

LITTLE SHEPHERDS PRESCHOOL at Prince of Peace Lutheran Church

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Parent Handbook

2011-2012



“I will give you shepherds after my own heart,
who will fill you with knowledge and understanding.”
Jeremiah 3:15

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A. ORGANIZATION

Prince of Peace Lutheran Church Mission Statement

Proclaiming the Good News of Jesus Christ and welcoming all to grow with us in God's love through: worship, learning, service, and fellowship.

Little Shepherds Preschool has been established by the church council and congregation, and is governed by the Preschool Advisory Board. This board will carry out activities supporting the objectives of the Prince of Peace Lutheran Church in establishing and maintaining its preschool. A list of Preschool Advisory Board members and Staff members will be made available prior to the start of each school year. Little Shepherds PreSchool is a private non-profit organization.

Ohio Department of Job & Family Services Licensing Information

This facility is licensed to operate legally by the Ohio Department of Job and Family Services. The center is required to provide to parent's information required by Ohio Administrative code.

Little Shepherds PreSchool at Prince of Peace Lutheran Church obtained a provisional license to begin operation September 2001. In November 2001 we obtained our full 2-year license to operate with complete compliance. In August 2011, we renewed our 2-year license. The State of Ohio licensing governs the health, safety, discipline, programming, space utilization, equipment, teacher/staff ratios, and staff employment requirements. A copy of the Rules for Licensing Child Day Care Centers and licensing records are available for review in the preschool office. The current license and inspection reports are posted in the preschool office in room 5.

The Preschool's licensing record including compliance for and evaluation forms from the health, building, and fire departments are available upon request from the State of Ohio Department of Job and Family Services. A toll free number, 1-866-635-3748, is available for any person wishing to report a suspected violation by the preschool of Chapter 5104 or Revised Code or Chapter 5101-1-12 of the Administrative Code.

Nondiscrimination Policy - Little Shepherds PreSchool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or disability in violation of the Americans with Disabilities Act of 1990; in administration of its educational policies or admissions.

Ohio Department of Job & Family Services

Child Care Licensing Section
Columbus District Office
50 W. Town Street 6th Floor
Columbus, OH 43215
(866)886-3537 Fax; (614) 728-2111

Mail address: P.O. Box 182709
Columbus, OH 43218

Little Shepherds PreSchool Mission Statement and Goals

Little Shepherds PreSchool is dedicated to providing loving care and early Christian education to the children of our congregation and community, as well as to support families in the discipleship of their children. We seek to provide a Christian atmosphere where children can discover a loving God as they begin to develop life competencies. Our purpose is to provide a safe, warm, nurturing, loving Christian environment that promotes the development of each child. We tend to the child's spiritual, emotional, social, cognitive, and physical needs. We offer creative play and exploration; loving, nurturing teachers; age appropriate play space and equipment.

Care and Nurturing of children – Teachers are responsible for the well being and safety of each child in the group to which they are assigned and for meeting each child's basic needs. With the toddler group diapers and clothing shall be checked regularly and changed accordingly. Staff shall assist with the needs of children with hand washing, toilet needs, and basic hygiene, promoting self-help skills as the goal. Staff shall acknowledge and respond appropriately to children who are crying or who are in distress. Children will be supervised at all times.

Spiritual Development – Teachers will lift each child up in prayer, asking God to guide and nurture this precious disciple. In the classroom, we will proclaim the good news of Jesus Christ, and let each child know that he or she is a beloved child of God and a follower of our Lord Jesus Christ. Through prayer, reading of the Word, and the sharing of faith, we will shepherd these children in their Christian lives.

Our classrooms are places where children

- witness faith in daily life
- form Christ-centered relationships of trust and affirmation
- experience belonging in a Christian community
- enjoy the opportunity to question and explore
- receive appropriate, sensitive, and thoughtful responses
- give and receive love, forgiveness, and faithfulness.

Faith Life – We proclaim the love of Christ and acknowledge that each child in our care is a child of God. We teach our students to love God with all their hearts and all their minds and to love others abundantly. The Lord is our Shepherd, and we are called to be God's shepherds in the world.

Emotional/Social Development – Our program is designed to help each child feel loved and accepted by his/her peers, teachers and our God. Our goal is to establish a sense of community in our classrooms, knowing that together we are the body of Christ our Lord. Children will play together and learn together in an environment of mutual trust and respect. We believe that children are capable of empathy, that they are good problem solvers, that their ideas are valuable and that they need to be in affirming relationships with others. We will provide an atmosphere conducive to creative play and exploration. Each child is a wonderful creation of God and a member with us in God's family.

Cognitive/Physical Development – Children learn by doing and by being allowed to succeed in their own explorations. We provide a meaningful, developmentally appropriate learning environment. Our curriculum includes time for free choice, play and structured learning centers. Through play and exploration, the children will experience a variety of multi-sensory and physical activities that will increase their knowledge, improve their language development, and improve their fine motor and large motor skills.

Little Shepherds PreSchool staff exceeds State minimum requirements

Ohio Job & Family Services Employment Qualifications

Administrator

- A copy of a high school diploma
- A copy of transcript of credit hours earned from an accredited college, university, or technical college indicating an associate or higher degree in child development or early childhood education.
- Verification of two years experience from past employers. "Two years Experience" shall mean working as a child care staff member supervising and giving care to an organized group of children of any age from birth to 14 years of age for a minimum of 24 calendar months.
- Must sign a Child Day Care Convictions Statement and be finger printed with results showing No arrest record.
- Must complete up to 45 hours of training in Child Development, Child CPR, First aid, communicable disease and Child Abuse and Neglect recognition. and 10 hours specialized curriculum standards training annually.

Child Care Staff Member

- At least 18 years of age
- Certification of High School completion
- Must complete up to 45 hours of training in Child Development, first aid, communicable disease, and child abuse and neglect recognition. And 10 hours specialized curriculum standards training annually.
- Child care experience preferred.
- Must sign a Child Day Care Convictions Statement and be finger printed every 4 years with results showing No arrest record.

Reference Checks - Prior to employment, at least three reference checks must be supplied to the Director of the Preschool. The references shall be signed and dated statements from persons not related to the applicant, shall include names, addresses, and telephone numbers of the person making the statement.

Employee Medical Statement - Every employee of Little Shepherds PreSchool shall mentally and physically be able to carry out his/her duties. The preschool shall not employ a person whose physical or mental disability would prevent them from recognizing and acting against any hazard to a child's safety and well-being at the center. Each employee shall receive a medical examination by a licensed physician or a certified nurse practitioner within three years prior to the first day of employment and every three years from date of exam. There shall be on file a signed statement by a licensed physician certifying that each individual is free from apparent communicable disease, including tuberculosis, is physically fit for employment in a preschool caring for young children and has been immunized against measles, mumps, rubella, tetanus, and diphtheria. As of 8-17-02 Little Shepherds PreSchool Board recommends and offers to pay each staff member involved in administering first aid to children in our care to receive the Hepatitis B vaccine series as recommended by Federal Government OSHA guidelines for Child Care Facilities.

The National Association for the Education of Young Children – In the fall of 2002, our preschool began the process of working toward national accreditation and received accreditation in November 2004 through 2015. NAEYC has been in operation since 1985 and is committed to bringing every childcare center up to standards of excellence and quality early childhood education for all children. NAEYC recognizes that good early childhood programs promote learning and development. Through Action for Children in Franklin County our staff has benefited from training and resources offered under the guidance of NAEYC. With the commitment of the Preschool Director, Teaching Staff, Preschool Board and Church Council, we are dedicated to reaching goals to maintain national accreditation.

Curriculum

We offer a Christian based curriculum integrated with the Ohio Department of Education Preschool Early Learning Content Standards. The children will hear and learn a variety of bible story lessons from the bible through the school year. They will learn daily prayers and songs of praise. We believe children learn through play and exploration.

Little Shepherds PreSchool is involved in Step Up To Quality, a statewide initiative that partners the Ohio Department of Job & Family Services and Ohio Department of Education. Our center has achieved a Two Star rating and of the Three Star rating system. The ratings are based on ratio, teacher education, child assessment and planning and ongoing professional development. Preschool classroom lead teachers use the early learning content standards in Language Arts, Math, Social Studies, and Science while planning day to day activities with your children. Our Toddler classrooms follow the State of Ohio Infant and Toddler Guidelines.

For more information on Step Up to Quality you can visit the website at http://jfs.ohio.gov/cdc/SUTQ_General_Information.stm



B. PROGRAM DESCRIPTIONS and DAILY SCHEDULE

“Stars” 2 YEAR OLDS - Room 1; TTh am

Curriculum and program is based on Ohio’s Infant & Toddler Guidelines & Creative Curriculum

Requirements: Must be age 2 year old on first day of enrollment.

Toilet training: Room 1 provides access to handwashing facility available for diapering. Parent shall provide teacher with information regarding children diapering or toilet training needs. Toilet training will only occur with parent’s instructions and when child shows signs of readiness. Room 1 provides access to a restroom within class space.

Items from home for every session in a tote bag: **PLEASE LABEL ALL BELONGINGS**

- Send in Tote bag necessary items for diapering
- Items for toileting and Change of clothing

Ratio: Ohio Job & Family Services licensing requirement is 7 toddlers, ages 2 per 1 adult. We will enroll 4-6 per toddler group with 2 teachers. Small ratios allow for quality childcare and facilitate a child’s feeling of safety and security.

Description: The Stars toddler program is designed as a one/ two day a week session for the toddler who has not had much experience away from his or her primary caregiver. Toddlers this age are becoming more social and showing some interest in peers, however, they still need lots of reassurance, support, and a safe environment to explore. This age group will tend to parallel play, but they like to be in the same space with children their age. Toddlers enjoy free play, stories, one-on-one interaction with adults, songs, movement and creating artwork. Our Christ centered program teaches the toddlers that God loves them, God made them and God teaches us all to love. They will hear stories from the Bible, learn to pray, and learn about Jesus’ love.

Daily Schedule: 2 days TTh AM per week

9:30 to 9:35	Arrival, attendance and free play	Opportunities for table talk, free play, social interaction; block play, play dough, sensory motor; Teachers will be hands on with children and play or read to them one on one, helping them engage with peers and begin cooperative communication skills.
9:35 to 9:55	Table talk & fine motor activity Morning Circle: story & song	
9:55 to 10:15	Play Ground Time Gross motor skills	Indoor or outdoor play Outside if 45’ and DRY DRESS FOR THE WEATHER
10:15 to 10:40	Snack Time	Hands are washed with soap & water. Healthy snacks are encouraged & we serve water. Snack is a time for prayer and eating with friends.
10:40 to 10:50	Center Time - Circle Time*	Children will gather with teacher for prayer, story, songs, movement, poems, or games. Teacher directed activities and free choice.
10:50 to 11:15	Themed activities and Sensory Time	Teachers plan activities associated with the book of the day to practice fine motor skills – lacing, cutting, painting, gluing, etc...
11:15 to 11:45	Free play /Clean up time	Children enjoy dress up dramatic play, social interaction, etc...Clean up time; sorting and categorizing. Teachers guide and help.
11:45 to 12:00	Bible Story and Closing Circle	Children dismissed from Room 1.

*Toddlers this age may not be ready to join in group yet; alternate activity choice is always provided.

“Little Lambs” 2 ½ YEAR OLDS - Room 2; Mon or Wed am & TTh am
Curriculum and program is based on Ohio’s Infant & Toddler Guidelines

Requirements: Must be age 2 ½ to younger 3 year old on first day of enrollment, child not turning age 4 within the school year.

Toilet training: Room 2 provides a handwashing facility available for diapering. Parent shall provide Teacher with information regarding children diapering or toilet training needs. Toilet training will only occur with parent’s instructions and when child shows signs of readiness. Room 2 provides a restroom within class space.

Items from home for every session in a tote bag: **PLEASE LABEL ALL BELONGINGS**

- Send in Tote bag necessary items for diapering
- Items for toileting and Change of clothing

Ratio: Ohio Job & Family Services licensing requirement is 7 toddlers, ages 2 ½ to 3 years per 1 adult. We will enroll 8-9 per toddler group with 2 teachers. Small ratios allow for quality childcare and facilitate a child’s feeling of safety and security.

Description: Little Lambs is designed as a one or two day a week session for the toddler who has not had much experience away from his or her primary caregiver. Toddlers this age are becoming more social and showing some interest in peers, however, they still need lots of reassurance, support, and a safe environment to explore. This age group will tend to parallel play, but they like to be in the same space with children their age. Toddlers enjoy free play, stories, one-on-one interaction with adults, songs, movement and creating artwork. Our Christ centered program teaches the toddlers that God loves them, God made them and God teaches us all to love. They will hear stories from the Bible, learn to pray, and learn about Jesus’ love.

Daily Schedule: 1 day Mon or Wed AM or 2 days TTh AM per week

9:30 to 9:55	Arrival, attendance and free play	Opportunities for free play, social interaction block play, artwork, sensory motor; Teachers will move around children and play or read to them one on one, helping them engage with peers and begin cooperative communication skills.
9:55 to 10:15	Play Ground Time	Indoor or outdoor play Outside if 45’ and DRY DRESS FOR THE WEATHER
10:15 to 10:40	Snack Time	Hands are washed with soap & water. Healthy snacks are encouraged & we serve water. Snack is a time for prayer and socializing with friends.
10:40 to 10:50	Circle Time*	Children will gather with teacher for prayer, story, songs, movement, poems, or games.
10:50 to 11:15	Themed Activities and Sensory Time	Teachers plan activities associated with the book of the day to practice fine motor skills – lacing, cutting, painting, gluing, sand table etc...
11:15 to 11:45	Free play /Clean up time	Children enjoy dress up dramatic play, social interaction, etc... Clean up time; sorting and categorizing. Teachers guide and help. Teachers guide and help.
11:45 to 12:00	Bible Story and Closing Circle	Children dismissed from Room 2.

*Toddlers this age may not be ready to join in group yet; alternate activity choice is always provided.

“Lambs” THREE-YEAR-OLDS – Room 7 & 8

Requirements: Must be three by September 30th of school year and toilet trained by the first day of school
 Ratios: Ohio Job & Family Services allows the school to serve 12 three-year old children per 1 adult. Little Shepherds PreSchool will have 13 students, a lead teacher and an assistant teacher for each classroom. This ratio allows for quality instruction; small ratios facilitate a child’s feelings of safety and security within the classroom setting.

Description: Our three year old program is designed for the first time preschooler. Although a three-year old is beginning to crave some independence from their caregiver, they still need lots of reassurance, support and a safe environment to explore and play. Three-year olds want to be in the same space with children their same age. However, they tend to ‘parallel play’ rather than interactive play. Three year olds will be introduced to Bible Stories, colors, shapes, numbers, recognizing their name, being a classroom helper, and much more. They will learn that God made the world and made them special too.

Curriculum and program is based on Ohio’s Early Learning Content Standards & Guidelines

Schedule: Three year olds classes: Monday & Wednesday AM 9:30 to 12:00
 Tuesday & Thursday AM 9:30 to 12:00
 Tuesday & Thursday PM 1:00 to 3:30

Daily Schedule:

9:30 to 10:15 1:00 to 1:45	(45)	Arrival, Attendance and Free Play	Opportunities for dramatic play, block play, play dough, manipulatives, self-expressive artwork, activities to help build fine motor skills. & support THEME of the day. Cooperative play skills encouraged and role modeled. Library books are a choice.
		FREE READING	
10:15 to 10:25 1:45 to 1:55	(10)	Clean up time	All students participate, working as a group, listening, and cooperation skills. Reading encouraged as children finish clean up;
		FREE READING	
10:25 to 10:45 1:55 to 2:15	(20)	Circle time GROUP READ	Greeting, prayer, songs, finger plays, poems, calendar, Who’s at school today? Story of the day; Intro Bible story; concept building, colors, Shapes, counting, Letter of the week.
10:45 to 11:05 2:15 to 2:35	(20)	Restroom break/Snack Time	Wash hands with soap and water; Prayer time, healthy snack & water. Reading as children are finished with snack.
		FREE READING	
11:05 to 11:25 2:35 to 2:55	(20)	Center Work Time	Letter activity; journals, fine motor skills; Science experiments; math games
		*Specials	Music/Guest Speakers or Work centers
11:25 to 11:45 2:55 to 3:15	(20)	Large Muscle Time Restroom Break/wash hands	Outdoor play if 45’ and Dry or Indoor play Dress for the Weather Group games and other activities
11:50 to 12:00 3:15 to 3:30	(10)	Closing Circle/GROUP READ Dismissal	Reading and Listening skills Share time, story time & dismissal. One teacher remains with group, One teacher assists child and parent.

**FIRE DRILLS WILL be SCHEDULED APPROX. 10 am/1:30pm
 For program specials, times are adjusted accordingly**

“Shepherds” PreK 4 YEAR OLDS – MWTh AM or PM – Rm 9 & 10

Requirements: Must be turning four by November of school year and toilet trained by first day of school.
 Ratios: Ohio Job & Family Services allows there to be 14 four year olds per 1 adult. Little Shepherds Preschool will have 14-15 students, a lead teacher and an assistant teacher for this classroom. This ratio allows for more instruction and interaction between staff and children.

Description: Our four-year old program encourages children to ask questions and to explore answers. Children are encouraged to express themselves through building, art, music, movement, language, dramatic play, etc. The four-year old is learning to play cooperatively, to follow simple directions, and participate in large and small group activities, to use words to solve problems and shows readiness for school. Readiness for school includes, but is not limited to, recognizing their name and letters of the alphabet, counting objects up to 10 plus, names colors and shapes, sorts and matches, and knows address and phone number. This year will be spent on readiness skills, cognitive skills, on large muscle and fine motor skills.

Our four-year old program explores the life of Jesus, stories from the Old Testament and what it means to be a disciple of Christ, as we make our way through the alphabet. A is for ark and all the amazing animals that abound. B is for the Bible, a bunch of books that tell us about God and God’s people....Z is for Zaccheus, a man Jesus surprised everyone by loving. We explore and wonder about a myriad of marvelous stories of God’s presence through history and our own lives.

Curriculum and program is based on Ohio’s Early Learning Content Standards & Guidelines

Schedule: This class will meet on Monday, Wednesday & Thursday each week for the following times. Beginning in January each year, 12 spots are available for enrichment Tuesdays 9:15 to 11:45

Daily Schedule (PM class is in bold)

9:30 - 10:15 1:00 – 1:45	Arrival, Attendance and Free Choice	Opportunities for peer interaction, dramatic play, block play, manipulatives, play-dough artwork, Sensory motor table.
10:15 – 10:20 1:45 – 1:50	Clean up time	All students participate; working on team, listening and cooperation skills.
10:20 – 10:40 1:50 – 2:10	Circle Time	Greeting, prayer, songs, poems, Helper chart, Weather Bear, calendar, numbers, counting, letter of the week. Bible story and theme of the day.
10:40 – 11:00 2:10 – 2:30	Large Muscle Indoor/Outdoor Play	Outside if 45’ and DRY Group games, movement,
11:00 – 11:20 2:30 – 2:50	Snack	Wash hands with soap and water Prayer time with healthy snack & water. Quiet reading time
11:20 – 11:30 2:50 – 3:05	Share Time	Child shares item from home; listening and story time skills.
11:30 – 11:50 3:05 – 3:25	Center Time	Learning centers, PreK curriculum, fine motor, pre-math, pre-writing, science, cooking, ready readiness, Music and other activities
11:50 – 12:00 3:25 – 3:30	*Specials Closing Circle Dismissal	Coats on and Goodbye for the day. One teacher remains with group, One teacher assists child and parent.

***For Program Specials times are adjusted accordingly;
 FIRE DRILLS WILL BE SCHEDULED AT 10AM OR 1:30 PM**

“Disciples” Pre-K FOUR/FIVE YEAR OLD CLASS – MTWTH – Rm. 3 & 4

Requirements: Must be age 4 turning age 5 of current school year and toilet trained by first day of school.
 Ratios: Ohio Job & Family Services license allows there to be 14, age 4-5 year olds per 1 adult. Little Shepherds PreSchool will have 14-15 students, a lead teacher and an assistant teacher for this classroom. This ratio exceeds state minimum standards and allows for more individual instruction and interaction between staff and children.

Description: This 4-day class is designed for the older four-year and five-year-old. Children are encouraged to express themselves through building, art, music, movement, language, dramatic play, etc. The class will encourage cooperative play, problem solving, following directions, participating in small and large group activities. Readiness for kindergarten will include, but is not limited to, name recognition, address and phone number, and alphabet recognition, counting objects, sorting, sequencing, and matching. Cognitive skills will include reading readiness, pre-writing and exploring the love of learning. Curriculum and program is based on Ohio’s Early Learning Content Standards & Guidelines

Our four-five-year old program focuses on God’s relationship with people. God creates, saves, helps, calls, and gathers all of us. Our creative, hands on lessons extend concepts about God into practical everyday life. Children explore nature and the miraculous growth of a seed into a plant, understanding that God creates and sustains all life. We see the marvel and majesty of each day’s gifts from God, and we learn to respond to those gifts as people called to follow Jesus Christ.

Schedule: This class meets on Monday, Tuesday, Wednesday, and Thursday each week at the times below.

Daily Schedule (PM class is in bold)

9:30 – 10:00	Arrival, attendance, and free choice	Opportunities for peer interaction, Dramatic play, block play, artwork, manipulatives, playdough, sensory motor, science exploration. Clean up time, all students participate, work on cooperation and listening skills.
1:00 – 1:30	Free Reading	
10:00 --10:15	Music and movement	
1:30 to 1:45		
10:15 – 10:45	Circle Time	Greeting, prayer, calendar, counting, helper chart, Weather Bear, Letter of the week, themes, songs, poems, Bible Story and lesson.
1:45 – 2:15	Group Read	
10:45 – 11:00	Center Time	Learning centers; fine motor skills, pre-math, writing, science activities cooking, reading readiness, etc. Art time, special projects, painting, Tactile materials, etc.
2:15 – 2:30	Science/Math/ Writing practice/ Arts & Crafts	
11:00 – 11:15	Large Muscle Time	Outside if 45’ and DRY Large group games/movement
2:30 – 2:45	*Specials	
11:15 – 11:30	Snack	Wash hands with soap and water Prayer time, healthy snack time
2:45 – 3:00		
11:30 – 11:45	Library/Share time	Reading, listening, sharing time.
3:00 -3:15		
11:45 – 12:00	Closing Circle	Review of the day, reading, closing prayer and dismissal One teacher remains with group, One teacher assists child and parent.
3:15 – 3:30	Dismissal	

***For Specials times are adjusted accordingly; FIRE DRILLS WILL BE AT 10AM OR 1:30PM**

PreK and Kindergarten Enrichment” – TWTh am – Rm 215

- Requirements:** PreK Enrichment Must be age 5 by December 30th of current school year.
KE Enrichment must be enrolled in a half-day kindergarten program in public or private setting.
- Ratios:** Ohio Job & Family Services license allows there to be 14, age 5-6 year olds per 1 adult. Little Shepherds PreSchool will have 12-15 students, a lead teacher and an assistant teacher for these class groups. This ratio exceeds state minimum standards and allows for more individual instruction and interaction between staff and children.
- Description:** The Enrichment class has 15 students with 2 teachers. It is a combination of students turning age 5 by December 2011 and students in a formal kindergarten half day program. We plan hands on and fun-filled extensions in a nurturing and caring environment. Bible stories, literacy and math instruction is emphasized through theme teaching and the integration of science, social skills, and the creative arts. Students have opportunities to explore skills through building, art, music, movement, language, dramatic play, etc. The class will encourage cooperative play, problem solving, following directions, participating in small and large group activities.
- Schedule:** This class meets on TWTh am 9:30 to 12:00; you may choose 1, 2, or 3 sessions each week

Daily Schedule (PM class is in bold)

9:30 to 9:50	Arrival, attendance, and Choice Time Free Reading	Opportunities for peer interaction, Learning games, centers (writing, Math, science, listening, etc...) Independent reading, theme- related activities; creative arts.
9:50 to 10:45	Circle Time Group Read	Greeting, prayer, calendar, large group instruction, theme related songs and poems, Bible story and children’s literature.
10:00 - 10:45	Language Arts	Literacy centers; (sight words, writing, guided reading, phonics, Book making, journals, literature extensions.
10:45 to 11:00	Snack	Restroom break, wash hands. Prayer Snack procedures follow school policy Each student brings their own snack.
11:00 to 11:15	Play	Large muscle room or outdoors if 45 and dry.
11:15 – 11:35	Math	Large group instruction, individual practice, centers, games.
11:20 to 11:40	Science or Social Studies	Hands on, theme-related activities and special projects
11:55 to 12:00	Closing Circle	Closing prayer, share time & review of the day
	Dismissal	One teacher remains with group, One teacher assists child and parent.

***For Specials times are adjusted accordingly; MONTHLY FIRE DRILLS WILL BE AT 10AM OR 1:30PM**

C. REGISTRATION AND TUITION

Registration and Pre-admission interviews - Program offerings and registration forms for the upcoming year will be made available in December each year, and throughout the year as long as there is space available on our rosters. The director shall share information with each parent and meet each child prior to admission to the program. Pre-admission interviews may consist of a phone contact, a scheduled tour, which includes a brief visit in the classroom with you and your child. Once it is determined that there is availability for your child on our class roster, the following forms must be processed.

In order for a child to attend Little Shepherds PreSchool they must have the following on file:

- Little Shepherds PreSchool Application
- Non-refundable \$130.00 registration fee
- Tuition fees and program agreement - signed
- Child's Medical Statement – updated physical and immunizations record
- Allergy forms if applicable
- Child Enrollment and Health Information, which includes:
 - Emergency Transportation Authorization Record
 - Emergency Information and Health Record
 - Roster permission
- Dismissal to person other than parent/guardian (if applicable)
- Parental statement verifying review and receipt of written policies and procedures

Monthly Tuition and Yearly Supply fee - For ease of payment and collection, our fees are evenly divided between our 9 months of operation; and collected from August 1, 2011 to April 1, 2012. Each family will receive a yearly Tuition Invoice; write your child's class in memo on check. Tuition is due each month by the 1st, add \$10.00 after the 10th. The preschool reserves the right to terminate enrollment if payments are not kept current. You may mail or drop off your payment at the Preschool Office. Make your checks payable to Prince of Peace; you may also make direct withdrawal arrangements in the church office. Cash payments must be made in the church office. Automatic debit payments can be arranged in the church office, \$3.00 service fee each month.

Monthly Tuition for school year 2011-2012:

Stars & Little Lambs - 1 day \$69.00; 2 day \$138.00	Lambs - \$138.00
Shepherds - \$163.00	Disciples - \$204.00
Enrichment - 1 day- Wed \$69.00; 2 day TTh \$138.00; 3 day TWTh \$ 163.00	

Non Sufficient funds – checks returned by your bank will be charged an additional \$10.00 fee; we will only process NSF checks one time; reoccurrence will result in paying tuition by cash or cashiers check. Cash payments must be made through the church office.

Roster Information - A roster will be prepared for each class, please review and tell about us any necessary changes. This roster will list names and phone numbers of children and their custodial parents/guardians. The Preschool will not furnish this roster to anyone other than the custodial parents of children in the class. Roster is not to be used for solicitation purposes. **If there is any information you do not wish to be distributed on a classroom roster, please inform us at registration by filling in the roster section on the application of enrollment.**

Photo Release – Occasionally, Little Shepherds PreSchool may have opportunities to share information about our preschool with the public. Each family is asked to sign one section of the form given, to either release or refusal to release photographs for educational and public relations purposes related to the preschool.

Parental Initiated Withdrawals/Change of Address - If for any reason your child does not begin or finish out the entire school year, you must notify the Preschool Director one month prior to the date of withdrawal. You will be responsible for paying full month's tuition, even with partial month attendance. Please notify the teacher or Director in writing of any change of address or phone number, including work and emergency numbers.

D. GENERAL OPERATING POLICY AND PROCEDURES

Hours of Operation – The Preschool operates September through May, Monday to Thursday 8:30 am to 4:00 pm; the Director is available during these hours, at 209-4554 and will assign a designee in her absence. Teachers are available on the days of your child's attendance. Children attend AM session 9:30 to 12:00 and PM session 1:00 to 3:30. The teachers will be ready to greet your child at 9:30 and 1:00. You are always welcome.

Calendar and Snow Days - The calendar for the upcoming school year will be available at the beginning of each school year and you will receive monthly class calendars from your child's teacher. Little Shepherds PreSchool will follow The Dublin City Schools calendar as close as possible, between the months of September to May. When Dublin Schools close due to inclement weather our preschool will also be closed. (We will have school on Dublin's late start dates.) For Dublin City School 2 hour delay due to inclement weather, preschool will close the am session and open for the pm session. Please check with your local news. We will make every attempt possible to record a closing confirmation on the preschool phone line, 209-4554.

Arrival - Please use car seats as required by law and seat belts at all times when transporting your children. Please park in the Educational Wing parking lot only, we recommend you park your car so you can pull forward to exit. When arriving please be prompt, children arriving late may cause classroom disruption and your child may adjust better to group when arriving on time. Exterior doors are locked 9:30 to 11:30 and 1:00 to 3:00 daily; during these times please use church entrance and parking lot; come to preschool office to announce your arrival.

Our first week of class sessions will be staggered enrollment and shorter sessions. Please make note of your child's first day of attendance and schedule. Teachers will be ready to greet your child at 9:30 and 1:00. During the first week of school, please walk your child to his/her classroom. Help your child find their cubby, hang up their coat and bag. On your child's first day please plan to introduce your child to their teachers, you are welcome to stay as long as your child needs you to. Activities will be provided and teachers will help your child become engaged in activity. Your child's second day of attendance the goal is goodbye at the door, with a lot of reassurance that you will return to get them.

Drop-off Arrival system – PLEASE SIGN UP TO VOLUNTEER

We offer a drop-off system beginning the second week of school; AM session 9:30 until 9:40 and PM session 1:00 until 1:10. When your child is ready to do this, we will greet your child at your car and escort them into the building. Please pull into the parking area by the Educational Wing, pull up to the curb by the doorway and wait for the Director or volunteer's availability. Once your child has been removed from your car, please pull away slowly, straight ahead and circle all the way around the perimeter of the parking lot in order to exit. PLEASE be extremely cautious to parents who are parking and escorting their child into the building. Once inside the building your child will be greeted by their teacher and escorted to their appropriate classroom.

Dismissal - Your child is dismissed AM session 12:00 and PM session 3:30 from their classroom. You must park your car (park to pull forward to exit) and come into the Educational Wing entrance to pick up your child. We ask that you wait outside the classroom. The teacher will dismiss your child to you or to the designated person.

Late Fee Policy - Dismissal is at 12:00 and 3:30. Please contact the preschool (209-4554) in the emergency event that you will be late picking up your child. After 5 minutes, if the preschool has not received a call from you, you will be charged a late fee of \$15.00 for each incident.

DISMISSAL TO PERSON OTHER THAN PARENT/GUARDIAN FORM – The Preschool must have on file written permission regarding persons with who the child may be dismissed. Only persons listed on the form may remove the child from the premises; staff may ask for proper identification (driver's license). (for example; car pools, relatives) Custody papers (if applicable) must be on file in order to release the child to the authorized parent or guardian. For the occasional play date or release to others for schedule purposes - Please send a written note to your child's teacher.

Safety for all – DO NOT LEAVE ANY UNATTENDED CHILDREN IN YOUR PARKED CAR.

You are invited to visit with your younger children in areas of our preschool, the large muscle room, outdoor play area, as long as they are supervised by you or designated person. ☺

LITTLE SHEPHERDS PRESCHOOL
PARKING LOT SAFETY

Teachers park in the outer back lot of the west wing lot.

For the safety of the children, we are requiring drivers to follow a one way pattern through the lot. Also, please note that the entrance and exit are the same drive. Do not make a U turn in front of the doorway entrance.

The Preschool entrance is the Educational Wing doorway of the church building. For your child's safety these doors are locked between the hours of 9:45am to 11:45am AND 1:15 to 3:30 pm daily. During these times please use church entrance and report to Preschool Office upon your arrival.

- **Please park in the Educational wing parking lot to enter the Preschool at arrival and dismissal times.**
- **PARK YOUR CAR SO YOU CAN PULL FORWARD TO EXIT**
- **Please hold your child's hand while walking through the lot.**
- **Please do not leave children UNATTENDED in your car while you are inside the building.**
- **Please transport your child in a car seat as required by law or use a seat belt.**



E. HOME/SCHOOL RELATIONS

Classroom Visitation Policy - Parents are always welcome! Please come visit, make arrangements with your child's teacher whenever possible. The Ohio Job & Family Services license requires that the preschool allow custodial parents of children enrolled unlimited access to the school during its hours of operation for the purposes of contacting the child, evaluating the care provided by the school, evaluating the premises, or for other purposes.

Licensing also requires parents to notify the Preschool Director or Church office upon entering the preschool premises. During the hours of operation, the west wing of our church building will be used for the preschool program. For the security of the children, other use of this area is closely monitored by the director. **Educational wing entrance doors are locked daily from 9:45 to 11:45am and 1:15 to 3:15pm, during these time frames please use the church entrance doors and parking area.**

Parent Communication - Each year we schedule a "Parent Information Night –**FOR PARENTS ONLY**" prior to the first day of school. This night is designed to share program policy and procedures and to give you a glance at the year ahead for your child. It is our top priority to create and maintain open and continuous communication with the parents of our toddlers and preschoolers. We are available to listen to parental concerns, and will attempt to understand a child from the parent's perspective. We will share our professional classroom observations with the parents on a regular and continuous basis. A monthly class calendar is sent home with specific information from your child's teacher. Little Shepherds PreSchool News is sent home, highlighting upcoming church, school or classroom events.

Parent-Teacher Communication - At the beginning of the year, your child's teacher will give you specific information on how to contact her regarding any comments, concerns or planning.

Concerns and Complaints - Should a parent have a concern or a complaint, they should discuss it with the classroom teacher first. The parent may do this by leaving a message for the teacher, sending a note, or making a phone call. The Director is available to discuss and help resolve concerns and complaints. The Preschool office is open Monday through Thursday, during operational hours, 8:30am to 4:00pm. The direct line is 614-209-4554. Parents are welcome to leave messages with the Director, if a voice mail is left on the Preschool telephone line, messages will be returned as soon as possible. If the parents, teacher and Director cannot reach a satisfactory solution, the Director will consult with Reverend John D. Morris for further resolution.

Preschool Developmental Assessments – Conferences

October and February Conferences – we schedule one formal conference time in October and you can request a conference any time you wish, just speak with your teacher to arrange a good time. The October conference is planned as a get to know and February is an option for you to schedule if needed. Written assessments come home November and May. We are dedicated to ongoing communication with parents if we have any concern regarding your child's physical, social, emotional, or cognitive development.

Developmental Assessments - Each preschooler enrolled will be assessed by the teaching staff late fall and spring in areas of developmental skills and accomplishments. The completed assessment is sent home with the child for parents to review. Parents are welcome to schedule a conference time to discuss concerns and successes at any time of the school year. Copies of our Developmental Assessment Checklist are included at the back of this handbook for your review. In situations where teachers identify challenging behavior, parents will be asked for more information so that we can provide the support necessary to support the child's appropriate behavior and provide the child with information on acceptable behavior. At the start of preschool, families are provided a copy of **Ages and Stages Questionnaire** a parent completed copy which is a child monitoring system for development. We ask that these be filled in and returned to your child's teacher for family input.

Developmental Screening and referral – We are not a diagnostic or therapeutic center. We do not have the training qualifications to evaluate or screen for developmental delays, speech n hearing or challenging behaviors. Teachers will address challenging behaviors and provide information to families, and encourage families to seek professionals to address behaviors. We will work with outside agencies and professionals and if determined we can reasonably accommodate we will incorporate plans to help child overcome difficulties in the classroom. We believe early intervention is the key to a child's school success whether they remain enrolled in our center or receive school district services and placement.

DAILY Participation

Preparing Your Child for Participation - It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Plan to attend our Parent Information Night for parents only on Tuesday, August 30th 6-8pm. Talk to your child about the new people your child will meet and the new things he/she will be doing at Preschool. If you are enthusiastic soon your child will be too. You know your child best, take the time in the morning they need to get ready to be away from you. Make certain they are well rested and have had a good breakfast before arriving at school. It is also helpful if you have them take care of their restroom needs at home before coming to school each day.

Stars & Little Lambs Toddler Classes – Please note.....* indicates program is Not for the toddler class..... Please understand we will keep program-planning age appropriate; we hope you will look forward to your toddler becoming a preschooler and participating in program specials when it is more age appropriate.

Support your child's participation; follow your class calendar for themes such as

Calendar Theme Days: VIP, Color Days, Sharing days, Camp day, Beach Day, Silly sock day, Wacky Wednesday and more.

In the past we have offered; check your class calendar and newsletter for dates and plans!

Fall: God's Creation

*Scholastic Book Fair all year
*Fire fighters visit
*Costume Parade
*Thanksgiving Feast
Scholastic Book Fair all year!

Winter: Jesus Birth!

*Nativity Program
*Speech & Hearing Specialist
Valentine Class celebration
*Father's Night
Wildlife Guest visit

Spring: Easter!

Turtle Lady Visits
Class Pictures
*Mothers Tea Party
*School Bus Visit
End of the Year Event

.....
Dress - Children are encouraged to wear comfortable, washable play clothes; shoes with rubber soles, closed heel and closed toe shoes. We use crayons, play dough, washable paint, chalk, and washable markers. We plan large muscle play daily, children are encouraged to run and jump. Boots, sandals, and slip-ons are inappropriate. If your child is wearing inappropriate shoes, he/she may be excluded from this type of play for their own safety.

Outdoor Play – We will plan outdoor play if it is 45° and DRY. Always dress your child for the weather with sunscreen, coats, gloves, and hats. The teachers determine if it is dry enough to play outdoors; they may also take the class on a short walk around the church premises.

Items from Home

Sharing – Children may bring items from home to share on their assigned share day. Please note your child's share day and theme for share on your class calendar. Please help your child choose 1 item to share and item should be marked with the child's name on it. Toy weapons are not acceptable share items, no swords, light sabers, bow n arrows, etc.. This item is kept in the classroom share basket until it is time for sharing.

Tote bag w/handles - The preschool is providing your child with a bag they can carry to and from school. This is used to take home artwork, work papers, calendars and letters with necessary information. Your child may be given the task to put his papers in his own bag, which is a great opportunity to work on responsibility.

Parent Volunteer Opportunities - We encourage parent participation! Your gifts and talents make our program meaningful and rich! Thank you for following your child's monthly class calendar and supporting their participation with classroom themes or specials. We are available to support families in the discipleship of their children. Parents of our preschoolers are invited to Prince of Peace Lutheran Church to participate in worship, Sunday School programs, TGIGF, bible studies, Vacation Bible School, and fellowship opportunities.

Snack Time

We serve water at snack time. Our Prek & Enrichment students bring their own small healthy snack daily. Our Toddler & 3 yr old class have families take turns providing snack for the group.

Family Shared Snack:

Follow your class guidelines for snack time. If your class has parents take turns, each child will be assigned a "snack week" a couple of times throughout the year. If you cannot participate, please notify the teacher as soon as possible. Check your classroom monthly calendar for your assigned week.

We are accredited by the National Association for the Education of Young Children since November 2004. NAEYC has guidelines and criteria which states***Any food that comes to the center from home to be shared with other children in the class has to come to school in an UNOPENED commercially prepared package with the ingredient label available for teachers and parents to review.***

SNACK TOTE: When it is your child's turn they will bring home a SNACK TOTE; on the first day of the week send in snack portions for the week. The class SNACK TOTE has information regarding serving sizes and ideas for each class. Snack should be sent in UNOPENED COMMERCIALY PREPARED PACKAGING. Water will be served.

<u>Fruits & Vegetables</u>	<u>Grains</u>	<u>Dairy</u>
Fresh fruit slices	cereal	cheese cubes/string cheese
Dried fruits	bagel	pudding
Sliced vegetables	bread	cream cheese/bottle of ranch dressing
Raisins	pretzels	yogurt
Pickles	crackers	
Applesauce/ fruit cocktail		

Teachers and children will wash their hands with soap and water before snack time.

SERVING SIZES, CHEWING AND SWALLOWING: For practices for toddlers/twos and children younger than age 4; Staff do not offer children younger than four years; hot dogs, whole grapes, nuts, kernel popcorn, raw peas, hard pretzels, spoonfuls of peanut butter. Staff cut foods into pieces no larger than ½ inch square for toddlers/twos and according to each child's chewing and swallowing capability.

PARENTS WILL BE MADE AWARE OF ANY ALLERGY ALERTS IN EACH CLASSROOM. Preschool reserves the right to eliminate certain foods from class/individual snack if they pose a life-threatening incident to any child. CHILDREN WITH REPORTED FOOD ALLERGIES WILL BE ASKED TO BRING THEIR OWN SNACK EACH DAY OF ATTENDANCE.

BIRTHDAYS – Please do not send in any special birthday treats: Birthday parties with presents and goodies are best celebrated with mom & dad, friends and families at home. At preschool your child will get a special birthday crown, a birthday sticker or book mark; during snack time their snack is served on a special Happy Birthday plate, they receive a book from our gift book library from their teachers, the class sings Happy Birthday to them, we take their picture and remind them how much God loves them!

Field Trips (*not planned for toddlers or 3 yr olds)

Little Shepherds PreSchool may plan school field trips for older preschool classrooms. If your child's class is planning a field trip, you will receive a field trip packet with information and permission forms. Children will be able to participate only if written permission from the parent is obtained on the form provided. Group will meet and dismiss from designated field trip destination; times will be announced on field trip packet.

Teachers are not permitted to drive children in their cars. If you are not able to drive your child to and from the field trip destination, please make car pool arrangements and indicate your child's plan in writing on the field trip permission form.

Supervision and Attendance - No child will ever be left alone or unsupervised. Teachers will escort children in their care to the restroom and to other areas of our facility. One teacher will remain with the group, maintaining staff-child ratios at all time. Teachers carry a roster attendance clipboard identifying the specific children they are responsible for and emergency information for each child. Classroom clipboards are taken with teacher on fire drills, field trips, and to other areas of our facility; with the following information:

- Child's name and date of birth
- Date of admission; daily attendance, arrival and dismissal
- Child Enrollment and Health Information, which includes
Name, address, and phone number of each parent and place of employment
Name, address, and phone number of two local people for emergency contact

ATTENDANCE: Teachers will keep a daily attendance record of arrival and dismissal. We ask that parents inform the preschool when their child is absent. We appreciate a brief explanation of the absence. ☺ You may call the preschool and leave a message or text message, 209-4554; or send an email lshepherdschool@aol.com Absent information will be given to your child's teacher by the preschool office.

F. HEALTH AND SAFETY

Child Guidance and Behavior Management

At Little Shepherds PreSchool we will work together to show respect for self and others. Each teacher in charge of a group of children shall be responsible for their classroom management and discipline. The policy on discipline is to provide constructive, age appropriate child guidance and management techniques. We intend that this experience be fun and nurturing for your child. We will do all we can to build and sustain a loving, caring environment for each child. When conflict does arise, we will work to redirect the child, use separation from the problem if conflict persists. Situations involving discipline will be handled in a calm and consistent manner throughout the preschool. The teachers will help children involved to verbalize what's happened, to identify their feelings, and to generate acceptable solutions.

Ohio Job & Family Services defines acceptable methods of guiding and managing, teachers shall:

- Recognize, encourage and praise children's acceptable behavior
- Be positive and constructive
- Use fair and consistent rules
- Supervise with an attitude of understanding
- Communicate clear directions and expectations
- Assist children with problem solving
- Encourage children to control their own behavior and cooperate with others
- Help children feel successful at tasks and give options for other tasks if one chosen proves too difficult
- Notify children of change of activity several minutes prior to transition
- Protect children from abuse and neglect

Children will never be isolated or physically harmed. There will be no cruel, harsh, corporal punishments or any unusual punishments such as, but not limited to, punching, pinching, spanking, shaking, or biting. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. No physical restraints will be used to confine a child.

Ohio Job & Family Services defines managing unacceptable behavior, teachers shall:

- Use developmentally appropriate techniques suitable to the children's ages and circumstances
- Redirect children, talk with children about the situation, and state options
- Use appropriate separation from the situation only as necessary
- Speak to children so that they understand what is unacceptable is the child's behavior, NOT the children himself or his feelings
- Communicate and consult with parents or guardians in implementing any specific behavior management plan

School Initiated – Withdraw of Child

Should a child's behavior cause harm or upsets other children in the group, the student may be removed from the group. Preschool staff will document incidents and work with the parents to further attempt to resolve the situation. The Preschool Director may spend one on one time with the student; separation will be brief in duration and appropriate to the child's age and circumstances, however the director may determine to send the child home early from the program on the day of the incident. In this circumstance it has been determined that the child remaining at school may be detrimental to his/her growth or development or impact the development of other children. The director and the teaching staff will communicate and consult with parents or guardians regarding behavioral concerns. The school will request a meeting with the parent to determine continued attendance. The parent's cooperation and involvement in seeking solutions to improve the student's behavior is key to a child's continued involvement at Little Shepherds PreSchool. Parents will be recommended to seek outside services within a specific timeframe to help the student achieve acceptable behaviors; i.e. medical services, psychology services, behavioral consultant services or other resource. If acceptable and appropriate behavior cannot be achieved, Little Shepherds PreSchool will reserve the right to suspend or exclude any student if in our opinion continued attendance is not in the best interest or the well being of the student, the class group and/or the teaching staff.

Safety Policy and Procedures

The safety and general well being of the children is our highest priority. This is a non-smoking facility. No fire weapons are permitted. Every staff member must be continually alert to possible dangers to the children. Care is taken to maintain the facilities and to keep equipment in safe, sanitary, optimum working order. Teachers will wear non-latex gloves when cleaning up blood, vomit or feces. Teachers will wash their hands with soap and water upon arrival at the center and follow all proper handwashing procedures. Teachers and children will wash their hands with soap and water regularly throughout the session. Tables and equipment are cleaned on a regular basis, immediately if soiled by food, blood, vomit or feces. Toys and objects that children put into their mouth will be isolated immediately to be cleaned. The classroom, hallways, and floor will be kept clear from clutter and debris that could cause injury. Spray aerosols and balloons are not permitted, especially near the children. Teachers will place all personal belongings out of sight and reach of children.

Fire Drills and Emergency Evacuation – Fire drills are held on a monthly basis and handled in a calm, instructional manner. Your child's class will participate in bi-monthly fire drills and you will be informed of the date on the class monthly calendar. There will be one tornado drill each year. Evacuation routes are reviewed with teaching staff and posted in each area the program operates. A record is kept on all drills and is posted in the Preschool Office, room 5. In the event of an emergency evacuation due to fire; weather permitting, teachers will gather children at the farthest corner of the parking lot on Earlington Parkway and remain with them until parents are contacted and children are released to their care. In the event of an emergency evacuation to ANOTHER LOCATION, PARENTS WILL BE NOTIFIED IMMEDIATELY WITH DETAILS ON LOCATION. The nearest facility that is within walking distance to our school is Wyandot Elementary, 5620 Dublinshire Rd., 761-5840. Since we operate during daylight hours, should the school lose power, heat or water, the children will remain in their classroom, supervised by teachers and parents will be notified immediately for dismissal.

- **Swimming and Water Safety – Little Shepherds PreSchool will not plan swimming activities.** Ohio Job & Family Services requires that the child care center receive written permission from the parent or guardian before the child swims in water two or more feet in depth; or before toddlers use wading pools with water
- **Pets – So sorry no pets allowed ☹.** Too many allergies and safety exposures for our children. Thank you for leaving your pets at home. We do allow aquarium pets to visit one day ie hermit crabs, frogs, fish, hamsters, they can not be handled or removed from aquarium; parent must bring in and take home day of visit.
- **NO SMOKING ALLOWED ON THESE PREMISES.**
- **House Bill 12 Concealed Handguns** – Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

School Safety Plan and Lock Down Drill Procedures

Securing Preschool West Wing

Goals:

1. To improve day to day security for preschoolers and teachers in the church building. It is important for Preschool director to know who is in the preschool wing and their purpose. Visitors and late arriving students are required to announce their visit to the center.

2. To conduct annual lock down procedure; per HB 422 which requires every school with 20 or more students to conduct an annual SCHOOL SAFETY (or LOCKDOWN) DRILL.

Church Side Entrance

Policy: Any visitor or student, who arrives to preschool during the hours of 9:45 to 11:45 and 1:15 to 3:15, should arrive through the church office side of the building and stop at the church office.

- The church office should call the preschool director intercom 19 or cell Phone 209-4554.
- Visitors or late arriving student will be asked to wait in the reception area until they can be escorted by to the preschool area. There is a sign directing visitors where to go once they enter the church side of the building.
- Church Staff and preschool staff will wear picture identification during operation.
- All staff in the building verbally greet visitors; asking "Hello, may I help you?" and direct them to the office.

West Wing Entrance

Policy: This entrance is locked between hours of 9:45 and 11:45 for morning session and 1:15 to 3:15 for afternoon session; and then at 4:00 for end of the day. The sign on the Gathering Hall side asks visitors not to enter the preschool hallway without checking with church office first.

Preschool Office is located at this entrance and visitors are asked to stop at office for permission to visit the preschool. **Late arriving students should stop at the preschool office to check in.**

In the event of any threat of safety to the preschool (intruder, hostile parent,)

Policy: ODJFS licensing states preschool will:

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for parents.

One staff member in each classroom carries their cell phone on their person, to call 911 or to call parents in the event of emergency dismissal.

1. If staying in classroom is the safest location; teachers will lock their classroom doors and remain until further instruction from authorities.
2. If class is in the lower level, they will be notified by cell phone or phone intercom to gather the children and go to the safest area; until further instructions from authorities.
3. If class is outside on playground, teachers will determine safest area and follow instructions from authorities.
4. Church office staff and preschool director to determine a spoken "code" in the event that there is an intruder in the building and immediate action is being taken. Teachers will be given the code as it is determined.
5. For School Safety Drill Director will sound an air horn 2 times; teachers will follow Steps 1-4 according to their class location at the time of the drill.

PLAYGROUNDS – INDOOR AND OUTDOOR

Playgrounds are considered unsecured areas. Teachers will follow steps 2 or 3 above

In the event of threat of violence from student to student

Policy: When witnessed or heard by teacher; teacher shall discern whether this was play acting or a direct threat; involve Director and Pastor John Morris; director shall begin documentation and investigation; all children involved will be interviewed by Director and Lead teacher; parents will be notified. Further action to be determined. School reserves the right to consider removal of child from program.

In the event of threat of violence from student to student reported by parent

Policy: Director and teachers will be involved. Director shall report incident to Pastor John Morris and begin documentation and investigation; teachers and director shall gather and discuss classroom observations in particular between alleged students. It will be determined whether or not an interview with each party will take place; it will be determined whether the alleged aggressor's family will be notified of report. Further action to be determined. School reserves the right to consider removal of child from program.

Child Abuse Laws – Little Shepherds PreSchool will follow this requirement

1. Preschool staff to report any suspected cases of child abuse or child neglect to Franklin Co. Children Services
2. The Director and at least one staff member trained in the child abuse recognition and prevention.
3. Each staff member to sign a Child Day Care Convictions Statement which states that the staff member has not been involved in crimes of child abuse and other crimes of violence and that no child has been removed from his/her home pursuant to section 2151.353 of the Revised Code.
4. If there is suspicion that a child has been abused or neglected; the Director, in the presence of a witness, may examine the child for signs of abuse or neglect.

Incident Reports and Medical Emergencies

Medical, Dental, and General Emergency Plan – This plan is posted in each classroom, each class space children use and by every phone. The preschool has access to a telephone in the Educational Wing in the resource room, nursery and preschool office. The Preschool Director carries the cell phone during the hours of operation. There will always be a staff member present who has received training in Child CPR and Child Save First Aid. The First Aid kit is located in the Preschool resource room 5, drawer by the phone and in the Church Office. The Dental First Aid chart and Communicable Disease chart is posted in the Preschool Office in room 5.

Child health and emergency transportation information is required on each child before he/she may attend the first day of school. Staff will follow parental permission for emergency to transport or not to transport and all emergency contact person information.

Parents are notified immediately of a serious incident, illness or injury to the head. If there is doubt as to the extent of an emergency or illness of a child, the teachers will notify the Preschool Director who will immediately call the Emergency Squad at 911 to evaluate the child at the center. STAFF MAY NOT TRANSPORT CHILDREN IN THEIR CAR. The director or teacher will then notify the child's parents and possibly the child's physician. Teachers will assure that all children are properly supervised during an emergency of this nature.

Ohio Department of Job & Family Services INCIDENT/INJURY REPORT:

An Incident/injury report will be completed by the teacher or director in charge of the child when the following occur. All Incident reports will be on file for review by State Licensing.

- An illness, accident or injury which requires first aid treatment
- A bump or blow to the head
- A illness that requires taking the child's temperature (under arm only)
- Emergency transport
- An unusual or unexpected event which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended.
- Inappropriate or aggressive behavior causing harm to another child or staff member.

Every effort will be made to determine if the child can return to normal activity, or if the child needs to be dismissed to a parent following the incident. At dismissal on the day of the incident, the teacher will verbally explain the nature of the incident to the parent and the parent will sign and receive a copy of the incident report

The center will notify Ohio Job & Family Services within 24 hours of the event of the following:

- Death of a child at the center
- Serious incident, injury or illness that requires emergency medical treatment, professional consultation, or emergency transportation
- Child leaving center unattended

Care of Children with Handicapping or Health Conditions or Difficult Behaviors

- **Child Medical/Physical Care Plan; ODJFS Form # 01236**
- **Children with Food Allergies**
- **Children with Difficult Behaviors**

Ohio Department of Job and Family Services requires that any preschool providing for the special needs of a child who is handicapped or has special health conditions do so in accordance with a written medical/physical care plan for the child. We are committed to caring for each child who seeks our services. We will work with parents, physicians, and other health professionals to meet the particular needs of children with difficult behaviors, handicaps or special health conditions. Staff will receive training and guidance, as is required on an individual basis.

In accordance with Public Law 94-142, the Education for All Handicapped Children Law, it will be determined if our program fits the need of each individual child who seeks our services. Research tells us repeatedly about the benefits of inclusion for the handicapped child, as well as, the non-handicapped child.

Parents must provide a completed Child Medical/Physical Care plan ODJFS prescribed form # 01236 in the event that a child in an emergency situation needs medication. An example may be a child who has diabetes, seizures, food allergies, reaction to bee stings, or asthma. Parents must sign Little Shepherds PreSchool release in case of report of food allergies regarding their child.

Child who is attending that exhibits difficult behaviors will be referred to community professionals for evaluation; should there be a written plan to improve behaviors, parents must give a copy of plan to the preschool for review. We are not a diagnostic center, we do not have the training qualifications to evaluate or screen for developmental delays, speech n hearing or challenging behaviors. Teachers will address challenging behaviors and provide information to families, and encourage families to seek professionals to address behaviors. We will work with outside agencies and professionals and incorporate plans to help child overcome difficulties in the classroom.

A copy of the written, signed, and dated care plan instructions will be kept in the child's file in the Preschool Office, in the classroom teacher's child file, and the locked medical box where the medication will be stored in the Preschool Office. In extreme instances where time would be crucial in an emergency, the teacher may have the medication on hand while the child is in her care. Parents or guardians must review this plan with the staff assigned to care for the child before the child's first day of enrollment. Only staff members trained by the parent or guardian or certified professional shall be permitted to perform medical procedures.

Administration of Medication - Preschool staff will not administer non-prescription medications or medications prescribed to treat short-term illnesses; Syrup of Ipecac will not be used pursuant to OAC 5101:2-12-36 First aid supplies/procedures.

Medication stored at preschool for food allergy, bee stings, or asthma must be in original packaging with prescription labeled for the student. Preschool will not accept medication that is expired. Each medication must have ODJFS prescribed form # 01217 signed by physician. Medication will be stored in lower file drawer in preschool office clearly labeled for the child; file drawer will be unlocked during operation times.

Medication brought back and forth to preschool with child on their attendance day

For food allergy, bee stings, or asthma must be in original packaging with prescription labeled for the student. Each medication must have ODJFS prescribed form #01217 signed by physician. Medication must be in a separate bag then the school tote; teachers must check each day that child brought emergency medication and put medication tote out of the reach of children, but kept nearby in case of emergency.

Management of Communicable Disease Policy

The Preschool Director and designated staff members have been trained in the Prevention, Recognition and Management of Communicable Disease. All staff is provided training in proper hand washing and disinfection procedures prior to working with the children. Each child in attendance will be given a daily health check by the Director or trained staff member. The daily health check is a visual observation of the child's general health. Please use good judgement regarding your child's health and school attendance. If a child vomits, or is suspected of having a communicable disease or of being too ill to participate in school activities, the child will be accompanied by the teacher to the Preschool Director. The Director will make the child comfortable on a cot in the Preschool Office and parents will be notified. The child will remain isolated from the group of children, but with an adult, until the parent or designated person can pick up the child.

Reporting a Communicable Disease – We ask parents to let us know if your child has been diagnosed by medical professional with a communicable disease; your name will remain confidential. Parents will be notified of every reported communicable disease incident within the next day. Each classroom will post outside the classroom door incidents of diagnosed communicable disease within their classroom and, if necessary, within the school. Parents will receive informational sheet explaining symptoms to watch for, incubation period, recommended treatment, etc.

Teacher Illness - Ill teachers will not be in school. Substitutes will be called to assume classroom responsibilities so that the children will not be exposed to infection. If a teacher becomes ill while at school, she will be sent home immediately and a substitute will be assigned.

Guidelines for Keeping your Child Home

Parents know their children better than anyone else. A child who doesn't feel well will not enjoy school and is much better off at home; no matter what special event is scheduled. If children come to school ill, they are also exposing the other children and the teachers. If your child is going to be absent, please call the school or send a text message and let us know, 209-4554.

Often the first signs of illness are irritability and inactivity. Be aware of changes in your child's behavior. When your child says, "I don't feel good" on the way to school, it is difficult to make an informed yet quick decision as to whether to send your child to school. Hopefully, the following guidelines will make this decision a little easier. **These are symptoms that require the school to isolate and immediately discharge your child.**

Do not send your child to school if they have:

1. Fever of 100 degrees or greater (the child should be free of fever for 24 hours without Medication before returning to school.)
2. rashes or spots of unknown origin
3. an earache or draining ear
4. diarrhea or vomiting within the past 24 hours
5. a sore throat or difficulty swallowing
6. a persistent cough, wheezing, or difficulty breathing
7. a persistent or severe headache
8. eyes that are crusty and/or red or yellow in color
9. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
10. a stiff neck with elevated temperature
11. evidence of lice, scabies, or other parasitic infestations (child may return after first treatment)
12. untreated, infected skin patches
13. nasal discharge that is green or yellow in color
14. unusually dark urine and/or gray or white stool
15. extreme fatigue or fussiness which could indicate the beginning of an illness
(The disease is most often contagious 24 hours before the child shows signs of illness)
16. Antibiotic prescribed for your child must be taken at least 24 hours before return to school.

HELPFUL TIPS in keeping our classrooms healthy:

Wash Your Hands!

Cover Your Cough!

Stay home if your child isn't up to playing, is congested and sleepy!

Wash Your Hands!

We understand that the common cold can last for weeks; please try to teach your child to cough into their sleeve or elbow; have them practice using a tissue to wipe their own nose; allow them to practice washing their hands as much as possible!



G. Little Shepherds Preschool Assessment Checklists

On the following pages you will find our developmental assessment checklists. These checklists are aligned with Creative Curriculum Developmental Continuum and State of Ohio ELCS and Infant/Toddler Guidelines.

Each class age group has their own checklists. Assessment checklists are done in the fall and spring and copies are sent home to parents at the end of November and the beginning of May.

Our skill key is: 1 - Emerging 2 - Making Progress 3 - Accomplished

Dear Parents,

Our preschool program is a faith based and play based experience for children. We believe children learn through play and exploration. The teachers follow a curriculum that provides many activities which support your child's growth and development. Our assessment checklist is provided to you in the Fall and Spring. Our observation key is 1- Emerging, "starting to understand"; 2-Making progress, showing skill more often; and 3- Accomplished.

Social/Emotional Development: children's feelings about themselves, the development of responsibility, and their ability to relate positively to others. Arrival, routine schedule, class rules, making choices to play and making friends are ways we plan to support your child's development in this area.

Language Development: children's ability to communicate through words, both spoken and written. Peer interaction and language happens all through the day. The teachers are speaking with your children and giving them words to use during art, play, circle time, story time, music, center time, all day long!

Cognitive Development: children's thinking skills, the development of logic and thinking, problem solving skills and approaches to learning. Preschool math is everywhere! We are counting and scooping and pouring with many hands on activities. Preschool science is sand and water play, working with play dough. There is so much to discover when you are age 2-3!

Physical Development: children's gross and fine motor development. Our indoor and outdoor playgrounds are designed to help with gross motor skill building. Children can run and climb and work on balance and movement. In the classroom the children are working on fine motor skills by sorting, painting, using art materials, using writing materials, sensory table materials, building with puzzles and blocks. All of these activities help them work on controlling small muscles in their hands and gaining eye hand movement.

We thank you for sharing your child with us this preschool year, for supporting their participation by following our class calendars. Our prayer is that your child grows in many ways at home and at preschool!

May God bless your family,
Sue Miller, Director Little Shepherds Preschool

Assessments are for confidential use only:
Original is kept in child's file. Parent receives a copy for fall & spring.
Additional copy only released with written permission from parents only.

Stars & Little Lambs Toddler Program age 2 to 3 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT FALL SPRING

To learn about self and others

Trusts known, caring adults	-----	-----
Regulates own behavior	-----	-----
Manages own feelings	-----	-----
Learning to be a member of a group;		
Responds to others feelings,		
with growing empathy	-----	-----
Plays with other children	-----	-----
Shares a toy with some prompting	-----	-----
Uses personal care skills;		
Washes hands with assistance	-----	-----
Uses toilet with assistance	-----	-----
Wipes nose with assistance	-----	-----

2. PHYSICAL DEVELOPMENT FALL SPRING

To learn about moving

Demonstrates basic GROSS motor skills;		
Shows balance while moving	-----	-----
Moves up & down small slide	-----	-----
Walks on stairs alternating feet	-----	-----
Rolls a ball across the floor	-----	-----
Pushes or pedals trike or car	-----	-----
Demonstrates basic FINE motor skills		
Holds crayon, marker, paint brush		
with thumb and finger	-----	-----
Makes first designs/paints with brush	-----	-----
Puts objects into container	-----	-----
Tears paper into small pieces	-----	-----
Snips with scissors	-----	-----

3. COGNITIVE DEVELOPMENT FALL SPRING

To learn about the world

Sustains attention	-----	-----
Understands how objects can be used	-----	-----
Shows a beginning of understanding		
cause and effect	-----	-----
Uses problem solving strategies	-----	-----
Engages in pretend play	-----	-----

4. LANGUAGE DEVELOPMENT FALL SPRING

To learn about communicating

Develops receptive language		
Knows own name	-----	-----
Understands yes, no, stop, go	-----	-----
Develops expressive language		
Participates in conversations	-----	-----
Uses 3-4 words to express needs	-----	-----
Sings phrases to songs	-----	-----
Enjoys books and being read to	-----	-----
Shows an awareness of pictures and print	-----	-----
Experiments with drawing and writing	-----	-----

Lambs Preschool Program 3 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT FALL SPRING

Separates from parents or caregiver	-----	-----
Makes transitions easily; understands routine	-----	-----
Finds activities independently	-----	-----
Accepts responsibility for own belongings	-----	-----
Able to follow hand washing steps	-----	-----
Helps with classroom cleanup	-----	-----
Will share & take turns with guidance	-----	-----
Plays cooperatively w/one or more children	-----	-----

2. LANGUAGE DEVELOPMENT FALL SPRING

Relates wishes verbally to teachers and peers	-----	-----
Uses simple sentences 3-4 words to express needs	-----	-----
Uses words with peers to solve problems	-----	-----
Listens to stories being read	-----	-----
Follows one-two step directions	-----	-----
Recognizes letters in first name	-----	-----
Begins to make letter-sound connections	-----	-----

3. COGNITIVE DEVELOPMENT FALL SPRING

Recites numbers 1 - 10	-----	-----
Points to 7 colors	-----	-----
Names - circle - triangle - square	-----	-----
Able to match shapes	-----	-----
Able to match colors	-----	-----

4. PHYSICAL DEVELOPMENT FALL SPRING

Runs, jumps, hops, gallops	-----	-----
Shows balance while moving	-----	-----
Pedals & steers a tricycle	-----	-----
Holds pencil, crayon, or marker between thumb & forefinger	-----	-----
Uses scribble writing and letter like forms	-----	-----
Uses scissors to cut	-----	-----
Strings beads, lacing cards	-----	-----
Places 6 pegs in a pegboard	-----	-----
Able to work 6 or 8 piece puzzle	-----	-----

Shepherds Pre-K Program 4 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT FALL SPRING

Shows ability to adjust to new situations	-----	-----
Recognizes own feelings and manages them well	-----	-----
Demonstrates self-direction and independence	-----	-----
Chooses activities independently	-----	-----
Respects and cares for the classroom	-----	-----
Able to follow hand washing steps	-----	-----
Follows classroom routine and rules	-----	-----
Shares and respects rights of others	-----	-----
Plays cooperatively w/one or more children	-----	-----
Uses words with peers to solve problems	-----	-----

2. LANGUAGE DEVELOPMENT FALL SPRING

Uses simple sentences 5-6 words to express needs	-----	-----
Follows directions with more than two steps	-----	-----
Responds to comments and questions	-----	-----
Stays on topic in conversation	-----	-----
Demonstrates interest in books/printed material	-----	-----
Listens to stories being read	-----	-----
Participates in story time actively	-----	-----
Recognizes first and last name	-----	-----
Recognizes and names many letters	-----	-----
Begins to make letter-sound connections	-----	-----
Writes recognizable letters, especially own name	-----	-----

3. COGNITIVE DEVELOPMENT FALL SPRING

Finds multiple uses for classroom objects	-----	-----
Sees simple tasks through completion	-----	-----
Explores cause and effect "what will happen"	-----	-----
Sorts objects by shape, color, size	-----	-----
Recites numbers 1 - 20	-----	-----
Notices similarities and differences	-----	-----
Recognizes patterns and can repeat them	-----	-----
Uses one to one correspondence	-----	-----
Uses numbers and counting	-----	-----
Works with small group of friends	-----	-----
Engages in role play	-----	-----
Builds structure with blocks	-----	-----

4. PHYSICAL DEVELOPMENT FALL SPRING

Runs, jumps, hops, gallops	-----	-----
Shows balance while moving	-----	-----
Pedals & steers a tricycle	-----	-----
Throws, catches, and kicks a ball	-----	-----
With increasing control	-----	-----
Holds pencil, crayon, or marker	-----	-----
between thumb & forefinger	-----	-----
Writes in various ways; drawing, letter like	-----	-----
Forms, recognizable objects	-----	-----
Uses scissors to cut	-----	-----
Strings beads, lacing cards	-----	-----

Disciples Pre-K Program 4-5 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT FALL SPRING

Functions with increasing independence at school	_____	_____
Recognizes own feelings and manages them well	_____	_____
Demonstrates self-direction and independence	_____	_____
Chooses activities independently	_____	_____
Respects and cares for the classroom	_____	_____
Able to follow hand washing steps	_____	_____
Follows and understands reason for classroom routine and rules	_____	_____
Shares and respects rights of others	_____	_____
Plays cooperatively w/one or more children	_____	_____
Uses thinking skills to resolve problems	_____	_____

2. LANGUAGE DEVELOPMENT FALL SPRING

Uses simple sentences 5-6 words to express needs	_____	_____
Plays with words, sounds and rhymes	_____	_____
Follows directions with more than two steps	_____	_____
Responds to comments and questions	_____	_____
Actively participates in conversation	_____	_____
Demonstrates interest in books/printed material	_____	_____
Knows that print carries a message	_____	_____
Listens to stories being read	_____	_____
Participates in story time actively	_____	_____
Uses illustrations to guess what the text says	_____	_____
Recognizes first and last name	_____	_____
Recognizes and names many letters	_____	_____
Begins to make letter-sound connections	_____	_____
Writes recognizable letters, especially own name	_____	_____
Using skills to make meaning from print	_____	_____

3. COGNITIVE DEVELOPMENT FALL SPRING

Finds multiple uses for classroom objects	_____	_____
Sees simple tasks through completion	_____	_____
Explores cause and effect "what will happen"	_____	_____
Sorts objects by shape, color, size	_____	_____
Recites numbers 1 - 20	_____	_____
Notices similarities and differences	_____	_____
Recognizes patterns and can repeat them	_____	_____
Shows comprehension of positional words	_____	_____
Uses one to one correspondence	_____	_____
Uses numbers and counting	_____	_____
Works with small group of friends	_____	_____
Engages in role play	_____	_____
Builds structure with blocks	_____	_____

4. PHYSICAL DEVELOPMENT FALL SPRING

Runs, jumps, hops, gallops	_____	_____
Shows balance while moving	_____	_____
Pedals & steers a tricycle	_____	_____
Climbs & plays easily on stairs, ladders, slides	_____	_____
Throws, catches, and kicks a ball With increasing control	_____	_____
Writes in various ways; drawing, letter like forms, recognizable objects	_____	_____
Writes own name	_____	_____
Uses scissors to cut	_____	_____
Cuts on the line, patterns, objects Strings beads, lacing cards	_____	_____

**Little Shepherds Preschool
Enrichment Assessment**

Child's Name:
Session:
Teachers:

Key: 1= Satisfactory, 2= Needs more time

SOCIAL INTERACTION & SELF ESTEEM	FALL	SPRING
Enjoys spending time away from parent or caregiver		
Identifies feelings using language		
Makes transitions easily		
Listens to stories without interrupting		
Pays attention for short periods of time		
Does tasks the first time asked		
Follows two or three oral directions		
Takes turns and shares with others		
Follows rules and routines		
Respects authority figures		
Respects the rights and property of others		
Enjoys dramatic play		
Initiates own leisure activities		

DEVELOPING INDEPENDENCE/RESPONSIBILITY	FALL	SPRING
Dresses self (coat, shoes, etc.)		
Manages own bathroom needs		
Works independently		
Accepts responsibility for own belongings		
Helps with classroom cleanup		
Eats snack neatly		
Uses good hygiene (hand washing, nose blowing, etc.)		

LARGE AND FINE MOTOR SKILLS	FALL	SPRING
Plays bounce and catch with ball		
Hops forward on one foot		
Hops backward on both feet		
Changes direction when running		
Walks down stairs using alternate feet		
Runs without falling		
Grips pencil, crayon, or marker		
Prints name		
Writes numbers		
Usually uses dominant hand		
Cuts with scissors		
Traces basic shapes with control		
Draws pictures with some detail		

LANGUAGE AND LITERACY	FALL	SPRING
Speaks understandably		
Understands concepts of print (how books work)		
Distinguishes letters from words		
Relates a familiar story without pictures		
Recognizes rhyming words		
Shows understanding of general times of day		
Tells days of week in order		
Identifies beginning sounds of words		
Recites alphabet		
Identifies lowercase letters		
Recognizes some sight words		
Recognizes environmental print (everyday symbols)		
Knows address and phone number		
Retells a story in proper sequence		
Writes in various ways (drawing, letter-like forms, inventive spelling, conventional forms.)		

MATH READINESS	FALL	SPRING
Identifies shapes		
Counts, recognizes numbers		
Uses units of measure		
Sorts data in a simple graph		
Manipulates simple patterns		
Models addition and subtraction		
Uses positional words		

Comments (fall):

Prepared by:
 Teacher name: _____ date: _____
 Teacher name: _____ date: _____

Comments (spring):

Prepared by:
 Teacher name: _____ date: _____
 Teacher name: _____ date: _____

Please note: Assessments are strictly confidential. Parent receives a copy in fall and spring. Original is kept on file. Additional copies released only with written permission from parent.

The goals reflected in the enrichment assessment are common expectations for children by the END OF KINDERGARTEN.