

# TUMPS

## Parent Handbook

### **Policies and Procedures**

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Columbus, Ohio 43212  
(614) 488-3659  
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[director@tumpsonline.org](mailto:director@tumpsonline.org)

Trinity United Methodist Preschool  
**(TUMPS)**

Dear Parents,

We are thrilled to begin a new year at TUMPS and excited to have you as a part of it. TUMPS will continue its tradition of providing a loving, safe, educational and fun environment for preschoolers to explore the world.

We are always available to parents and children. We're here to help, provide resources and generally visit!

Please do not hesitate to stop in if you have any questions. Our door is always open.

## **PHILOSOPHY AND GOALS**

Trinity Church is privileged to provide support for the TUMPS program. We warmly welcome all TUMPS families to participate in the worship, education, fellowship and service in the life of our congregation. Whether or not at Trinity, each TUMPS family is encouraged to be active in the life of the church of its choice.

In the TUMPS statement of purpose the preschool shall endeavor to meet the individual needs of children in the following ways: socially, emotionally, intellectually, and physically. We believe that effective educating and nurturing is a lifelong challenge. As preschool is probably your child's first educational experience, we have written some goals or expectations for his/her early childhood school years.

TUMPS will provide opportunities for each child:

### **Spiritually**

- ◇ TUMPS partners with Trinity United Methodist Church to provide access to explore and appreciate God's world through his/her school, family and friends

### **Socially**

- ◇ to begin to share and interact with others
- ◇ to work as part of a group
- ◇ to learn to take turns
- ◇ to listen and respond
- ◇ to cooperate with and respect peers, teachers, property and self

### **Emotionally**

- ◇ to express feelings in an acceptable way
- ◇ to gain independence, self-control and patience

### **Intellectually**

- ◇ to gather information and explore the world around him/her
- ◇ to question and reason

- ◇ to learn age-appropriate skills
- ◇ to learn and follow rules and routines
- ◇ to learn to make choices

### **Physically**

- ◇ to develop large and small muscle skills, coordination, and control
- ◇ to assume responsibility for his/her daily needs

As your child's teachers, we will endeavor to help your child meet these goals in a nurturing and loving classroom that is age appropriate

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## **TUMPS PROGRAMS**

### **Hours of Operation**

TUMPS is in operation Monday through Thursday 9:00 A.M. to 3:15 P.M and Fridays 9:00 A.M. to 11:30 A.M.

TUMPS offers an Early Drop-Off program Monday through Friday 8:15 A.M. to 9:00 A.M.

### **Tykes**

TUMPS Tykes is a program for caregiver and child that was developed to fill the needs of the children in the year preceding preschool. The program meets once a week for one hour. "Tykes" must be 18 months old before September 30.

### **Tots**

Tots are older twos and young threes who attend without their parent. The child must be two by the beginning of March of the entering year. The class will be limited to fourteen children. Parents are expected to assist on a rotating schedule.

### **Three's**

TUMPS offers a morning 3 year old class which meets 3 days a week. Any child who will be three by September 30<sup>th</sup> of their entry year is eligible. Class ratio is 2 teachers to up to 18 children.

### **Four's**

TUMPS four year-old programs consist of morning classes that meet four or five days a week. Any child who will be four by September 30<sup>th</sup> of their entry year is eligible. Class ratio is 2 teachers to up to 18 children.

### **3/4 Split**

TUMPS offers a three year old and four year old split class which meets 4 afternoons a week. Any child who will be three by September 30<sup>th</sup> of their entry year is eligible. Class ratio is 2 teachers to up to 18 children.

### **Starflight**

Starflight is a pre-kindergarten program that meets 5 mornings a week. It is open to children who will be 5 by September 30<sup>th</sup> of their entry year. Four-year olds may be admitted with the approval of the director. Class ratio is 2 teachers to up to 18 children.

**Basic Daily Class Schedules**

<b>Tots</b>	
9:00 am – 10:15 am	Free Play & Clean Up
10:15 am – 10:30 am	Circle Time
10:30 am – 10:40 am	Wash Hands
10:40 am – 10:50 am	Snack
10:50 am – 11:00 am	Book Time
11:05 am – 11:25 am	Outdoor/Indoor Play – Large Muscle
11:30 am	Dismissal

<b>3's AM</b>	
9:00 am – 9:15 am	Welcome/Wash Hands/Morning Meeting
9:15 am – 10:05 am	Free Play/Art
10:05 am – 10:25 am	Large Muscle Play
10:25 am – 10:45 am	Free Play
10:45 am – 11:05 am	Clean Up/Group Circle
11:05 am – 11:20 am	Wash Hands/Snack
11:20 am – 11:30 am	Book Time/Share

<b>3x4's Split PM</b>	
12:45 pm – 1:00 pm	Welcome/Wash Hands/Afternoon Meeting
1:00 pm – 1:50 pm	Free Play/Art
1:50 pm – 2:10 pm	Large Muscle Play
2:10 pm – 2:30 pm	Free Play
2:30 pm – 2:50 pm	Clean Up/Group Circle
2:50 pm – 3:05 pm	Wash Hands/Snack
3:05 pm – 3:15 pm	Book Time/Share

<b>4's AM</b>	
9:00 am – 9:35 am	Welcome/Wash Hands/Thematic Study, read aloud, science experiments, songs, calendar, weather
9:35 am – 10:20 am	Free Play
10:20 am – 10:25 am	Clean Up/Wash Hands
10:25 am – 10:40 am	Snack
10:45 am – 11:05 am	Large Muscle Play
11:05 am – 11:25 am	Circle Time: letter study, number practice, movement, stories
11:25 am – 11:30 am	Pack up/Dismissal

<b>5 x 4's AM</b>	
9:00 am – 9:55 am	Morning Meeting, Exploration & Small Group Work
9:55 am – 10:00 am	Ring Bell & Clean Up
10:00 am – 10:25 am	Group Circle
10:25 am – 10:45 am	Large Muscle Play
10:45 am – 11:10 am	Wash Hands, Snack & Independent Book Time
11:10 am – 11:30 am	Circle & Daily Wrap Up

<b>Starflight</b>	
<b>9:00 am – 9:45 am</b>	<b>First Circle – Story, Daily Discussions, Group Games</b>
<b>9:45 am – 10:05 am</b>	<b>Large Muscle Play</b>
<b>10:05 am – 11:00 am</b>	<b>Free Play, Art, Science, Cooking, Open Snack</b>
<b>11:00 am – 11:05am</b>	<b>Clean Up</b>
<b>11:05 am – 11:25 am</b>	<b>Second Circle – Calendar, Weather, News, Music</b>
<b>11:25 am – 11:30 am</b>	<b>Prepare for Dismissal</b>

### Scheduled School Closings

<b>November 3, 2020</b>	<b>Election Day – Polls at Trinity</b>
<b>November 25-27, 2020</b>	<b>Thanksgiving</b>
<b>December 14, 2020 thru January 1, 2021</b>	<b>Christmas Break</b>
<b>January 18, 2021</b>	<b>Martin Luther King Day</b>
<b>February 15, 2021</b>	<b>President’s Day</b>
<b>March 15 – 22, 2021</b>	<b>Spring Break</b>
<b>April 2, 2021</b>	<b>Good Friday</b>

### Enrichment Programs - TBD

Enrichment programs are offered beginning in October. Classes meet from 11:40 am to 12:40 pm. If your child attends morning pre-school class, the classroom teachers will be responsible for getting your child to the appropriate activity. It will be your responsibility to pick your child up at 12:40 pm. If your child attends afternoon pre-school class, you will need to bring your child to the appropriate activity classroom at 11:40 am, the activity teachers will see to it that your child gets to their classroom by 12:45 pm.

### Assessments

TUMPS conducts child assessments in order to help prepare for parent/teacher conferences. Since we are not part of the Step Up To Quality program, these assessments are not reported to ODJFS.

## SCHOOL INFORMATION

### Policy for Late Pick-ups

Parents who pick up their children late will (at the discretion of the teachers):

1. Be given a verbal warning the first time they are late.
2. Be given a written warning the second time they are late, (to be filled out by the staff who stayed late and signed by the parent-one copy to parent, one copy to Director).
3. Will be charged \$5.00 after 15 minutes and \$1.00 per minute for every minute of tardiness thereafter.

Teachers must report this to the director so the family can be charged. Teachers who stayed late will receive this pay.

### Admissions

A child is considered enrolled at TUMPS only after the registration fee of \$50 and the September tuition for the following year (both non-refundable) are paid, the administrator

confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

**TUMPS requires all students to be immunized with the vaccines recommended by the American Academy of Pediatrics and the American Academy of Family Physicians.**

TUMPS is accepting of all children. TUMPS admits children of any race, color, national and ethnic origin to all the rights, programs and activities of the preschool. It does not discriminate on the basis of any of these factors in administration of its educational policies, admissions policies and scholarship. If your child is not able to function in our curriculum and student-teacher ratio, the administrators and teachers will handle this on an individual basis. Children should be capable physically, emotionally, socially and mentally for full participation in our preschool program.

### **Tuition/Fees and Payment Policies**

**Tuition is due on or before the first of each month.** Since this is a non-profit organization, all monies are used for teacher salaries and materials needed for maintaining and enriching your child's school experience. Tuition is figured on a yearly basis but divided into nine monthly payments for convenience of billings. Some months are short (December and May) so we account for this by dividing the yearly tuition by 9 equal payments. Tuition may be paid in a monthly or yearly amount. All payments go through Brightwheel. The office does not accept payments.

A \$20 charge is assessed for late payments after the 10<sup>th</sup> day of each month.

### **Other Fees**

At the time of registration, TUMPS requires a one-time, non-refundable registration fee of \$50.

### **Absences**

There is no reduction in tuition when a child is absent for any reason. Additionally, tuition is not reduced when TUMPS is closed for holidays or snow/weather/emergencies. A child may only come to school on the day(s) that he/she is enrolled.

### **Financial Assistance and Scholarship**

TUMPS is always concerned about the well being of its families. If unexpected financial circumstances arise, please contact the Director regarding availability of scholarship funds.

Our tax ID number is available upon request.

### **Withdrawal or Dismissal**

The parents may withdraw a child anytime with a 30 day notice in writing. In the event a child is withdrawn and then wants to return, the tuition for the withdrawal period must be paid. This is always the case except in a situation where the family has moved out of town and returns and a slot in the class is available.

The school has the authority to ask a parent to withdraw a child when the situation is jeopardizing the well being of a classroom atmosphere. All care will be given to work through all problems to the best interest of child, parents, teachers and class.

### **Policy for Resolving Issues**

It is our hope that no major issues will arise while your child is at TUMPS. If you have concerns, please talk to your child's classroom teachers first. The classroom teachers should make the Director's aware of parents concerns and how they are working to resolve them. Should further assistance be needed, please see the Director's so that we can work to resolve your concerns.

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## **TUMPS Policies**

### **Safety/Accidents/Emergencies**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. We have a safety plan in place for every kind of emergency. In the event that we evacuate off-site you will be notified as to where you can pick up your child. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted, via email and/or Remind, as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the event of a school lock down, parents will be notified via email and/or Remind as to the situation. No person may enter or leave the school property during a lockdown. TUMPS will communicate with parents the status of the lockdown and when they may pick up their child.

All staff members have received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. It will also be sent to Ohio Department of Job and Family Services by the next business day.

If a child is ill they will be isolated from the other children. An assessment will be made of the child's condition and the parent will be called. The Director will need to determine whether the illness needs to be reported to the Ohio Department of Health. If it is a reportable illness, the parents of children in the classroom will be notified of possible exposure. If a cot is used, it will

be sanitized after use. If the situation requires medical attention, ODJFS must be notified within 24 hours and the report submitted the next business day.

### **Arrival and Departure**

Pursuant to the Ohio Administrative Code rule 5101:2-12-19, all children will be supervised at all times. Parents or persons responsible for transporting the children must escort them to their classroom. Staff must be made aware of each child's presence before the parent departs. The responsible person will pick up children at the classroom during dismissal. If a child will be going home with someone other than a parent or the designated care giver, a written release form must be completed with the new pick-up person's name and must be given to the teacher. The teacher may ask this person for identification.

### **Release of a Child**

Staff will release children only to persons on the release form provided by the parent. The person picking up may need to show identification to the teacher before your child will be dismissed to them. If an emergency arises the parent must call the Preschool office at 614-488-3659, with permission for the person to pick-up their child. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

### **Custody Agreements**

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Absent Day Policy**

If your child will be absent from school, please notify the Director's and/or classroom teachers by phone or email.

### **Children arriving from other programs or activities**

TUMPS should be notified by a child's parents if their child will be coming to school from another program or activity. The child's classroom teachers will be informed as to who will be dropping them off. If a child does not show up at their designated time, the classroom teachers or directors will contact the parents immediately. If the parents can not be reached, we will call the emergency contacts listed on the child's emergency form.

### **Birthdays**

Parents who wish to bring refreshments for their child to share with his/her friends on the child's special day may do so. Please coordinate with the teachers concerning any classroom allergies. Summer birthdays may be celebrated anytime during the year as the "1/2" birthday. Birthday snacks should be SIMPLE. We ask you to **not send peanut products, cakes, cupcakes, or party bags and favors**. Our snack time is fun, but limited.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If any of our staff are suspicious that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.



**Field Trips**

TUMPS does not take field trips. Therefore, TUMPS does not provide or use any forms of transportation.

**Staff Ratios**

TUMPS follows the licensing staff ratios below. In most classes, we limit the number of students to well under the maximum group size.

<b>Age of Children</b>	<b>State Child Care Staff Member/Child Ratio</b>	<b>TUMPS Child Care Staff Member/Child Ratio</b>	<b>TUMPS Maximum Group Size</b>
<b>Older Toddlers</b> (at least 2 ½ years and less than 3 years)	1:8	1:8/2:14	14
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:12	1:12/2:18	18
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	1:14/2:18	18
<b>Young Schoolagers</b> (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	1:18/2:18	18

**Food Supplements or Modified Diets****Our school is a peanut free zone.**

Please do not send food to the school containing peanuts for a special classroom snack and/or Enrichment class lunches. If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this and it must be on file in the office. Please speak with the administrator for more details regarding this.

**Meals and Snacks**

**TUMPS is a peanut free area.** TUMPS does not provide any meals. We supply the daily snacks for each classroom. Parents may bring in birthday snacks, keeping in mind that we are peanut free. Please check with your child's teachers before bringing in a snack.

**Enrichment Lunches**

Please send a light lunch or snack with your child. **TUMPS is peanut free. Do not send your child with peanut butter sandwiches, nut butter sandwiches, candy bars with nuts, etc.**

## **Guidance Policy**

TUMPS staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be removed from a situation to give him/her a chance to regain control if they are having a difficult time. This separation will be age appropriate in length (no longer than 1 minute per age – i.e. 2 year old no more than 2 minutes) and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to un-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

## **Inclement Weather – School Cancellations**

In case of inclement weather, we will follow the Upper Arlington Schools in closing. If Upper Arlington Schools are closed, TUMPS is closed. If Upper Arlington has a **delay** we will be open at 9:00 am and it is up to your discretion as to whether or not you bring your child. Should TUMPS be closed, for any reason, you will be notified by email from the Director's and the classroom teachers. Tuition is not reduced when TUMPS is closed for snow/weather/emergencies. A child may only come to school on the day(s) that he/she is enrolled.

## **Management of Illnesses**

TUMPS will provide children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. **We ask that you not bring a sick child to the center. Sick children may be sent home!** Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A letter or e-mail sent home will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

In order to abide by the rule 5101: 2-12-16 OAC, a child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

1. Temperature of 100 degrees F or higher – in combination with any other signs of illness
2. Diarrhea (more than three abnormally loose stools within a 24 hour period)

3. Severe coughing (causing red or blue face or makes a whooping sound)
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated skin patches, unusual spots or rashes
8. Unusually dark urine or grey or white stools
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies or other parasitic infestation
11. Vomiting more than once or when accompanied by any other sign of illness
12. Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated in the Director's Office and carefully observed for symptoms. If a thermometer is used, it will be sanitized after each use. There is a cot located in the office should a child need to lie down. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pickup the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member.

### **Immunizations**

**Students must be immunized with the vaccines recommended by the American Academy of Pediatrics and the American Academy of Family Physicians.**

### **Medications**

The center will administer medications to a child only after the parent completes a Request for Medication form and a Child Medical/Physical Care Plan. This applies to prescription and non-prescription drugs. All proper sections must be completed and the medication must remain at TUMPS for the school year. Medication will be stored in a designated area inaccessible to children. Medications, both prescription and non-prescription, may **NOT** be stored in a child's cubby or book bag. Additionally, we do not allow school age children to carry prescription or non-prescription medication on them.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements; outdoor play will be included in our program on a daily basis, when weather allows. We will limit the amount of time outside when the temperatures are very warm or cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. We will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots during winter months. Good climbing shoes (no sandals, flip flops or slippery soles) are preferred. Label all coats, jackets, and school bags.

The TUMPS playground is available to families before and after school with parental supervision and at their own risk. TUMPS playground rules must be followed during these times.

### **Water Activities/Swimming**

TUMPS does not have any water or swimming activities.

### **Parent Participation**

Parents are always welcome at TUMPS. Parents may wish to attend class parties or simply stop in to join the daily fun. Please check in at the office to obtain a visitor's badge before you begin your visit. Teachers are always available to communicate with parents, however, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. We will also hold Winter Parent/Teacher conferences to help in this process.

If parents or employees have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. TUMPS Board of Directors

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

### **TUMPS Parent Support Group**

The TUMPS Parent Support Group provides support to TUMPS in many ways. They organize family events, hold informal coffees and sponsor a fundraiser for TUMPS during the year. Each class has a room representative parent who also serves on the Parent Organization planning committee.

### **Sharing**

Children are encouraged to share experiences, toys, books, etc. at sharing time. Items should be labeled. Please do not send toys such as guns, knives, etc. Jewelry can be easily lost, so unless it has some sharing value for your child, please discourage your child from bringing jewelry or any valuable items.

### **Toileting**

Teachers will assist children in toileting as needed. All students are preferred to be toilet trained. Except the Tots. Please instruct your child in wiping procedures and hand washing. Children may attend preschool in "pull ups." Teachers will help children with urinating "accidents," if fresh clothing is available. Parents will be called to come if a bowel "accident" occurs. If the parents cannot be here to assist the change within a reasonable amount of time, the parent shall give the teacher permission to change the child.

### **Tote Bags**

Please send a large tote bag to be used by your child at TUMPS. Open bags are preferred, as the children can load open bags easier. Put his/her name in large letters on it.

**Lactation Room**

Room 005 in the lower level of the Church building, adjacent to the kitchen and restrooms, is a designated lactation room.

**Infant Care**

TUMPS does not provide infant care.

**Napping and Resting**

Since children are only in school 2 ½ hours, we do not provide a nap time. If a child is ill and needs to rest while waiting for a parent, there is a cot in the preschool office.

**Evening and Overnight Care**

TUMPS does not provide evening and overnight care.

**Authorization of Emergency Transportation of Children**

TUMPS requires parents to grant consent for the emergency transportation of their child. In emergency situations a squad will be called and the parent will be notified immediately. If the parent hasn't arrived before the squad leaves, a teacher will ride with the student. **TUMPS will not transport children.**

**Supervision Policy**

Staff will supervise children at all times during school hours. Parents need to maintain supervision before and after school hours.

**Ohio Department of Job and Family Services****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 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.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex disability or national origin 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>

\*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. (12-26-2016)

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## **Pandemic Addendum**

**The following is an addendum to our current handbook for the purposes of functioning during the COVID-19 pandemic. Please note that these procedures can change given the requirements and guidelines given to us by the Governor of the State of Ohio and The Ohio Department of Jobs and Family Services (ODJFS). If changes are made, we will notify our families of the specific changes. All the other TUMPS policies and procedures mentioned above remain unchanged.**

### **Parent Orientation**

**There will be no “in-house” parent orientation. Your child’s classroom teacher will send you an email prior to the start of school detailing your child’s classroom information.**

### **Classroom Set-up and ratios:**

**Student/Teacher ratios have been restored to pre-pandemic numbers per Governor Dewine and ODJFS. Therefore, we will return to our normal class sizes which will be up to 18 kids to 2 teachers for 3, 4 and 5 year olds, and up to 14 kids to 2 teachers for 2.5 year olds. Rooms will not mix inside or outside on the playground.**

## **Drop-off and Pick-up**

### **Drop-off procedure:**

1. Parents and children will remain outside the building.
2. Maintain a 6 ft. distance from family in front of you.
3. Parents, or accompanying adult, recommended to wear a mask.
4. Parent completes child health assessment on Brightwheel.

Parents will not be allowed in the building at drop-off or pick-up. Please prepare your child ahead of time because this will all be so different for them. Talk to them about having to wait in line and that you will not be able to go into the building with them.

### **Pick-up procedure:**

1. Parents recommended to wear a mask.
2. Wait outside the building.
3. Teacher will release children to you.

You will need to make arrangements with the TUMPS office if you will need to pick your child up early from school or if you will be late to school.

## **PPE**

Children will not be required to wear facial coverings. However, they can wear them if desired.

## **Large muscle play – playground/basement**

Children will engage in large muscle play during the day. Classes will not be permitted to mix during outside time.

## **Sickness Policy and Procedures**

### **5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center**

TUMPS abides by the rule 5101:2-12-16 OAC, Appendix B. These can also be found in our parent handbook online at TUMPS.org.

## List of COVID-19 Symptoms

- A temperature of one hundred degrees Fahrenheit or higher
- Chills
- New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New onset severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

In addition to the above rules, we expect each family to do a personal child wellness check before they come to school. If your child has a temperature, he/she cannot return until they are fever free for 24 hours without the use of fever reducing medications.

Parents will be asked to verify that their child has no cough or shortness of breath and if they have had any contact with COVID-19 in the past 14 days.

### Positive COVID-19 tests

If an administrator, employee, childcare staff member or an enrolled child tests positive for COVID-19, the center shall:

1. Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule 5101:2-12-16 of the Administrative Code.
2. Notify the local health department by the next business day.
3. Notify families whose children have been in contact with infected person. We will follow the guidance of the Health Department in determining if a room needs to be quarantined.
4. Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the program.



**Disclosure Statement**

**TUMPS will require a signed COVID-19 Pandemic Disclosure Form to be signed by each family.**

**Enrichment and Early Drop Off**

**There will be no enrichment classes or Early Drop Off.**

**Tuition**

**There will be no tuition refunds for missed days due to COVID-19.**

Revised 08/31/2021