



Park Street Preschool & Childcare Parent Handbook

619 Park Street
Ashland, OH 44805
419-289-6128
preschool@parkstreetbrethren.org

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

(Revised August 2026)

Administration Office Hours

Director: Crystal Allen | crystal@parkstreetbrethren.org

Monday- Friday: 6:30 am - 3:00 pm

Assistant Director: Gabrielle Lamb | gabbie@parkstreetbrethren.org

Monday: 9:00 am-2:30 pm Tuesday & Wednesday: 9:00am - 4:00pm,

Friday: 10:00am - 4:00pm

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

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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.

Values

At Park Street, we are committed to:

Reflecting Jesus in the way we act and speak
Communicating effectively
Collaborating and cooperating with staff and families
Life-long learning
Being accountable
Forgiving
Prioritizing safety
And seeking excellence

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 conflicts 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:

- Preschool only instruction five days a week, 9:00-11:50 am.
- 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 is provided during the summer

Registration Policies

A non-refundable registration fee for each student is required. This fee is 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 and \$30 for school-age/summer term.

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 the online registration form, pay the registration fee, and then return all completed paperwork, Child Enrollment Form DCY 01234, DCY01225, Child Medical Statement JFS01305 or a record of your child's vaccinations, and Health Care Plan DCY01236 if necessary, before your child can start attending Park Street. If starting in the middle of a term, all paperwork will need to be turned in one week before the child's first day.

Holding Fees/Delayed Start

Spaces are limited in our classrooms. If a parent desires to secure a spot for their child beyond 4 weeks, a 50% holding fee of their child's anticipated cost of tuition will apply. A holding fee will also apply to a student who leaves in excess of 2 weeks but plans to return.

Holding fees do not apply to families that leave for the Summer term and plan to enroll their child again in the Fall.

Exceptions may be made at the discretion of the Director and Assistant Director for extenuating circumstances, but you MUST communicate that.

Payment Expectations

Your timely tuition payments contribute to the financial stability of the school. It is that financial stability that helps us maintain our quality programs and care.

Regular (weekly) tuition is due each week on Tuesday by 9:00 am.

If we are open three or more days a week, that is considered a full week of school. Early release days count as a full day of school.

If Your Child Attends:

Five Days a Week- In the event that we are only open for two days of school, you will receive a refund for the closure days.

Four Days a Week- In the event that we are closed for two or more days your child attends, you will receive a refund for the closure days.

Three Days a Week- In the event that we are closed two out of the three days your child attends, you will receive a refund for the closure days.

Two Days a Week- In the event that we are closed one or both days your child attends, you will receive a refund for the closure days.

School-Age Program- If Ashland City Schools closes for inclement weather or scheduled closures and Park Street is still open, school-agers are unable to attend Park Street for the day. You will be refunded for the days that your child was scheduled to attend but unable to.

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

Late Fees

If weekly payments are not made by Tuesday at 9 a.m. then a \$25 late fee will be added to the family account. Late fees can be waived if parents/guardians communicate ahead of time with the Director or Assistant Director as to why their payment will be late.

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

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

Missed Payments

If you know that a payment will be late, please reach out to the Director or Assistant Director. Park Street School is here for your family and is willing to make accommodations for extenuating circumstances.

Accounts that are more than two weeks behind are considered delinquent and you are at risk of losing your childcare services at Park Street School. You must be willing to communicate with the Director or Assistant Director about your child's account and set up a payment plan before the account is in good standing again.

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 oldest child's rate.
- Scholarships: Scholarship monies fluctuate depending on grants and donations received. 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.

Vacations

Please let us know if your child will be missing school for vacation. If you give us at least a week's notice in writing (email or note), we will give you a 50% discount for the week your child will be gone. This discount can only be applied for one week (5 consecutive days), Monday through Friday. It will not extend over the period of two or more weeks. You will only be able to receive a 50% discount one week of the year January-December. If you take more than one vacation during the year, you will have to pay the full tuition amount for those additional weeks.

2026-2027 Tuition Rates

	Toddlers	Littles	Middles/PreK
	18mo.-2.5 yrs.	2.5yrs-3.5yrs.	Middles: 3.5 years-4.5 years PreK: 4.5 years-6 years
5 Days	\$220/week	\$216/week	\$200/week
4 Days	\$192/week	\$188/week	\$185/week
3 Days	\$178/week	\$168/week	\$160/week
2 Days	\$160/week	\$150/week	\$125/week
Preschool Only (9:00am-11:50am)			
5 Days	\$90/week		
4 Days	\$76/week		
3 Days	\$64/week		
2 Days	\$47/week		
School Ager			
	Before School	After School	Before & After
5 Days	\$50/week	\$55/week	\$100/week
4 Days	\$40/week	\$45/week	\$80/week
3 Days	\$30/week	\$35/week	\$60/week
2 Days	\$20/week	\$25/week	\$40/week
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.

Appendix A to Rule 5101:2-12-18

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

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 9 am. It is the responsibility of the parent to call the school in the event of an absence.

School Closings & Snow Days

Snow days will be announced on our Facebook page, Procure, and on WKYC News. We do **not** follow Ashland City School. Park Street will close if Ashland County is on a level 3. All other closures will be based on road conditions. Safe arrival of staff is a top priority.

The school is closed for the following holidays: Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Teacher In-Service days, and 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.

Communication

Parent/Guardian- 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. Notes will be sent home in your child's backpack. Please check your child's backpack **DAILY**.
2. There will be a Procure newsletter that will come out monthly. Please reference the newsletter for details on classroom activities.
3. Social media will be utilized for general reminders of events or activities coming up. Parents are encouraged to follow the school's private Facebook group: <https://www.facebook.com/groups/parkstreetpreschoolfamilies>

Parent/Guardian - 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

Parent/Administration Communication Policy

Park Street Preschool has an open-door policy for communication and participation. Please feel free to contact the 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 the administration immediately at preschool@parkstreetbrethren.org. You can also call the school at 419-289-6128 or send a Procure message to our administration.

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 welcome.
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.
Custody Agreements: If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.
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 the 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/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 they 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 water only.
- 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 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 from the 4 food groups along with a thermos of milk. Remember to use ice packs for perishable foods.

What should my child wear?

As our days include art, outdoor play, and lots of new adventures, please follow the requirements below 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

All students are to be walked into the school by their parents using our Main Entrance doors across from the Worship Center (entrance 1). Drop off is between 7-9:00. Parents are required to use your Procure pin number to sign your child/children in and out. You can use the kiosk we have in the hallway or you can use your phone while on school grounds. Toddlers and Littles will go to their classrooms, while Middles and PreK students go to the recess room. If children are dropped off after 9, a staff member will help children to their classrooms. Preschool-only children may be picked up in the alley at 11:50 am.

- No child shall ever be left alone or unsupervised. Please ensure your child is handed off to a member of Park Street School staff.
- All children must be at school by 12:00pm, if it is after 12:00 they will be counted absent, and you will forfeit your day.

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.
- Children can only be picked up by the parent/guardian or persons authorized by the parent/guardian. Photo ID is required for anyone we don't recognize.
- 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 5:30 pm.**

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. No screaming at teachers and calling them names.
3. There is no physical violence tolerated including hitting, kicking, biting, spitting, pushing, etc.
4. We do not allow the use of fake weapon play in our classrooms. This includes guns, knives, swords, etc.
5. If a child is not attending a field trip due to behavior they will have to stay home the day of the trip.

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

Screen Time

Park Street will limit the children’s exposure to inappropriate language, media, and behavior by non-staff adults, such as parents of other children.

Supervision

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary and appropriate precautionary and preventive measures.

Supervision of Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times. including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of School-age Children: School-age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher
- The teacher checks on the children regularly until they return
- The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth-grade age or older, may engage in activities that pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Staff Selection

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 and Misbehavior

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 years has a 3-minute time-out.) or 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 a better choice.
3. Positive affirmation by redirecting and separating children from the situation.
4. Time-out and discussion about alternative appropriate behavior.
5. Director intervention as needed.
6. Parental involvement/meeting as needed to discuss behavior if it becomes repetitive.

Disenrollment Policy

Park Street School is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate, free from disruptions that hinder and interfere with the educational process. Our goal is to ensure the safety and well-being of each child in our facility. Any use of profanity, humiliation, destruction of furniture and property of others, or injury to students or staff is unacceptable and will not be tolerated.

Please be aware that should the following situations arise, the Administration at Park Street School has the right to suspend or disenroll your child.

Examples of challenging behavior: Challenging behavior by children includes, but is not limited to: Danger to self or others, such as head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, running from teachers, etc.

Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance).

Biting Policy

If a child bites another child, or staff member, three times in one day, the parents will be contacted and asked to come and pick up their child for the day. Biting is considered a child's mouth making contact with another child's skin. The staff at Park Street School understands that some children have a hard time communicating and use biting as a form of communication to show their feelings, but we 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 some 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 has 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.

Health Requirements/Policies

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 yearly.

Medication Administration

Park Street will not administer medications except in case of emergency. We will administer topical products for skin (lotion, sunscreen, 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 the 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 on 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.
- Your child needs to be fever-free or diarrhea-free for 24 hours without the use of medication.

Communicable Disease Signs & Symptoms

Symptoms observed that require isolation and immediate discharge:

- Temperature of 100 degrees axillary (armpit) or above
- Diarrhea 3 times in one day
- Severe coughing
- Difficult or rapid breathing
- Yellowish eyes
- Redness of the 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 parasites
- 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, medication-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 filed out. The parent/guardian will be asked to sign and date this form. A copy will be sent home as well.

Emergencies

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 if necessary.

- 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

If the school would have to be evacuated and communication with parents was not possible, a text would 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 are 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.
- 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.

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

Field Trips/Transportation

Park Street School will be offering field trips throughout the summer for school-age children. The school uses the Park Street School bus for these trips. The bus is inspected yearly to make sure that everything is safe and in working order. We also have trained staff who have been taught how to operate the bus safely. Most 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.

Occasionally our preschool class will go on a field trip but most of the time they remain at the school. We like to have special guests visit the school during the summer term,

some of which will have an additional fee. During enrollment, there were permission forms that you signed for your child in order for them to walk around the property or streets surrounding the school. Our younger classrooms use this time to learn about nature and our community.

Swimming

We may take school-agers on a swimming field trip during the summer. A lifeguard will be present at all times, and childcare staff will also be actively supervising children. Parents will be provided with permission slips ahead of time, which will need to be signed. The permission slip will also indicate whether additional staff members will be in attendance.

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 Large Motor Room will be utilized for recess. If the Large Motor Room 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 the outside weather.

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 does not fall asleep after 30 minutes, quiet activities will be given. 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

Park Street School provides a morning snack at 9:00 am and an afternoon snack around 2:30 pm, around 4:00pm for school-age students in wrap-around care. Each of the snacks will contain at least two nutritional foods. Parents are required to provide

lunch for their child. This meal must consist of nutritional food from the 4 food groups: meat/protein, grain, fruits, and vegetables. Along with milk for their beverage. The fruit/vegetable group should meet 1/3 of the child's daily recommended dietary allowance. All food items must be stored in a lunch box/bag marked with your child's name. The lunches will be stored in the classroom. Please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements, then the center is mandated to provide food from at least 2 of the 4 food groups.

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 and communicated through messages on Procure.

Non-Discrimination Policy

Park Street Preschool will not discriminate based on 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. We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities by training staff in ADA requirements. In addition, the school will not discriminate based on 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 violate 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.

Formal Screenings and Assessments

Park Street follows the Frog Street Curriculum in our Littles and Middles classrooms. Our Toddlers and PreK rooms have weekly themes. Our school is not Step Up To Quality rated, therefore we do not report assessments or child-level data to ODYC. Please refer to the Rule and Appendix C below.

<https://codes.ohio.gov/ohio-administrative-code/rule-5101:2-17-02>

https://emanuals.jfs.ohio.gov/pdf/pdf-forms/Appendix_C_Three_Star_Center_Standards.pdf

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.

Daily Lesson Plan

Park Street Preschool/Daycare

All rooms

School year

Daily Overview

Objectives: This is a generic lesson plan giving you an idea of the learning that takes place in our classrooms.

Time	Activity	Resources
7:00-9:00	This is arrival time. It is unstructured play time.	drop off in the Toddler room for toddler and Littles. Drop off for the Middles and PreK in the Large Motor room
9:00-9:30	AM snack time/times vary depending on the room	All classes transition to their classrooms to start snack.
9:30-10:00	Recess-Times vary, but each classroom gets a 30 minute recess in the morning.	
10:00-10:30	Circle time/Story time	this is learning ABC's and 123's along with calendar and weather
10:30-11:30	Choice time in the classrooms	learning through play

Daily Lesson Plan

Park Street Preschool/Daycare

All rooms

School year

Daily Overview

Objectives: This is a generic lesson plan giving you an idea of the learning that takes place in our classrooms.

Time	Activity	Resources
11:30-12:00	Lunch time/times vary depending on the classroom they are in	
12:00-2:30	Movie and rest time	All classrooms watch a half hour educational show then they nap with a sound machine playing
2:30-3:00	PM snack	
3:00-3:30	recess time/times vary	
3:30-5:30	small table work, and unstructured play during dismissal times	all students must be out of the building at 5:30.