

PARENT HANDBOOK

The Meeting Place Learning Center and Preschool
Cleveland, Ohio 44120



**The Meeting Place
Learning Center**



Rev. 2/01/2026

MISSION STATEMENT

The Meeting Place Preschool aims to meet the needs of the community by providing high quality education to three and four year olds. Preparing them for a successful school career and encouraging a lifelong love of learning.

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Welcome!

Welcome to The Meeting Place Preschool. We look forward to working with you and your family this year. Our mission is to meet the needs of our community by providing high quality education to 3 and 4 year olds. Preparing them for a successful school career and encouraging them for a lifelong love of learning.

Our program is structured primarily to:

1. Give your child a quality preschool education
2. Share bible stories and promote a love of Jesus and good citizenship
3. Identify those skill areas your child may need special help in
4. Offer individualized and small group tutoring to improve basic skills
5. Expose your child to a variety of educational enrichment activities and programs
6. Support your child's emotional and social growth

OPEN DOOR POLICY

The Meeting Place Preschool in Cleveland maintains an open door policy as it relates to all our programs. However, since COVID19 we encourage parents and guardians to make appointments to visit and participate so we can maintain appropriate social distancing and you can see how your child is doing. You may also call the office at 216-862-7408.

Postings

We have posted for public viewing the following items: State License, copy of rules , communicable disease chart, statement of parental access, names of persons in charge, current weekly menus, emergency plans for severe weather and fire, statement for visitors.

THE MEETING PLACE LEARNING CENTER PRESCHOOL

MISSION WORTHINESS

*People were also bringing babies to Jesus for him to place his hands on them. When the disciples saw this, they rebuked them. But Jesus called the **children** to him and said, "Let the little **children** come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."* ~Luke 18:15-17

The Meeting Place Preschool (TMPP) is committed to leveling the playing field for students in the inner city of Cleveland. TMPP believes that students in the Buckeye neighborhood deserve the same opportunities and experiences as their suburban counterparts.

Mirroring a regular school schedule, the preschool aims to develop language arts skills to increase their readiness for Kindergarten. The students will be in this program 5 days a week for 26 weeks. The preschool will have quality teachers and support staff that will build the student's literacy throughout the school year. While education in the classroom is important, a major focus is to increase parental engagement in the learning process. TMPP will host regular workshops for the parents to provide tools and support as they raise their young child.

TMPP aims to increase Kindergarten readiness in students that attend the program. The preschool will also help develop the proper social-emotional skills needed to thrive in the grade school environment. TMPP hopes to develop a lifelong love of learning.

THE MEETING PLACE PRESCHOOL

PROGRAM PROFILE

OBJECTIVES

The Meeting Place Preschool objectives are as follows:

- Academic Growth
 - o Provide kindergarten readiness*
 - o Provide lifelong love of learning*
 - o Provide meaningful activities that promote reading, writing, and problem solving*
- Emotional Growth
 - o Provide a positive atmosphere in which adults model Christian living*
 - o Help children to develop self-esteem, communication skills, and emotional maturity*
- Social Growth
 - o Provide recreational activities that support team building and cooperation*
 - o Provide arts, crafts, music, drama, etc. to enhance social growth*
 - o Provide an example, through staff, for students to emulate*
- Spiritual Growth
 - o Provide a caring, Christian environment in which children feel safe and loved*
 - o Provide a model, through staff, of Christ-like behavior*
 - o Take opportunities to teach spiritual values and biblical truths*

GOALS

The Meeting Place Preschool goals are as follows:

- *Establish and nurture a partnership between the parents, children, and the TMPP's staff*
- *Create an individualized plan for the child, based on teacher conferences*
- *Provide recreation*
- *Help students to achieve computer skills by the end of the school year*
- *Help students achieve acceptable social skills by the end of the year*
- *Provide a safe and supervised environment for students*

Curriculum and Activities

The Meeting Place Preschool's will use 'Creative Curriculum', a Step Up approved curriculum. We are a play based center and believe children learn through play. Children will be provided centers that encourage learning both academically and socially. We also believe a literacy rich environment fosters early reading skills and a lifelong love of learning.

All children participate in daily outdoor recreation and activities (weather permitting). We also use the gym if the weather does not allow us to go outside. We will go outside as long as the weather does not pose a safety risk to the children. Children will work on large motor skills in these areas, throwing, jumping, balancing.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child Abuse

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

EVENTS OF THE DAY

This is an idea of our schedule for the day, each day will look different. Check with your child's teacher for specific activities.

Welcome

Centers - dramatic play, writing, blocks, science, reading/listening, art,

Small group- projects, painting, small group lessons

Circle time- calendar, days of the week, greeting each other

Large Muscle time (inside or outside)

Circle time -reading a book together, playing a game, or discussing a lesson

Lunch12:00-12:30

Nap 12:30-2:30

Snack

Centers/Circle time

Clean up – The students will help with clean up. The staff will greet the student's parents and discuss the student's progress and achievements for the day if time permits.

Dismissal – students will check out no later than 5:00 late fees start at 5:05 pm

****TMPP starts at 8:00 am and ends at 5:00 pm. All students need to arrive and depart within those times.**

OUTSIDE TIME

As part of our philosophy, and research, we find it important to have free play time outside. This helps children with imagination, large motor development and their health. We follow a chart by the national weather service for the amount of time we can safely be outside when it is really hot or cold. We provide extra hats, gloves, even boots if needed.

If your child needs to stay inside more than five days, we will need a doctors note to accommodate that request.

Pre-K hours are Monday-Friday 8:00am to 5:00 pm

We follow the Cleveland Metropolitan school calendar
(When **CMSD schools are closed, we are closed, including snow days and holidays**, there are some exceptions made to help accommodate families and employees)

Payment and Late Fees

The Learning Center Preschool accepts Visa, MasterCard, Discover, Checks, Cash, and Money Orders. You can also make a payment through our website. Payment is due on Monday of each week. If tuition is not paid by Tuesday at closing time, a \$10.00 late fee will be charged to your account on Wednesday and \$5.00 per day until paid. Children with a past due balance will not be allowed to attend the following Monday unless the past due balance is paid in full. No account will be held for more than one week. We do not carry balances. Payments may be paid bi-weekly or monthly as long as tuition is paid for in advance. If for any reason you decide to withdraw your child from our center, a two week notice is required.

Pick up

A late charge of \$25.00 per child, per 15 minutes will be charged to all parents who do not have their children picked up by 5:00pm.

5:00 program ends

5:00-5:15 Grace period

After 5:15pm \$25.00 late fee applied every 15 min.

5:30 building closes

i.e. 5:40- \$25.00

*Late pick-up is not a program option. We end at 5:00, we understand things happen and provide parents with a grace period.

If a check is returned to us for any reason, a \$25.00 fee will automatically be charged to your account.

RELEASE OF YOUR STUDENT FROM THE MEETING PLACE PRESCHOOL

TMPP staff will not release a child to a person other than the custodial parent or guardian without prior verbal or written notice that is dated and signed by the custodial parent or guardian. A rare emergency may be granted if the parent or guardian calls due to an emergency. The person designated to pick-up the child will be asked to show a photo I.D., and will be asked to sign the child out of the center- know the pin to sign out. The child will not be released unless the person who is picking up the child has proper, complete, and current identification. Your child will not be released to any individual who is under the age of 18, or to any non-custodial parent or designated emergency pick up person who appears to be "under the influence" of alcohol or other mood altering substances.

Policy for Drop Off and Pick-Up (Revised for COVID-19)

Please make sure your child is at the center by 11:00 AM. All families and visitors will only have access to the front door of the facility or entry area. Only children and staff who are required for daily operations and ratio will be allowed inside the building and classrooms.

Parents will sign children in and out of the facility using a one-time use pen to prevent all contact with the computer or keyboard. There will be multiple pens. Each pen will be used only once and will be cleaned with a disinfectant wipe or other means before another person uses the pen.

Daily temperature checks and health screenings will be performed on all staff and children upon arrival and throughout the day.

Please do not enter the facility if you or your child is waiting for test results or has any of the following symptoms:

Fever above 100.4-Cough-Shortness of breath-Difficulty breathing-Respiratory symptoms-Chills-Repeated Shaking with Chills-Muscle Pain-Headache-Sore Throat

Anyone including all visitors, staff, and children that has a fever above 100.4 degrees Fahrenheit or exhibits respiratory symptoms, including cough or shortness of breath will not be allowed to enter and/or stay.

Staff conducting daily health screenings will use appropriate PPE, including a mask

Parent Responsibility /Handling Absences

To ensure the safety of the child, it is necessary that you contact TMPP when your child will be absent, or will not attend The Meeting Place Preschool. Call the Director at 216-862-7308, no later than 9:00AM of that day whenever any of the following situations arise:

1. Your child is ill and will not be attending the program on that day.
2. There will be a late drop off/ early pick-up for your child that day.
3. Your child will be absent due to vacation.
4. Your child is participating in other extracurricular activities.

Calendar and dates to know

A calendar of dates to remember along with vacation days when the school will be closed will be handed to each parent. TMPP WILL BE CLOSED ON ANY/ALL DAYS THAT CMSD IS CLOSED, AS WELL AS FOR THE SNOW DAYS.

HEALTH RELATED ISSUES

The health and well being of everyone involved in The Meeting Place Preschool is of utmost importance. We ask that if your child shows any sign of illness during the day that he/she not come to school that day. We are unable to accept children with untreated cases of head lice.

It is imperative that we are able to reach you and/or your emergency contacts at all times. It is vital that you keep the staff up to date on any address or phone number changes. A staff member will complete an incident report with in 24 hrs. of an injury. A parent will receive a copy to sign. A copy of the report will be kept in the child's file.

Handwashing, Health & Safety

Staff and students are not currently required to wear masks. Wearing a mask is always an option if you feel it is necessary for your child.

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- * upon arrival in classroom in the morning
- * before and after eating meals and snacks
- * after blowing noses, coughing, or sneezing or when in contact with body fluids
- * after toileting
- * after returning from outside play

All efforts will be made to reduce the number of children in each classroom and playground and to keep students a safe distance apart.

There will be no outside toys and stuffed animals allowed. Parents should only bring necessary items from home such as extra clothes and a blanket for nap.

Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.

All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.

Illness/Communicable Disease

If a child exhibits symptoms of a communicable disease, the parent, guardian, or previously designated emergency contact person will be expected to pick up the child as soon as possible. A child who is ill or is suspected of having a communicable disease will be separated from the group, but within the sight and hearing of an adult.

Our first priority at TMPP is providing a healthy, safe learning environment for all students. Students and staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the student from participating comfortably in activities; an illness results in a greater need for care than the staff can reasonably provide without compromising the health and safety of other students in the classroom; or a student is experiencing any of the following conditions.

- Fever of 101 or greater, until 24 hours symptom free without fever reducing medication.
- Signs and symptoms of severe illness, including; lethargy; uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and or wheezing.
- Vomiting the student can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain or intermittent pain associated with fever or other signs of symptoms of illness
- Mouth sores with drooling, unless the health care provider determines that sores are not contagious.
- Rash until a physician determines that these symptoms do not indicate a communicable disease.
- Pink eye: until after treatment has been initiated for 24 hours.
- Head Lice: from the end of the day until after first treatment.
- Scabies: until after treatment has been completed.
- Tuberculosis: until a health care provider states that the student is on appropriate therapy and can attend child care.
- Hand Foot and Mouth: Sores have dried and crusted and no fever.
- Strep throat: until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox: until all sores have dried and crusted (usually 6 days)
- Pertussis: until 5 days of appropriate antibiotic treatment has been completed.
- Mumps: until 9 days after onset of symptoms.
- Hepatitis A virus: until 1 week after onset of illness.
- Measles: until 4 days after onset of rash.
- Rubella: until 6 days after onset of rash.

A student who becomes ill while at TMPP must be removed from the classroom in order to limit exposure of other students to communicable disease. An ill student will be sent to the office to wait for their guardian to arrive.

TMPP reserves the right to make the final determination of exclusion due to illness. And exceptions to our illness policy will require a written notice from a licensed healthcare professional stating that the student is not contagious. *see Communicable Disease chart in office for more information*

COVID-19 Cases

Any parent, child, or staff member who has tested positive for COVID-19 or has come in contact with someone who has tested positive for COVID-19 will be required to notify the center immediately. The family and/or staff member that tested positive and/or exposed to someone who has tested positive will not be allowed at the center for 2 weeks. The length can be extended by the administration if necessary.

In the event of a positive case of COVID-19, all staff and parents will be notified immediately. The center will close for a minimum of 2 days and up to 2 weeks for cleaning and disinfecting. All children and/or staff exposed will not be allowed to return for 2 weeks. Payment of half tuition will be required to hold all spots while the center is closed or your child is absent.

Remember to use extra precautions. Attending large gatherings and traveling increases the risks of contracting and/or spreading the disease. Please know that our center's number one priority is the safety of our children, staff, and parents. We have the right to ask anyone we choose to stay home for 14 days if we feel it is necessary.

Although we will take all the necessary precautions to keep everyone healthy and safe, there is always a chance that any child, staff, or family member could contract COVID-19 or any other illness. This is a chance we are all taking by leaving our homes. Please know that although we greatly care for each and every child, staff member, and family, we cannot be held responsible in the event that you or your child become ill.

THE PRESCHOOL STAFF IS NOT ALLOWED TO ADMINISTER ANY MEDICATION -
unless the medication form is filled out and staff are properly trained by a guardian or medical professional.

If your child should become ill while at The Meeting Place Preschool, the director will first call the parent/guardian listed on the Emergency Medical Form, enclosed in this packet. If they cannot be reached, the second choice person will be called. If no one can be reached, the child will be transported to the closest hospital.

Americans with Disabilities Act-

TMPLC is committed to fair and equal treatment of individuals with disabilities under the Americans with Disabilities Act (ADA). Reasonable accommodations will be provided to individuals with disabilities to enable them to attend our program. -No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.

RULES

ALL STUDENTS DESERVE A SAFE, COMFORTABLE ENVIRONMENT. ALL PARTICIPANTS ARE EXPECTED TO INTERACT WITH FELLOW STUDENTS AND THE PRESCHOOL STAFF IN A RESPECTFUL MANNER. EACH STUDENT MUST:

1. RESPECT THE PRIVACY AND INTEGRITY OF EACH PERSON
2. RESPECT THE PROPERTY OF OTHERS
3. RESPECT THE PRIVACY AND QUIETNESS OF THOSE STUDENTS NAPPING
4. RESPECT OTHERS BY NOT ABUSING THEM VERBALLY OR PHYSICALLY

Students are not allowed to bring gum or food of any kind into the Preschool unless authorized by the staff. Cell phones, ipods, toys, or other personal items must be left in the students backpack and/or cubby while they are on The Meeting Place Preschool premises. We are not responsible if these items are lost or stolen.

Verbal arguments and physical fighting will not be tolerated. This includes before, during, and after the program time, inside or outside the building and on the property.

Positive comments are a wonderful addition to our program. Strong negative comments or put downs as well as use of profane language is not acceptable at any time. The children are expected to do as the team leader ask, and not talk back to them. If this becomes a problem, we will contact the parent or guardian.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior it is important to remember it is also an unacceptable behavior in a school environment. Children bite for a variety of reasons. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at TMPP to prevent and stop biting. This is the process followed when a child bites.

- The biting child is stopped and told, "Stop biting. Biting hurts," in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.

- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the behavior, to avoid reinforcing the behavior.

- Appropriate first aid will be provided to the child who was bitten.

- Biting is always documented with an Incident report.

DISCIPLINE POLICIES

To maximize the enjoyment and learning experience of The Meeting Place Preschool program, we believe it is necessary to have a fair and consistent discipline policy. It is our desire that your child take advantage of all the programs and activities offered in the schedule. Appropriate, respectful behavior will help in making this possible. However, if there is a discipline problem, the following course of actions will be taken:

1. Redirecting- giving the student something else to do
2. Verbal warning-please stop ____, to keep having fun you need to ____.
3. Personal time out-no longer than 5 minutes exclusion from the group.
4. If the behavior continues -Call home
5. Positive Behavior plan- Meet with parents to create a plan.

Students may be **suspended** if behavior continues or is unsafe for others in the classroom.

The following are considered, but not limited to disciplinary problems:

- Inappropriate language and or gestures
- Verbal threats
- Fighting
- Theft
- Property damage
- unsafe behaviors for themselves or others

Expulsion

-If the teachers and guardian have made a positive behavior plan and implemented it for 2 weeks and the teachers feel TMPP can not provide the services needed to help the student be successful, administrators may expel the student.

Disenrollment

- If a guardian is behind on payments (see the payment section) TMPP can dis-enroll a student.
- If the student is absent for more than a week without a doctors note they will be unenrolled.

Resolving problems

If guardians or teachers have an issue that needs to be addressed please speak directly to the person. If that does not resolve the problem please contact the administrator to set up a meeting with both parties.

Revised 5/12/2023

This document can be revised at anytime.