

**Esther Jetter Preschool**  
800 Martinsburg Road  
Mount Vernon, Ohio 43050  
740.392.6868 ext. 3737  
preschool@mvnu.edu

***Welcome to Esther Jetter Preschool at Mount Vernon Nazarene University! We hope that as we share this year together it will be beneficial to both you and your child. Please take time to read this handbook carefully and keep it as a reference as it will answer many of the questions that you may have about our preschool and our policies.***

***Program Description:***

Esther Jetter Preschool serves children from age 3 through 6. The curriculum and activities are organized around a developmentally appropriate program that incorporates authentic experiences to allow for optimal growth in young children.

***Philosophy:***

We believe that children learn best through active participation in an emergent curriculum. Our understanding of child development allows us to look at each child's skills and knowledge and plan appropriate activities to build on that foundation. We are concerned with the development of the whole child: physical, social, emotional, cognitive, creative and spiritual.

Our preschool program is based on the Project Approach Method which involves an in-depth study of a topic while meeting state standards for early education. Weekly themes and topics will be celebrated and explored. The teacher integrates content knowledge like math, reading and science into each day complimenting the chosen theme or topic. This play-based program allows the children to learn in an authentic and hands on way while making deep connections to the academic concepts presented.

Children learn best when many senses are involved, so anything they can touch, see up close, or hear is helpful. They have their own questions and are learning to use many resources to find answers. We believe that children are the experts in our classroom. Your child will have the opportunity to learn positive ways to communicate with adults and other children. They will learn to be responsible for their words and actions while learning is something they willingly and actively participate in.

The most important part of getting ready for preschool is preparing little bodies to do big things. Many activities will help students strengthen their bodies to be able to sit longer periods of time in a chair and move in a well-balanced way in learning and play. Fine motor strength will be increased with practiced movements that increase resistance and dexterity. Children are growing rapidly at this age and their skeletal and muscular structures are not completely developed yet. We will meet children where they are with developmentally appropriate activities and expectations.

***Mission:***

The mission of Esther Jetter Preschool is to provide children with a safe, healthy, and sensory rich environment in which to learn, grow and get prepared for kindergarten. We also help prepare college students to become teachers in early childhood classrooms.

**Center Parent Information:**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the foyer where children enter and are dismissed, where it can be easily reviewed.

A toll-free telephone number is listed on the facility's license and may be used to report suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review. A printed copy is stored in the preschool office and the rules are available electronically as well at <https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/>

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 or guardian 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 and child/staff ratios are posted in the preschool entry 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.

It is unlawful for the center 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. 12101et seq.

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>

**Admission Policies:**

We do not discriminate in the enrollment of children upon the basis of race, color, national origin, gender, or religion. However, after enrollment, if a child fails to function successfully because of medical, emotional, behavioral, or other limitations, assuming all state guidelines and ratios are being observed, parents will be notified and asked to remove their child from the center.

**Enrollment Process and Tuition:**

Admission is offered through an enrollment process, first to families currently enrolled, then to MVNU employees and previously enrolled families, then to the general public. Open enrollment for the start of the following school year begins each February. Enrollment is revolving throughout the school year based on openings. An annual, non-refundable enrollment fee of \$65.00 will be charged. The fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

### **Traditional Preschool AM Class**

- Must be 3 years old and potty trained by October 1.
- Class meets on Tuesday and Thursday from 8:45 a.m. - 11:15 a.m.
- Annual tuition is \$963, half tuition is \$481, or is payable in 9 equal installments of \$107 (September - May).

### **Traditional Pre-Kindergarten AM Class**

- Class meets on Monday, Wednesday and Friday from 8:45 a.m. - 11:15 a.m.
- Annual tuition is \$1,197, half tuition is \$598, or is payable in 9 equal installments of \$133 (September - May).

### **Traditional Pre-Kindergarten PM Class**

- Class meets on Monday through Thursday from 12:30 p.m. - 3:00 p.m.
- Annual tuition is \$1,530, half tuition is \$765 (September and January), or is payable in 9 equal installments of \$170 (September - May)

Tuition is charged annually. The tuition fee is not based on a set number of days or weeks each month. There may be months with few or no days off while during the holiday season there may be months where your child is only attending part of the month. If you choose an alternative payment option, you can pay the tuition by half year (in September and January) or you may pay the tuition in 9 equal installments over 9 months – September-May.

Payments can be made through the online payment portal (links provided in a separate email). There is no additional processing fee for using the online payment portal. You may elect to pay the annual amount, half year payments, or to spread the payments over the 9 month school year. The payment portal allows for monthly payments to be made as a recurring payment. This is recommended to ensure prompt payment each month. Monthly payments must be received by the 10th of each month. Late payment may result in your child being removed from their class until payment is made through the online payment portal.

A non-refundable registration/supply fee of \$65.00 is charged per child you wish to enroll. A child is not considered enrolled until the registration/supply fee is received.

A 5% discount is offered if the full year is paid in full by the first day of school, either through the payment portal or by check. No cash will be accepted for payment.

Families who enroll after the August start of school date must pay the registration/supply fee and will be given the option to pay the remaining partial year tuition in full before the child's first day to receive the 5% discount.

### **For Preschool/Pre-Kindergarten students:**

**The Medical Form must be signed by a physician, physician's assistant (PA), advanced practice registered nurse (APRN), or certified nurse practitioner (CNP) per ODJFS licensing regulations. If this form is not on file by the first day of class, the child will not be permitted into the classroom until the Medical Form is received.**

If a child is missing immunizations, he/she will only be permitted to attend if a statement is on file that meets one of the following:

- A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
- A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
- A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

A Medical/Physical Care Plan is needed for a specific health condition or diagnosis that requires the following:

- Monitoring the child for symptoms which require the staff to take action.
- Administering procedures which require staff to be trained on those procedures.
- Avoiding specific food(s), environmental conditions, or activities.

**Esther Jetter Preschool will not provide child care services (preschool class) to children whose parents refuse to grant consent for transportation to the source of emergency treatment.**

***Withdrawal:***

After the first day of attendance, withdrawal from the program must be given to the director in writing. Tuition will continue to be charged until written notification is received and will be charged for any month in which the child attended any part of the month. Daily attendance records will be maintained. Refunds will be issued for any month following the month of withdrawal, after written notification, for which tuition has already been paid. No partial month refunds will be issued.

***Hours and Days of Operation:***

The center is in operation Monday through Friday from 8:45 – 3:00 with different age classes using the center different days and hours throughout the week. Esther Jetter Preschool typically follows the MVNU calendar. Some closings are campus wide, such as Christmas break and part of the two week Spring Break. Parent/teacher conferences will be offered to all families during the first week of Spring Break. Please be sure to look closely at the EJP calendar of events. We will make families aware of schedule changes through email, Remind, and Facebook private class groups.

<b>Preschool Class</b>	Tuesday and Thursday	8:45 – 11:15 a.m.
<b>Pre-Kindergarten AM Class</b>	Monday, Wednesday, and Friday	8:45 – 11:15 a.m.
<b>Pre-Kindergarten PM Class</b>	Monday, Tuesday, Wednesday, Thursday	12:30 – 3:00 p.m.

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

The state mandates that the following staff/child ratios and maximum group sizes be maintained at all times.

State Mandated Staff/Child Ratios	State Mandated Maximum Group Size	Esther Jetter Preschool Staff/Child Ratios
3 year olds 1:12	24	3:20
4-5 year olds 1:14	28	3:24

**Daily Schedule:**

**Three Year Old Daily Schedule T/H 8:45 am. – 11:15 a.m. Class Ratio 1:12**

8:45 - 9:00	Greeting/Free Choice
9:00 - 9:20	1 <sup>st</sup> Circle Time – (calendar, weather, Bible story, lesson)
9:20 - 10:15	Small Group Activities, Free Choice, Snack
10:15 - 10:25	Clean Up
10:25 - 10:45	2 <sup>nd</sup> Circle Time – (lesson, story, activity)
10:45 - 10:50	Prepare for outside
10:50 - 11:15	Outside/Large Muscle Activities
11:15	Dismissal

**Four Year Old Daily Schedule M/ W/ F 8:45 am. – 11:15a.m. Class Ratio 1:14**

8:45 - 9:00	Greeting/Free Choice
9:00 - 9:30	1 <sup>st</sup> Circle Time – (calendar, weather, Bible story, lesson)
9:30 -10:15	Small Group Activities, Free Choice, Snack
10:15 -10:25	Clean Up
10:25 -10:45	2 <sup>nd</sup> Circle Time – (lesson, story, activity)
10:45 -10:50	Prepare for outside
10:50 -11:15	Outside/Large Muscle Activities
11:15	Dismissal

**Pre-Kindergarten Daily Schedule M-H 12:30 p.m. – 3:00 p.m. Class Ratio 1:14**

12:30 - 12:45	Greeting/Free Play
12:45 - 1:05	1 <sup>st</sup> Circle Time – (calendar, weather, Bible story, lesson)
1:05 - 2:00	Small group activities, free choice, snack
2:00 - 2:10	Clean Up
2:10 - 2:30	2 <sup>nd</sup> Circle Time – (lesson, story, activity)
2:30 - 2:35	Prepare for outside
2:35 - 3:00	Outside/large muscle activities
3:00	Dismissal

- **Schedule subject to change to accommodate field students teaching schedule**

***Special Education Services***

Students attending Esther Jetter Preschool may qualify to have special education services during enrolled preschool class times. This includes Speech and Language, Occupational Therapy, Physical Therapy and specific intervention support. Esther Jetter preschool staff will complete developmental screenings with your child and, if required, services will be provided by the Knox County ESC or other county provider, depending on the district of residence.

***Late Pick-Up:***

Please contact the center via phone or Remind if you will be late picking up your child. It is the parent's responsibility to make arrangements for the student to be picked up no later than 11:20 in the morning class or by 3:05 in the afternoon class. If lateness becomes a chronic problem, it could lead to the disenrollment of the child from the program.

***Arrival Procedure:***

Parents will bring their child inside, hang up their child's coat, then they will wait with their child in the preschool lobby until the classroom door opens. Any special messages shall be given to the teacher at this time. Children may not be dropped off at the entrance of the building or be sent inside alone. Teachers must be made aware of each child's presence before the parent departs. Teachers will record, on the attendance sheet, the time each child enters the classroom. **Children must enter the classroom prior to parents' departure.**

***Dismissal Procedure:***

We will utilize a curbside pick-up at the playground gate. Staff will open the door to let the child into the vehicle. If your child can not buckle him/herself, please pull over into an open parking space, either in the Oakwood, EJP or Chapel Parking lot to get out to buckle your child. Again, this is helpful and necessary to keep the pick-up line moving in a timely manner.

***Returned Check Fee:***

Parents will be notified by email if a check is returned to MVNU for insufficient funds and a \$30.00 fee will be added to the account balance.

***Inclement Weather:***

Esther Jetter Preschool will use Remind, Facebook, and email to notify parents of cancellations, delays, and other important information.

If Mount Vernon City Schools are closed due to inclement weather, all preschool classes will be cancelled. If MVCS are delayed due to inclement weather, a decision will be made case by case, whether to delay or hold class as usual. An email, Remind text, and a WNZR 90.0 radio announcement will be made for any changes to our regular schedule.

If EJP needs to delay class, the following schedule will apply. Morning class will be held 10:00-12:00 and afternoon class will be held 1:00-3:00. This will ensure that both classes will get two hours of preschool for the day. We apologize for any inconvenience this may cause.

***\*Please note that parents are responsible to decide whether to bring their children to school during poor weather conditions.***

***Safety and Supervision Policies:***

Safety of the children is of utmost importance to the staff at Esther Jetter Preschool. A major responsibility is to ensure the health and safety of each child in our care. We are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures. The following policies help to maintain a high level of safety.

***Release of a Child:***

Teachers will only release a child to persons on the release form provided by the parent. If an emergency arises, the parent must call or provide a written, signed note giving the person permission to pick-up his or her child. Teachers will check the ID of anyone they do not recognize. Please notify the person ahead of time so he/she will have a picture ID available.

***Custody Agreements:***

If there are custody issues involved with your child, you must provide the center 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.

***Safety Issues:***

***At no time will a child be left unattended.*** Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. If an employee of the center suspects that a child has been abused or neglected, they are required by law to report the incident immediately to the local children's service agency.

***Emergency Transportation:***

The center will **NOT** transport children in emergency situations. If a child requires transportation, the parent and 911 will be contacted immediately. **No child will be enrolled without written parental consent to transport their child in case of emergency, on file at the center.**

### **Field Trips:**

Esther Jetter Preschool may take walking field trips to locations on the MVNU campus or the Children's Garden. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

Before departing the center, EJP contact information will be attached to each child, each child will be assigned to a staff member, and attendance will be taken. Upon arrival at the destination, attendance 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. Ratios will be maintained at all times. Additionally, one adult for every seven children will accompany the group on the field trip.

### **Guidance and Discipline Policies:**

This discipline policy applies to all teachers, MVNU and KCCC student staff members, and parents while they are at the center.

ODJFS Licensing Rules Appendix A to Rule 5101:2-12-19

#### **Allowable Discipline Techniques**

The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Safe Space cool down time, if used, will be monitored and provided in close proximity by an adult. The child will be taught and offered different calming techniques to reset and refocus before rejoining the activity or lesson.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

#### **Prohibited Discipline Techniques**

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
  - a. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
  - b. Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.

11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

***Disenrollment Policy:***

If a destructive or dangerous behavior persists, a meeting will be set up with the parents, teachers, and the director to discuss the situation and develop a corrective action plan on how to deal with the behavior. Corrective action plans will be used to clearly define unacceptable behaviors and to implement a plan of action to correct the behavior. Failure to show improvement after the corrective action plan is in place may result in disenrollment from the program.

Esther Jetter Preschool reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and/or the center to continue enrollment.

***Nutrition Policies:***

**Snacks:**

Even though Esther Jetter Preschool is in session for less than four hours per session, we provide children with an opportunity to eat a nutritious snack. Food is served as a free choice activity because we believe this method allows children to participate in a cognitive activity as they read the direction cards, this allows them an opportunity to develop self-help skills as they prepare their own snack, and helps them to develop social skills as they eat with their friends.

**The menu will be posted in the preschool foyer each week. Please let us know ahead of time if your child is not permitted to have any type of food due to allergies or nutritional or religious beliefs, in which case parents will be permitted to provide alternate food.**

***Emergency and Accident Procedures:***

Esther Jetter Preschool staff makes every effort to ensure the safety of each child and has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care.

***Fire or Tornado Emergency:***

In the event of a fire, or tornado, teachers will follow the written instructions posted in each classroom, describing the emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the chapel as you come into the main entrance of the campus. A sign will be posted on the front door of the center 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 pick up their children. If a parent cannot be reached, staff will contact the emergency contacts as listed on the child's enrollment information.

In the event of a serious incident, such as a school wide threat, the preschool would follow the campus emergency evacuation and/or shelter in place (lock down) procedures. Once again, parents would be notified through Remind, Facebook, and called as soon as possible. In order to prepare children for the unlikely need to shelter in place, quarterly lock down drills will be practiced.

### ***Accidents:***

There is always one staff member present who is currently certified in First Aid/Communicable Diseases Management/CPR/Child Abuse Awareness trainings. In the case of a minor accident or injury the teacher will administer basic first aid. If the injury is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If an 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 members may not transport children in their vehicles. Only parents or EMS will transport children. **No child will be enrolled without having on file at the center written parental consent to transport their child in case of emergency.**

### ***Incident Reports:***

If any of the following occur, an incident report will be completed and given to the person picking up the child on the day of the incident and a copy will be kept in the child's file at preschool:

- The child has an illness, accident, or injury, which requires first aid. (other than a band-aid)
- The child receives a bump or blow to the head.
- The child has to be transported by emergency squad or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If the child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

### ***Management of Illnesses:***

Esther Jetter Preschool provides children with a clean and healthy environment; however, children still become ill from time to time. The management of communicable diseases is important to ensure the health of all children attending the center. A person trained to recognize the common signs of communicable diseases or other illnesses will be on site each day and observe each child daily as he or she enters the center. If your child becomes ill at home and will not be attending school on a given day, please call, email or sent a message through Remind.

A child or staff member with any of the following signs or symptoms of illness should not be in attendance at the center:

- a. Temperature of one hundred degrees Fahrenheit taken by the auxiliary (under the arm) method when in combination with any other sign of illness
- b. Untreated infected skin patches, unusual spots or rashes
- c. Diarrhea (more than three abnormally loose stool within a twenty-four hour period)
- d. Vomiting more than once or when accompanied by any other sign of illness
- e. Evidence of lice, scabies, or other parasitic infection
- f. Severe coughing (causing the child to become red in the face or to make a whooping sound)
- g. Difficult or rapid breathing
- h. Yellowish skin or eyes
- i. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- j. Unusually dark urine or gray or white stool
- k. Sore throat or difficulty swallowing
- l. Stiff neck with an elevated temperature

If a child becomes ill at the center, the parent or guardian will be notified immediately. The child will be isolated from other children. The child will be kept within sight and hearing of a teacher. The child should be picked up no later than one hour after the parent or guardian has been notified. The child will be re-admitted when the symptoms have been absent for a 48 hour period.

If a child is feeling mildly ill, but not exhibiting any of the symptoms stated prior, the child will be watched closely and allowed to rest until they feel well enough to participate in activities. If the child appears to remain ill, the director will call the parent or guardian.

If your child will not be attending school due to illness or other reason please send a message through Remind, call, or email the preschool.

### ***Notification of Exposure to a Communicable Disease***

If your child is exposed to a communicable disease while at the center a special notice will be posted on the bulletin board and notes will be sent home with the child's class.

### ***Isolation, Illness, and Communicable Disease Procedures:***

- Any child or staff member who exhibits a known symptom of a communicable disease will be immediately isolated. Children will remain under the supervision of a preschool staff member while an emergency contact is located. Families are required to pick up the child within one hour of notification.
- In the event that a child or staff member is diagnosed with a communicable disease,
  - The preschool may close for an amount of time determined by KPH.
    - In the event of a closure, preschool curriculum will be offered in a digital/virtual format to maintain consistent instruction for children and families.
  - All preschool families will be notified of through email and paper form.

### ***Parent Observation:***

The parent observation room will be opened with a limit of no more than 4 people (adults and children) at a time. MVNU lab students have priority in viewing and will count as part of the 4 total people in the observation room. Please remember that the observation room is not soundproof, and the counter should not be used as seating for adults or children. Morning classes are usually in the main classroom (that you can see from the observation room) from 9:30am-10:30am and 1:20pm-2:20pm. Parents are not permitted to observe the children from other windows, hallways, or doorways.

### ***Medication:***

Due to the short amount of time the children are at preschool, Esther Jetter Preschool discourages the administration of medication on a normal basis, with exception of a rescue inhaler or epi-pen. If a special situation arises concerning this policy please notify the director so proper medication forms can be completed according to ODJFS regulations.

A Medical/Physical Care Plan is needed for a specific health condition or diagnosis that requires the following:

- Monitoring the child for symptoms which require the staff to take action.
- Administering procedures which require staff to be trained on those procedures.
- Avoiding specific food(s), environmental conditions, or activities.

### ***Food Supplement or Modified Diet:***

If your child requires a food supplement or a modified diet, you must secure information from your physician on the prescribed ODJFS form, with written directions on how to modify the diet. Please consult the director to discuss special incidents in regard to the health of your child.

**The snack menu will be posted in the preschool entry. Please let us know ahead of time if your child is not permitted to have any type of food due to allergies or nutritional/religious beliefs, in which case parents will be permitted to provide alternate food.**

**Outdoor Play:**

We believe that outside play is important to the complete development of a child and have included it in our daily schedule. Research has shown that children stay healthier when they have daily outdoor play. Based on these beliefs and state requirements, outdoor play is included in our program daily.

We will be taking the children outside whenever the weather is appropriate, which includes anytime the temperature (wind chill/heat index factored in) is between 25-90 degrees Fahrenheit. We will not go outside if the playground has icy sidewalks. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside.

**Conferences:**

We believe that the parent is the child's first teacher and the most important teacher; therefore parent-teacher cooperation is always best for the child and we strive to work with parents to provide the best experience possible for young children.

Teachers and parents have daily contact when children arrive or are dismissed. Many informal pieces of communication transpire during this time. Also, upon completion of informal assessments, optional parent – teacher conferences will be offered in February for all classes to discuss the child's progress in all areas, including cognitive, emotional, social and physical domains. EJP does not report child level data to ODJFS. In addition, if the parent, teacher, or director has any concerns throughout the year, other conferences may be scheduled as needed.

**Concerns:**

Parents who have questions or concerns about the policies and/or practices of the center should direct these questions to the preschool director as soon as possible.

**Parent Roster:**

A Parent Roster of the names and telephone numbers of the parents or guardians of the children enrolled at Esther Jetter Preschool are available upon request. The rosters will not include the names and telephone numbers of any parent who requests his/her name not be included.

**Other Important Information:****Birthdays:**

We like to celebrate children's birthdays in a special way. On a child's birthday, or half birthday if they have a summer birthday, we will sing *Happy Birthday* to the child, give them their own crown and certificate, and let them choose something from the birthday box.

You may purchase a book to donate in honor of your child. The child's picture will be taken with the book and placed on the inside cover of the book and will be placed in the preschool library for all the children to enjoy.

You may bring a treat to share – preferable **small cupcakes or small cookies**. If you plan to bring a treat, please let the teachers know ahead of time so parents of children with allergies can make accommodations.

***Preschool Dress Code:***

Since we paint, play in water, dig in sand and create with messy materials, it is recommended that you send your child in appropriate play clothes. Also, for safety issues, it is important that children have shoes that cover their toes. **No flip flops or open toe sandals please.**

***Extra Clothes:***

Please bring a full change of clothing in a Ziplock bag, labeled with your child's name and class, to be kept in the classroom. Please include socks, underwear, and outer clothes that fit your child and are weather appropriate. We will need these for days when we spill juice, splatter paint, splash water, or have an accident.

***Toys from Home:***

Please have your child leave toys that belong to him or her at home, unless requested by the teachers for a specific activity.

***Insurance Coverage:***

Children enrolled in the preschool are covered by the university's insurance policy. This policy is a secondary policy only and the families' health insurance coverage is the primary policy.

***Change of phone numbers:***

It is very important that we have current phone numbers for you and those that are on the list of people that can pick your child up. If those numbers or names should change at any time please notify the preschool office so that the changes can be made.

***Breastfeeding:***

The preschool office, outside of the multi-purpose room, is a designated space for mothers to breastfeed and/or pump breast milk.