



Johnstown Christian PRESCHOOL

Johnstown Christian Preschool

Serving God, children, and families since 1972

Parent-Student Handbook

Johnstown Christian Preschool, Inc.
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Revised 8/23



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Purpose and Objectives

The **Johnstown Christian Preschool** is an early childhood educational program designed to prepare your child for kindergarten with a Christian background. We want to make your child's first school experience a positive one.

Our objectives for the year are for the child to grow:

- *Spiritually* through learning of God's love for everyone.
- *Socially* through association with other children in free play and planned activities.
- *Physically* through exercise.
- *Emotionally* as he/she gains security and self-assurance through love and completed goals.

The **Johnstown Christian Preschool** is a non-profit organization. All money received by the program is used for maintenance, expenses and expansion of the program, equipment, or facilities. The **Johnstown Christian Preschool** is incorporated and governed by the Preschool board of the Presbyterian Church of Johnstown. The **Johnstown Christian Preschool, Inc.** is licensed by the Ohio Department of Job and Family Services. The license is posted on the parent bulletin board located in the entry hall.

The **Johnstown Christian Preschool** has a full program including both structured and unstructured activities. A variety of activities provide several types of interaction: small and large, adult to child, and child to child. Each child is given opportunities for choices and decision making. Included in our plans are: stories, crafts, songs, rhythmic and musical activities, simple dramatics, games, exercises and physical development activities, learning situations encouraging shape and color discrimination, introduction of numerals and letters, activities concerning growth and parts of the body, simple science discoveries, nutritious snacks and much more!

Unstructured time is a time when the children choose an area in which they would like to play that day. Areas to choose from include: painting, dress-up, housekeeping corner, sensory exploration, blocks, books, scooters, art center, trucks and baby dolls.

Ephesians 6:4 says, "Bring them up in the training and instruction of the Lord."

Moral, ethical, and spiritual values will be shared with the children through the study of the Bible. Church doctrine is not taught. Values taught include sharing, love, respect, and obedience. Each child is free to explore and question without ridicule or condemnation.

Enrollment: Ages/Classes

The **Johnstown Christian Preschool** enrolls children into the program on a first come first-serve basis following the age guidelines below:

Age Restriction Guidelines

Three-Year-Old Program	Recommended 3 ½ years old on or before September 1 st .
Four-Year-Old Program	Turning four years old June - December
Pre-Kindergarten Class	Must be four years old on or before September 30 th , and not over six years of age on that date.

All children must be toilet trained. Children may be enrolled and enter a class of the school year provided there are class openings available. Each class stays together for one school year.

Hours / Calendar

Class Sizes

Class	Teacher/Child Ratio	Maximum Class Size
Three-Year-Old Class	1/12	18
Four-Year-Old Class	1/14	18
Pre-Kindergarten Class	1/14	18

The **Johnstown Christian Preschool** will begin on Tuesday the week of Labor Day (September 6, 2022) and finish the Friday before Memorial Day (May 19, 2023). The hours of operation for each class are listed in the following table. The **Johnstown Christian Preschool** will follow the calendar of the Johnstown-Monroe School Systems including Christmas and spring vacations and other days off during the school year. If Johnstown schools are closed due to snow or ice, we will also be closed. We ask you to listen to the radio for school closings. Also, weather delays will be the same as Johnstown school delays. *If the delay is two (2) hours, the morning class will begin at 11 am and end at 12:10 pm.* We will not observe early dismissals. In the case of an emergency, every effort will be made to contact parents by telephone or notify them of the unexpected closings.

Class Times and Hours of Operations*

Class	Begins	Ends	Days of the Week
3's	9:00 a.m.	11:30 a.m.	Tue. & Thurs.
4's	12:30 p.m.	3:00 p.m.	Tue. & Thurs.
Pre-K AM	9:00 a.m.	11:30 a.m.	M/W/F
Pre-K PM	12:30 p.m.	3:00 p.m.	M/W/F

Staff

The quality of the **Johnstown Christian Preschool** is based on the quality of the staff. The teachers have been screened and an evaluation is completed of professional credentials where appropriate. All teachers and

substitutes meet the State of Ohio, Department of Job and Family Services qualifications. Rule 5101:2-12-19 has been reviewed by and applies to all employees of the center. All teachers have experience working with children.

Each teacher is required to complete 10 hours of in-service training in child development or early childhood education each state fiscal year.

A staff member trained in **First Aid, Child Abuse Recognition, Management of Communicable Diseases, and CPR** is on the premises during the hours of operation of the **Johnstown Christian Preschool**.

The staff works together in teams of two (per classroom) when needed to meet state licensing requirements. Students will remain with the same two staff members for the duration of the school year. Small group activities may change the rotation of staff based on the needs of the students.

Staff

Mrs. Ashlea Wentzel (director)
Ms. Heidi Jones (assistant director)
Mrs. Amanda Chapman
Mrs. Natalie Sausman
Mrs. Cinda Thiel
Ms. Amanda Durant
Mrs. Ciara Phelps
Mrs. Rachel Furr

Enrollment Procedures

To enroll in the **Johnstown Christian Preschool**:

1. Registration begins in March for fall classes on a first come, first-serve basis.
2. Children's enrollment and health information required for admission.
3. Submit application form along with a \$90.00 non-refundable registration fee.
4. The director will inform you if your child's class is full, otherwise your child is in the class marked on your application form.
5. You will receive a confirmation letter in mid-August to verify that your child is enrolled. Included with the letter is additional information regarding our open house. Open house is scheduled prior to the start of the school year. Open house is a great time to meet the teachers, see your child's classroom, participate in fun activities to help children get to know the space and get ready for the upcoming year.
6. A medical form must be completed by the child's physician and mailed to the school by August 15th.
7. **Immunization records** must meet the State of Ohio, Department of Health requirements.
8. We do not discriminate in the enrollment of children based on race, color, religion, sex, national origin or disability.

Daily Program

The focus of the preschool program is a well-rounded child.
The following tables list the schedules of our daily programs:

3's Schedule*

8:55-9:10	Welcome, Handwashing
9:10-9:20	Morning work
9:15-9:40	Morning meeting

9:40 – 10:00	Bible Time
10:00-10:45	Classroom Stations
10:45 – 11:05	Free Play
11:05-11:15	Clean-up, Hand washing, Singing
11:15-11:25	Large Muscle, Pack up
11:25-11:30	Dismissal

4's and Pre-K Schedule*

8:55-9:10, 12:25-12:40	Welcome, Handwashing
9:10-9:20, 12:40-12:50	Morning work
9:15-9:40, 12:55-1:15	Morning meeting
9:40 – 10:00, 1:15-1:35	Bible Time
10:00-10:45, 1:35-2:20	Classroom Stations
10:45 – 11:05, 2:20-2:40	Free Play
11:05-11:15, 2:40-2:50	Clean-up, Hand washing, Singing
11:15-11:25, 2:40-2:55	Large Muscle, Pack up
11:25-11:30, 2:55-3:00	Dismissal

* There may be variations due to special activities

Mid-Year Transitions

Sometimes it may be necessary to transition your child mid-year. We will make a plan to get your child into their new classroom to see the space and meet their teacher. This transition typically takes a few days to a week. Parents will be given a new rate schedule.

Threes Classes Share Day

Each child in the three's classes will have a special day beginning in September when the class learns about them. Please watch the monthly calendar for your child's special day.

Share days will also be on the calendar. Share days may be different for boys and girls due to the number of children.

We do not have an outdoor play area. Play time occurs in the church fellowship hall or "big room". We rotate toys weekly and have both large muscle toys and imaginative play toys available.

Please note the "Leave at Home" items in the following sections. Please obtain approval from the teacher for pet visits **before** your child's share day.

Because we are a part-time preschool we do not have a designated nap time. Children have quiet areas in

each room for resting if needed.

Leave At Home Items

1. Toy guns / weapons
2. Gum, candy including cough drops and lip gloss or Chapstick
3. Food and drinks (except special occasion snacks or diet restrictions)
4. Money
5. Any clothing that cannot get dirty.
6. Shoes that fall off easily and cowboy boots
7. Any small items under 1 inch in diameter (for example, marbles).
8. Toys except on specified share days (3's only).
9. Backpacks – due to limited classroom space

What to Bring / What to Wear

Children are advised to bring or to wear the following items:

1. Comfortable, easily manageable, washable play clothes (i.e. pull up pants instead of pants with snaps and zippers.)
2. Weather appropriate coats or jackets with their **name inside**. Due to space in our classrooms please hang your child's coat on the coatrack around the corner.
3. Tennis shoes
4. A water bottle labeled with your child's name and filled with water only.

Arrival / Dismissal Procedures

The teachers will be at the school 45 minutes prior to the start of class. We request that **NO** children or parents arrive before 8:55 a.m. for the morning session or before 12:25 p.m. for the afternoon session. This allows the teacher's time to prepare the rooms for the day's activities. Mothers who are breastfeeding will be permitted into the building as soon as they arrive to take care of their child's need. The designated spot is the center room adjacent to the Big Room.

Bringing Your Child:

All parents, grandparents or sitters must accompany the child into the school. It is important that you bring the child into the school. State laws prohibit dropping off a child in the parking lot. Please make sure to check your child in with a staff member at drop-off. Any messages to the teacher should be in writing and may be given to the teacher at arrival time.

Picking Up Your Child:

Please have your child picked up no later than 11:35 a.m. for the morning class and 3:05 p.m. for the afternoon class. There will be a \$5.00 charge (cash at pick up time) if you pick up your child after 11:35 a.m. or 3:05 p.m. Children will be dismissed at the door while you wait in the parking area.

If a person other than the authorized people (listed on the enrollment form) is picking up the child, you must notify your child's teacher in writing (except for emergencies) in advance of the change. **YOUR CHILD WILL ONLY BE RELEASED TO THE AUTHORIZED PEOPLE LISTED ON THE ENROLLMENT FORM.**

Teachers will be stationed at the door to check all pick ups. If there is any question regarding a person picking up a child, that child WILL NOT BE RELEASED until the matter is resolved. If an emergency arises during class time and someone different will be picking the child up, please call the school at 740-967-1450.

Custody:

You must provide custody papers to **Johnstown Christian Preschool** indicating who has permission to pick up your child if there are custody issues involved with your child. *The center may not deny a parent access to their child without proper documentation.*

Discipline

In teaching the preschool child, we believe the teacher's behavior and actions set the best example for the children. The **Johnstown Christian Preschool** is based on Christian principles. We feel each teacher's joy, happiness, love, and patience will be contagious. Each child is treated with respect as a unique individual created in God's image. Each child will be treated with love and concern. Self discipline and control are learned by following given guidelines for proper behavior. The teachers present a positive and caring attitude toward the child while refusing to condone inappropriate and disruptive behavior. We feel that the variety of interesting and challenging activities in the daily curriculum help to avoid discipline problems. The teachers use controlled voices to correct the child. Each child's abilities, needs, feelings and special circumstances are used to evaluate each situation. Physical punishment is not used at the **Johnstown Christian Preschool**.

Specific discipline procedures used are listed below according to decreasing frequency of use. All employees of **Johnstown Christian Preschool** will use the following discipline guidelines.

1. The child is praised for appropriate behavior. Positive reinforcement will be used for both individual and classroom behaviors.
2. The child is encouraged to "use words" and other non-aggressive, problem-solving methods. When possible, the teacher gives the child time and opportunity to solve problems before stepping in with the solution.
3. For minor infractions two warnings are given.
4. Privileges or participation rights are temporarily withheld.
5. The child is put on the blue "parking spot" (time out), away from the group but not away from adult supervision.
6. Continuing problems are discussed by all teachers and the situation will be presented to the parents.
7. The staff will work with each parent and child on an individual basis. If a satisfactory solution cannot be reached, the child will be permanently unenrolled from the center. The parent will be responsible for paying the full month's tuition.

Teasing, name calling, ridiculing, verbal abuse, physical punishment or frightening a child are not acceptable forms of discipline in the **Johnstown Christian Preschool**.

Snacks

Snacks are provided by the **Johnstown Christian Preschool** if it coincides with a particular lesson. We will not have a daily snack. We strive to furnish a variety of nutritious snacks. We ask that your child brings a water bottle filled with water only each day. Please ensure the water bottle is labeled with your child's name.

If you want to furnish the snack on or near your child's birthday, please let us know in advance for

planning purposes. There will be a sign-up sheet at open house.

If your child has food allergies or dislikes, please let us know. All children will be served the same snack unless the parent has made other arrangements in writing.

Parent Participation

Parent-Teacher Communication:

The **Johnstown Christian Preschool** encourages open communication between parents and the members of our staff. The children will benefit if we all work together to make their first school experience a positive one. Teachers will be available before and after school for brief consultations. Please feel free to ask questions at anytime. If there is a problem, make arrangements to talk to your child's teacher. If further attention is needed, please contact the director.

Newsletters:

A monthly calendar and newsletter will be sent home and/or posted on the communication app outlining main events and subjects of study. If you need a paper copy let us know. Teachers will be utilizing the app ClassTag for communications.

Parent-Teacher Conferences:

Conferences are scheduled once a year. Evaluation forms about your child will be given to you or the person picking up your child in the fall, winter, and spring. Conference sign-ups will be done using signup.com. An email for available conference times in January will be sent out when winter evaluations are complete. A staff member will meet with you to discuss your child's behavior, progress, social and physical needs, and other pertinent information. The preschool does not administer formal assessments.

Special Activities

Throughout the year a variety of activities are scheduled to bring parents into the classroom. Special activities include but are not limited to the following:

Calendar of Events

- | | |
|-------------------------------|-----------|
| 1. Open House | September |
| 2. Fall Festival | October |
| 3. Thanksgiving Program | November |
| 4. Christmas Fun | December |
| 5. Parent-Teacher Conferences | January |
| 6. Valentine Party | February |
| 7. Picnic | May |
| 8. Graduation Program | May |
| 9. Field Trips | Varies |
| 10. Classroom Helpers | Varies |

These activities vary according to the age of your child. The actual dates will be listed on the school calendar. We invite parents to participate in the special events and activities. If you have any interesting hobbies, jobs, or would like to share something special with our classes, please let us know in advance to work it into the program. The **Johnstown Christian Preschool** has an open-door policy for parent visitation.

Complaints / Concerns

The **Johnstown Christian Preschool** strives to make your child's first school experience a positive one. Please let us know of any concerns about your child or our program. We will strive to correct problems as they arise to make each child's day a happy one. However, we cannot make corrections or share needed information if we are unaware of your concerns. For minor concerns please share in writing with a teacher in your child's classroom during pick up or drop off times. Be sure to put your child's full name on the note due to the large number of students. For more detailed discussion, please contact your child's teacher or the director to schedule a time. Your concerns are not an inconvenience but a way of ensuring the best possible learning experience for all the children.

Transportation

Emergencies and Accidents

The "*Permission to Transport Child Part I*" portion of the application form must be completed for enrollment in the **Johnstown Christian Preschool**. This authorizes the transportation of your child to the source of emergency medical or dental care in the event of a serious incident, injury, or illness. Depending on the severity of the injury, the child may be transported by ambulance or with the parent. The parent will be contacted as soon as possible in an emergency situation. The staff member accompanying the child will transport the child's medical records along with the child and will assume appropriate responsibility until a parent arrives.

In the event of an environmental emergency, (i.e. fire) the staff will follow the written evacuation instructions posted in each classroom. The children and staff will exit the building and meet at the designated "safe" location which is the lower parking lot on the "blue" line. Children will be counted immediately to determine if all children are present. A staff member will call 9-1-1 to notify the proper authorities. The children will remain outside the school or taken to the designated secure location (Johnstown Methodist Church) until "all clear" has been issued. A sign will be posted to notify parents as to the location of their child. An incident/injury report will be given to the person picking up your child no later than the next school day.

In the event of an environmental emergency, (i.e. tornado/weather alert) the staff will follow the written instructions posted in each classroom. Children will be taken to the designed safe place which is the "school basement". The children will be counted immediately to determine if all children are present. Children will assume the safe position-covering head and neck. Children will stay in designated "safe place" until the all clear is sounded. An incident/injury report will be given to the person picking up your later no later than the next school day.

Anytime there is a threat of violence the staff will follow the written instructions posted in the classroom. Children will be secured in the safest location in the building or outside. The staff will contact 9-1-1 to notify authorities. Attendance will be taken to determine if all children are present. Instructions from the authorities will be followed. Parents will be notified as soon as possible. An incident/injury report will be given to the person picking up your child no later than the next school day.

In the event of an emergency evacuation, (i.e. bomb threat, gas leak, etc.) the staff will take the children to the primary evacuation spot which is *Johnstown Methodist Church*. The attendance roster, first aid kit, and child's records will accompany the children and staff to the evacuation spot. Attendance will be taken to determine if all children are present. Emergency personnel will determine if the children are in a safe spot or if they need to proceed to the secondary evacuation location which is *Johnstown Fire Department* Building. Parents will be notified as soon as possible. An incident/injury report will be given to the parents as soon as possible. ODJFS must be notified within 24 hours.

In the event of Loss of Power, Water, Heat the utilities company will be notified of outage and assess expected time of outage. Safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices will be evaluated. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt, the licensing specialist or local health department will be contacted to determine if child-care services can continue and meet rule requirements.

An Incident/Injury Report will be completed by the supervising teacher anytime there is an incident/injury which requires first aid. The person picking up the child will be asked to sign the Incident/Injury Report. The signature is an acknowledgement of receiving the Incident/Injury Report. A copy of the Incident/Injury Report will be given to the pick-up person. The original will be kept in the child's file. Parents are notified immediately of any serious accident or injury.

In the event of Serious Injury or Illness the injured/ill child will have constant supervision. A quick assessment will quickly be completed: Appearance, Breathing, Circulation by a staff member trained in First Aid/ Communicable Disease and determine if EMS needs to be contacted. Child's health information will be checked to determine if a Medical/Physical Health Care Plan has been completed for the child. Parents will be notified as soon as possible. Basic first aid will be provided until the EMS or parent arrives. An incident/injury report will be completed and given to the parents. If medical attention is required, ODJFS will be notified within 24 hours and a report submitted within 24 hours.

An ill child will be isolated from the other children. The child will be supervised at all times. The ODH Communicable Disease Chart will be referenced and instructions followed. Exposure sign will be posted or written notice will be given to the parents. An incident/injury report will be completed and given to the parents. If medical attention is required, ODJFS will be notified within 24 hours and report submitted within 24 hours.

A child who has a bump or blow to the head will be checked by the supervising teacher. An ice pack will be applied, if needed. The child will be monitored closely for any sign of a serious injury. If the staff of **Johnstown Christian Preschool** feels the head injury is serious, 9-1-1 will be called. The parent or emergency contact person will be notified immediately. An Incident/Injury Report will be completed.

In the event of a child swallowing a harmful substance, 9-1-1 and Poison Control will be called. The child will only be given syrup of ipecac upon the instructions of the Poison Control Center. The syrup of ipecac will be administered by a member of the responding EMT Unit. Parents will be notified immediately of the situation. An Incident/Injury Report will be completed.

Children will be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. A staff member shall stay with the injured or ill child until the parent arrives.

Field Trips and Special Outings

Field trips and special outings will be announced on the monthly calendar or in the monthly newsletter. Each child must have a signed permission slip to leave the school.

Each child will wear a name tag whenever a routine (walking) trip is taken. The center's name, address, and phone number will also be on the name tag. Children enrolled in the 4-year-old & Pre-K classes will walk with a partner. Children enrolled in the 3-year-old class will hold onto a rope. A backpack containing child's records, permission slip, first aid supplies, and list of children on routine trip will be included in the backpack. Head counts will be taken periodically during the trip.

Tuition

Tuition is due on the first of each month except for the first month's tuition that is due on the first day of school. Payments made after the 10th of the month will be charged a late payment charge of \$5.00. If you are two months delinquent, we may ask you to withdraw your child from preschool. Please discuss any payment problems with the director. FICA # 31-0972464

<u>Fee Schedule</u>	
Registration & Supply Fee	\$90.00
Tuition	\$150.00/\$200.00 monthly \$1350.00/\$1800.00 yearly
Late Payment	\$5.00
Late Pick-Up	\$5.00
Returned Check	\$30.00

Tuition can be paid by check, money order, Venmo, or cash. Cash should be sealed in an envelope with the child's first and last name written on the envelope. Please see the director to set up Venmo payments. Checks should include the child's first and last name and dropped in the locked tuition box located outside the preschool office or mailed to:

Johnstown Christian Preschool, Inc.
81 S. Main St.
Johnstown, Ohio 43031

While every effort is made to keep tuition charges affordable, **TUITION IS SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER.** Any raises made will not take effect for at least 60 days after they are announced. All money received is used for supplies, snacks, equipment, maintenance, expenses, and expansion of the program. *Prompt payment is greatly appreciated.*

Vacation and Absences:

All tuition paid is for a full month and is non-refundable. Those paying quarterly will be refunded the unused portion of their tuition for any remaining full months provided they give proper notice of withdrawal from the program (see Notice of Withdrawal).

Notice of Withdrawal:

A parent agrees to give the Center two (2) weeks written notice prior to withdrawal of a child from the **Johnstown Christian Preschool** program. Such notice will be deemed to have been given when communicated to the Director of the Center. If a two (2) weeks notice is not given, tuition will continue to be charged until said notice is given to the Center. We also ask for 2 weeks' notice to prepare the child for the upcoming transition out of our center. We will send home all artwork, personal items, and have a going away activity

Health, Illness and Medication

1. According to state law, a child with any of the following symptoms of illness must be isolated immediately and discharged to the care of the parent:
 - Diarrhea - more than three abnormally loose stool within a 24-hour period
 - Excessive coughing, causing the child to become red in the face or to make a "whooping" sound.
 - Difficult or rapid breathing.
 - Yellowish skin or eyes
 - Purulent (pus) eye discharge, or eye pain, or eye lid redness or fever
 - 100° F. temp. taken by axillary methods when in combination with any other sign of illness.
 - Untreated skin patches, unusual spots or rashes
 - Unusually dark urine and/or gray or white stools.
 - Stiff neck with an elevated temperature
 - Evidence of lice, scabies, or other parasitic infections.
 - Excessive nasal drainage.
 - Vomiting more than once or when accompanied by any other sign of illness.
 - Sore throat or difficulty swallowing

A child with any of the following signs or symptoms shall be immediately isolated and discharged according to childcare regulations and the center's responsibility. The child will be discharged to his parent or guardian or person designated by the parent or guardian.

Unusual spots or rashes

- Sore throat or difficulty swallowing
- Stiff neck
- Vomiting

A child isolated due to symptoms of illness shall be:

- The child shall be carefully observed for worsening condition.
- Provided with cot and blanket in an unused portion of the classroom.
- Parent shall be notified and asked to care for the child at home.
- After the child is discharged to the parent, cot and blanket will be sanitized and disinfected.

2. A child who does not feel well enough to participate in our activities, but is not exhibiting any of the above symptoms, should also be kept at home. However, a child who is experiencing minor common cold

symptoms and is not exhibiting any symptoms listed in section 1 above and wants to participate in our activities is welcome to do so.

3. Teachers must participate in a course on the recognition, prevention, and management of communicable diseases. In addition, handwashing and disinfection procedures are reviewed at least yearly and with all new staff.
4. Teachers who become ill with a communicable disease are required to stay home. A substitute teacher will fill in until the teacher has recovered. If too many staff members are absent, then we may have to cancel the day of school.
5. Notification of exposure to communicable diseases will be given by posting a sign on the snack bulletin board at the end of the entry hallway and on the preschool website or classroom app.
6. After an illness, a child may be readmitted to the **Johnstown Christian Preschool** program once the child no longer exhibits any symptoms listed in section #1 and is no longer contagious. However, no child who has been sent home from the Center exhibiting symptoms of illness will be readmitted before a minimum of 24 hours has lapsed.
7. We do not give medication – unless for life threatening conditions.
8. The Ohio Department of Health Communicable Disease Chart is posted on the entry hall bulletin board as is the Dental Emergency instructions.
9. The **Johnstown Christian Preschool** will enroll children that have not been vaccinated as recommended by the Ohio Department of Health. A Child Medical Statement must be on file which includes the signature of the physician and parent/guardian.

PRAYERS:

“DEAR LORD JESUS”

Opening Prayer
(4's & PreK)

Dear Lord Jesus, hear our prayer,
Keep us in your loving care.
Be with us all through the day,
In our work and in our play.

“JANUARY PRAYER”

January

Thank you God for food so good
And help us do the things we should.
Amen.

“SEPTEMBER PRAYER”

September

Father, bless this food
for our everlasting good. Amen

“HAPPY HEARTS”

February

We thank you, Lord, for happy hearts
For rain and sunny weather.
We thank you, Lord, for this our food
and that we are together.

“Johnny Appleseed”

October

Oh, the Lord is good to me,
And so I thank the Lord,
For giving me the things I need,
The sun and the rain and the apple seed.
Oh, the Lord is good to me.
Johnny Appleseed. Amen

“MARCH PRAYER”

March

For rosy apples, juicy plums,
and honey from the bees.
We thank you heavenly Father
For such good gifts as these. Amen

“OUR HANDS WE FOLD”

November

Our hands we fold
Our heads we bow
For food and drink
We thank You now.

“FOR HEALTH & STRENGTH”

April

For health and strength and daily bread
We praise thy name oh Lord.
Amen

“THANK YOU”

December

Thank you for the world so sweet,
Thank you for the food we eat,
Thank you for the birds that sing.
Thank you God for everything.,
Amen

“MAY PRAYER”

May

When I come to school each day,
I know God hears me when I pray.
I thank Him for the food I eat,
and for all the friends I meet. Amen

“GOOD-BYE, GOOD-BYE Closing Prayer

Good bye, good-bye, to you and you and you.
Good bye, good-bye, may God watch over you.



Johnstown Christian Preschool

2023-2024 School Calendar

July '23						
Su	M	Tu	W	Th	F	S
						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 '23						
Su	M	Tu	W	Th	F	S
		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		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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October '23						
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January '24						
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April '24						
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May '24						
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June '24						
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 Special Program

 Open House

 Student's First Days

 Special Day for students (including party days)

 No School

 Conferences



2023

August 31- Open House for new school year. Please refer to your welcome letter for your time to attend.

September 5- 3's and 4's First Day 3's arrive at 8:55 AM for dropoff, doors open at 11:25 for pickup, 4's arrive at 12:25 for dropoff, doors open at 2:55 for pickup

September 6- Pre-K First Day AM Class arrive at 8:55 AM for dropoff, doors open at 11:25 for pickup, PM Class arrive at 12:25 for dropoff, doors open at 2:55 for pickup

September 25- Safety Walk Pre-K Class wear tennis shoes and weather appropriate clothing

October 2- Pre-K picture day. Brooke Bentz Photography will send order info closer to this date.

October 3- 3's and 4's picture day. Brooke Bentz Photography will send order info closer to this date.

October 11- Tentative Fire House visit for Pre-K wear tennis shoes and weather appropriate clothing

October 13- NO SCHOOL

October 20- Pre-K Donuts with Dads. Please plan to attend this event. It will start at the beginning of your child's class time and last around 45 minutes. Children can leave at the end of the event or stay for the end of their class time.

October 30- Pre-K Fall Festival- Children wear school appropriate costumes we will have an outdoor parade around 15 minutes prior to the end of our day where families can pass out candy.

October 31- 3's and 4's Falls Festival- Children wear school appropriate costumes we will have an outdoor parade around 15 minutes prior to the end of our day where families can pass out candy.

November 19- Winter Program (Times TBD)

December 13- Pre-K Christmas party Children will bring a \$5 gift to exchange with a classmate details will be provided closer to this date.

December 14- 3's and 4's Christmas parties Children will bring a \$5 gift to exchange with a classmate details will be provided closer to this date.

December 15- Pre-K Polar Express Day- Children will wear PJ's to school this day

December 18-January 1, 2024- No School Christmas Break

2024

January 15- NO SCHOOL

Jan 29-Feb 1- Conferences we will share scheduling information about a week before

February 13- 3's and 4's Valentine's Party- Children will bring Valentine's to exchange with classmates. Class lists will be provided closer to this date. Children will not need bags or boxes.

February 14- Pre-K Valentine's Party- Children will bring Valentine's to exchange with classmates. Class lists will be provided closer to this date. Children will not need bags or boxes.

February 16- NO SCHOOL

February 19- NO SCHOOL

February 19-March 1- Tentative Public Registration

March 15- NO SCHOOL

March 25-April 1- NO SCHOOL SPRING BREAK

April 24 (rain date April 26)- Pre-K Scavenger Hunt wear tennis shoes and weather appropriate clothing

April 29- Pre-K Tentative Library Visit wear tennis shoes and weather appropriate clothing

May 3- Pre-K Tentative Kindergarten visit wear tennis shoes and weather appropriate clothing

May 8- Pre-K Picnic wear tennis shoes and weather appropriate clothing

May 9- 3's and 4's Picnic wear tennis shoes and weather appropriate clothing

May 10- Pre-K Muffins w/ Moms Please plan to attend this event. It will start at the beginning of your child's class time and last around 45 minutes. Children can leave at the end of the event or stay for their class time.

May 16- 3's and 4's Last Day Certificate Program. More details will be shared closer to this date, please plan to attend. It will start at the beginning of your child's class time last around an hour.

May 17- Pre-K Last Day Graduation Program. More details will be shared closer to this date, please plan to attend. It will start at the beginning of your child's class time last around an hour.



Administrator Qualifications

A child care administrator is to have completed a high school education and at least one of the following items listed under education combined with experience where noted:

	Education	Experience
A	Associate, bachelor, master, or doctoral or other post-graduate degree in child development, early childhood education or related field approved by the Ohio department of job and family services (ODJFS). Must be from an accredited college, university or technical college.	No minimum experience.
B	A current license designated as appropriate for teaching in an associate teaching position in a preschool setting issued by the state board of education pursuant to section 3319.22 of the Ohio Revised Code.	No minimum experience.
C	A current infant and toddler or early childhood credential from a program accredited by the Montessori accreditation council for teacher education.	No minimum experience.
D	Two years of training, including at least four courses in child development or early childhood education from an accredited college, university, or technical college.	No minimum experience.
E	A current "Ohio Administrator Credential" as approved by ODJFS.	No minimum experience.
F	A current Ohio's School-Age Administrator Professional Endorsement (if serving only school-age children).	No minimum experience.
G	Current designation under the career pathways level three.	No minimum experience.
H	Current designation under the career pathways level two.	Two years of experience working as a child care staff member in a licensed child care program.
I	Current designation under the career pathways level one, within one year, a current designation under the career pathways level two must be achieved.	Two years of experience working as a child care staff member in a licensed child care program.
J	At least four courses in child development or early childhood education from an accredited college, university, or technical college.	Two years of experience working as a child care staff member in a licensed child care program.
K	A current child development associate credential issued by the council for professional recognition.	Two years of experience working as a child care staff member in a licensed child care program.
L	No minimum education above the high school diploma or GED, but within 1 year of being named administrator, must have completed at least four courses in child development or early childhood education from an accredited college, university, or technical college or achieve and maintain a career pathways level two. Verification of high school education is to meet the requirements in appendix B to rule 5101:2-12-08 of the Administrative Code.	A person who has two years of experience working as a child care staff member in a licensed child day care program and was promoted from within that center.

Two years of training is equal to sixty semester or ninety quarter hours from an accredited college, university or technical college. Four courses is equal to twelve semester hours or eighteen quarter hours from an accredited college, university or technical college.



JOHNSTOWN CHRISTIAN PRESCHOOL**COVID-19 REOPENING PLANS AND PROTOCOL****STAFF REQUIREMENTS**

- CHECK FOR SYMPTOMS AND WILL STAY HOME IF ANY SYMPTOMS ARE PRESENT
- HANDWASHING UPON ARRIVAL AND DURING ANY TRANSITIONS
- SANITIZING ALL CLASSROOM MATERIALS WITH A BLEACH SOLUTION AFTER USE AND AT THE END OF THE DAY
- COMPLIANCE WITH ALL RECOMMENDED PRACTICES
- MAY RETURN TO WORK AFTER 72 HOURS FEVER FREE WITHOUT THE AID OF FEVER REDUCING MEDICATION

STUDENT REQUIREMENTS

- HANDWASHING AT ARRIVAL, TRANSITIONS, AND DEPARTURE
- CHECK FOR SYMPTOMS AND KEEP HOME IF ANY ARE PRESENT
- FACE MASKS ARE NOT REQUIRED WE WILL DO OUR BEST TO ENSURE CHILDREN WEARING MASKS KEEP THEM ON ALL DAY (THIS IS SUBJECT TO CHANGE IF STATE MANDATES REQUIRE FACE MASKS FOR YOUNGER CHILDREN AS WE WILL BE ADHERING TO ALL RECOMMENDED PRACTICES)
- MAY RETURN TO SCHOOL AFTER 72 HOURS FEVER AND SYMPTOM FREE WITHOUT THE AID OF FEVER REDUCING MEDICATION

PARENT REQUIREMENTS

- KEEP CHILDREN HOME IF FEVER OR ANY SYMPTOMS RELATED TO COVID ARE PRESENT
- REPORT A POSITIVE OR SUSPECTED INFECTION TO THE PRESCHOOL DIRECTOR OR YOUR CHILD'S TEACHER ASAP
- RELAY ANY QUESTIONS OR CONCERNS TO PRESCHOOL DIRECTOR OR YOUR CHILD'S TEACHER
- KEEP CHILD HOME IF PARENT OR IMMEDIATE CAREGIVER HAS TESTED POSITIVE ADDITIONAL GUIDANCE WILL BE SUPPLIED BY THE HEALTH DEPARTMENT

New Procedures/School Day

- Students will need to bring their own water bottle labeled with their name and filled with only water. If a student forgets their water bottle for the day, they will be supplied with a plastic cup of water.
- Each student will have their own cubby/area to store their belongings, these will be disinfected daily. Because of space requirements backpacks will be not allowed.
- Outside visitors are permitted on a very limited basis

The following information is provided for your information only. It is not intended to be used as a substitute for professional advice. The information is based on the current laws and regulations in effect at the time of publication. The information is subject to change without notice. The information is provided for your information only. It is not intended to be used as a substitute for professional advice. The information is based on the current laws and regulations in effect at the time of publication. The information is subject to change without notice.

New procedures/Pickup

- Doors will open at 11:25/2:55
- Students will be released to parents from the preschool door. All efforts will be made to do this in a timely and organized manner.

New Procedures/Additional Information

- Every effort is being made to limit exposure in our preschool. While some of these guidelines seem a bit extreme, we are following the best suggested practices to be able to supply your children with the best opportunity to continue in-person learning. Guidelines will be reviewed consistently and updated as we know more.
- Please report any absence to your child's teacher or the preschool director by phone 740-967-1450 or email
- In the event of school changing to an online format, the preschool director, assistant director, and preschool board will decide regarding any changes in tuition for the month and students impacted by this change occurring

We are closely monitoring guidelines from the Licking County Department of Health, Ohio Jobs and Family Services, and our local school districts. Based on current information, we feel we can safely provide in-person learning following the new protocols outlined. The following is not a comprehensive list but are some reasons we may have to close in-person learning for a period. In the event we need to switch to remote learning, students will be supplied with at home workbooks to continue with our lessons virtually until we are able to safely reopen. We encourage families to only use those workbooks during the time of closure so we can stay on track together with our students. If we do not happen to need these workbooks, they will be great additional learning resources for summer learning.

Cause for switching to virtual learning:

- Classroom has a confirmed case of COVID of either a student or staff member. This will be determined on a case to case basis as to whether it will result in a class closure or a full site closure and will be communicated as quickly as possible.
- State guidelines that mandate the closure of our facility
- Any outbreak, case, or cluster of COVID within our facility that would require a thorough cleaning outside of our normal daily sanitizing which could include an outbreak from our church parishioners
- Unable to meet staffing requirements due to illness or other factors
- Any determination by the local health department that would cause closure

Remote learning will take place during one scheduled time during the day. It will be done via Zoom for interaction with their teacher and peers. We will record the lesson as well to post for those who are

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unable to join live. We will also do our best to provide additional resources to enhance learning experiences.