Grizzly Club Preschool



"Where all little Grizzlies get their start!"

Parent Handbook

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Grizzly Club Preschool

Statement of policies and procedures in compliance with the Ohio laws governing child care centers as described by the Ohio Department of Children & Youth, herein referred to as simply DCY.

Contact Information

Website: www.grizzlyclub.com Email: grizzlyclubpreschool@gmail.com
Address: 991 Hidden Valley Drive Wadsworth, Ohio 44281
Location: Trinity Church, 215 High Street Wadsworth, Ohio 44281
Phone: (330)414-9841
Debbie Fortner, Preschool Owner Melissa Punchak, Director

Parent Handbook Policies

The Grizzly Club Preschool Handbook contains the rules, policies and procedures of the preschool.

~By signing the Registration Form, you agree to abide by this handbook and all policies stated herein.

License

Grizzly Club Preschool is state licensed through the DCY. The license number is 305-142 and is posted in the preschool office.

Educational Philosophy

Grizzly Club Preschool is designed to meet the developmental needs of young children 3-6 years of age. The program provides experiences that enrich each child's cognitive, language, social, physical and creative development. Our center is structured in such a way that each child has the opportunity to create, explore and learn personal interaction and problem-solving skills. Our staff enable each child to receive daily instruction from teachers with a specific curriculum focus, in a caring, safe, and nurturing environment. We stress self-esteem, independence, sharing and having fun while learning and growing through a balance of self-directed and teacher-directed activities. We recognize the importance of physical exercise and large motor activity in the proper development of a young child. On a daily basis we offer a variety of movement activities in our "Big Room" located within our facility. Our staff serve as positive role models and provide care that is supportive and responsive to each child's individual needs. It is our mission to teach and train the whole child, to send them off to kindergarten with the confidence to succeed and an excitement for learning that will last a lifetime.

Administrator Office Hours

The administrator will be available at the preschool on school days

Monday – Thursday 9:30 – 12:30pm September – May

All other times by appointment only.

In the administrator's absence, Mandy Riplinger will serve as GCP First Designee in her place. Stephanie Triplett is GCP second designee.

Times of Operation

Grizzly Club Preschool is in operation Monday – Friday from September through May. Our class times run from 9:15 – 12:00 pm. We follow the Wadsworth City School district's calendar for days off, snow and vacation days. With a few exceptions, as noted on the Calendar on the website and on the classroom newsletters.

For emergency school closings we use the automated *Band messaging* system.

There is **NO Preschool if any WEATHER DELAY is called for the Wadsworth City Schools**.

School Closings

In the unlikely event that state ratios cannot be maintained, Grizzly Club Preschool will close for the day without notice. These closings would be based on need, and may close just one class for the day or as many as all classes for the day. This policy, while inconvenient, is for the safety of students and ensures compliance with DCY.

Ratio

In accordance with the ratio rules of DCY and in order to maintain the most effective classroom environments Grizzly Club Preschool strives to keep class sizes smaller than the state maximums.

Each classroom has 2 teachers.

3 Year Olds – ratio – 12:1 ~ GCP maximum group size 15 students (State max 24)

4 Year Olds – ratio – 14:1 ~ GCP maximum group size 20 students (State max 28)

5 Year Olds – ratio – 14:1 ~ GCP maximum group size 22 students (State max 28)

Parent Access

Custodial parent or guardian of enrolled students in a childcare center shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their child, evaluating the care provided or to evaluate the premises. Upon arrival on the premises, the parent, custodian or guardian must notify the administrator or her designee of his or her presence. Parents are encouraged to keep an open line of communication with the classroom teachers via phone calls, text, email and in-person communication at pick up each day. Parent-Teacher conferences are offered each winter and parents are encouraged but not required to participate. A parent or guardian must attend all non-walking field trips as transportation is not provided by Grizzly Club Preschool and staff members are not permitted to transport students.

Registration and Enrollment

Registration applications are taken on a first come, first served basis until enrollment is reached. There is a $100.00 non-refundable registration fee charged per registering student. Any remaining registration applications will be placed on a waiting list. These applicants will be notified if any openings occur or if enough applicants warrant opening additional classes. A child is considered enrolled once the following forms and fees are complete and confirmation is sent via email: Registration form, Child Enrollment and Health Information Form, Child's Medical Statement and registration fee received*.
*Parent/guardians who refuse to grant consent for emergency transport from GCP for emergency medical treatment may be denied enrollment.

Tuition and Fees

Tuition is a derived from a predetermined **YEARLY** base amount and divided by the nine months we are in session for convenience of payment. We are not a month to month center, and in registering you agree to the yearly tuition. Tuition will be nine equal payments from September to May. Checks should be made payable to **Grizzly Club Preschool**.
Payment is due the FIRST of each month. September tuition is due at Open House.

*A late fee of $20 will be charged for late payments. (after the 5th day)
*In addition, after 30 days, an additional fee of $1.00 per day will be charged.
***Once you are delinquent 45 days, the child may NOT return to school and you forfeit your spot.**

We accept cash and checks, as well as credit cards for a small fee. Returned checks will be charged $35.00 in addition to the fees of the lending institution.

Class	Cost	Days per Week
3 year olds*	$1395 ($155.00/month)	2 days per week
4 year olds**	$1395 ($155.00/month)	2 days per week
4 year olds**	$1530 ($170.00/month)	3 days per week
4 year olds**	$1710 ($190.00/month)	4 days per week
5 year olds***	$2070 ($230.00/month)	5 days per week

*Must be 3 years old by September 30th and be fully potty trained, see next section.
**Must be 4 years old by September 30th.
***Must be 5 years old by December 31st. It is strongly encouraged to have completed a 4's class first.

Policy on Potty-Training

A child is considered fully potty-trained when he or she is able to use the bathroom independently. This includes:
* Pulling pants and underpants up and down
* Getting on and off the potty

* Wiping themselves
* Flushing the potty
* Washing hands

We will help with snaps and zippers as your child masters this part of potty-training. However, we DO NOT wipe your child. If there is a potty accident that requires 'clean up' a parent will be called to the preschool. We do not allow diapers or pull-ups and do NOT have changing stations.

Dis-enrollment Policy – Termination/Suspension/Expulsion

Grizzly Club Preschool reserves the right to exercise parent or student withdrawal services for any of the following reasons:

- Failure to follow the center rules, policies and procedures
- Failure to pay tuition or fees after notification
- Failure to return any required documents
- Excessive absences without notification
- Demonstrating any behavior deemed disruptive to the program by the director
- Child not fully potty trained

When children are withdrawn from the school by parents/legal guardian, the school office must be notified in writing at least two weeks in advance of the date. Regardless of reason for withdrawal, all tuition paid is non-refundable and any unpaid tuition remains due.

Late Pick-Up Policy

Grizzly Club Preschool closes at 12pm. The preschool lobby clock will serve as the "official clock" please synchronize your devices with this clock. The following policy is in place for the benefit of the students and staff. Preschoolers are especially nervous and fearful when they see all their friends being picked up and no one has come for them. They feel scared and worry they have been forgotten. This fearfulness lasts longer than just the day of the late pick up. Please know your child will be safe and cared-for, even in the event of a late pick-up. In order to better comfort your child, if you know you are running late, please call the preschool with an approximate time you will arrive.

A fee of $1.00 per minute that your child is in the building beyond 12:10 pm will be charged. If late pick-up becomes a persistent problem, Grizzly Club Preschool reserves the right to dismiss a family from the program.

There are NO exceptions to this policy. If you are late for any reason a charge will be issued. We must enforce this policy with everyone consistently and fairly. Thank you for your cooperation.

Attendance Policy

Grizzly Club Preschool is required by DCY to take daily attendance using a time In/Out policy. You do not need to call the preschool to report your child absent. However, in the event of a highly contagious illness, notification is appreciated so that appropriate steps can be taken to reduce the spread. As none of our students are coming from other centers, no action is taken if a student is absent and parents will not be called.

Arrival Policy

Students will be greeted car-side and walked into the building by a staff member where other staff are stationed to supervise your child from car to classroom. Your child is NEVER unsupervised. Entering the building independent of parents has proven to be a tremendous advantage to student's confidence and is an important part of preparing the students for kindergarten. **CAR-SIDE drop-off is required**. Walking your child from a parked car is prohibited. Our lot is shared by a number of entities and has no specified walking spaces. If you are walking to the preschool from your home, please arrive BEFORE the car line begins moving at 9:05 am and remain in the lot by the church ramp until a staff member retrieves your child.

NO child should enter the building unsupervised.

Dismissal Policy

Each teacher will dismiss students, one at a time, from their classroom to a parent or guardian each day. Students not picked up by 12:10 pm are subject to additional fees. See Late Pick-Up Policy. PLEASE DO NOT BUZZ to get in. Doors will be opened at 11:55am. If you need to arrive earlier please call ahead to arrange for an early pick-up.

Assessments

Grizzly Club Preschool provides informal evaluations of enrolled students and offers conference in the winter to discuss the results with parents. Our evaluations are for the purpose of informing parents of their child's progress so that they may make the best choice for their child's next class. Grizzly Club does not report any of the data collected to DCY or any other agencies.

Classroom Management Policy

Discipline is necessary in the classroom to maintain a safe and structured learning environment. We will encourage the behaviors in each child that develop and promote self-control in social situations. Our teachers will facilitate language development and problem solving skills, encouraging the child to verbalize their feelings or needs by 'using their words' in order to deter any possible conflict. Redirection of attention will be the first manner of behavior modification. If a child demonstrates behavior that requires frequent attention by the teachers, we may ask to work with parents to implement a joint behavior management plan.

Photograph Permission

Permission given for photographing your child allows Grizzly Club Preschool to use the images for advertising purposes on the preschool website, Grizzly Club Preschool brochures, our Facebook page and various forms of local media. Understand that no child's name will be used in any way with the photographs unless specific permission is granted by the child's parent. Parents objecting to the use of their child's images in the above manner must produce a written, signed and dated statement of non-consent for the child's file.

Grievances

Both staff members and parent or guardians that have a dispute with Grizzly Club Preschool will put the grievance in writing and submit to the administrator. If the administrator is unable to resolve the issue, it is then brought to the owner for resolution.

Security

Grizzly Club Preschool uses the TCC security cameras stationed on the first floor, preschool floor and parking lot. All the exterior doors are locked during school hours. Everyone must enter and exit using the East entrance. Visitors must 'Buzz In' with appropriate ID and prior permission.

Band Automated Messaging System

Band Messaging is our primary form of communication in the event of school closings and emergencies. Please sign get the app from the APP Store for alerts from Grizzly Club Preschool. We encourage baby-sitters, Grandparents and any one on your pick-up list to sign up as well.

Communicable Disease Policy

Staff members have been trained in common childhood illnesses, communicable diseases, first aid, CPR and child abuse recognition.

1. The administrator will review with all staff members the signs and symptoms of illness and the proper handwashing and disinfecting procedures. This review shall be given to each new employee and discussed periodically at staff meetings. No staff member shall attend the center if they exhibit signs of a communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.
2. A staff member is available to observe all children upon entering their class. The center will notify the parent or guardian of a child's condition when a child has been observed with symptoms listed on the communicable diseases chart.
3. A child who has been suspected of a communicable disease shall be provided with a cot and isolated in an area of the room not occupied by children. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.
4. The child will be allowed back to the center when they are free of symptoms of communicable disease for at least 24 hours.
5. The communicable diseases chart is posted in the boy's restroom.
6. Parents of other children will be notified of exposure to a communicable disease either in writing or by BAND.
7. Grizzly Club Preschool will administer EMERGENCY MEDICATION ONLY: Epi Pen, Benadryl or Inhaler, if the appropriate forms are in place in the child's file. In accordance with DCY, parent must train staff in the administration of your child's medication. No other medication, topical ointments, vitamins, modified or special diets, medical foods, allergy medications or fluoride supplements shall be administered at the center, as the center is only in operation less than 3 hours per class. Emergency medications must be kept on-site for the duration of the child's attendance.

Medical/Physical Care Plan

In order to remain in complete compliance with the Ohio Department of Children & Youth it is required to have on file a complete immunization record and care plan for children with special medical needs. Students without immunizations or partial immunizations must provide a letter for their file stating the reason. In order to meet the needs of any child with special medical needs, the parent will be required to provide the following to Grizzly Club Preschool:

1. A Health Care Plan DCY 01236 completed and if needed, signed by the child's physician.
2. An appropriate adult, approved by the director, to accompany and assist the child in daily preschool activities.

Procedures for Illness

Decisions concerning the discharging of an ill student will be decided by the owner or administrator. The center reserves the right to request a doctor's note before readmitting the student to school. A mildly ill child or one not feeling well enough to participate may be observed, within the group, for worsening condition.

Isolate and Send Home

Students with symptoms of the following conditions will be isolated, parents called and student sent home to reduce the spread of illness. Please keep students' home until they are symptom free for at least 24 hours WITHOUT the use of medication or have been on an ANTIBIOTIC for 24 hours.

Severe coughing	Colored discharge from the nose	Stiff neck with fever
Diarrhea/Vomiting	Unusual spots/rashes	Lice/scabies
Difficult/rapid breathing	Yellow skin/eyes	Pink eye
Fever	Sore throat	Infected skin
Dark urine	Gray/white stool	Difficulty swallowing

Allergy Policy

Students with allergies please be advised:

1. Students with allergies MUST complete the Health Care Plan Form DCY 01236 by the first day of school.
2. Students with allergies MUST give consent for EMS transport on the Enrollment Statement DCY 01234.
3. Grizzly Club Preschool will provide EMERGENCY medications only.
4. Emergency medications MUST be provided and KEPT AT GCP. It may not travel to and from school each day.
5. Parents MUST provide an allergen-free snack/drink for their child EACH DAY.
6. For SEVERE allergic reactions, 911 will be called at the FIRST sign:
    a. Swelling of lips, tongue, throat
    b. Itching skin, hives, rash
    c. Trouble breathing, wheezing

d. Dizziness, fainting
e. Stomach pain, vomiting, diarrhea
f. Behaving oddly, feeling of dread
    i. Parents will be notified immediately AFTER 911 is called.
    ii. Parents are responsible for any and all charges brought about by EMS, and/ or Emergency Room.

7. Parents of students with food allergies, please take special note:
    a. GCP shares the building with Trinity Church and a number of other entities GCP cannot control, including, but not limited to:
        i. Meals-on-Wheels
        ii. AA
        iii. Various church groups
8. Your child MAY come into contact with his/her allergen via other children and shared spaces in the building (Big Room, stairwells, bathrooms, etc…)

Snack and Nutrition

Each child will have the opportunity to be the snack helper for their entire class on a rotating schedule throughout the school year. Snack dates will be provided for each parent. Students will wash hands prior to having snack. Parents that object to the use of hand sanitizer must produce a written, signed and dated statement for their child's file.

Snack Suggestions

Crackers	Pretzels	Pudding Cups
Yogurt	Cheese	Granola Bars
Raisins	Goldfish	Jell-O Cups

To avoid any possible health issues and to keep in compliance with DCY, please have the PRE-PACKAGED, INDIVIDUAL-SIZED snack in a sealed wrapping with the ingredients list readily available. **Homemade snacks will be sent home**. Snack helper is to provide napkins, cups, juice or milk, and snack for all the students in the class. If utensils are required to consume the snack, please provide the utensils as well. We will celebrate each child's birthday and summer birthdays will be celebrated at the half-birthday.

Supervision and Child Guidance

1. No child shall ever be left alone or unsupervised at Grizzly Club Preschool.
2. To ensure safe arrival/departure of children, a teacher is at the classroom door as children arrive and as they depart and are dismissed one at a time.

3. Our center has immediate access at all times to a working telephone within the building for use by childcare staff.
    a. Staff phones are for emergency use, taking approved photos and for playing saved preschool songs. Use of phones for social media is prohibited during school hours. First offense is a warning, subsequent offenses will be met with disciplinary action.
    b. Staff are also prohibited from using inappropriate language or behaviors during school hours and will result in the same disciplinary action as the above social media use. Students are to be protected from exposure to inappropriate media, language and behaviors at all times.
4. Our center has monthly fire drills at varying times each month. A record of drills is available in the lobby.
5. Our center has an Emergency Preparedness and Response Plan (EPRP) that explains actions to be taken and staff responsibilities in the event of a fire/weather emergency and diagrams are posted showing evacuation routes.
6. Our center's plan for safety whenever children are transported from the center on field trips, special outings or routine trips are as follows:
    a. A person trained in CPR, first aid, communicable diseases and child abuse recognition is available on each trip or special outing.
    b. First aid bags shall be available on all trips and outings that meet state requirements.
    c. Each child shall have ID attached to the child's clothing containing the center phone number, name and address in the event a child is lost.
    d. Child Enrollment & Health Forms and field trip permission slips are taken on all trips.
    e. Written permission is needed from a parent for each child transported to and from the center for routine trips, field trips or special outings. This includes the child's name, destination, parent signature, date and date of the trip.
    f. Parents who are transporting children on field trips or special outings have to meet and maintain child restraint requirements.
    g. No Grizzly Club Preschool staff members will, for any reason, transport a student on a field trip or special outing.
7. When accident or injury occur, or when any other incident necessitates, a staff member will complete an Incident Report. Parent will be provided a copy and a copy will be kept for the student's file at the center.
8. Use of spray aerosols shall be prohibited when children are in attendance at the center.
9. In accordance with 5104:2-12-46 Administrative Code for state licensing a child care staff member shall immediately notify a local public children's services agency when a child care staff member suspects a child has been abused or neglected.
10. In the case of an emergency or accident, the center will follow the EPRP. The center will administer first aid, summon emergency transportation, contact parents and complete an Incident Report.
11. All required forms are posted in the lobby for parent review when requested, according to DCY compliance rules.
12. In the event where evacuation of the building is necessary due to loss of heat, bomb threat, weather conditions, loss of water or when an emergency forces evacuation, our emergency destination is Lincoln Elementary School at 280 N. Lyman Street. Signs will be posted on the door of Grizzly Club Preschool indicating that we have evacuated and where parents can pick up their child. Parents will also be notified via *Band app*.
13. To maintain safety in our parking lot, please follow the directions on the Drop-Off Information handout. Please pay special attention to the NO Parking spaces and the traffic flow. 'Walk-up' dropping off from parked cars is prohibited.

3 Year-Old Daily Schedule

9:15	Welcome students / arrival
9:30	Circle Time – attendance, songs, story weather
10:00	Big Room – gross motor play
10:30	Bathroom
11:00	Centers – learning, art, dramatic play, themes
11:45	Closing Circle Time – music and movement
11:50	Clean up
12:00	Dismissal

4 Year Old Daily Schedule

9:15	Arrival / Free Play
9:30	Circle Time – attendance, Pledge, weather, etc…
9:45	Music and Movement
9:50	Bathroom.
10:00	Centers – art, snack, math, science, fine motor, etc..
11:00	Clean up
11:10	Story of the Day
11:20	Big Room
12:00	Dismissal

5 Year Old Daily Schedule

9:15	Arrival / Table activities
9:30	Circle Time – attendance, Pledge, weather, etc…
10:00	Music and Movement
10:15	Big Room
10:30	Bathroom
10:45	Centers – art, snack, math, science, fine motor, etc..
11:00	Story Time, Mystery Bag, sight words
11:10	Story of the Day
11:50	Clean up
12:00	Dismissal

Outdoor Play

Grizzly Club Preschool has an Indoor playground. Our students engage in large motor play every day, unaffected by weather or pollen count! Students can ride on toys, climb, jump run and play in the safety of our "Big Room" downstairs in the Old Fellowship Hall.

Release Policy

It is our center's policy to require written permission given to the administrator or teacher prior to the release of a child to any person other than the custodial parent or guardian, or contact person listed on the Child Enrollment form. At pick-up, an individual may be required to show ID to a GCP staff member. These policies are in place to protect each student. We will not release any student to a person under the age of 18 without specific written instruction from the parent or guardian. Grizzly Club Preschool will release students to either parent unless a custody order is on file prohibiting contact with either parent.

Ohio Department of Children & Youth

In order to remain in complete compliance with DCY, the following policies must be included in this handbook. Understand that none of these policies apply to Grizzly Club Preschool because of our part-time (less than 3 hours per day) status.

- Grizzly Club Preschool engages in NO water activities or swimming.
- Grizzly Club Preschool has no infants in our care, hence we have no breast-feeding room or diapering schedule. However, breast-feeding moms of students are welcome to use our teacher resource room.
- As a part-time center, napping and resting are not part of our school day.
- Grizzly Club Preschool offers no over-night care.
- Grizzly Club Preschool is not a participant in the SUTQ program, and hence does not participate in the SUTQ reporting of formal screenings and assessments.

ADA Policy

Grizzly Club Preschool does not discriminate against persons with disabilities on the basis of the disability and provides children and parents with disabilities equal opportunity to participate in our program and services, in compliance with the Americans with Disabilities Act. Including:

- Administering medication to children with disabilities.
- Administering care procedures to children with disabilities.

Laws and Licensing Regulations

The laws and regulations governing child care centers are available for review in the preschool lobby. The center licensing record is available for review upon request and online. The Department of Children & Youth's toll-free number is posted in the school lobby and online. It may be used to report a suspected violation by the center. Grizzly Club Preschool

does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

DCY Center Parent Information

The center is licensed to operate leglly by the Ohio Department of Children & Youth (DCY).
This license is posted in a noticeable place for review.

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

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

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

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

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

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

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

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

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