



Mentor United Methodist

PRESCHOOL

8600 Mentor Avenue • Mentor, Ohio 44060 • www.mentorumc.org/preschool

P (440) 255-3496, ext. 113 **F** (440) 255- 8198 **E** mumcpreschool@mentorumc.org

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Website: www.mentorumc.org/preschool
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Welcome to Mentor United Methodist Preschool (MUMP). This handbook contains information regarding our preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our program. It will answer many of the questions you have about MUMP.

Philosophy

MUMP was established in 1967 to meet the educational needs of the community and church. We recognize the importance of a quality program during the most impressionable years of a child's life. We provide opportunities for mental, physical and emotional growth through a variety of creative experiences. We are pleased that you have chosen to include us in the growth and development of your child.

Goals

- To develop trust in someone other than parents.
- To develop within the child a sense of belonging in a group and an interest in seeking its approval.
- To expand the world of the child through explorations, examinations, experiences, play and experiments.
- To build a background of experiences that will be meaningful and helpful in kindergarten.

Admissions

A child is considered to be enrolled in the preschool only after the registration fee has been received, the administrator confirms availability of space and the required paperwork is received, reviewed and approved by the administrator. The administrator will interview each child and his/her parents or guardians during the registration procedure. The administrator may assign the interviewing responsibility to another staff member or committee member. Upon registration, basic enrollment and health information will be required. Any change to this information must be communicated to the teacher immediately so that current information is always on file. This requirement is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within thirty (30) days of admission. This medical form must be updated every thirteen (13) months.

We do not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of ADA act of 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.

Class Roster

A roster is available upon request. This roster will include: name of student, address of student, names of parents, guardian or custodian, and phone number of parents, guardian or custodian. At the time of registration, parents may choose to give written permission for their child's information to be included on a class roster. Only children whose parents have signed a permission slip to be included on the class roster will be listed.

Hours and Days of Operation

3's	Tues., Wed., Thurs.	AM	9:15 am - 11:30 am
	Tues., Wed., Thurs.	PM	12:30 pm - 2:45 pm
4's	Mon., Tues., Wed., Thurs.	AM	8:45 am - 11:15 am
Pre K	Mon., Tues., Wed., Thurs.	AM	9:00 am - 12:00 pm

Operation Plan When Schools Are Delayed or Cancelled

In compliance with rule 5101:2 (vii) we will cancel our classes if we are notified that the entire Mentor Exempted Village School District is closed. Watch for Mentor Exempted Village School District closing on your media of choice. It will also be shared on the Remind App. When the morning sessions are closed due to weather, the afternoon classes are canceled as well. If for any reason our preschool is not safe we will call parents immediately to pick up their children. Parents are requested to keep their cell phones on at all times when their children are at our preschool.

Our preschool will be closed:

- September 6 – Labor Day
- November 29 – Thanksgiving Break
- December 20 through January 3 – Winter Break
- January 17 – Martin Luther King, Jr. Day
- February 21 – Presidents' Day
- March 14 through 20 – Spring Break
- April 18 – Easter Break

Staff/Child Ratios and Maximum Group Size

State required ratios:

- 1:8 Toddlers (30 months to 36 months)
- 1:12 Preschoolers (3 years – 4 years)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:18 School age (eligible for school)

We have staff in the building to meet the state required staff/child ratio if there is an emergency. Please refer to our staff/child ratio signs posted at the entrance of each classroom.

Because we desire to provide a higher level of quality care and individual attention, we will maintain smaller class sizes than the state requirements.

Maximum group size, for MUMP:

- 2:14 – 15 3 year – old class
- 2:18 – 19 4 year – old class
- 2:18 – 20 Pre Kindergarten class

Daily Schedules (samples)

Our preschool program is sufficiently flexible to allow children freedom to develop and adjust to fellow students through normal play. Our daily schedule includes various segments of free play, circle time, a nutritious snack, art, music. Free play includes opportunities for children to play at centers, paint at easels and participate in teacher directed activities. Please note these are approximations.

AM	Three year old class	PM
9:15 – 10:10	Free play/Art projects	12:30 – 1:25
10:10 – 10:15	Clean-up	1:25 – 1:30
10:15 – 10:25	Circle (helpers, flag, leader, number of the day etc.)	1:30 – 1:40
10:25 – 10:45	Themed Group Focus - Music/Science	1:40 – 2:00
10:45 – 10:55	Bathroom break	2:00 – 2:10
10:55 – 11:05	Snack	2:10 – 2:20
11:05 – 11:20	Playground - Large motor skills	2:20 – 2:35
11:20 – 11:25	Story - letter of the day	2:35 – 2:40
11:25 – 11:30	Dismissal	2:40 – 2:45

AM	Four year old class
8:45 – 9:45	Arrival, Intro. today/Free choice & Clean Up
9:45 – 10:00	Large Group Focus/jobs, games, movement
10:00 – 10:10	Bathroom break & Snack
10:10 – 10:30	Story time
10:30 – 10:50	Small motor skills/Cognitive table work
10:50 – 11:10	Large motor skills – outdoors (weather permitting)
11:10 – 11:15	Recap & Dismissal

AM	Pre Kindergarten class
9:00 – 10:00	Free Play & Small Group Activity
10:00 – 10:20	Circle – calendar, weather, pick jobs
10:20 – 10:30	Bathroom break
10:30 – 10:50	Snack
10:50 – 11:00	Story
11:00 - 11:20	Art
11:20 – 11:40	Large Group Activity
11:40 – 12:00 PM	Playground/Indoor Play
12:00 PM	Dismissal

Everything we do is designed to provide children with the opportunity to observe, explore, discover and learn. We stress self-esteem, confidence and love while mixing in a generous amount of fun and laughter.

Tuition/Fees and Payment Policies

MUMP charges tuition on an annual basis. As a convenience, this tuition may be paid in monthly installments. Tuition is due on the 1st of each month. Payments postmarked after the 5th will incur a late fee. A 3% discount will be applied if tuition is paid in full in September.

Mentor United Methodist Preschool - Tuition/Fees 2021 - 2022							
Class	Monthly Tuition	Annual Tuition	Registration Fee (Per family, Non-refundable)	Amount Due at Registration (Registration Fee + May Tuition)	Activity Fee	Book Bag Fee	Amount Due at Parent Orientation
3 Year Old	\$130	\$1,170	\$65	\$195	\$45	\$6	\$175*
4 Year Old	\$160	\$1,440	\$65	\$225	\$50	\$6	\$210*
Pre-K	\$170	\$1,530	\$65	\$235	\$50	\$6	\$220*

*WITHOUT BOOK BAG FEE

Checks are to be payable to: Mentor United Methodist Preschool or MUMP

Please mail checks to: MUMP, 8600 Mentor Ave., Mentor, OH 44060, Attn: Recording Treasurer

Tuition payments may be made by cash or check in a sealed envelope with your child's name CLEARLY marked on the front and then HANDED to Tammy Palermo during drop off/pick up. DO NOT send checks or cash with your child.

If for some reason tuition will be late, please contact: Tammy Palermo, Recording Treasurer, to make payment arrangements at: (440)-255-3496 x110.

Tuition: May's tuition was paid at registration. September's tuition is due at Parent Orientation. Monthly tuition is due the first of each month. Bills will not be sent. Refer to the chart in this section to determine the amount of your child's monthly tuition. Our tax ID number will be provided upon request.

Late Fee: A late fee of \$10.00 will be charged if payment is not postmarked by the 5th of each month.

Registration Fee: An annual, non-refundable registration fee of \$65 is charged per family. A child is not considered enrolled until the registration fee is paid.

Delinquent Accounts/ Returned Checks: A fee of \$25.00 will be charged for any returned checks due to insufficient funds.

Late Pick – up Charges: If a parent realizes that circumstances beyond his/her control are going to delay pick-up, please call the school at (440) 255-3496, ext 113. A late fee of \$1.00 per minute will be charged starting five minutes after your child's class ends.

Withdrawals: If a child must withdraw, we would appreciate one month's written notice. The committee reserves the right to ask a family to withdraw a child in special cases such as:

- Illness endangering others
- Failure to pay tuition for one month
- If a child has been given adequate time to adjust and remains a detriment to the class, the teacher, administrator, or business manager will have a conference with the parents. If a solution cannot be found, the parents will be required to withdraw their child.

Calamity Days: When our school is closed due to weather or other reasons beyond our control, regular payment is expected.

Supervision Policy

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

Supervision of Children Attending Our School: At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she may be isolated in a section of the room that is not in use, but within sight and hearing of a staff member.

Arrival/Departure:

Drop-Off Procedures for 3 year old

Your child should arrive at our school and hang his/her jacket or coat up in the designated area for his/her class. The classroom door will be opened when it is time to begin school. Please do not enter the room until the door is opened. Staff must be made aware of each child's presence before his/her parent or guardian departs. A staff member will mark your child's attendance as he/she enters the classroom. Please make your good-byes quick, even if there are tears. Your child will get involved in having fun when you leave. No child may be dropped off at the entrance of the building or be sent inside alone.

Drop-Off Procedures for 4 year old & PreK

Please pull up to your class's designated spot. All drivers and passengers including the student must wear a face covering during drop-off. Please have your child unbuckled and drive slowly. One of the teachers will come to the car door and open it for the child to exit.

Pick-Up Procedures

Please arrive at the class end time to line up. All families will be provided with a name card to help with the pick-up process. Please have your provided name card visible so that staff can see it. Your child will be brought out to your car. Please pull into one of the parking spaces just past the portico and then buckle your child into their seat. **It is the driver's responsibility to assure that children are buckled in properly.** Drivers and other passengers should wear a face covering/mask until the child is secured in the car seat.

Release of a Child: Staff will release a child only to persons listed on the pick-up authorization form. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up his/her child. Staff will check ID's of anyone they do not recognize. A parent should let anyone who may pick his/her child up aware of this, so they will know to bring a picture ID. Each child's safety is our priority! Staff will not release a child

to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be called if necessary.

Custody Agreements: If there are custody issues involving a child, the custodial parent must provide MUMP with court papers indicating who has permission to pick up the child. MUMP may not deny a parent access to his/her child without proper documentation.

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

Transportation of Children:

The preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Guidance Policy

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

If a child is consistently endangering himself, peers or staff, he/she may be withdrawn from our program. Every attempt will be made to work with the parents and the child to correct the behavior. The administrator will remain in communication with the child's parents throughout the process. If the child demonstrates behavior that requires "extra attention" from the staff, she may choose to develop and implement a behavior management plan in consultation with the parents which would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Snacks

Parents are asked to sign up to bring snack for the entire class a few times a year. Each class will have a snack sign-up shared via email on signupgenius.com. Parents are asked to keep in mind the following:

- All snacks should be the same size and flavor.
- Provide a snack for each child in the class.
- Preschool will provide cups and napkins.

- Snacks should be simple, so that serving time and clean-up can be done in a short amount of time.

Acceptable snacks: 100% juice, fruit, carrots, celery sticks, raisins, cheese, yogurt, granola bars, Teddy Grahams, Goldfish, applesauce, pretzels, other nutritious items.

Do not send: Milk (due to Health Dept. regulations we are not permitted to serve milk).

Food Allergies: From time to time, children with food allergies attend MUMP. If there is a food allergy in your child's classroom you will be notified. If there is a peanut allergy, staff asks that you carefully read labels and not send anything that has peanuts or is processed in a plant with peanuts to school. All other allergies will be handled on a case by case basis.

Birthday Parties: Each child has the opportunity to celebrate his/her birthday at school. Parents will sign up for a date, and send in a birthday snack. If a child has a summer birthday, parents may pick any date to celebrate. Parents may also send in birthday paper goods and a favor if they would like. Parents do not attend.

Holiday Parties: At the time of this writing, parties will happen but without parent helpers. If this changes throughout the year, parents will have the opportunity to sign-up for one holiday party. The parents that are in charge of the party will supply a holiday snack, beverage, paper goods and a small favor. The parent signed up to help with the party will be able to attend the party. The classroom teacher will let the parent know what time to arrive.

Accidents/Emergencies

MUMP has devised several procedures to follow in the event that an emergency would occur while a child is in our care. Parents may contact MUMP at 440-255-3496 in the event of an emergency situation. MUMP will contact 911 in the event of an emergency. In the event the phone lines and internet is not available, the staff would follow the regular daily schedule for parents to pick up their children. If parents have not picked up their child by pick up, a staff person would drive to each home with the home address on file to communicate the loss of phone and internet. At the first staff meeting of the school year, the procedures and staff duties will be clearly assigned for the following emergency situations.

In the event of a fire, weather emergencies, and/or natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, or earthquakes, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the preschool does conduct monthly fire drills and periodic tornado drills. Should MUMP need to evacuate due to fire or any other emergency, our destination is St. Mary of the Assumption School, 8540 Mentor Ave., Mentor 44060, (440) 255-9781. A sign will be posted on the preschool doors indicating that we have been evacuated and give the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, staff will notify the emergency contact as listed on your child's enrollment information. For children with special needs and/or health conditions, the staff will be trained at the first staff meeting of the school year on how to best meet the child's needs

during the emergency. In the event of evacuation or shelter in place, staff will take the children's files, the First Aid kit which is located in the book cabinet in the hallway as well as one hanging on the wall near the entrance, and their personal cell phones as a means of communicating with parents. During this process the staff will be delegated duties to ensure the safety of the children.

In the unlikely event there would be an environmental threat, a threat of violence, a threat of terrorism, a threat of bioterrorism, hazard materials and spills, gas leaks, or bomb threats the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report will be provided to parents. The children will remain together with their teachers in a secure location and will care for the children to maintain safety and mental wellbeing, this would include reading stories, singing songs, and doing finger plays to keep them calm and distracted from the situation.

In the unlikely event there would be a loss of power, heat, and/or water the staff will contact the parents for immediate pick up of the children. The facility will be closed until power, heat, and/or water has been restored.

All teachers have received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness is more serious, staff will administer first aid and notify the parents immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, staff will contact EMS, notify parents, and accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. In the event of outbreaks, epidemics, and/or other infectious disease emergencies: the staff will contact and follow the directions given by the proper authorities, and contact the parents as necessary.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which required first aid; the child receives a bump or blow to the head; the child has been transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If the child requires emergency transportation the report should be available within twenty-four hours after the incident occurs. The preschool will also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 business days of the incident.

Immunization Policy

Children attending MUMP must be vaccinated in accordance with the current version of the **Recommended Immunization Schedule for Persons aged 0 – 18 years or the Catch-up Immunization Schedule for Persons aged 4 months – 18 years who start late or who are one month behind**, as published by the Advisory Committee on Immunization Practices.

Schedules are available for print or download at:

<https://www.cdc.gov/vaccines/schedules/index.html>

Each student is required to have an Ohio Department of Job and Family Services – Child Medical Statement (JFS 01305) on file within thirty days of the first day of school. **Your child's healthcare professional must indicate that your child has been immunized or is in the process of immunization for all recommended immunizations unless it is a seasonal vaccine and it is not available.** Your vaccination decision affects the health of your child, your family, your child's classmates and their families; therefore, our school does not honor any exemptions to this policy.

Management of Illness

MUMP provides children with a clean and healthy environment. If this is a child's first group experience, it is possible that he/she may experience more frequent illnesses before his/her immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. Please do not bring a sick child to school. He/she will be sent home! Parents need to have a backup care plan in place if they are not able to take time off from work/school. Please leave your cell phone on while your child is in our care. If your child is going to miss school, please call 255-3496, ext. 113 and leave a message.

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

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

Extra Hygiene Measures and Procedures due to COVID-19

- Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds
- Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each class. All toys in a classroom will be disinfected daily. All surfaces and toys will be sprayed prior to leaving the room

throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

- Mask wearing: All staff and teachers will be wearing a mask, per the Governor's recommendations for school. Masks are also required for students.
- Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Classes will not intermix and will be with the same teachers as much as possible. Class sizes will be limited to 12 children.

Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please keep your child at home. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Lake County Health Department and our parents.

We will not be responsible nor will be held liable if your child or someone in your family contracts COVID-19.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities, the parent will be called to pick-up the child. Parents should leave their cell phones on while their child is in our care. Any time a child is isolated, staff will keep him/her within their sight and hearing. All linens used will be washed and disinfected before being used again.

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

Medications

Every effort should be made to avoid the necessity of children receiving medication at preschool.

In the event that a child has a severe, life-threatening allergy, medical illness, or medical condition, requiring the administration of prescription medication during preschool hours, and a parent or guardian is not able to be at the school to administer the prescribed medication,

then the parent or guardian must sign a Request for Medication form and/or submit a Medical Care Plan in order to have the prescribed medication dispensed to the child according to the written directions of the prescribing physician. The medication must be prescribed by a licensed medical or osteopathic physician. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed shall be provided to the school and kept on file at MUMP. For serious medical illnesses and/or conditions, a meeting will be held with the parent or guardian of the child and the preschool staff prior to the child's enrollment to determine if the child's needs can be met by the preschool. It is the responsibility of the parent/guardian to provide or arrange for any necessary training required in dispensing the medication.

The medication shall be in the prescription bottle/container and must be hand-delivered by the parent or guardian to the child's teacher. The original prescription label must contain the name of the child, the name of the medication, directions for use, the name of the physician, the name and address of the pharmacy, and the date of the prescription. While at school, the medication shall be kept in a designated place in a locked drawer or cabinet.

A written record will be kept on any medication(s) given at school. This record will include the child's name, the name of the medication, the amount of medication given and the time at which it was given. After the medication is given, the person dispensing the medication will sign the medication sheet.

If a child is given medication (i.e. Epi-pen, etc.) in an emergency or life-threatening situation, then EMS shall be called, followed by a call to the parent/guardian.

The parent/guardian is responsible for informing the child's teacher and/or school administrator of any changes in the student's health or medication, and, if necessary, shall provide appropriate modifications to the Request for Medication and/or Medical Care Plan during the school year. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the child's parent/guardian. All prescriptions, Requests for Medication and Medical Care Plans must be renewed at the beginning of each school year.

A preschool session at MUMP is no longer than three hours. If a child is sick, he/she should **not** attend school. **Over the counter medications will not be administered at our preschool.**

Outdoor Play

Children may be taken outside to play when weather permits. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rises above 90 degrees.

Indoor Play

MUMP has a large multi-purpose room available for indoor gross motor activities to provide exercise during inclement weather.

Clothing

Clothes worn to preschool should be appropriate for play and art projects. Children should be able to pull pants and tights up and down without help. Children should wear comfortable play shoes. Sandals or strappy shoes are not safe for the playground.

Diapering Statement

A child must be toilet trained to attend MUMP. Children are required to wear underwear - pull-ups or diapers cannot be worn to school. MUMP is licensed as a preschool, not a day care. Staff is not allowed to change wet/messy underwear. Please provide a zip lock bag with a complete change of clothes in it. Make sure your child's name is on everything. Should a messy toileting accident occur, it will be necessary for staff to call a parent to come to school and re-dress his/her child. If a child is able to change his/her wet clothes and put on dry clothes, it may not be necessary to call a parent.

A child should be able to:

Wash his/her hands.

Pull down/up any clothing to use the toilet (dress him/her in toilet friendly clothes - no belts or overalls).

Get on and off a standard toilet on his/her own.

Check List for First Day of School

All completed forms should be mailed to MUMP PRIOR to the start of the school year. Forms are available at school or they can be downloaded at: www.mentoruc.org/preschool. For each child's safety, we must have contact information on file **before** a child attends school.

Please mail completed forms to: Mentor United Methodist Preschool, 8600 Mentor Ave., Mentor, OH, 44060.

A complete change of clothes, in a zip lock bag, with your child's name on everything. Please make sure your child's name is on any coat or jacket worn to school.

Additional Information

Mentor United Methodist Preschool is licensed to operate legally by Ohio Department of Jobs and Family Services. We are licensed to serve 72 three, four and five year-olds per session. Our license is posted on the preschool board which is located just inside the door to the preschool education wing.

The tollfree number to contact ODJFS is (877) 302-2347, Option 4. This number may be used to report suspected violations of child care rules. This number is also listed on our license.

The licensing laws and rules are available for review at our preschool upon request.

Inspection reports and complaint investigation reports are posted for review at the north end of the education wing, at the top of the stairs, in the enclosed bulletin board.

Licensing records, which include: compliance report forms, complaint investigation reports, and evaluations from building and the fire department, are available for review from ODJFS.

The Bureau of Child Care and Development's website is:

<http://jfs.ohio.gov/cdc/childcare.stm>.

Parents will be asked to acknowledge receipt of this parent handbook.

Please correspond with the staff using the following email addresses:

2021 — 2022 Staff

Staff Member	Position	Email Address
Kristen Dietrich	4 year-old Classroom Assistant	kdietrich.preschool@mentorumc.org
Kelly Jankowski	3 year-old Classroom Assistant	kjankowski.preschool@mentorumc.org
Colleen Judson	Administrator, Prekindergarten Teacher	judson.preschool@mentorumc.org
Peggy Kessler	4 year-old Teacher	kessler.preschool@mentorumc.org
Dana O'Neill	Prekindergarten Classroom Assistant	oneill.preschool@mentorumc.org
Tammy Palermo	Business Manager / Tuition Administrator	mumcpreschool@mentorumc.org
Tiffany Zimmerman	3 year-old Teacher	tzimmerman.preschool@mentorumc.org