

PARENT HANDBOOK

Elizabeth Wayne Preschool



PLAY • LEARN • GROW

2025-2026

**ST. PAUL'S EPISCOPAL CHURCH
310 ELIZABETH STREET
MAUMEE, OHIO 43537
419-893-3383
PRESCHOOL@STPAULSMAUMEE.ORG
EWPRESCHOOL.ORG**

Welcome to Elizabeth Wayne Preschool, a ministry of St. Paul's Episcopal Church! We are dedicated to providing an enriching program that nourishes children spiritually, challenges them academically, guides them socially, and supports them emotionally.

Our mission is to prepare children not only for kindergarten but also for their future as adults. We believe in offering a developmentally appropriate curriculum that focuses on the holistic development of each child.

Our vision is to create a caring community and instill in our students the importance of being their best self, taking care of others, and being aware of the world around them.

OUR PRESCHOOL STAFF

Director.....	Cristy Seely
Assistant Director.....	Tina Faulkner
Bear Hive Teacher.....	Michelle Lott
Bear Hive Teacher.....	Kelly Vance
Feathered Friends Teacher.....	Erin Perry
Feathered Friends Teacher	Jenny Robbins
Bear Hive and Feathered Friends Assistant Teacher.....	Amanda Wilt
Raccoons Teacher.....	Molly Gillespie
Raccoons Teacher.....	Jeny Mazza
Raccoons Assistant Teacher.....	Robin Stein

Elizabeth Wayne Preschool
St. Paul's Episcopal Church
310 Elizabeth Street
Maumee, Ohio 43537
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preschool@stpaulsmaumee.org
ewpreschool.org

ABOUT ELIZABETH WAYNE PRESCHOOL

Please read all of the policy and procedure information in this parent contract/handbook carefully. If you have any questions, please do not hesitate to call or email.

As part of their Christian Mission, St. Paul's Episcopal Church sponsors the Elizabeth Wayne Preschool. Through the school the church provides a caring Christian environment for area preschool children that encourages the worth of each child and the joy of learning and sharing together.

Elizabeth Wayne Preschool (EWP) has an experienced teaching staff that helps prepare preschoolers for a successful transition from home to school. Preschool staff are required to follow all policies and procedures of the EWP.

EWP is licensed by the Ohio Department of Job & Family Services (ODJFS). The license is posted on a bulletin board located in the entry of the preschool. The laws and rules governing this preschool are available for your review upon request. We are licensed for a maximum of 114 children ages 3-5 years old, in the morning/afternoon program.

The preschool observes the following staff/child ratios and group sizes maintained for each class:

1:8 Ratio for all Classes

The hours of operation are Monday through Thursday 8:30 a.m. to 3:00 p.m. The director of the center is available Monday through Thursday 8:00 a.m. to 3:00 p.m. or by appointment.



PARENT HANDBOOK

Upon your child's enrollment, you will be given our Parent Handbook to read and review. Per ODJFS regulations, the preschool must have on file a signed form stating that parents/guardians have read and understand the preschool's policies. All staff of EWP must sign a form stating that they have read and understand all Preschool policies.

REGISTRATION AND TUITION

We require all children to be 3 years of age by September 30th and **potty trained** before preschool begins.

The application fee for enrollment is \$150.00 and due at the time of registration. This fee is non-refundable. Only those with accounts in good standing may register. Registration for current families begins in January 1st and opens to the public on January 15th.

Tuition is as follows:

Half Day: Yearly: \$2800.00 Monthly: \$280.00 (10 months)
All Day: Yearly: \$5600.00 Monthly: \$560.00 (10 months)

When two children from the same family are enrolled full-time, at the same time, there is a 20% discount for the second child’s tuition. Tuition paid in full by August 30th receives a 5% discount.

Children will be enrolled upon receipt of a completed registration form accompanied with the non-refundable registration fee. Children are accepted on first come, first served basis.

The cost of operating the school is borne by tuition. Tuition for the year can be paid in advance in full or divided into 10 monthly payments beginning in August. Monthly payments are due by the 15th of each month. Payments will be directly withdrawn through the Lillio App from either a checking account or credit card. There will be a \$35 fee for insufficient funds applied if your payment fails. The payment schedule is as follows:

First Payment: August 15
Second Payment: September 15
Third Payment: October 15
Fourth Payment: November 15
Fifth Payment: December 15
Sixth Payment: January 15
Seventh Payment: February 15
Eighth Payment: March 15
Ninth Payment: April 15
Tenth Payment: May 15

If you choose, due to any circumstances to withdraw your child from Elizabeth Wayne Preschool, you are responsible for a **written 30 day notice and payment for that 30 day period**, including tuition due up to that last date.

EWP FEDERAL TAX ID# 340925977

ENROLLMENT

Each child enrolled must have the following completed and returned prior to their start date.

- Child Enrollment and Health Information Form DCY 01234
- Child Medical Statement Form DCY 01305
- Photo Release and Walking Field Trip Permission Slip
- Permission for Student Release

In adherence to the Americans with Disabilities Act (ADA), Elizabeth Wayne Preschool does not discriminate based on a child's disability. We strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.

ARRIVAL AND DISMISSAL

Drop Off and Pick Up Procedures

Each class will be assigned a designated drop off and pick up area for the carline on Elizabeth Street or the parking lot. Parents will pull up to the first entrance on Elizabeth Street or the playground from the parking lot. Teachers will help your child out of the car. Parents are asked to place their child's name card on the sun visor of the passenger side. If you arrive after your designated drop off time, you must walk your child to their classroom.

Elizabeth Street Drop Off/Pick Up:

Raccoons AM: 8:30-8:45 and 11:15-11:30

Raccoons PM: 12:00-12:15 and 2:45-3:00

Playground Drop Off/Pick Up:

Bear Hive: 8:30-8:45 and 2:45-3:00

Feathered Friends: 8:30-8:45 and 2:45-3:00

Teachers are not permitted to buckle children in their seats at pick up. Once your child is placed in the car, please pull up a car length to buckle your child in their seat. Any child still present after their designated pick up time will be considered "late pick up". If you are late picking up your child you will be given a verbal warning first, the second offense you will receive a written warning and the third time a fee of \$1.00 a minute will be assessed to your account.

Children will only be released to parents and/or guardians and those listed on the Student Release Permission form. Until teachers become familiar with those picking up students, they must have a photo i.d. with them in order for the child to be released.

DAILY PROGRAM

St. Paul’s Elizabeth Wayne Preschool provides a developmentally appropriate program for 3-year olds, 4-year olds and 5-year olds. Our program aims to provide an enriching Christian experience through academics, arts, physical and social/emotional development. Daily, children will be provided hands-on opportunities to explore the world around them. They will learn that they are valuable members of the classroom community while having opportunities to work independently and in group settings. Through their work they will develop critical thinking skills and social/emotional development which will prepare them for the next step in their educational journey.

EWP recognizes that children all learn differently and at their own pace. Here, we not only develop lessons based on student interests as a whole, but we tailor activities to encourage children to learn at their own pace with their individual developmental needs in mind. Our goal is to expose them to as much as we can and work as a guide through their learning process. In addition to work in the classroom, children will also experience “Specials” through weekly music, art, library, and bible. An example of a daily schedule is provided on the following page.

DAILY SCHEDULE SAMPLES

Half Day Sessions:

<u>Morning</u>	<u>Daily Activities</u>	<u>Afternoon</u>
8:30-10:00	Learning Centers/Small Groups/Specials	12:00-1:30
10:00-10:30	Group Activity	1:30-2:00
10:30-11:30	Outdoor Enrichment	2:00-3:00

All Day Session:

8:30-9:30	Outdoor Enrichment
9:30-11:00	Learning Centers
11:00-11:20	Group Activity
11:20-12:00	Lunch
12:00-1:00	Outdoor Enrichment
1:00-1:30	Small Groups/Specials
1:30-2:30	Learning Centers
2:30-3:00	Group Activity/Pack Up



*Please note that this is an example of what your child’s schedule may look like. Teachers adjust the schedule based on the needs of students.

Specials include Bible, Music, Yoga, and Art

Children will be supervised at all times by Elizabeth Wayne Preschool staff. Children will remain in their assigned classrooms for the school year, September through May.

CHILD ABSENCE

In the event that your child is absent for the day, please be sure to call the school or email your child's teacher to report their absence. You may also mark your child absent on the Lillio App.

Some of our students also attend Union Preschool. In this case if the child is transported by bus and does not arrive on their scheduled day the parent will be contacted immediately, if the parent cannot be reached we will contact Union Preschool.

CALENDAR AND WEATHER

We follow the Maumee Schools calendar for most holidays and breaks. If Maumee Schools are closed because of bad weather, we will close. If Maumee Schools are on a two hour delay, the morning preschool session will be cancelled. All day students may report to school at 10:30am. The afternoon session will remain on time. There are no refunds on cancelled days.

A text alert will be sent out in the event of a delay or closing. You may also check Channel 13 ABC for "Elizabeth Wayne Preschool" on the crawl at the bottom of the screen or check other stations for Maumee City Schools.

Students will play outdoors daily, weather permitting. In the event that it is colder than 10 degrees, or weather conditions are deemed unsafe, students will do large motor activities in the gym.

WHAT TO WEAR

There are several important things to consider when dressing your child for school. Clothing should be manageable for your child to handle on their own, fostering independence. Clothes should enable your child to be independent in the bathroom. We suggest your child come dressed in comfortable play clothes. Many of our activities are messy and we do not want to stain or ruin any child's good clothing. Sneakers with non-slippery soles are recommended for safe, active play. Although, sandals and flip flops are easy for your child to put on independently, they are not safe for play and daily routines.

WHAT TO BRING

Your child should bring a full-sized book bag. Please ensure your child has a change of seasonal clothes in case of an accident. All day students are encouraged to bring bento boxes for lunch.

SNACK

Parents are to provide a daily snack for their child. Please send their snack in either a zip-lock bag or container with their name clearly marked. The preschool will provide water to drink. We ask that snacks are nutritious and non-sugary such as: cheese cubes or sticks, crackers, fruit, pretzels, vegetables, or yogurt. All Day students will be required to bring two snacks representing two food groups. Due to a large number of allergies we request peanut free snacks.

LUNCH

Due to licensing requirements, students who attend all day must pack certain amounts of food from each food group. Parents are required to pack their children a food from each food group. Lunch must consist of nutritional food from the following food groups, (minimum of portion sizes for a 3 year old - 6 year old) protein (1/2oz), grain (1/2 slice bread) or 1/4 cup pasta (etc.), and two foods from the vegetable/fruit group (1/2 c). Cow or almond milk is also required which the preschool will provide. If your child does not drink cows milk, please provide a written letter with permission to serve almond milk. We will not weigh and measure every food item, but we will check to see if they are packed.

FIELD TRIPS

Class field trips are scheduled throughout the year. Field trips are intended as an extension of learning for the child and also a way for parents to be involved in their child's learning process. For our field trips, we will meet at the field trip destination. While on the field trip, parents are responsible to supervise their children. Field trip permission and information forms will be sent home 30 days before each trip. Written permission from a parent or guardian is required for all trips.

Present on all field trips:

- Staff trained in first aid
- A first aid kit
- Health records and emergency transportation authorizations for each child.

TRANSPORTATION

Elizabeth Wayne Preschool will not transport any child. In case of an emergency, the child's parents/guardians and 911 will be called.

PARENT PARTICIPATION

Connecting school and home is a vital part in a child's education. We at EWP believe that this connection is a partnership between teachers and parents who work together as a team for the best of the student. We are open to your suggestions and hope you will keep us informed of any incidents or changes that may affect your child's behavior and attitudes.

We will keep you informed of our activities through monthly newsletters, emails and through Lillio. Parents are often asked to volunteer to help with holiday parties and other special days. Parents are welcome and encouraged to visit the classroom any time.

Parent-teacher conferences are scheduled in November and March. A conference may be held at any time if requested. Prior to your child's conference you will receive a portfolio of all areas in which your child was assessed. We assess children based on the Ohio Department of Education Birth through Kindergarten Entry Learning and Development Standards. A complete list of standards can be found at education.ohio.gov. We also have hard copies at the school.

Conferences or meetings with teachers can be scheduled at anytime at the request of the parent/guardian. If a parent/guardian has a concern or conflict with the teacher they may contact the director or assistant director who will assist in resolving the issue.

The Elizabeth Wayne Parents' Organization (EWPO) is open for all parents to join. EWPO meets monthly to organize family events and fundraisers throughout the school year.

CUSTODY AGREEMENTS

In the case where a child's parents have legal custody agreements, a copy of those legal agreements must be kept in the child's file at preschool. EWP recognizes that both parents have a legal right to be a part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instruction will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

CHILD RECORDS

Parents must submit a written request for their child's records/transcripts. The records will be received within 30 days of request.

MANAGEMENT OF ILLNESS

The symptoms for which a child shall be discharged:

- Temperature of 100 degrees Fahrenheit (when in combination with any other sign or symptom of illness).
- Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestations.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other sign or symptom of illness.

If a child becomes ill at school or has been exposed to a communicable disease, contact will be made with his/her parents or with a person who has been designated to take charge of the child by phone or by written notification. The sick child will be separated from the other children and will be placed on a sick chair in the classroom where the teacher can observe them; they will remain there until they are picked up.

Should a child contract any communicable disease, **a written release from the child's doctor must be received before the child is re-admitted to school.** In the event that your child may have been exposed to a communicable disease, a note will be posted on the parent board alerting all parents and explaining the communicable disease.

The ODJFS Communicable Disease Chart is posted on the entrance wall of the second floor restroom.

We do not administer medication. A mildly ill child will be isolated and parents contacted immediately. If a child requires medications for an allergy, the medication will be located in the classroom first aid bag which is taken everywhere the class goes. Parents must complete an Medical/Physical Child Care Plan JFS 01236 for each condition that requires medication or special instructions while in our care.

HEALTH RECORD

A written health record will be kept on file at the school for every child and shall include the following:

1. A detailed immunization record and the date of the last tuberculin test including all immunizations the child has received and dates of these immunizations. This record of immunization form will be given to the parents and must be completed on or before the child's first day of school.
2. Each child attending the school shall be examined by a licensed physician within thirty days of the time of admission and annually thereafter. The 'Date of Admission' shall mean the first day the child is enrolled in and attends the school for any period of time. Parents will be provided with a statement, to be signed by the physician, certifying that the child is free from communicable disease, including tuberculosis, and has had immunizations required and listed on the record of immunization form. Upon enrollment, each child must have on file current health records, emergency transportation info and parent roster permission.
3. EWP may enroll children whose families have chosen not immunize them for religious or medical reasons. A Request to Enroll Non-Immunized Child form is required and a physician's request is required for enrollment of children who are not immunized for medical reasons. Should a disease for which immunization is recommended be diagnosed in the facility where a non-immunized child is enrolled, the child will be unable to attend during the communicable period.

EMERGENCY, SERIOUS ILLNESS OR INJURY PLAN

A detailed medical and dental emergency plan is posted on the wall of each classroom. The plan for fire or weather alert is also posted. Immediate access to a telephone is available in the preschool.

In an accident situation or if a child is injured, the parent will be called immediately. An accident/injury report will be completed when an accident or injury occurs, or when an incident necessitates administering a medication for children with allergies. A copy will be given to the parent or guardian the day of the incident.

Any custodial parent, custodian, or guardian of a child enrolled in the preschool shall be permitted unlimited access to the preschool during its hours of operation for the purposes of contacting their children, evaluating the care provided by the preschool or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator of his/her presence.

If we are unable to stay in the classrooms due to an emergency, all preschool classes will go to the Pastor's house which is located next to the church at 313 E. Wayne Street. If there is an immediate danger and we are unable to safely locate the children to the pastor's house, students will be evacuated and escorted to the police station for safety. The Maumee Police Station is located at 109 E. Dudley Street. Parents will be notified via text alert of all emergencies and then given further instructions.

Fire drills are conducted monthly and tornado drills are conducted in September, April and May. Safety drills are conducted quarterly. Staff have been trained in Run, Fight, Hide in case of an intruder.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. License record, including building, fire and compliance report is available upon request from ODJFS.

POTTY TRAINING AND DIAPERING

Children attending Elizabeth Wayne Preschool must be potty trained, with exception of children with medical needs. Children will be given bathroom breaks throughout the day, and may go to the restroom whenever they ask. If a child cannot be trained due to medical reasons, diapers will be checked every hour and a half. We understand that accidents are common for young children and they are expected, but if your child has multiple accidents a day they will not be considered potty trained and you may be asked to withdraw your child from the program until they are physically ready to attend.

DISCIPLINE / BEHAVIOR POLICY

During your child's early years he/she will experience many transitional phases which will be reflected in his/her behavior. Biting, scratching, hitting, etc. are some of these phases, and while it is discouraged, this should be recognized as a developmental stage some children experience because they are non-verbal or have limited vocabulary for expressing their frustration. The following policies are enacted by our staff to ensure the safety of all children in our care. All staff are trained in the "Guidance Approach" to discipline.

Your child will be taught appropriate behavior through positive reinforcement, which will help him/her to develop a healthy respect for oneself and others. Occasionally redirection and positive guidance may be necessary to reinforce acceptable behavior. Cooperation and conflict resolution are encouraged through modeling and discussion.

A break in the "safe space" may be implemented in extreme circumstances where the child needs a cooling off period. Consistent documentation of this behavior will be recorded by the teacher and shared with the parent on a regular basis. If other discipline measures become necessary, parents will be consulted concerning appropriate methods of discipline. Parental cooperation is essential for maintaining the child's enrollment. If a child hits or bites a teacher or another child, parents will be notified and may be requested to pick up the child and take them home for the rest of the day. Each incident will be documented by the teacher and signed by the parent.

In addition, persistent inappropriate or disruptive behavior may result in the child's suspension or expulsion from the preschool at the discretion of the Elizabeth Wayne Preschool acting through its director or other person in charge, as referenced by the ODJFS Guidelines 5101:2-12-22. If persistent inappropriate or disruptive behavior occurs, each incident will be documented by the teacher and signed by the parent.

The relationship of forgiveness shall follow all school discipline and after the child returns to the Elizabeth Wayne Preschool in the case of suspension. The child will be guided to understand that even though his/her behavior was unacceptable that he/she is still cared for and loved.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

**Elizabeth Wayne Preschool
Academic Calendar
2024-2025**

Wednesday, August 13	Parent Meeting
Wednesday, August 27	Meet and Greet
Tuesday, September 2	First Day of School
Monday, October 13	Teacher Inservice
Thursday, October 30	Halloween Parade
Tuesday, November 4	No School Teacher Work Day
Monday, November 24	No School Conferences
Tuesday, November 25	No School Conferences
Wednesday, November 26	Fall Break Begins
Monday, December 1	Classes Resume
Thursday, December 11	Christmas Program
Monday, December 22	Christmas Break Begins
Tuesday, January 6	Classes Resume
Monday, January 19	No School Martin Luther King Jr. Day
Monday, February 16	No School Presidents' Day
Tuesday, February 17	No School Teacher Work Day
Wednesday, March 11	No School Conferences
Thursday, March 12	No School Conferences
Monday, April 6	Spring Break Begins
Monday, April 13	Classes Resume
Thursday, April 23	No School Inservice
Thursday, May 7	No School Evening Art Show
Thursday, May 14	End of the Year Celebration/Graduation



Contact Information

Teachers

Mrs. Cristy Seely.....preschool@stpaulsmaumee.org
Mrs. Tina Faulkner.....tfaulkner@stpaulsmaumee.org
Mrs. Molly Gillespie.....mgillespie@stpaulsmaumee.org
Mrs. Michelle Lott.....mlott@stpaulsmaumee.org
Mrs. Jeny Mazza.....jmazza@stpaulsmaumee.org
Mrs. Erin Perry.....eperry@stpaulsmaumee.org
Mrs. Jenny Robbins.....jrobbins@stpaulsmaumee.org
Mrs. Robin Stein.....rstein@stpaulsmaumee.org
Mrs. Kelly Vance.....kvance@stpaulsmaumee.org
Mrs. Amanda Wilt.....awilt@stpaulsmaumee.org

St. Paul's Staff

Rector, The Rev. Dr. Paul J. Board.....paul@stpaulsmaumee.org
Church Bookkeeper, Mariia Vozniuk.....finance@stpaulsmaumee.org
Church Secretary, Ana Souza.....office@stpaulsmaumee.org

ELIZABETH WAYNE PARENTS' ORGANIZATION

The Elizabeth Wayne Parents' Organization (EWPO) is a vital part of our school. Every EWP family is encouraged to become involved with EWPO. The organization holds monthly meetings, fundraisers, and special events. EWPO has purchased equipment for the playground, waterproof suits, classroom materials, plus much more for the school. EWPO provides a great opportunity to meet other preschool families.

Upcoming EWPO Events

- August 12 - EWPO Meeting
- August 14 - Parent Meeting
- September 2 - SNAP Fundraiser Starts
- September 9 - EWPO Meeting
- October 2 - SNAP Fundraiser Ends
- October 7 - EWPO Meeting
- November 4 - EWPO Meeting
- December 2 - EWPO Meeting
- January 6 - EWPO Meeting
- February 3 - EWPO Meeting
- March 3 - EWPO Meeting
- April 7 - EWPO Meeting
- May 5 - EWPO Meeting

EWPO meets monthly in the preschool. A meeting schedule will be available at the beginning of the school year. All parents are invited to become involved with this fun organization!



NOTES: