

# Park Street Preschool & Childcare



## Parent Handbook

619 Park Street  
Ashland, OH 44805  
419-289-6128  
[preschool@parkstreetbrethren.org](mailto:preschool@parkstreetbrethren.org)  
(Revised July 2024)

## Hours

7:00 am - 5:30 pm, Monday-Friday

## **Mission Statement**

To be a channel of Jesus' love by providing enjoyable experience-oriented education and nurturing care in a respectful and loving environment that sparks life-long learning and lays a foundation for children to succeed in their next step of development.

## **Our Philosophy**

At Park Street School and Park Street Church we believe that

- Children learn naturally. Therefore, we guide students to come to their own conclusions and reassess for understanding.
- Children learn at different rates; therefore, we plan for and treat each child as a unique individual.
- Cooperation and community are essential life skills; therefore, we encourage and lead by example.
- Learning centers allow the best growth for each child at their own pace and in all subjects; therefore, we provide flexible, creative, and experimental centers for their exploration.
- Conflict resolution is an essential life skill; therefore, we guide and participate in resolving conflict peacefully.
- Acceptance and celebration of our differences are essential in our calling; therefore, we strive to encourage one another's gifts and refrain from a critical spirit.
- Helping a child grow is a partnership between the school and the child's family; therefore, we strive to keep communication open and honest, and encourage family involvement in school.
- Children learn best from correction and guidance when it is fair, expected and consistent..

## **Our Services**

We provide year-round, hands-on learning experiences for children 18 months through 12 years old. Services include:

- Half day preschool & pre-kindergarten instruction five days a week
- Wrap-around childcare before and after preschool hours, five days a week
- Before and after school care for school-aged children
- Full-day school age care provided during the summer
- Schools Out Camp for school aged children

## Registration

A registration fee for each student is required. This registration fee will be used to help defray the cost of materials used throughout the year for art projects, science experiments, cooking projects, etc. The registration fee is \$60 for the school year, \$30 for school age and the summer term.

The registration fee is not refundable.

Your child's spot will not be secured for any term unless the registration fee is paid in full.

## Enrollment Process

To enroll in our program, families need to complete a registration form, pay the registration fee and then return all completed paperwork before enrollment. If starting in the middle of a term, all paperwork will need to be turned in one week before the child's first day.

## Payment Expectations

Your timely tuition payments contribute to the financial stability of the school. It is that financial stability that helps us maintain the quality programs and care. Regular (weekly) tuition is due each week unless the school is closed for three or more days in one week.

- Weekly tuition is due by Tuesday of each week at 9am.
- Monthly payments are due by the 1st of every month. If the payment is not received by the 10th of every month, a \$25 late fee will be charged for each week the payment is late.

**Park Street School makes all tax statements available to families through Procure. All families are required to establish an account with Procure.**

## **Discounts & Scholarships**

Please note: discounts cannot be combined and all scholarships are at the discretion of the school.

- Family Discount: if more than one child is enrolled at Park Street School, a 10% discount will be applied to the tuition of the lowest child's rate and a 20% discount for all subsequent children.
- Scholarships: A limited number of partial scholarships for income-eligible families are available each year. Scholarship applications are available from the administration of the school for the current year. Decisions on scholarships will be made by the Director and Assistant Director. Scholarships are no greater than 20%.

## **Additional Fees**

If weekly payments are not made by Tuesday at 9am then a \$25 late fee will be added to the family account. If monthly payments are not paid by 9am on the 10th of the month, a \$25 late fee will be added. Late fees can be waived if parents/guardians communicate ahead of time, to the Director or Assistant Director, why their payment will be late.

If your child comes for preschool only (9am-11:50am) and is not picked up by 12:00pm, you will be charged a \$10 late fee. If your child is here all day and is not picked up by 5:30pm, you will be charged a \$10 late fee.

A \$30 fee will be charged for all returned checks.

## **Vacation Time**

Please let us know if your child will be missing school for vacation. There is no discount on tuition for vacations.

**2024-2025 Tuition Rates**

<b>Hours/Days</b>	<b>Toddlers/Littles</b>	<b>Middles/PreK</b>
<b>Full-Day (more than 5hrs)</b>		
5 Days	\$200/week	\$186/week
4 Days	\$174/week	\$160/week
3 Days	\$153/week	\$135/week
2 Days	\$102/week	\$90/week
<b>Half-Day (less than 5hrs)</b>		
5 Days	N/A	\$500/month
4 Days	N/A	\$416/month
3 Days	N/A	\$324/month
2 Days	N/A	\$224/month
<b>Preschool Only (9-11:50am)</b>		
5 Days	N/A	\$280/month
4 Days	N/A	\$240/month
3 Days	N/A	\$192/month
2 Days	N/A	\$136/month

<b>School Ager</b>			
	<b>Before School</b>	<b>After School</b>	<b>Before &amp; After</b>
5 Days	\$180/month	\$180/month	\$360/month
4 Days	\$144/month	\$160/month	\$304/month
3 Days	\$108/month	\$132/month	\$240/month
2 Days	\$72/month	\$96/month	\$168/month

School Ager summer rates follow the Middles/PreK tuition.

## **Withdrawal Policy**

Enrollment is a commitment for a full term. If circumstances require a family to withdraw, the following must occur:

- Notice of withdrawal must be given in writing to the Director or Assistant Director at least two weeks before the child's anticipated last day.
- Families are required to pay two full weeks of tuition from the date of the written notice received, regardless of the last day.

## **Absences**

If your child is not in attendance at the school, tuition payment is still required. Staffing and materials have been provided for him or her regardless of attendance. Please message your child's teacher on Procure to inform them of your child's absence before 9am.

## **School Closings & Snow Days**

Snow days will be announced on our closed Facebook group, Procure, and text. We follow the Ashland City Schools closings that are due to road conditions. We do **not** follow Ashland City Schools delays. If they delay, we will remain open. Please note, regular tuition is due on calamity days.

The school is closed for the following holidays: Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Spring Break, Memorial Day, scheduled teacher in service days, and one week between each term for cleaning and organization. Regular tuition is due each week unless the school is closed for three or more days in one week.

## **Classroom Parties**

Classroom parties are limited to the children who are typically in attendance on those days. Classroom parties will be noted in our newsletter.

## **Parent/Guardian Communication- General**

For general school correspondence teachers and administration will communicate with parents using the following methods:

1. Procure is the main form of communication between staff and families. Please check your Procure messages often.
2. Notes will be sent home in your child's backpack. Please check your child's backpack **DAILY**.
3. A newsletter will be emailed to all parents and posted in the closed Facebook group. Please reference the newsletter for details on classroom activities.
4. Social media will be utilized for general reminders of events or activities coming up. Parents are encouraged to follow the school's Facebook group:  
<https://www.facebook.com/groups/parkstreetpreschoolfamilies>

### **Parent/Guardian Communication- Individual**

If individual communication is needed between the school and parents, a staff member will reach out to parents via Procure. A conference may also be set up. Parents are welcome at any time to talk with administration or teachers through Procure. You may also reach out either by calling 419-289-6128 or emailing [preschool@parkstreetbrethren.org](mailto:preschool@parkstreetbrethren.org)

### **Parent/Employee Participation Policy**

Park Street Preschool has an open-door policy for participation. Please feel free to contact administration if there are any concerns regarding your child's care or education. In the event a situation arises regarding a teacher or staff member, please contact administration immediately at [preschool@parkstreetbrethren.org](mailto:preschool@parkstreetbrethren.org).

### **Parent/Guardian Expectations**

By enrolling my child(ren) in Park Street Preschool I understand and agree to the following:

1. I will actively participate in my child's education by asking questions and sharing concerns with the teachers or administration.
2. I will attend my child's teacher conferences as it is an opportunity to learn more about the school, my child's teachers, and my child's development.
3. I understand that it is the responsibility of the staff at Park Street School to assess and determine areas of necessary growth in my child. I agree to approach conversations with staff with an open mind and willingness to work with the staff to help my child succeed.

4. I will notify the school immediately of any address or telephone changes at home or work.
5. I will label all belongings that my child brings to school.
6. I will check my child's backpack DAILY for important information.
7. I will not send my child to school with gum, candy, or toys, unless specifically requested by the teacher.
8. I understand the school has many special events and my participation is welcomed.
9. I understand that I have full access to the preschool while my child is in attendance and that I can visit at any time by ringing the doorbell located at either door and waiting for a staff member to let me in.
10. I understand Park Street Preschool cannot get involved with custodial issues. Residential and Non-residential parents are afforded the same rights unless there is court documentation limiting access to the child(ren). All documentation must be on file in the school office.
11. I will message or call the school if someone other than the parents or guardians is picking up my child. My child will not be released, for safety reasons, to anyone other than parent/guardian or emergency contacts without prior notice.
12. I am welcome to communicate daily with the administration and staff. Staff will always keep open communication with families throughout the year.

### **Parent/Guardian & Teacher Conferences**

Parent/teacher conferences for our Middles and Pre-k classes are held twice a year in November/December and April/May. Progress reports will be sent home at these times along with a list of scheduled times for conferences. The Littles class will send home progress reports only.

If you wish to set up a conference at any point in the year, please contact your child's teacher via Procure.

### **Parent/Guardian Reminders: What to Bring?**

- A full-size backpack (mini backpacks are too small for paperwork to be sent home in.)
  - Please be sure to check backpacks every day as it will be used to carry home important papers and any art projects or tablework done that day.
- Water bottle with your child's name on it and filled with only water.



- At least one extra change of weather-appropriate clothes including pants/shorts, shirts, underwear and socks.

For children participating in wrap around daycare, please provide the additional items listed below.

- A cot-sized pillow and blanket clearly marked with your child's name.
- A healthy lunch packed in a lunch box labeled with your child's name. Please note: we do not have access to a microwave or refrigerator. Please make sure to pack food accordingly and use ice packs for perishable foods.

### **Parent/Guardian Reminders: What should my child wear?**

As our days include art, outdoor play and lots of new adventures, please follow the below requirements when sending your child to school.

- Please dress in clothes that you are not afraid of getting dirty or ruined.
- Tennis shoes are recommended. Shoes must stay on feet when running and not inhibit climbing or walking. If your child wears Crocs or sandals, they must have a heel strap so that the child is able to run and move safely.
- Please send your child in clothing that covers their tummies, chests, and bottoms.
- Shorts need to be under dresses to allow for movement when playing.
- Clothes should be appropriate for outdoor play (i.e. shorts and t-shirts when it is warmer and pants and long-sleeves when it is colder).
- Once the weather turns cold, please bring a winter coat, hat, and gloves for your child each day so that they can play outside comfortably.

### **Drop Off Policies**

- Parents/guardians whose child(ren) are enrolled for half or full day care may drop their child(ren) off to the greeting teacher at the alley door (entrance 3) between 7:00-9:00 am. If a parent arrives after 9am, they must take their child to the doors across from the Worship Center (entrance 1) and a staff member will come and let them in. Then the staff member will lead the child to their classroom.
- Please do NOT park in the alley way/drop off area. Please pull forward into the rear parking lot to buckle your child into their carseat after preschool pick up.
  - Children attending preschool only are to be dropped off using the alley drop off line (entrance 3) between 8:45am-9:00am. Children may be picked up from the same area at 11:50am for preschool.
  - Children can only be picked up by the parent/guardian or persons authorized by parent/guardian. Photo ID required for anyone we don't recognize.

- No child shall ever be left alone or unsupervised. Please ensure your child is handed off to a member of Park Street School staff.

### **Pick Up Policies**

- Parents must message, call, or bring a note for the teachers if the child is to be picked up by someone else.
- If this person is someone new to the school staff, ID will be required before we allow them entrance into the school.
- If you have not made arrangements ahead of time and someone arrives to pick up your child, they will not be granted entrance into the school until we have contacted you.
- If a school age child's records show he/she is to attend Park Street and fails to report to Park Street from one of the city schools, parents/school officials will be contacted to determine the child's whereabouts and a \$5.00 inconvenience fee will be charged.
- Anyone picking up a child must be at least 16 years of age and have a valid form of identification.
- **All children must be picked up and out of the building by 5:30pm.**

### **General School Rules**

The basic rules of the school are as follows:

1. No name-calling or use of inappropriate language including swear words or "potty" words.
2. There is absolutely no physical violence tolerated including hitting, kicking, biting, spitting, pushing, etc.
3. We do not allow the use of fake weapon play in our classrooms. This includes guns, knives, swords, etc.

Please note, each classroom will have additional expectations and rules developmentally appropriate for each age group.

### **Our Staff**

Our staff have been carefully selected. Each staff member has to undergo a background check before they can start working. All staff participate regularly in training to keep up to date on teaching strategies and to promote quality education. Each classroom will be staffed to maintain state ratios.

## **Classroom Management**

Characteristics of Classroom Management include:

- Correction is firm, but loving, and consequences correlate to the area in which the child is growing.
- Alternative behaviors are discussed.
- When necessary, a time-out will be used. A time-out will be no longer than one minute per year of life (ex: 3 year old has a 3 minute time out.) of 2 to 5 minutes on a chair in a quiet corner of the room.
- There is no consequence for refusing to eat, for failure to sleep during naptime, or for toileting accidents.
- We will NEVER use corporal punishment.
- We will use constructive and developmentally appropriate child guidance at all times.

The following is our procedure for handling misbehavior:

1. Positive discipline is essential for a child's development; therefore, praise for appropriate behavior will be expressed.
2. Warnings about rules/inappropriate behavior. Informed of better choice.
3. Positive affirmation by redirecting and separating children from the situation.
4. Time-out and discussion about alternative appropriate behavior.

## **Disenrollment Policy**

In the event that the student is exhibiting unacceptable behaviors, the parents/guardians will be contacted. Parents/guardians may be asked to take your child home for the remainder of the day. A Behavioral Intervention Plan will be created for the child and a conference will also be set up with parents/guardians to discuss the Behavioral Intervention Plan. If no progress is made after the conference is held, Park Street School reserves the right to disenroll any children immediately whose behavior is putting themselves, other students, or teachers at risk.

## **Biting Policy for Toddlers (18-30 months of age)**

If a toddler bites another child, or staff member, three times in one day that child will be asked to leave for the remainder of the day. Biting is considered a child's mouth making

contact with another child's skin. The staff at Park Street School have to make sure all of the children are safe.

### **Physical Aggression Policy (31 months and up)**

There is a zero tolerance policy for physical aggression at Park Street School. This includes harm to students or staff members. If a child over the age of 30 months (2.5 years) brings intentional physical harm to a child or staff member, they will be removed from the classroom for a period of time. Depending on the severity and frequency, Park Street Administration reserves the right to send any child home if they have become a danger to themselves or others. The staff at Park Street School have the responsibility of keeping both the children and staff safe.

### **Potty Training Policy**

Once your child starts potty training, please communicate that with the school, along with how you are going about potty training your child at home. We want to do our best to keep potty training consistent at school and at home. Once you start potty training your child, please send pull-ups instead of diapers to help make the transition easier for your child. In order for your child to move up to the Little's potty training preschool classroom, your child needs to be actively potty training and 2 and a half years old. Once your child is fully potty trained and three years of age, they will be able to move up to the Middles class! Pull Ups are not permitted in the Middles room, so your child must be completely potty trained before being able to move up. We strongly recommend that your child is potty trained by 3 and a half years old. We fully understand that this is not always possible and every child is different, but that is the goal we have set.

Park Street School has reserved the right to immediately dismiss a child from the program if the rules in this handbook are not followed, if the preschool child is not potty trained, if the safety of others is jeopardized, or for non-payment of tuition.

### **Health Requirements**

Children enrolled must have the recommended immunizations for their age as described on the medical statement form, unless the child has a medical or religious contradiction. These MUST be indicated on the medical statement. The medical statement must be completed by the child's physician and returned to the school no later than 30 days after admission and is required to be updated on a yearly basis.

## **Medication Administration**

Park Street will not administer medications except in case of emergency. We will administer topical products for skin (lotion, sun screen, chapstick) or emergency medication (inhalers, benadryl, epi-pen, etc) if proper documentation is on file. **If your child has food or milk allergies, there must be a medical care plan on file.**

## **Illness Policy**

- In the case of any fever (temperature of 100.0 F taken axillary), the child's parent/guardian will be contacted immediately to come and pick up the child.
- A child with symptoms of a communicable disease will be isolated and made comfortable until parent/guardian arrives.
- Re-admittance of a child or employee after a contagious disease is based on the Communicable Disease Chart recommendations. This chart is posted in the hallway across from Room 104.
- If your child is absent with a contagious disease, please inform us immediately of the doctor's diagnosis, so other families can be notified.
- A notice will be sent through Procure in the event that there is exposure to any communicable disease.
- In the event a child is isolated, the child would always be within sight of a staff member and cared for in another room or moved away from other children.
- All school staff have been briefed in signs and symptoms of illness, proper hand-washing and disinfection techniques.
- We also train the students in appropriate hand washing to minimize the spread of germs.
- Toys and furnishings are washed and disinfected regularly.
- If your child is prescribed an antibiotic, you will need to wait 24 hours after their first dose before sending your child back to school.

## **Communicable Disease Signs & Symptoms**

Symptoms observed which require isolation and immediate discharge:

- Temperature of 100 degrees axillary (armpit) or above
- Diarrhea
- Severe coughing

- Difficult or rapid breathing
- Yellowish eyes
- Redness of eyes, or any discharge or itching
- Untreated infected skin rashes or a rash of unknown origin
- Dark urine/gray stool
- Stiff neck with an elevated temperature
- Evidence of lice or other parasite
- Vomiting

If your child is experiencing any of these symptoms, or a combination of diarrhea and vomiting up to three times in one day, they may not come back to school until they have been symptom free for 24 hours.

### **Incident Reports**

In the event an injury or illness occurs while a child is on school premises, an incident report must be filled out. The parent/guardian will be asked to sign and date this form. A copy will be sent home as well.

### **Emergencies & Emergency Transportation**

- In the event of a severe medical or dental emergency, a staff member trained in first aid will render help while another staff member calls for the emergency squad.
- The child's parent/guardian will be notified immediately.
- A staff member will stay with the child at all times until a parent/guardian arrives. All children enrolled must have an emergency medical transportation form completed by their parent/guardian on or before their first day with Park Street.
- This form authorizes us to get your child life-saving help and secure emergency transportation to the nearest facility. Please be sure to fill out all 3 sides completely.
- All medical costs are the parent/guardian's responsibility.

### **Evacuation**

In the event that the school would have to be evacuated and communication with parents was not possible, a text will be sent out to all parents/guardians or emergency contacts letting them know where to meet their children. Our primary point of evacuation is the Ashland Community Foundation (300 College Ave.) and our second point of evacuation is Hugo Young Theater (331 College Ave.).

## **Safety Drills & Emergency Plans**

- We have monthly fire & tornado drills and quarterly safety drills. A record of all drills is on file in the school office, along with all State, Health, and Fire inspections. All can be reviewed upon request.
- Fire/Emergency and Weather Alert plans and exits are posted in each classroom, and in the Fellowship Hall.
- A safety plan will be discussed whenever children are transported by vehicles away from the school. All children will be properly seated using carseats and/or safety belts.
- Staff members are required by law to notify local public children's services immediately if they suspect that a child has been abused or neglected.

## **School Age Policies**

We offer before and after school care for school agers during the school year. Elementary students will be picked up from and dropped off at Park Street School by Ashland City School buses. It is the parents responsibility to notify the ACS Transportation Department that your child needs transportation to and from Park Street School. Before school care will include two-hour delays.

On most days that Ashland City Schools are closed, but Park Street School is open, we offer School's Out Camp for school aged children. These days will be listed on our school calendar and you will have the option to send your school age child those days.

During the summer term, we offer full time care for school age children.

## **Summer Field Trips**

Park Street School will be offering field trips this summer for school age children. All field trips will require an extra cost. A spreadsheet will be given to every parent/guardian with the days and cost of each field trip. Parents/ guardians will be given a form to mark which days their child will be present for and will return this form along with the owed amount. While field trips are not offered to preschool children, we will be having special guests come throughout the summer months some of which will have an additional fee.

## **Swimming**

During the summer program, Park Street may take a field trip for school-agers to a swim-related event. During any swim activities, all children will be supervised by Park Street School staff as well as the lifeguard(s) on duty. Our student-to-teacher ratio will be 3:26. Written permission from parent/guardian is required for all swim activities.

## **Outdoor Play**

Park Street Preschool will provide outdoor play each day in suitable weather for all children. Outdoor play will be limited to when the temperature is at least 25 degrees and less than 90 degrees. In the event of poor weather, the fellowship hall will be utilized for recess. If the fellowship hall is not available, then the children will stay in their classrooms for a time of music and movement.

Please be sure to send proper clothing for your child suitable for outside weather.

## **Library**

Park Street Preschool is blessed with a wonderful library. Our Librarian, Miss Diana, teaches the children a Bible story every week. We offer library time every Wednesday to all students in attendance that day. Each student will be able to pick out one book to read in their classroom.

## **Naptime**

All classrooms will provide a period of quiet time or rest time throughout the day. Included in this time may be a movie (rated no higher than PG). We play music during rest time. No child is required to sleep. If your child is in the toddler room, we recommend that by age two your child no longer use a pacifier. We understand that this is not always possible, so please make sure to send an age appropriate pacifier for your child to use at rest time/nap time. Pacifiers are not permitted outside of the toddler class. Rest time items that may be brought from home include: one pillow, one blanket, and one stuffed animal. All items must be small enough to fit on a cot/mat and must be easy for the child to transport. Each item also needs to have the child's name on it.



## **Lunch and Snacks**

Each child will need to bring a packed lunch in a lunch box labeled with their name. Lunches will not be able to be heated up or refrigerated and must include any needed utensils. Park Street School will provide a morning and afternoon snack. Each classroom will determine the time for snack and lunch based on their unique schedules. Each snack will include two food groups.

## **Non-Discrimination Policy**

Park Street Preschool will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel. Park Street Preschool admits students of any race, color, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, scholarships/loans/fees waived, or educational programs. It is unlawful to discriminate for any of these reasons. If you feel we are in violation of these laws, you may contact the State of Ohio, Department of Education, Division of Equal Educational Opportunities at 1-614-446-3318.

If you suspect any violations of the Ohio Administrative Code governing child care centers and preschools, you can contact the administrator or the Department of Jobs and Family Services at 1-800-686-1568. Our school's licensing records, including compliance report forms, and evaluation forms are posted by the preschool entrance or upon request from the administrator.

## **Administration Office Hours**

Director: Crystal Allen

Monday- Friday 9:00am- 4:00pm

Assistant Director: Shanna Stoffer

Tuesday, Thursday, Friday- 8:30am-1:30pm

**\*\*These hours are subject to change**

