Greensburg United Methodist Church

Loving Hands Preschool

Parent Handbook 2015-2016
Welcome to Loving Hands Preschool. This handbook contains information regarding our preschool program. It is very important that you read the handbook and refer to it as long as your child is enrolled in the program. It will answer many of the questions you may have about our center, but if you require any additional help, our staff will be happy to serve you.

The Loving Hands Preschool is a Christ-centered program for children three, four and five years of age. Activities are planned to encourage children to become active learners and problem solvers, as well as to foster creativity.

The curriculum includes basic Christian values and opportunities to explore language and spatial concepts; to develop rhythm and movement skills; to begin math and reading readiness; sensory and science exploration; and socialization for learning to play and work in group situations. The curriculum consciously includes the areas of the Early Learning & Development Standards as set forth by the Ohio Department of Education.

The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your child. We look forward to serving you!

“Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are my God my Savior, and my hope is in you all day long.”
Psalm 25:4,5
Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork has been received. This includes basic enrollment and health information. Any change in this information must be communicated to the preschool 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 information must be updated every 12 months, and a new, completed form added to the child’s file. To accommodate insurance carrier restrictions, a one month grace period will be given at the end of the 12 months. If any child is exempt from receiving immunizations for any reason, it must be noted by the physician. For the health and safety of all students attending Loving Hands Preschool, we reserve the right to exclude any child who is not current on their immunizations from enrolling in our program.

To be eligible to enroll in the three year old class, your child must have had his/her third birthday by September 30 of the current year. To be eligible for the four year old class, your child must have had his/her fourth birthday by September 30 of the current year. To be eligible to enroll in the five year old class, your child must have had his/her fifth birthday by September 30 of the current year. We are offering a new full day class the 2015-16 school year for four and five year olds who have already completed one year of preschool and plan to attend full day kindergarten the following school year. To enroll in this class, we require that your child will have his/her fourth birthday by July 31, 2015.

Hours and Days of Operation

Three year olds –  State Required staff/child ratio – 1:12 (SUTQ 1:10)
- Tuesday and Thursday 9:00 a.m.-11:30 a.m.
- Monday and Wednesday 9:00 a.m.-11:30 a.m.
- Tuesday and Thursday 12:30 p.m.-3:00 p.m.

Four year olds –  State Required staff/child ratio – 1:14 (SUTQ 1:12)
- Monday, Wednesday and Friday 9:00 a.m.-11:30 a.m.
- Tuesday, Thursday and Friday 9:00 a.m.-11:30 a.m.
- Monday, Wednesday and Friday 12:30 p.m.-3:00 p.m.
- Tuesday, Thursday and Friday 12:30 p.m.-3:00 p.m.
Four/Five year old Pre-K – State Required staff/child ratio – 1:14 (SUTQ 1:12)  
Monday, Tuesday, Wednesday and Thursday 9:00 a.m.-3:00 p.m.  

Five year old Pre-K – State Required staff/child ratio – 1:14 (SUTQ 1:12)  
Monday, Tuesday, Wednesday and Thursday 9:00 a.m.-11:30 a.m.  

Enrichment Program – State Required staff/child ratio – 1:12 (SUTQ 1:10)  
Monday, Tuesday, Wednesday and Thursday 11:30 a.m.-1:00 p.m.  

Director’s office hours are until 3:00 p.m. or by scheduled appointment.  
It is unlawful for the preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability.

**License**

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

**Daily Schedule**

The children’s daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view our school as a safe and comforting place, where they know what to expect and when. A typical day includes:

- **Arrival/Group Time**  
  30 minutes

- **Indoor Gross Motor Activities and Free Play**  
  20 minutes

- **Wash up for Snack**  
  5 minutes

- **Eat Snack** – each child brings their own from home  
  15 minutes

- **Learning Stations**  
  60 minutes
  
  Children may choose from:
  
  Art, Table toys, Housekeeping, Block corner, 
  Sensory table, Science table, Book corner, etc.
  
  Children will participate in planned activities with the teacher during this time as well – either in small groups or one on one.

- **Clean Up Time**  
  10 minutes

- **Story Time/Dismissal**  
  10 minutes

Bathroom breaks occur as needed.
Full Day Pre-K Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival/Morning Circle Time</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Indoor Gross Motor Activity</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Wash up for Snack</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Snack – each child brings their own from home</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Learning Stations (Language Arts/Science)</td>
<td>90 minutes</td>
</tr>
<tr>
<td>Clean Up Time</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Mid-day Circle Time (Music &amp; Movement)</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Lunch – each child brings their own from home</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Muscle Room/Large Muscle Time</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Rest/Quiet Activity Time (Fine Motor Activity)</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Learning Stations (Math/Social Studies)</td>
<td>90 minutes</td>
</tr>
<tr>
<td>Clean Up Time</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Snack – each child brings their own from home</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Closing Circle Time</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>

In addition, the preschool offers an Enrichment program. This program is offered October through April, and is available to all students. For the morning students, this program will extend your child’s school day until 1:00 p.m. For the afternoon students, your child’s day will begin at 11:30 a.m. and will be dismissed to go to their afternoon classroom at 12:30 p.m. You will need to provide your child’s lunch, and additional curriculum developed by the director and your child’s teacher, will be introduced with new themes each month. The program is available Monday through Thursday, and will occur on a Monday/Wednesday or Tuesday/Thursday, depending on which days your child attends school. Five year olds students will attend all four days. There will be no Enrichment class on classroom party days (Halloween & Valentine’s Day parties). This program is offered on a month to month basis, and you may add or drop the option at any time during the year. The Daily Schedule for Enrichment is as follows:

11:30-12:00       Lunch
12:00-12:15       Circle Time (Language Arts)
12:15-12:45       Learning Centers
12:45-12:50       Clean Up
12:50-1:00        Closing Circle Time (Music & Movement)
**Tuition**

Our preschool is funded by tuition. Therefore, the tuition is not refundable with exceptions made only in extreme circumstances under the advisement of the Director and with the approval of the Board. The monthly tuition rates are as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
<th>with Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Year Old Classes</td>
<td>$120</td>
<td>$130; $140 after the 30th</td>
</tr>
<tr>
<td>Four Year Old Classes</td>
<td>$140</td>
<td>$150; $160 after the 30th</td>
</tr>
<tr>
<td>Four/Five Year Old Full Day Pre-K</td>
<td>$330</td>
<td>$340; $350 after the 30th</td>
</tr>
<tr>
<td>Five Year Old Pre-K</td>
<td>$165</td>
<td>$175; $185 after the 30th</td>
</tr>
<tr>
<td>Enrichment Program (3&amp;4 year olds)</td>
<td>$65</td>
<td>($40 for P.M. Students)</td>
</tr>
<tr>
<td>Enrichment Program (5 year olds)</td>
<td>$90</td>
<td></td>
</tr>
</tbody>
</table>

If two or more children from the same family are enrolled during the same school year, the younger child(ren) will receive a 10% discount on tuition. A 5% discount is given for payment of the full nine-month school year at the time of first payment on August 16th. **This is considered “tuition paid” and therefore not refundable.**

Checks are to be made payable to Loving Hands Preschool and should be mailed to the church or brought to the church office during regular business hours. **If you are paying by cash, you must get a receipt from the office.** The receipt is your proof of payment should the question arise. In addition, we offer the option to have your tuition paid via electronic funds transfer. Paperwork will be included in the packet you will receive in the summer, or may be obtained online.

A prepaid tuition payment is due on the sixteenth (16th) of each month, beginning in August and ending in April (there is no payment in May). Please do not send cash through the mail. Do not give your payment to the director or other staff members during class time. The payment box is located inside the
window of the church office. Please phone the office if you have a problem paying tuition on time!

A $35.00 fee will be charged in the event the bank returns a check for insufficient funds. The parent will be required to pay in cash until all account balances are settled. If payment is not made by the 16th of the month, a late fee of $10 is assessed. If no prior arrangements have been made and tuition still has not been paid by the 30th (or the end of the month), the fee is raised another $10 for a total late fee of $20. See the section on fees for additional information. After the beginning of each month, the Loving Hands Preschool reserves the right to suspend the child until payment is made.

The charge for tuition takes into account that the preschool follows the Green Local Schools calendar and has the same holidays, Christmas break, Spring break, etc. There is no tuition reduction in the months in which these occur. There is also no tuition refund for closed school days due to the weather.

The Tax I.D. number for Loving Hands/Greensburg United Methodist Church is available upon request from the main office. Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated.

Fees

There is a $60.00 non-refundable registration fee due when the child is registered for the program. A $35.00 fee is assessed if the bank returns a check for insufficient funds. Tuition raises $10 for payment received after the 16th of the month. Tuition raises an additional $10 for a total of $20 if tuition is not paid by the end of the month (30th or 31st). A $5 fee will be assessed for the following:

- A child is not picked up within ten minutes after the end of class (an additional $5 is charged for each additional ten minute period). This is to be paid in cash to your child’s teacher or the director. If a parent realizes that circumstances beyond their control are going to delay pick up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at the usual time. Please remember that our staff is anxious to get home to their families on time, or may have another class coming in.
• You may not pay the $5 per ten minute fee and attempt to receive extended care before 8:55 a.m.

NOTE: Tuition payments will be applied to any fees owed before they are applied to tuition due.

Snacks/Meals

Each child will be served a snack that has been brought from home daily and provided by their parents. Parents of children with food allergies or special needs should confer with the director and their child’s teacher to develop a working plan for that student.

All Early Childhood Programs at Greensburg United Methodist church are “Nut-Sensitive.” This means that no food item may be brought into this school that contains any type of nut or has been produced on machinery that may have processed a nut product.

Party day snacks must be store bought, labeled and unopened. See the “additional policies” section or the director for more information. Parents will also be asked to provide treats for family programs. Because children will be under parent supervision, home baked goods are permitted at these functions.

If your child stays for lunch, the state requires that children’s meals meet the daily nutrition requirements. A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by the United States Department of Agriculture (USDA). This includes at a minimum:

• One serving of fluid milk
• One serving of meat or meat alternative
• Two servings of vegetables and/or fruits (one serving of each is recommended)
• One serving of bread or grains

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. The basic food groups are:
• Meat/meat alternative
• Bread/grains
• Fruit/vegetables
• Milk – Vitamin D fortified

Only one hundred percent, undiluted fruit or vegetable juice shall meet the fruit or vegetable requirement for meals or snacks.

Supplemental food which is needed to fulfill one-third of the child’s recommended daily dietary allowances shall be readily available and offered to each child if the parent provided meal does not meet the requirements listed above.

**School Closings**

The Preschool follows Green Local Schools schedule for snow days and closings. In the event that the Green Local School District has a delayed start, or cancellation due to inclement weather, please be advised that ALL preschool classes for both morning and afternoon will be cancelled. The school closings are announced on local radio and television stations, and are also on those stations’ websites.

Parents should use their own discretion in sending their child to school whenever inclement weather and hazardous driving conditions exist. Please use caution in the parking lot as well. Regardless of our efforts, it can become very slick.

**Scholarship Fund**

Some scholarship money is available on a special needs basis. Applications can be obtained from the preschool director or the main office.

**Supervision Policy**

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff is alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. No child shall ever be left alone or unsupervised.
Arrival/Departure: Staff members will be in the classroom five minutes before the beginning of class. Parents are required to bring their children into the classroom where they will be greeted and acknowledged by the teacher. Any special messages, pick up notes, etc. are to be given to the teacher at this time. Once class begins, the teachers are unable to leave the classroom to check backpacks, so items left in backpacks will remain there. There is a basket where you may leave paperwork, including but not limited to fundraising envelopes and medical statements, in the preschool director’s office. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child’s presence before the parent departs. **Please do not leave other children in the car unsupervised as you bring your preschooler to class!** If special situations occur and you need help, let us know and we will help you work it out. If your baby is sick and you don’t want to take them out in the cold, feel free to ask one of the other moms to walk your preschooler in. There is a phone in each classroom and you can talk to us anytime. Can’t make it up the stairs? We have an elevator available for your use. Please understand that we do not require you to walk your child to class as a punishment, but for their safety and the pleasure of seeing you and talking to you about their day. The reason we stress not to leave other children in the car is for their safety. Our worst fears can happen in a moment. Please be cautious!

At pick up time, your child’s supervising staff member will bring them individually to their authorized adult. A preschool student is not to be picked up by a child under eighteen years of age, unless special arrangements have been made through the director. Staff will release children only to persons on the release form signed by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID’s of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children’s safety is our priority! **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. Parents are responsible for the supervision of their child before and after class.
**Custody Agreements**

If there are custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up the child and a written request of action by the custodial parent. The center may not deny a parent access to their child without proper documentation. **Staff members reserve the right to refuse release to any adult that appears to be a threat or a danger to the child.** The above procedure will be followed.

**Safety**

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff has suspicions 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.

**Spray Aerosols:** All use of spray aerosols are prohibited when children are in attendance at the preschool.

**Incident/Injury:** The center will not transport children in emergency situations. If a child requires transportation, the parent (in a situation such as a broken arm) or the emergency squad will be contacted (for serious or life threatening illness/injury). For this reason the Emergency Transportation Authorization Forms must be completed and signed before your child may be considered enrolled in our program. If an accident, injury or other incident necessitates emergency transportation of a child, parents will be notified. An incident/injury report shall also be completed for any illness or injury that requires first aid treatment; a bump or blow to the head; or any event which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs, and the Ohio Department of Jobs and Family Services will be notified.

**Field Trips:** Field trips are scheduled throughout the school year for the 4-5 year old classes. Morning and afternoon classes will attend field trips together in the morning. A parent or responsible adult is required to bring the child to the field trip and stay for the duration.
Fire safety and severe weather safety shall be part of the ongoing educational program. Fire drills will be held monthly at varying times. Staff members will be responsible for removing children from the building in case of emergency. Evacuation plans are posted in each classroom and Muscle Room (Fellowship Hall). Emergency plans are posted by each phone (classrooms, offices etc.).

Outside Doors: Please use the doors by the main office (overhang) to enter the building. You may exit by any door. If you come to find the main doors locked as well, please use the intercom to your left. Push the button, and when the staff member answers, state your name and the name of your child you are picking up. If there is anyone else in the foyer with you, please offer for him or her to do the same, especially if it is someone you don’t know or recognize. The teacher can buzz you in from the classroom phone, or if needing to confirm ID’s, can come down to the doors and open them manually. Please DO NOT prop doors open or wait for someone coming out to let you in. We do our best to have safety features in place to protect your children, and however inconvenient it may seem on a day-to-day basis, your child’s safety is our main priority. If you are unable to use the stairs, there is a key in the elevator or ask for the classroom to be called if you are in need of further assistance. Thank you for your cooperation in this matter.

The center has devised procedures to follow in the event that an emergency would occur while your child is in our care. In the event of a fire or severe weather, staff would follow the written instructions posted in each classroom, describing evacuation routes and procedures to be followed to assure that the children have arrived at the designated spot (completed attendance forms and count taken). In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. If our building should lose heat, power, water or some other such emergency should occur, parents would be contacted as soon as possible to come and pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child’s enrollment information (copies of which are kept in the first aid bag).

Staff members have been trained in child abuse, first aid/communicable disease and CPR. In the case of 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 will be contacted immediately to assist in deciding the proper 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 records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Management of Illness

Loving Hands Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. 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. They will be sent home! If the type of illness is known, the information should be given. If you need to call your child off from school, please call the office at 330-896-1936. You may leave a message during non-office hours.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F or above
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red 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 skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Vomiting more than once or when accompanied by any other signs of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not
feel well enough to participate in school activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot used will be washed and disinfected before being used again.

A sign will be posted outside the classroom to 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 or other symptoms. If they are not “symptom free” in accordance with Ohio Department of Health guidelines, a doctor’s note will be required stating that the child is not contagious. These guidelines are posted in each classroom on the ODJFS communicable disease chart for reference.

Since each child is only in our care for two and a half hours on any given day, preschool staff will not administer any type of medication except an emergency dosage as per completed Special Needs Form (an EpiPen, for example). These will be handed to the teacher each class period, stored in an area inaccessible to children, and only administered by trained staff members as listed on the completed form.

**All medication must be in its original container and administered in accordance to instructions on the label to the child that the medication was prescribed!**

Medications may NOT be stored in child’s backpack or other items. This includes lotions, hand sanitizers and chapstick.

**Modified Diet:** If your child requires a modified diet, a physician must provide written instructions regarding this. Please speak to your child’s teacher or the director about any special instructions, whether by need or by choice. All instructions must be in writing and reviewed with staff. Foods listed as allergies on health/medical forms will also require a physician care plan form and an administration of medication form. If it is not a physician stated allergy, but a sensitivity to certain foods you have noticed, please list it as such.

**Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for
childcare during hours of operation. Parents may wish to attend field trips, open house, class parties, be a guest reader, special luncheons, or simply stop in to enjoy the day-to-day fun. Loving Hands Preschool is fully staffed and not a co-op program. Scheduled parent participation is not required, but you are always welcome. The main office/director is to be notified upon entry to the building. Teachers are always available to discuss a child’s progress or needs at any time, and feel that daily contact is vital to your child’s progress. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversation. Teachers want to be able to give you the time and attention you and your child deserve at these times.

If parents 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. Your child’s teacher
2. Preschool Director
3. Preschool Board/Pastor

Near the end of the school year, your child’s teacher will schedule a conference with each parent to discuss your child’s progress during the year and any other pertinent matters.

Please feel free to bring up any concerns you have when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. We as a staff realize that you have entrusted us with your little ones and want our relationship to be a good one.

Loving Hands Preschool’s website is www.loving-hands.org. On the site, you can find information including classroom calendars and newsletters, as well as copies of this handbook and additional forms that may be needed.

Ages and Stages Questionnaire

At the beginning of each school year, or upon enrollment into our program, you will be asked to complete a questionnaire answering questions about some things your child can or cannot do and to return this to your child’s teacher. We will score the data and if the completed questionnaire indicates that your child is developmentally where he/she should be, we will let you know that your child’s development appears typical. If there are concerns about your child, we will contact you and together we will ascertain what will be the best course of action.
for your child. Early identification and early intervention leads to the best success in addressing any developmental delays. Teachers use parent input gathered on this questionnaire to begin to develop your child’s individual learning plan. It will also help the teachers to plan their lessons based on individual needs of the children.

**Child Guidance and Management Policy**

Loving Hands Preschool 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 love and 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 making good behavior choices) and constructive guidance (verbal cues and/or removing a child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. All staff/adults onsite are bound by these guidelines.

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 parents and would be consistent with the requirements of rule 5101:2-12-22 OAC, which states that the discipline of children shall be restricted as follows: the child care staff member shall not-

1. Abuse or neglect the children
2. Utilize cruel, harsh, unusual, or extreme techniques
3. Utilize any form of corporal punishment
4. Delegate children to manage or discipline other children
5. Use physical restraints on a child
6. Restrain a child by any means other than holding them for a short time, such as in a protective hug, so that child may regain control
7. Place children in a lock room or confine them in any enclosed area
8. Humiliate, threaten or frighten children
9. Subject children to profane language or verbal abuse
10. Make derogatory or sarcastic remarks about children or their families
11. Withhold any food (including snacks or treats), rest or toilet use
12. Punish an entire group of children due to the unacceptable behavior of one or a few
13. Isolate or restrict children from all activities for an extended period of time

Total disregard for classroom discipline, lack of improvement in a child’s behavior or endangering the safety or well being of other students may result in suspension from school for a period of time to be determined by the director. A suspended child loses all rights and privileges of enrollment during the period of suspension. No tuition will be refunded for school time missed due to suspension. Referral to guidance counseling, psychological or social agencies may be suggested.

**Parent Roster**

In accordance with the Administrative Code, a roster that includes names and contact information of parents, custodians, or guardians of children attending the preschool must be prepared annually and available to those parties upon request. Authorization to have your contact information included in the roster is located on the ODJFS Child Enrollment Form. The roster will not include the name or contact information of any parent or guardian who requests the director not to include his/her name or phone number. Per ODJFS licensing rules, the roster also will not include children’s names.

**Transition Policy**

**Loving Hands Preschool is open between September-May. During the transition period before the upcoming school year begins, students have the following opportunities:**

1. We will hold a registration open house in March. At this time, families that are planning to enroll in our preschool for the upcoming school year can visit the classrooms, meet the administrator and teachers and ask questions.
2. We will hold a Parent Orientation in mid August. This will be a Parent Only event. This is a formal opportunity for the parents/guardians to meet the teachers. Information will be given to parents by the teachers. All registration paperwork will be turned in at this time. A homework assignment will be sent home in each classroom. This can be any sort of “all about me” project that the teacher chooses (ex. placemat, banners, family tree).

3. In early September, we will hold a Meet the Teacher Day/Night. Families are invited to come in and see the classroom as it is set up for the upcoming school year. Children can meet their teacher. This is a child-focused event. The teachers will spend time with each child and help to ensure a smooth transition. At this time, students will bring in their homework assignment.

4. Parents are expected to bring their child into the building each day and walk their child into the classroom. Three year old parents/new students will be encouraged to help their child come into the classroom and supervise as their child washes their hands. As the children transition process will shorten, and parents can begin dropping their child off at the classroom door.

   Students that enter the school when the school year is already in session will have the opportunity to:

1. Parents/children may schedule a time to come in and tour the program. The administrator will address all questions and provide written information for the family about our program. If a family feels that they need additional visits to the program, the administrator will be happy to schedule additional times to meet.

2. Spend time in the prospective classroom. Under parental supervision, children can explore the classroom and meet the teachers in each room.

3. Create a homework project that they can bring in that will help the class get to know the child. This is decided upon by the teacher depending of the time of year.
At the end of the school year, students and parents will have the opportunity to:

1. Parents of children moving from the three to four year classroom may keep their child in the same classroom the following year if they desire. The teachers in the Orange and Yellow Room teach a three and a four year old class. Families have the opportunity to keep their child in the same classroom/with same teachers or move classrooms if they so choose.

2. If a student will be moving classrooms, children have the opportunity to meet their new teacher. They can visit the classroom and spend time (ratio permitting) or to visit the classroom under parent supervision. All assessments will be provided to the new teacher.

3. Students that will be leaving our program to begin Kindergarten will have the opportunity to go to their Kindergarten screening to meet Kindergarten teacher. Loving Hands Preschool will use a Transition Skills Summary (upon parental consent) to share the child’s development with the Kindergarten teacher and to assist in a smooth transition for each child. When possible, we will invite a school bus to visit us at the school to learn about bus safety.

     **To assist the children in saying goodbye from year to year, Loving Hands Preschool will provide the following:**

1. Four and five year old classes will be invited to a graduation ceremony. Children will have the opportunity to sing songs, receive a diploma and attend a cake reception. There will be time to say goodbye to all friends and teachers during the reception.

2. Three year old classes will be invited to an end of the year picnic. Whether you are returning to Loving hands Preschool in the fall or have other plans, all students will be invited to the picnic to celebrate the end of the year with friends and teachers.

3. All students will receive a portfolio at the end of the school year. This is a collection of work samples from throughout the school year.

*Loving Hands Preschool does not currently have a Transition Policy on moving to a new preschool program. If a family plans to send their child to a new preschool and would like assessment information shared with the new preschool. Please see Miss Shannon for a permission form. This will only be done upon request.*