



Cypress Christian Schools

Preschool
Parent Handbook
2024-2025

Cypress Christian Preschool
377 Alton Darby Creek Road
Galloway, Ohio 43119
614-878-8803
TAX ID #31-4393240

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General Information

Contact Information

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Philosophy

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the preschool program directors and daycare program directors.

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of an individual. Therefore, it is our desire to guide and nurture each child by providing learning experiences in the areas of spiritual, social, emotional, physical, cognitive, and language development. It is our goal that as an atmosphere of Christian love surrounds the children; they will develop attitudes that will enable them to reach their full God-given potential in each area of development.

Statement of Faith

The congregation of Cypress Wesleyan Church is comprised of people from many church/religious backgrounds. We are confident in the Bible as our written source for spiritual truth. We believe that personal faith in Christ is our primary hope of final salvation. We look to Christ as our example for life. We need each other for effective spiritual growth and maturity in our Christian walk of life. Below is a basic creed.

We Believe:

- That the Bible is unparalleled in its divine inspiration and in its complete accuracy and authority as God’s revealed source of faith and truth to us.
- In one God, beside whom there is no other and whose nature and activity is supremely revealed to us through His expression of Father, Son (Jesus Christ), and Holy Spirit.
- That human nature involves the image of God, in part, but also displays the universal tendency toward the practice of sin, which is basically rebellion (active or passive) against God.
- That Man’s ultimate and most urgent needs are an awareness of his condition before God and a new life with Him, through Christ.
- That Jesus Christ is God’s unique revelation of Himself to us in human form, and His chosen pathway for our salvation, by virtue of His birth, life, death, resurrection and present intercession for us.
- That the way to salvation is through confession, forgiveness of sins, and personal acceptance by faith of Jesus Christ as personal Savior and Lord.
- That our lives should seek to “...reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” (Ephesians 4:13, NIV).

Hours of Operation

Preschool Office Hours

September 5th, 2024 – May 15th, 2025 *(see calendar on last two pages for scheduled days off)*

Monday through Thursday 8:00am – 2:45pm

Summer Hours

By Appointment Only

Morning Class Hours	8:30am – 11:30am
Drop-Off	8:30am
Pick-Up Window	11:15am - 11:30am

Extended Morning Class Hours	8:30am – 12:30pm
Drop-Off	8:30am
Pick-Up Window	12:15pm – 12:30pm

Afternoon Class Hours	12:15pm – 2:45pm
Drop-Off	12:15pm
Pick-Up Window	2:30pm – 2:45pm

Scheduled Closings

Please see the calendar on the last two page of this document for a complete list of scheduled closings.

Inclement Weather Closings

In the case of inclement weather, Cypress Christian Preschool will follow the decision made by the leadership team at Cypress Christian School (K-8). They do not follow a specific district but take into consideration what the major districts in the area are doing. Once the decision is made, we will send a message through Brightwheel and it will be posted on the preschool social media pages. You can also check your local news station by looking for “Cypress Christian School and Preschool”.

Unexpected Closings

In the case of unexpected closing (threat of violence, loss of utilities, etc..), the school administrator will make the determination whether the center needs to be closed or not. Once the decision is made, we will send a message through Brightwheel and it will be posted on the preschool social media pages.

Daily Schedule (Example)

This is an example of a morning schedule for one of our four-year old classrooms. Please note that this is an example of the daily routine. The teachers will adapt their schedules to best meet the needs and interests of their classrooms.

- 8:20-8:30 – Arrival and Table Time
- 8:45 – Special Activity (chapel, science, etc..)
- 9:10 – Circle Time
- 9:25 – Learning Centers
- 9:45 – Clean Up and Restroom Break
- 10:05 – Snack Time
- 10:25 – Music and Story Time
- 10:45 – Playground or Gym
- 11:05 – Closing Circle Time/Pack-Up Belongings
- 11:15-11:30 – Dismissal

Staff-to-Child Ratios

The center will not exceed the following staff-to-child ratios and small group sizes for each age group.

<u>Age</u>	<u>Staff:Child</u>	<u>Small Group</u>
30 months to 36 months	1:10	2:16
3 years old	1:12	2:24
4 & 5 years old	1:14	2:28

Parent Involvement

We have an open-door policy at Cypress Christian Preschool. Parents have unlimited access to all areas of the building used for childcare during the hours of operation. Visiting parents may observe and/or visit their children at any time during their child's scheduled class time.

Our daily schedule will be posted in your child's classroom or you may ask for a copy from your classroom teacher. Please give consideration to the group's schedule and the needs of the classroom. The director, in cooperation with the classroom teacher, will handle repeated or disruptive visitations on an individual basis.

Parents are encouraged to participate whenever possible in the activities at the center. This includes field trips, class parties, chapel and other special events.

For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.

Parent-Provider Meetings

Cypress Christian Preschool staff will communicate about your child's day through Brightwheel sending pictures or notes as applicable. Teachers are available to discuss a child's progress or needs at any time. 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 want to be able to focus on you and your child during the school day.

Additionally, two days in November have been set aside for parent-teacher conferences (see calendar at the end of this document).

Financial Information

Tuition and Fees

Our center exists as a non-profit organization, with tuition and fees established to help with the basic cost of operation. Our tuition is calculated annually (with the option of a payment plan) and factors in all the holidays as well as calamity days built in should we need to close due to weather, illness or other outside circumstances (loss of water, power, etc...).

Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days. However, in the event that Cypress Christian Preschool is mandated by the state to close, we will not charge tuition for the months not in attendance.

Tuition is as follows:

	<u>Annual</u>	<u>Payment Plan</u>
Registration & Supply Fee	\$175	n/a
2 Day Morning (MW or TTh)	\$1755	\$195 Aug - April
4 Day Morning (M-Th)	\$2430	\$270 Aug - April
2 Day Extended Morning (MW or TTh)	\$2070	\$230 Aug - April
4 Day Extended Morning) (M-Th)	\$2790	\$310 Aug - April
4 Day Afternoon (M-Th)	\$2340	\$260 Aug - April

Discounts

Two or more children in Cypress Christian Preschool – 15% off lowest tuition (Only one discount per family is permitted).

Registration Fee

A **non-refundable** registration & supply fee (see table above) will be charged within 2-3 business days of registering. This fee ensures your child's enrollment and covers all of their supplies for the school year (class color t-shirt, folders, crayons, glue, scissors, etc...).

Brightwheel Account

A financial account with autopay turned on is required for all families. Brightwheel charges a 0.6% (minimum of \$0.25 and maximum of \$2.00) fee/transaction for bank transactions or a 2.95% fee/transaction for credit card transactions. No cash or checks will be accepted at the center for any financial payments.

Tuition Payments

All tuition payments will be invoiced and paid through Brightwheel. There are two payment options:

- Annual – Full payment for the school year is due by August 1st
- Payment Plan – Nine equal payments due monthly August 1st – April 1st

Late Enrollments

Fees for late enrollments (enrolling after October 1st) will be pro-rated accordingly.

Additional Payments

All other payments will be invoiced and paid through Brightwheel. This includes but is not limited to speech and hearing screenings, field trip tickets, extra t-shirts, etc...

Late Tuition Fees

Tuition is due the 1st of the month. If tuition is paid after the 5th of the month, a late fee of \$25.00 will be charged. The account must be brought up to date within two weeks of the failed payment.

Late Pick-Up Policy

Cypress Christian Preschool offers a 15-minute pick-up window (see hours of operation on page 6). You may pick up your child any time within that window. Children picked up after that time frame will be charged a rate of \$1/minute late. Payment of the late fee will be invoiced to your Brightwheel account. Excessive late pick-ups (more than four per school year) may result in withdrawal from the program.

Additional Charges Due to Court Appearances

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. The school will have to provide a substitute in the staff member's absence.

Withdrawal from the Program Due to Parent Request

If a parent wishes to withdraw their child from the program during the school year, Cypress Christian Preschool requires at least thirty (30) days signed notice. Please contact the director and a withdrawal form will be provided to you.

Facility Information

Entering and Exiting the Building

The preschool shares a building with the daycare, K-8th grade school as well as the church and church offices. We ask that you please enter and exit through the preschool doors (south lot) only and refrain from playing in the lobby and common areas. Students should remain within an arms reach of their parent/guardian at all times.

Parking

- Pay careful attention and drive slowly around the turns and through the lot, stopping at the end of each row and check for oncoming traffic.
- Please no cell phone usage.
- Please park in designated parking spots and reserve the handicapped spots nearest the building for vehicles with a handicapped placard. The curb areas clear must remain clear for emergency vehicles.
- Children should be walked in to the building by an adult, please keep your preschooler close to you at all times. Preschoolers should not be running through or playing in the parking lot.
- CCS K-8 students should be dropped off in the CCS carline in the north lot.

Onsite Support for Breastfeeding

The center provides a private onsite nursing or pumping area located in the south lobby restroom.

Policies and Procedures

Enrollment Information

Registration Process

To enroll at Cypress Christian Preschool, an interested parent/guardian should contact the center to discuss the philosophy, policies, and procedures of the program. The parent/guardian may be given a tour of the facility and will discuss the specific program their child will be enrolled in.

Enrollment is on a first come-first served basis.

Cypress Christian Preschool will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, and disability or vaccination status.

1. Visit www.cypressschools.tv and click "Enroll Now"
2. This link will take you to Brightwheel, if you have a Brightwheel account you can login now. If you do not have a Brightwheel account, you will create one now.
3. Complete the information on the enrollment form and submit form.
4. An administrator will contact you through Brightwheel within 2-3 business days to discuss availability.
Please ensure that Brightwheel notifications are TURNED ON so that you do not miss any time sensitive information.
5. Once a schedule has been agreed upon, you will be sent an invoice for the non-refundable supply & registration fee (due now) and the state required forms. See instructions below.
6. Your registration is not guaranteed until all the required enrollment documents (see below) are received AND the non-refundable supply & registration fee is paid.

Brightwheel Account

We are excited to partner with Brightwheel as our primary communication tool to register, complete enrollment documents, manage financial information, send daily updates and more! A Brightwheel account is required for at least one parent/guardian. Brightwheel is the preferred method of contact between parents and staff.

Required Enrollment Documents

All of the following documents must be submitted through Brightwheel and approved by Cypress Christian Preschool administration before you spot is confirmed. All documents will need to be updated annually. Failure to complete and/or update these forms could result in withdrawal of your child from Cypress Christian Preschool.

- Registration Form
- Child Enrollment and Health Information with completed Signed Emergency Transportation Authorization (ODJFS 01234)
- Child Medical Statement (ODJFS 01305)* – Print and have completed by a doctor.
**This form is valid for 365 days from the date of exam and may need to be updated during the school year. Failure to secure an updated Child Medical Date within 30 days of expiration will result in your child being unable to attend until an updated Child Medical Statement is received.*
- Handbook Acknowledgment
- Tuition Agreement
- Walk Agreement
- Child Medical/Physical Care Plan*
**If your child has a health medical condition or allergy that requires monitoring, medication and/or intervention please be sure to include this information on the State Child Enrollment and Health Info (ODJFS 01234).*

Care of Children without Immunizations

The Ohio Department of Health recommends that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others. A completed JFS-01305 Child Medical Statement with Section C signed and dated will need to be completed annually.

Attendance Policies

Arrival to the Classroom

Every child must be taken directly to his/her classroom by a parent/guardian. Under no circumstances should a child be dropped off outside the building or in the lobby. Upon arrival, the classroom teacher will check-in your child using Brightwheel. Please do not drop off a child in an empty classroom.

Departure from the Classroom

Parents/guardian should line up outside their child's class and wait until the teacher releases their child.

Absence Policy

There is no attendance requirement for preschool. However, if your child is going to be absent on a regularly scheduled day, please notify your child's teacher through Brightwheel.

Release of a Child

Children will only be released to individuals listed on the child's Brightwheel profile OR listed as an emergency contact on the JFS-01234 Enrollment Information form. Staff may require photo identification at any time.

Custody Agreements

Cypress Christian Preschool will follow any court ordered custody agreements. It is the custodial parent's responsibility to notify school administration of any custody agreements and provide a certified copy of the court documents.

Arrival from Other Programs

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm the child is scheduled to be at the center that day and then contact the program that they are to arrive from. We will then consult with the parents to determine further action.

Arrival from Cypress Christian Daycare

If your child attends both Cypress Christian Preschool and Cypress Christian Daycare, preschool staff will provide transportation (walk) for children attending afternoon preschool only. Preschool staff will pick up your child from their daycare classroom at 12:15 and return them to their daycare classroom at 2:45. Please note we do not provide transportation (walk) for children attending morning preschool and afternoon daycare.

Supervision of Children

General Supervision

It is the responsibility of Cypress Christian Preschool staff to ensure the health and safety of each child is entrusted in our care. Staff will ensure the following:

- Leave no child unsupervised. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately, including responding to the child's basic needs and protecting them from harm.
- Ensure all children in care are within sight and hearing of childcare staff members at all times. Within sight and hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies.
- Not be under the influence of any substance that impairs the childcare staff member's ability to supervise children and/or perform duties.
- Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.
- Not permit children to be exposed to inappropriate language or media.
- Supervise outdoor play.

School Age Children Supervision

Not applicable. Cypress Christian Preschool does not provide care for school age children.

Child Guidance

General Guidance

Cypress Christian Preschool focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for the children. Staff will facilitate problem-solving and encourage children to talk about problems and share their thoughts and suggestions if a conflict arises. Child guidance will be handled with kindness, consistency and understanding in accordance with the individual needs of each age group and each child. If a child exhibits inappropriate behavior, they will be asked to find a space away from the group. They may return to the group when they are ready. The break will be for no longer than one minute per age of the child.

Discipline

In accordance with rule 5101:2-12-19 OAC, there will be no physical discipline administered in our preschool. Physical restraint or the denying of food as discipline is not allowed. Use of abusive language or attacks on the child's self-worth is not to be used to shame a child into conforming to the rules of behavior. Techniques of discipline shall not humiliate, shame, or frighten a child. Any instances of such practices are to be reported to the program director. There will be no cruel, harsh, or unusual punishment, such as, but not limited to, punching, pinching, shaking, or biting. No discipline technique shall be delegated to any other child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents. These policies as stated above apply to all employees of the center.

Suspicion of Child Abuse

Cypress Christian Preschool staff under Section 2151.421 of the Ohio Revised Code are to report their suspicions of child abuse or child neglect to the local public children's services agency.

Suspension & Expulsion

In a successful preschool environment, limits must be set. Once set, these limits must be clearly communicated and strictly enforced. No matter what the inappropriate behavior may be, children need to be reassured that it is the behavior that is unacceptable and not the child. Children need to learn that for every choice made, a responsibility comes with it. In the case that a staff member and child cannot come to a satisfactory solution in the classroom, the program director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the program. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur.

When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with rule 5101:2-12-16 OAC.

American with Disabilities Act Compliance Policies

The ADA requires that childcare providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

- Centers cannot exclude children with disabilities from their programs unless their presence poses a *direct threat* to the health or safety of others or requires a *fundamental alteration* of the program.
- Centers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
- Centers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*
- We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Outdoor Play

Cypress Christian Preschool shall provide outdoor play each day in suitable weather for preschool children who are in attendance for four or more consecutive daylight hours. Please dress your child for the weather every day. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 25°F or above 90°F. The center may also limit outdoor play due to weather or safety issues. Considerations may include, but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. If outdoor play is not possible, large muscle play will be held indoors.

Food and Dietary Policies

Snack Policy

Each class will have a small amount of time set aside for a snack. Cypress Christian Preschool does not provide food. Parents should provide a simple nut-free snack each day, this should not be a whole meal, just enough to hold them over until they get home. Teach your child to open their own snacks or use reusable containers that are easy to open. Instead of a juice box, consider sending water in a spill proof water bottle. If a child arrives at the preschool without a snack, one will be provided for them.

Food Allergy Policy

We do have food allergies in the building, please do not bring snacks containing nuts (this includes peanut butter, tree nuts, coconut and items that say “may contain traces of peanuts/tree nuts”). In classrooms with a severe nut allergy, we may also restrict items that say, “processed in a facility that also processes nuts”. Please refer to your classroom teacher if you have questions. Administration reserves the right to further restrict known allergens (shellfish, peas, etc...) within each individual classroom.

We make every attempt to make sure that no nut products are introduced into the classroom. If there are additional items your child is allergic to, we will work with you in trying to prevent your child from coming in contact with the item. Although we will use our best efforts, we cannot guarantee that other parents or children will be as conscientious as we are and, therefore, cannot guarantee your child will not come in contact with an item that may affect your child.

Birthday or Holiday Treats

We all love to celebrate birthday and holidays at preschool! However, we ask that you do not send in a food treat. Please consider one of the following alternatives when planning on birthday or holiday celebrations.

- Donate a toy or game to the classroom.
- Donate a book to the classroom library.
- Come in and read a book to the class.
- Bring in something for the students can sign for your child (tote bag, t-shirt, etc...).
- Join the class for playground or gym time.
- Send a goodie bag with non-food items (bouncy balls, bubbles, small toys, etc...).

Personal Items

It is requested that children do not bring toys or other items from home except on designated “show & tell” days. Each child will be provided with their own cubby and/or hook to place belongings (including backpack and coats) during their hours at the center. We are not responsible for items that are brought to the center that become lost or broken. All items should be clearly labeled with the child’s name.

Illness Policy

Communicable Diseases

A chart of communicable disease symptoms and information is posted in the preschool office. If your child has been exposed to a communicable disease at the center, a notice will be posted outside of the classroom involved.

Where there are questions concerning illness, please use the following guidelines. Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness.

- Diarrhea – three or more abnormally loose stool within a 24-hour period
- Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies or other parasitic infestations (A child must remain out of the center until, upon inspection from the program director or appointee, the child is found to be completely free of lice and nits. Regardless of medicated shampoo treatments, the child must be completely nit free.)
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

Isolation Precautions

A child with any of the signs or symptoms of illness listed above will be immediately isolated and discharged to his/her parent or guardian. A sick child that is isolated will always be supervised and will be made comfortable.

Notification of Ill Child

The parent/guardian of the child will be notified by telephone, and the child will be discharged (within one-half hour or less of notification) to the parent/guardian or authorized person.

Return to School after Illness

The child may return to the center when all symptoms, including fever, have been gone for 24 hours without the use of medication. If the child is not symptom free, a doctor's note will be required stating that the child is not contagious.

COVID-19

Cypress Christian Preschool is a state licensed program and must follow the guidelines established by the State of Ohio and the Ohio Department of Jobs and Family Services. Additionally, Cypress Christian Preschool falls under the jurisdiction of Columbus Public Health and follows their guidelines regarding COVID-19, including exposure notifications, mask policies, symptom checking and quarantine guidelines. Please visit <https://odh.ohio.gov/> for the most current guidance regarding COVID-19.

Emergency Plans

Emergency Evacuation Plans

Fire or Tornado

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills.

Natural Gas Leak, Train Derailment, etc...

Emergency evacuation for bomb threat, gas leak, etc. the following actions will be taken, take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the parking lot. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to our secondary evacuation location. The secondary location is the youth center on the church campus. Parents will be notified as soon as possible. A sign will be posted in the front of the center indicating that we have been evacuated and where they can pick up their child. We will complete an incident report and provide it to the parents.

Threat of Violence

If there is a threat of violence, we will secure children in the safest location in the building or outside. We will take attendance roster and contact 911/Police.

Loss of Power, Water or Heat

In the event of loss of power, water, or heat we will contact the utilities company to notify them of the outage and assess the expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. The administrator will make the determination whether the center needs to be closed or not.

Illness or Injury

Precautions are taken to prevent accidents and to ensure the safety of the children and adults at the center. An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the daycare office for ready reference when a child is in need of medical or dental treatment. The completed emergency medical/dental plan will be posted in the office and each assigned classroom.

A report of any illness or injury will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will be uploaded to the child's Brightwheel account.

Serious Illness or Injury

A person trained in First Aid will be readily available at all times when the school is in operation. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital to be stabilized, then, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.

In the event of a serious injury or illness we will stay with the injured/ill child at all times, summoning additional help if needed to supervise the rest of the children. We will complete an assessment of appearance, breathing, and circulation. We will summon a staff member trained

in first aid/communicable disease and determine whether EMS needs to be contacted. We will check the child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child and then contact parents. We will provide basic first aid until EMS, or a parent arrives. An incident form will be completed for the parents.

Administration of Medication or Topical Products

Health or Medical Condition

A completed Request for Administration of Medication (ODJFS 01217) must be completed for all prescription and non-prescription medication unless it is included in the Child Medical/Physical Care Plan (ODJFS 01236).

- Cypress Christian Preschool shall ensure that the parent completes and signs box one of the ODJFS 01217
- Cypress Christian Preschool shall ensure that instructions in box two of the ODJFS 01217 are completed and signed by a licensed physician, licensed dentist or advanced practice registered nurse or certified physician's assistant.
- Box two of the ODJFS 01217 does not need to be completed if the medication is stored in the original container with prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use.

Medical Foods

A completed Child Medical Physical/Care Plan must be completed for all medical foods.

Topical Products

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:

- 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.
- Ensure that the parent provides signed written permission to administer that topical product or lotion.
- Apply the non-prescription topical products and lotions according to the manufacturer's instructions. Documentation is not required by the staff.

Administration of Medication, Medical Foods or Topical Products

The center shall:

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

Storing Medication, Medical Foods or Topical Products

Cypress Christian Preschool will safely store all medication, medical foods or topical products upon arrival at the center. Medication must remain at the school and will be stored out of reach of children and a child may not carry his/her medication with him or leave it in their backpack.

Modified Diets

Not applicable. Cypress Christian Preschool children are attendance less than four hours/day, and the center does not provide food.

Transportation Policies

Field Trips

The preschool does not provide transportation.

Routine Walking Trips

At various times throughout the year, our children will be taking short walks in close proximity to the preschool and daycare building. Children will remain on Cypress property and will not cross any roads. Written permission should be considered valid for all routine trips until withdrawn in writing by the parent or guardian.

Emergency Transportation

Cypress Christian Preschool will not provide childcare services to children whose parent refuse to grant consent for transportation to the source of emergency treatments. A parent or guardian must sign "Give Permission to Transport" on page four of the Child Enrollment and Health Information form (ODJFS 01234).

Water Activities

Children may participate in water activities inside the classroom (i.e., squirt bottles and sensory tables). Preschool classes do not participate in any water activities that include sprinklers or pools. The center does not participate in any swimming activities.

Infant Care and Diapering Procedures

Cypress Christian Preschool is not licensed to provide care for children under three years old or children who are not potty trained. Children attending Cypress Christian Preschool must be fully potty trained (no pull-ups).

Sleeping, Napping or Resting

Cypress Christian Preschool does not have any scheduled sleep or nap times scheduled throughout the day. If a child is having trouble staying awake or participating in class, we may contact the parent/guardian for an early pick-up.

Evening and Overnight Care

Cypress Christian Preschool does not provide any evening or overnight care.

Non-Scheduled School Closings

Please refer to the information found on page 6 of this document.

Disenrollment at Center's Request

Withdrawal From the Program Due to Non-Payment

A child may be removed from the program when the tuition account is overdue. If no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available. Tuition will not be credited for partial months not in attendance.

Withdrawal From the Program Due to Incomplete Paperwork

A child may be removed from the program when the state required enrollment forms are incomplete or past due. Cypress Christian Preschool will send notices when enrollment documents are about to expire. However, it is ultimately the parent/guardian's responsibility to ensure all forms are current. Tuition will not be credited for partial months not in attendance.

Withdrawal From the Program Due to Suspension/Expulsion

In the case that a staff member and child cannot come to a satisfactory solution in the classroom, the program director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the program. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur. The same action would be taken if a parent speaks or acts aggressively toward a staff member. Tuition will not be credited for partial months not in attendance.

Withdrawal From the Program Due to Potty Training

We can work with a mostly potty-trained children (help remind them to go, provide minimal assistance with clothing, look for physical cues, etc...). However, frequent potty accidents may result in requiring the child to take a "break" from preschool while they work on these issues at home. Tuition will not be credited for partial months not in attendance.

Conflict Resolution

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the center administrator. We realize you are trusting us with your precious children, and we want our relationship to be a good one. Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into big ones.

Formal Screening and Assessments

Cypress Christian Preschool utilizes screenings, progress monitoring tools and formal assessments to ensure that the children's learning needs are met. A formal assessment will be completed two times a year (fall and spring). The assessment includes social, emotional and behavioral development, communication, work habits, large and fine motor skills as well as academic skills. A copy of your child's assessment will be sent home in the fall and at the end of the school year. In November, the school will hold conferences on the two days listed on the calendar. Parents are encouraged to leave children at home so that the teacher and parent can discuss the child's progress freely and openly without distractions. Should questions or problems arise at any time, please feel free to contact the teacher or director for a conference.

Cypress Christian Preschool does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

State Licensing Information

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice) (312)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.



Cypress Christian Schools

2024-2025 Calendar

Cypress Christian Preschool
 377 Alton Darby Creek Road
 Galloway, OH 43119
 (614)878-8803

Director: Lisa Kaltenbach (lisak@cypressschools.tv)
 Assistant Director: Jen Moore (jenm@cypressschools.tv)

August 2024

Su	Mo	Tue	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2024

August 1 - Annual Tuition Due
 August 1 - First Payment Due (Families on Payment Plan)
 August 15 - Class Assignments Released
 August 16 - Open House Information Sent*
**Check your Brightwheel account for classroom specific open house information.*
 August 27-29 - Open Houses and Scholastic Book Fair

September 2024

Su	Mo	Tue	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2024

September 2 - Labor Day
 September 4 - First Day of School (MW and 4-Day Classes)
 September 5 - First Day of School (TTh Classes)
 September 19 - Field Trip 10:00am - 12:00pm

October 2024

Su	Mo	Tue	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2024

October 17 - NO SCHOOL (Professional Development)

Chapel - October 9/10 and October 23/24

November 2024

Su	Mo	Tue	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2024

November 4 & 5 - NO SCHOOL (Parent Teacher Conferences)
**Teachers will post a signup and you will signup for one day (not both).*
 November 20 & 21 - Speech & Hearing Screenings
 November 25-28 - NO SCHOOL (Thanksgiving Break)

Chapel - November 13/14

December 2024

Su	Mo	Tue	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2024

December 13 - Christmas Program*
**9:30am (All Regular Morning Classes)*
**11:00am (All Extended Morning and All Afternoon Classes)*
 December 23-January 2 - NO SCHOOL (Christmas Break)

Chapel - December 18/19

January 2025						
Su	Mo	Tue	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2025
December 23-January 2 - NO SCHOOL (Christmas Break)
January 6 & 7 - Students Return
January 17 - Re-Enrollment Begins (Current Students & Siblings)
January 20 - NO SCHOOL (Martin Luther King Jr. Day)
January 31 - Priority Enrollment (Alumni & Church Families)
Chapel - January 15/16 and January 29/30

February 2025						
Su	Mo	Tue	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 2025
February 7 - Open Enrollment
February 17 - NO SCHOOL (President's Day)
Chapel - February 12/13 and February 26/27

March 2025						
Su	Mo	Tue	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2025
March 31-April 3 - NO SCHOOL (Spring Break)
Chapel - March 12/13 and March 26/27

April 2025						
Su	Mo	Tue	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 2025
March 31-April 3 - NO SCHOOL (Spring Break)
April 7 & 8 - Students Return
April 21 - No School (Easter Break)
TBA - Lifetouch Picture Day
Chapel - April 16/17 and April 30/May 1

May 2025						
Su	Mo	Tue	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2025
May 14 - Last Day of School (MW Classes)
May 15 - Last Day of School (TTh and 4-Day Classes)
May 16 - Preschool Graduation*
<i>*All students who are going to kindergarten in August 2025</i>
Chapel - April 30/May 1

Key	
■	No School
■	School Resumes
■	School Event
■	Field Trip
■	Chapel
-	No Friday Events

Class Hours
Morning Classes - 8:30am-11:30am (Pick-up window 11:15-11:30)
Extended Morning Classes - 8:30am-12:30pm (Pick-up window 12:15-12:30)
Afternoon Classes - 12:15pm-2:45pm (Pick-up window 2:30 - 2:45)
<i>*Classroom opens 5 minutes prior to start time.</i>

***Calendar is Subject to Change
Revised 04/19/24**