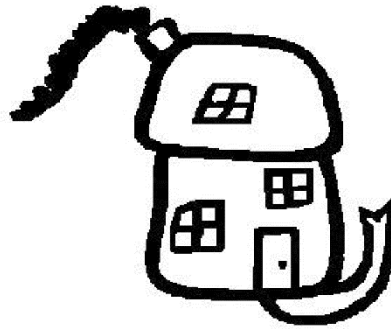


gahanna early experience center

4456 Morse Road Gahanna, OH 43230



Est. 1975

Parent & Student Handbook

2020 – 2021

Welcome to Gahanna Early Experience Center. The handbook contains information regarding our program. It is important that you read the handbook and keep it close at hand as long as your child is enrolled, as it answers many of the questions you have about us.

“Childhood is a journey, not a race.” -Unknown

School Phone.....(614) 471-6383

Federal Tax ID #: 32-0027320

**email.....jessica.geecprek@gmail.com
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Web Site..... www.gahannaprek.org

Revised, 8/2020

QUICK REFERENCE GUIDE...

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Administrative Staff**Office Schedule**

Administrator:	Jessica Miller	Monday/Wednesday/Friday
Executive Director:	Kristin Couser	
Office Assistant:	Annie Zins	Tuesday/Thursday

Faculty by class:**MW 3-4 – Room 103**

Anita Teeters
Annie Zins

Mon-Fri PreK Yellow-Room 110

Kellee Savarise

TTh 3-4 - Room 118

Maria Ohalek
Megan Schiltz

MWF-Young 4-Room 119

Mary Lynne Magnacca

MWF-PreK extended -Room 118

Maria Ohalek
Christie Teutsch

TTHF-PreK 3-day AM Rm 103

Kristin Couser

Mon-Fri PreK Blue -Room 112

Teri Miller

Hallway/Bathroom help

Annie Zins T/TH
Christi Teutsch M/W/F

Philosophy and Purpose

Gahanna Early Experience Center was established in 1975 as a traditional preschool to provide an exceptional, relaxed, learning environment and curriculum that will foster the social, physical, intellectual, emotional and spiritual growth of young children.

Supervisory Board/Committee

Advisory Board: As a non-profit organization, we are required to have an advisory board consisting of the members of the community to oversee and approve the curriculum, tuition rates, annual budget and salaries for the school. Names of the members are available in the school office.

Enrollment & Admission

Enrollment for fall classes is open to the public on February 1 for the coming fall term. An early enrollment opportunity is available in January to current families and church members. A child is considered to be enrolled in the school after the Registration Form and Fee have both been received and class space is confirmed. All classes are filled on a first come basis.

Admissions

Admission to class requires: Payment of fees due and *full completion and return* of these forms: The Child's Health & Enrollment Information form (CHE)*, Student Release Form, Policies Acknowledgment Form, Tuition Agreement Form and the Child's Medical Statement(CMS)*.

*Gahanna Early Experience Center reserves the right to deny admission of a child whose parent/guardian refuses to have a child immunized or denies consent for emergency transportation. If either of these situations applies to your family, please contact the administrator or director to discuss this further.

Field Trips/Special Events

These important aspects of our curriculum are part of the "hands on" learning philosophy of the school. We are expanding the use of Special Events that **take place at school by providing outside programs here onsite every month to enhance our themes..**

Due to increased costs, state rules and regulations, more stringent allowances on our visits, and multiple insurance forms and information, GEEC will no longer be taking the children on field trips offsite. We feel it is safer for all involved and will supplement by bringing in more programs to the school. Be on the lookout for more family activities held during non-school hours that may also help children learn and play together.

****For the 2020-2021 school year, we are limiting outside visitors as much as possible, and are not planning large gatherings more than 50 in or outside of school due to State of OH and CDC recommendations. Therefore, this part of our curriculum and tradition will be slightly affected and hopes to return in the future****

Naptime/Quiet Time

Due to the fact that we are a part-time preschool, we do not have scheduled naptime or quiet time in our daily routine. However, each classroom provides a quiet reading area with soft furnishings to allow students to relax or regroup when feeling tired or over stimulated in the classroom.

Water Play

Due to the fact that we are a part-time preschool and do not take field trips, we do not incorporate swimming into our activities. However, on occasion students will play with water in small wading pools or waterproof bins either outdoors or in the classroom. These activities are intended for hands-in play only and the water will never exceed 6 inches in depth. As with all of our activities, students will be supervised according to licensing rules and ratio requirements.

Daily Schedule

The daily schedule is designed to be flexible enough to allow time for special events but structured enough to provide predictability for the students. Teachers may adjust the times of the following activities to allow for the use of shared areas, the Music room, outdoor play area, and Fellowship Hall. Students attending 3 or 5 days have Music Class 2 days and Pre-K PE or optional Music on the other. Students attending 2 days will have Music Time one day and Pre-K PE or optional Music on the other. Music program includes gross motor activities.

<u>Morning</u>	<u>Activity</u>
8:45 - 9:15	Arrival and greeting
9:00 - 9:45	Free Choice/Centers
9:50 - 10:05	Sharing & Circle Time
10:05 - 10:15	Bathroom & Hand washing
10:15 - 10:30	Helper & Snack Time
10:35 - 10:55	Language Arts
10:55 - 11:15	Music/Pre-K PE/Outdoor
11:15 - 11:30	Story & Dismissal
11:45-12:45	Lunch and recess for the extended day class

Curriculum

At GEEC, we combine the Ohio Early Learning Content Standards with a Balanced Learning system blending the two leading philosophies of teaching children. One philosophy fosters a child-initiated approach, in which children are free to explore their individual interest with teacher support. The other philosophy is teacher directed, where an established curriculum leads children along a reliable learning path. Through Balanced Learning, we embrace the best of both philosophies. The interests of each child serve as the beginning to healthy social, emotional, physical, spiritual and academic development, while teachers guide them to self-assurance and prepare them for lifelong academic and social success. The classroom has designated areas for reading, music, science, arts and crafts, dramatic play and building. Centers help preschoolers build cognitive and social skills, from solving problems to working together as they become at ease with all kinds of stimulating new tools. Special events, classroom cooking, music and occasional DVD's are used to expand the curriculum.

Christian Aspect: This valued part of our program is designed to be open and inclusive so that children of all faiths feel welcomed. Our monthly Christian themes are supported through Bible stories and Scripture verses. Students participate in a daily grace at snack, short prayer at circle time and monthly visits with the St. Luke Pastors and Children's Ministry Director.

Outdoor Play

Studies have shown that children thrive when they have outdoor play. Based on this information, we may substitute our Music or PE class with outdoor play. Children will not be taken outside when the temperature is below 35 degrees or rises above 90 degrees. We will also take into consideration rain, threatening weather, ozone warnings, etc.

Appropriate Clothing

Please send your children in clothing that will be comfortable and carefree! Children are aware of parental concerns and we do not want their level of exploration or curiosity reduced because of designer clothing! Children need shoes that are good for physical activity-open toes are not the best choice for these activities! Also, remember to think about the weather when dressing for school.

Bathroom Assistance

All students **are required** to be potty trained. We recognize that some young students may not be adept at all bathroom skills, however, because of liability issues, we try not to assist children in cleaning themselves. The child needs to practice this independent ability at home. If a bathroom accident occurs, the child will be made comfortable and the incident down played and parents will be called if necessary. No child is disciplined for bathroom accidents. At times, help is needed in dressing following bathroom use. The child will be encouraged to replace clothing independently but assistance will be given as needed. Please include extra clothing in the child's backpack-socks, pants, etc

Concerns

We have been dedicated to a standard of excellence since we began, however, should you have any concerns or questions at any time it is recommended that the following chain of authority be used until an answer or solution is found: 1. Child's Teachers; 2. Administrator; 3. Advisory Board. Conferences/appointments to discuss concerns can be requested face-to-face, via email (listed at the beginning of this handbook) or by calling the school telephone number.

Assessments & Conferences

All parents will be asked to complete the Ages & Stages Questionnaire about their child. The questionnaire provides vital information about each child's development, which will be used by the teachers to set learning objectives and measure growth. The information can also indicate if further screenings are needed and can help with the early identification of delays. This is a tool meant to help inform parents of their child's development. Teachers use the data for informational and planning purposes only, and we do not report these findings to ODJFS or any other provider or agency. Parents must initiate additional screenings through their pediatrician, Help Me Grow or their local school district if they have concerns. Students receive progress reports in November and March or April. In addition, PreK students receive a Kindergarten Readiness Evaluation in the spring. Conferences are held twice per school year, in fall and spring. If you cannot attend, a phone conference can be arranged. Teachers are available to discuss your child's progress or needs before or after classes. If you have concerns, request a conference so teachers can focus on you and your child.

Share Time

This time is set aside to allow students to verbalize about a special item or event in their life. Items for Share Time are not for play by your child or other classmates. We ask that all items coming in are cleaned before arrival, and small-medium in size if possible. The share day schedule is set by teachers.

Non-Violence Policy: *The school requests that any items of a violent nature not be brought to school.* These may consist of toy weapons, toys that foster fighting, toys that emulate any type of warfare, etc. Any items of this nature brought to school will be sent home with parents or placed in the hall for pick-up and *will not be shared.* The child will be included in share time and encouraged to talk about another item/topic.

Personal Items: We do not allow toys to be brought into the classroom for use during play. Young students assume all toys are for their common use and we would not want a child's treasure broken. Teddy's, blankets, etc. may be left in the child's cubby for use as needed, but are discouraged.

Snack and Birthdays

We do allow snack time at school, as we have seen growth in the children as they learn to wash hands before eating, open their own packaging, feed themselves and clean up when done. Every child should bring a small snack from home to keep in their cubby until snack time. The school provides water & cups. GEEC will provide a snack if a child is without.

Birthdays: Parents are welcome to bring a special pre-packaged snack or fun trinket for children of the class to take home with them as a birthday treat. Teachers may have a birthday hat or necklace/name tag for the day and the class will usually sing a birthday song to the student.

No Cupcake Policy: *Please no cake, cupcakes, sprinkles or snack cakes at school*

Food Allergies

It is our policy to take every precaution to assure the safety of students with allergies. We are extremely cautious with classroom cooking and snacks provided by the school. We notify all classroom parents of the presence of an allergy. Parents and teachers of students with allergies are required to acknowledge our Allergy policies with a Food Allergy Agreement so that we are assured that all parties are aware of the policies of the school and parental wishes.

For all snacks, classroom cooking and LaUNCH, we adhere to a no nut or nut butter policy in the entire school, including all tree nuts or any type of "butter" like Nutella. Please remember that when bringing in outside food.

Parties and Celebrations

The school observes several party dates and these can be exciting times in your young child's life. We celebrate these days to bring a special highlight to our educational experience and because they are fun! We ask for cooperation with the No Cupcake Policy as well as these requests:

Halloween Party No costumes for Toddlers or 3-4--many of our youngest students find costumes frightening.

**Young 4's and PreK can
celebrate in costumes if they wish**

Holiday Party A special time of year for having a class celebration--Who knows, even Santa may not want to miss this event!

Valentine Party Please remember valentines for the **whole class** if your child will be participating. Teachers will decide if the boxes/bags will be made in class or brought in from home to collect the Valentines.

Sign up sheets for party goodies will be placed outside your child's classroom door a few weeks prior to the event. You may sign up to provide party items or attend the party and lend a helping hand!

****This policy and these guidelines will be re-visited upon the time the parties land during the 2020-2021 school year and pending the current state of the Covid 19 pandemic****

Discipline Policy

We believe that helping a child learn self-control is very important. Our goal is for each child to learn self-discipline through careful guidance. Your child will be treated with love and respect. Children who are treated in this manner learn to respect their friends and teachers. Our expectations will be kept within the student's capabilities and the student will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

Our staff will not discipline a child for failure to eat or toileting accidents.

We have found the following steps to be successful:

- 1. To speak to the child about the behavior, in the event this fails*
- 2. To redirect the child to another activity where he/she may regain control, in the event the child has difficulty again*
- 3. To have a time out rest, within the classroom, one minute per age of the child, after which the teacher will help the child find an activity where she/he can succeed.*

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to cancel the enrollment of the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurrence.

If the child demonstrates behavior that requires frequent "extra attention" from staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 ORC.

Financial Assistance

The Board of Directors determines if any financial aid is available for the coming school year. A candidate must disclose a confirmed financial need to be eligible. Acceptance does not guarantee financial aid. The committee considers all eligible candidates and does not discriminate upon the basis of race, color, religion, sex or national origin.

Tuition Policies & Fees

All placements are engaged for the entire school year. (September – May) There is no reduction in Tuition for family trips or student absences

Payments: Tuition is paid monthly and is due on the 1st of each month. *The school does not accept cash.* Tuition payments are expected by the **7th** of each month. You may pay online in your family account each month with no additional credit card fees. Checks should be made payable to Gahanna Early Experience Center or G.E.E.C. Once enrolled, there is no discount in tuition for partial month attendance.

May Advance Payment All families must prepay the last month of tuition in advance. The payment will apply to the students last month of school. (See withdrawal for more information) May tuition is due September 1st. Students registering mid-year will pay the Registration Fee, First month, Activity Fee and May tuition upon registration. A request to delay May Tuition must be received in writing. May Tuition and outstanding fees must be paid by **April 15** for a student to be in attendance in May or participate in Special Events following that date. ****This does not apply to the 2020-2021 school year****

Sibling Discount: A sibling reduction in tuition of 5%. Registration Fee will be discounted to \$50 for the second and each additional child enrolled in the same school year.

Late Fee: A **\$20** Late Fee will be charged to accounts paid *on or after the 8th of each month*. If the fee is not included when late payment is made, it's added to the next tuition payment.

Holidays: Tuition rates are based on a daily rate times the number of scheduled school/conference days and divided by nine months. No child pays for days that are not included on our school calendar. Full tuition is due each month. *No charges are added for long months and no reduction is given for short months.*

Student Absence: Full payment of tuition & fees is required when a student is absent, regardless of illness, family vacations or trips. In the event of unusual extended illness of the child, the Administrator(s) should be notified.

Inclement Weather: On some occasions, it may be necessary for us to close due to severe weather conditions. There is no reduction in tuition in this event.

Miscellaneous Closures: Although very rare, there are unexpected emergencies: no heat, electric, water or other unplanned events that require closing. There is no reduction in tuition in this event.

Receipts: Your check is your receipt. If you need a written receipt, you ***can log into your account and view/print transaction history.***

Statements: A Final Account statement is issued per student at the end of the school year. A Research Fee of \$20.00 per hour is charged for each random receipt request and duplicate Final Account statements.

Miscellaneous Fees/Policies/Refunds:

Registration Fee: A fee of \$65.00 for 1 year or \$115.00 for 2 years is paid to secure a child's placement. The fee is not refundable, transferable or applicable to other fees.

Activity Fee/Supply Fee: An annual fee for participation in special events/programs and classroom supplies are charged to all students. The fee is proportionate for each classes' scheduled activities or supply use. There is no reduction or refund in the event of student absence or nonparticipation.

Late Pick Up Fee: Notify the school if you will be late to pick up your child. Children expect you and may worry when parents do not arrive on time. A Late Pick Up Fee is assessed at 10 minutes past the scheduled pick up time. The fee is \$5.00 per child. At 15 minutes past the scheduled pick up time the fee is \$10.00 per child. The fee continues to accrue at \$10 per 15 minute time period. The fee is payable to the teacher(s) or LaUNCH supervisors on duty. Payment not received at pick up will be billed. If there is no call or contact from parents or guardians, after 30 minutes, Children's Services will be called.

Modified Payment Date: You may request to modify the tuition due date on the Tuition Agreement form. Once the date is agreed on, there is no grace period. Payments are due ***on the modified date***, regardless if the child is in attendance. Payments received after the school office closes will be considered late and the Late Fee will be required.

Returned Item Fee: A fee of **\$35.00** is charged to each check returned for non-payment. If a second instance occurs, checks will no longer be accepted.

Refunds: If the withdrawal of your child becomes necessary, September tuition will be refunded as follows: 100% with notice of withdrawal given by August 1; 75% with notice given August 2-15; 50% with notice given August 16-24; no refund with notice given after August 24. May Tuition paid prior to Orientation Day will be refunded in full should the student withdraw prior to the start of school. Other Mid-year refunds are determined case by case. The Registration Fee secured your child's placement and is not refundable, transferable or applicable to other fees or student accounts.

Withdrawal

Mid-Year: One month **written or emailed** notice (***30 days before the advance tuition would be credited***) must be given to an Administrator. When notice is given, as required, the advance tuition will be credited to the last month of attendance. If 30 day notice is not given, as required, the advance tuition will be forfeited.

School Requested: If, after a reasonable period of time, a child is unable to adjust to school, or the child is consistently endangering him/herself, peers or staff, the school reserves the right to request withdrawal of the child. Every attempt will be made to work together with parents and child to amend the behavior. The decision to revoke the enrollment of a student is at the discretion of the Administrator. The Administrator will talk with the parents prior to the final determination.

Tuition Related: Any student two months in arrears will be asked to leave the school until the tuition and fees are paid. A student whose advance tuition Fee is not paid by April 15 cannot attend in May or participate in Special Events following that date.

Arrival/Dismissal Procedures

Arrival: Parents will keep children in their cars in the parking lot until the doors are unlocked. Parents/Guardians ***must escort*** the child(ren) through the building entry adjacent to the assigned parking lot and into their classroom no earlier than five minutes before start time. **Children may not be dropped off at the entrance or sent inside alone. You must wash hands upon arrival!** Teachers will greet children at the classroom door. Make a staff member aware of your child's presence before you leave. Messages, medications, pick-up notes, etc. are to be given to the teacher by the Parent/Guardian.

Dismissal: Pick up your child at 11:15 AM, 11:30 AM, 11:45 AM or 1:15 PM depending on class meeting times. Wait for the teacher to open the building door and dismiss your child. This ensures a safe dismissal and will not interrupt activities. Parents are responsible for supervising their children between the doorway and their vehicle, please do not allow children to run through the hallways or in the Fellowship Hall.

Entry Security: The school entry door will be locked at 9:15 AM and unlocked at 8:50 AM. Parents or visitors will use the Church Office entrance between these times. You will need to push the buzzer and wait to be buzzed in by the church or preschool office staff.

Parking Lots: ***A no backing rule is in effect. No vehicle may go in reverse during drop off or pick up. All vehicles will pull forward to exit. Additionally, no parking or standing*** of vehicles at the curb is allowed except for pick up line at dismissal only. *The front and side parking lots are for St. Luke use, except for pick up of front classes.* Unattended children/siblings may not remain in vehicles at drop off or pick up! This can be reported to law enforcement.

Release of a Child: Staff will release children only to persons named on the Student Transportation Information. The form is kept by the staff members in charge of dismissing the student. When a change is to be made in the time or method of a child's arrival or departure from school, notify the school by telephone or note. *Messages delivered by the child cannot be accepted!*

If an emergency arises, the parent must notify the school of a change in release. Staff will ask for a picture ID of anyone they do not recognize. Staff members will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. In this instance, emergency contacts will be called to transport the child. Siblings (unless over 18 and on the transportation list) may not be responsible for bringing in or picking up the child from class without prior approval.

Supervision of Students: Teachers supervise children at all times. No child is ever left unattended. If a child needs to use the bathroom, a teacher accompanies him or her. If a child becomes ill, they may rest in an isolated section of the room not in use or in the school office, but within the sight and hearing of a supervising staff member until parents arrive.

Custody Agreements: If there is a custody issue involving your child, you must provide the school with court papers indicating who has permission to pick up the child. Under law, the school may not deny a parent access to their child without proper documentation.

Severe Weather Policy

In case of severe weather, consult local television stations 4 & 10, see our Remind app by 7:15 a.m. or check our Facebook page before venturing out and note the following:

Closed: We close when weather conditions warrant closure. We use Gahanna-Jefferson Schools as our guide, however, the Administrator will make the final decision and consider student and staff travel safety in weather related closures. Cold weather alone may not be cause for closing.

Delays: GEEC does not operate on a delay basis for weather unless we have PM classes that year that can still attend if morning does not.

Weather Related Early Dismissal: Classes in session finish at their normal time, however, parents may pick children up during the class session if they desire. If an AM Early Dismissal is announced, there will be no PM classes. Make up days will *only* be considered when a class has missed the equivalent of one week plus one day of class. A make up must fit open days in our school year calendar and occur before Memorial Day.

Illness/Communicable Diseases

We provide the children with a clean and healthy environment. However we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illness. Teachers observe all children as they enter the classroom to quickly assess their general health, and for the 2020-2021 school year, we will take temperatures of all individuals upon arrival, including staff and parents. Please do not bring a child to school for diagnosis, this can spread the illness! Any child who is not well enough to participate in all activities (*indoor & outdoor*) should be kept at home for the day. If a child shows signs of illness, we will contact you to take him or her home! Call or email the school promptly if your child will not be attending. The school must be notified if your child is exposed to or contracts a contagious disease. Alert the school if any occurrence at home might affect his school behavior. Parents of exposed children will be **notified by a Health Alert Form which** includes incubation times and symptoms

Illness/Communicable Diseases (cont)

With the following symptoms, a child should remain at home or if these symptoms develop at school, the child will be immediately taken to an isolated area to rest. No child is left alone or unsupervised.

- ▯ Temperature of 100 degrees Fahrenheit
- ▯ Diarrhea more than once in the last 24 hours▯
- ▯ Vomiting more than once in the last 24 hours▯
- ▯ Severe coughing, causing the child to become red or blue in the face or making a whooping sound
- ▯ Difficult or rapid breathing or shortness of breath
- ▯ Yellowish skin or eyes
- ▯ Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- ▯ Untreated infected skin patches, unusual spots or rashes
- ▯ Unusually dark urine and/or gray or white stool
- ▯ Stiff neck with elevated temperature
- ▯ Sore throat or difficulty in swallowing
- ▯ Evidence of lice, scabies or other parasitic infestation

...Your child must be free of all symptoms of contagious disease before returning to school, including **being fever free for 48 hours without medicine**...Check with your physician!

Staff members are not permitted to administer medication or prescriptions to children with the exception of life threatening allergies or asthma. This can be accomplished only after the parents complete the Request for Medication form. Medications will be stored within the teacher's storage cabinet that is inaccessible to children. Medications may not be stored in the child's cubby or book bag. Medications may be kept permanently at the school, however, medications expiration dates are the responsibility of the parent.

Please do not send cough drops, chap-stick, sunscreen or other medicated items with your child for her/his use.

All staff are trained in common childhood illness and the proper procedure for washing hands and disinfecting equipment. The ODHS Communicable Disease Chart is posted on the wall near the school drop box in the back stairway indoors.

Licensing Information

The school is licensed to operate legally by the Ohio Department of Job and Family Services. Our license is on our bulletin board in the hall for your review.

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

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

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

The Administrator's hours of availability to meet with parents and child/staff ratios are posted on our bulletin board in the hall for your review.

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

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

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, please visit <https://jfs.ohio.gov/cdc/families.stm>.

*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of **the O.R.C.***

Emergencies/Accidents

We strive to make Child safety our priority, however, accidents can happen. If an emergency occurs, our policies are:

Accidents/Dental Emergencies/Injuries: Our staff is trained in First Aid/Communicable Disease and CPR. A first aid kit is located upstairs in our supply area and in Room 110. The Child Enrollment and Health Information form is used to deem proper treatment of your child in an emergency when unable to reach you. For a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records. Staff may not transport students in their vehicles. Only parents or EMS will transport. Costs of care will be at the parent/guardian expense.

Evacuation: If an emergency condition occurs that requires building evacuation, teachers will follow the instructions posted in each classroom. Our emergency destination is the adjacent Chestnut hill Apartment Clubhouse, located at 4610 Weatherford Ln., Columbus, OH 43230. A notice will be placed upon the front and rear doors of St. Luke's indicating we have evacuated and where students can be picked up. Parents, or in their absence emergency contacts, will be notified as soon as possible to pick up your child.

External Emergency: In the event of an emergency situation outside of the school, all doors and windows will be secured and all children and staff will remain indoors. No one will be permitted access to the building. Parents will be notified and children will be released as parents come for them at the outside door.

Fire/Weather Emergency: The school conducts monthly fire drills and seasonal weather emergency drills. In case of a fire, or tornado, teachers will take every precaution for the safety of their students and follow the written instructions posted in each classroom, describing emergency evacuation routes and the plan to be followed to ensure that children have arrived at the designated spot.

Internal Emergency Lock-Down: 911 will be called. All interior and exterior doors and windows will be secured. Classroom windows will be covered. Children and staff will remain in their classrooms. Staff will remain in contact using established cell phones. Parents will be notified and children will be released at the earliest time determined to be safe. We practice these drills quarterly.

Incident Reports: 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 requires first aid; the child receives a bump or blow to the head; an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Hours & Days of Operation

The school will be in session during the following days and times:

Tuesday, Thursday 8:45 a.m. -11:45 am

Monday, Wednesday & Friday 8:45 a.m. -1:15 p.m.

We closely follow the Gahanna Jefferson school year calendar. Days off fluctuate each year. Our school year calendar is provided to each enrolled student.

Staff/Child Ratios & Maximum Group Size

Because we believe that lower ratios are in the best interest of our students and provide an opportunity for the highest quality of education, the class maximum size at GEEC is well below that established by the State of Ohio. When classes are filled to the ratios determined by the school, they are closed. Ratio and group size is maintained at all times.

<u>Class</u>	<u>G.E.E.C. Maximum</u>	<u>OHIO Maximum</u>
Young 3	1:6 or 12 students	1:8 or 16 students
3 - 4 Preschool	1:7 or 14 students	1:12 or 24 students
Young 4	1:7 or 14 students	1:12 or 24 students
PreK	1:8 or 16 students	1:14 or 28 students

During the 2020-2021 school year, we will start out with only 9 students per class and as time goes on and if pandemic numbers get better, we will assess going to our ratios above

Observation & Visitation

At GEEC we recognize that parents are their child's first and most important teacher. Classes are open for parents or guardians of students to observe at any time during our hours of operation. Visitors are required to report to the school office and are escorted by an Administrator or staff member.

. **This will all be extremely limited during the 2020-2021 school year**

Parent Participation: During the school year, there will be opportunities for parent involvement such as: conferences, stories, class parties, fund raising and special events.

Outside Visitors: In order to allow prospective parents to learn about our program, we offer classroom observation. Visitors to the school are escorted by an Administrator or staff member. Tours are given by appointment only.

Child Visitors: No unregistered children may attend without an adult chaperone. For each un-chaperoned child in attendance, we must be within ratio and are required to have on file: registration forms, emergency information, health and physical forms, etc.

Parent Directory

A class roster is prepared in accordance with Ohio Licensing Rules and the ORC. It is available to enrolled students and is designed for personal use such as: play dates, party invites, etc. It is not to be used for business or marketing purposes. The roster includes parent information as designated on the ODJFS Child Enrollment & Health form. Indicate on the form if you don't want to be included. The Roster Agreement allows GEEC to publish student's names for your convenience.

Donations and Fund Raising

The school is a non-profit, educational institution. We rely on tuition income, contributions and fundraising activities to support our programs. We request a donation of 1 box of tissues and 1 roll paper towels or package of napkins per student to offset the large amount of paper products used by your children. You will be notified when it is your turn to bring your items. The donation of paper products assist to control tuition costs. Donations of all amounts make a difference and are tax deductible. Thank you for your support of GEEC!

DVD Policy

On occasion, videos are scheduled to enhance the theme currently being studied, and only used 2-3 times per school year. Videos are for educational purposes and are no longer than 15 - 30 minutes in length. It is always optional for classroom teachers not to use this resource but to expand the subject in other ways.

Concealed Weapons

In accordance with O.R.C. Section 2923.1212, unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. The notice is posted on our entry bulletin board.

Parent Support Association

GEEC is a nonprofit preschool dedicated to providing families with low ratios and the best education in all aspects of their development while keeping affordable tuition rates and fees.

The Parents' Support Association (PSA) began to help us preserve our goals and rating by providing both financial support through fundraising and cultural enrichment to the school.

All parents and guardians are enrolled members of the Parents' Support Association and are *encouraged* to participate. Many activities require volunteer support. We encourage parents to participate in any aspect and to complete and return their PSA Interest Form handed out at orientation or contact the GEEC office to learn how you can be involved.

LaUNCH – NOT BEING OFFERED IN 2020-2021**

Want to stay for LaUNCH? – It's Lunch with fun activities added in!

Our Weekly LaUNCH program is a wonderful way for your child to enjoy additional playtime with friends, have lunch with their peers and our fantastic Launch teachers, and to extend their day in a meaningful way. Weekly LaUNCH hours are from 11:30 a.m. to 1:00 p.m. LaUNCH is open to all enrolled GEEC students, even if your child does not regularly attend preschool on a LaUNCH day. Please send your child to school with a **healthy** lunch on the days they are registered for LaUNCH. When bringing food from home, please remember we are a nut-free preschool and to include a drink, napkins and utensils. Lunches are not refrigerated so include an ice pack to keep contents cold if necessary.

When: Tuesday/Wed/Thurs from 11:30 a.m. -1:00 p.m.as long as enrollment standards are met (see below)

Cost: 1 day/week for \$50/month or 2 days/week for \$80/month*, then \$40/month for each additional day. You must pay even if not attending every day that month.

Limit: Each day will be limited to 14 students.

*Monthly fees are not prorated due to short months or missed days. We must have a minimum of 7 students *enrolled* (not in attendance) on each day in order for LaUNCH to be offered.

Tax ID Number

For your convenience and reference, the school's Federal Tax ID number is **32-0027320**.

Teacher Requests

Please...Take your child to the restroom before they enter the classroom. Starting the day ready to go with clean hands allows more activity time & helps teachers too!

Please...Be on time for class! We have lots to do and don't want anyone left out of the fun and learning!

Please...Place all tuition payments in the black mailbox in the stairwell or bring to the administrator in the school office in the front hallway.

Please...Label all belongings (coats, sweaters, hats, gloves, boots, shoes, etc.) Children's things are often the same!!

Please...Do not send your child with chewing gum, candy or other food of any kind to school. Items of this type can be choking hazards and will be collected by teachers and returned at dismissal.

Please...Remember to check bookbags for your child's papers. Take time to be sure the ones you have are your child's. Beginning writing looks much the same!

Please...Be patient with us at dismissal time. The teacher will open the door and dismiss each child. We have many children in our care and don't want to rush them.

Please...Be on time for pickup. Our teachers have appointments or other things to tend to sometimes, too. Please call if you will be late so your child doesn't worry.