

DUBLIN COMMUNITY PRESCHOOL  
Parent Information  
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(614) 889-0052, Fax (614) 889-0010  
[www.dublincommunitypreschool.org](http://www.dublincommunitypreschool.org)  
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Tax I.D. #51-0140641

*Welcome (or Welcome Back!) to Dublin Community Preschool! We are so pleased that you have chosen to include us in your child's early education experience. This document contains information which will acquaint you with our programs and policies. We are happy to answer your questions at any time, so please ask!*

### **Purpose and Goals**

We believe a child grows and develops as a total individual human being. Our school's purpose is to meet the needs of your child by accepting where his/her growth is physically, emotionally, socially, and cognitively; and then introducing her/him to developmentally appropriate, thoughtfully constructed activities in a play-based, hands-on environment. Through implementation of The Creative Curriculum for Preschool we work toward creating confident learners who are prepared for future educational opportunities.

Because parents are a child's first teachers, we look forward to working closely with you to build a solid foundation of skills and confidence for your child.

### **Admissions**

A child is considered enrolled in the preschool after the registration fee and deposit have been received, the availability of space in the class is confirmed, and the completed application and tuition agreement are received in the office. For your child's safety, any change to your contact information or your list of authorized "pick-up people" must be communicated to the office immediately. Parents give "Permission to Transport" on the Child Enrollment form as a condition of enrollment. A medical form signed by a physician or certified nurse practitioner is required to be submitted no later than 30 days after enrollment. This Child Medical Form must be updated every 13 months. Children must meet the birthdate requirements for the class they are attending.

### **Hours and Days of Operation**

The Preschool will be in operation Monday through Friday 8:45 AM -11:30 AM and 12:30 PM -3:15 PM. A copy of our yearly calendar is included in your back-to-school email. We operate in accordance with the Dublin City School calendar for major holiday vacation days.

### **Drop Off/Pick Up**

Each classroom will have a drop-off/pick-up routine which will be shared by the teachers, as procedures vary by class.

### **Late Pick Up**

We certainly understand that emergencies may arise which may lead to a late pick-up. In these instances, we will appreciate a phone call to the office (614-889-0052) so we may reassure your child. After three late pick-ups, we will initiate a Late Pick-Up Fee of \$20.00 per occurrence. It is not our intent to inconvenience anyone, but our staff members have other obligations at the end of the preschool sessions. Thank you for your understanding.

### **Staff/Child Ratios and Maximum Group Size**

DCP will hold Staff/Child Ratios and Maximum Group Sizes BELOW the rules determined by the Ohio Department of Job and Family Services. The ODJFS rules are as follows:

	Staff/Child Ratio	Maximum Group Size
Under 2 Years Old:	1:7	14
2.5-3 Years Old:	1:8	16
3-4 Years Old:	1:12	24
4-under Kindergarten age	1:14	28
Kindergarten Age	1:18	36

### **Daily Schedules**

The daily classroom schedule is flexible enough to allow for adaptation when necessary, but structured enough to provide predictability for the children. We want our students to view preschool as a safe and comforting place, where they know what to expect and when to expect it. A typical preschool day would include:

- *Large Group Time:* A class meets as a whole and has the opportunity to share important ideas and events, and to introduce new materials in the interest areas. This is a time of consistency which will feel familiar and safe to the students each day. Students and teachers will touch on math, phonics, science and social studies concepts while they share with each other.
- *Small Group Time:* In smaller groups we introduce new concepts or materials, re-teach or practice particular skills, and focus on teacher-led learning experiences ranging from literacy to cooking.
- *Interest/Choice Centers:* Students explore purposefully created interest centers which promote child-initiated learning in the areas of literacy, math, science, social-studies, and art. Our teachers guide learning by actively engaging students in discussion as they explore and building on what the students know and want to learn about the subject.
- *Outdoors/Gross Motor Activities (20-30 min.):* children run, climb, ride bikes and play on slides.

### **Developmental Screenings**

An Ages and Stages Questionnaire will be sent home during the first week of school. This screening tool is to be completed by the parents/guardians and returned to the office by the second week of school. An explanation of the ASQ and instructions for completing it will be included. This screening will assist us in planning intentionally for your child's classroom experiences.

### **Health Screenings:**

Dublin Community Preschool promotes the nutrition and health of children and protects children and staff from illness and injury. Children must be healthy and safe in order to learn and grow. Our program requires children to have regular health screenings by a pediatrician or health care professional. Health screenings can identify health issues and benefit the overall health of a child.

All students must have on file a current Child Medical Statement (to be provided by Dublin Community Preschool) with a current signature from a physician. The form must be current within the last 12 months and will include the child's immunization record.

All students must be in the process of meeting the immunization schedule recommended by the Centers for Disease Control. <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

The Centers for Disease Control recommend the following screenings for children: Vision, Hearing, Blood Lead Poisoning, Body Mass Index, Dental Care, and Hemoglobin Blood Levels.

Screenings may be available through your child's pediatrician, or through the Franklin County Health Department (614) 645-7417. The following websites also provide information regarding child health screenings.

<http://columbus.gov/publichealth/access/Getting-Healthcare-in-Columbus/>

<http://www.nationwidechildrens.org/searchresults?q=child+health+screenings>

### **Assessments and Conferences**

Families will receive an Adjustment to Preschool Checklist in October, which is a snapshot of your child's progress with her/his preschool transition. Full evaluations of your child's progress as it relates to our Creative Curriculum objectives will be completed in January and May. Parents/guardians will receive a Family Communication Form regarding progress and goals in January and May, and will be offered teacher/parent conferences in January. Intermediate conferences may be scheduled with your child's teacher if the need arises.

### **Food at School/Nut Free Policy**

On the occasions during which food is used for projects or special events at school, parents will be made aware of ingredients/food items to be used beforehand. **The Preschool is peanut and tree nut free.** The Preschool will not knowingly serve products containing these ingredients, or products manufactured in facilities using these ingredients. If your child is attending Lunch Bunch (watch for Lunch Bunch information to come at Orientation) please be diligent about the foods you send to school. The significant number of students with severe food allergies requires that we all work to keep our friends safe.

### **Birthdays**

Our students' birthdays are very exciting occasions! We will recognize your child's big day with a small token and will sing "Happy Birthday" as a class. We respectfully ask that you NOT bring food items to share with the class for your child's birthday. Goodie bags containing food may NOT be distributed at school. We simply have too many food allergies in our building, and this practice has become unsafe for some of our friends. In lieu of "goodie bags", a nice option is to donate a book or other item to the classroom for the class to enjoy in honor of your child's birthday. Please speak with your child's teachers for donation ideas if this option interests you.

### **Tuition/Fees and Payment Policies**

**Yearly Tuition:** The yearly tuition is broken into 9 monthly installments as follows:

2-day class: nine installments of \$170.00, Two year olds, \$180.00

3-day class: nine installments of \$210.00, Two Plus, \$220.00

4-day class: nine installments of \$270.00

5-day class: nine installments of \$335.00

Payment is due on your child's first school day each month. Tuition fees paid toward the following school year may be refunded prior to July 1st. After July 1st, we are unable to refund tuition. The \$85.00 registration fee is non-refundable. Please refer to your Tuition Agreement regarding tuition and refunds.

**\*Auto Bill-Pay Through Your Bank:** Many of our families set up automatic monthly check payments through their banks. Simply ask your bank to mail a tuition check to us by the 5<sup>th</sup> of each month. Check with your bank for details.

*Our tax ID number for tax purposes is 51-0140641. DCP is a 501C3 non-profit corporation.*

**Discounts:** Parents choosing to pay for the entire year in one payment will receive a 5% discount if paid by Sept. 5<sup>th</sup>. **If you want to pay the year's tuition in one payment, please notify the office so we can create an invoice for the correct amount.** There is a \$10.00 discount per month for two or more siblings. Children enrolled in two classes will receive a \$10.00 per month discount.

**Supply Fee:** The supply fee, to be paid with the September tuition, is as follows:

2 -day class \$65.00

3 -day class \$85.00

4 -day class \$100.00

5 -day class \$110.00

**Delinquent Accounts/Returned Checks:** A fee of \$25.00 will be charged to the account if payment is not received by 4:00 pm on the 5<sup>th</sup> of the month. In addition, children may not attend preschool after the 5<sup>th</sup> of the month if the account is in arrears but may resume attendance when the account is current.

A \$35.00 fee will be charged for any returned checks due to insufficient funds. In such a case, the parent will be required to pay in cash until all account balances are settled.

**Withdrawals:** If a child is to be withdrawn from preschool, a one month written notice is required in order to apply the tuition deposit to the child's last month of attendance. (See Tuition Agreement Attachment.)

**Family Vacations:** We are unable to offer tuition adjustments should your child be absent due to vacation plans. Please notify teachers of planned absences.

**Extended Absence:** If your student will be out of school for an extended period of time, please notify the office in writing regarding the dates of the extended absence. In the case of an extended absence, the enrollment status options are as follows:

1. You may continue to pay tuition for the duration of the extended absence to retain your child's seat in the class.
2. You may provide a written notice of withdrawal (with a 30-day notice) and we will apply your tuition deposit to the month prior to the extended absence. Upon your return, we will re-enroll your student into an appropriate class if such class is available. There will not be a registration charge upon re-enrollment.

### **Confidentiality**

All student records (health, emergency forms, assessments, etc.) are considered confidential and will not be shared with anyone except the child's DCP preschool teacher, administration, or licensed government official without the written consent of the parents/guardians.

### **Leaving and Separation**

Saying “Have fun! Good-bye! I will pick you up after school!” and leaving promptly lets your child know what will happen and what to expect. Teachers will be happy to assist children who are struggling with separation. It is not helpful for parents to linger at the door. Children who are visibly upset at separation typically recover quickly when the parent is no longer in view.

Our staff members will make every effort every day to assist your child in transitioning into the classroom. In an instance when it is clear that we aren’t able to engage your child on a particular day, and he/she continues to be uncomfortable, you will be contacted to pick your child up from school. This option is a last resort and is only employed when in the best interest of your child.

### **Release of a Child**

The safety of our students is our first priority. Staff will release children only to persons listed on the Pick-Up Authorization form provided by the parent. If an emergency arises and a non-listed person will be picking up, a note or phone call to the office is necessary. The DCP office will require a photo I.D. for anyone picking up a child other than a parent. Please prepare your “pick-up people” for this so that they will have photo ID with them. WE WILL NOT RELEASE YOUR CHILD WITHOUT IT.

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

### **Custody Agreements**

If your family has a custody or parenting arrangement, please provide the office with official documents indicating who has permission to pick up the child. DCP will not deny a parent access to her/his child without proper documentation.

### **Doors**

The main preschool doors are locked while classes are in session. If you need to speak with office personnel, please ring the doorbell on the wall outside our doors. If you are picking your child up from school at any time other than the designated pick-up time, please inform the office so we may bring your child to the front door.

### **Field Trips**

For our periodic field trips teachers and students will meet at the field trip site. A completed permission form for each child attending must be on file prior to the event. Parents will be notified as to whether siblings can be accommodated on field trips.

Attendance will be taken upon arrival, periodically through the event, and prior to departure to ensure all children are accounted for.

DCP does not participate in swimming or water activities.

### **Guidance Policy**

DCP believes that helping children learn to make good behavioral choices is an important part of preschool. Our hope is that each child will learn self-discipline through loving guidance. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive feedback about good choices and kind redirection to appropriate activity will be used. We encourage our students to resolve conflicts peacefully through problem solving strategies. Children are also encouraged to verbalize their feelings and listen to one another's messages. A child may be asked to "take a break" in order to "reset" if he/she is having a difficult time. The amount of break time will be age appropriate in length and within close range of the teachers. The teacher and child will talk together before the child re-enters the group. Staff will not impose punishments for failure to eat nor for toileting accidents.

If a situation arises in which a child is consistently endangering himself/herself, peers or staff, it may become necessary to discuss the appropriateness of the child's placement at DCP. The best interest of the child and functionality of the class will be the primary concerns as we work collaboratively to address any challenges.

If a child demonstrates behavior which requires frequent extra attention from staff members thereby taking away from the class as a whole, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

### **Supervision Policy**

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

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she will be isolated from the class under supervision of office staff until a parent arrives for pick-up.

## **Accidents/Emergencies**

DCP has procedures in place should an emergency occur while your child is in our care. 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 ensure that children have arrived at the designated spot. Monthly age-appropriate practice activities are used to prepare our students for unexpected events which may require evacuation. Should we need to evacuate due to fire, weather conditions, or loss of power, heat or water to our building, our emergency destination is the gymnasium of Indian Run Elementary School across the street. A sign will be posted on the front door of the Preschool indicating that we have been evacuated and the location where you can pick up your child. You 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 as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a 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 then contact the parents as soon as the situation allows. An incident report would also be provided to the parents. When the emergency ends, parents will be informed and reunited with their children as soon as possible.

All staff members are trained in First Aid, Managing Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered, and parents will 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.

An Incident 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, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation the report shall be available within twenty-four hours after the incident occurs.

## **Medications**

DCP will store and administer EMERGENCY medications only (i.e. inhaler, Epipen, Benadryl). Please request a "Medical/Physical Care Plan." All proper sections on this form must be completed and the medication handed to an administrator. Please do not give medications to teachers. After the office has signed off on the completed forms, all forms and medications will be stored in a secured area in the classroom. Medications may NOT be stored in a child's bookbag. Note: "Chapstick", sunscreen and hand lotions are considered medications under Ohio Licensing Rules and should never be stored in a child's bag. If necessary, please apply these items prior to dropping off your child in the classroom, and take the items out of the building with you.



Medications, continued.....

Emergency Prescription medications must be in the original container with the prescription label attached and administered in accordance to instructions on the prescription label. Over-the counter-medications must also be administered in accordance with label instructions. If parents request different dosages or uses, a physician must provide written instructions on the Medical/Physical Care Plan form.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Outdoor play will be included in our daily schedule. In most instances, children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 30 degrees or rises above 90 degrees. On days which are not suitable for outdoor play we will schedule time for indoor gross motor activities. Please send your child to school with the proper clothing so they may be comfortable and safe whenever we are outside. This includes coats, hats, mittens and boots when appropriate. Children will not be excluded from outdoor play unless a physician's note is provided which details the specific conditions which would excuse the child from outdoor play.

### **Dressing Your Child for Preschool**

Your child will be better able to participate in running, climbing and riding toy activities if he/she is wearing sturdy lace-up shoes (i.e. tennis shoes or oxfords) and comfortable play clothes. For safety reasons we do not permit Crocs, flip-flops, or open-toed shoes.

Please label all belongings, including hats, coats, mittens, bookbags, comfort items, etc.

The preschool will not be responsible for damage to clothing or shoes caused by craft materials used in the classroom. Preschool can be a wonderfully messy place, so please keep favorite/special clothing items at home.

### **Parent Participation/Visitation**

Custodial parents or guardians have access to the preschool during hours of operation. The non-residential parent is permitted access unless a court order limiting access is on file in the preschool office.

Parents are encouraged to participate whenever possible in the activities at the preschool. Parents may wish to attend field trips and/or special events, serve on the Board of Trustees or simply stop in to join the daily fun. DCP will provide a private location for breastfeeding parents.

Teachers are available to discuss a child's progress or needs. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers may not participate in lengthy conversations with parents while they are responsible for classroom supervision (including drop-off and pick-up times). Thank you for your understanding.

## **Contacting the School**

The important work of Early Childhood Education is a team effort for parents and the Preschool staff. Any questions, suggestions, or communications you have for us are welcome! Please talk with your child's classroom teachers regarding questions/concerns which are specific to the class itself. Other communications are welcome in the office, and you may reach the Director, Julie Turner, at 614-889-0052 or [julieturner@dublincommunitypreschool.org](mailto:julieturner@dublincommunitypreschool.org). Julie Turner and Danielle Hoefling (Assistant Director) are available daily in the office from 8:30am-3:30pm.

## **Board of Trustees**

We are a non-profit 501C3 organization and, as such, are governed by a volunteer Board. The Board of Trustees is made up of the Director, Assistant Director, parents, a teacher representative, and community representatives. The Board meets monthly, and all parents are welcome. We highly encourage parents to become involved with Board committees and activities. Details regarding volunteer opportunities will be shared at orientation. Executive Board members for 2022-2023 are:

President: Kristin Memmer

Vice-President: Erin Jeffrey

Secretary: Kristen Fazio

Treasurer: Janet Stormer

The Board president or preschool director will be happy to answer any questions you may have about board functions and opportunities. Please email us at [dcpreschoolboard@gmail.com](mailto:dcpreschoolboard@gmail.com) with any questions.

## **School Closings**

If Dublin City Schools are on a weather "Delay", we will NOT have morning preschool. Afternoon preschool will go on as usual unless you are otherwise notified via Facebook, email, or Channel 10TV.

If Dublin City Schools close for inclement weather, WE ARE CLOSED. Information regarding Dublin City Schools closures may be found on the Dublin Schools website ([www.dublinschools.net](http://www.dublinschools.net)) as well as the local television stations. We highly recommend signing up for text alerts on the local TV websites in order to receive a text message should Dublin City Schools (and, in turn, DCP) be closed or delayed. In case of a preschool closing, we will email all families, update our Facebook status, and report the closing to Channel 10TV. Lastly, if Dublin City Schools close for EXTREME TEMPERATURE, we will make an independent choice for our preschool, so please watch for emails and Facebook updates in that case.

If we are already in session and the Dublin City Schools close PM classes due to weather concerns, we will close our PM classes as well.

School Closings, continued.....

If a significant number of teachers are ill and the proper number of substitute teachers cannot be procured for the day, school will be canceled. The closing will be updated on our Facebook page and all families will receive an email.

Classes canceled due to inclement weather or emergency, which total an excess of one week, will be made up at a time determined by the preschool.

### **Concealed Weapon Statement**

Unless otherwise authorized by law, pursuant to Ohio Revision Code Section 2923.1212, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance on the school premises.

Ohio Department of Job and Family Services

### **CENTER PARENT INFORMATION**

#### **REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility 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, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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 Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***