



Mansfield 1st EPC



# PreSchool

**399 South Trimble Road  
Mansfield, Ohio 44906**

**419-756-0773**

**PARENT HANDBOOK**

**2021 - 2022**

**School Year**

**Dear Families,**

**We are very excited to welcome you and your family to the Mansfield 1st EPC Preschool.**

**Our Preschool is one that is filled with warmth and love. We seek, through God's grace, to be a Preschool that will nurture God's love and provide experiences that will enhance the development of each child.**

**We want the Preschool to not only be your child's school, but your family's school, too. We need and ask for your support and participation. We truly believe that the closer we are able to work with each other, the more each and every child will benefit.**

**We encourage you to look for ways to be involved with your child's classroom and the Preschool as a whole. There will be many opportunities throughout the year for awesome fellowship with the staff, the church, and other Preschool families.**

**We also hope that each of you will feel comfortable enough to bring any concerns to us. Our door will always be open and our ears willing to listen.**

**Once school begins, we will be sending home newsletters and calendars throughout the year. We look forward to working with you and your child.**

**Again, welcome to our Preschool, a ministry of Mansfield 1st Evangelical Presbyterian Church.**

**Ashley Scott, Preschool Director**

**[ashley@mansfield1st.com](mailto:ashley@mansfield1st.com)**

## **Purpose and Philosophy**

Mansfield 1st EPC Preschool is a mission of Mansfield 1st Evangelical Presbyterian Church which provides a nurturing Christian environment for your child's educational experience away from home.

The Mansfield 1st EPC Preschool provides a consistent schedule with a balance between teacher- directed and child-centered activities. The children will be introduced to a variety of developmentally appropriate activities including: children's literature, dramatic play, listening center, arts & crafts, science, discovery & nature, cooking, sensory activities, social skills development, music, chapel, fine and gross motor activities, and early reading and math skills.

Our Preschool utilizes developmentally appropriate activities and practices (DAP) which creates a caring community, teaches to enhance children's development and learning, plans a curriculum that meets the needs of the children, assesses children's development/ learning, and partners with families.

Our Preschool views education as a partnership between families and teachers. We believe it is essential to develop a good relationship with each child and family based on open communication and mutual respect.

## **Curriculum and Goals**

The curriculum will be a structured, well planned program with a strong spiritual element that is flexible enough to accommodate the individual need of each child through the unique style of the teacher. Goals will be enhanced through a variety of interest centers designed to provide child-centered, age appropriate activities, as well as thematic units that offer early learning content standards through the Ohio Department of Education.

The curriculum will emphasize the following areas:

### **Spiritual**

- To develop an appreciation and response to God's love for each child.
- To experience prayer as talking with God.
- To encourage a growing faith in Jesus Christ as Lord and Savior, experiencing that faith on an individual developmental level.

### **Social Development**

- To encourage the child to be aware of his/her own behavior and how it affects others.

- To aid the child in thinking about solutions and alternatives for solving conflict.
- To provide experiences that will help develop empathy, cooperation, and social skills.

### **Emotional Development**

- To foster positive self-esteem through the use of praise, encouragement, and positive reinforcement.
- To assist the child in accepting negative emotions (i.e. jealousy, fear, anger, etc.) and channel these emotions into appropriate and positive modes of expression through work and play.

### **Cognitive Development**

- To sharpen each child's abilities to select and gather information, heightening awareness of objects and activities around them.
- To assist each child in conceptual development through stimulating and meaningful activities.
- To help each child apply gathered knowledge in solving problems and understanding cause and effect relationships through guidance, encouragement, and modeling.
- To provide opportunity for children to express their creativity.
- To provide the children with experiences to better get them ready for Kindergarten using the Early Learning Content Standards through the Ohio Department of Education (English, Language Arts, Mathematics, Science, and Social Studies)

### **Physical Development**

- To explore one's own body through the use of creative movement, dance, and outdoor play.
- To provide opportunities for gross motor development, following the natural progression to fine motor development.
- To develop the child's responsibility for his/her personal care such as eating, dressing, and toileting.

### **Sample Daily Schedule**- Not the same for each class.

<b>8:50-9:10 a.m.</b>	<b>Arrival</b>
<b>9:10- 9:25 a.m.</b>	<b>Welcome and Gathering</b>
<b>9:25- 9:50 a.m.</b>	<b>Circle/Music/Chapel</b>
<b>9:50-10:40 a.m.</b>	<b>Free Choice</b>
<b>10:40-11:05 a.m.</b>	<b>Wrap-up Closing</b>
<b>11:05-11:30 a.m.</b>	<b>Large Motor</b>
<b>11:30 – 11:45 a.m.</b>	<b>Dismissal</b>

## Enrollment Information

### Entrance Requirements

- Age: The child must be **three years old and potty trained** to enter Preschool.
- No pull-ups permitted at any time.
- Those attending 5-Day 1 class must be four years old by September 30, 2021 to enter.
- Those attending 5-Day 2 class must be 5 years old by January 1, 2022 to enter.
- All students must be able to attend to their toilet needs.
- A parent or guardian is required to have a tour of the facility with Director or her/his designees before a child can be enrolled.

### Tuition/Fees (Monthly)

- Tuesday/Thursday \$120.00
- Monday/Wednesday/Friday \$145.00
- 5-Day 1 & 2 \$185.00
- Registration Fee \$50.00 (non-refundable, non-transferable) If enrolling more than one child, one registration per family per school year.
- Return Check Fee \$30.00  
(Fee from checks returned by the bank for insufficient funds)
  - Late Pick Up Fee—Pick up is 11:30-11:45
  - 11:45-11:50 a.m. \$5.00And \$5.00 for every five minutes thereafter  
(Late fee charges are at the discretion of the Preschool administration)

### School Supply Fees (One-time fee due by September 30, 2021.)

- T-Th: \$40.00
- MWF: \$50.00
- 5 Day: \$60.00

Supply fee is not prorated due to delayed start date or withdrawal.

### Additional Tuition Information

- Monthly Tuition is due the 1<sup>st</sup> of each month. Checks, cash, or credit card (\$4.00 fee) payments are acceptable forms of payment. **(Cash must be exact change or a credit will be applied to the next month.)**
- Checks should be made payable to Mansfield 1st EPC Preschool.

- Monthly payments made after the 15<sup>th</sup> of the month will have a late fee of \$20.00. **If you are 15 days late on payment,** we will fill your space with the waiting list.
- Tuition remains the same regardless of holidays, attendance, attendance due to non-payment, snow days, or five-week months. **The tuition remains the same if you attend a partial month.**
- For more than one child, families receive 10% off total Preschool tuition only.  
**If you are on Scholarship, the 10% does not apply.**
- The Preschool's Federal Tax ID Number is available upon request.

## **Parent Information**

### **Family Open House**

This Open House takes place in late August before the school year begins. We ask that every family make an effort to attend during Open House. Families have the opportunity to meet staff, turn in remaining paperwork and ask questions before the first day of school. It also gives the preschooler the opportunity to explore his/her classroom and meet teachers prior to the first day of school.

Newsletters are distributed monthly along with a monthly calendar, which highlight day to day classroom activities. If you need to know a date before monthly calendars are distributed, it is the family's responsibility to call the Preschool office for the information.

The Preschool teachers hold individual conferences with parents in March each school year. If a parent desires a conference at any other time, please arrange such a meeting with your child's teacher. Mansfield 1st EPC Preschool does not conduct formal assessments on children enrolled and does not submit child level data to Ohio Department of Job and Family Services (ODJFS).

### **Parent Roster**

Each year the Preschool office will prepare a roster of names and telephone numbers of parent/guardians/custodians of children in each class. The roster will not include any name or telephone number which has not been authorized for use in the roster. A parent can request a copy of their child's classroom parent roster in the office.

## **Admissions and Required Paperwork**

- Registration will begin March 1<sup>st</sup> every year prior to fall enrollment for the next school year.
- Enrollment is on a first come, first serve basis.
- All the following forms must be completed and returned to begin preschool.

Please refer to the **Mansfield 1st EPC Preschool Registration Checklist:**

- **Registration Form/Registration Fee-** Holds your child's spot with our program.
- **Child Enrollment and Health Information Form-** *Parent/Guardian must sign portion regarding consent for emergency transportation when completing paperwork.*
- **Child Medical Statement Form: Must be completed, signed, and dated by Physician prior to the first day of school. This form must be updated annually by your Physician, as required by the State of Ohio.** If a child is not immunized, parent/guardian must check the box that their child is under immunized, list the immunizations, and sign and date the Child Medical Statement form.
- **Faith Statement**
- **Photo Release Form/Policies and Procedures Form**
- **Pick Up Authorization Form**
- **Child Information Form**
- **Covid-19 Information and Waiver Form**

No child will be admitted to the program without all these forms *completed and on file*.

## **Withdrawal**

In the event that the student must withdraw from the program, we require that a written notice be given two weeks in advance and turned into the Preschool office. This will ensure that more tuition is not owed. Tuition is to be paid in full for the month no matter how many days are attended.

## **Termination of Enrollment**

The Preschool reserves the right in extreme circumstances to terminate the enrollment of any child, if in the opinion of the staff, continued attendance would not be in the best interest of either the child or the Preschool.

*Any parent /guardian who refuse to sign the consent for emergency transport section of the child enrollment form will be refused enrollment due to health and safety concerns for the child.*

## **Necessary Supplies (To be brought the first day of school or at Open House.)**

- 1 large zip lock baggie with a change of clothing (including socks and underwear) marked with your child's name. This will be switched out half way through the year.

- A FULL-SIZE backpack with your child's name marked clearly, to use when bringing supplies to and from Preschool.

*Families will be notified if any additional supplies are requested.*

### **Daily Operations**

**School Hours and Days:** Monday through Friday 9-11:30 a.m.

Arrival time should be no earlier than 8:50 a.m. Pick up time is promptly at 11:30 a.m. and no later than 11:45 a.m.

Preschool Plus operates Monday through Friday 7:30-8:45 a.m. and 11:45 a.m.-5:30 p.m.

### **Attendance**

Regular attendance is expected unless a child is ill. If your child will not be in attendance, please notify the Preschool office by telephone, email, or personal GroupMe message.

### **Arrival and Dismissal**

Families will need to bring their children to the Preschool classroom upon arrival. Staff must be made aware of each child's presence and departure. At dismissal time, your child will be released only to the parent/guardian or person listed on the Pick-Up Authorization Form. Please pick up in a timely manner or a late pick up fee may be charged. (See fee schedule under Tuition/Fee section).

Younger siblings may not be left unattended in vehicles while adults are inside dropping off and picking up their preschooler.

### **Things from Home**

- Children are discouraged from bringing toys from home to school. There are scheduled share times in each classroom. Your child's teacher will communicate with you when these special days occur.

### **Large Motor Activity Time**

#### **Outside Play (playground) and Dress**

- Please dress your child for creative and active play. The children will be going out daily when the temperature is 32-90 degrees (including wind chill and heat index). Please dress them accordingly for the weather. Please mark all clothing with identifiable labels or tape with the child's name. Also, we ask that no flip flops are worn to school and please avoid open toe shoes.

## **Indoor Play**

- Each day we have regularly scheduled large motor activity time. If the weather or other conditions make us unable to go outside, each teacher will have structured gross motor activities for their scheduled play time.

Swimming/water activities are not provided.

## **Qualifications for Center and Staff**

### **Center Credentials**

Mansfield 1st EPC Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the Preschool office. The Preschool is licensed for a capacity of 103 children daily.

The Ohio Department of Job and Family Services' toll free number is 1-866-886-3537 to which any person may report a suspected violation by the Preschool. The licensing laws and ruled governing child care are available for review in the Preschool office.

The Preschool's licensing record is also available upon request from the Ohio Department of Job and Family Services. Copies of Inspection Report Forms and Compliant Investigation Reports for the current licensing period are posted on the Parent Board in the hallway for review. Building and Fire Department Evaluations are available for review upon request from the Ohio Department of Job and Family Services.

### **Staff/Child Ratios**

The adult-child ratio in Preschool will be 1:10 with classes containing up to 20 children. The Ohio Job and Family Service Required Staff/Child Ratios Form is posted outside of each classroom. In the absence of a regular staff member, the Director, other qualified staff members, or qualified substitutes will replace the regular staff member in the classroom.

### **Staff Credentials**

Each room will be staffed and meet the Ohio Job and Family Services staff /child ratios. Teachers in the program ordinarily have an Associate Degree, a Bachelors Degree, or the CDA (Child Development Associate) Credential. Each staff member will complete 45 hours of ongoing training in the early childhood education field every 3 years as required by ODJFS licensing.

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The Mansfield 1st EPC Preschool admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It is unlawful for the Preschool to discriminate in the enrollment of children upon race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104.32,42 U.S.C. 12101 et seq. in administration of its educational policies or admissions policies.  
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## **Health and Safety**

### **Building Security**

The security of our Preschool is of utmost importance. The Preschool entrance will **only** be unlocked from 7:30-9:15 and 11:20-11:45 for drop off and pick up. The door will be locked at all other times. You must ring the bell and wait for someone to assist you during the time periods when the door is locked. Please be patient with us as sometimes we are assisting with a matter in the classrooms.

### **Incident/Injury Report**

An incident/injury report shall be completed by the child care staff member in charge of the children when the following occur: an illness, accident or injury which requires first aid treatment, a bump or blow to head, emergency transportation or an unusual/unexpected event as required through the ODJFS Child Day Care Licensing requirements. Both the parent/guardian/caregiver and the Preschool administrator/designee shall sign the Incident/Injury Report and a copy will be given to the parent/guardian/caregiver the day of the incident. Copies of the incident /injury reports will be kept on file for one year.

### **Supervision of Children**

A staff member is always present with a child or group of children and is responsible for their safety. No child or group of children will ever be left unsupervised or alone.

Every child's name and time shall be marked on an attendance form at arrival and dismissal in order to assure that the supervising staff member is aware of each child's presence in the Preschool.

### **Release of a Child**

Staff will release children only to persons on the Pick-Up Authorization Form. If an emergency arises, the parent must provide a written and signed note giving the

person permission to pick up their child and/or by notifying office staff. Staff will check photo ID's of anyone they do not recognize. Please let the person picking up know about this policy ahead of time. The children's safety is our priority. Staff will not release children to anyone who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified.

No child shall be released to an unauthorized individual. Pick-Up Authorization Forms must be completed by each parent or guardian and available to staff members for reference. A parent may add to their Pick-Up Authorization Form by stopping in the office and making the addition by initialing and dating the change. In some circumstances, a parent/guardian may call the school to verbally authorize a change to the Pick-Up Authorization. This verbal authorization's acceptance is at the discretion of the administration team.

### **Custody Agreements**

If there is custody issues involved with your child, you must provide the Preschool with court papers indicating who has permission to pick up the child. **The center may not deny a parent access to their child without proper documentation. A copy of custody agreement papers must be on file in the Preschool office.**

### **Field Trips/Transportation**

We will be taking periodic field trips. The Preschool does not provide transportation except for family drivers for field trips.

We ask family volunteers to assist in providing transportation. Families who volunteer to drive for field trips must complete a Volunteer Driver Form. The Preschool reserves the right to disallow any family driver, based on the information on the Volunteer Form. We abide by the laws of the State of Ohio regarding car seats and seat belts and specific supervision plans. Each volunteer driver needs to have a cell phone available to them on the day of the field trip and provide the cell phone number to the classroom teacher.

Before departing the Preschool, a count will be taken of all of the children and they will be marked on a separate attendance sheet that is specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising.

Before any child participates on a field trip, the Preschool will obtain written permission from the parent or guardian.

On field trips, the First Aid Kit, the Emergency Form and a person trained in First Aid will be present. Each child will have an attached identification tag containing the school's name, address and telephone number.

No Siblings will be permitted on field trips due to safety purposes. The Preschool wants teachers, parent/guardians to be able to focus on you and your child.

### **Aerosol Sprays**

No Spray aerosols will be used when children are in class.

### **Child Abuse/Neglect**

The administrator and each employee of the Preschool is required under Section 2151.421 of the Ohio Revised Code (ORC) to report suspicions of child abuse or neglect to the local public Children's Services Agency.

### **Telephone Access**

There is immediate access at all times to a working telephone within the building used for the Preschool.

### **Observation/Visitation**

Families are welcome to visit and observe. You will need to schedule your observation or visit with the teacher and/or office (especially if you are videotaping or taking pictures-we need to make sure all students have a photo release). Please sign in at the Preschool office to let the Director and/or Designee known of your presence in the building or classroom. You will sign the volunteer sheet and take a volunteer badge. No purses, handbags or drinks besides water may be brought into the classroom.

### **Family Participation/Family Concerns**

Families are encouraged to participate. Please look outside classrooms for volunteer calendars, events/activity sign-up sheets. Parents can be involved through multiple opportunities (i.e. Scholastics, Read-A-Thon, parties, and classroom activities). Teachers will have a policy in place for how parties will run in their classrooms. No siblings are to attend with the parent at volunteer time, parties and special events, such as our Mommy and Me or Daddy and Me nights, so that the parent can fully participate in the designated time with the preschooler.

For safety reasons, siblings may not be left in the hallway outside the classrooms or in the office during these events.

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

If Families 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. Administration

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

### **Emergency Information**

Medical Emergency and Weather Emergency Plans are posted in each classroom.

The First Aid Kit is kept in the Preschool office on the top of the filing cabinet, marked "Confidential". A second First Aid Kit is in the Preschool Plus Room 5 cabinet.

In case of a general emergency, serious incident injury, or illness the staff member will follow posted instructions and move children accordingly to the appropriate designated location. In the event of a fire or tornado staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the Preschool does conduct monthly fire drills (September through May) and tornado drills (March through September) as required by ODJFS. Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water to the Preschool, our emergency destination is outside the Preschool entrance by the shed. If the immediate area must be evacuated, we will evacuate to outside the Preschool entrance to the field. Parents will be contacted as soon as possible to pick up your

child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment form.

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

In the event of a sick child or if emergency care is needed for a child, each classroom has a walkie-talkie where teachers can radio the office for assistance. Please refer to the communicable disease policy for sick child care and procedures.

- If the child is on a medical plan the procedures outlined in the plan will be followed.
- If emergency care is deemed necessary, the administrator, administrator's designee or teacher/staff member will call 911/emergency squad to secure ambulance transport. Parent will be notified and a staff member will accompany the child until a parent/guardian arrives to be with child. The staff member will take the child's file with them so medical/emergency information is available. An incident report will be completed as soon as emergency conditions have subsided. *Any parent or guardian who refuses to sign the consent for emergency transport section of the child enrollment form will be refused enrollment due to health and safety concerns for the child.*
- In the event of a serious incident, injury or illness, which includes any situation occurring while a child is in the care of the center that requires emergency medical treatment or professional consultation or transportation for emergency treatment as defined by ODJFS, the Director will contact the appropriate licensing office within 24 hours and follow reporting procedures.

The Ohio Department of Health Dental First Aid Chart is located in the Preschool office and each classroom. If a medical or dental emergency occurs that requires the services of a physician, dentist or hospital, a staff member will call the emergency squad.

The child restraint system to be used during emergency transportation is located in the Preschool Resource Room.

### **Emergency Numbers**

Emergency Squad	419-524-2424 (911)
Fire Department	419-755-9814 (911)
Police	419-522-1234 (911)
Hospital	419-526-8000
Poison Control Center	1-800-222-1222
Children's Services	419-774-4100

### **Emergency Closings**

In case of inclement weather, please listen to local radio stations WMAN 1400 A.M., WVNO 106.5, Y-105 F.M. OR LOCAL TV STATION 68 VIEWED ON CHANNEL 15. Our school will specifically be named if we are closed.

### **Communicable Disease Policy**

The Preschool will make every effort to protect the health and safety of the children. Please do not send your child to school if he/she has any of the symptoms listed under communicable disease.

If a child contracts or is exposed to any communicable diseases, please notify the classroom staff and the Preschool office immediately.

The Mansfield 1st EPC Preschool staff will be trained in communicable disease recognition as set forth in the Child Day Care Licensing Rules determined by the Ohio Department of Job and Family Services.

The Preschool staff will follow the same communicable disease guidelines as the children.

A child with any of the following signs or symptoms shall be immediately isolated and discharged to his/her parent or guardian:

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink-eye)
6. Temperature of 100 degrees Fahrenheit, by the under arm method, when in combination with any other signs of illness.
7. Untreated, infected skin patch(es)
8. Unusually dark urine or gray/white stool

9. Stiff Neck
10. Vomiting
11. Evidence of lice, scabies, or other parasitic infestation
12. Unusual spots or rashes
13. Sore throat or difficulty in swallowing

When a child is exhibiting signs or symptoms of illness, the parents will be notified. If children have been exposed to a communicable disease, said exposure will be posted on the Parent Board in the Preschool hallway. If it is determined that a child needs to be discharged to a parent or guardian, the child will be isolated in the Preschool office to rest until the arrival of their parent or guardian. A cot is available if the child would like to lay down to rest.

Any child discharged for any of the above symptoms will be readmitted 24 hours after symptoms disappear, or in the case of communicable diseases, according to the Ohio Department of Health's Child Day Care Center Communicable Disease chart posted in the Preschool office.

**Your child is to be fever free for 24 hours without the intervention of fever reducing medication before your child returns to school.**

Any child displaying signs of Covid-19 will be assessed by the Director immediately and sent home for the day if deemed necessary. If a preschooler tests positive for Covid-19, the Richland County Health Department will be notified, and quarantining policies will be based on their guidelines. If a student was a close contact with a positive Covid-19 case, their family will follow the Richland County Health Department for quarantining guidelines. No student will be allowed to return to school before their quarantine time has been fulfilled. Families need to be in communication with the Preschool Director on this matter.

### **Medications/Modified Diets/Food Supplements**

The Preschool will not administer any medications or special diet restrictions unless a parent/guardian physician approved and signed Medical/Physician Care Plan and Administration of Medication Form is on file. Parents will be required to complete a Medical/Physician Care Plan for any condition that would require staff to perform a medical procedure (EpiPen, insulin, inhaler, etc.)

**You will also have to fill out a medical plan if there are any allergies or medication listed on the Enrollment Form, Medical Form and the Child Enrollment and Health form.** Please arrange a meeting to complete the medical

plan with your child's teachers and a member of the administrative staff in the week prior to your child beginning the Preschool program. We will only administer medications that are for emergency situations that require us to have on hand all year. We will not administer short term medicine (Ex. Antibiotic for strep-short term illness)

All proper sections of the Medical/Physician Care Plan and Administration of Medications must be completed and the medication handed to the administration. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's mailbox or book bag.

**Prescription Medications:** Must be in their original container and administered in accordance to instructions on the label. Medications CANNOT be expired.

**Food Supplements or Modified Diets:** If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. Modified Diets are provided by the families.

### **Discipline Policy**

All children will be dealt with in a fair and consistent manner. The children will be made aware of rules and expectations of the Preschool and the classroom. Classroom staff will use positive reinforcement for appropriate behavior.

In the event that inappropriate behavior occurs, the child will be told why the behavior is inappropriate and reminded of the particular guideline that applies to the situation at hand. When appropriate, the child will be provided with alternative solutions to the situation.

If the situation warrants, the child may be removed from the situation and redirected to another area of the classroom. If repeated inappropriate behavior continues to the point where it endangers the child, other children, or staff, the parent will be contacted to remove the child from Preschool for that day. At that time, a conference will be scheduled with the family. In extreme cases, the center has the right to deny continued enrollment.

The Preschool's actual methods of discipline shall be restricted as follows:

1. There shall be not cruel, harsh, or unusual punishment.
2. No discipline technique shall be delegated to anyone other than Mansfield 1st EPC Preschool staff.
3. No physical restraints shall be used to confine a child.

4. No child shall be placed in a locked room.
5. No child shall be humiliated or subjected to profane language or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
7. Techniques of discipline shall not unnecessarily humiliate, shame, or frighten a child.
8. Guidance and Management Policy of Rule 22 of the Ohio Job and Family Services Day Care Licensing Rules applies to all employees of the center.

**Tuition and Fees (Monthly)**

Tuesday/Thursday	\$ 120.00
Mon/Wed/Fri	\$ 145.00
5-Day	\$185.00

Registration Fees \$ 50.00

Non-refundable, Nontransferable

(For enrollment of more than one child, one registration fee per family per year.)

Return Check Fee \$30.00

Fee from checks returned by the bank for insufficient funds.

Late Pick-Up Fee

11:45-11:50 A.M. \$5.00

\$5.00 for every five minutes thereafter

(Late fees are charged at the discretion of the Preschool administration.)

Supply Fee (One-time fee due by September 30, 2021.)

TuTh:	\$40.00
MWF:	\$50.00
5 Day:	\$60.00