



**Let's Grow Together!**

In a place where learning, creativity, kindness and fun meet.

**2951 Kent Road Silver Lake, Ohio 44224**

**Tel: 330-945-7864 Email: [TCSLpreschool@gmail.com](mailto:TCSLpreschool@gmail.com)**

**Director: Morghan Weekly**

# **Preschool Ownership: The Church in Silver Lake**

## **The Preschool is under the supervision of the Preschool Board and the Preschool Director.**

Welcome to Silver Lake Preschool. This handbook contains information regarding the preschool program. It is important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about Silver Lake Preschool.

### **PHILOSOPHY AND GOALS**

The Church in Silver Lake Preschool was established to provide quality, loving care for children 3, 4, and 5 years old. The purpose of the Silver Lake Preschool is to lay a good foundation of children's education by guiding them toward healthy social relationships with children their own age, and adults other than parents. The staff recognizes the importance of balanced growth so they provide opportunities for social, mental, physical, emotional, spiritually and intellectually growth through a variety of creative experiences. Children are encouraged to explore at their own speed in areas that interest them. We strive to provide children with the confidence to know that they are special, loved and can do anything in life that they want to do. We are pleased you have chosen to include us in the growth and development of your child.

### **Assessments:**

Assessments are done twice a year to measure a child's growth over the school year. The 1st is completed in September/October followed by a conference with parents in early November (4 and 5 year class only). The 2nd assessment will be done in March/April and follow-up meetings will only be conducted upon the request of the teacher or child's parent. No screenings are done prior to the student entering our program.

### **LICENSE**

The Silver Lake Preschool is licensed to operate legally by the Ohio Department of Job and Family Services to service children 3 to 6 years of age. Attached at the end of this handbook you will find information about licensing and other valuable information. Please take time to read this information.

## **ADMISSIONS**

Any child who will be three (3) by Sept. 30<sup>th</sup>, would be eligible for our 3's class. Any child who will be four (4) by Sept. 30<sup>th</sup>, would be eligible for our 4's class. Any child who will be five (5) by Sept. 30<sup>th</sup>, with prior preschool experience and not attending kindergarten may apply for entrance to our 5's class. We will accept children of all races, color, religion, sex, disabilities and national origin.

Enrollment is determined on an individual basis. We will accept handicapped children who can relate to our classroom experiences and are able to be mainstreamed into our program. A child is considered to be enrolled in the preschool only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork received. This includes: Child Enrollment and Health Information form, Child Medical Statement, Hiking Permission form, and Tuition Policy Signature form. Any change to this information must be communicated to the administrator immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months. Any child whose Medical form has expired may not return to school until an update form from their doctor has been submitted to the office. If your child does NOT get immunizations your primary care doctor will still need to fill out the form and sign off on the fact you waive the right to vaccinations.

## **HOURS AND DAYS OF OPERATION**

The Preschool is in session from 9:00 to 11:30 am and from 12:15 pm to 2:45 pm Monday through Friday. The school year will run from September to Mid-May. We will be closed for teacher in-service day in October, Presidential Election Day, Thanksgiving break, Christmas break, Martin Luther King Jr. Day, Presidents Day, Spring break and a possible day off for State training. Full tuition is due for the weeks in which these fall, as the staff is given them as paid holidays.

## **STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE**

Silver Lake Preschool will not exceed the following state required ratios:

1:12	3 year olds
1:14	4 year olds
1:18	school age children

Because we desire to provide a higher level of quality care we will strive to maintain a 2:16 ratio in the 3 year olds class, 2:22 in the 4-year-old class and 2:18 in the 5-year-old class.

### **The maximum group sizes are as follows:**

24	3 year olds
28	4 year olds
36	school age children

Maximum group size is defined by the number of children in one group that may be cared for at any time.

## **DAILY SCHEDULES**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### **3's AM**

9:00 – 9:15	Arrival
9:15 – 9:20	Music and Movement
9:20 – 9:30	Daily Meeting Time
9:30 - 10:25	Learning Centers
10:25 – 10:30	Learning Centers Clean-up/Potty Break
10:30 – 10:45	Story Time
10:45 – 11:05	Snack
11:05 – 11:25	Outside play and/or hiking
11:25 – 11:30	Prepare for Dismissal Time

**\*11:30-12:15 3's Lunch Club (Tuesdays and Thursdays)**

#### **4's AM**

- 9:00 – 9:15 Arrival
- 9:15 – 9:30 Daily Meeting
- 9:30 – 10:25 Learning Centers
- 10:25 – 10:30 Clean-up and Bathroom Break
  
- 10:30– 10:50 Snack
- 10:50 – 11:05 Story Time
- 11:05 – 11:20 Outdoor Play
- 11:20 – 11:30 Prepare for Dismissal Time

#### **\*11:30-12:15 3's Lunch Club (Monday, Wednesday and Friday)**

##### **Lunch Club:**

Pack a lunch and join the lunch club! We will help your child gain independence in their eating skills (opening up their own items and cleaning up after themselves), practicing sitting still for 15-20 minutes in a lunch setting and building social skills while talking to their peers. This is available September-April. 3's AM classes can participate Tuesdays and Thursdays for \$5 per day or 2 sessions for \$8.00. The cost is \$5 per day or 3 sessions for \$12.00 for 4's ½ Day students. **No Microwave is available to heat up students' food so please plan accordingly.**

#### **A typical 4's ALL DAY Program would include: Monday, Wednesday, and Friday**

##### **4's All Day**

- 9:00 - 9:15 Arrival
- 9:15 - 9:30 Morning meeting
- 9:30 - 10:25 Learning Centers
- 10:25 - 10:30 Clean Up and Bathroom Break
- 10:30 - 10:50 Snack
- 10:55 - 11:05 Story Time
- 11:05 - 11:25 Outdoor Play
- 11:25 - 11:30 Dismissal

- 11:30 - 11:35 Prepare for Lunch
- 11:35 - 12:10 Lunch
- 12:10 - 12:30 Gross Motor Play/Recess
- 12:30 - 12:45 Story Time
- 12:45 - 1:00 STEAM Lesson
- 1:00 - 1:15 STEAM Activity
- 1:15 - 1:30 Circle Time Expansion
- 1:30 - 1:50 2nd Snack
- 1:50 - 2:20 Small Group Activity
- 2:20 - 2:40 Brain Break
- 2:40 - 2:45 Dismissal

**A typical 5's ALL DAY Program would include:**

**Monday, Tuesday, Wednesday, Thursday and Friday**

- 9:00 - 9:10 - Arrival
- 9:10 - 9:30 - Themed Table Time
- 9:30 - 9:50 - Morning Meeting
- 9:50 - 10:10 - Gross Motor/Recess
- 10:10 - 10:15 - Bathroom Break
- 10:15 - 10:30 - Snack
- 10:30 - 10:45 - Story Time
- 10:45 - 11:45 - Guided Learning Centers
- 11:45 - 12:00 - Free Play/ Clean-up
- 12:00 - 12:15 - Bathroom Break/Wash Hands/Get Ready for Lunch
- 12:15 - 1:00 - Lunch
- 1:00 - 1:05 - Clean-up
- 1:05 - 1:15 - Gross Motor/Recess
- 1:15 - 1:30 - STEAM Lesson
- 1:30 - 1:45 - STEAM Activity
- 1:45 - 2:10 - Afternoon Learning Centers
- 2:10 - 2:30 - 2nd Snack
- 2:30 - 2:40 - Games/Brain Break/Extra recess
- 2:40-2:45 - Prepare for Dismissal

## **SNACKS/LUNCHES**

### **Preschool Programs – Snack**

Parents are asked to provide a nutritious snack, cup and napkin (plastic ware when necessary). Students will also bring a labeled water bottle everyday they attend class. 4's All Day Group and 5's Group All Day students will need 2 snacks each day. A drink is not necessary, water will be provided with snacks. **Please put a snack, cup and napkin in a gallon zip lock bag with your child's name on it.**

Lunches, provided by the parents, should be healthy and contain one of each of the major food groups. Please note that we will work with your students on eating healthy items before they are allowed to have "the treat" that you pack in their lunch. Students' lunches will also need to contain an ice pack to keep items cold.

## **CLOTHING**

We recommend that the children wear play clothes. We don't want to inhibit a child's play by what he/she is wearing. Rubber soled shoes are the best for safety on the playground and on our tile floors. Patent leather shoes and plastic jelly shoes and sandals are unsafe and not allowed. Children wearing these shoes will not be permitted to play large muscle type activities. (Umbrellas are not necessary due to the closeness of the entry door. Do not send it with a child.) Please be sure to label all removable garments; there are many look-alikes.

## **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 36 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send you children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens and boots in the wintertime.

## **BIRTHDAY CELEBRATIONS**

Children will be permitted to bring in a snack on their birthdays. If your child has a summer birthday we will not be celebrating it with the class during the school year. Parents can pick from the approved birthday snack list given to them by the child's teacher, NO CUPCAKES PLEASE. We ask that party invitations not be handed out at preschool; it causes many hurt feelings.

## **PARENT OBSERVATION/PARTICIPATION**

The custodial parent, custodian or guardian of a child enrolled in our program shall be permitted unlimited access to the preschool during its operation for the purpose of contacting the child, evaluating the care provided and evaluation of the premises. Upon entering the premises, the custodial parent, custodian or guardian shall notify the administrator or the designee of their presence.

We encourage parent visitation and participation anytime. We do ask that you do not bring younger children as this disrupts the class. Sharing a story, occupation, hobby, musical instrument, etc. is always appreciated. Please use our Dojo app to contact your students' Lead Teacher or the centers Director at any time.

If at any time parents or staff have concerns or questions, please contact the preschool director. Concerns that the preschool director is unable to address will be directed to the Church Preschool Board. The recommendations from the Preschool Board will be final.

## **TUITION/FEES AND PAYMENT POLICIES**

### Preschool Tuition Fees

3's = \$2,225.00 per year with a minimum payment of \$250.00 per month for class.

4's ½ Day Class = \$2,925.00 per year with a minimum payment of \$325.00 per month for class.

4's All Day Class= \$3,825.00 per year with a minimum payment of \$425.00 per month for class.



5's All Day Class= \$4,725.00 per year with a minimum payment of \$525.00 per month.

September tuition is due on August 1<sup>st</sup>. Failure to pay this tuition by August 1<sup>st</sup> may result in your child losing his/her position in the preschool. The remaining tuition payments will be due no later than the 15<sup>th</sup> of each month, unless otherwise stated on the Tuition Payment Schedule, September through April. The final payment will be due by April 15<sup>th</sup>. Tuition may be paid in advance. Refunds will be granted on advance payments if the withdrawal policy is followed. There will be no refunds for absences due to illness, vacations, or canceled days due to weather conditions or emergency repairs to the preschool building such as heating, water, etc. Tuition is non-refundable.

**\* The Church in Silver Lake Preschool reserves the right to cancel classes due to insufficient enrollment.**

The Preschool's Tax ID number is: **34-1102436**

### **Registration Fee:**

An annual, non-refundable preschool registration fee of \$100.00 is charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

### **Delinquent Accounts/ Returned checks:**

Payments received after the 15<sup>th</sup> of each month will incur a late fee of \$25.00. If the tuition and late fees are not received by the last school day of the month, your child may not return to school until payment is received. A \$45.00 fee will be charged for any returned check due to insufficient funds. The parent will be required to pay in cash until balances are settled.

### **Late Pick - Up Charges:**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been

forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 11:35 for the morning classes and 2:50 for the afternoon classes. Please remember this is our lunchtime and we would also like to get home to our families at the end of the day.

### **Withdrawals:**

Parents wishing to withdraw their child(ren) may do so at any time. A two-week notice, in writing, is required for tuition paid in advance to be refunded.

### **School Closings:**

On rare occasions, it may be necessary to close the preschool due to poor weather conditions or building issues. Please watch the local television stations, listen to your local radio station or check your dojo account for school cancellations. Please watch for our school to be announced (we follow Cuyahoga Falls School District). If the preschool has to close due to the above mentioned reasons and a special event was scheduled for that day, the event will not be rescheduled.

### **Communication:**

If at any time parents or staff have concerns or questions, please contact the Preschool Director (330-945-7864). Concerns the Preschool Director is unable to address will be directed to the Church Preschool Board. The recommendations from the Preschool Board will be final.

Teachers may ONLY be contacted via class Dojo and ONLY between the hours of 8:00-4:00PM, Monday through Friday. All other "emergency" conversations outside of the allotted times need to be sent to the Director via Class Dojo or Email.

### **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are to alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary/preventive measures. We will not leave any child unattended while in our care. Any special messages or special pick-up notes, etc. are to be given to the director.

### **Arrival/Departure:**

Parents are required to bring their child to the entrance door and hand the child to a supervising staff member. A staff member will assist the child into the classroom. Children may not be sent in alone or come from the parking lot alone. Staff must be aware of each child's presence before the parent departs. Please adhere to the following procedures:

### **Car Drop off procedure for Circle Drive:**

- Pulling into the parking lot using the aisle passed the telephone pole.
- Drive through the circle drive by the handicap sign.
- Stay in your car until staff is at the door to receive your child.
- Get your child out of the car and walk them to the door.
- Get back in your car and pull away. *(If you want to talk to another parent park your car after you have dropped off)*

### **Car Pick-up procedure for Circle Drive:**

- Drive through the circle drive by the handicap sign.
- Stay in your car until your child is brought to the door.
- Get out of your car, come to the door to get your child.
- Put your child in the car and pull away. *(If you want to talk to another parent park your car after you have picked up)*

**If you do not follow these instructions you will be asked not to use the circle-drive.**

**Walking to the door for drop off or pick up:**

**DO NOT PARK IN THE HANDICAP PARKING SPACES  
UNLESS YOU HAVE A HANDICAP PARKING PERMIT VISIBLE  
ON YOUR CAR.**

If you walk your child to the door before someone is there to receive them or wait for them after school before they are brought to the door **YOUR CAR MUST BE PARKED IN THE PARKING LOT.**

At the time of pick-up parents are asked to come to the Preschool entrance and the supervising staff member will call the child to the parent. Children are to be placed into your car and in their safety restraint upon leaving the building. Parents are responsible for the supervision of their child before drop off and after pick-up. Please do not allow your child to play in the hall or parking lot while you talk to other parents. Please make other arrangements to talk with other parents, this is a busy time and other parents are trying to get their child out. This eliminates congestion.

## **Absences**

If your child will not be attending Preschool for any reason, please contact the Preschool as soon as possible.

## **Release of a child:**

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a note giving the person(s) not on the release form permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please inform anyone picking up your child of this procedure ahead of time so they will bring a picture ID and are not offended. Children's safety is our priority! 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.

If a child's parent(s) have a custody agreement per the courts a copy will need to be provided to the school prior to the students starting in the program. Should it change during the child's 9 months in the program an updated version will need to be provided immediately. The director or teacher reserves the right to contact the Silver Lake Police department anytime a custody disagreement might take place on school property.

## **Child Abuse Reporting:**

All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## **Field Trips/Transportation of Children:**

The Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. On preschool form parents/guardians must fill out that they give permission for medical transport or ambulance to take the child to the hospital.

We will be scheduling a few field trips throughout the preschool year. Parents will drive their child to the destination and stay with their child the entire field trip. All children must have parental permission and be seat belted or in a car seat when we are on field trips. We will be taking routine walking trips through the school year. Parents must have a routine permission slip submitted to the program.

## **GUIDANCE POLICY**

Silver Lake Preschool staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff it may become necessary for your child to be asked to leave our program. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. After 3 written warnings to the child's parent a suspension will be issued for a week. Further review from The Church in Silver Lake Preschool Board will be conducted at this time. Upon review if it is decided that the child is a harm to themselves, teachers or other students the child will be subject to expulsion from the program. The administrator would be in communication with the parents during the whole process.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, 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.

## **ACCIDENTS/EMERGENCIES**

The preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the preschool's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the preschool does conduct 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 Preschool, our emergency destination is the Fraternal Order of Police across the parking lot or to the Silver Lake Police Department next door.) 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. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and staff members will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident.

## **MANAGEMENT OF ILLNESS**

Silver Lake Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before the immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the preschool. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness.
- Diarrhea (more than three abnormally loose stools within a 24-hour period).
- Severe coughing (causing the child to become red in the face or to make a whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated skin patches, unusual spots or rashes.
- Unusually dark urine or gray or white stools.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestation.
- Vomiting more than once or when accompanied by any other sign of illness.
- Sore throat or difficulty swallowing.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

## **Medications:**

The preschool will administer medications to children only after the parent completes the following forms: Child Medical/Physical Care Plan and Request for Administration of Medication form and Licensing Rule 5101:2-12-25 is followed.

**5101:2-12-25 Medication administration for a licensed child care center**

**CCCMTL 32**

**Effective Date: October 29, 2021**

**Most Current Prior Effective Date: October 29, 2017**

**(A)When is a JFS 01217 "Request for Administration of Medication for Child Care" required?**

**(1)The JFS 01217 is required for all prescription and non-prescription medication, including sample medication.**

**(2)The JFS 01217 is not required for a medication or medical food required by a JFS 01236 "Child Medical/Physical Care Plan for Child Care" pursuant to rule 5101:2-12-15 of the Administrative Code.**

**(3)The JFS 01217 is not required for non-prescription topical lotions or products.**

**(B) What are the requirements for prescription medications, non-prescription medicines containing codeine or aspirin, or non-prescription medication to be given longer than three consecutive days in a fourteen day period?**

**(1)The center shall ensure that the parent completes and signs box one of the JFS 01217.**

**(2)The center shall ensure that the instructions in box two of the JFS 01217 are completed and signed by a licensed physician, as defined in Chapter 4731. of the Revised Code, licensed dentist, advanced practice registered nurse or certified physician's assistant.**



- (3) Box two of the JFS 01217 does not need to be completed if the medication is stored in the original container with a prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use.

**(C) What are the requirements for non-prescription medications?**

The center shall:

- (1) Ensure that the parent completes and signs box one of the JFS 01217.

- (2) Ensure that one of the following is met:

- (a) The medication is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.

- (b) The instructions in box two of the JFS 01217 are completed and signed by a licensed physician as defined in Chapter 4731. of the Revised Code, licensed dentist, advanced practice registered nurse, or certified physician's assistant, this excludes topical preventative products and lotions unless the instructions exceed or do not match the manufacturer's instructions or the non-prescription medication is not stored in original container.

**(D) What are the requirements for topical products and lotions?**

Written parental permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months.

For all other topical products and lotions, the center shall:

- (1) Ensure that the product is stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child.

(2)Ensure that the parent provides signed written permission to administer that topical product or lotion.

(3)Apply the non-prescription topical products and lotions according to the manufacturer's instructions. Documentation is not required by the staff.

**(E)** What are the requirements for a licensed child care center to administer medications,medical foods or topical products in a licensed child care center?

The center shall:

(1)Not administer any medication, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications for the child are exempt from this requirement.

(2)Not administer any medication medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice registered nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.

(3)Document each administration or application on the **JFS 01217** immediately after administering, including when school-age children administer their own medication. This excludes items in paragraph (D)of this rule.

(4)Follow-prescribed dosages or the manufacturer's recommended dosages for administering non-prescription medication.

(5)Complete a separate **JFS 01217** for each medication to be administered for each child, excluding items in paragraph (D). Each **JFS 01217** is valid for the time period listed on the form, not to exceed twelve months from the date of signature.

**(F)** What are the requirements for storing medication, topical products and medical foods in a licensed child care center?

**The center shall:**

- (1) Safely store all medication, medical foods, and topical products immediately upon arrival at the center. Ensure the medication, medical food, or topical product is stored per the requirements on the label in the original container with the child's name affixed.**
- (2) Keep medication, medical foods, and topical products out of the reach of children, unless a school-age child is permitted to carry their own emergency medication and a **JFS 01236** is completed and on file at the center.**
- (3) Permit school-age children to carry and use their own topical products.**
- (4) Refrigerate, in a separate container, medications, medical foods, or topical products immediately upon arrival at the center if needed.**
- (5) Ensure that medications, medical foods, and topical products are accessible to employees at all times.**
- (6) Ensure that medications, medical foods, and topical products are removed from the center when no longer needed or expired.**

**Effective: 10/29/2021**

*Handbook Revised: 8/20/25 MW*

**Special days and Scheduled days off 2025-2026 school year**

***The days the preschool will be closed are as follows:***

*October 10<sup>th</sup> - No School-PD Day*

*November 4<sup>th</sup> - No School for students/ Parent Teacher Conference Day, 4's and 5's Classes Only*

*Parents in the Program may start registering their student for the Fall of 2026-2027*

*November 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup> – Thanksgiving – No School*

*December 19<sup>th</sup> – January 2<sup>nd</sup>– Christmas Break (Resume School on Jan. 5<sup>th</sup>, 2026)*

*January 5<sup>th</sup>-Enrollment to Preschool Opens up to the Public*

*January 19<sup>th</sup>– Martin Luther King, Jr. Day-No School*

*February 13<sup>th</sup> - No School Staff PD Day*

*February 16<sup>th</sup>-Presidents' Day-No School*

*March 23<sup>rd</sup>– March 27<sup>th</sup> – Spring Break*

*April 3<sup>rd</sup>- No School Good Friday*

*April 6<sup>th</sup>-No School Easter Monday*

**● IMPORTANT PRESCHOOL DATES**

August 1<sup>st</sup>-All PAPERWORK AND SEPTEMBER TUITION PAYMENT DUE

August 27<sup>th</sup> – Parent Information Night at Preschool 7:00PM (Parents Only in Sanctuary of Church)

August 28<sup>th</sup>-Open House 3's AM and 5's Classes- 10:00 AM-12:00 PM

August 29<sup>th</sup>-Open House 4's ½ Day 10:00-11:00 AM and 4's ALL Day Class 11:30-12:30 PM

September 2nd – First Day of school for 3's classes & 5's class

September 3rd – First Day of school for 4's classes

September 17th- Picture Day for 4's classes

September 18th – Picture Day for 3's and 5's classes

October 7th–Kingsway–Pumpkin Farm – 3's AM and 5's classes 9:45 AM (5's students go home with parents after field trip no class for remainder of day)

October 8th -Kingsway, Pumpkin Farm – 4's classes both AM and All Day Class 9:45 AM (4's All Day class students go home with parents after field trip no class for remainder of day)

October 30th– Halloween Trunk or Treat – 3's AM 10:45 AM ***Students go home with parents***

Oct 31st- Halloween Trunk or Treat - 4's ½ Day 10:45 AM and 4's All Day, 5's Class 2:00 PM ***Students go home with parents***

November 4th – Parent/Teacher Conferences - No school for students (Enrollment for 2026-2027 begins for current students and siblings) ***NO CONFERENCES FOR 3's CLASSES***

November 24th- Thanksgiving Feast 4's and 5's students 10:30 and 1:45 PM

November 26th-28th- No School Thanksgiving Break

December 17th – Christmas Program – 4's classes ½ Day and All Day class 10:30 AM (Last Day of school for 4's) ***Students go home with parents for the day after the program.***

December 18<sup>th</sup> – Christmas Program – 3's classes AM and 5's Classes 10:30 AM (Last Day of school for 3's and 5's) ***Students go home with parents for the day after the program.***

December 19th-Jan 2nd-Christmas Break (Class resumes on Jan 5th)

January 19th- No School MLK Day

February 11<sup>th</sup> - Valentine Party – 4's classes

February 12<sup>th</sup> – Valentine Party – 3's classes AM 5's Class

February 13<sup>th</sup>- No School PD Day

February 16<sup>th</sup>- No School Presidents Day

February 20<sup>th</sup>– Suds with Buds (Brother, Uncle, Dad or Special someone) (6pm to 7pm – more info to follow) 5's classes only

March 12<sup>th</sup> – Grandparents Tea – 3's classes AM 10:30 AM

March 23<sup>rd</sup> - March 27<sup>th</sup>- No School Spring Break (Resume school on March 30<sup>th</sup>)

April 3<sup>rd</sup>- No School Good Friday

April 6<sup>th</sup>- No School Easter Monday

April 7<sup>th</sup> – Art show- 6:00pm to 7:30pm – ***All students will have art on display***

April 16<sup>th</sup> - Graduation Pictures- 5's Class

April 17<sup>th</sup> - Graduation Pictures- 4's ½ Day and All Day Classes

April 24<sup>th</sup> – Mother's Tea – 4's ½ Day and ALL Day 10:30 AM ( 4's parents take home students after program **NO** class in afternoon).

May 11<sup>th</sup> – Field Day– 4's class

May 12<sup>th</sup> – Field Day– 3's and 5's classes

May 14<sup>th</sup>– 3's classes- ***Last day of School***

May 15<sup>th</sup>-Graduation Ceremony followed by picnic at Silver Lake Pavillion- 4's classes and 5's class 10:30 AM- ***Last Day of School***

***\*\*\*Please note that these dates are subject to change due to Church conflicts\*\*\****

## **Our Vision**

An inclusive education for students of all ability levels where all members of our community are treated with kindness and respect. A place to empower children to develop and adopt good learning practices. To create a safe environment where we can build and foster community. All positive relationships begin with trust at The Church In Silver Lake Preschool.

***Preschool Ownership: The Church in Silver Lake******The Preschool is under the supervision of the Preschool Board and the Preschool Director.***