



# Parent Handbook 2020-2021

**Bexley Recreation & Parks Department**  
165 N. Parkview Ave.  
Bexley, Ohio 43209  
Phone 614.559.4311  
Fax 614.559.4301  
Email [cswendal@bexley.org](mailto:cswendal@bexley.org)

**Jeffrey Mansion Preschool**  
**Parent Handbook Table of Contents**

**Program Information**

- Mission Statement
- Value Statement
- Objectives
- Hours of Operation
- Immunizations
- Licensing
- Teacher/Student Ratio
- Teacher Qualifications

**Preschool Enrollment Information**

- Program Descriptions and Fees
- Registration Procedures
- Tax ID #
- Cancellation Policy
- Registration Forms/Liability Release Statement

**Program Policies**

- Behavior Policy
- Safety Policies
- Outdoor Policies
- Absences
- Management of Illness
- Communicable Disease Information
- Prescription Medications
- Inclement Weather
- Late Payment Policy
- Toys at School
- Field Trips
- Drop Off

**Parent Information**

- Open House/Orientation
- Parent Communication: website, newsletters, daily Sheets
- Parent Participation
- Parent/Teacher Conferences: assessments
- Parent Roster
- Donations
- Website

## Classroom Information

- Arrival/Dismissal
  - Daily Schedule
  - Stay-n-Play
  - Child care for scheduled days off
  - Late Pick Up Fee
  - Clothing
  - Snacks
  - Birthdays
- ## Food Pyramid

**MyPyramid For Kids**  
Eat Right. Exercise Have Fun.  
MyPyramid.gov

Grains	Vegetables	Fruits	Milk	Meat & Beans
<b>Make half your grains whole</b>	<b>Vary your veggies</b>	<b>Focus on fruits</b>	<b>Get your calcium-rich foods</b>	<b>Go lean with protein</b>
Start smart with breakfast. Look for whole-grain cereals.  Just because bread is brown doesn't mean it's whole-grain. Search the ingredients list to make sure the first word is "whole" like "whole wheat".	Color your plate with all kinds of great-tasting veggies.  What's green and orange and tastes good? Veggies! Go dark green with broccoli and spinach, or try orange ones like carrots and sweet potatoes.	Fruits are nature's treats sweet and delicious. Go easy on juice and make sure it's 100%.	Move to the milk group to get your calcium. Calcium builds strong bones.  Look at the carton or container to make sure your milk, yogurt, or cheese is lowfat or fat free.	Eat lean or low-fat meat, chicken, turkey, and fish. Ask for it baked, broiled, or grilled – not fried.  It's nutty, but true. Nuts, seeds, peas, and beans are all great sources of protein, too.
For an 1,800-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to MyPyramid.gov.				
Eat 6 oz. every day; at least half should be whole	Eat 2 1/2 cups every day	Eat 1 1/2 cups every day	Get 3 cups every day; for kids ages 2 to 6, 1 1/2 cups	Eat 5 oz. every day
<p><b>Oils</b> Oils are not a food group, but you need some for good health. Get your oils from fish, nuts, and liquid oils such as corn oil, soybean oil, and canola oil.</p> <p><b>Find your balance between food and fun</b></p> <ul style="list-style-type: none"> <li>Move more. Aim for at least 60 minutes everyday, or most days.</li> <li>Walk, dance, bike, rollerblade – it all counts. How great is that!</li> </ul> <p><b>Fats and sugars – know your limits</b></p> <ul style="list-style-type: none"> <li>Get your fat facts and sugar smarts from the Nutrition Facts label!</li> <li>Limit solid fats as well as foods that contain them.</li> <li>Choose food and beverages low in added sugars and other caloric sweeteners.</li> </ul>				

MyPyramid.gov  
USDA  
© 2008 U.S. Dept. of Agriculture

### **Preschool Mission Statement**

The Jeffrey Mansion Preschool program strives for best practices in Early Childhood Education to serve children, families, staff and the community.

#### ***Our Mission:***

Education of Children three through five years of age:

Our staff consists of degreed and/or experienced teachers, who share in the belief that each student has individual needs and attributes that need to be nurtured, guided, and respected in an invigorating setting. We offer a child-centered curriculum, which follows the Preschool Standards set forth by the Ohio Department of Education. To ensure kindergarten readiness, daily lessons, experiences, and projects include math, language arts, science, and fine arts, and are conducive for all learning styles. Students also have the opportunities for physical development in the motor room and on the playground located in the beautiful 34-acre Jeffrey Park.

#### ***Our Value Statement:***

We Believe:

- Children are capable individuals with the ability to construct their own knowledge.
- In creating nurturing and challenging environments for children.
- In providing young children and families with opportunities for interaction, engagement, and reflection that creates a community of lifelong learners.
- Children should be active participants in the world around them i.e. our homes; our neighborhoods; the preschool...and the world.

### **Preschool Objectives**

- To help the child perceive himself/herself in a positive way
- To offer a program where the child can gain self-confidence through success and mastery of skills
- To develop the child's independence and self-discipline
- To develop social and emotional maturity
- To provide rich, purposeful, and authentic experiences
- To develop the child's natural curiosity and wonder
- To offer a program that encourages self-expression in a constructive manner
- To create a friendly, warm, and safe environment
- To enable the child to positively interact with his/her peers
- To help develop a sense of responsibility
- To expand and develop the child's critical thinking skills
- To help the child to develop Kindergarten readiness skills

### **Hours of Operation**

Jeffrey Mansion Preschool is open Monday - Friday from 8am - 5pm. If your child attends our half day program, their arrival time is 9:00am and pick up time is 12:00pm. Please refer to the schools calendar for scheduled days off (including holidays).

### **Immunizations**

Jeffrey Mansion Preschool requires that every student be up to date on their immunizations. ODJFS Form 01305 must be completed and signed by the student's doctor's office and a copy of the immunization record must be attached. Failure to have this form signed will result in the student not being able to attend school until the form is completed.

### **Preschool Licensing**

The Jeffrey Mansion Preschool is licensed by the Ohio Department of Job and Family Services. Our license is posted on the "Preschool News" bulletin board located directly outside the Director's Office. A copy of the laws and rules, which apply to preschools, is available by request from the Bexley Recreation Department office. The program's licensing record, including compliance report forms from the Health, Building, and Fire Departments, is also available on request from the office. If you have any questions or concerns about our program, please speak to the director. The Ohio Department Job and Family Services, Child Care Division, can be reached by calling (614) 466-7765. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

### **Teacher/Student Ratio**

We are licensed by the State of Ohio and maintain an average 8:1 student/teacher ratio. The state requirement is 12:1 for preschool and 14:1 for PREK.

### **Teacher Qualifications**

Administrator/Teachers are selected based on education and experience in early childhood development. At least one teacher on site has training in first aid, CPR, communicable disease, and child abuse recognition. Teachers, Staff, Aides and Substitutes are required by law to complete and pass backgrounds checks before they can work with the children.

### **Registration Procedures**

In order for a child to be enrolled in the preschool, a parent must do the following:

1. **Enroll the child in the recreation office or online and pay the \$100.00 non-refundable registration fee at the time of registration.**
  - a. September's tuition will be required for all new enrollments. This fee will guarantee your child's placement.
  - b. After September's payment, the preschool payments are due on the first of each month.
  - c. You may pay monthly tuition directly by check or credit card (Master Card, Visa, American Express, and Discover) to the Recreation office. Direct withdrawal is also an option.
2. **Complete and sign the Registration Form.**
3. **Each child 3 years and older must be examined by a licensed physician not more than 12 months prior to admission.** Have the child's physician sign and complete the Ohio Department of Job and Family Services Medical Form (provided by the preschool). This form expires 13 months from the date it was signed. If for some reason your child's form expires during the school year, you will be notified. The center policy requires that this form be on file prior to the first day of preschool. Some physicians prefer to give printouts of immunization records. That is accepted as long as the designated form is signed as well.
4. **Fill out all the necessary forms of enrollment required by the Department of Job and Family services.**

**\*\*The City of Bexley/Bexley Recreation, Federal Tax ID number is 31-6400219**

## **Cancellation Policy**

While our goal with programming tries to allow for as much flexibility as possible as it relates to registration and the cancellation process, Jeffrey Mansion Preschool, due in large part to the safety and financial impact of COVID-19, has had to move to a more strict cancellation policy. As we have a limited capacity and it is vitally important that we limit the coming and going of a wide range of families in and out of our program. As a result, we have had to create a cancellation policy that supports the unique challenges of our program during this pandemic. With that in mind, the cancellation policy will require that the family pay 2 months full tuition at the time of cancelation and 50% of the tuition fee remaining there after. The cancellation policy goes into effect on August 9, 2020.

These requests must be made in writing and submitted to the School Director at, [cswendal@bexley.org](mailto:cswendal@bexley.org)  
The Director of JMP will then contact you to confirm the cancellation being made.

JMP will not prorate or refund tuition in the event that the school is forced to close due to COVID related issues or other medical challenges. JMP will offer distant learning to our students during the time of closure.

It is important that we reiterate to families that while we will take the necessary steps to create as safe an environment as possible, we cannot insure that a COVID-19 related issue will not arise within JMP. This may affect staff, a classmate, and/or your student directly.

Understanding that a self-quarantine and the potential for closing a classroom(s) for a 14 day is a possibility that, by and large, is out of our control. If a class/classes is required to quarantine, the staff member will also be required to quarantine and will be paid while quarantined. Our policy will not include providing refunds (prorated or full) for any time missed while quarantined. We will follow the refund policy as set forth under the "Cancellation Policy."

## **Preschool Enrollment Information**

### **3 & 4 Year Old Program**

This program is designed for children entering a group experience for the first time. The teachers work to help the children establish trusting, positive relationships and build a classroom community that flourishes with creative, joyful learning. The emphasis is to expose the children to a variety of sensory, creative and engaging activities using many materials. This helps the children learn about how to use these materials to express their ideas as their skills grow. The children also learn that their individual ideas are valued and respected as part of a larger group. **Child must be potty trained!**

### **4 & 5 Year Old Program**

This program is designed for children who are preparing to enter Kindergarten. The teachers work to build on existing school readiness skills. The children are given the opportunity to work independently and in small groups. To ensure Kindergarten readiness, daily lessons are aligned with Preschool Standards set forth by the Ohio Department of Education, and are presented in a manner conducive for all learning styles. Students also have time for self-selected activities and continued relationship building with peers and teachers. **Child must be potty trained!**

### **Registration/Liability Release Form**

*(This appears on the registration form and requires parental signature. Please read the sample below.)*

*I, as a parent or legal guardian representing this minor, agree to release the City of Bexley, its officers, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to my/our person or property that may arise out of my child's participation in or at the listed activity/activities. I/we are aware that participating in activities or use of facilities involves certain risks of accidental injury despite safety precautions.*

*I give my permission for my child to take part in all preschool activities. In the event of an accident or emergency, if my child's physician is not available, I grant permission to call another licensed physician. I authorize the preschool staff to act for me according to their best judgment.*

*I have read the Jeffrey Mansion Preschool policies and payment terms and accept full responsibility for 100% payment of all preschool fees.*

***\*\*Bexley Recreation & Parks Department's policy is that a preschooler will not be considered registered without the above steps. Therefore, your child will not be able to attend preschool until all forms and fees are submitted for compliance. If the forms are not turned in by March 27 2020, your child can lose their spot here at JMP.***

## **Program Policies**

### **Behavior Policy**

The teaching staff at Jeffrey Mansion Preschool is committed to providing a safe and secure learning environment for our students. All participants in our program have the right to learn in an environment where they are respected and safe. Teachers intervene when needed, as quickly as possible to ensure the safety of all children. We follow and adhere to the guidelines in accordance with the Ohio Revised code of conduct 5101:2-12-22. We do not use any form of physical punishment.

Safety is our primary concern; therefore, respect is the core of how students and staff are expected to conduct themselves: respect for each other, themselves, their classroom, and materials. When a problem does arise, we believe in a positive approach to discipline where we would mutually discuss the situation with involved students and parents if need be. If the problem does persist and/or the child's behavior may endanger themselves or others, the staff will address such behaviors following these guidelines:

### **Guidelines:**

- A first incident will be reported to the parent(s)/caregiver. Per parent/caregiver request, a copy of the incident report can be made.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.
- A third incident will result in the parent being called and another conference will be set up with the teacher(s) and the director. Referral for outside advice may be suggested (ex. Nationwide Children's Hospital, Home School District, Physician)
- Jeffrey Mansion Preschool (JMP) reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel any of the following conditions exist:
  1. The school cannot meet the child's needs.
  2. The parents are not able to work with the school to find an acceptable solution.

3. The continuing behavior endangers the well-being of other children/staff, and/or the child in the behavior.
4. An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern to which they are entitled.

\*JMP reserves the right to operate outside these guidelines and to discontinue student/school relationship deemed necessary to maintain a safe and effective function of the school at any given time. Be it the best interest of the student and/or school.

### **Safety Policies**

1. All children will be supervised by an adult at all times.
2. The double doors will be closed and locked throughout the day. If you drop off or pick up at any time, please use the tower door entrance. You will need to use the intercom and be buzzed in.
3. Parents will bring each child to the preschool classroom in the morning. Children will be dismissed to predetermined adults only, from the preschool room. A parent or guardian is needed for a child to walk out of the classroom door. Children cannot be released to individuals younger than 16 years of age.
4. There will be a telephone in the classroom for use whenever necessary.
5. In case of a tornado or severe weather, children will be taken to the basement of Jeffrey Mansion. The children and teachers will remain there until any threat of an emergency is over. Fire drills and fire safety procedures will be conducted and explained. Attendance will be taken after each drill.
  - a. Weather related preschool closures will follow the Bexley City Schools closings for inclement weather.
  - b. There is a plan posted in the preschool rooms explaining what to do in case of fire or a weather alert. The plan also includes a diagram showing evacuation routes.
6. All outlets in the classrooms will be covered while not in use.
7. Clear safety rules will be explained and carried out at all times.
8. For any accident or injury that necessitates emergency transportation of a child, the school will complete an incident report and a copy will be given to the parent on that day. The parent will be notified immediately. The Ohio Department of Job and Family Services will be notified of a serious accident or injury within twenty-four (24) hours of the situation.
9. The Preschool Accident/Injury Report form will be completed for:
  - a. Illness which requires first aid.
  - b. Accident which requires first aid.
  - c. Injury which requires first aid.
  - d. Bump or blow to head.
  - e. Unusual or unexpected event which jeopardizes the safety of children or staff.
10. If child abuse or neglect is suspected, a staff member will notify the local children's protection agency.
11. In case of a medical emergency, one teacher will remain with the child and administer first aid as needed. The other teacher will call for the emergency squad and remain with the other children continuing the daily routine away from the accident.
12. No aerosols will be used at the school when students are present.
13. **Jeffrey Mansion Preschool Guidelines for Conduct Reports**
14. If a child is acting inappropriately, we will have a discussion with him/her to find out where the problem may be. We will attempt to make the changes necessary to eliminate inappropriate behavior. When this fails, the following preschool guidelines will be implemented.
15. **Purpose:** To establish guidelines for persistent inappropriate behavior or inappropriate behavior of a serious nature. Not to be confused with occasional age typical behavior.

Students are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Jeffrey Mansion Preschool safe and enjoyable for everyone. Additional rules may be developed as deemed necessary by staff.

**Students shall:**

- Show respect to all other students and teachers
- Take direction from teachers
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other students, or teachers.
- Show respect to the classroom and supplies.

**Drop Off**

Drop off for full day students is from 8:00-8:30am. Drop off for half day students is from 9:00-9:15am. When you arrive at JMP, please pull up to the front circle. A JMP teacher will come to your car and ask if you have performed a health assessment for your child. After you have signed off then your child's temperature will be taken. If they do not have a fever then they will be escorted to their classroom. If there is not a teacher out front please stay in your car and wait for the teacher to return.

**Policy for Releasing Student to an Intoxicated /Impaired Adult**

The wellbeing of all students in our programs is our primary concern. It is our responsibility to see that the students are safely supervised at JMP when arriving and leaving.

When an adult appears to be "under the influence", intoxicated or impaired in their ability to safely take the student, staff will institute the steps listed below:

- 1 Staff dealing with the situation will contact and report the incident to Cate Swendal, Preschool Director.
2. If the adult is the student's parent or guardian, JMP staff will offer to call another adult, who is listed on the dismissal form, for the parent.
3. If the adult is not the student's parent or legal guardian, staff will contact the parent to let them know of the situation and ask that another person come to the JMP to pick up the student.
4. If the parent can't be reached, staff will offer to provide alternate resources to get the student home. i.e. call another adult authorized to pick-up the child.
5. If the person is aggressive or threatening, staff will call the police (911).
6. JMP Staff will detain the student until the police advise staff members of the appropriate course of action.
7. Staff will report the incident to Franklin County Child and Family Services.
8. Staff will document the incident

**Potty Trained**

All JMP Students must be fully potty trained. Fully potty trained is defined as: a child knowing when he or she has to use the bathroom and does not need any assistance in the bathroom (ex. wiping, clothes management, hand washing). If a child has more than one accident after the first week of school, Jeffrey Mansion Preschool (JMP) has the right to terminate the child's enrollment.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the time outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time. When we can not go out, classrooms use the large motor room located on the first floor of Jeffrey Mansion.

### **Absences**

If your child is unable to attend preschool due to illness, or for any other reason, please notify the Preschool at 559-4311, as soon as possible and email your child's teacher. If a child is arriving from another program and doesn't arrive at JMP, a phone call and email will be placed to parent(s).

### **Management of Illness**

A sick child's parent or guardian will be notified. He/she will be made as comfortable as possible, until the parent/guardian arrives. It is the expectation that parents come immediately to pick up their sick child. The parent of a child with allergic reactions to certain foods or materials must inform staff. If necessary, additional forms will need to be filled out by the parent(s) and a physician.

### **Communicable Diseases**

Any child (or staff member) exhibiting any of the following signs or symptoms of illness discharged to his/her parent or guardian. Any child exhibiting any of the following should not be sent to school that day:

1. **Diarrhea**- Two (2) or more abnormally loose stools within a twenty-four (24) hour period. Or, usually dark urine and/or gray or white stool.
2. **Severe coughing** that causes the child to become red or blue in the face or to make a whooping sound. Also, a sore throat or difficulty in swallowing.
3. **Breathing**- difficulty doing so or rapid breathing.
4. **Conjunctivitis (Pink Eye)** - Redness of eye, obvious discharge, matted eyelashes, burning, and itching of the eye.
5. **Temperature**- a temperature of 99 degrees Fahrenheit taken by the auxiliary.
6. **Skin**- untreated, infected skin patches, unusual dark patches, unusual spots of rashes, yellowish skin or eyes.
7. **Stiff neck**- sore neck with an elevated temperature.
8. **Vomiting**.
9. **Evidence of lice, scabies, or other parasitic infestation.**

***A child must be symptom-free for forty-eight (48) hours without the assistance of medication before he/she returns to preschool.***

In case of possible exposure to a communicable disease (that has been diagnosed by a doctor), all parents will be notified by email. Out of courtesy, please notify the preschool if your child is diagnosed with a communicable disease. Preschool staff is trained in First Aid, Infant/Child Cardiopulmonary Resuscitation (CPR), Child Abuse Recognition and Prevention, and Recognition and Management of Communicable Diseases. Teachers are to wash their hands upon arrival at school, after dealing with bodily fluids, and before handling food.

### **Medications**

Jeffrey Mansion Preschool does not administer medication other than emergency medication provided by the parent and with the required documentation. All emergency medications, ie Epipens, inhalers, etc. need to have the request for administration of medication completed by a doctor. The form requires that the preschool have on file and follow written instructions from a licensed physician or an advanced practice nurse. Also on this form must contain instructions from the parent/guardian.

Children are not permitted to carry lip balm, lotions, etc. with them. If you wish to send your child with these items, additional forms will need to be completed

### **COVID-19 Related Procedures and Safety Measures**

**Franklin County Public Health (FCPH)** - The COVID-19 related safety measures, policies, and procedures have been approved by the FCPH. If/when any COVID-19 related issues occur, while we will follow the approved procedures as set forth, we will also reach out to provide FCPH with the details of said issue to confirm that our planned response meets their most current recommendations.

**Communication** - We feel very strongly that transparency and communication are very important during this tough time. Our default will be to over communicate any issue that may arise as we feel it is our responsibility to provide our parents with all the necessary information so that you all can make informed decisions about what is best for your child and family. This may mean that you will receive information about issues at a level that does not require any action, but again, keeps our parents informed.

**\*Self Health Assessments** - Parents (Teachers will perform the same check on themselves) will be required to perform a health assessment of their child each morning before bringing them to school. This must include checking for any COVID-19 related symptoms as well as taking their temperature. In the event that your child exhibits any symptoms, they may not be brought to school. At drop off, you will be asked to confirm that you have performed the assessment and that your child is clear of any symptoms before signing in. Staff will also administer a temperature check of your child before being released into the program.

*\*Can't stress enough the importance of every family in the program taking these steps to help reduce the potential of exposure within the classroom. Parents are the first line of defense. We need every parent to err on the side of caution. If a child, during the course of the day, begins to exhibit any symptoms, the child will be separated from the class and parents will be called immediately. Parents will be required to drop what they are doing and have their child picked up ASAP.*

**Classroom Pod Structure** - One of the core safety principles related to COVID-19 is to limit the exposure as much as possible. To that end, classrooms will be set up as their own individual pod whereby we limit their contact with the other classrooms thereby limiting the potential for spread within the program. Classrooms will not combine inside or outside at any time. Teachers will work only in their classroom with their students and will not move from one room to the other. Equipment/supplies will not be shared unless they have been thoroughly cleaned.

**Limited Access to the Facility** - Access to the rooms will be limited to staff and students. This means that during the school day, parents and siblings will not be permitted to enter the facility for drop off and pick up.

**PPE** - Teachers will wear masks at all times (phonics work may require the teacher and student to pull their mask down, but this will also be done in a controlled environment. Students will be required to wear masks. We understand this will be a work in progress which will include teachers working with the students. Parents, please begin working with your child to get them comfortable with their mask. We ask parents to provide masks as well as back-up masks sent with your child.

**Social distancing Awareness** - We do not want to give the impression that students will be kept 6' apart from other students at all times, but we will work to teach the kids to keep distanced when possible. Teachers will work with the kids to be aware of their space and will redirect if a student is unnecessarily too close to another child.

**Practicing Good Hygiene** - This is generally a part of what kids will learn in the preschool setting, but it will be emphasized even more. This will include hand washing/sanitizer when students enter and leave a room and additional handwashing throughout the day.

**Cleaning** - While keeping the classroom clean has always been a priority, we will increase cleaning procedures, with an additional focus on any common space like stair railings, indoor recess space, and restrooms. We are also reviewing our HV/AC filters to determine if there are more safe products to put into place.

**What is the plan in the event of:**

**Child/Staff who has come into close contact with a person suspected to have COVID-19**

- Immediately removed from the classroom/program.
- Remain quarantined until the person they were in contact with has test results.
- If the person they were in contact with tests positive then the child/staff would need to complete their 14 day quarantine before returning to the program (Symptom free).
- If the person they were in contact with tests negative then the child/staff would be able to return to the program immediately.

**Child/Staff is suspected of having COVID-19**

- Immediately removed from the classroom/program.
- Remain quarantined until test results are complete or until they have self-quarantined for 14 days (Symptom Free).
- If the test results are positive, follow the guidelines related to child/staff who test positive for COVID-19.

**Child/Staff who has tested positive for COVID-19**

- Those that have been in close contact with the individual will have to self-quarantine until they receive a negative test result or 14 days have passed before they can return to the program. Please note, effectively if a child or staff member tests positive, everyone in that class/group will have to self-quarantine for 14 days before they can return.

*Please note, as it relates to any of the above scenarios, we will communicate directly with the Ohio Department of Job and Family Services, the Franklin County Board of Health and all parents in the program. Additionally, while the above policies outline our plans for a given scenario, we will ultimately follow the lead of local health officials. Please note, the above policies will have been approved by Franklin County Health Officials by the start of the program.*

**Inclement Weather**

On occasion, it may be necessary to close or delay the opening of preschool due to inclement weather conditions. If circumstances should arise, that JMP needs to be closed we will follow Bexley City Schools. If Bexley Schools have been closed due to weather then JMP will be closed as well. In the case of a school closing due to inclement weather, the preschool administrator will send an email to all parents.

**Late Pick-Up Policy**

Please take note that there is a penalty for late pick-ups after the first 2minutes. We understand that things come up, but we appreciate your effort to be prompt. You will be given a 2 minute grace period after your scheduled pick-up time. After this grace period, there is an automatic late penalty of \$20.00 with an additional fee of \$5 per minute.

### **Late Payment Policy**

Tuition payments are due the 1<sup>st</sup> of every month. If the 1<sup>st</sup> falls on a weekend, payment is due the following Monday. If payment is not submitted by 4:30pm on the first of each month, a reminder email will be sent and a note will be placed in your child's mailbox. A \$10 per day late fee will be assessed for any late payments. Your child will not be accepted into care until payment, including ALL late fees are made. If payment is not submitted within two weeks of the due date, JMP has the right to un-enroll your child from the program and fill the vacant spot. If you are having financial struggles and need assistance, please contact Catie Swendal.

### **Sharing/Toys from Home**

Toys should be left at home. Our program has enough materials in the classroom so children do not need to bring items from home. JMP cannot be responsible for lost or damaged toys.

## **Parent Information**

### **Parent Communication**

Communications happen in a variety of ways in our program. Email access is the easiest way to reach the teacher or administrator. Parents may also call and leave a message at: 614-559-4311. Parents will receive frequent email updates from the Director and Classroom Teacher. Teachers will not give out their cell phone numbers to parents and parents should not contact teachers via the teacher's cell phones. Should there be any assistance needed to resolve a parent/teacher problem, the Director will set up a meeting to aid in resolving any issue.

Direct Line: 614.559.4311  
Recreation Office: 614.559.4300

Preschool Administrator/Director: Catie Swendal  
cswendal@bexley.org

Preschool Assistant Director: Darcy Schrimpf  
dschrimpf@bexley.org

3/4 Lead Teacher: Catie Swendal      3-4 Lead Teacher:  
[cswendal@bexley.org](mailto:cswendal@bexley.org)

3/4 Lead Teacher:                      4-5 Lead Teacher: Darcy Schrimpf  
[dschrimpf@bexley.org](mailto:dschrimpf@bexley.org)

4/5 Lead Teacher:

### **Parent/Teacher Conferences**

Conferences are available any time during the year upon request. Please note that the assessments that teachers conduct are not reported to ODJFS. They are used to measure progress throughout the year.

### **Nursing Parents**

The first floor bathroom is an area that is quiet and provides privacy for nursing parents.

## Parent Roster

A roster of name, telephone numbers, and email addresses of parents will be available within the first few weeks of school. You may request one from the administrator or your child's teacher. A portion of the Child Enrollment and Health Information form is dedicated to giving your consent to be included on the parent roster.

## Donations

Items of the following are always welcome and appreciated:

- \*Gently used or new toys, books, games, matchbox cars etc.
- \*Glue sticks, water color paints, all kinds of paper, flour, salt, vinegar, baking soda etc.
- \*Tissues, gallon size baggies, Clorox wipes

## Classroom Information

One of the forms necessary for your child to begin school is the dismissal form found in your registration packet. This form lists the individuals who are permitted to pick-up your child. We will follow all legal custody agreements submitted to Jeffrey Mansion Preschool. Only parents or guardians listed in the child's file may pick-up a child from preschool. A signed note from a parent or guardian is required to release a child into the custody of another individual, other than those listed on the dismissal form. In any case, please be aware that a picture ID may be requested from the individual.

### Daily Schedules (Schedules subject to change)

#### **4-5 Year Old Class (9:00am-12:00pm for half day)**

8:00-8:30am	Arrival for Full Day Students
8:30-9:00am	Arrival for Half Day Students/Free Choice
9:00-9:15am	Circle Time
9:15-10:00am	Center
10:00-10:15am	Snack
10:15-11:00am	Story/Lesson
11:00-11:55am	Large Muscle Activity/Outdoor Play
11:55-12:00pm	Dismissal

#### **3-4 Year Old Class (9:00-12:00pm for half day)**

7:00-8:30am	Arrival for Full Day Students
8:30-9:30am	Arrival for Half Day Students/Free Choice
9:30-9:50am	Circle Time
9:50-10:15am	Snack
10:15-11:00am	Story/Lesson
11:00-11:55am	Large Muscle Activity/Outdoor Play
11:55-12:00pm	Dismissal

### Extended Day Schedule

12:00-1:00pm	Lunch
1:00-3:00pm	Naptime
3:00-3:30pm	Activity
3:30-4:00pm	Snack
4:00-4:15pm	Story
4:15-5:00pm	Large Muscle Activity/Outdoor Play
5:00pm	Dismissal*

\*Dismissal for extended day is not limited to 5:00pm. If a child needs to be picked up earlier, please let the teacher know.

### **Nap/Rest Time**

Nap/Rest time is from 1pm - 3pm every day. Each child is provided with their own cot. Students must have a fitted cot roll (Rollee Pollee brand seems to hold up the best).

### **Clothing and School Supplies**

Learning is fun and active work! Children should wear play clothes to school (no flip flops, crocs, or open toe sandals). We suggest sneakers that DO NOT have laces (velcro is great). They should also wear season appropriate clothing for outdoor play. **Please label all outer clothing with the child's name** (coats, sweaters, boots, gloves, jackets, hats, etc.) We go outside even when it's cold out. Please make sure your child has snow pants, winter coat, hat, and mittens. We have beautiful land here and we love to enjoy it. Please be sure your child has any clothing necessary to be comfortable outside.

Each child will be provided with a coat hook to hang his/her outerwear and backpack. **Please send a backpack to school with your child every day. The backpack needs to be big enough to fit full size papers in it as well as a complete size, and season appropriate change of clothing in case of a spill or emergency. Each piece of clothing should be labeled and all clothing should be in a plastic bag.** In addition, at the beginning of the school year, please send 2 new boxes of tissues, 1 large box of gallon size Ziploc baggies, and any clorox wipes you are able to find, to school with your child. If everyone does so, it should be enough to get us through a complete year of sniffles, sneezes and colds. Thank you in advance!

### **Nutrition - Snacks & Lunch**

Snacks and Lunch will be provided by parents for 2020-2021. The teachers at JMP like to encourage healthy diets for our children. Staff members will always encourage children to eat their lunch, but will never force them to do so. Involving your child in the meal making process will help in making sure they have food they will eat. Please make sure you send food in containers easily opened by your child so we can limit food handling by teachers.

Lunches must meet all state licensing requirements and consist of nutritional food from the following food groups: protein, grain, dairy, and two foods from the fruit/vegetable group. Please note: fruit juice and fruit snacks do not count as a fruit unless they are 100% juice

Lunches will not be refrigerated. We suggest you provide an ice pack for foods that need to be kept cold. **We are NOT ABLE TO MICROWAVE ANY FOOD.**

Snacks must consist of 2 food groups. For example: apple slices/cheese stick, banana/graham cracker, cheese/crackers, carrot sticks/goldfish crackers.

### **Water/Swimming Activities**

Jeffrey Mansion Preschool does not participate in water/swimming activities.