



Parent Handbook

Welcome to CBCP. This handbook contains information regarding the preschool and its policies. It is important that you read it, and keep it handy as long as your child is enrolled with us.

**1470 Smith Kramer St NE
Hartville, Ohio 44632
info.cbcp@gmail.com**

330-887-2205

www.creativebeginningschristianpreschool.com

Last revised 8/2025

Philosophy

At CBCP, our Philosophy is to provide a Christian atmosphere that will develop the spirit, mind, and body of each child. Our creative learning environment will provide a part time structured school experience, while affording individual attention within our small class sizes. We will emphasize language, creativity, readiness in math, science, reading, and motor coordination to develop large and small muscle groups. We encourage self-control within each child and stress positive reinforcement to build a healthy self-image.

Admissions

A child is considered to be enrolled in the center only after the non refundable registration fee has been received, the administrator confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within fifteen days of the start of school, with a list of their immunizations attached. This medical information must be updated every 12 months-per the state of Ohio.

Hours and Days of Operation

<u>Class</u>	<u>Days</u>	<u>Time</u>	<u>Ratio*</u>
3-year olds	T-Th	9:00am-11:30am	1:10
3/4 year olds	T-Th	9:00am-11:30am	1:10
4-year olds	T-Th	9:00am-11:30am	1:11
4-year olds	MWF	9:00am-12:00pm	1:12
4/5 year olds	MWF	9:00am-12:00pm	1:12
4/5 year STEAM	T	9:00am-12:00pm	1:11
5-year olds	MWF	9:00am-12:00pm	1:12
Lunch bunch	MWF	12:00pm-2:00pm	1:10

**Group size is no more than 12 per classroom. 1 Teacher per classroom + 1 school wide aide per day.

Tuition and Fees

Non-refundable registration fee	\$100.00
2-day session per week	\$160 per month
3-day session per week	\$240 per month
4-day session per week	\$300 per month

Tuition is due by the first school day of each month. Please put any checks in the clear plastic sleeve in your child's folder. **A late charge of \$25.00 will be due if your payment is received between the 5th-10th of each month.** If full payment is not made by the 10th, **\$1 per day will be added to the \$25 late fee until it is paid.** The child will not be able to return until the late fee is paid in the next month. Your tuition is payable monthly for your convenience from September through May (nine (9) months of equal payments), and payments can be paid through our website. Although some months are shortened by vacations within the school calendar, or sickness of a child, your tuition remains the same. A \$35.00 fee will be charged for a non-sufficient fund check returned from the bank. Any

paid tuition is non refundable. In a pandemic or other unexpected situation, tuition will be dealt with on a case by case basis.

May's tuition is due by Orientation Day. September's tuition is due by the first week of school. Optional discounts are given for whole /half year payments. Tax ID number is available upon request.

Please note: drop off for preschool is at 9:00, and pick up is at 11:30/12:00/2:00. Our education time is valuable, as is the time of our aides and teachers. Every late arrival or dismissal means that our staff is unable to be tending to their other duties.

Daily Schedules

Schedule of Program: T-Th 3 + 4 year old (9-11:30AM) * sample*

9-9:30am	Free Play at carpet
9:30-10:15am	Circle Time–Teacher directed
10:15-10:30am	Restroom and Snack
10:30-11:15am	Learning Centers, Gym, Music or Art
11:15-11:30am	Story time, Movement, Dismissal

Schedule of Program: M.W.F. 4 + 5 Year old (9-12:00pm) * sample*

9-9:30am	Free Play at carpet
9:30-10:15am	Circle Time–Interest areas to explore
10:15-10:30am	Restroom and Snack
10:30-11:30am	Learning Centers,Gym, Music, Art
11:30-12:00pm	Group meeting, Dismissal

*Schedules may vary due to interest areas of the children, or a change in the calendar that week. A yearly Calendar of events can also be found on the website.

Due to the fact that we are a Part-time Center, we are not required to have daily outdoor time, however when the weather is agreeable, we may choose to have outside play in our grassy area behind the church, or in the far back area of the parking lot. **For this reason, children must wear close toed shoes. For their safety, we do not allow flip flops or slip-ons at school.** Our students will not be using the playground equipment during school hours at this time. Our center also does not have a scheduled nap time. There are spaces for children to choose quiet time during their free play if they wish.

Drop Off + Pick Up

Arrival times are 9:00am (M-F). The doors will open AT 9:00. Children will enter through the “Fireside Door” (Door 11) before the portico, independently, to hang up their things and be greeted by the teachers. Dismissal time is 11:30 for T/Th classes,12:00pm for MWF + Steam, and 2PM for lunch bunch class. Parents will remain in their cars to pick up children at the front entrance using a name sign (“Car Tag”) to identify their student. Your child’s teacher will walk them to your car, and put them in. Teachers are not legally allowed to buckle your child, so please pull out of the line to park and make sure that your child is securely buckled before leaving the parking lot. No child will be released without a Car Tag, or notification from the parent that someone else will pick up the child. No child will be released to any adult not listed on the child release form kept in their file and filled

out before the start of the year. If there is a special custody agreement, we must have court documents on file pertaining to the arrangements. Parents are also welcome to park and walk to the building to drop off/pick up their child instead. Please, keep your car to the RIGHT side of the lane. Children will be put in the car from the passenger side, so you may wish to make sure your preschooler's car seat is also on the passenger side. **If there is severe weather, we may choose to pick up or drop off under the portico for safety.** Please refrain from cell phone use when dropping off and picking up your child. Drop off for preschool is at 9:00, and pick up is at 11:30/12:00/2:00. Our education time is valuable, as is the time of our aides and teachers. Every late arrival/dismissal means that our staff is unable to be tending to their other duties.

Guidance Policy, Suspension and Expulsion

Discipline is the process of encouraging children to learn to control themselves.

Discipline is for setting limits and correcting misbehavior.

Part of our Christian philosophy is to encourage self-control with positive reinforcement. Children will learn to share and respect the needs of others. Each child is an individual with a unique personality, and will be disciplined appropriately. We believe that when discipline is needed, love and understanding will be shown to help the child understand we are not upset with him/her, only with their actions. We encourage each child to be responsible to work out their problems with minor teacher guidance and to make amends for their behavior. However, if this cannot be accomplished, we will communicate with the child and offer alternate solutions to solve the problem. If a child is being harmed, an immediate separation of both from the group will take place, and children will be allowed time to work out frustration and regain self-control. The teacher will then discuss acceptable behavior with the child and ask the child for a better alternative to solve the problem. After a better understanding is reached, the child will be invited back to group activities. Teachers may document undesirable behaviors and examples of positive reinforcements, redirection, role modeling and attempts of staff to improve behavior.

Total disregard for classroom discipline, lack of improvement in a child's behavior, or endangering others will result in further actions.

Parents may be consulted for further behavior management and problem resolution. If a resolution cannot be met in a meeting between the parents and the Teacher, the parents will be asked to meet with an administrator to discuss further actions.

If a Guardian has an issue with a Teacher that cannot be resolved between the 2 parties, they will then contact an administrator through the school email or phone number.

The parent/guardian, teacher and administrators will consult to work out a behavior modification plan. Parents may be referred to a behavior consultant as well, and if the behavior improves no further steps will be taken. If the behavior fails to improve after a 2 week period the child will be suspended for a week's time.

Should the suspension plan fail to improve the child's behavior, it may become necessary to expel the child from the program. Parents will be given the option of another meeting to discuss the reason for the expulsion.

The expulsion of a child is at the discretion of the Administrators.

No cruel, harsh, or unusual punishment will be used. The child will never be humiliated, shamed, or frightened, only made responsible for his/her actions. This policy meets ODJFS Rule 5101-2-12-22 and applies to all persons at the center.

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 Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. All center employees will follow the discipline policy at the school.

Withdrawal

If there is any early withdrawal from a program, all prepaid tuition is non-refundable.

Meals and Snacks

Children will be given a *nutritional* snack daily, provided by our parents using a monthly snack rotation schedule. Per the State of Ohio, two different food groups must be provided. No drinks are needed, as the school will always provide water, **but the snack provided is used for the whole program, not just one child's class, even on Birthdays.** Please refer to your snack calendar for the total number of children you will be bringing a snack for on your designated day.

If a child needs a modified diet, the parent will provide their own snack. This snack can be brought to school and kept in the classroom cabinet.

The Birthday or half birthday of each child will be celebrated, and parents may bring a special treat. This will be scheduled within a week of the child's birthday if possible, and the date will be notated on the snack calendar. **Birthday snacks will still be the snack for the whole program, so parents must provide enough for all of the children in the program, and still must provide 2 food groups.**

Accidents and Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire- staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated evacuation spot. Fire Exit signs are posted and labeled throughout the building. In case of severe weather alerts, children will take shelter accordingly. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado/severe weather drills. Lock Down drills are also completed quarterly each school year. Should we need to evacuate due to fire, weather, or safety conditions, or the loss of power, heat, or water to the center, we will move to a safer location and contact parents and/or guardians, and follow the advice of the Sheriff of Stark County. A sign will be posted on the door of the center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

A first aid kit will be on the premises at all times, with a person trained in first aid procedures. Staff members present have received training in First Aid, Communicable Diseases and

CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the EMS will be contacted, parents will be notified and all child's records will accompany the EMS. Staff may not transport children in their vehicles. Only parents or EMS will transport children. An incident/injury report will be completed and given to the person picking up the child, on the day of the incident/injury. Parents must sign consent on the Enrollment form to grant EMS permission to transport their child for emergency treatment if deemed necessary.

Under Section 5101:2-12-27, CBCP must report suspicions of child abuse or child neglect. All staff members have received training in this area.

In the case of a dental emergency, we will follow procedures on the dental emergency chart located in each classroom. Parents will be contacted immediately, and if necessary, the dentist of the child will also be contacted. This information is found on the emergency medical form.

No child will ever be left alone or unsupervised.

There will be no spray aerosols used in the presence of children.

A telephone is available at the school for emergency use.

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. If circumstances should arise, watch television station Channel 3 or 8 for closing information, listen to radio station 1480 WHBC, or check the internet for local school closings. If Lake Local is closed due to inclement weather, CBCP will be closed (AM and PM classes). Closings at CBCP will be posted on class dojo and social media. If there is no heat, water or power in the building, the school will be closed that day. In any of these events, you will be contacted to confirm cancellation by your child's teacher, or a CBCP Staff member.

Management of Illnesses

CBCP provides 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 care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. As of the 21-22 school year, we may take a temperature scan of each child as they enter each day. Anyone with 100 degrees F or higher will not be permitted to enter. We ask that you not bring a sick child to the center-they will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school when your child is sick. IT IS IMPORTANT TO HAVE CURRENT MEDICAL INFORMATION IN YOUR CHILD'S FOLDER. Please update when necessary.

Teachers will report personal illness to the administrators, and a substitute will replace a teacher who is absent due to illness. Teachers who suspect they have a contagious illness will report this to the administrators.

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

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

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot/mat and any linens used will be washed and disinfected before being used again.

Please call/text if your child is sick, or will not be attending school that day.

Parents will be notified by a written note, text, or email, if children have been exposed to a communicable illness. The source will be kept anonymous. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

The school will accept children not vaccinated as long as a physician signs off on their medical statement that they are fit for preschool. All children must have the state issued medical statement signed by a Physician or Certified Nurse, regardless of immunization status. If a child in the center is not immunized, they will be notified if a contagious disease has developed in the school. Parents of children not immunized will be advised to keep their child home until the incubation period for the disease is over. All tuition will be expected during this timeframe.

Medications

Teachers will not administer medicine. The only exception to this is for children that require the immediate use of an inhaler for a medical condition, or Benadryl/epi-pen for an allergy emergency. Any inhaler, Benadryl and/or epi-pen will be provided by the parents to keep at school at all times, and kept in a safe secure area away from other students. In addition, if there is an allergy

listed in the Health and Enrollment Form and there is a medication to treat it, or any condition (ie. Asthma) treated with medication, that medication **MUST** be kept in the preschool and proper forms filled out. Your child's safety is our primary concern. Medications kept at the school must be kept current, and never exceed their expiration date. Parents must complete a medical care plan to keep on file. This form must be signed by a physician before the child begins school and a parent must train the staff on usage/administration of medicines. These forms must be updated every 12 months. If any of the above situations apply to your child, please see an administrator ASAP.

If a child has special dietary needs, an individual care plan will be put in place for that child. This plan will usually include the parent providing. If a child has a medical condition, a medical care plan will be put in place and any staff involved directly with the child will be given procedures to follow by the parents, and a form will be signed and kept in their file. (This must be in place before the start of the school year for the child's safety). Please see an administrator if this applies to your child.

Our center will ensure compliance with the Americans with Disabilities Act (ADA), including:

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

Field Trips / Transportation

The center will not transport children in emergencies. EMS or parents will always be contacted for transportation in the case of medical emergencies. In the Health and Enrollment Form packet signed before your child starts school, and kept in your child's folder, Permission to Transport (page 3) must be given to CBCP and signed for admittance into our program.

Parents or guardians shall transport children to and from all field trips. Written permission slips shall still be signed by a parent or guardian before all field trip dates. Children may wear ID with the center's name, address and phone number. A first aid kit shall be available on the trip with a teacher trained in first aid. Emergency transportation authorization and the health records of each child will be available on field trips as well. Additionally, some field trips may require a small fee. While there is no swimming on the school premises, we may go on a parent accompanied field trip where there is swimming. In that event, parents will be provided with all the necessary information before the trip takes place.

Parent Participation

Parents are welcome to visit the classroom whenever they desire. However, we would appreciate them waiting to visit until after the child has made a satisfactory adjustment to being in the class without parents, possibly 4-6 weeks if the child needs time to adjust. An appointment can always be made to discuss any concerns of the parent, with the Teacher or Administrators. Optional conferences are scheduled once during the year and evaluations will be sent home periodically to share the student's progress with the parents. Our staff assess each child in the school on a regular basis, to best meet their needs and prepare them for challenges ahead. All conferences, assessments, and evaluations are documented and kept in student files, but are not reported to ODJFS. Parents may wish to volunteer for school parties, special days, room aides, or at-home planning. A parent who is nursing, while volunteering at the school may use the nursing room next to the Lobby to do so.

Sign up sheets will be available at Orientation and Meet the Teacher, or by contacting your child's teacher.

A newsletter will be sent home with your child in the first week of every month. This is designed to help you understand our program and to reinforce these school experiences at home. The newsletter will also show scheduled days off during the month and special events. If for any reason you do not receive your newsletter, please let us know, or check the website for a digital copy.

One child in each class may be chosen each day to be a "Special Person". They would help in various activities and the teacher may allow them to share one item brought from home with the class. The teachers may provide a Share Bag, which would be sent home before his/her special day. The specific procedures will vary in each classroom, and will be explained by each Teacher.

Masks:

Unless it is mandated by the Governor, students will not be required to wear masks during school hours, but are welcome to if the Parent desires. Teachers may wear masks in class or at pick up, as they interact with parents. Any Parent or Adult Volunteer who is in the school during hours of operation may be asked to wear a mask for their own safety, and the safety of our staff and students.

Thank you for choosing Creative Beginnings Christian Preschool. Our staff is pleased to work with your child, developing their mind, body and spirit.

Center Parent Information: The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may 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 child 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 ODJFS. 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 Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. Write or Call: Write or Call: HHS ODJFS Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (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>. EXISTING Appendix 5101:2-12-07 ACTION: Final DATE: 03/11/2024 9:55 AM APPENDIX p(199705) pa(348493) d: (836236) ra(632475) print date: