as a precious resource, given by God. Through our preschool we have the opportunity to provide a Christian atmosphere and stimulating environment in which children may grow in knowledge and love of God as well as physically, socially, emotionally, and intellectually.

Specifically, the goals of Epiphany Lutheran Preschool are:

To meet the basic needs of each child's good health, and physical and mental development.

To provide each child with attention, acceptance and affection.

To help each child develop a positive self-image and sense of competence and understand that he/she is a unique individual, created and loved by God.

To encourage each child to develop a concern for others, a sense of community, and a spirit of sharing and through this development enhance the atmosphere at home.

To create a loving, Christian atmosphere in which each child can feel secure and comfortable away from home and family.

To provide a well-balanced set of activities based on current child development knowledge.

To provide a warm, caring, Christian staff who are knowledgeable in early childhood education and have the ability to work successfully with young children and their parents.

To foster creativity, exploration, self-discipline, and a love for learning.

To assist parents in guiding the development of their children.

To be a school in which children, parents, and staff will feel and know God's love.

EPIPHANY LUTHERAN PRESCHOOL PHILOSOPHY

During the first five years of life, children grow and learn rapidly. They learn by being inquisitive, independent, and lovingly guided. We believe children learn best by doing and by being actively involved.

In a safe and well-planned environment, trained and educated Christian teachers will guide and stimulate the children's natural curiosity and initiative. In our school, children are allowed the environment and materials to play, to work, to discuss, to listen, to think and to create.

EPIPHANY LUTHERAN PRESCHOOL GOALS and OBJECTIVES

ELP progress reports, goals and objectives follow the Ohio Early Learning Content Standards.

- Approaches to Learning
- Cognitive Development and General Knowledge
- Language and Literacy Development
- Physical Well-being and Motor Development
- Social and Emotional Development

As a Christian preschool we incorporate spiritual growth into our daily routine through prayer, activities and chapel times.

EPIPHANY LUTHERAN PRESCHOOL GUIDANCE AND DISCIPLINE POLICY

1. Epiphany Lutheran Preschool shall maintain a positive approach to discipline and guidance.
2. The ultimate goals of our guidance and discipline policy are:
 - a. To keep a positive atmosphere for each individual and the group as a whole.
 - b. To help the child see the consequences of his/her actions and to accept responsibility for them.
 - c. To administer discipline with loving concern-children will never be left unattended or unsupervised, nor will he/she be subjected to physical, cruel, harsh or unusual punishment. Discipline techniques will not be delegated to any other child and no child will be humiliated, shamed, frightened or subjected to verbal or emotional abuse.
 - d. To provide a safe environment that displays respect for both children and staff members.
3. The following system will be used to guide staff in administering guidance and discipline;
 - a. Communication-rules are communicated clearly so students know expectations
 - b. Consistency-staff will be consistent with guidance and discipline
 - c. Consequence-children will be redirected to guide them to good choices
4. Parent notification will be used if the behavior is deemed serious by the teacher/staff member or if it is a continual problem. Teachers and parents will work together for consistency.
5. Safety-parent/guardian are responsible for children until drop off or pick up times
6. Aggressive behavior will not be tolerated. The above steps will be taken and staff members will follow the discipline policy.
 - b. *Epiphany Lutheran Preschool reserves the right to disenroll a child for reasons related to severe aggressive behavior, negligence in paying monthly tuition and any other situation that compromises the integrity of the preschool and risks the safe well-being of staff members and other children.*

EPIPHANY LUTHERAN PRESCHOOL ENROLLEMENT/REGISTRATION PROCEDURE & HOURS OF OPERATION

Epiphany Lutheran Preschool operates Monday through Friday from 9:00-11:30 a.m.

Epiphany Lutheran Preschool admits children of any race, color, national and ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. It does not discriminate on the basis of race, color, national or ethnic origin or disability with regard to educational policies or any other administered programs.

2023-2024 school year schedule:

MWF classes begin Monday, September 11, 2023 and end Wednesday, May 22, 2024.

T/Th classes will begin on Tuesday, September 12, 2023 and end Tuesday, May 21, 2024.

M-Th classes will begin on Monday, September 11, 2023 and end Wednesday, May 22, 2024.

Pre-K classes will begin on Monday, September 11, 2023 and end Wednesday, May 22, 2024.

Graduation for all 4's and Pre-K is Thursday, May 23, 2024.

2 ½ year old Toddler Program – Staff/Child Ratio will not exceed 1:8

Children must be 30 months by their first day of school.

Monday/Wednesday/Friday or Tuesday/Thursday from 9-11:30am

THREE YEAR OLD program- Staff/ Child Ratio will not exceed 1:8

Children must be 3 by September 30.

Monday/Wednesday/Friday or Tuesday/Thursday from 9-11:30am

FOUR YEAR OLD program– Staff/Child Ratio will not exceed 1:10

Children must be 4 years old by September 30.

Monday/Wednesday/Friday, Monday through Thursday, or Tuesday/Thursday from 9-11:30am.

Pre-Kindergarten program– Staff/Child Ratio will not exceed 1:10

Children must be 4 years old by September 30 and must be going to kindergarten the following year.

Monday through Friday, 9-11:30am.

Enrollment Registration for the 2024-2025 school year will begin end of January/beginning of February.

Registration will be taken on a “first come, first serve” basis.

Non-refundable Registration fee of \$50 is due at time of registration.

Preschool visits must be scheduled in advance through the Preschool Office.

SCHOOL CLOSING POLICY & PROCEDURES

ELP will follow Centerville City Schools for weather related or any other emergency closings. If Centerville City Schools close, ELP will close. If Centerville City Schools are on a 1 or 2 hour delay, ELP will close.

ELP will use the REMIND app to notify parents of closings.

If ELP closes and Centerville City Schools remain open, you will receive an email and Remind from a staff member.

EPIPHANY LUTHERAN PRESCHOOL 2023-2024 CALENDAR

September

- 11 First day of school Mon/Wed/Fri, Mon-Thurs, & Pre-K classes 9-11:30am
12 First day of school Tue/Thurs classes 9-11:30am
25-27 School pictures

October

- 30/31 Halloween Parties and Costume Parade 11:10am (parents invited)

November

- 9/10 Parent/Teacher Conferences (No school)
20/21 Thanksgiving Feasts 10:45am
22-24 School Closed for Thanksgiving Break

December

- 7/8 Christmas Chapel 9:15am (parents invited)
14/15 Christmas Parties
18-Jan 2 Closed-Christmas Break

January

- 3/4 School resumes
15 School Closed-Martin Luther King Jr. Day

February

- 7 Family Night Event 6-7pm
13/14 Valentine Parties
16/19 School Closed-Presidents Day

March

- 22-April 1 School Closed- Spring Break

April

- 2/3 School Resumes
22/23 Donuts with Grownups 8:30am-9:00am stop in (parents invited)

May

- 21 Last day for all TTh classes
22 Last day for all MWF, M-TH and M-F classes
Graduation Practice 9:15am
23 10:00am Graduation for all 4's and pre-k classes

EPIPHANY LUTHERAN PRESCHOOL TUITION INFORMATION

Monthly Tuition Rates

Monday/Wednesday Friday Toddlers: \$195

Tuesday/Thursday Toddlers: \$170

Monday/Wednesday Friday 3 & 4 year olds: \$180

Tuesday/Thursday 3 and 4 year olds: \$155

Monday –Thursday 4 year olds: \$220

Monday-Friday Pre-Kindergarten: \$260

There are no tuition reductions or refunds for holidays, illness, weather or other absences. If two children from the same family are enrolled in ELP at the same time, there will be a 10% sibling discount for the second child. Tuition is due the 1st of the month.

A non-refundable registration fee of \$50 will be collected at the time of registration. A \$50 special events fee is required for the year for all special events and visitors.

Bank charges of \$20.00 for returned checks will be added to the current balance.

A thirty day notice in writing and that month's tuition must be given prior to a child's withdrawal.

Children remaining 10 minutes after dismissal time will be brought to the Preschool Office for pick-up. If children are not picked up on time on a regular basis, an additional fee of \$10 a day will apply to that tuition invoice.

EPIPHANY LUTHERAN PRESCHOOL TUITION PAYMENT POLICY

Tuition is due the 1st of each month. If tuition is not paid, a reminder statement will be sent home.

If tuition is not paid by the 60 day mark, a letter to the parent/guardian will be sent, requesting past due payments be made.

If tuition is not paid by the 90 day mark, a meeting will be set with the parent/guardian to determine a payment plan for the past due payments and upcoming tuition date.

If tuition is not paid by the 120 day mark, a meeting will be held to discuss disenrollment from the program.

We are a Christian community that wants each family to feel comfortable and welcome at ELP, therefore, if a financial circumstance occurs that affects your tuition payments, please discuss this with the Director so that a plan can be established to help the child remain in the program and the family be financially comfortable.

EPIPHANY LUTHERAN PRESCHOOL PARENT PARTICIPATION

1. A one-on-one meeting with your child's teacher will occur prior to school starting. Teachers will contact their student's parents to schedule this meeting. The intent is for the child and parents to meet the teacher individually at school and to aid the transition to preschool.
2. Parent/Teacher conferences will be scheduled on a school day. The children will not have class on the day of your child's conference. Teachers will review the progress report with the parents and discuss progress and plans for the child.
3. Parents are welcome to call or stop by the preschool office with any questions they may have and are also welcome to request a special meeting if necessary. We encourage open communication at all times between parents and teachers.
4. Epiphany Lutheran Preschool has an open door policy. Parents are welcome to visit at any time. We do, however, prefer you that check with the teacher in advance so there are not several visitors at the same time. We also prefer that you wait until the second month to give the children a chance to adjust.
5. Parents can coordinate birthday celebrations with the child's teacher. A birthday treat is welcome however, we do not allow peanuts, nuts or peanut butter due to allergies.
6. Teachers will send regular emails to parents to let them know what is coming up in the classroom. Monthly calendars will also be emailed for the entire school.
7. Room Parents are responsible for helping with class parties, projects or any time a teacher needs help.
8. If you are interested in substitute teaching, please contact the preschool office to set up a meeting. Substitute teachers are required to do a background check and state required paperwork including a medical form signed by the doctor.
9. Team hELP is our parent group that meets to plan school events such as Scholastic Book Fair, Family Night, fundraisers and community service projects.

EPIPHANY LUTHERAN PRESCHOOL SNACK INFORMATION

Children will have a small snack and drink each day that is provided by the preschool. Parents are welcome to donate snack items to their child's class. A voluntary snack signup sheet is posted outside each classroom. Nuts and peanut butter are not permitted due to allergies.

EPIPHANY LUTHERAN PRESCHOOL SAFETY POLICY

1. No child is ever left alone or unsupervised.
2. Parents are responsible for the child before dropping off in the classroom and after picking up.
3. At pick-up time parents wait outside the classroom door for the child. If you will be unavoidably detained, please call the office. Children will only be released to parents, guardians or those indicated on the Alternate Transportation form in the enrollment packet. New people picking up a child must show their ID to the director or teacher before the child is released. Changes can be made by the parent/guardian to the Alternate Transportation form at any time.
4. Fire drill plans are posted in each classroom and are conducted on a monthly basis
5. Tornado drill plans are posted in each classroom and are conducted September-November and February to May.
6. We participate in quarterly Lockdown Drills, which our staff calls “Safety Drills” to the children. Children and teachers will shelter in place after doors are locked.
7. Disaster plans are located in each classroom and the preschool office. These include power outages, weather emergencies, natural disasters, threats of violence, and evacuations.
8. First Aid Kits are located in the preschool office and at the end of the preschool hallway.
9. Teachers have children within sight and sound at all times. Toxic materials such as cleaning supplies are stored in safety areas. Electrical outlets are covered. All equipment and rooms are continually monitored for cleanliness and safety. Spray aerosols are never used when school is in session.
10. Children are permitted to use the playground and gym equipment and will be within sight and sound at all times. ELP will follow the Child Care Weather Watch chart to determine if the temperature and conditions are suitable for children to be outside. Playground inspections are done quarterly.
11. We are required by state law to report any suspected cases of child abuse or neglect to Public Children’s Service Agency (PCSA).
12. If a child is transported for emergency treatment the child's health and medical records required by rule [5101:2-12-15](#) of the Administrative Code shall accompany the child. The director or a teacher shall stay with the child until the parent assumes responsibility for the child's care.
13. Annual inspection by the local fire department is made to ensure building safety.
14. All teachers and directors are trained in First Aid, Communicable Disease Management, Child Abuse Recognition and CPR.

CHILD RECORD REQUIREMENTS

- 1.** Each child must have a completed Child Record File before the first day of school. The file must include:
 - a. A completed JFS 01234 Child Enrollment and Health Information for Child Care that is reviewed annually and updated as needed when information changes. The parent and administrator will initial and date the form when updated or changed.
 - b. A completed JFS 01305 Child Medical Statement that is updated within 13 months of the date of the medical exam. The statement will include the child's name, birth date, date of medical exam, a statement that the child has been examined and is in suitable condition to participate in group care, signature, address and phone number of the physician, a record of immunizations that the child has had including the month, day and year of each immunization and a statement that the child has been immunized or is in the process of being immunized.
 - i. If a parent/guardian chooses to not immunize the child, they must provide a statement that they have declined to have the child immunized against the disease for reasons of conscience, including religious convictions and that ELP is not held accountable for any communicable diseases their child may contract.
 - c. An ELP Enrollment Agreement
 - d. An ELP Child Information form
 - e. An ELP Alternate Transportation form
- 2.** If a child has an allergy or medical condition, additional forms are required.
 - a. The JFS 01236 Medical /Physical Care plan
 - b. If medication is required at school, the JFS 01217 Request for Administration of Medication must be completed and with the medication. If the medication is prescription, the prescription must be on the medication and not expired. The medication must also not be expired. If the medication is nonprescription, a physician must complete Box 2 on the JFS 01217. A JFS 01217 form is required for each medication.
 - c. Medications, the JFS 01236 and JFS 01217 will be kept in a sealed bag with the child's teacher at all times and will be kept out of the reach of children.
- 3.** Child Record Files will be reviewed and updated annually and as needed and will be strictly confidential.

EPIPHANY LUTHERAN PRESCHOOL PROCEDURES FOR CUSTODY AGREEMENT

A copy of all necessary custody agreements must be kept on file in the office. Once copied and filed, ELP staff will follow all agreements finalized by the courts. If we do not have these papers on file, we cannot enforce any custody arrangements.

EPIPHANY LUTHERAN PRESCHOOL PHOTO & VIDEO CONSENT

ELP will use pictures and videos for current parents to see their child in action at school and for potential parents in advertising on our website and social media. Names will never accompany pictures posted and close up face photos will be avoided. Parents indicate on the Enrollment Agreement if their child is permitted to be photographed in the "Photograph Permission" section.

EPIPHANY LUTHERAN PRESCHOOL WELLNESS POLICY

1. All staff members are to be trained in First Aid, Communicable Disease Recognition, CPR and Child Abuse prevention.
2. A substitute teacher will cover for a teacher that is ill.
3. No child will be admitted and will be discharged from the preschool if he/she exhibits any of the following signs of illness:
 - a. Temperature of 100f
 - b. Skin rash
 - c. Diarrhea (1 or more abnormally loose stools within a 24-hour period)
 - d. Vomiting
 - e. Difficult or rapid breathing
 - f. Yellowish skin or eyes
 - g. Evident of lice infection or other parasitic infestations
 - h. Redness of eye, obvious discharge, matted eyelashes, burning or itching
 - i. Untreated infected skin patches, unusual spots or rashes
 - j. Unusually dark urine and/or gray or white stool
 - k. Stiff neck with elevated temperature
 - l. Inflamed or swollen tonsils or continual nasal discharge
 - m. Sore throat or difficulty swallowing
 - n. Severe cough that may cause child to become red or blue in the face or to make whooping sound
4. If your child has an allergy or medical condition, the JFS 01236 Medical/Physical Care Plan must be completed. If medications are required at school, the JFS 01217 Request for Administration of Medication must be completed. See policy on Child Record Requirements on page 9 of this handbook.
5. Communicable disease chart is located in the preschool office.
6. Children should be *symptom free for 24 hours (without medication) before returning to preschool*. A doctor's note may be submitted by the parent and ELP may request a note from the doctor for the child to return prior to that 24 hour timeframe.
7. Any child suspected of having a communicable disease will be kept in the Preschool Office until parents or emergency contacts can pick up the child. Parents of exposed children will be notified by email, letter or in person
8. Over the counter medication (Tylenol, Motrin, topical ointments, cough drops, etc) is not permitted unless a JFS 01217 Request for Administration form is completed and Box 2 of that form is completed by a physician.

EPIPHANY LUTHERAN PRESCHOOL MEDICAL & EMERGENCY PROCEDURES

1. All staff members are trained in First Aid, Management of Communicable Disease, Recognition of Child Abuse and CPR as required by the Ohio Department of Human Services. A list of these staff members is posted in each classroom and in the office.
2. There is a first aid kit located at the end of the preschool hallway and one in the Preschool Office.
3. The Ohio Department of Health Dental First Aid chart is located in the Preschool Office and in each classroom. Staff are required to follow instructions as listed on the dental first aid chart.
4. A list of students and their home telephone numbers, emergency telephone numbers and preferred doctors are kept in the first aid kits in each classroom and in the Preschool Office. Teachers are required to take these first aid kits on all drills or at any other time they leave the classroom.
5. In case of an injury or illness, the child is taken to the Preschool Office where the child may lie down while the parents are being notified.
6. In case of an emergency, the parents will be phoned and the Rescue Squad called at 911 (back up 433-7644). The child will be taken to the hospital or released to the parents, depending on the situation. Other emergency numbers that will be posted in each classroom are:

Fire Department/Emergency Squad	911 or 433-7644
Centerville Police	911 or 433-7661
Poison Control Center	222-2227
Children's Medical Center	641-3600
Children's Services	276-6121

7. If the parents cannot be located, we will contact the persons indicated on the ELP Alternate Transportation form or the JFS 01234 form.
8. If a child is transported for emergency treatment the child's health and medical records required by rule [5101:2-12-15](#) of the Administrative Code shall accompany the child. The center administrator or a child care staff member shall stay with the child until the parent assumes responsibility for the child's care. The incident will be recorded and filed with the state and in the Child's Record File at ELP.
9. If the parent/guardian indicates on the JFS 01234 form that he/she does not give permission for us to transport the child due to an emergency, ELP will follow the instructions that the parent/guardian indicated on the "Do not give permission to transport section" on the JFS 01234.
10. Emergency situations will be handled in the following manner: a teacher or administrator will remain with the child while another teacher or administrator will remain with the class.
11. An incident/Injury Report will be completed when the following occur: Illness, accident or injury requiring first aid treatment, bump or blow to the head, emergency transporting, unusual or unexpected event which jeopardizes the safety of children or staff
12. Incident/Injury Reports will be given to the parent/guardian or person picking up at pick up time. Copies of the report will remain on file for 1 year.
13. A Disaster Plan is in place and in each classroom for all staff to follow.

EPIPHANY LUTHERAN PRESCHOOL TRANSPORTATION POLICY

Epiphany Lutheran Preschool cannot assume responsibility for the transportation of its students to or from the school. Carpools may be formed by the parents and parents must indicate those persons as able to pick up their child on the ELP Alternate Transportation form. The school should receive written notice of any changes.