

Greensburg  
United  
Methodist  
Church



# Loving Hands Preschool

Parent Handbook  
2024-2025



Loving Hands Preschool  
Parent Handbook  
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2024-2025(updated 11/17/23)



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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 questions you may have about our center, but if you require any additional help, our staff will be happy to serve you.

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 foster creativity.

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 truths and teach me, for you are my God my savior, and my hope is in you all day long.”

Psalm 25:4, 5

## **Philosophy of Loving Hands Preschool**

Loving Hands Preschool believes that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. We believe that children explore the world around them by using all their senses during play.

We recognize that each child is unique, in the way they learn and in their family dynamic. We encourage children to learn and explore at their own pace in areas that interest them. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences.

We believe that play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. Play enables us to achieve key goals of our early childhood curriculum. Play is the work of young children.

## **Goals of our program**

The most important goal of our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self confident, inquisitive learners. We’re teaching them how to learn, not just in preschool, but all through their lives. Our goal is to allow each individual child to learn at their own pace and in the ways that work best for them. We want each child to develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Loving Hands Preschool has chosen Creative Curriculum to help us continue our philosophy and in meeting our goals for your child. Creative Curriculum is divided into 4 major areas of child development and learning that align with Ohio’s Early Learning and Development Standards:

- Social-Emotional
- Physical
- Language
- Cognitive

## **Mission and Vision Statement of GUMC and Loving Hands Preschool**

Loving Hands Preschool is affiliated and located inside of Greensburg United Methodist Church. The mission is to make new disciples of Jesus Christ for the transformation of the world. At Loving Hands Preschool, we want to influence our students with a basic knowledge of Christian values to prepare them to be disciples in the world.

The vision of GUMC is to “Love, Engage, Serve our neighbors.”

### Days and Hours of Operation

Loving Hands Preschool Office is open, during the school year, Monday- Friday from 8:45am-3:00pm. Our school year begins the week of Labor Day (Meet the Teacher week), and runs until the week before Green Local schools lets out. We follow Green Local Schools for all days off throughout the school year. Loving Hands Preschool does reserve the right to have other closed days, based on the needs of our program. A school year calendar will be given to you with enrollment paperwork before the start of the school year.

#### Greensburg United Methodist Church office is open:

Monday, Wednesday, Friday	9:00am-1:00pm
Tuesday, Thursday	9:00am-3:00pm
Miss Shannon's office hours	8:00am-3:00pm

If you need to contact the preschool office during the summer months, you may call the church office and leave a message and someone will get back to you soon. Or you may email the director, Shannon Miller at [smiller1950@sbcglobal.net](mailto:smiller1950@sbcglobal.net)

### Class Times/Age Requirements

#### **Three Year Old Preschool Classes**- State Required staff/child ratio 1:12

Monday and Wednesday	8:45am-11:15am
Monday and Wednesday	12:15pm-2:45pm
Tuesday and Thursday	8:45am-11:15am
Tuesday and Thursday	12:15pm-2:45pm

\*\*To enroll in this class, children will have their third birthday by September 30 of the current year. All children must be potty trained to attend LHP. Group size: 14:2 max

#### **Four Year Old Pre-Kindergarten Classes**- State Required staff/child ratio – 1:14

Monday, Wednesday, Friday	8:55am-11:25am
Monday, Wednesday, Friday	12:25pm-2:55pm
Tuesday, Thursday, Friday	8:55am-11:25am
Tuesday, Thursday, Friday	12:25pm-2:55pm

\*\*To enroll in this class, children will have their fourth birthday by September 30 of the current year. Group size 18:2 max

#### **Four/Five Year Old Full Day Transitional Kindergarten class**- State Required staff/child ratio 1:14

Monday, Tuesday, Wednesday, Thursday	9:00am-3:00pm
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\*\*To enroll in this class, children must have already completed one year of preschool and plan to attend Kindergarten the following school year. Children will have his/her fourth birthday by July 31 of the current year. Group size 14:2 max

#### **Five Year Old Half Day Transitional Kindergarten classes**- State Required staff/child ratio 1:14

Monday, Tuesday, Wednesday, Thursday	8:50am-11:20am
Monday, Tuesday, Wednesday, Thursday	12:20pm-2:50pm

\*\*To enroll in this class, children will have their fifth birthday by September 30 of the current year. Group size 14:2 max

#### **Enrichment Program**- State required staff/child ratio 1:12; Group size 18:2 max

Monday, Tuesday, Wednesday, Thursday	11:30am-1:00pm for AM students
	11:00am-12:30pm for PM students

## Enrichment Program

\*\*Enrichment is an optional program offered on a month-to-month basis to children before or after their regularly scheduled preschool class, beginning in October. The class is mixed with children 4 and 5 years of age (Purple, Yellow and Green Room children). Children will bring a lunch from home daily. The enrichment program gives children additional instructional time. Pre-K children have the opportunity to attend 2 days per week, T-K students have the opportunity to attend 4 days per week. A monthly signup sheet is available at the Information Station, outside of the preschool office, for those interested in utilizing this program. If you are interested in participating in Enrichment for the entire year, you can sign up on the 1<sup>st</sup> of each preceding month, sign up for AFT and be permanently added to the sign up list, or pay for enrichment in full for the school year. That will eliminate the need to sign up each month, or the risk of the class filling for a month before you signed up.

**Stay and Play option:** Within our enrichment program, we offer a stay and play option. This is for families that do not wish to participate in the program for the entire month, but may need their child to stay for a longer period on a given day (ex. you may have an appointment). This option is offered ONLY when there are open spaces in the enrichment room for that particular day. The children signing up for the month take priority. The signup sheet for stay and play will be put out after all tuition is collected for enrichment and we assess the available spaces.

## Admissions

A child is considered to be enrolled in the center only after the \$75 registration fee has been received, the administrator confirms the availability of space and the required paperwork has been received. At the time of registration, the Enrollment Agreement will be completed. This agreement will pick the class that you would like to enroll in and gives us basic information to begin planning for your child's attendance. In late June- early July, the additional paperwork will be mailed to each family. This paperwork will be due back to us NO LATER than the day of Parent Orientation (in Mid August), along with your child's first tuition payment.

For students who enroll after July, the paperwork will be given to you at the time of enrollment and a due date will be established between yourself and the Director.

Any change in this information must be communicated to the preschool office immediately so that current information is always on file. The Preschool Director will relay all changes to the teachers.

### ***The following forms MUST be completed and turned in no later than your child's first day of school:***

- Child Enrollment and Health Information for Child Care form (JFS-01234)
- Child Care Profile
- Child Release Form
- Parent Consent Form
- Ages and Stages permission form and/or Questionnaire
- Second Parent Roster, giving permission to include additional info, such as your child's name to the parent roster
- A Child Care Plan for Health Conditions or Medical Procedures for Child Care Centers (JFS-01236) and/or Request for Administration of Medication (JFS-01217), if applicable for any health condition that may need to be brought to the attention of the school.

## Medical Statement

A Medical Statement signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. A new form will be required every 13 months thereafter (the requirement is every 12 months, with a 30 day grace period to allow families to meet their insurance carrier restrictions). A reminder will be sent home 90 days prior to the expiration date. Please return the reminder with the date of your child's next appointment and we will make note of it in our records. If we do not receive confirmation, we will send additional reminders at 60 and 30 days prior, as well. Once a Medical Statement has expired, ODJFS requires that we suspend the child until an updated statement is turned in. We make every effort to prevent this from happening, but it is YOUR responsibility, and we are unable to make any exceptions to this rule.

If any child is exempt from receiving immunizations for any reason, it must be noted by the physician, and signed by the parent. 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.

## Tuition

Our preschool is funded by tuition. Therefore, tuition is not refundable, with exceptions made only in extreme circumstances under the advisement of the Director, with the approval of the Preschool Board. The tuition rates have been determined by the number of days throughout the school year and divided into 9 equal monthly payments. The charge for tuition takes into account that the preschool follows the Green Local Schools calendar and is closed for 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 weather or other emergency. Loving Hands Preschool does not credit tuition for days that the child will miss school due to illness or vacation.

Checks are to be made payable to Loving Hands Preschool and should be mailed to the church or brought to the payment box in the CHURCH office during regular business hours. **If you are paying by cash, you should request a receipt from the office.** The receipt is your proof of payment should a question arise. In addition, we offer the option to have your tuition paid via electronic funds transfer (AFT). Paperwork will be included in the enrollment packet you will receive in the summer, or may be obtained on the Preschool Forms link of our website, [www.loving-hands.org](http://www.loving-hands.org)

A prepaid tuition payment is due on the 16<sup>th</sup> of each month, beginning in August (for the month of September) and ending in April (for the month of May). Please do not send cash through the mail. Do not give your payment to the Director or other staff members. The payment box is located directly inside the window in the CHURCH office. **Please see the Director, Administrative Coordinator or call the preschool office if you have a problem paying tuition on time.**

The 2024-2025 school year tuition rates are as follows:

	Yearly (with 5%discount)	Monthly	with Late Fee
Three Year Old Classes	\$1395.00 (\$1325.25)	\$155.00	\$165; \$175 after the 30 <sup>th</sup>
Four Year Old Classes	\$1620.00(\$1539 )	\$180.00	\$190; \$200 after the 30 <sup>th</sup>
4/5 Year Old Full Day	\$3780.00(\$3591.00)	\$420.00	\$430; \$440 after the 30 <sup>th</sup>
Five Year Old Pre-K	\$1890.00 (\$1795.50)	\$210.00	\$220; \$230 after the 30 <sup>th</sup>
Enrichment Program (2 days)		\$75	
Enrichment Program (4 days)		\$150	
Stay and Play (daily rate)		\$15	

### Additional Fees/Discounts

A \$100.00 non-refundable registration fee is due when the child is registered for the program. This fee will hold a spot for your child in the program.

The above yearly tuition rates will be reduced by 5% if payment for the full nine month school year is made by the first payment due date on August 16<sup>th</sup>. **This is considered “tuition paid” and therefore is not refundable.** Please see above for discounted amount.

If two or more children from the same family are enrolled during the same year, the younger child(ren) will receive a 10% discount on tuition.

If payment is not made by the 16<sup>th</sup> of the month (and no prior arrangements have been made), a late fee of \$10 is assessed. If payment has still not been made by the 30<sup>th</sup> of the month, the late fee will be raised another \$10 for a total late fee of \$20. If payment is not received by the beginning of the month, Loving Hands Preschool reserves the right to “suspend” a child from their class until payment is made.

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.

*Late Pick Up Fee:* A \$5.00 fee will be assessed if a child is not picked up within five minutes after the end of their class time (on the 6<sup>th</sup> minute) (an additional fee of \$5 will be charged at the beginning of each additional 5 minute interval) The teacher/director in charge of your child for the late period will give you a late slip, indicating pick up time. Please include this slip with your late fee and leave it in the payment box in the CHURCH office. If a parent realizes that circumstances beyond their control are going to delay pick up, a phone call is requested (330-896-1936). This is important as many children fear they have been forgotten when parents do not arrive at the usual time. Please remember 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 five minute fee and attempt to receive extended care before 8:55am or 12:25pm. If you pick up your child after dismissal time more than 3 times in a school year, you will be charged as stated above AND asked to be present to pick up your child 15 minutes early for the remainder of the year.



The Tax I.D number for Loving Hands Preschool/Greensburg United Methodist Church is available upon request from the office. An End of the Year statement will be sent home to our current families for tax purposes by January 31. If your child no longer attends Loving Hands Preschool, you can request a copy after December 31 of the tax year.

Parents wishing to withdraw their child may do so at any time. A one week notice, in writing, is appreciated. All tuition paid is non-refundable.

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

### Scholarship Fund

Loving Hands Preschool does not receive tuition reimbursement from the State of Ohio. The Preschool has some funds available on special needs basis. Applications can be obtained from the preschool director or the main office. *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>*

### 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 class schedule is posted outside of each classroom, as well as under each class's website link at [www.loving-hands.org](http://www.loving-hands.org).

#### A TYPICAL HALF DAY SCHEDULE:

<b>Arrival/Group Time</b>	30 minutes
**During this time, some examples of activities may be Journals, morning songs, story time or language arts activities, Calendar, weather, etc.	
<b>Indoor/Outdoor Gross Motor</b>	20 minutes
**On days that we offer chapel time or storytime with the Green Library, these activities will serve as our Gross Motor time	
<b>Wash up for snack/restroom break</b>	5 minutes
**restroom breaks occur as needed	
<b>Snack Time</b>	15 minutes
**Each child brings their own snack from home	
<b>Learning Stations</b>	60 minutes
**Examples of areas that children may choose from: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Book Corner, etc.	
During Learning Stations, teachers will have the opportunity to work with individual children in small group time to better meet their individual goals and needs.	
<b>Clean Up Time</b>	10 minutes
<b>Group Time/Dismissal</b>	10 minutes
**During this time, some examples of activities may be goodbye songs or music and movement activities	

### A TYPICAL FULL DAY SCHEDULE:

<b>Arrival/Morning Circle Time</b>	20 minutes
<i>**During this time, some examples of activities may be morning songs, story time or language arts activities, Calendar, weather, etc.</i>	
<b>Indoor/Outdoor Gross Motor</b>	20 minutes
<i>**On days that we offer chapel time or storytime with the Green Library, these activities will serve as our Gross Motor time</i>	
<b>AM snack</b>	15 minutes
<i>**Each child brings their own snack from home</i>	
<b>Learning Stations</b>	90 minutes
<i>** Examples of areas that children may choose from: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Book Corner, etc.</i>	
<i>**During Learning Stations, teachers will have the opportunity to work with individual children in small group time to better meet their individual goals and needs. The focus will be on Language Arts and Science.</i>	
<b>Clean Up Time</b>	10 minutes
<b>Mid-day Circle Time</b>	10 minutes
<b>Lunch</b>	30 minutes
<i>**Children will bring their lunch from home. Please see Lunch/Snack section in this handbook for more information on requirements</i>	
<b>Indoor/Outdoor Gross Motor</b>	20 minutes
<i>**On days that we offer chapel time or storytime with the Green Library, these activities will serve as our Gross Motor time</i>	
<b>Rest/Quiet Activity Time</b>	20 minutes
<i>**Children do not nap. This time is used to help children adjust to the longer school day by having some time to slow down and unwind.</i>	
<b>Learning Stations</b>	90 minutes
<i>** Examples of areas that children may choose from: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Book Corner, etc.</i>	
<i>**During Learning Stations, teachers will have the opportunity to work with individual children in small group time to better meet their individual goals and needs. The focus will be on Math and Social Studies.</i>	
<b>Clean Up Time</b>	10 minutes
<b>PM snack</b>	15 minutes
<i>**Each child brings their own snack from home.</i>	
<b>Closing Circle Time</b>	15 minutes
<i>**During this time, some examples of activities may be goodbye songs or music and movement activities</i>	

### ENRICHMENT CLASS SCHEDULE:

<b>Arrival (PM)/Learning Centers</b>	11:00-11:30
<b>Arrival(AM)/Lunch</b>	11:30-12:00
<b>Circle Time (Language Arts)</b>	12:00-12:15
<b>Learning Centers</b>	12:15-12:45
<b>PM dismiss to class</b>	12:25-12:30
<b>Clean Up Time</b>	12:45-12:50
<b>Closing Circle Time (Music and Movement)</b>	12:50-1:00

*\*\*Restroom breaks occur as needed throughout the day. Group Restroom and hand washing occurs before all snack/lunch times. Loving Hands Preschool is a part time school program, therefore, no rest/nap time is required.*

### Outdoor Play/Muscle Room Time

Our half day preschool classes will use the playground when weather permits. Because they are in school for under 4 hours per day, the decision to use playground or muscle room will be left up to the discretion of the teacher. For our full day class, which meets more than 4 hours per day, outdoor play will be provided for at least one of their gross motor times. This is left to the teacher's discretion. No child will use the playground if the weather (including wind chill) is less than 25 degrees or more than 90 degrees (including humidity). If at any time, the teacher does not feel that it is in the best interest of the children to go outside (such as safety issues, temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice, etc), the teacher may make that decision. Muscle Room will be used during these times to provide gross motor play for all children.

### 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 Child Care Plan for Health Conditions or Medical Procedures (JFS-01236). If your child requires a modified diet, a physician must provide written instructions regarding this. Please speak to your child's teacher or 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 require a physician care plan form and an Administration of Medication form. If it is not a physician stated allergy, but sensitivity to certain foods you have noticed, please list it as such.

**All Early Childhood Programs at Greensburg UMC are "Nut Sensitive." This means that no food item may be brought into the 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, unless in the case of fruits, etc that does not contain additional ingredients. See the Director for more information. Parents may also be asked to provide treats for family programs. Because children will be under parent supervision, home baked goods are permitted at these functions (Open House, Christmas Program).

If your child stays for lunch, the state recommends 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 (low fat or skim)
- one serving of meat/meat alternative (other protein)
- two servings of vegetables and/or fruits (one serving of each is recommended)
- one serving of bread and grains

**\*\*Additional information regarding serving size can be found at the end of this handbook on page 24\*\***

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups.

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

Please note that fruit snacks do not count as a fruit unless they contain 100% fruit (not just 100% vitamin C).

Supplemental food, which is needed to fulfill one third of the child's recommended daily dietary allowance shall be readily available and offered to each child if a snack/meal is forgotten.

### **Separation/Transitions**

The first few weeks at preschool will probably produce some anxiety for you and your child. Your child will appreciate your loving reassurance that you will return at the appointed time. The teachers are empathetic to your feelings and to your child's feelings. Our staff is trained to be alert and aware of your child's reactions to his/her environment and will make every effort to help them adjust as easily as possible. Tears will usually only last for moments.

### **Dress Code**

Children are encouraged to wear washable and comfortable play clothes and tennis shoes. Remember that we do provide dirt, sand, mud, paint, and glue; all those messy things so loved and needed by young developing children. Please label outer garments and other possessions (ex. backpacks and snack/lunch boxes) with your child's name. We play outside or in the muscle room every day. We recommend that children do not wear sandals, flip flops, backless shoes, etc. Jewelry can cause problems (with hand washing, breaking, getting lost, etc) and is dangerous on playground, so please leave it at home.

### **Extra Clothing**

Accidents occur, spills happen. Please provide one extra set of clothing to be stored in your child's classroom. The extra clothing should include underwear and socks. Please put these items in a zip lock bag with your child's name on the outside of the bag AND on each additional clothing item inside. In the event that a child does not have extra clothing at school, Loving Hands Preschool does have clothing that we will provide. Please wash these items and return them to school on your child's next school day. If at any time throughout the school year, you wish to change out the extra clothing, please see your child's teacher and they can return the clothing to you for new ones.

### **Toys**

Loving Hands Preschool provides the children with ample equipment and toys and therefore, asks that children do not bring toys to school. The exception to this rule is when it is your child's "special day." On that day your child may bring an item to share with the class; however we ask that no toy guns or other toys of destruction be brought to school. Loving Hands Preschool cannot be responsible for lost or broken toys.

### **Backpacks**

Children are encouraged to bring backpacks to school. However parents should inspect backpacks daily before leaving for school to verify no toys, weapons, electronic devices, or medications (including lip balms, sanitizers and lotions) are in the backpack.

### **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, both morning and afternoon will be cancelled. The school closings are announced on local radio and television stations and are also on the stations' websites (Look for Green Local-Summit).

In the event of a school closing, weather or emergency, Loving Hands Preschool will post a cancellation notice on the Preschool Facebook page, and teachers will send out a REMIND to all parents who have signed up for this service. Enrollment details on signing up for REMIND will be sent home by teachers to each family at the beginning of the school year. We recommend "liking" us on Facebook for an additional way to find information.

## 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 preventive measures. No child shall ever be left alone or unsupervised.

**Arrival:** Staff members will be downstairs for drop off five minutes before the beginning of class. Parents are required to bring their children into the building where they will be greeted and acknowledged by the teacher. Any special messages, pick up notes, etc. can 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 office. Tuition payments may not be collected by the teacher or the director. Please place tuition payments in the preschool payment box in the CHURCH office (this is the only item that will be collected in the CHURCH 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 parent departs.

**Please do not leave other children in the car unsupervised as you bring your preschooler in.** 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 another parent to walk your preschooler in. Can't make it up the stairs? We have an elevator available for your use. Have a small baby in a carrier? Check with us, and they can visit us in the office while you drop off. Please understand that we do not require you to walk your child into the building 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!

Teachers must maintain the teacher/child ratio at all times. Therefore, if you have a question that you would like to discuss with the teacher, please be prepared to stay until all children have departed from the building. Teachers are not able to meet with each individual parent during the arrival/dismissal time, but have time allotted at the end of the class. If you have an immediate concern that you need to discuss, ask the teacher if there is an available staff member to cover her classroom. That will allow us to maintain our ratio and allow the teacher to give your concern their full attention.

**Dismissal:** Parents will form a line in the entry hallway (please see your child's teacher for the exact pick up/drop off location). At pick up time, your child's supervising staff member will dismiss 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 Child Release Form signed by the parent/guardian. 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**

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the director of his/her presence. 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 the proper documentation. **Staff members reserve the right to refuse release to any adult who appears to be a threat or a danger to the child.** Emergency contacts will be called to transport the child home. Police will be notified if necessary.

## **Safety**

**Incident/Injury:** 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 form must be completed and signed before your child is considered enrolled in the program. No child will be permitted to be enrolled in the preschool program without granting Loving Hands Preschool permission to transport. If an accident, injury or other incident necessitates emergency transportation of a child, parents will be notified immediately. An Incident Report shall be completed and given to a parent 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 is involved in an incident or injury that is deemed serious per rules of ODJFS, the report shall be available within 24 hours after the incident occurs, and the Ohio Department of Jobs and Family Services will be notified.

**Fire Safety, lockdown, and severe weather safety:** Safety drills shall be a part of the ongoing educational program. Fire drills will be held monthly at varying times/days. Staff members will be responsible for removing children from the building in case of emergency. Evacuation plans are posted in each classroom, Muscle Room and in the attendance book, which is carried by teachers at all times. Emergency plans are posted by each phone (classrooms, office, etc). Severe weather drills are also completed throughout the school year. Each classroom will have an emergency plan in case of an intruder or other emergency situation that would require a lock down within the school. We will practice getting into our "safe place" within the classroom quarterly throughout the school year.

If our building should lose heat, power, water, or some other emergency should occur, parents would be contacted as soon as possible to come and pick up their child. The first system of contact will be REMIND. If a parent has not signed up for this service, then a phone call will be made to the phone numbers that we have on file for the parent. If a parent can not be reached, we will contact the emergency contacts as listed on your child's enrollment information (copies are kept in the attendance books, which remain with teachers at all times).

**School wide emergency:** Should we need to evacuate the building, the emergency destination would first be the pavilion on the church grounds. All classes would meet in this location to be sure that all persons are accounted for. If we need to leave the premises, our secondary location would be Nationwide Insurance, located east of GUMC at 2205 Greensburg Rd. A sign will be posted on the main door of the preschool indicating we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. First, with a REMIND, then with a phone call if not registered for the REMIND messages. If a parent

can not be reached, we will contact the emergency contacts as listed on your child's enrollment forms. Please do NOT call Nationwide, as we will be using the telephones to contact the preschool parents. Our third emergency location would be the Deaf Outreach Church at 2200 Greensburg Rd, South east from the school.

**Outside Doors:** All doors to our building will remain locked during preschool hours. Please use the doors by the main office (overhang) to enter the building. This door has a buzzer system and allows the office to remotely open the door for each family entering the building. You may exit by any door. If you come to find the main doors are 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. 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 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 an elevator or ask for the classroom to be called if you are in need of further assistance.

**Staff Trainings/Certifications:** Staff members have been trained in child abuse recognition, 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 own vehicles. **Only parents or EMS will transport.**

**Spray Aerosol:** all use of spray aerosols are prohibited to be used in the classroom when children are in the room.

**Water Activities/Swimming:** Loving Hands Preschool does not offer any swimming/water activities.

### **Confidentiality**

Confidentiality is maintained at all times with your child's records. Records are open only to the parent, teacher/director, Preschool Board, or Ohio Department of Jobs and Family Services unless permission is given by the child's parent or legal guardian.

### **Day Trips/Field Trips/Routine Walking Trips**

Field trips are scheduled throughout the school year for the four and five year old classes. Morning and afternoon classes will attend the field trip together in the morning, unless otherwise specified. A parent or responsible adult is required to bring their child to the location of the field trip and stay for the duration. Many field trips welcome siblings and additional family members. Some trips will require additional fees. We will notify parents of specific details of the field trip as they are planned. Loving Hands Preschool provides NO transportation to any field trip. It is at the parent's discretion whether they, and their child, choose to attend the field trip.

Occasionally, the teacher will walk the preschoolers to other areas of the church property for educational purposes (examples include, but are not limited to: Chapel for Chapel Time, Sanctuary for program rehearsals, the Fellowship Hall or gym for indoor gross motor activities, the outdoor playground for recess, Room #113 for weather drills,

the Pavilion for outside snack time). Parents will be asked to grant permission for these routine walking trips on the "Parent Consent Form" in your paperwork packet.

### **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. Or you can email at [smiller1950@sbcglobal.net](mailto:smiller1950@sbcglobal.net).

All preschool staff members and preschool children wash their hands upon arrival into the classroom each day as well as before snack and lunch, bathroom usage and wiping noses. Parents are asked to remind and supervise the children in washing their hands as part of their entrance routine.

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 under the arm
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Blood in stool, not explainable by dietary change, medication or hard stools
- persistent abdominal pain (>2 hours) or intermittent pain associated with fever or other symptoms
- 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, if it is strep child may return after being on an antibiotic for 24 hours and cessation of fever
- Sores in or around the mouth with drooling, until it is determined by a doctor that child is not contagious.
- Chickenpox, until all sores have dried and crusted
- Measles, until 4 days after onset of rash
- Mumps, until 9 days after parotid gland swelling
- Rubella, until 6 days after onset of rash
- Tuberculosis, until note from physician stating ok to return to school
- Impetigo, until 24 hours after treatment has begun
- Hand, foot, mouth, until no sores in mouth, other sores are scabbing over

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 using again.



A sign will be posted outside of the classroom/Remind 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 the preschool office and in the Orange Room (both can be found behind the door) for reference. We will follow any recommendations by the Ohio Department of Health regarding Covid-19. We ask that you keep your child home for the amount of time that is currently recommended, as well as any quarantine recommendations for close contacts. Our goal is to keep our classes as healthy as possible. Keeping your child home as a precaution when they show symptoms will best protect the rest of us.

The ADA requires that providers not discriminate against persons with disabilities on the basis of disability, that is, they provide children and parents with disabilities with an equal opportunity to participate in programs and services

- Loving Hands Preschool trained staff will administer medication to children with disabilities.
- Loving Hands Preschool will not exclude children with disabilities from the program unless the presence would pose a direct threat to the health or safety of others or require fundamental alteration of the program.
- Loving Hands Preschool will not assume that a child's disabilities are too severe for the child to be integrated into the program. The preschool must make individualized assessment about whether it can meet the particular needs of the child without fundamentally altering the program. Loving Hands Preschool will talk to the parent/guardians and any other professionals (such as educators or health care professionals) who work with the child in other contexts.

Preschool staff will not administer any type of medication except an emergency dosage as per completed Child Care Plan for Health Conditions or Medical Procedures form (JFS-01236) and a Request for Administration of Medication form (JFS-01217) (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 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 medication was prescribed.**

Medications may NOT be stored in child's backpack or other belongings. This includes lotions, hand sanitizers and chapsticks. Loving Hands requests that all children in our program have a signed Parental Consent form granting us permission to use Purell when a sink is not immediately available (for example, on the playground). Purell will still remain out of reach of children at all times and will only be administered by a staff member. Please refrain from attaching mini hand sanitizers, lotions, or chapsticks to your child's backpack or snack boxes.

Loving Hands Preschool would like to provide a private, comfortable space in the Parlor for mothers to breastfeed and/or pump breastmilk. If for any reason, this space is unavailable, please see Miss Shannon and a new area of our building will be provided.

If your child will be absent from school, please contact your child's teacher via REMIND, email, or call the church office, (330)896-1936. If a child is scheduled to arrive at school from another program or activity, and does not arrive, we will contact the parent/responsible party to for verification that it is an approved absence. If a child is

scheduled to arrive from another program or activity, and does not arrive, the parent will be called immediately to assure that they are aware.

### **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 our program during hours of operation. Parents may wish to attend day trips, open house, class parties, be a guest reader, special luncheons, or simply stop in to enjoy the day to day fun. There is a volunteer book available at the Information Station, outside of the preschool office, if you would like to find additional volunteer opportunities. Loving Hands Preschool is fully staffed and is 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  
If the teacher is not able to satisfactorily address the parents concern, or is the subject of the concern, please contact the:
2. Preschool Director  
If the teacher/director are not able to satisfactorily address the parents concern, the parent can arrange a meeting with:
3. Preschool Board/Pastor

In February, your child's teacher will schedule a conference with each parent to discuss your child's progress during the year and 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 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](http://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.

### **Newsletters, Calendars, and Other Written Communication**

Every child will have a mailbox located outside of their classroom. We recommend checking your child's mailbox at drop off and pick up daily. Monthly newsletters are sent home with your child each month. They will be sent home, along with a classroom calendar BY the last class day of each month. Parents are also given a school calendar with the enrollment paperwork, which will help them to plan ahead for school wide events. Additional copies of the newsletter can be found on the parent information shelf outside of the preschool office OR on our website at [www.loving-hands.org](http://www.loving-hands.org). All calendars can be found on our website, as well. Teacher email addresses can be found each month on the newsletter, as well as at the bottom of each calendar. Lesson plans/calendars will be hung outside of each classroom for parents to view.

## Class Parties and Other Special Events

Loving Hands Preschool will celebrate Halloween and Valentine's Day with a classroom party. On party days (Halloween and Valentine's Day), Preschool will dismiss ½ hour early (11:00 for AM classes, 2:30 for PM classes and full day classes). There will be NO ENRICHMENT on party days. For other special event days, such as the Thanksgiving Feast or Polar Express day, the class times will remain the same.

At Halloween, the children will come to school dressed in their costume (unless otherwise specified by your classroom teacher). Please be sure that your child's costume is not of a violent nature and possesses no weapons. In addition, we request that no ghost or witch costumes be worn, unless approved by the preschool director beforehand. There will be a school wide parade through the gathering area before the classroom party begins. All parents and family members are invited to stay for the Halloween parade. Candy or treats may be passed out to the children during the parade. At the end of the parade, we will meet in the Muscle Room to allow parents and teachers to take class pictures of the children. The party will immediately follow the parade. Parents are not required to stay for the party if they did not sign up to help.

Each classroom will have a signup sheet at the beginning of the school year, allowing parents to volunteer to help for the parties. We will request that each party has one chairperson, but will not limit the number of helpers. The main responsibility of the chairperson is to be the contact person between all of the party helpers and to coordinate a time to meet and plan the party. At this time, all helpers will share ideas and designate responsibilities for the party. Meetings typically take place after drop off on a day (approximately one month before the party) when the chairperson and helpers are available.

Throughout the school year, Loving Hands Preschool will host several special events. Additional information about these specific events will be sent home in the monthly newsletter. Here is some general information about some events:

- A **Meet the Teacher** time is held before school starts. This allows the children to come in and see their classroom once it is set up and ready for school to begin.
- There will be an opportunity for fall and spring **pictures**. Buckeye Photography from Canal Fulton will be on site to take pictures. Class pictures will only be taken in the fall. Information will come home prior to picture day.
- **Fall Open House** will be held in October. It allows parents to come in and see what their child has been doing at school. To assure the teachers are available to greet, we ask that families do not arrive before or after the designated time. Another Open house will be held in March to allow current, new, or prospective families to come in and meet their child's teacher for the fall. We host our Scholastic Book Fair during the week of Open House, as well.
- The **Thanksgiving Feast** and **Easter Egg Hunt** are a school wide event, but not intended to be a family event. The feast is during regular school hours during chapel and snack time. The egg hunt is during muscle room time. We will look for parent volunteers to help fill eggs and hide them.
- **Christmas programs**: Children should arrive to their classroom 10 minutes before the start time. A family member should take their child to the restroom before dropping them off to allow us to begin on time.
- **Polar Express Days** are pajama days. Please check your child's class calendar and newsletter for more details. We will look for volunteers to help with making hot chocolate and popcorn on these days. We do watch a segment of the movie at this time, as well.
- **Drop-n-Shop** (December) and **Mom's Day Off** (May) are offered on a Friday afternoon. This allows children to stay for the afternoon (AM Friday children), come to school early (PM Friday children) or spend the afternoon with us (children who do not attend school on Friday). More info and a signup sheet will be available prior to these days.

- **Dogs with Dad** is a special event for our dads (or special man in your child's life). Preschool will meet at regular time (Blue Room will dismiss early that day). This event will be scheduled between the AM and PM classes (11:30). Children will sing songs, present gifts for, and eat lunch with Dad. If a child is not participating in this event, they will be picked up or dropped off at their regular class time (or at early dismissal for Blue Room children).
- **Spring Open House/Meet the Teacher** will be held in the spring, to allow our students who are registered for the next school year to come in and visit their future classroom and meet their teachers for the next school year. We offer another meet the teacher in the fall.
- **Mother's Day Tea** is a special event for our moms (or special woman in your child's life). There is no preschool on either Tea days. Children and Moms will arrive together at the designated time. Together, we enjoy songs, gifts and brunch/lunch.
- **Trike-a-Thon** is our spring fundraiser and event. AM children will arrive at their normal scheduled class time, but will dismiss early for the trike a thon (students who are not participating may go home at that time). The PM students will come to school at their normal scheduled time for the trike a thon, but then will have their preschool class at the completion of the event.
- All four and five year old classes will be invited to a **graduation ceremony**. This is open to all family members. There will be a diploma ceremony in the evening for our Transitional Kindergarten classes and a diploma ceremony during the day for our Pre-Kindergarten classes.
- Three year old classes will end the school year with a **Popsicles on the Playground**. Loving Hands will provide outdoor activities (or within the muscle room if weather does not permit outdoor play) and popsicles to all in attendance.

### **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 it to your child's teacher. We will score the data and, along with our Fall Assessments that we will send home, we will include information about the results of this questionnaire. 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 lessons based on the individual needs of the children. If a parent opts to not participate in the ASQ, the classroom teacher will be required to use class time to complete the questionnaire. All children will have an ASQ on file.

### **Child Assessments**

The assessment process begins the first day of school and continues throughout the school year. Individual Learning Plans will be sent home with your child in October. Goals will be created using the results of the ASQ that each parent filled out before the start of school and the three goals that each parent listed on the Child Care Profile. To assess each child's growth and development within our program, we use Teaching Strategies Gold® as our primary assessment tool. This assessment is aligned to our Creative Curriculum objectives. These assessments are used strictly within the program to assist the teachers in completing Individual Learning Plans for each student. Any information found during the assessments will be used to share with parents in the fall assessment form that will be sent home in December and again in winter conferences in February. Loving Hands Preschool reserves the right to use additional assessment forms within the classroom in the attempt to best serve each child.

At the February conference, parents of four and five year olds that will be attending Kindergarten in the fall will receive a permission form to allow teachers to fill out a Transition Skills Summary that is shared with your child's school district. No additional assessment forms or information will be shared with ODJFS or school districts without further consent.

## **Child Guidance and Management Policy & Positive Discipline Policy**

What is discipline? Discipline is the process of encouraging children to learn to control themselves. Discipline is setting limits and correcting misbehavior. Discipline also is encouraging children, guiding them, helping them feel good about themselves, and teaching them how to think for themselves.

The goals of the positive discipline approach used at Loving Hands Preschool program are to help children:

- Learn to make good choices.
- Learn problem-solving skills.
- Learn basic human values of respect, trust, responsibility, honesty, and caring for others.

Following is a list of practices consistent with these goals:

1. The prevention of problems is an important aspect of discipline in the preschool classroom. Staff regularly evaluates the classroom environment for the prevention of discipline problem areas.
2. Staff carefully plans developmentally appropriate activities and routines so that the individual and developmental needs of each child can be met.
3. Positive discipline involves establishing rules. The staff sets appropriate guidelines for behavior which ensures order and sets boundaries for interactions.
4. Simply redirect the child's attention to get them involved with something else.
5. Give children choices whenever possible. This shows them that we respect and trust in their abilities to make decisions and to have control over their behavior.
6. The positive actions of the children are noticed, encouraged, and praised.
7. Children are given ample warning before changing activities.
8. Children are taught problem-solving by examining what has happened and searching for possible solutions with staff members.
9. When disciplining, the staff is positive and considers the child's age, experience, understanding, developmental needs, home environment, etc.
10. When confronted with negative behavior, the staff follows the philosophy of "loving firmness". The child is treated with respect and love and separated from the rejection of the negative behavior.
11. Children experiencing difficulty are removed from over stimulating situations and given time to calm down or gain control in a quiet, more private space.
12. 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:  
members of preschool staff shall not:

- Abuse or neglect the children
  - Utilize cruel, harsh, unusual, or extreme techniques
  - Utilize any form of corporal punishment
  - Delegate children to manage or discipline other children
  - Use physical restraints on a child
  - 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
  - Place children in a lock room or confine them in any enclosed area
  - Humiliate, threaten or frighten children
  - Subject children to profane language or verbal abuse
  - Make derogatory or sarcastic remarks about children or their families
  - Withhold any food (including snacks or treats), rest or toilet use
  - Punish an entire group of children due to the unacceptable behavior of one or a few
  - Isolate or restrict children from all activities for an extended period of time
13. 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/disenrollment** 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 to 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 in the roster is located on page one of the ODJFS Child Enrollment and Health Information form (JFS-01234). The roster will not include the name or contact information of any parent or guardian who checks NO on the form. Per ODJFS licensing rules, this roster also will not include children's names. Rosters can only be used for school purposes, and NEVER for the use of solicitation.

Loving Hands Preschool sends home a second permission form about the parent roster. This is an optional form, which allows parents to share additional information with other parents, upon request (ex. child's name, address, additional phone numbers, etc.). Parents are under no obligation to give out this information, and may choose to share as much or as little as you would like.

## **Registration for Next Year**

Families with children *currently enrolled* at Loving Hands Preschool or current/active members of Greensburg United Methodist Church may re-enroll their children for the next school year on the first full week that school is open after winter break (see school year calendar for exact dates). The church doors will open on Registration days at 8:00am. To assure that you get your preferred class times, we recommend to all parents to register at this time. The following week, registration will open for *siblings of current students* (if you will be enrolling a current student AND sibling, you can see Miss Shannon for special enrollment exception) or *returning families*. The third week of January, registration will open for *new families*. Families may call the preschool office at any time before registering to schedule a tour of our program. Registration is complete when the Enrollment Agreement is returned to the preschool office and the \$100 non-refundable registration deposit is paid. Existing families will also be required to pay an annual registration fee.

## **Annual Evaluation of Loving Hands Preschool**

Parents are asked to complete an annual evaluation survey of our preschool program. All surveys are tabulated, and comments are compiled. The preschool director will review the survey results with the teaching staff and the Preschool Board. The program uses the results of the survey as a basis in making program improvements and for continuing to provide a successful preschool program.

## **License**

Loving Hands Preschool is licensed to operate legally by the State of Ohio, Department of Jobs and Family Services (ODJFS). The license is posted in the preschool office, along with copies by the telephone in each classroom, and in the attendance book. A toll free number is listed on the facility's license and may be used to report a suspected violation of licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

Recent licensing inspections and any substantiated complaint investigation reports for the past two years can be found on the door of the preschool office on the Parent Information Station. 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 Jobs and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is <http://jfs.ohio.gov/cdc/childcare.stm>. The licensing record, including inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available upon written request from the Ohio Department of Jobs and Family Services. All information provided on JFS 01237 has been provided to parents in this handbook as required in 5101:2-12-30 of the Ohio Administrative Code.

## 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 have already enrolled or are planning to enroll in our preschool for the upcoming school year can visit the classrooms, meet the administrator and teachers and ask questions. If a family has already registered in our program before the open house, they will still be invited to come in again and visit.
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 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 teachers. 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 bring in their homework assignment.
4. Parents are expected to bring their child into the building each day. At this time, you will be greeted by staff/your child's teacher.

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 classroom.
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 on the time of year.

At the end of the school year, students and parents will have the opportunity to:

1. As a student prepares to move classrooms, children have the opportunity to meet their new teacher. They can visit the classroom and spend time in the room under parent supervision. All assessments will be provided to the new teacher.
2. Students that will be leaving our program to begin Kindergarten will have the opportunity to go to their Kindergarten screening to meet Kindergarten teachers. 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 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 sent to the new preschool, please see director for a permission form. This will only be done upon request.

Snack/Lunch Serving Size Information

<b>Snack</b>	
<i>Food Components</i>	<i>Ages 3-5</i>
<b>1 milk<sup>1</sup></b> fluid milk	½ cup
<b>1 fruit/vegetable</b> juice <sup>2</sup> , fruit and/or vegetable	½ cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ⅓ cup ¼ cup ¼ cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg <sup>5</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>6</sup>	½ oz. ½ oz. ½ oz. ½ ⅛ cup 1 Tbsp. ½ oz. 2 oz.
<b>Lunch</b>	
<i>Food Components</i>	<i>Ages 3-5</i>
<b>1 milk<sup>1</sup></b> fluid milk	¾ cup
<b>2 fruits/vegetables</b> juice <sup>2</sup> , fruit and/or vegetable	½ cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ⅓ cup ¼ cup ¼ cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>5</sup> or yogurt <sup>6</sup>	1½ oz. 1½ oz. 1½ oz. ¾ ⅜ cup 3 Tbsp. ¾ oz. 6 oz.
<sup>1</sup> Milk served must be low fat (1%) or non-fat (skim) for children 2 years and older. <sup>2</sup> Fruit or vegetable juice must be full strength. <sup>3</sup> Breads and grains must be made from whole grain or enriched meal or flour. Cereal must be whole grain or enriched or fortified. <sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>5</sup> Nuts and seeds may meet only one half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. <sup>6</sup> Yogurt must be plain or flavored, unsweetened or sweetened.	

**\*\*Foods that are round in shape, such as grapes, hotdogs and cherry tomatoes MUST be cut in half lengthwise.**



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

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

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

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

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

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

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

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

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

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

# Our church...



Greensburg United Methodist Church  
2161 Greensburg Rd.  
North Canton, OH 44720

330-896-1936  
330-899-9880 fax  
[www.greensburgumc.net](http://www.greensburgumc.net)

Rev. Harlen Rife, Pastor  
Pam Moore, Church Secretary  
Amy Dvorak, Children's Ministry Coordinator  
Diana Langenfeld, Nursery Caregiver

## Worship Schedule:

Sunday Mornings:

9:00am: Contemporary (Modern) service (meets in Fellowship Hall)

10:00am: Sunday School

11:00am: Traditional Service (meets in Sanctuary)

“Making disciples of Jesus Christ for the transformation of the world  
by loving, engaging, and serving God and our neighbors.”