

Park Street Brethren Church Preschool & Day Care



Parent Handbook

619 Park Street
Ashland, OH 44805
419-289-6128
preschool@parkstreetbrethren.org
(Revised April 22)

Hours

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

Mission Statement

We are a licensed childcare facility serving as a ministry of Park Street Brethren Church. Park Street School displays the love of Jesus by providing a nurturing childcare center, having teachers that model is a channel of Jesus' love by providing enjoyable experience oriented education, nurturing daycare, and healthy foods, in an environment of respect for the individual with loving discipline and helpful support for parents.

Mask Policy

Masks are optional for everyone, regardless of vaccination status.

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 to come to their own conclusions.
- 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.
- Teamwork among teachers and staff is fundamental to our success as educators; therefore, we pledge to one another and to our students that we will plan, encourage, and support one another on our quest to be the loving hands of Christ at school.

Our Services

We provide year-round, hands-on learning experiences for children 6 weeks thru 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 \$50 registration fee per 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. You will not be asked to supply any school supplies. Only one registration fee per school term is required. A \$25 registration fee is required for summer term and school age enrollment.

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 attend a form night to complete all paperwork before enrollment. If the child is starting before a form night, the parents/guardians will meet with either the Director or the Assistant Director to complete all required forms. If starting in the middle of a term, all paperwork will need to be turned in 24 hours before the child's first day.

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 assessed.

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-11:30am) and is not picked up by 11:45, 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.

Due to charges from Life Cubby, there will be an additional charge to families who pay online through LifeCubby (credit/debit cards). \$20 will be charged for each fall term and \$10 for each summer term.

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

Parent/Child Vacation Time

Each family will be given a 50% discount during the Summer term for vacations. The 50% discounted week is considered a Monday-Friday vacation. It cannot be spread out throughout the Summer. Parents must communicate the vacation in advance.

Tuition Breakdown

| | Infant | Toddlers/Littles | Middles/Preschool |
|---|----------------------|---------------------|---------------------------|
| Full Time (5 days) | 187/week | 176/week | 165/week |
| Full Time (4 days) | 165/week | 154/week | 143/week |
| Full Time (3 days) | 144/week | 135/week | 120/week |
| Full Time (2 days) | 100/week | 90/week | 80/week |
| | | | |
| Half-Day (5 days) | N/A | N/A | \$440/month |
| Half-Day (4 days) | N/A | N/A | \$368/month |
| Half-Day (3 days) | N/A | N/A | \$288/month |
| Half-Days (2 days) | N/A | N/A | \$200/month |
| | | | |
| Preschool Only (5 days) | N/A | N/A | 230/m |
| Preschool Only (4 days) | N/A | N/A | 200/m |
| Preschool Only (3 days) | N/A | N/A | 162/m |
| Preschool Only (2 days) | N/A | N/A | 116/m |
| | | | |
| School Ager | Before School | After School | Before & After |
| 5 days | \$170/month | \$170/month | \$340/month |
| 4 days | \$136/month | \$152/month | \$288/month |
| 3 days | \$102/month | \$126/month | \$228/month |
| 2 days | \$68/month | \$92/month | \$160/month |
| School's Out Camp: \$40 daily | | | |
| *School Ager summer rates follow the Middles/Pre-K tuition. | | | |

Payment Expectations (Weekly Payments)

Your timely tuition payments contribute to the financial stability of the school. It is that financial stability that helps us maintain the quality programs, scholarship fund, and reduced tuition costs.

- Tuition for each week is due by Tuesday of each week at 9am.
- Every family will sign a financial agreement which covers, in detail, the requirements for payment.

Payment Expectations (Monthly Payments)

- 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.
- Every family will sign a financial agreement which covers, in detail, the requirements for payment.

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

Discounts & Scholarships

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

- Family Discount: if more than one child is enrolled at the school a 10% discount will be granted for the second child's tuition and 20% discount on 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 school year. Decisions on scholarships will be made by the Director and Assistant Director

Withdrawal Policy

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

- Notice of withdrawal must be given in writing to the 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 the written notice is 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 call, or email the school to inform us of your child's absence before 9am.

School Closings & Snow Days

Snow days will be announced on our closed Facebook group, email, and text. We will make every effort to remain open for our childcare during winter weather. However, we will close our preschool only program when Ashland City Schools closes. If your child comes to Park Street from 9am-11:30am, they are considered preschool only. We do not always close when Ashland City Schools. You may also call the school after 7:00 a.m. If we are still having school someone should be in the office to answer the phone by that time. 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, and one week between each term for cleaning and organization. Tuition is not charged for scheduled closings.

Classroom Parties

Due to space limitations during construction, and staff shortages, classroom parties are limited to the children who are typically in attendance on those days. Most classroom parties are on Fridays.

Parent/Guardian Communication- General

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

1. Notes will be sent home in your child's backpack and hung on the school entrance doors. Please check your child's backpack **DAILY**.
2. A newsletter will be emailed to all parents and posted in the closed Facebook group. 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 Facebook group and/or join the weekly email group. <https://www.facebook.com/groups/parkstreetpreschoolfamilies>
4. We also communicate through Lifecubby.com and the lifecubby family App.
5. Each classroom has their own email for parents to correspond with their child's teacher

Parent/Guardian Communication- Individual

If individual communication is needed between the school and parents, a staff member will reach out to parents either by phone or email. A conference may also be set up. Parents are welcome at any time to talk with administration or teacher by phone, email, or scheduling an in-person meeting. If there are any parental concerns, please reach out to your child's teacher by their classroom email. You may also reach out either by calling 419-289-6128 or emailing 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. If you feel that a situation needs further assistance,

please contact our Children's Ministry Coordinator, Mary Cooper, at mary@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 will notify the school immediately of any address or telephone changes at home or work.
4. I will label all belongings that my child brings to school.
5. I will check my child's backpack DAILY for newsletters, menus, permission slips, or any important information.
6. I will not send my child to school with gum, candy, or toys, unless specifically requested by the teacher.
7. I will get involved when and where I am able. I understand the school has many special events and my input is welcomed.

Parent/Guardian Expectations (continued)

8. 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.
9. I understand Park Street Preschool will not 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.
10. I will 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 a call or note.
11. 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 4/5 and Pre-k classes are held twice a year in Nov./Dec. and April/May. Progress reports will be sent home at these times along with a list of scheduled times for conferences. The 3/4 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 their classroom email.

Parent/Guardian Reminders: What to Bring?

Every day your child is in attendance at school, please be sure to bring the following items:

- A full-size backpack
- 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.**

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.
- 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).

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 between 7:00-9:00 am.
- Drop off at the alley door is from 7am-9am. If a parent arrives after 9am, they must take their child to the doors across from the Worship Center and a staff member will come and let them in. Then the staff member will lead the parent and child to their classroom.
- Parents are required to sign their child in each day. They will need to write the time their child arrives and sign their name.
- 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) between 8:45am-9:00am.
- Children may be picked up from the same area at 11am for preschool.
- Between 9:00-11am and 11:30-5:30, please use the back doors across from the Worship Center doors for entrance into the school. Ring the doorbell and someone will be with you shortly. If no answer, call 419-289-6128.

- 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.

Pick Up Policies

- Parents are required to sign their child out. Parents will need to write the time their child gets picked up and then they will need to sign their name.
- Parents must 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 child is coming to us from another program and does not show up on their scheduled day, parents will be contacted.
- If a school age child's records show he/she is to attend Park Street and fails to report to the Park Street bus from one of the city schools, parents/school officials will be contacted to determine the child's whereabouts. Park Street will NEVER leave a city school without verifying a child's whereabouts.
- No one under the age of 18 is allowed to pick up a child/sign a child in or out of the building unless they have a valid driver's license.
- 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
2. Use your words, not your hands. Do not hit
3. Clean up after yourself.
4. Do what your teacher asks the first time.
5. Take turns. Friends can work it out.
6. Do not run inside. You could slip and get hurt.

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 trainings 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.
- Physical aggression results in a “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, a phone call will be placed to the parents/guardians. 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.

In situations where a child is hitting, kicking, biting or acting out in any physically aggressive, or inappropriate, manner towards children or teachers, the child will immediately be sent home for the day.

The only exception to this is if a child in the toddler room is physically aggressive toward a teacher. Because toddlers are at a different stage developmentally, they will have to be physically aggressive towards a teacher three times before they are sent home for the day. The child’s parents will be contacted immediately after each time the child is physically aggressive. Park Street School is a small, private school. Park Street School does not have a lot of extra resources that public schools have. If Park Street School deems a child

developmentally/cognitively delayed they will be disenrolled due to lack of resources to help the child.

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, 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, 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 posted on the front and back doors of the school in the event that there is exposure to any communicable disease. A notice will also be posted on Facebook.
- In the event a child is isolated, the child would always be within sight of an adult, and cared for in another room or moved away from other children. A cot would be provided.
- If any staff member becomes ill while working, they will be sent home and replaced with a substitute teacher.
- 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 (of any kind, for any reason), you will need to wait 24 hours before sending your child back to school.

Communicable Disease Signs & Symptoms

Symptoms observed which require isolation and immediate discharge:

- Temperature 100 degrees or above (we will be using a standard thermometer and go off of what that states)
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish eyes
- Redness of eyes, or any discharge or itching
- Untreated infected skin rashes
- 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 a minor 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

- A Medical, Dental and General Emergency Plan is posted in every classroom, along with a copy of our Safety Plan. These are very important documents that will be addressed in case of an emergency or serious illness.
- 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.
- Phones in the school office can be used for emergencies or staff are also permitted to use their cell phones.

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 children are expected to follow all guidelines and regulations of Park Street Preschool.

School Age Policies

We offer before and after school care for school agers during the 2021-2022 school year. Park Street School takes children to school in the mornings. The Park Street Bus leaves at 8:05am and all children need to be at Park Street by 8am. Park Street will go and pick up the children from school each day. We will have a limited amount of spots for before school care. Before school care will include two-hour delays. We are planning on keeping the School's Out Camp, but this is subject to change. Park Street drops children off and picks them up from the following schools: Reagan, Edison, and Taft.

Failure to report an absence, more than two times, will result in a \$5 fee as staff will need to locate the child if they are not on the bus. Registration fees for school age children are \$25/per term. Field trips are an additional cost added to summer tuition.

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 with what you are doing at home. Once you start potty training your child, please send pull-ups instead of diapers to help with potty training. 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. After your child is potty trained he or she will move up to our Middles preschool classroom and 3 years old. Each child in the Middles preschool classroom has to be fully potty trained and no longer in pull-ups. 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.

Summer Field Trips

Park Street School will be offering field trips this summer. All field trips will require an extra cost. Parents/guardians can pay the extra cost on the day of each field trip, or field trip costs can be added to your child's tuition. A spreadsheet will be given to every parent/guardian with the days and cost of each field trip. Our school age children will be going on more field trips than our preschoolers, however, there will be some special events coming to the school and preschoolers will be able to participate in those.

Routine Field Trips

Children requiring routine trips (those families that utilize us to pick-up their children from any of the city schools) will be transported by the Park Street School minibus.

- Parents MUST complete a ROUTINE TRANSPORTATION AGREEMENT prior to the first day of pick-up
- Documentation of the child's arrival, departure and staff must always be recorded.
- Staff members will never leave a child unattended.
- Employee(s) will check children at each destination and check the vehicle to ensure that all are accounted for.
- If a child is absent, parents MUST CALL Park Street School to inform us. Failure to do this will result in a \$5 fee.
- In the event a child cannot be located for pick up at the local school, our employee(s) must call our school, then the parent of the child, and if necessary, the authorities.
- All routine permission slips must be up to date and in your child's file.

It is vital that the preschool can account for all children. Prompt informing of any changes regarding your child's schedule will help ensure proper tracking of all children.

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 40 degrees with windchill and less than 85 degrees/no heat advisory or any situation that would lead to an unsafe environment for children to play in (such as wet stairs, etc.).
- 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 Gloria, teaches the children a Bible story every other 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 and we do not allow the use of separate sound machines for children. 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. 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.*

Breakfast/Lunch/Snack

Park Street School will not be providing hot lunch until further notice. Each child will need to bring a packed lunch. 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. The menu will be included on the last page of this handbook. The menu is subject to change, so make sure you clearly communicate any allergies that your child(ren) may have.

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.

Breast Milk Policy

If you choose to provide breast milk for your child(ren), parents need to make sure the date it was expressed and the date it arrived at the school is on each bottle/bag. This is a state rule. If mothers want to come in and feed their child(ren) at any point throughout the day, Park Street School will provide a private space for mothers to do so.

Preschool and School Age Menu

| | | | | | |
|-----------------|----------------------------|----------------------------|-----------------|---------------------------|----------------|
| Morning Snack | Graham Cracker and Bananas | Granola Bar | Dry Cereal | Cereal Bar | Cinnamon Bread |
| Beverage | Water | Milk | Milk | Milk | Apple Juice |
| Afternoon Snack | Veggie Straws | Cheese Sticks and Crackers | Chips and Salsa | Vanilla Wafers and Yogurt | Cookies |
| Beverage | Apple Juice | Water | Water | Water | Milk |

Toddler Menu

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|-----------------------------|----------------------------|-------------|----------------|----------------|
| Morning Snack | Graham Crackers and bananas | Apple Sauce Pouches | Dry Cereal | Cereal Bar | Cinnamon Bread |
| Beverage | Water | Milk | Milk | Milk | Apple Juice |
| Afternoon Snack | Veggie Straws | Cheese Sticks and Crackers | Chips | Vanilla Wafers | Cookies |
| Beverage | Apple Juice | Water | Apple Juice | Milk | Milk |

Summer Class Schedules

Subject to change

Orange Room

Miss Heather

Miss Rita

9:00-9:10 Bathroom Break
 9:10-9:20 Circle Time
 9:20-9:45 Group Table Work
 9:45-10:30 Centers & Art
 10:30-10:45 Bathroom Break
 10:45-11:00 Circle Time
 11:00-11:20 Recess
 11:20-11:30 Prepare for dismissal
 11:30 Preschool Only Leave

Preschoolers Afternoon

11:30-11:45 Bathroom Break
 11:45-12:15 Lunch
 12:15-12:30 Bathroom Break
 12:30-1:00 Movie Time
 1:00-1:15 Bathroom Break
 1:15-2:30 Nap
 2:30-2:55 Wake Up/Bathroom Break
 2:55-3:20 Recess
 3:20-3:45 Snack
 3:45-5:30 Free Play/Bathroom Breaks as needed

Toddlers

Miss Shannon

Miss Marissa

Very tentative/flexible

7:00-8:15 Arrival & Free Play
 8:15-8:45 Morning Snack
 9:00-9:30 Circle Time/Music&Movement
 9:30-10:20 Craft/Sensory Play
 10:20-10:40 Morning Recess
 10:40-11:15 Free Play
 11:15-12:00 Lunch
 12:00-12:30 Movie Time
 12:30-3:00 Nap
 3:00-3:35 Wake up/Snack
 3:35-4:05 Recess

Green Room

Miss Jessica

Miss Diana

7:00-9:00 Fellowship Hall
 9:00-9:15 Potty Break
 9:15-9:35 Recess
 9:35-9:50 Potty/Wash Hands
 9:50-10:10 Circle Time
 10:10-10:30 Table Work
 10:30-11:00 Art/Free Play
 11:00-11:25 Second Circle Time
 11:25-11:30 Preschool Only Leave

Infants

Miss Paige

Miss Tara

Very Tentative/Flexible

Arrival/Free Play
 Morning Snack
 Diaper Change
 Simple Circle Time
 Educational Activities/Songs
 Snack/Outdoor Activities
 Diaper changes
 Lunch
 Free Play
 Diapers

4:05-5:30 Coloring/Free Play

Free Play

Administration Office Hours

Director: Mackenzie Howell

Monday: 8:00am-4:30pm

Tuesday: 8:00am-4:30pm

Wednesday: 8:00am-4:30pm

Thursday: 8:00am-4:30pm

Friday: 8:00am-4:30pm

**These hours are subject to change