

**ST. PAUL  
EARLY EDUCATION CENTER  
PARENT BOOKLET**



**276 East Bagley Road  
Berea, Ohio 44017**

**440.243.1144  
FAX: 440.243.8184  
E-mail:  
officestaff@stpaulbera.org**

**3—5 year olds  
Morning  
and  
Afternoon**

**2024-2025**



### **Philosophy of the Center**

St. Paul Early Education is a non-profit Christian center for young children and their families. It is a place where children are encouraged to develop their own unique, individual skills and talents.

The center provides a healthy, loving child-centered environment to aid young children in their intellectual, spiritual, social, physical and emotional growth.

***Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6***

### **General Information**

St. Paul Early Education Center is located at 276 East Bagley Road (*at Eastland*), Berea, Ohio. The phone number is: 440-243-1144.

### **Center Parent Information Required by Ohio Administrative Code appendix C to rule 5101:2-12-07**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility 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 Ohio Department of Job and Family Services.

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 facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. 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>

If for any reason a parent would need assistance in resolving a problem related to St. Paul Early Education Center, please contact the school board president.

\*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  
(614) 644-2703 (Voice)  
1-866-277-6353 (Toll Free)  
(614) 752-6381 (FAX)  
1-866-221-6700 (TTY) or  
(614) 995-9961

*\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-07 of the Ohio Administrative Code.*

The Administrator’s hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early interventions service’s for you child, please visit: <http://jfs.ohio.gov/cclc/families.stm>

## Daily Schedule

A sample of our basic daily schedule follows:

### 3 yr. old class M & T (9:00—11:30)

- 9:00 - 9:15 Arrival activities
- 9:15 - 9:45 Free Play
- 9:45 - 10:00 Clean-up
- 10:00 - 10:20 Circle time
- 10:20 - 10:30 Alternate music/gym time/Bible story
- 10:30 - 11:00 Free play
- 11:00 - 11:15 Snack time
- 11:15 - 11:30 Dismissal

### 4 yr. old class W, TH, F (9:15—11:45)

- 9:15 - 9:25 Arrival
- 9:25 - 9:55 Circle time/Story time
- 9:55 - 10:50 Free play/Center activities
- 10:50 - 11:00 Clean up
- 11:00 - 11:20 Alternate music/gym time/Bible story
- 11:20 - 11:30 Snack time
- 11:30 - 11:45 Dismissal

### Pre-K class T, W, Th, F (12:30—3:00)

- 12:30 - 12:45 Arrival
- 12:45 - 1:15 Sit down/table activities
- 1:15 - 1:45 Circle time
- 1:45 - 2:15 Free play/clean up
- 2:15 - 2:30 Alternate music/gym time/Bible story
- 2:30 - 2:45 Snack time
- 2:45 - 3:00 Dismissal

An average day at the center includes, but is not limited to: art, music, dramatic play, language development, listening skill, math, large and small motor activities, creative play and Bible stories. There is also time for a snack, occasional field trips and special visitors. We have no facility for outside play.

|             | <b>Staff/Child Class Size</b>         | <b>Ratio</b> |      |
|-------------|---------------------------------------|--------------|------|
| 3 year olds | 18 students 1 teacher and 1 assistant |              | 1/9  |
| 4 year olds | 20 students 1 teacher and 1 assistant |              | 1/10 |
| Pre-K       | 20 students 1 teacher and 1 assistant |              | 1/10 |

### Days and times

|            |              |                                   |
|------------|--------------|-----------------------------------|
| 3 year old | 9:00 -11:30  | Monday-Tuesday                    |
| 4 year old | 9:15 -11:45  | Wednesday-Thursday-Friday         |
| Pre-K      | 12:30 - 3:00 | Tuesday-Wednesday-Thursday-Friday |

\*Snacks will be given every day. We ask for monthly parent packaged donations.

\*If a child requires a modified diet snack, families will provide snacks for that child.

### Staff

The school is governed by a Board of Directors comprised of nine members, two of whom are parents of children in the early education center.

Our faculty has been carefully selected for experience and love of children. All teachers have an Early Childhood Education degree or a Bachelor's Degree in Education. All assistant teachers have experience and or Early Childhood Education degree or certification from the Department of Human Services.

### Enrollment procedures

The registration and physical forms must both be completed and returned with a check for the registration fee of \$75.00. Make checks payable to St. Paul Early Education Center. The registration fee is not refundable. Fee for subsequent children enrolled will be \$25.00. All children must be toilet trained. **No child will be allowed to attend without a current physical returned with the registration form. The 3 page Emergency Medical Form (JFS01234) must also be completed for each child prior to the first day of school.**

### Tuition for the school year is:

|              |                  |               |
|--------------|------------------|---------------|
| 3 year class | \$ 165 per month | September-May |
| 4 year class | \$ 185 per month | September-May |
| Pre-K        | \$ 205 per month | September-May |

The second child enrolled in the Center from the same family will have his/her tuition reduced \$10 each month.

### **The monthly tuition is due the first week of the month.**

To pay with Zelle—First, make sure your bank has Zelle. Open the link, send payment to: [EECClerk@StPaulBerea.org](mailto:EECClerk@StPaulBerea.org) Please include your child's name & the month you are paying. Personal check or money order accepted also.

You may mail your check to:

**St. Paul Early Education Center  
276 E. Bagley Road  
Berea, Oh 44017**

You will receive envelopes for the school year. There are no refunds for absences, vacations or cancelled days due to weather conditions. Tuition is non-refundable.

### **Scholarships**

There are a limited number of scholarships available to assist with tuition. Decisions are made by the Scholarship Committee based on need. Scholarship applications are included with each enrollment packet and may also be obtained from the office by calling 440-243-1144. All information and scholarship amounts are kept confidential by the Scholarship Committee.

### **Custody**

Parents or guardians, custodians or relatives by blood, marriage or adoption shall mean:

- The child's lawful mother or father to include the natural or adoptive mother or father, or the stepmother or stepfather, if no subsequent judicial decree has divested one or both of them of the statutory co-guardianship, as created by their marriage or
- Any individual or agency whose status with respect to the child has been established by Judicial Decree.
- Parents must provide a copy of any custody agreement,
- Access to child cannot be denied to a parent without legal documentation.

### **Parent Participation**

- During the school year, a series of programs will be offered to assist and support parents of young children.
- Parents are welcome to visit the school at any time.
- A conference will be held in March or April to discuss your child's progress. Parents will be notified of the meeting in writing.
- Information will be sent home monthly regarding the activities at the center.
- A meeting will be held in August for the parents to tour the facility, meet the staff and become familiar with the goals and objectives of the program.
- Parents should check the newsletter and the center bulletin board for additional information about school.

- You are always welcome to discuss your child's needs and progress with their teacher.
- Parents can feel free to contact the administrator or a teacher when assistance is needed with problems or concerns related to their child or our program.
- Parent volunteers can be used throughout the school year. This is especially true during field trips. Information about these opportunities will be in the newsletter.
- Parents are to check their child's book-bag daily for information about the program and/or their child.
- Location for onsite breast feeding is in the 3 empty classrooms across from preschool rooms.

### **Conferences and Evaluation**

A written report on your child's progress will be sent home in November. A parent/teacher conference will be held in March or April to discuss your child's progress. However, a parent may request a conference at any time if they have a concern regarding their child.

Formal screenings used are DIAL 3 and no data is reported to ODJFS.

### **Monthly Newsletter and Calendar**

A monthly newsletter and calendar will be sent home at the beginning of each month, listing monthly activities and news.

### **Arrival and Dismissal Procedure**

For arrival, parents are to bring their child to the west door #1 at their child's designated start time, and wait until teachers open doors.

For departure of children, parents are to wait at the west door #1. Each child will be directed to their parent or guardian. Any non-family or guardian picking up will have their ID checked against our St. Paul Early Ed. Transportation form, kept on file for each child. If ID does not match transportation form, child will be brought back to classroom & staff contacts parent or guardian to arrange pickup of the child.

We have no absent day policy for children.

## **Releasing a child according to a custody agreement -**

We require a copy of the custody agreement to keep with child's file and St. Paul Ed. Transportation form.

## **School year calendar and closings**

- The school year will run from September to May. We will follow the Berea City School calendar for vacations and snow or weather related closings. Please watch local news/weather apps for updates on closures.
- If an illness occurs with one or both staff members and we have no substitutes to fill in, our school will be closed.
- Teachers will Text families if a closure happens.

## **Snacks**

Parents will be asked to provide a nutritious snack for their child's class at least one time during the school year. A list of suggested snacks/juice will be provided at the August parent orientation meeting.

If your child requires a modified snack. We will ask you to send in snacks for only your child and they will only eat those snacks sent in for them. The snacks must be placed in a container with your child's name clearly labeled.

## **Dress**

Children should wear comfortable play clothes since they will be actively engaged in a variety of learning experiences. SINCE COATS, SWEATERS, BOOTS, HATS AND MITTENS OFTEN LOOK ALIKE, PLEASE BE SURE YOUR CHILD'S NAME IS ON ALL OF HIS/HER BELONGINGS. An additional set of clothes is required to stay at school. These clothes need to be in a plastic bag with all clothing marked with your child's name.

## **Show and Tell**

Your child will have an opportunity periodically to participate in Show and Tell. Children may bring toys, books and other items of interest to talk about. Toy guns or weapons are not permitted. You will be informed when it is your child's turn to bring something to share with the group. All other times, toys from home need to stay at home.

## **Birthdays**

Birthdays are special and we want to incorporate the child's family for their special day. We call it, "Bring a Special Person to



School Day.” The special person comes and plays at school with the birthday child. Parents can bring a special snack for the children to share. A special birthday poster is made and placed on the Birthday Wall. Please advise a staff member when your child’s birthday will be celebrated and a more detailed letter will be sent home at that time.

### **“Star of the Week”**

Each child will have a turn to be highlighted as “Star of the Week” in his or her classroom. The child may bring in photographs and other special items to share with the class. Families will make a poster for the room about their child’s family members and favorite activities. This activity will begin in the month of January.

### **Special Programs**

If we have a special program (i.e.: Soccer) we will require each child to have a permission Slip Signed by legal guardian before child may participate in the program.

Our Soccer program will take place 1 day a week for 30 minutes in our Big Gym Room. It will be conducted by a Coach employed by Soccer Shots. All children will be supervised by both St. Paul Early Ed Center teachers.

All coaches are background checked and have all credentials required through ODJFS on file at the school.

### **Discipline/Supervision Policy**

Our philosophy is that discipline should always encourage the child to set and learn self-limits. It is not used to punish, but to give guidance and to teach. Corporal punishment is NEVER used at St. Paul Early Education Center. Children will be taught how to set their own limits during classroom activities, and will learn how to share with a group. Limits and classroom rules are set and enforced in the classroom, in our building and during field trips.

The methods of discipline to be used are: explaining to the child the appropriate behavior versus the unacceptable behavior; positive reinforcement, redirection of the child and one-on-one discussion will help to maintain appropriate behaviors.

Warnings will be given after it is known that the child understands the appropriate behavior or use of equipment. He/she may be removed from an activity or group if he/she is unable to manage acceptable behaviors. He/she would be

removed to another area under supervision of a staff member. The guiding premise of discipline is that a child may not hurt him/herself or others, or be destructive to property.

The staff person in charge of a child or a group of children is responsible for their discipline. All staff members will be trained in appropriate discipline techniques and receive copies of the center's discipline policy.

The children will be supervised by 2 teachers at all times.

### **General Emergency or Evacuation**

If an incident should occur that would require the building to be evacuated, the children would be escorted to Berea-Midpark High School which is located at 165 E Bagley Road in Berea (located diagonally across from St. Paul Lutheran Church.) Parents would go to the main office located on the first floor of the school to pick up their children.

### **Disaster Plan**

Both teachers will have cell phones to contact families if an emergency happens.

### **Weather Emergencies:**

School will be closed due to dangerous weather.

### ***Thunderstorms/Tornadoes/ Earthquakes:***

We will move to the inner hallway by the sanctuary that has no windows and use proper tornado practice position. Children will be supervised by both teachers.

### ***Flash Flooding:***

We will move children into our church attic located in room F.

### ***Major snowfall, blizzard, ice storm:***

If school is in session we will keep the children in the main classroom until parents retrieve their child from school. Otherwise, school will be closed due to dangerous weather.

### **Emergency lockdown or evacuation:**

***Indoor:*** Immediately lock all classroom doors. Pull covers down on both doors. Move all children to front left corner of main classroom. Keep everyone out of the sight line of anyone in the building. Call 911.

***Outdoor:*** We do not have an outside play facility. If evacuation is required at pick up time, we will evacuate to Berea-Midpark High School.

***Hazardous materials, spills, gas leaks or bomb threats:***

We will evacuate to Berea Midpark High School with all contact information for children.

***Outbreaks, epidemics or other infections disease:***

We will notify parents by phone. We will require affected child/ children to be removed and stay removed until outbreak epidemic or infections disease has run it's course.

***Loss of power, water or heat:***

We will cancel school and parents will be notified to retrieve their child/children.

In all above mentioned cases, all children and children's records shall remain with Lead Teacher and Assistance Teacher. Parents are contacted and each child is retrieved from school or evacuated to Berea-Midpark High School.

Cell phone will be used if land line use is unavailable.

***Training staff and updating of plan:***

Staff consists of one lead teacher and 1 assistant teacher. A yearly review will be conducted on all above mentioned evacuation procedures.

***Contact with local emergency officials:***

Police/fire 911

***Dismissal Policy***

In the event that a behavior problem arises with a child, the following steps will be taken:

1. The center will notify the parents and arrange a convenient time for a conference.
2. At the conference, parents and staff will set goals.
3. Interventions will be discussed and specific ones will be selected and implemented.
4. Behavior will be documented.
5. A follow-up conference will be held so parents and staff can discuss progress, and either continue previous goals or discuss new interventions.
6. Dismissal would be a last resort. Parents would be given two week's notice in writing, after being notified of the decision by phone or during a conference.
7. A copy of the letter will be sent to the parents and the center's governing board.

## **Safety/Emergency and Transportation Policy**

1. No child shall ever be left alone or unsupervised.
2. For arrival, parents are to bring their child to the West Door #1.
3. For departure, staff will escort all children in all classes to the identified door of the building. As parents pull up to the door, a staff member will escort each child to the car.
4. The center has immediate access at all times to a working telephone within the building used for the early childhood center and cell phones will be used.
5. A child-care staff member shall immediately notify the local Department of Human Service when she suspects that a child has been abused or neglected.
6. The use of aerosols shall be prohibited when children are in attendance at the center.
7. No child will be released to anyone other than a parent or guardian unless the teacher is previously notified.
8. In case of an emergency and/or accident, the center would follow the posted medical and dental emergency plan. The center would administer first aid, summon emergency transportation and contact parents.
9. Whenever an accident or injury occurs or when any other incident necessitates such as the emergency transportation of a child, the center shall notify the parent and complete a report.
10. Fire and weather emergency drills will be held each month. Records of fire drills and weather drills are available at the center. Lock Down Drills will be conducted quarterly.
11. The center has a fire emergency and weather alert plan posted in each classroom which explains action to be taken and staff responsibilities in case of fire emergency or weather alerts. Evacuation routes are diagramed.
12. Our center's plan for safety whenever the children are transported from the center on field trips, special outings, or routine trips is as follows:
  - A. Staff/child ratio will always be two teachers for not over 24 preschoolers or 1:12.
  - B. Parents and guardians will transport their own child/children to and from field trips.

- C. A person trained in first aid shall be available on each field trip or special outing.
- D. A first aid box shall be available on the trip, which meets the requirements.
- E. Each child on the field trip or special outing shall have identification attached to him/her containing the center's name and address and telephone number to contact.
- F. An emergency transportation authorization form and health record is to be taken on all outings.
- G. Written permission is needed from the parent for each child transported to and from the center for routine trips, field trips or special outings. It includes the child's name, destination, date and time trip will take place, signature and date parent signed
- H. Parents who are transporting children on field trips or special outings have to meet and maintain the child restraint system requirements. (Children under 4 years of age or 40 pounds require a car seat.)
- I. Any vehicle owned, operated or leased by the center is required to meet the motor vehicle lighting requirements and the child restraint system requirements.

### **The Communicable Disease/Management of Illness Policies**

- A. A child care staff member with currently valid training in the management of communicable diseases according to rule 5101:2-12-16 of the Administrative Code shall observe each child daily upon arrival at the center.
- B. The center shall immediately notify the parent or guardian of the child's condition by phone when a child has been observed with signs or symptoms of illness.
- C. Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:
  - (1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
  - (2) Diarrhea (three or more abnormally loose stools with in a twenty-four hour period);

- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (4) Difficult or rapid breathing;
- (5) Yellowish skin or eyes;
- (6) Redness of the eye or eyelid, thick and purulent (pus) discharge, burning, itching, eye pain, obvious discharge or matted eyelashes;
- (7) Untreated infected skin patches, unusual spots or rashes;
- (8) Unusually dark urine and/or gray or white stool;
- (9) Stiff neck with an elevated temperature;
- (10) Evidence of untreated lice, scabies, or other parasitic infestations;
- (11) Sore throat or difficulty in swallowing;
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

D. Isolation precautions: a child isolated due to suspected communicable disease shall be:

- (1) Within sight and hearing of an adult at all times;
- (2) Cared for in another room or portion of a room away from other children;
- (3) Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

E. Preventative practices: The center shall implement the following practices for the management of communicable disease on a daily basis:

- (1) The center shall provide training for all staff in hand washing and disinfection procedures prior to working with children;
- (2) The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness;
- (3) The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease;
- (4) Centers shall follow the current version of the JFS 08077 "Ohio Department of Health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.

F. Administration of medication

(1) Prescription medication, the center shall secure and follow the written instructions of a licensed physician to prescribe medication, JFS 01217 "Request for Administration of Medication" (Rev.12/2016) form shall be valid for no longer than 12 months. All instruction on this form shall be followed. The center shall also secure written instructions from the parent or guardian on the form.

(2) The prescription label needs to contain the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration; the prescription label is attached to the original container.

(3) When administering the medication the center shall:

A. Assure that the medication is not administered for any period of time beyond the date indicated by the physician, or for twelve months whichever comes first.

B. Designate individuals who will administer prescription medications.

C. Verify each administration or application of medication by documenting it on the JFS 01217.

D. Assure that dosages administered by the center do not exceed prescribed dosages.

E. Assure that a separate form is used for each medication to be administered.

F. Assure that completed forms be kept on file at the center for review by the department for at least one year following the administration of the medication.

G. No school age child shall be permitted to carry his own medication or ointments.

(4) When storing medication the center shall:

A. Assure that all medication is given directly to center personnel for immediate safe storage.

B. Refrigerate medication as needed immediately upon arrival at the center and store in a separate container to prevent contamination with foods.

C. Keep medications out of the reach of children.

D. Remove all medications from the center when no longer needed or if the label indicates that the medication has expired.

(5) If medical foods are required, parents will inform staff in writing of needs and directions of administering such food. Parents will provide such food.

G. Care of children without immunizations. We as a school in an immunization exempt state are allowed to care for children

whose parents chose not to immunize. Proper documentation is kept on file for each child attending with written notification noted by excepted children's doctors.

- H. If a parent refuses to grant consent to transport a sick or wounded child to a source of emergency treatment, we will provide care for affected child until parent retrieves their child from school.
- I. Procedures relating to notice of the COVID-19 virus.
  - (1) If anyone (teacher or child) in the preschool is identified with the COVID-19 virus we will:
    - A. Notify the Cuyahoga County Health Department by the next business day. (216-201-2000)
    - B. Notify the Ohio Department of Job and Family Services by the next business day. (844-640-6446) (also in writing)
    - C. Contact the Church Office and the Preschool Chairman with the information by the end of the day.
    - D. If teacher or child tests positive for COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the preschool.
  - (2) Parental notifications.
    - A. If a family member of a child has COVID-19, the parents in that classroom will be notified, but school will continue. The parents of other children will make the decision on their child's attendance.
    - B. If a child in the preschool has COVID-19 all the parents in the school will be notified about which class the child was in but no information on the child. They will be told that if a teacher or child tests positive for COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, prior to returning to the center.
- J. Ensure compliance with the ADA: We will comply with the following:

The ADA requires that child care providers not discriminate persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the child's care center's programs and services. We will generally make our facilities accessible to persons with disabilities.



- K. Administering medication to children with disabilities  
We will use reasonable care in following a doctor's and parent's or guardian's written instructions about administering medication.

**5101:2-12-07**

**Written Information, Policies and Procedures to be Provided to Parents/Guardians of Children in Licensed Child Care Centers**

The standard procedure for parents or guardians to receive a list of contact information for other parents and guardians with children attending the center. Only those individuals who indicate on the JFS 01234 "Child Enrollment and Health Information" (rev.12/2016) that they want their contact information made available should be included on the list. The list shall only be given to parents or guardians of a child who attends the center and individuals associated with the center who request it for center related business.