



Parent Handbook 2018-2019

Address: 225 Wyoming Avenue
Wyoming, Ohio 45215

Phone: (513) 761-5211

Email: LadsAndLassiesPreschool@gmail.com

Website: www.LadsAndLassiesPreschool.org

Tax ID: 31-056-4122

Director: Stacy Akers
(office hours: Mon 9am-3pm, Fri 12:30-3:00pm or by appt)

POLICY MANUAL FOR PARENTS Welcome to Lads & Lassies Community Preschool. This parent handbook is to acquaint you with the school. Please read it thoroughly and refer to it as often as needed. We encourage parent involvement and welcome you as we all work together to provide a preschool environment that meets the social, emotional, physical, and intellectual needs of your child.

Mission Statement Lads & Lassies Community Preschool's purpose is to serve as an outreach of the Presbyterian Church of Wyoming, to families of all faiths with children 3, 4, and 5 years of age.

Philosophy The school serves as an outreach to families of all faiths, serving children ages three to five (3-5) years. The goal of LLCP is to address the needs of the whole child intellectually, physically, socially and spiritually.

At LLCP, we believe that:

- Children have an inherent desire to understand the world around them
- A quality Early Childhood experience enables children to reach their greatest potential now and in the future
- Children should be given the opportunity to follow their interests; skills can best be developed through a child-centered curriculum and environment
- Children should be encouraged to and given time to observe and think
- The main role of the teacher is to listen to children and ask questions that encourage higher level thinking and problem solving and to communicate genuine and serious interest in the ideas of the children
- Children should be given opportunities to express what they are learning through art, music, language and play
- Detailed documentation and display of children's thoughts and work enhances learning for the children, teachers and parents

At LLCP, we practice what we believe through *Project Approach* inspired methods.

Lads & Lassies Community Preschool Advisory Committee

(LLCPAC) Lads & Lassies Community Preschool is an outreach ministry of the Presbyterian Church of Wyoming. The LLCP Advisory Committee has been given responsibility for supporting, advising, and serving as a liaison between LLCP and Session of the Church. This committee is responsible for assuring the school's program is in keeping with the overall mission of the Church and see that it is financially sound.

The committee will approve a budget and present it to the Finance Committee of the Church annually. The Committee will hire a Director and evaluate her performance annually in conjunction with the Joint Personnel Committee.

The Committee members will be charged with promoting LLCP in the community. The Committee is composed of the LLCP director, an LLCP teacher, chair, treasurer, secretary, LLCP parent, a member of Session and an at-large member.

Chairperson: Sue Moriarty, 183 Compton Dr., Cincinnati, OH 45215

Registration-Currently Enrolled & Legacy Families Application forms for the upcoming school year are available in the school office. Preferred enrollment will begin in January for current and legacy families. A \$100 registration fee (non-refundable after March 1st) must accompany your completed application and will hold a space for your child. Completed forms should be returned to the school, or mailed to: LLCP, Attn: Stacy Akers, 225 Wyoming Ave., Wyoming, OH 45215.

Registration-New Families Application forms for the upcoming school year are available in the school office. We will begin accepting new family applications in January. Anyone interested should contact Stacy Akers at the preschool.

Acceptance and Waiting List As completed applications are received they are numbered and filed. Children are placed in a class by birth date, with occasional exceptions for developmental reasons. Once a class is full children go on a waiting list. As openings arise, children on the waiting list will be placed in the order in which their application was received. Modifications to class assignments are subject to change at the discretion of the director.

Class Schedule/Options

Young 3's (Frogs)

3 days (T W Th) AM 9:00-11:30am

3/4's (Fish)

3 days (T W Th) -or- 4 days (T W Th F)

AM 9:00-11:30am -or- PM 12:30-3:00pm

Friday hours: 9:00-11:30AM for all 4-day Fish students

4/5's (Bears)

4 days + Pre-K Friday (T W Th F)

Tues-Thurs hours: AM 9:00-11:30am -or- PM 12:30-3:00pm

Friday hours: AM 9:00-12:30pm
(lunch 11:30-12:30pm)

3/4's & 4/5's

Lunch & Learn program add on is available - children will pack a lunch and enjoy a planned program (author, animal visit, etc.) from 11:30-12:30pm on a Wednesday, 5 times per school year.

Ratios:

	Young 3's	3/4's	4/5's
LLCP Teacher/child ratio:	1: 6	1: 8	1: 8
State Licensing ratio requirements:	1:12	1:12	1:14

Additional staff is available when needed for special activities.

Tuition Payments Please place tuition payments in the lock box, located outside the LLCP office, or mail to:

**Lads & Lassies Community Preschool, Attn: Stacy Akers
225 Wyoming Avenue, Wyoming, OH 45215**

The first tuition payment is due at the time of enrollment packet pick up (April). The remaining tuition may be paid:

- In Full (upon Enrollment Packet pick up)
- Trimester (due 10/1, 1/1, 4/1)
- Monthly (due on the 1st of each month)

A signed tuition agreement must be on file in the school office for your child to attend LLCP. Late payments will be charged a \$45 late fee.

Disenrollment Policy:

If for whatever reason you need to withdraw your child from LLCP before the end of the school year, you are responsible for 2 additional months of tuition after the date of withdrawal. Written notification (email accepted) is also required.

*Exceptions to standard tuition schedule should be discussed and approved by the Director

EVERYDAY NOTES

Absence Policy In order to ensure your child's safety and wellbeing, we ask parents to be vigilant about communicating with LLCP about your child.

1. Call or email to report if your child will be absent from school for any reason. When leaving a message, please include the nature of the absence.
2. If your child is absent due to any communicable disease, **a doctor's note is required for your child to return to school** (communicable diseases include the following: chicken pox, flu, head lice, pink eye, etc.).

*See page 13 for details about Disease management

If your child will be absent for an extended period of time due to illness or travel, please notify us IN WRITING. Forms are available in the office.

*If we have not been notified within 30 minutes of the start of your child's school day, we will contact you at the emergency number(s) you provided to verify your child's absence.

Backpack Your child needs to bring a FULL size backpack daily, with his/her name clearly marked on the outside. A traditional top zipper bag works well.

Birthdays Birthday treats are optional. For the safety of all children, we ask that you individually wrap any food items or choose a non-food "birthday treat." Birthday favors will be sent home in backpacks (food treats to be enjoyed at home). Donating a book to the classroom is a great way to acknowledge your child's birthday.

Daily Schedule

Greeting/Group Time	Read Aloud/Writer's Workshop
Music	Art Studio Time
Discovery Time	Small Group Work
Snack	Closing
Outdoor Play	

* A detailed schedule will be provided by your child's classroom teacher.

Dress Children should dress in comfortable and washable play clothes. Please wear rubber-soled shoes – flip flops, sandals, jellies or open toe shoes are discouraged. We will go outside every day, weather permitting (temperature and wind chill above 30°), so dress your child accordingly. If your child brings an umbrella to school, please leave it in the umbrella stand inside the main doors (not to be brought down to the classroom area). Please label all of your child's outdoor clothing (coats, hats, gloves, and mittens) with his/her name. If the weather is unsuitable for outdoor play, indoor large muscle playtime will be provided.

At the beginning of the school year please send in 2 seasons of extra clothes (shorts & long pants, short and long sleeved shirts, underwear and socks) in a clear, labeled, gallon zip lock bag to use when needed.

Drop Off/Pick Up The person responsible for bringing your child to school will need to walk him/her in and assist with hand washing in one of the three bathrooms available for your use in the Gathering Area. This is also a great time to encourage your child to use the potty before the school day begins.

All cars in the fire lane driveway (outside main entry doors) must remain occupied at all times.

You may “short term” park in the circle driveway in front of the church on Wyoming Avenue for drop off and pick up.

At departure a staff member will dismiss your child to you. **Please hold your child’s hand in the driveway and parking lot.** If you choose to have an LLCP staff member put your child in the car, you will be responsible for buckling him/her in the safety seat. We ask that you do not block the “loading zone” while doing this. You may pull forward or into a parking spot. We encourage carpools for your convenience. Written authorization for carpools can be placed on file in the school office, using the form provided in the enrollment packet. **If anyone other than you or your carpool is picking your child up, we must have authorization.**

Field Trips On occasion, Lads & Lassies Community Preschool will take walking field trips to community parks and businesses. Parents will be notified in advance of such outings, and written permission must be given. A first aid kit, a cell phone and a first aid certified staff member will accompany us on outings. Additional outings may be planned throughout the year. Participation is optional. However, if you choose to participate, parents will be responsible for their own child’s costs and transportation associated with these optional outings.

Holidays As we welcome families from all faiths, holiday celebrations will reflect the traditions of the families we serve. You are encouraged to contact us if you would like to volunteer to share a family tradition with us.

Newsletters, Blog & Website Classroom newsletters are published approximately monthly and include specific goings-on in the classrooms. These are typically distributed on Thursdays (and are posted on the website). There is a weekly blog update that includes general current information and upcoming events. The website (www.LadsAndLassiesPreschool.org) provides school details, along with links we feel provide helpful information.

Parental Participation Parents have free access to our school at any time. We encourage parental participation and welcome parents to join us. We invite parents to share personal interests, including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parents can volunteer in the Studio, office, classrooms or for special projects. Please check in at the office before heading to the classroom.

It is of the utmost importance that school and parents are mutually able to work together to provide a setting that best meets the child's needs. For this reason, we have included this section so that parents can fully understand our expectations of how we work together.

1. *Parent Conferences:* Three parent conferences will be conducted each school year. In October or November it will be by phone or email for the parent to inform the teacher of the child's adjustment, special needs, concerns and goals. The second conference is in February, and will be in person for the teacher to share information about the child's progress. There will be no school during these two days of conferences. The third (optional) will be in April or May to talk about kindergarten readiness or transitioning to the next age group, if applicable.
2. *Home/School:* The school will utilize our website, www.LadsAndLassiesPreschool.org, and our blog, www.LadsAndLassiesNotes.wordpress.com, to provide information to you. All pertinent information including the school calendar, upcoming events, classroom activities, etc. will be included.

Communication between home and school is important. We ask that you, *in writing*, share any changes or special events – illness, new babies, visiting relatives, vacations, changes in child care arrangements, loss of a loved one or pet – that may affect your child.

3. *School as a Resource:* Parents should use the school as a resource. Staff members are trained professionals in the area of child development and can provide families with valuable information about children. The website will contain links we feel provide helpful and vital information as well.

Parties We have 3 parent-organized celebrations/parties each year: Halloween, Santa Pancake Breakfast and Valentine's Day. A sign up link is sent via the weekly blog prior to the event for those who wish to volunteer. Anyone who would like to help can sign up. The volunteer areas generally include snacks, craft, game, and stories, planned and run by the parents.

Resolving Parent/Staff Complaints or Problems If possible, please first discuss any concern you might have with the staff member involved. Please address your concerns to your child's teacher. If you are not comfortable in doing so contact the LLCP Director. We want to work together in the best interest of the children so issues and concerns will be taken seriously and remain confidential. An Advisory Committee oversees the school. If you would ever like to address them in writing, see the role of the LLCPAC on page 3 of this booklet.

School Cancellation Notification of school cancellation will be made on local TV stations. If Wyoming City Schools are on a weather delay, morning preschool is canceled and afternoon families will be contacted. If Wyoming City Schools are closed due to weather, Lads & Lassies Community Preschool is closed too. For any other circumstances surrounding a school closing situation you will be emailed.

School Roster A class roster with names, addresses, phone numbers, email addresses and parent names will be available for all families enrolled in Lads & Lassies Community Preschool. Permission for information to be released on the roster must be given in writing and be on file in the school office (form included in enrollment packet).

Snack Your child will bring his/her own snack daily. Please designate a small plastic container with a lid as your child's snack container. **Mark your**

child's name clearly on the lid. School provides water to drink. **We are a NUT-FREE school. Please help us keep our students with allergies safe!** We will try to announce special party days for which snacks will be provided. Children with special diet needs may need to bring their own snacks or store their own "safe snack" in the office.

Good nutritional habits are important to a young child's growing body and mind. Please be sure your child has had a good breakfast or lunch before coming to school.

You MUST notify the school immediately if your child's emergency contact phone numbers change in any way (forms located in office).

SAFETY At Lads & Lassies Community Preschool we see child safety as our "#1 job." We have found that reinforcing predictable routines and good behavior encourages children to develop appropriate social behaviors. Children will be reminded of safety rules in a positive way and will be helped to follow them at all times by reinforcing acceptable, safe behaviors. All staff members will be trained in agreement with State Rule 5101:2-12-22, Child Guidance and Management.

Our safety program includes classroom safety and outside safety.

1. At no time will a child be left alone or unsupervised. Two teachers are assigned to each classroom, with additional staff being available when needed.
2. Children are shown and asked to demonstrate safe ways of walking in the classroom, moving chairs, picking up toys, using materials such as scissors, paint brushes and blocks. When outside, children are shown the safe way of using all pieces of outside equipment. They are shown in small groups where the boundary of play is located. Teachers are placed in strategic areas to observe and offer guidance.
3. LLCP staff members are trained in CPR, First Aid, Communicable Diseases and Child Abuse Prevention.
4. Playground and classroom accidents are brought to the attention of the Preschool Director. Parents will be notified by phone. An *Incident/Injury Report* JFS 01299 shall be completed by the staff member in charge of the child when the following occurs and a signed copy given to the parent in accordance with rule 5101:02-12-49 of the Administrative Code:

- a) An illness, accident, or injury which requires first aid treatment
 - b) A bump or blow to the head
 - c) Emergency transporting
 - d) An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the school unattended
5. In the event of an accident or illness that requires immediate emergency medical attention, the Wyoming EMS will be called. A school staff member will remain with the child until parents or guardian assumes responsibility for the child's care.
 6. In a dental emergency that does not require EMS, the parents or emergency contact person will be called. If no one is available, the child will be transported to the dentist indicated on their emergency form.
 7. Fire, weather and lock down drills are conducted so that the children will know what to do in an emergency.
 8. A fire emergency and weather alert plan is posted in each classroom that explains the action to be taken and staff responsibilities. The plan includes a diagram showing evacuation routes.
 9. The school administration is to be notified of all child custody agreements.

Discipline Policy Discipline is aimed at providing safety and encouraging children to gain self regulation and take responsibility for their actions. Discipline is individually handled and is adjusted to the child and the situation. Staff will intervene when needed to ensure the safety of all children. Positive behavior is encouraged and negative behavior is addressed privately and gently. Teachers may use redirection, discussion, and/or a phone call home. At no time will harsh or embarrassing techniques be used.

General Emergencies It is our policy to assess the situation and to respond in such a way that your child's safety is insured to the best of our ability. Staff members have been trained and will respond in accordance with our Emergency Response Plan. First responding person will determine the emergency and notify the Director of the emergency.

Fire: sound alarm, children line up and evacuate the building and go to the LLCP playground, teacher accounts for all children in her group, and reports to the Preschool Director, who will report to the Fire Chief. Fire drills are practiced monthly.

Loss of Power, Heat, or Water: Preschool Director will determine if the school should be closed. If necessary, parents will be notified to pick up their child using email and/or a phone call.

Parent-determined Emergency Pick Up: If at any time you feel like you need to have your child home with you due to an emergency, please do the following:

- Quietly walk into the school.
- Notify the Director and/or Office Manager that you are taking your child... it is imperative all children are accounted for.
- Gather your child's belongings, pick up your child from the classroom, and quietly exit the building.

School-determined Emergency Pick Up: If at anytime during preschool hours a situation occurs requiring the children to be dismissed early, parents will be contacted by the school via email and/or phone and provided early pick up instructions.

Off-Site Family Reunification If at any time the preschool facility or grounds is rendered unsafe and a remote site location is needed, the Family Reunification Protocol will be used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children.

Parents

- Will be informed via email, phone call, website to come to Wyoming Middle School, 17 Wyoming Avenue
- Enter Wyoming Middle School through main entry (side of building facing parking lot)
- Sign your child out with his or her classroom teacher.
 - Students will only be released to persons listed on his/her purple *Release Authorization Form*, on file with Lads & Lassies
- After signing out, leave quickly and calmly with your student to make room for others

Students will only be released to persons who are listed on the student's purple *Release Authorization Form*.

Violence: Teachers will evacuate the children at the first available opportunity from the nearest exit point or follow Lock Down and Hide procedure, depending on threat.

Weather: alarm is heard, we evacuate classrooms to the indoor gym, teacher accounts for all children in her group. Report to the Director and remain in place until the weather emergency is lifted.

Serious Incident, Injury or Illness First responding person will assess the injury and summon additional help. Designated staff will contact parents and EMS, and perform emergency procedure(s) needed until EMS arrives. LLCP will not transport a student. LLCP will not provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. All other staff will remove non-involved children from the area of the emergency.

HEALTH

Diapering Policy Lads & Lassies Community Preschool is not state licensed for diapering; therefore, if your child has frequent accidents at school we may call you to come in so that you can clean and change your child.

*If a clothing change is needed for any reason: 2 adults will be present and the child's privacy will be respected.

Health Check (Management of Communicable Diseases) Children are checked upon arrival for general health, and parents assist students with hand washing before entering the classroom. Our staff has been trained by a registered pediatric nurse in signs and symptoms of illness and in hand washing and disinfecting procedures.

Ohio Law requires isolation and immediate discharge when a child exhibits any of the following signs or symptoms of illness:

- Temperature of at least 100° F when in combination with any other sign or symptom of illness
- Diarrhea (3 or more loose stools within a 24 hours period)
- Severe coughing

- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

If we notice any of the above symptoms or any other indication of illness such as the inability to participate in activities, we isolate the child from the other children and call the parents or guardian for transportation home. The child is kept comfortable under adult supervision until transportation is arranged and has arrived.

The child may return to school when all signs and symptoms of illness are gone, and in the case of a communicable disease, a doctor's note is provided. We rely on the discretion of parents and medical personnel to help us keep illness to a minimum by keeping sick children home.

Notify the school of any communicable disease your child may contract. Ohio Law requires us to inform parents of any incidence of such disease. An email and/or note will be sent home to notify all families when children have been exposed to a communicable disease. The Ohio Department of Human Services provides a chart listing communicable diseases, symptoms, treatment and minimum procedures for control. This chart is posted in the LLCPC office. We follow state requirements for cleaning and sanitizing preschool areas and materials. Proper hand washing is used by staff and taught to the children.

Medical & Enrollment Forms A completed *Medical Statement* (form JFS 01301) and *Enrollment & Health Information* (form JFS 01234), **must** be on file the first day your child attends LLCPC (this is a state law). The medical statement is valid for 1 year from the date of exam. Should this form expire during the school year, a new form must be submitted by the expiration date of the originally submitted form. You will be reminded in writing when your child's form is due to expire.

Medication and Allergies/Medical Procedures Plan of Action If any special medical condition or allergy is noted on your child's *Enrollment & Health Information* (JFS 01234) there are additional forms required by the State of Ohio to be kept on file in the LLCPC Office. These additional forms (JFS 01236 *Medical/Physical Care Plan* and/or JFS 01217 *Request for Administration of Medication*) will need to be completed by your child's physician.

The LLCPC staff will be trained on the specified procedures listed on the *Medical/Physical Care Plan* (form JFS 01236) for any child needing special medical observation or medication, such as an inhaler, Epi-pen or emergency OTC. This training will be provided by the child's parent prior to the first day of school.

Care will be taken to keep a child free from any substances that could make him/her ill. Special needs will be handled on an individual basis.

COMMUNICATION

Family-Serving Agencies and Community Partners

4C for Children

www.4cforchildren.org

513-221-0033

Presbyterian Church of Wyoming

www.pcwyoming.org

513-821-8735

FAAN

(Food Allergy Awareness Network)

www.foodallergy.org

847-260-9724

Wyoming City Schools

Special Services

www.wyomingcityschools.org

513-206-7034

Immunization Action Coalition

www.immunize.org

800-232-4636

Valley Interfaith Community Resource

www.vifcc.org

513-821-3233

How To Communicate With Us Listed below is a quick guide for you, as parents, to follow with concerns or suggestions about your child or the school. You are encouraged to address concerns as soon as possible. Our goal is the same as yours – to have a happy child! Contact your child’s *teacher* and express your thoughts and concerns about the classroom or to ask questions about your child.

- If your child is experiencing problems academically or socially or if you want to share special circumstances which may interfere with your child’s learning, contact your child’s *teacher*.
- If you have ideas, suggestions, or questions about curriculum or the school in general, please contact the *Director*.
- If you are unable to resolve concerns with the classroom teacher, please contact the Director.

Ways To Reach Us

- * Phone 761-5211
- * Email LadsandLassiesPreschool@gmail.com
- * In Person
- * Note in Mailbox outside preschool office

☺ Please be sure to share positive feedback about LLCP too!

Center Parent Information

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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