

Mentor United Methodist Preschool

8600 Mentor Ave., Mentor, OH 44060

Phone: (440) 255-3496, ext. 23

Fax: (440) 255-8198

Website: www.mentorumc.org/preschool

Email: mumpreschool@mentorumc.org

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 chose 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	Mon., Wed.	AM	9:00am - 11:15 am
	Tues., Thurs.	AM	9:00am - 11:15 am
	Tues., Thurs.	PM	12:15pm - 2:30 pm
4's	Tues., Wed., Thurs.	AM	9:00 am - 11:30 am
	Tues., Wed., Thurs.	PM	12:15 pm - 2:45 pm
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. The preschool uses WEWS TV (Channel 5) to notify our families that our preschool is closed. 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:

- Nov. 4 – Election Day
- Nov. 26, 27, 28 - Thanksgiving Break
- Dec. 22 – Jan. 2 – Winter Break
- Jan. 19 – Martin Luther King Day
- Feb. 16 – Presidents' Day
- April 6 – 10 – Spring 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

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.

AM	Three year old class	PM
9:00 – 9:55	Free play/Art projects	12:15 – 1:10
9:55 – 10:00	Clean-up	1:10 – 1:15
10:00 – 10:10	Circle (helpers, flag, leader, number of the day etc.)	1:15 – 1:25
10:10 – 10:30	Themed Group Focus- Music/Science	1:25 – 1:45
10:30 – 10:40	Bathroom break	1:45 – 1:55
10:40 – 10:50	Snack	1:55 – 2:05
10:50 – 11:05	Playground - Large motor skills	2:05 – 2:20
11:05 – 11:10	Story –letter of the day	2:20 – 2:25
11:10 – 11:15	Dismissal	2:25 – 2:30

AM	Four year old class	PM
9:00 – 10:00	Intro. to day/Free choice	12:15 – 1:15
10:00 - 10:15	Group Focus - <i>Themed Subject/Cognitive Skills</i>	1:15 – 1:30
10:15 – 10:25	Seat Work – <i>Small motor skills, following directions</i>	1:30 – 1:40
10:25 – 10:45	Large motor skills – <i>outdoors (weather permitting)</i>	1:40 – 2:00
10:45 – 11:05	Bathroom break & Snack	2:00 – 2:20
11:05 – 11:25	Story /Music	2:20 – 2:40
11:25 – 11:30	Dismissal	2:40 – 2:45

AM	Four year old class
9:00 – 9:50	Free choice – Art activity offered
9:50 – 9:55	Clean-up
9:55 – 10:15	Circle (helpers, weather, calendar, flag, story, etc.)
10:15 – 10:30	Group Focus - <i>Themed subject /cognitive skills</i>
10:30 – 10:50	Bathroom break and Snack
10:50 – 11:00	Music
11:00 – 11:10	Seat work – <i>small motor skills/following directions</i>
11:10 – 11:25	Large motor skills – <i>outdoors (weather permitting)</i>
11:25 – 11:30	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 and considered late after the 5th. A 3% discount will be applied if tuition is paid in full in September.

Mentor United Methodist Preschool - Tuition/Fees - 2014-2015

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 in September (Activity Fee + September Tuition)
3 Year Old	\$100	\$900	\$60	\$160	\$30	\$5	\$130
4 Year Old	\$115	\$1,035	\$60	\$175	\$45	\$5	\$160
Pre-K	\$150	\$1,350	\$60	\$210	\$50	\$5	\$200

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

Please mail checks to: Mrs. Beth Goll, 7608 Mountain Park Drive, Mentor, OH 44060

Please mail your tuition payments. DO NOT send checks or cash with your child.

If for some reason tuition will be late, please contact Beth Goll, treasurer to make payment arrangements at: 440-352-2036.

Tuition: May's tuition is due at registration. September's tuition is due at orientation. October through April's tuition is due the first of each month. Bills will not be sent. Please use the tear off at the bottom of your child's calendar when submitting tuition payments. Please refer to the chart in this section to determine the amount of your child's monthly tuition.

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 \$60 is charged per family. A child is not considered enrolled until the registration fee is paid.

Activity Fee: At orientation, each child will be asked to pay an activity fee. This fee covers the cost of special programs. Please refer to the chart in this section to determine your child's activity fee.

Book bag Fee: Each student will be required to use our school book bag. The cost of this bag is \$5.00.

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 23. 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 two months

- 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.

Our tax ID number will be provided upon request.

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:

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.

We request that parents/guardians wait in the designated area for their child's classroom pick-up. Parents should not enter the building at dismissal. Children will be brought outside. Children are not allowed off of the sidewalk without an adult. Once parents have picked up a child, he/she is in the parents' care.

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 sheet. Parents are asked to keep in mind the following:

- All snacks should be individually wrapped. (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 or milk, fruit, carrots, celery sticks, raisins, cheese, yogurt, granola bars, Teddy Grahams, Goldfish, applesauce, pretzels, other nutritious items.

Do not send: Juice boxes, Kool Aid, punch, cupcakes, candy, brownies, fruit roll ups, Gogurt, nuts.

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: 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. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the preschool does conduct monthly fire drills and periodic tornado drills. Should 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.

In the unlikely event there would be an environmental threat or a threat of violence, 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.

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.

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.

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 back up 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. 23 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

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 by a sign on their child's classroom door 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: The only medication that will be administered to a child at MUMP is an Epi-pen. A Request for Medication form must be properly completed by the child's parent. Epi-pens must be in their original container and administered in accordance to instructions on the label. The Epi-pen container must contain two pens. Epi-pens must have a current date on the label. Epi-pens will be stored in a designated area, inaccessible to children. If a child is given an Epi-pen, EMS will be called. The used Epi-pen will be given to EMS personnel.

A preschool session at MUMP is no longer than three hours. If a child requires prescription medicine, other than an Epi-pen, it must be administered by a parent. 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 potty 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.

Parent Participation

Parents/Guardians/Custodians have unlimited access to all areas of the building used for preschool during hours of operation. Visitors are asked to notify the administrator of their presence immediately when they enter our school. Non residential parents are permitted unlimited access unless a court order is on file at our school. Only persons authorized by the administrator and parents of the students are permitted on our preschool premises.

Parents will be asked to sign-up to help with parties and attend special activities. These activities may include VIP Day, Mother's Day celebrations and End of Year Programs.

Teachers are available to discuss a child's progress or needs anytime. 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 share your questions or concerns at any time. You may speak with your child's teacher, administrator, business manager or a member of our preschool committee with any questions or concerns. Please do not hesitate to bring up concerns when they occur. Often issues can be addressed when they are little problems before they grow into bigger problems. We realize you trust us with your little one, and we want our relationship to be a good one.

Employees are asked to contact the administrator, business manager or a member of our preschool committee with any concerns.

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 paint shirt – please send a shirt that buttons up the front. (a parent's old shirt works best). Try it on your child, cut off the sleeves and the bottom of the shirt. Do not send a plastic smock or a pull over shirt.
- 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.
- The activity fee and September's tuition are due on the first day of school. Checks should be payable to: Mentor United Methodist Preschool

Additional Information

Mentor United Methodist Preschool is licensed to operate legally by Ohio Department of Jobs and Family Services. We are licensed to serve 2 1/2, 3, 4 and 5 year-olds per session.

Our license is posted at the north end of the education wing, at the top of the stairs, in the enclosed bulletin board.

The toll free number to contact ODJFS is (877) 302-2347, ext. 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.

2014-2015 Staff

Barbara Brown	Music Teacher
Noreen Evola	Four year-old Classroom Assistant
Mary Jaworski	Three year-old Classroom Assistant
Colleen Judson	Administrator, Pre Kindergarten Teacher
Peggy Kessler	Four year-old Teacher
Rain Matuch	Four year-old teacher
Suzanne Teringo	Business Manager, Three year-old Teacher
Jill Skelly	Four year-old Classroom Assistant
Leslie Williams	Pre Kindergarten Classroom Assistant