

**TALLMADGE
CHRISTIAN PRESCHOOL
HANDBOOK**

2023/2024



**Director: Laura Miller
lmiller@tlcoh.org**

tcp.tlcoh.org

www.facebook.com/tallmadgechristianpreschool

759 East Avenue

Tallmadge, Ohio 44278

Preschool: 330-633-4908

Church Office: 330-633-4775

Hours of Operation: M-F, 8:30a-2:30p

OUR MISSION

At Tallmadge Christian Preschool, we acknowledge God as our Lord and Savior.

Our focus is to provide opportunities for spiritual, social, emotional, physical and cognitive growth at appropriate developmental levels. Through play and learning activities, we strive to show our students the road to kindness and prepare their hearts with a spiritual foundation that will instill in them a desire to know Jesus.



OUR PROGRAM PHILOSOPHY

The staff at Tallmadge Christian Preschool are skilled, dedicated, and passionate about teaching. We provide an environment where all children feel loved, respected, and encouraged to develop to their fullest potential.

We are proud to be your child's first introduction to school. Our students are encouraged to think creatively, and make responsible choices and decisions. We understand that each child is unique and we love to celebrate all achievements.

Children are active learners which means they learn by doing. Your child will benefit from our curriculum that encompasses engaging lessons and interactions.

We are blessed to share the love Jesus and feel his presence in our daily thoughts, words, and actions.

Tallmadge Christian Preschool admits children of all races, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to children at the school.

It does not discriminate on the basis of race, sex, color, national or ethnic origin with regard to educational policies or any other administered programs.



OUR PROGRAMS

Tiny Tots

This class is for children who are 18-35 months by September 1 and their care giver. Class is on Monday from 10:00 am—11:15 am.

3 Year Old Class

Ratio 12:1

This class is for children who will be 3 by September 1 and are toilet trained. Class is Tuesday/Thursday OR Wednesday/Friday from 9:00 am-11:30 am.

4 Year Old Class

Ratio 14:1

This class is for children who are 4 by September 1.

Class is Monday/Wednesday/Friday OR Tuesday/Thursday from 9:00 am—11:30 am.

Pre-Kindergarten

Ratio 14:1

This class is for children who are 4 by August 1.

Class is Monday-Friday from 9:00 am-11:30 am.

Pre-Kindergarten + Enrichment

Ratio 14:1

This class is for Pre-Kindergarten students.

Class is Monday-Friday from 9:00 am-2:00 pm (this is an extension of Pre-Kindergarten class).

Basic Daily Schedule

Arrival, bathroom, circle time/group learning, learning/play centers, bathroom, snack, recess, bathroom, dismissal.

TUITION/FEES

Yearly tuition is divided into 9 convenient monthly payments. There are no deductions for vacations, the month of December, or the last month of Preschool in May.

Tiny Tots: \$50.00 per month

3 year old class: \$140.00 per month

4 year old class: M/W/F \$160 per month; T/TH \$140 per month

Pre -Kindergarten: \$210.00 per month

Pre -Kindergarten + Enrichment: \$375.00 per month (this includes the Pre-Kindergarten tuition rate)

*A \$50 non-refundable fee is due at registration. (Registration fee waived for Tiny Tots)

*A 5% discount is given if yearly tuition is paid in full.

*Families with multiple students receive an additional 10% discount . Discount can be applied to monthly or year-in-full payments for 2nd and 3rd students enrolled.

PAYMENTS

Payments can be made by cash, check (payable to *Tallmadge Lutheran Church*), or online at www.tcp.tlcoh.org.

Payments are due the first class day of each month. We reserve the right to charge a \$10 fee for any payments received after the first week of the month.

A \$25 fee is charged for any checks returned NSF.

Tax ID or Statements of Charges - Statements or Tax Identification Number is available upon request. For students who have custody agreements, Tax Statement will be issued to the parent or guardian who signed the Tuition Contract.

Tallmadge Christian Preschool operates as a self-supporting, educational, non-profit agency of Tallmadge Lutheran Church.



ENROLLMENT

Registration Packet includes:

Registration Form (white)

Tuition Payment Contract (blue)

Child Medical Statement For Child Care (green)

Child Enrollment And Health Information For Child Care (yellow)

Child Pick-Up Authorization (pink)

Photo Release Permission (purple)

Medical/Physical Care Plan (if applicable)

Administration of Medications (if applicable)

Medical Care Plan/Administration of Medication documentation is required for students who may require medication during school hours.

Safety Drill Procedure Policy

TCP Handbook is available online; paper copy available upon request.

Drop Off/Pick Up policy/map and Calendar are distributed at the August Parent Meeting.

*The Enrollment Packet (with the exception of the green medical form) and \$50 Registration Fee must be turned in to secure your child's spot at Tallmadge Christian Preschool.

*The Medical Form (green) and any additional paperwork distributed at the August Parent Meeting must be completed by the 1st day of school.

COURT ORDERED CUSTODY AGREEMENTS MUST BE ON FILE AT THE SCHOOL

All students **MUST** be toilet trained to attend class. Your child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers.

HEALTH POLICY

State law requires that each child submit an up-to-date immunization record and a signed doctor's health form before preschool begins and within one year of the previous visit. Students must:

*Be fully immunized, or

*Be in the process of becoming fully immunized, or

*Have a physicians statement that immunizations are not needed for medical reasons or a note from a parent stating that the child is not immunized due to personal beliefs.

*We will follow all ADA requirements as outlined for childcare centers when administering medication and care procedures for children with disabilities.

Admittance of children without immunizations:

Children who have or are following a delayed immunization plan or have not been immunized may still enroll in the center. If a communicable disease is reported in the Center, that child is not allowed to attend school until the outbreak is considered safe. Tuition will still be due as scheduled.

Communicable Disease Policy

Our staff is trained in CPR, First Aid, Child Abuse, and Communicable Disease. If an illness is identified or suspected in a child, the parent/guardian will be contacted immediately. Signs of illness include:

1. Temperature of 100 degrees Fahrenheit taken by axillary method
2. Diarrhea and/or vomiting
3. A skin rash; untreated infected skin patch(es)
4. Severe coughing
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Conjunctivitis (Pink Eye)
8. Dark urine / gray or white stool
9. Stiff neck
10. Lice Infestation

**STUDENTS MUST BE FEVER FREE,
WITHOUT MEDICATION, FOR 24 HOURS
BEFORE RETURNING TO SCHOOL.**

***Please report student absence by
8am to your child's teacher
(email) or to the director (phone,
email). Also, please notify us for
absence due to appointments or
vacations.***



SAFETY POLICY

1. No child will ever be left alone or unsupervised.
2. Please notify us in writing (with date & parent signature) when someone other than those listed on the child release form will be picking your child up from school (i.e. grandfather who is visiting from out of town).
3. A working telephone is available at all times within the Preschool. A Medical and Dental Emergency Plan file is posted in the classroom and in the office.
4. The preschool will hold regular fire, weather, lock down and evacuation drills. Teachers will notify parents/guardians after each drill is completed. Drill dates will be posted on classroom monthly calendars. Parent/guardians will receive drill procedure policies in the Enrollment Packet.
5. When an accident or injury occurs while the child is at the Preschool, an Incident Report will be completed in duplicate. A copy of the report will be given to the parent/guardian.
6. The Administrator and all employees of the Preschool are required by law to immediately notify the local public Children's Services agency when they suspect that a child has been abused or neglected.
7. Tallmadge Lutheran Church/Tallmadge Christian Preschool is a smoke free environment.
8. Students may be taken outside for recess when the outside temperature is above 40 degrees.

SCHOOL CLOSINGS

Tallmadge Christian Preschool follows the Tallmadge Public School District school calendar as it pertains to Christmas Break, Spring Break, legal holidays, in-service/records days, and inclement weather. The preschool is open normal times when Tallmadge Public Schools has a 2 hour delay. A yearly school calendar is provided in August.

EMERGENCIES

In Case of Minor Emergency:

1. One staff member will stay with child and a second staff member will supervise other children.
2. Administer necessary first-aid.
3. Complete an Incident Report.
4. Notify parent at pick up.

In the Event of Serious Incident, Injury, or Illness (Defined as: any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)

1. Call 911.
2. Call parent.
3. Call child's doctor if parent cannot be reached.

GENERAL EMERGENCY: In all emergency situations staff member will have a first aid kit, attendance sheets, and parent contact information.

For loss of heat and/or water: Parents will be contacted by phone. Students will be held in classroom until a caregiver arrives for pick up.

Lock Down: Children will remain in locked classroom.

Evacuation: Staff and students will relocate to the Tallmadge Recreation Center if needed. Parents will be contacted by phone.





OUR PROGRAM GOALS

COGNITIVE

- Learning to solve problems and form concepts
- Discovering and exploring the environment

SOCIAL EMOTIONAL

- Develop self-esteem and personal adjustment skills
- Achieve self confidence in relationships
- Develop a sense of responsibility and persistence in completing tasks

PHYSICAL

- Hand and body coordination
- Good health habits
- Small and Gross Motor skills

LANGUAGE

- Use words to express wants and needs
- Communication skills with adults and peers

Assessments will be given in the fall and again in the spring. Assessments are essential to understand and support child development as well as to document and evaluate how effectively our program is meeting children's educational needs. There is a mandatory parent/teacher conference in the fall and an optional conference in the spring.

GENERAL INFORMATION

You will receive specific information from your child's teacher regarding the following:

1. Communication: Ways of communication include phone, email, newsletters, Remind, and Facebook. The Director can be reached by phone or email 8:30am-2:30pm M-F.

2. Family Involvement: Families may be asked to assist with holiday celebrations and/or donation items.

3. Birthday Celebrations

4. Discipline:

WE DO– Communicate with positive statements; praise and encourage; model appropriate behavior; apply rules consistently; redirect children to appropriate activity; respect the children's needs, desires and feelings; give children opportunities to make choices, solve problems and provide appropriate words to help solve conflicts.

WE DO NOT– Use physical force as a discipline measure, use food as a form of reward or punishment, use any strategy that hurts, shames, belittles, threatens, intimidates or forces a child. *If necessary, we will contact the parents/caregiver of any inappropriate behavior or concerns that need to be addressed. We reserve the right to disenroll a child from attending the program if at any point we feel the child is unable to follow classroom rules, causes harm to another person, or the center is unable to provide appropriate care/services. All discussions of this nature will be the responsibility of the director.*

5. Dress Code: All students should be dressed in appropriate play clothes and gym shoes. Girls must wear shorts or tights underneath dresses or skirts.

6. Students provide their own snack on class days. Enrichment students provide their own lunch. All food items must be cut into bite size pieces to prevent choking hazards. WE ARE A NUT FREE FACILITY.

7. Field Trips will be planned based on safety, availability, and cost. A parent/caregiver is required to transport and stay on all fieldtrips outside of TCP.

8. Arrival & Departure Procedures: Drop off line/pick up in building. A map will be provided at the August parent meeting.

9. All issues and concerns can be addressed with the Program Director during hours of operation. Contact info is on the front cover of the handbook.

10. Water activities/swimming: N/A

11. Infant care: N/A

12. Sleeping, napping, and resting: N/A

13. Evening and overnight care: N/A

14. Any parent of a child enrolled in the center is permitted unlimited access to the center during hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises.



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