



Cypress Christian Schools

Preschool  
Parent Handbook  
2022-2023

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

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

## **State Licensing Information**

### **Licensing Information**

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

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

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

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

## Staff Qualifications & Safety Policies

Each member of our staff is qualified and competent to care for each child, according to the child's needs. By ODJFS rule 5101:2-12-28, staff members are required to complete training in early childhood education and early childhood development, as well as CPR, Child Abuse Recognition, First Aid and Communicable Disease.

- No child is to be left unsupervised by staff or parents while at the center.
- There is to be no running in the building except for the directed physical activity in the large muscle room.
- Monthly fire drills will be held. A record of the dates and times will be kept in the office.
- The school staff always has immediate access to a working phone.
- The fire and weather emergency plans are posted in each classroom.
- We require emergency transportation forms and health records for all children. An authorization form will also be required for children in need of special procedures or precautions due to health or handicapping conditions.
- The use of aerosol spray products is prohibited when the children are in attendance at the school.
- If an accident or the emergency transportation of a child occurs, an incident report will be completed by the school as prescribed by Ohio Law. A copy will be kept in the child's file with the teacher's, program director's and parents' signature. The parent/guardian will also receive a copy upon request.
- All Cypress Christian Preschool staff members are required by law to immediately notify the local public Children's Services Agency when a child shows signs of abuse or neglect.
- The Department of Child and Family Services is 1(866)886-3537. This number can be used to report a suspected violation by the center.
- In case of fire, the center will be evacuated and the program director will notify the proper authorities.

## Ratios

The center will not exceed the following staff/child ratios and small group sizes for each age group:

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

## Emergency Plans

### Emergency Plans

Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water, our emergency destination is the Cypress Student Center, which is located at the north end of the parking lot. A sign will be posted on our door indicating that we have been evacuated and giving the location where children can be picked up. Parents will be contacted as soon as possible to come to pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment forms.

### Medical Emergency Plan

- A person trained in First Aid will be readily available at all times when the school is in operation.
- 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 daycare office and each assigned classroom.
- Precautions are taken to prevent accidents and to ensure the safety of the children and adults at the center. 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.
- A report of any accident or illness will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will then be placed in the child's file and a copy given to the parent/guardian upon request.
- 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. 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 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. 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. In the event of the loss of power, water, or heat we

will contact the utilities company to notify of outage and assess expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. In the event of a serious injury or illness we will stay with the injured/ill child at all times, summon 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.

## **Facility Information**

### **Preschool Areas**

The preschool shares a building with the daycare, K-8<sup>th</sup> 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.

### **Onsite Support for Nursing**

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

### **Parking**

- Pay careful attention and drive slowly around the turns and through the lot. Stop at the end of each row and check for oncoming traffic.
- Please no cell phone usage.
- Keep your preschooler close to you at all times. Preschoolers should not be running through or playing in the parking lot.
- Please park in designated parking spots. Curb areas must be left clear for emergency vehicles.
- Reserve handicapped spots nearest the building for vehicles with a handicapped placards. Handicapped spots in the "middle" of the lot and along the north wall can be used for drop-off.
- Do not leave valuables or children in your vehicle.
- Children should be walked in by an adult. CCS K-8 students should be dropped off in the CCS carline in the north lot.
- If you should need assistance at drop-off, please call our preschool office at (614)878- 8803.

### **Cleaning & Sanitizing**

- Common Areas: Cypress Christian Preschool will work with the facilities team to ensure all areas are cleaned and sanitized daily.
- Restrooms: Restrooms will be sanitized several times a day.
- Toys and Tables: Staff will sanitize toys after each class and remove toys that cannot be sanitized. Tables will be cleaned and sanitized after activities and before snack time.
- High Touch Surfaces: Staff will take steps to limit student contact with high touch surfaces. This includes staff being responsible for opening doors, turning on lights, etc...

## Program Information

### Statement of 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.

### Admission Policies and Procedures

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. A Brightwheel account must be created to access the online registration form. The preschool staff will notify the parents via Brightwheel regarding available spots and will invoice families for the supply & registration fee. Students will not be waitlisted for their first choice class until an alternate class is chosen and the supply & registration fee is secured. Additional enrollment forms must be completed and returned before an enrollment date can be set for the child. The supply fee covers all school supplies, curriculum materials, communication folder, program costumes, and a preschool t-shirt. **ALL DOCUMENTS MUST BE COMPLETED AND ON FILE IN BRIGHTWHEEL WITH THE PROGRAM BEFORE YOUR STUDENT MAY ATTEND.**

#### Required Documents

- Confidential Application for Admission
- Child Enrollment and Health Info/ 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 not being able to attend until an updated Child Medical Statement is received.

- Handbook Acknowledgment
- Tuition Agreement

**Students must be three-years old and fully potty trained to attend this program.**

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.

## 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).



# Communication and Parent Involvement

## Regular Communication

Communication is an important part of the school/parent relationship!

*Brightwheel:* We are excited to partner with Brightwheel as our primary communication tool to send updates, share pictures and more! A Brightwheel account is required for registration, to update financial information, add/drop authorized pickup people and communication.

*Communication Folders:* Your child's communication folder will go to and from school each day in your child's backpack. Inside you will find the school academic calendar, school chapel calendar and monthly calendar and newsletter email (this will include monthly updates, upcoming events, etc...)

*Monthly E-Mail:* Preschool Administrators will send periodic communication via email (this will include monthly updates, upcoming events, etc...)

## Visitor Policy

Due to the COVID-19 guidelines in our area and for the health and safety of our students, we will not be allowing visitors at Cypress Christian Preschool at this time.

## Assessments\*

Preschoolers will be formally assessed in the classroom by their classroom teacher three times a year (fall, winter and spring). This assessment helps guide the teacher in developing their curriculum throughout the year. 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 January, the school will hold conferences on the two days listed on the calendar. The children will not attend school on conference days. Parents are encouraged to leave siblings and students 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.

## Concerns and Conferences

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 little ones and we want our relationship to be a good one.

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 at these times. 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.

## Photographs and Video Taping

Children are often photographed (or videotaped) during spontaneous occasions. There are occasions when your child's photograph (or video) may appear on publications (including social media) or materials related to the center unless we have been otherwise notified. Please notify the Assistant Director, Jen Moore (jenm@cypressschools.tv) if it is your desire that your child not be photographed.

## Transitions

### Transitioning In To the Program

- Parents call to inquire about our facility and wait list status. If accepting applications, we will set up a tour.
- Yearly registrations start in February for the following school year.
- There is a family open house the week before school starts to meet the teacher(s) and see the classrooms.
- Parents bring their children on the first day of school.
- Transitioning into kindergarten: Throughout the year the teachers work on kindergarten readiness skills with their children. At the end of the school year we have a celebration for those friends who are leaving to go to kindergarten.
- Transitioning Out of the Program
- Teachers will discuss during circle time that one of their friends will be leaving the classroom or center.

# Daily Operations

## Hours of Operation

<b>Morning Class Hours</b>	<b>8:30am – 11:30am</b>
Drop-Off	8:30am
Pick-Up Window	11:15am - 11:30am
<b>Extended Day Class Hours</b>	<b>8:30am – 12:30pm</b>
Drop-Off	8:30am
Pick-Up Window	12:15pm – 12:30pm
<b>Afternoon Class Hours</b>	<b>12:15pm – 2:45pm</b>
Drop-Off	12:15pm
Pick-Up Window	2:30pm – 2:45pm

Staff needs time before class to prepare for the day and after class to clean up and prepare for the next, therefore, we are unable to accommodate children dropped off early or picked up late.

## Late Pick-Up Policy

You will be asked to sign a late pick up log if you are late picking up your child. Late Pick-Ups will be charged \$1/minute late. Payment of the late fee will be charged to your Brightwheel account. Excessive late pick-ups (more than four per school year), may result in withdrawal from the program.

## Scheduled Closings

The preschool operates on a nine-month schedule, September through May, and observes most of the same holidays and professional days as Cypress Christian School. A complete academic calendar with scheduled closings for the can be found at the end of this handbook.

## Inclement Weather Closings

In the case of inclement weather, we follow the decision made by the leadership team at Cypress Christian School (K-8). They do not follow any district in particular, 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 [Facebook](#) page. You can also check your local news station by looking for "Cypress Christian School and Preschool".

## Attendance/Reporting Absences

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 via Brightwheel.

## Field Trips

The preschool will take one field trip to the Orchard and Co. in the fall (see calendar at the end of this document). We do not provide transportation for these trips. A parent or guardian will need to transport and accompany their child for the duration of the trip. The teachers and staff cannot be responsible for the children. A staff member trained in first aid and CPR will be present.

## Delivery and Release of the Child

Each child must be taken directly to and from his/her classroom by a parent/guardian. Under no circumstances is a child to be dropped off outside the building. Each teacher will keep attendance to mark your child's arrival and departure time. Once a child is released from the classroom, they should remain with their parent/guardian. Please make sure the teacher responsible for your child knows that he/she has arrived or is leaving.

Parents should line up outside their child's class and wait until the teacher releases their student. Students will only be released to individuals listed on the student's authorized pick-up list. Staff may require photo identification at any time. If you need to add or remove an individual from your child's authorized pick-up list, please login to your Brightwheel account. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify your child's teacher. This will help to eliminate confusion at dismissal time. If an "unauthorized" person arrives to pick up your child, the child will not be released and the program director will be notified immediately. The program director will then call the parent/guardian to determine if the child should be released to the person.

## Court Orders and Custody Papers

Cypress Christian Preschool recognizes that both parents have a legal right to be part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instructions will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

## 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 Daycare

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

## Daily Schedule

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.

8:30 – Table Time

8:45 – Chapel / Science

9:10 – Circle Time

9:25 – Learning Centers\*

9:45 – Clean Up and Restroom Break

10:05 – Snack

10:25 – Music and Story Time

10:45 – Large Muscle Room / Playground

11:05 – Closing Circle Time / Pack Up to Go Home

11:15 - 11:30 – Dismissal

\*Learning Centers may include:

Dramatic Play

Literacy Center

Writing Center

Science and Nature Table

Quiet Area (Reading or Puzzles)

Letter, Number & Shape Recognition

Social Studies

Blocks and Transportation

Art Center

Small Motor Manipulatives

Sensory Activities (PlayDoh, Rice)

Math Manipulatives

## Snack Policy

Snack time will be limited in time! Simple is best, snacks 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. This will help reduce the amount of contact staff has with personal items and promote independence!

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.

If a child arrives at the preschool without a snack, one will be provided for them.

## Nap Policy

The preschool does not have a designated nap or rest time, however if a child is feeling ill and needs to lie down he/she will be made comfortable in the preschool office and the parents will be notified.

## Outdoor Play Policy

The preschool shall provide outdoor play each day in suitable weather for preschool children who are in attendance for four or more consecutive daylight hours. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 25°F or above 90°. 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.

## 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.

## Clothing

On the first day of school we ask that you bring along extra changes of clothing (labeled with the child's full name): pants, shirt, underwear and socks. The clothes can be kept in their backpacks. These should be washable and easily put on. You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the extra set of clothes. Suitable clothing is essential for your child to feel completely free and happy while at the center. We recommend light comfortable clothes, closed shoes they can run and jump in and clothes they can get messy in.

## Personal Items

It is requested that children do not bring toys or other items from home except on designated "Show and Tell" days. Each child will be provided with their own cubby to place personal belongings, including backpacks, during their hours at the center. We are not responsible for personal items that are brought to the center that are lost or broken. Jackets/sweaters should be clearly labeled with the child's name.

## Birthdays & Holidays

At this time, we are not allowing birthday or holiday treats to be brought in to share (cupcakes, cookies, etc...). However, prepackaged goodie bags are ok. Please make arrangements with your classroom teacher for the goodie bags to be passed out at the end of the day.

To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, please mail the invitation directly to their home. Please see the office for addresses.

## Curriculum

Our first and foremost goal here at Cypress Christian Preschool and Daycare is to provide a caring and nurturing environment that is sensitive to the needs of your child. Our curriculum is aimed to provide developmentally appropriate learning experiences that build progressively as the children continually discover and acquire new concepts and skills in the areas of cognitive, physical, spiritual and social development. Our curriculum is designed to take an active approach to learning. We will provide hands-on experiences to introduce cognitive concepts. We will strive to make learning fun and exciting, because we believe this enhances learning experiences. Social and communication skills will also be an integral part of our classroom routines. Our teachers will be working hard to provide a variety of activities, materials and learning experiences that introduce, reinforce and extend desired skills and concepts at all levels. The curriculum is divided into seven major areas of focus; social and spiritual development, gross motor, fine motor, reading, math and basic readiness skills. Following is a list of basic concepts that your child will be working toward in each of these areas.

### Social Development

Manners  
Sharing  
Turn Taking  
Cooperative Play  
Following Directions  
Conversational Skills  
Organizational Skills  
Basic Hygiene Skills  
Attention Span  
Self-Pride  
Confidence  
Forming Friendships  
Structured & Unstructured Playtime

### Large Motor

Walking  
Running  
Jumping  
Skipping  
Climbing  
Balancing  
Coordination  
Using A Ball  
Writing Skills  
Drawing Skills  
Free Play Activities

### Fine Motor/Hands-On

Manipulate Writing Tools  
Tweezers  
Scissor Skills  
Gluing  
Block Play  
Puzzles  
Using Manipulatives  
Dressing Skills  
Legos  
Stringing Bead

### Math

Colors  
Shapes  
Numerals  
Counting  
Positions  
Ordering  
Comparing  
Patterning  
Opposites  
Problem Solving

### Reading

Book knowledge  
Print knowledge  
Letters  
Characters  
Recalling Details  
Sequencing  
Retelling  
Predicting  
Basic comprehension  
Finger plays, rhymes and Rhymes

### Basic Readiness

Name  
Birthday  
Phone Number  
Address  
Colors  
Shapes  
Alphabet Recognition  
Number Recognition  
Counting  
Using Art Supplies  
Problem Solving

### Spiritual

Read God's Word (The Bible)  
Experience God in Daily Life  
Discover God's Purpose For Us  
Know That God Loves Us  
Learn That Jesus Is Our Forever Friend

### Story Time

Bible Stories  
Quality Children's Literature

### Art and Music

Creative Art Projects  
Christian and Preschool Music

## Discipline Policy

The preschool staff member supervising a group of children shall be responsible for their discipline in keeping with the policy established by the center. Child training and discipline will be handled with kindness, consistency and understanding in accordance with the individual needs of each age group and each child. The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want the children to hurt themselves and/or others. We want them to learn to respect other people and their property. Discerning right from wrong is a continual learning process. We will talk to a child when unacceptable behavior occurs, and to be sure he/she understands the rules and why they exist. If the behavior continues, the child may be separated from the group in the classroom for a break. The break will be for one minute per age of the child. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In case the 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.

In accordance with rule 5101:2-12-22 OAC, there will be no physical discipline administered in our preschool. Physical restraint or 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.

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. We believe discipline is necessary to make children feel safe and loved.



## **Additional Health and Wellness Information**

### **Health & Medical Conditions (Includes Food Allergies)**

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to list all allergies on the State Child Enrollment and Health Info (ODJFS 01234).

If your child has an allergy that requires us to administer medication, we will need you to complete a Child Medical/Physical Care Plan Form (ODJFS 01236) as well as a Request for Administration of Medication (ODJFS 01217) for each medication.

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.

### **Medications and Modified Diet**

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required.

Medication must have a prescription label with the child's name, dosage, time, and why it is being given. It must be in the original container and will only be administered upon receiving written doctor's orders. Medication must be stored out of reach from children and a student may not carry his/her medication with him or leave it in their backpack.

Staff will be trained in the recognition of common childhood illnesses by attending the American Red Cross or an alternate state approved course or class. The Red Cross course on communicable diseases teaches proper hand washing and disinfecting techniques to our staff. When a staff member becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

### **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.

## Management of Communicable Diseases

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

Where there are questions concerning illness, please use the following guidelines that are in accordance with licensing rule 5101:2-12-33. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent or guardian.

- 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\*\*
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

\*\*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.

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

When the children are exposed to a communicable disease, a notice will be posted on the classroom door.

If a child is brought to the office and shows no signs of illness but claims to be feeling bad or appears to be feeling ill, the parent/guardian will be notified.

## COVID-19 Policies & Procedures

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 note that this information is subject to change.

### Health Screening

All individuals coming to Cypress Christian Preschool are asked to conduct a daily health check prior to leaving for school. This includes teachers, staff, students, and visitors. This daily health check should include a temperature check and assessing for the symptoms above. Anyone showing these symptoms or with a temperature **above 100°F** should stay home.

1. Have you been in contact with someone known or presumed to have COVID-19 within the past 14 days?
2. Are you experiencing the following symptoms?
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Fevers
  - Chills
  - Muscle Pain
  - Sore Throat
  - New Loss of Taste or Smell

### Facial Coverings

Students are NOT required to wear a face covering. Your child may wear a facial covering if it is your preference. However, if the facial covering is removed and becomes a distraction it will be returned to your child's backpack for the remainder of the school day.

### Closure Policy due to COVID-19

Cypress Christian Preschool intends to remain open throughout the school year. However, we understand that there could be a period of time where the school is mandated to close by the Ohio Department of Health. Tuition will not be charged for months not in attendance due to a state mandated closure.

### COVID-19 Positive Case in the Classroom

In the event that there is a positive case in the classroom, you will be notified via email if your child is considered a direct contact. Cypress Christian Preschool will close the affected classroom and classes will not be offered for all students in that class during the duration of the quarantine.

### COVID-19 Waiver

I am aware that I am allowing my child to participate in activities at Cypress Church/Preschool during a global pandemic of COVID-19/Coronavirus, a highly contagious virus with risk of illness, complications, and death. COVID-19 is spread mainly from person to person. With full appreciation and awareness of the risks involved, I hereby assume the risk of contracting any illness, including COVID-19 during participation in church and preschool activities and agree to hold Cypress harmless from any and all liability and agree not to sue or make any claim, including any insurance claim, against Cypress arising from or related to any illness alleged to be contracted while participating in any activity at Cypress, whether caused directly or indirectly from or related to the negligence of any agent of Cypress.

## 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 several calamity days built in should we need to close due to weather, illness or other outside circumstances (loss of water, power, etc...).

Tuition is as follows:

	<u>Annual</u>	<u>Or 9 Equal Payments</u>
2 Day Morning	\$1620	\$180
2 Day Afternoon	\$1575	\$175
3 Day Morning	\$1935	\$215
3 Day Afternoon	\$1890	\$210
5 Day Morning	\$2565	\$285
5 Day Afternoon	\$2520	\$280
2 Day Extended Day	\$1890	\$210
3 Day Extended Day	\$2430	\$270

\*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.

### Discounts

2 or more children in preschool – 15% off lowest tuition (Only one discount per family is permitted).

### Brightwheel Tuition Accounts

A Brightwheel account is required, we do not accept payments via cash or check. Payments made with a checking account will be charged a \$0.90 fee per payment. Payments made with a credit card will be charged a 2.9% fee per payment.

### Payments

There are two payment options:

- Annual – Full payment for the school year is due by September 1st
- Nine Equal Payments – For your convenience we offer Brightwheel to split your annual tuition into nine equal payments (charged on the 1st of each month September – May).

### Late Tuition Fees

If tuition is paid after the 1st of the month, a late fee of \$10.00 will be charged in addition to the \$25.00 charge for insufficient funds. The account must be brought up to date within two weeks of notification of the NSF.

### 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. You may make special arrangements with the program director to pay in advance, bi-monthly or monthly.

### 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.

- Registration Form – Upon submitting your registration form, administration will make three attempts via email to secure your supply & registration fee. After three attempts, your registration will be withdrawn and you must re-submit if you wish to continue.
- Ohio Enrollment and Health Information for Child Care (JFS 01234) – This document must be on file in order for you student to start school. Failure to complete this document by the assigned deadline may result in a delay in your child's enrollment. Tuition rates will not be discounted.
- Ohio Child Medical Statement for Child Care (JFS 01305) – This document must be on file in order for you student to attend school. Child medical statements are valid for thirteen months from the date of exam. Medical statements must be updated yearly, this document needs to be signed and dated by your child's doctor with immunization record attached. You will receive an email thirty days prior to expiration. Failure to complete this document by the assigned deadline may result in a pause in your child's enrollment. Tuition rates will not be discounted.

### Withdrawal From the Program Due to Parent Decision

It is expected that families will give the Preschool a month's written notice upon withdrawal from our program. Partial months or weeks will not be refunded.

### 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.



Cypress Christian Schools

**2022 - 2023 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 2022**

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 2022**

August 1 - Enrollment Documents Due
TBA - Parent Orientation/Open House

**September 2022**

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 2022**

September 5 - Labor Day
September 6 - First Day of School (TTh and 5-Day Classes)
September 7 - First Day of School (MWF Classes)
September 15 & 16 - NO SCHOOL (Field Trip )

**October 2022**

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 2022**

October 20 & 21 - NO SCHOOL (Professional Development)
October 25 & 26 - Speech & Hearing Screenings
<b>Chapel - October 12/13</b>

**November 2022**

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 2022**

November 8 - NO SCHOOL (Election Day)
November 23-25 - NO SCHOOL (Thanksgiving Break)
<b>Chapel - November 2/3 and November 16/17</b>

**December 2022**

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 2022**

December 9 - NO SCHOOL (Christmas Program)
December 19-January 4 - NO SCHOOL (Christmas Break)
<b>Chapel - November 30/December 1 and December 14/15</b>

January 2023						
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 2023						
December 19-January 4 - NO SCHOOL (Christmas Break)						
January 5 - Students Return						
January 12 & 13 - NO SCHOOL (Parent Teacher Conferences)						
January 16 - NO SCHOOL (Martin Luther King Day)						
January 16 - Re-Enrollment Begins (Current Students & Siblings)						
January 30 - Priority Enrollment (Alumni & Church Families)						
<b>Chapel - January 10/11 and January 25/26</b>						

February 2023						
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 2023						
February 6 - Open Enrollment						
February 17 - NO SCHOOL (Professional Development)						
February 20 - NO SCHOOL (Presidents Day)						
<b>Chapel - February 8/9 and February 22/23</b>						

March 2023						
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	1





March 2023						
March 31- NO SCHOOL (Professional Development)						
<b>Chapel - March 8/9 and March 29/30</b>						

April 2023						
Su	Mo	Tue	We	Th	Fr	Sa
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 2023						
TBA - Picture Day						
April 3-10 - NO SCHOOL (Spring Break)						
April 11 - Students Return						
<b>Chapel - April 12/13</b>						

May 2023						
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 2023						
May 18 - Last Day of School (TTh Classes)						
May 19 - Last Day of School (MWF and 5-Day Classes)						
May 22 - Graduation						

Key	
	No School
	School Resumes
	School Event
	Chapel

Class Hours	
Morning Classes - 8:30am-11:30am (Pick-up window 11:15-11:30)	
Extended Day 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)	
*Classroom opens 5 minutes prior to start time.	

\*Calendar is Subject to Change  
Revised 01/12/2022