

Welcome to Preschool Park

Dear Preschool Parents,

The staff and I are delighted you have chosen our program to begin your child's school experience! Attached is your Policy & Procedures Book.

It is our PHILOSOPHY that each child is a unique creation of God and that he/she will thrive at his/her own rate of development, in an environment that is safe and supportive. Our MISSION is to create this environment with a Christ-centered, creative, and interactive curriculum, presented by loving and highly qualified teachers and staff, with an emphasis on the spiritual, social/emotional, physical and intellectual development of each child.

The purpose of this handbook is to acquaint you with the general operation and various policies of Maranatha Preschool Park. It is important for you to read the whole manual carefully and thoroughly and keep it as a reference tool.

Once again, thank you for choosing Maranatha Preschool Park! We are excited to begin the year with a prayer that God will bless each little one as they experience His unconditional love and guidance through this preschool.

We do conduct assessments on enrolled children, and we do not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Tracy Moro

Maranatha Preschool, Director



School Address:

1424 Killian Road
Akron, OH 44312

Email: tracymoro@mbc95.org

School Phone: 330-644-5931

Church: 330-645-2681

2023-2024 Hours of Operation

Maranatha Preschool Park is open Monday-Thursday,
8:00 a.m. to 4:00 p.m.,
September through the end of May—
except for breaks during Thanksgiving, Christmas & Spring/Easter,
Martin Luther King, Jr. Day & President's Day.
Please view the school calendar for specific dates
of activities/events and closures.

Gigglebugs 4-Day Pre-K Class— MTWTh 8:40-11:40 a.m., Rm 206

Wigglehoppers Pre-K Class— TWTh 12:05-3:05 p.m., Rm 204

Zippyzebras Pre-K Class TWTh 12:15-3:15 p.m., Rm 206

Bumblybears Pre-K Class— TWTh 8:30-11:30 a.m., Rm 204

Flutterflies 4 Day Pre-K Class— MTWTh 8:55-11:55 a.m., Rm 205

Tweetybirds 3's Class— MW 9:05-11:35 a.m., Rm 203

Puddleducks 3's Class- TTh 9:05-11:35 a.m., Rm 203

Kiddiekangas 3's Class— TWTh 9:15-11:45 a.m., Rm 200

Hoppinhippos After Care- TWTh 11:30-3:30 p.m., Rm 205

Our Staff

Mrs. Tracy Moro— Director; Mrs. Kristan Spear— Director's Assistant
Mrs. Jonell Haupt-**Gigglebugs Teacher**; Mrs. Autumn Moro- Assistant
Mrs. Patti Walker – **Wigglehoppers Teacher**; Mrs. Kari Avila- Assistant
Mrs. Jonell Haupt— **Zippyzebras**; Mrs. Autumn Moro— Assistant
Mrs. Kari Avila— **Bumblybears Teacher**; Mrs. Patti Walker- Assistant
Mrs. Tracy Moro-**Flutterflies Teacher**; Mrs. Amy McElhattan— Assistant
Mrs. Kelly Collins— **Tweetybirds & Puddleducks Teacher**; Mrs. Sarah Wolf— Assistant
Mrs. Tera Rockich— **Kiddiekangas Teacher**; Ms. Lydia Mooney— Assistant



School Address:

1424 Killian Road

Akron, OH 44312

preschoolpark.org

Email: tracymoro@mbc95.org

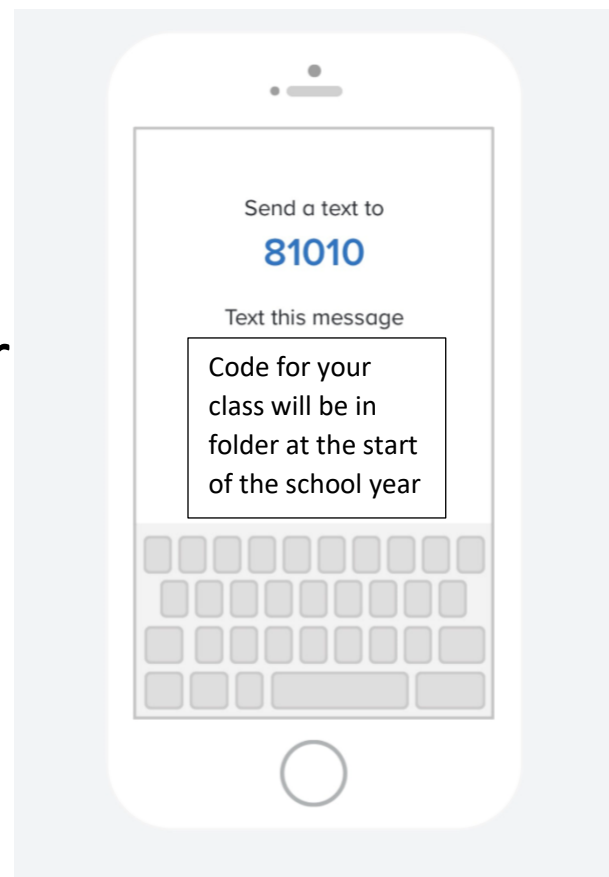
School Phone: 330-644-5931

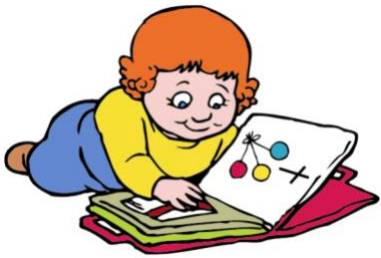
2023-2024 School Year

School Cancellations

Please watch for Maranatha Preschool Park on WKYC-TV 3, WKYC.com. When Green Local Schools (Summit) is close due to weather, Preschool Park is closed.

You can sign up for
text alerts.





Admission Policy



Authorization for admission to Maranatha Preschool Park is made by the Administrator during a pre-admission interview with the parent, where it is determined that the child is at least 3 years old by August 1, 2023, **toilet trained**, and will benefit from the program offered. Preschool Park also requires parents of children who do not speak English to reinforce what is being taught at school in their home environment.

It is unlawful for Maranatha Preschool 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. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

Before August 9, each child will be required to have the following forms completed and on file with the preschool:

- ✓ Registration form with \$110 registration fee (Reserves a place for your child.
The registration fee is non-refundable and is not part of the first month's tuition.)
- ✓ September's and May's tuition payment (Due by 9/1)
- ✓ Child Enrollment & Health Information form (Admittance to Maranatha Preschool Park will be denied if permission to transport in emergency situations is denied by parents/guardians, on this form.)
- ✓ Child's Medical Statement form (Child will be asked to stay home until form is updated, should date of physical be outdated during school year– no tuition refund.)
Parents who decline to vaccinate also need this form signed by medical professional.
- ✓ Release of Liability and Indemnification, and Permission form
- ✓ Release of Child Authorization form
- ✓ Request for Administration of Medication form



Arrivals & Departures



Parents are asked to park in the North parking lot. Please enter through Door C. Park only in designated parking spots— not curb side (fire lanes).



The preschool reception area will be unlocked 10 minutes prior, for arrivals and departures. Parents and children should not enter the church building until that time. **No running is permitted in the halls or lobby at any time!** Please keep your child with you during drop-off and pick-up.



This is a Smoke Free Facility— No smoking is permitted. This includes smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.



Maranatha Preschool Park operates on an “Adult-to-Adult” policy. Please drop off your child at his/her classroom door. At the end of class, your child must be signed out, in the reception area, by the adult picking up your child. If you are not picking up your child, the person who is must be on the Release of Child Authorization form. Everyone will be required to show photo ID until the teachers and staff are familiar with the regular pickup people for your child. Please remain in the reception area during pick-up as your child’s class will be released together once verification of signatures has been made.



There is a Nursing Mother’s room in the Nursery across from Preschool Park available to mommies with young children.

Adults are not permitted to be on a cell phone during drop off or pick up time. This is a special time for your child, don’t miss it!



Preschool Adjustment



It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people. Prepare them ahead of time by discussing the upcoming changes in a positive manner- new friends, new things to play with and learn!

The first day, give a cheerful kiss, a smile, and a reassuring word that you will be back...then LEAVE. Parents should not enter the classroom with their child. Our caring staff will take it from there. . .Our program is geared specifically to their age and interests. Usually, the child settles down shortly after the parent leaves, and gets involved with the other children. Feel free to CALL the preschool office when you arrive home and see how your child is doing. The chances are high that your child will be busy playing and you can relax.

REMEMBER: IF YOU ARE ENTHUSIASTIC, CHANCES ARE YOUR CHILD WILL BE TOO!

Behavioral Standards:

Your child is expected to:

1. Obey & follow simple directions/commands.
2. Walk in the hallways and classroom.
3. Be able to sit and listen to a short story.
4. Treat teachers & others in the classroom with kindness and respect.



A Typical Day at Preschool



Gigglebugs (8:40-11:40)/ Flutterflies (8:55-11:55)

4- Day Pre-K MTWTh CLASS

8:40/ **8:55 PROMPT**
 9:00-9:30/**9:15-9:45**
 9:30-10:05/**9:45-10:05**
 10:05-10:25/**10:05-10:35**
 10:25-10:55/**10:35-11:00**
 10:55-11:25/**11:00-11:30**
 11:25-11:40/**11:30-11:55**

Table Activities
 Opening/Literature & Language/Numbers
 Discovery/Open Play/Large Motor
 Hand Washing/Snack
 Creative Creations
 Bible Applications/Songs
 Closing Activity



Zippyzebras

Pre-K TWTh CLASS (12:15- 3:15)

12:15 **PROMPT**
 12:45-1:05
 1:05-1:35
 1:35-2:05
 2:05-2:25
 2:25-2:50
 2:50-3:15

Table Activities
 Opening/Literature & Language/Numbers
 Creative Creations/Science Exploration
 Discovery Play Centers/Large Motor
 Hand Washing/ Snack Time
 Bible Application/Songs
 Closing Activity



Bumblybears (8:30- 11:30)/ Wigglehoppers (12:05-3:05)

3-Day Pre- K TWTh CLASS

8:30/**12:05 PROMPT**
 8:50-9:20/**12:35-1:05**
 9:20-9:40/**1:05-1:30**
 9:40-10:05/**1:30-1:50**
 10:05-10:35/**1:50-2:20**
 10:35-11:05/**2:20-2:50**
 11:05-11:30/**2:50-3:05**

Table Activities
 Opening/Literature & Language/Numbers
 Creative Creations/Science Exploration
 Discovery Play Centers/Large Motor
 Hand Washing/ Snack Time
 Bible Application/Songs
 Closing Activity





A Typical Day at Preschool



Tweetybirds– 3's

9:05/**PROMPT**

9:20-9:50

9:50-10:10

10:10-10:35

10:35-10:55

10:55-11:20

11:20-11:35

2-Day M & W CLASS (9:05- 11:35)

Table Activities

Opening/Language & Literature

Creative Creations

Discovery Play Centers/Large Motor

Hand Washing/Snack time

Bible Story/Puppets/Songs

Closing Activity



Puddleducks– 3's

9:05/**PROMPT**

9:20-9:50

9:50-10:10

10:10-10:35

10:35-10:55

10:55-11:20

11:20-11:35

2-Day T & Th CLASS (9:05- 11:35)

Table Activities

Opening/Language & Literature

Creative Creations

Discovery Play Centers/Large Motor

Hand Washing/Snack time

Bible Story/Puppets/Songs

Closing Activity



Kiddiekangas-3's

9:15 /**PROMPT**

9:30-10:00

10:00-10:20

10:20-10:45

10:45-11:05

11:05-11:30

11:30-11:45

3-Day TWTh CLASS (9:15- 11:45)

Table Activities

Opening/Language & Literature

Creative Creations

Discovery Play Centers/Large Motor

Hand Washing/Snack time

Bible Story/Puppets/Songs

Closing Activity



Hoppinhippos–

TWTh (11:30-3:30)

After Care

11:30-11:55	Arrival/Discovery Play Centers
11:55-12:30	Handwashing/Lunch
12:30-12:45	Table Activities
12:45-12:50	Restroom time
12:50-1:50	Rest Time/Quite Time
1:50-2:20	Table Activities/Puzzles
2:20-2:50	Playground
2:50-3:10	Hand Washing/Snack time
3:10-3:30	Bible Story/Songs

Lunches are provided by parents. Each lunch must include:

- *one serving of fluid milk (low fat or skim)
- *one serving of meat/meat alternative (other protein)
- *two servings of vegetables and/or fruits (one serving of each is recommended)
- *one serving of bread and grains

Lunches will be kept in the refrigerator.

*The meal requirements are determined by the ODJFS.

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-22.stm>



Release of Child



YOUR CHILD IS VERY PRECIOUS TO US. The following rules are here to protect your child and to ensure his/her safety:

- ◆ Your child may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed about the legal status of guardianship for the student(s). Preschool Park will accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.
- ◆ Your child will be released only to an authorized adult (18 years or older) listed on his/her Release of Child Authorization form. Your signature, and the person who is transporting your child must be on file at the preschool.
- ◆ If an emergency occurs, you may contact the Preschool office giving verbal authorization for release of your child to an alternate person. You will be asked to provide the name and description of the person authorized to pick up your child. The person picking up your child will need to produce a photo ID. Unless the preschool personnel can identify this person without question, the child will not be released.

Absences/Late Arrivals /Late Pick-Ups



Please call the preschool office **330-644-5931**, if your child is going to be absent for the day or dropped off late. Because preschool expenses and staff salaries continue if your child is absent, full fees are to be paid. Because our staff is contracted for specific hours, it is very important that you are prompt to pick up your child.

A late fee of \$5/every 5minutes will be assessed for late pick-ups. This money will go to the staff member supervising your child.

Tuition

Your monthly tuition payments are established by dividing the annual tuition amount by 9 (since there are 9 months in the school year). Your first payment prior to the beginning of the preschool year will be a double payment to cover the months of September and May. The 7 remaining monthly tuition payments are due the **first day** of each month from October to April. Tuition is considered late if not received by the 10th, and a charge of \$30 will be added to the next statement. A \$40 fee will also be added for returned checks. If tuition is not received by the end of the month, your child will receive a withdrawal notice. He/she will not be able to return to school until your account is paid in full. Tuition payments are non-refundable. We offer a \$5/month discount for siblings.

Make all checks payable: Maranatha Preschool Park or MPP. Please designate as “preschool payment” in the memo of the check. **All payments may be mailed, set up as an automatic payment through your bank, placed in the locked drop box by the Director’s office or given to office staff.** Teachers and Teacher’s Assistants are NOT permitted to receive tuition payments.

Gigglebugs Pre-K Tuition: \$1755/year. Monthly payments available: September 1 Tuition Payment is \$390 (includes May’s tuition); October 1- April 1 payments are \$195/month.

Wigglehoppers Pre-K- Tuition: \$1575/year. Monthly payments available: September 1 Tuition Payment is \$330(includes May’s tuition); October 1- April 1 payments are \$175/month.

Zippyzebras Pre-K- Tuition: 1575/year. Monthly payments available: September 1 Tuition Payment is \$330(includes May’s tuition); October 1- April 1 payments are \$175/month.

Bumblybears Pre-K- Tuition: 1575/year. Monthly payments available: September 1 Tuition Payment is \$330(includes May’s tuition); October 1- April 1 payments are \$175/month.

Flutterflies Pre-K Tuition: \$1755/year. Monthly payments available: September 1 Tuition Payment is \$390 (includes May’s tuition); October 1- April 1 payments are \$195/month.

Tweetybirds/Puddleducks Tuition: \$1350/year. Monthly payments available: Sept. 1 Tuition payment is \$300 (Includes May’s tuition); October 1—April 1 Payments are \$150/month.

Kiddiekangas Tuition: \$1485/year. Monthly payments available: Sept. 1 Tuition payment is \$330 (Includes May’s tuition); October 1—April 1 Payments are \$165/month.

Hoppinhippos After Care Tuition: \$1755/year. Monthly payments available: Sept. 1 Tuition payment is \$390 (Includes May’s tuition); October 1—April 1 Payments are \$195/month.

***Preschool payments are tax-deductible. Please keep your receipts for confirmation of payment. Our Federal Tax ID number is: 341812086**

Withdrawal

If it becomes necessary to withdraw your child from Maranatha Preschool Park, the parent or person responsible for the account must complete a withdrawal form, available from the office. Tuition will not be refunded for the month of the withdrawal, whether the child attends or not, but if the withdrawal occurs before May 1, the prepaid May tuition will be refunded.



Supervision & Safety Of Children



Once your child leaves your loving hands, he/she is lovingly cared for and supervised by his/her teacher and teaching assistant. The maximum group size for the 3 yr. old classes is 14 children with a 2/14 staff/child ratio (**far below the state recommendations of 1/12**). The maximum group size for the 4 & 5 yr. old classes is 18 children with a 2/18 staff/child ratio (**far below the state recommendations of 1/14**). We maintain these levels for optimum learning.

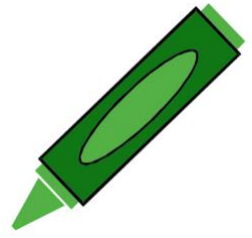
All children will be supervised at all times.

Safety precautions will include the following:

- A. The preschool area will be locked while your child's class is in session. This is for the protection of your child, not to keep you out.
- B. The teacher or teaching assistant will greet each child at the door; daily attendance will be taken; each child will be dismissed directly into the care of the parent or adult in charge of child.
- C. There is always immediate access to a working telephone number within the preschool area.
- D. Equipment shall be maintained in a safe condition. Items needing repair will be immediately removed.
- E. A childcare staff member shall immediately notify the local Children's Protective Agency under 2151.421 of the revised code when a childcare staff member suspects that a child has been abused or neglected.



Visiting Your Child's Class & Parent Opportunities



We encourage you to visit your child's class at any time. You are always welcome. For your child's safety, the preschool area is locked when class is in session. Please feel free to knock or telephone to let us know you would like to join us. If you would like to speak with your child's teacher concerning your child, a meeting time will be set up, before or after class.



We also encourage you to be a Room Parent to help with parties, plays, field trips, etc. We need parents to help with clean-up and inventory at the end of the year. We need parents to collect donated items that may be needed for an upcoming craft. We love the support our parents give!

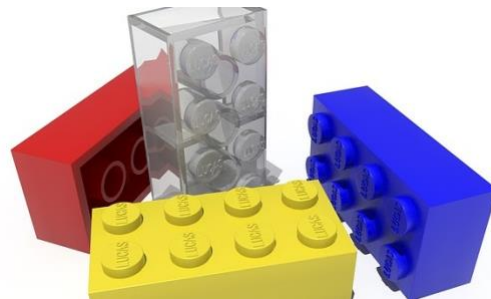
Parent Rosters

Rosters of the names and telephone numbers of the parents/guardians of the children attending this preschool are available upon request from the Preschool Office. The parent roster will not include the name or telephone number of any parent who requests on the Child Health & Enrollment form, that his/her name or telephone number not be included. Preschool Park will not share any of your child's information

ABC's of Discipline

We use the following guidelines at Maranatha Preschool Park, to ensure each child has a positive learning experience:

- A**lways be kind to others.
- B**e quiet when someone else is talking.
- C**arefully try everything— Obey and play!



We encourage positive reinforcement and positive words such as listening ears, indoor voice, walking feet, gentle touch, and putting materials away! Child guidance and management specifications of rule 5101:2-12-22 of the Administrative Code applies to all employees of Maranatha Preschool Park. If your child struggles at self-discipline and begins to disrupt a group leader or others, we may help your child in one or more ways (not necessarily in this order):

- Interaction: Give your child eye contact, a gentle touch on the shoulder, or include your child to a greater degree in an activity.
- Remove & Clarify: Separate your child from the class for a talk and prayer.
- Divide & Conquer: Give your child a “time out.” (One minute/year old). Pray with your child after the time out is taken.
- Reward! God rewards! We might try an incentive for a short period of time.
- Talk to you, the parent and work to devise a success plan for your child.
- Last option: We may dismiss your child from the program.

Gentle restraint will only be used when a child is physically out of control and a threat to themselves and/or others. If this occurs, the parent will be notified with the possibility of the child being sent home for the day; if the behavior continues your child may be dismissed from the program.

ABC's of Salvation

Our teachers/teacher assistants would love to share Jesus with your child. We use the simple ABC's of Salvation to explain God's love for us and how Jesus can become your child's Savior and friend forever.

- A**dmit you're a sinner. Tell God you have sinned and ask God to forgive you. God will forgive you when you admit your sins and tell Him you are sorry.
Romans 3:23; Romans 6:23
- B**elieve that Jesus is God's Son and that He died to take the punishment for your sins. *Romans 5:8; Acts 4:12; John 3:16; John 14:6; Ephesians 2:8-9*
- C**hoose to trust the Lord Jesus as your Savior and to follow Him forever.
Romans 10:9-10, 13; John 1:11-13.



Communication With Parents



We consider ourselves to be part of a team effort with you in the training of your children. We are unable to talk with you during class because our full attention needs to be with your children, but we value your comments or questions and would love to meet with you before or after class. Just schedule an appointment.

Monthly newsletters will be sent home to keep you informed of the upcoming units and events. Reinforcement at home of the ideas and concepts being taught at school is very helpful. If you have any good ideas for creative ways to reinforce a particular idea or concept, don't hesitate to let your child's teacher know.

Parent/Teacher conferences will be scheduled once a year, in the Spring. Your child's teacher will share with you an evaluation of how your child is doing in preschool and if he/she is ready for Kindergarten. Verification of this conference will be kept in your child's file.

Our staff fully realize that you are trusting us with your little ones, and we want our relationship to be a good one. If you, as a parent/guardian have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found: 1) Child's Teacher; 2) Preschool Director; 3) Maranatha Bible Church Director of Operations– Mike Trout or Stephen Poindexter.



Snacks Show & Tell



Snack time provides opportunities for fellowship and sharing! A snack calendar will be sent home each month. Your child's snack day is very important to him/her. He/she will have the joy of passing out to each friend a **nutritious snack** that you have provided. Here are some guidelines that may help:

☺ Snack time is not lunch. Please send ONE item that is individually wrapped for each child in the class. Please send snacks with nutritional value. **NO CHOCOLATE, CARROTS, OR HIGH SUGAR SNACKS**—like MARSMALLOWS.

☺ **Snack day is also your child's show & tell day.** Please allow your child to choose **ONE** special toy or item to share with the class on that day.

☺ Birthdays are celebrated. Your child will celebrate his/her birthday on his/her snack day, if possible. If not, the birthday/snack day will be scheduled as close to the actual date as possible. Should your child have a summer birthday, he/she will be scheduled for an un-birthday date during the school year. Cupcakes (not chocolate) will be permitted on this special day.



Clothes & Personal Toys



Play clothes and TENNIS SHOES are appropriate for school. No flip-flops, boots, shoes without backs, shoes without rubber soles, or platform shoes are allowed in the classroom because they are not safe for running and playing. No violent pictures or characters should be worn on any item. Maranatha Preschool Park is not responsible for replacing damaged clothing. Please label all sweaters, coats, mittens, hats, and gloves with your child's name.

In September, please send a **pair of pants**, a t-shirt, underclothes, and socks in a labeled zip-lock bag for your child... just in case. *(smile)* We will return them at the end of the year.

Please leave all personal toys at home, except for on your child's snack day. On that day, allow your child to bring in one (1) Show & Tell item. This is a time for your child to share about what is important to him/her. Be sure to have snacks individually packed.



Playground Day

TENNIS SHOES or rubber soled shoes are appropriate for playground day. Your child's teacher will let you know what day(s) your child will have playground. We do not provide or apply sunblock for your child. Please put it on your child before coming to school if you desire for them to wear sunblock. Each class is outside for a maximum time of 30 minutes.

It is at the teacher's digression to decide if they want to play outside or inside. However, the State of Ohio Jobs & Family Services (ODJFS) recommends outside play if the outside temperature is between 25-90 degrees.

Preschool Park does not offer any swimming activities.

Hoppinhippos After Care offers nap/resting time. No other classes offer rest/nap time.



Health



Accidents/Emergencies:

Preschool Park 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 children have arrived at the designated spot. 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: Archangel Michael Orthodox Church– 2552 Pickle Road or 1411 Killian Road. A sign will be posted on the entrance door of Preschool Park indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts on your form.

Our staff 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 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 their vehicles.

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 must 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 24 hours after the incident occurs.

Let's Keep Healthy!

The health of each student is a matter of major importance to all of us. Children catch colds from each other easily. We will do our part to hold down the spread of germs by doing daily health checks, frequent hand washing, and regularly cleaning our toys and furniture with disinfectant.

Another way in which we keep illnesses from spreading is to send children home that are displaying symptoms of illness during the day. If your child becomes ill, our staff will contact you to come and take your child home. Your child will be isolated from other students on a cot, in the Director's office. If you are unable to pick up your child within 30 min, someone else will need to be contacted to pick up your child.

You will be notified in writing within 24 hours by a "Med. Alert" posting on the parent bulletin board should your child be exposed to a serious communicable disease.

Keep your child home when he/she has:



A temperature of 100 degrees F– in combination with any other signs of illness.
Diarrhea (more than three abnormally loose stool within a 24-hr. period).
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 grey or white stools.
A stiff neck with an elevated temperature.



Evidence of untreated lice, scabies or other parasitic infection.
Vomiting more than once or when accompanied by any other sign of illness.
Sore throat or difficulty swallowing.

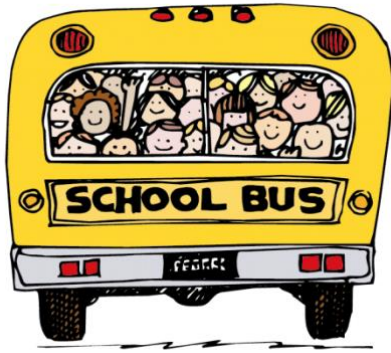
Please keep your child home for 24 hours after these symptoms have disappeared. Frequently young children appear well in the morning, with symptoms reappearing in the afternoon or evening when the child is tired. If your child is ill, he/she is susceptible to new viruses. It is also helpful to encourage your child to wash his/her hands frequently.

Medication

Anytime there is a life-threatening health condition, Preschool Park Staff will provide the proper medication and/or required treatment. Examples: Prescription or over-the-counter medication for Benadryl/Epi-pen, Jr. (severe food allergies), fever reducing medication (seizures), inhalers (asthma), or insulin injections (diabetes). All medications must be labeled and dated with the child's name. A Health Care Plan (Form 1236) and a Request for Medication (Form 1217) must be on file with the preschool before your child can begin. Any other form of medication must be administered by parent.

We ensure compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities; administering care procedures to children with disabilities.





Field Trips



We will be taking periodic field trips. **Each parent/guardian will provide their child transportation to and from the location of each field trip** and are welcome to join us for the duration of the trip. *Please note: our smoke-free policy is in effect for the entire field trip.

Upon arrival, the parent/guardian will bring their child to a previously designated, safe location, out of the path of moving vehicles. Attendance will be taken on a separate attendance sheet– JFS 01232, as each child arrives. At the designated start time, another count will be taken to assess the number of children proceeding with the activity. If late, it is the parents/guardians' responsibility to bring the child to the teacher and wait until that child is marked present on the attendance sheet.

This process will be repeated upon leaving the destination. The class will return to the previously designated, safe location, where each student will be individually released to their parent/guardian. They will be marked as dismissed on the attendance sheet– JFS 01232, at that time. It is the parent/guardian's responsibility to pick-up promptly. **A late fee of \$5/every 5 minutes will be assessed for late pick-ups.**

Written parent/guardian permission is required for all field trips. Therefore, your child is required to return a signed Field Trip Permission Form (front & back!) by the date requested on the form. If you are attending with your child, there may be an additional ticket cost for you. Please refer to the Permission Form for this information.

Your child is required to wear his/her Preschool Park t-shirt containing the following information: Maranatha Preschool Park, 1424 Killian Road, Akron, OH, 44312, 330.644.5931. During field trips, each staff member will have specific children that they are responsible for supervising. A class count will take place 3 times during the activity by the supervising teacher.

A first aid box shall be available on the trip. Emergency transportation authorization and health records will be taken on each field trip.

Adults will not be permitted to smoke (use tobacco products), e-cigarettes, or consume alcohol at any point during a field trip.

Parents/caregivers limit cell phone usage on field trips. This is a special time with your child, don't miss this opportunity to make great memories with your child.

****If your child is enrolled in the Hoppinhippos After Care, they may return to the Preschool at or after 11:30 am.**

Ohio Department of Job and Family Services
**CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE**

Appendix C to Rule 5101:2-12-07

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., 37th 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>.