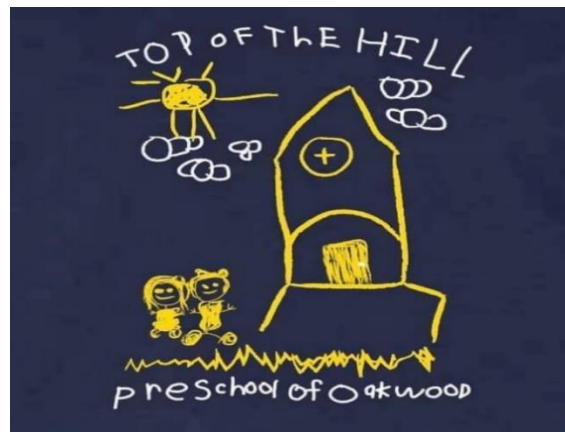


# Top of the Hill Preschool of Oakwood

Where Children...

Play, Grow and Learn



## Parent Handbook

Lutheran Church of Our Savior  
155 E. Thruston Blvd.  
Oakwood, Ohio 45419  
(937) 815-6557

[preschool@oursaviordayton.org](mailto:preschool@oursaviordayton.org)

[Topofhillpreschoollcos.org](http://Topofhillpreschoollcos.org)

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Welcome to Top of the Hill Preschool of Oakwood a ministry of Lutheran Church of Our Savior. This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Top of the Hill Preschool.

### **MISSION STATEMENT**

**PHILOSOPHY** - The philosophy of Top of the Hill Preschool is to provide a program to help children grow – physically, emotionally, socially and intellectually in a secure, warm and loving environment. Ages 2 to 5 years old.

Using the basics of wonder, discovery and understanding, it is the school's endeavor to build on a child's natural curiosity; to help each child realize their own self-worth and to give each child the wonderful experience of sharing friendships.

**GOALS** - We strive to help children gain self-confidence. We provide opportunities for the children to succeed and develop a positive self-image. We encourage children in their awareness of the world around them and their sense of responsibility and belonging. We give children the opportunities for decision-making. We encourage self-help skills as well as pro-social behavior. We help children adjust to group situations; develop self-control and explore ways of interacting with others. We assist parents in the education and rearing of young children. We provide **FUN** experiences for all areas of development. The staff recognizes the importance of balanced growth. They provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

## LICENSE

**At the end of the handbook you will find an attachment about licensing please take the time to read this information.**

## ADMISSIONS

Prior to admission to Top of the Hill Preschool, an enrollment tour is conducted. Before a child's first day of school, forms need to be filed in the preschool office. A child is considered to be enrolled in the preschool only after the registration fee has been received. The director confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change in this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months. Required custody forms also need to be filed; if applicable. All records are kept confidential but shall be available to the Ohio Department of Job and Family Services. Immunization records may be subject for review by the health department.

## HOURS AND DAYS OF OPERATION

The preschool will be in operation Monday through Thursday 9:00 to 11:45 a.m. with optional lunch or extended day until 12:30 or 3:00 p.m. Our preschool operates from Labor Day to Memorial Day with the preschool closing for Thanksgiving, two weeks at Christmas, Winter Break in February and Spring Break in March. A detailed school calendar can be found on the preschool's website. The monthly fees are the same each month.

The director is on premises during school hours and may be contacted 8:00 a.m. to 3:00 p.m., Monday thru Thursday during the school year. Summer hours vary.

## STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Top of the Hill Preschool will not exceed the following state required ratios:

- 1:7 Toddlers (at least 18 months and less than 2 ½ years)
- 1:8 Older Toddlers (at least 2 ½ years and less than 3 years)
- 1:12 Young Preschoolers (at least 3 years and less than 4 years)
- 1:14 Preschoolers (at least 4 years and not enrolled in kindergarten)

Because we desire to provide a higher level of quality care, we will strive to maintain lower ratios in all classrooms such as 1:6 in the toddlers (2's), 1:8 in the young three's, 1:10 in the threes and 1:12 in the four's and the Pre-K 5's.

The maximum State group sizes are as follows:

- 14 2 year olds
- 16 3 year olds
- 24 4 year olds
- 28 5 year olds

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch time, outdoor play or special activities.

### **DAILY SCHEDULE**

The daily work of the preschool is under the supervision of carefully chosen, qualified teachers, trained in Early Childhood Education. It is the lead teacher's responsibility to implement a program that provides developmentally appropriate learning experiences for each child. Through language arts, math, dramatic play, large and small motor activities, music and art, with a strong emphasis on social interactions, the teacher plans activities for her particular class. It is the preschool's goal to provide each family with a rewarding preschool experience. The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Specific schedules are posted in each classroom. A typical schedule follows:

#### **2's**

- 9:00 Arrival, children are greeted, wash hands, open play
  - 9:15 Playground (weather permitting) or Gym Time
  - 9:45 Potty / Diapers / wash hands
  - 9:55 Snack Time
  - 10:15 Art Experience
  - 10:40 Open Centers
  - 11:30 Circle Time (books, finger plays) Movement
  - 11:45 Wash hands/ Dismissal for morning
  - 11:45 Potty, wash hands for lunch
  - 11:45 Lunch
  - 12:00 Playground activities or Gym
  - 12:30 Wash hands/ Dismissal
- (not quite old enough for extended day, just yet!)

## **PRESCHOOL**

- 9:00 Arrival, children are greeted, wash hands - Open Classroom
- 9:30 Circle Time - teacher directed activity based on weekly theme
- 10:00 Planned encounters relating to weekly themes - art, music, math, science
- 10:40 Playground activities (weather permitting) or Gym
- 11:30 Short wind-up of the day
- 11:45 Wash hands/Dismissal

## **EXTENDED AFTERNOON SESSIONS**

- 12:30 Wash hands/ Lunch Bunch goes home
- 1:15 Transition to room #205 or #208 Room activities
- 2:00 Playground or Gym
- 2:40 Return to classroom
- 3:00 Wash hands/ Dismissal

## **TUITION/FEEES AND PAYMENT POLICIES**

Emails with tuition statements will be sent early in the month. You should receive your statement the first day of the month that your child is present. Tuition is due upon receipt. Your statement will reflect the current monthly fee including any charges for extra services for the previous month. These services might include lunches, extended afternoons or late charges. **If you pay by check, please make it payable to Lutheran Church of our Savior.** There is a \$20.00 returned check fee.

If two or more children from the same family are enrolled at Top of the Hill Preschool, there will be a 10% discount for the second child.

The annual rate for a student has been divided by nine so that you may pay the same amount each month. This simplifies bookkeeping for both parents and staff. Since our expenses continue when your child is absent, the preschool does not refund money for days missed. If there is a prolonged illness or hardship, special requests may be brought before the Preschool Advisory Council through the director.

**Extended Afternoon Fee** (\$22.00 per afternoon) - This includes time from 11:45 to 3:00. If your child only stays through until 12:30 the fee is \$10.00 per lunch. Pickup time after lunch is **12:30. Any child left after that will be sent to the Afternoon Room for Extended Day activities and the later fee will be charged.**

**Registration Fee** - An annual, non-refundable registration fee of \$50.00 is required. This fee is for each child enrolled. There is a 10% reduction for the second child. A child is not considered enrolled until the registration fee is received.

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**Supply Fee** – a one-time \$40.00 supply fee per student will be on the first month's tuition statement.

**Delinquent Accounts/Returned Checks** – A fee of \$20.00 will be charged for any returned checks due to insufficient funds.

**Withdrawals** - If it should become necessary for you to withdraw your child during the school year, a two-week notice is required.

**Late Pickup Charges** - If a parent realizes that circumstances beyond their control are going to delay pickup, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$10.00 per every 15 minutes may be charged. Please remember that our staff is anxious to get home to their families and commitments.

**Tax I.D.** - For tax purposes **our Federal Identification Number is: 31-0597996**

If your child is going to be absent, please call the preschool office at **(937) 815-6557**. We have voice mail and texting, so messages may be left at any time of day as well as email **preschool@oursaviordayton.org**.



**FEES 2023-24 SCHOOL YEAR**

MONDAY-THURSDAY	\$255.00 per month
Two day option-2's Room only	\$175.00 per month
Lunch until 12:30	\$10.00 per day
Extended Day	\$22.00 per day
Late Fee	\$10.00 first 15 minutes
Returned check fee	\$20.00

**SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures.

**Arrival/Departure** – For **drop-off**, there is plenty of parking at the preschool and parents/caretakers are asked to park and walk their child to their assigned preschool entrance to a staff member. Children may not be dropped off or sent inside **alone**. Any special messages or special pickup notes etc. are to be given to the teacher. Staff must be made aware of each child's presence before the parent departs. At the time of **pickup**, parents/caretakers are invited to walk to their child's classroom. Parents are asked to make contact with their child's supervising staff member to ensure that the staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before drop off and after pick up.

**Supervision of Children** - At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. An ill child may also be taken to the preschool office under the supervision of the director.

**Release of a Child** - Staff will release children only to persons on the authorization pickup form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check picture ID's of anyone they do not recognize. Please let people know about this so they bring a picture ID and they are not offended. The children's safety is our #1 priority! Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**Custody Agreements** - If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up your child. The preschool may deny a parent access to their child without proper documentation.

**Reporting Child Abuse** - All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make report to the local children's services agency. The safety of children is always our first concern.

**Change of Info** – It is the responsibility of the parent to notify the preschool of any address and/or phone number changes. For the safety of your child all information must be current.

### **GUIDANCE POLICY**

Top of the Hill Preschool staff believes that helping the child to learn self-control is very important. Our hope is that each child learns self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn, learn to respect teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and children while they are at Top of the Hill Preschool.

If a situation arises where the child is constantly endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Appendix A to Rule 5101:2-12-19 OAC.

### **LUNCH AND SNACKS**

Top of the Hill Preschool provides a morning snack in each classroom at an appointed time. A parent sign-up snack contribution may be available by your child's teacher as well. Each snack will contain food from at least two food groups; as well as, water. Please let us know ahead of time if your child is not permitted to have any types of foods due to allergies or religious beliefs. For your information, the teachers track what snack is served each day of the school year.

**LUNCH** – Sign up for Lunch is optional and easy. Sign up sheets will be available at the door for lunch and extended day (sorry two-year olds, not quite old enough just yet for extended day, but you can stay for lunch!). Parents are required to provide a lunch (we offer water with their lunch) for their child when he/she stays for lunch. Lunches are to

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be placed in the lunch container located at each entrance. Lunches are placed into the refrigerator before 9:30 a.m. and removed at lunchtime. **Ice packs are not necessary.**

State licensing suggest the lunch supply 1/3 of the child's daily requirements, including foods from each of the following food groups:

- (a) Meat /meat alternative; such as, cheese, eggs or peanut butter -1 serving
- (b) Bread/grains such as bread, crackers or non-sugared cereal - 1 serving
- (c) Fruit/vegetable one serving of each is recommended - 2 servings
- (d) Milk - one serving of fluid milk

The amount of food you send should reflect the developmental stage of your child. Uneaten food will be returned in the lunch box for you to observe. **Please, no candy, soda or other junk food . No nuts, hotdogs, popcorn or other “choking foods”. If you send grapes, they must to be cut in half for children under the age of 4.** These items will be returned unopened. At least one staff member supervises the children during each 45 minute lunch period.

### ACCIDENTS/EMERGENCIES

The preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and seasonal tornado drills. Should we need to evacuate due to emergency fire or weather conditions, or the loss of power, heat, or water to the center, you will be called to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed in your child's enrollment information.

In the unlikely event there would be an environmental threat or threat of violence, the staff will: secure the children in the safest location possible and contact the parents as soon as the situation allows. Quarterly lockdown drills are conducted as required by the State. An incident report would be provided to the parents if a threat of violence would occur. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, Oakwood Public Safety will be contacted, parents will be notified, and the staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or Oakwood Public Safety will transport.

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head,

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the child has to be transported by Oakwood Public Safety, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The preschool shall also contact the licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”.

First Aid kits are available in room #205 and between room #207 and #209 and on the stage of the Fellowship Hall (gym).

Parent’s names and home phone numbers are in each classroom and are available to parents of that classroom, as long as release of information was indicated on the enrollment form.

Other emergency numbers are: City of Oakwood Fire and Police Dept. 937 298-2122, Poison Control 1-800-222-1222, Children’s Services 937 224-5437. A file for each child is kept in the preschool office with the names and phone numbers of two local emergency contacts. Parents are always called first at home, work or cell phones. If the parents cannot be reached and there is a real emergency, a staff member must accompany the child to the Emergency Room at the hospital and take the child’s file with them. These forms are located in a file with the child’s name in the Preschool office. Incidents are recorded and filed, and, if appropriate, a copy is sent to the Ohio Department of Jobs & Family Services. Attendance records are kept in the classrooms and are on file for one calendar year. All other forms and records are kept on file in the preschool office.

### MANAGEMENT OF ILLNESSES

Top of the Hill Preschool provides children with a clean and healthy environment. However, we realize that children sometimes become ill from time-to-time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the classroom to quickly assess their general health. Upon entering the classroom, the child is asked to wash their hands before starting to play. We ask that you do not bring a sick child into the classroom. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

**A child with any of the following symptoms will be immediately isolated and discharged to the parent or guardian or person designated by the parent or guardian:**

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by a no-contact thermometer.
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound.

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- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, 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 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.

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

Parents will be notified by a sign on the door of the classroom if children have been exposed to a communicable illness. Children will be re-admitted to the preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. Parents are to notify the preschool whenever a child will be missing for a day. You may call, 24-hours a day, and leave a message.

**Medications** - The preschool will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie/mailbox or backpack. Prescribed medications must be in their original container and administered in accordance to the label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

**Food Supplements or Modified Diets** - If your child requires a food supplement or a modified diet, you must secure written information from your child's physician regarding this. Please speak with the director for more details regarding this.

## **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rises above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities in the Fellowship Hall (indoor gym). Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens and boots in the wintertime. We provide a fenced playground on the grounds and children are supervised at all times. Each class is outside or in our spacious gym for approximately 30 minutes each morning.

## **PARENT PARTICIPATION**

At Top of the Hill Preschool we welcome parent involvement. Parents are encouraged to participate, whenever possible, in the activities at the preschool. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with the staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on your child at these times. A conference day will be offered in the spring for you to meet with your child's teacher. The preschool will be closed for conference day however, child care will be offered during your appointment time.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's Teacher
2. Director
3. Preschool Advisory Council

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realizes that you are entrusting us with your little ones and we want our relationship to be a good one.

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There are many ways to be involved at all ages. We believe that early involvement will provide a sound groundwork for future years. Parents often ask, "What can I do?" A few of the ways to help out may seem little to you but to us they are huge!

**PARTIES** - Parents are asked to contribute snacks, juice, cups and napkins for special occasions. We have three or four scheduled parties each year. Sign-up sheets are usually posted about two weeks before each party.

**SHARE TALENTS** - We have had many wonderful exposures to art, music, woodworking, business, cooking, vocations, etc. through the efforts of sharing parents. This is age appropriate for most classes during the year. We do ask that parents of 2 year olds wait until after Christmas to volunteer. Please speak to your child's teacher if there is a talent you wish to share.

**MONTHLY LETTERS** - Each preschool teacher sends home a newsletter each month pertaining to the activities of that particular classroom. Once a month, a general newsletter is emailed to our parents from the director. The monthly newsletter can be found on our website also.

**SPECIAL ACTIVITIES** - Parents may be asked to help with our Pumpkins with Pop, our party at Christmas, or the End of the Year Program and other times during the school year. If you have other ideas, please let one of us know.

**PARENT BULLETIN BOARD** - This board is located next to the Preschool office outside room #214. Our license, fire, weather and lock-down drill logs, inspection findings, notices and other bits of information are located here. If you wish to post any notices, please check with the preschool office.

**CHILDREN'S BIRTHDAYS** - We love to help you celebrate your child's birthday. Treats can be simple things such as muffins or cookies. We just ask that you not send cupcakes for the two year olds, they are so pretty but often too much for them to eat. Just let your child's teacher know the previous class so that we can help make it a special day for your child.

**ROOM BULLETIN BOARDS** - Each class has a bulletin board located next to their entrance. Messages are left there so please check from time-to-time.

**PARENTAL & STAFF CONCERNS** - Concerns are to be voiced first to the child's teacher, second, they are to be brought to the attention of the director and third they are to be voiced to the Preschool Advisory Council. Preschool Advisory Council consists of a Parent and Teacher Representative, LCOS Council Preschool Liaison, and Preschool Director.

**CONFERENCES/ASSESSMENTS**-each fall, Goodwill Easter Seals of Miami Valley offers their child screening program to our students. With parent permission, a specialist will conduct a developmental screening and the results will be sent home. Your child's lead teacher will also send home an assessment in the fall and a Conference Day is scheduled in the spring (please see the calendar on our website) in which parents are encouraged to meet one on one with their child's teacher.

**CONFIDENTIALITY**- at Top of the Hill Preschool, confidentiality is valued and maintained. Discussion of students, classroom situations, or staff outside the preschool is not allowed. Please note that any evaluations or observations of your child will be copied and kept in your child's file located in the Preschool office. This will serve as a communication and reference tool for teachers, to ensure that the classrooms children come and go from year to year, will provide continuity. Sometimes, it may be necessary for a teacher or the Director to discuss concerns about your child with your child's caretaker whether it is grandparents, sitters, nanny or au pair. In addition, teachers may discuss children or situations amongst each other or with the Director for guidance and advice. All with the goal of what is best for your child. Serious concerns would always be shared directly with only the parent.

### **EXTENDED AFTERNOON SESSIONS**

To further accommodate families, we are pleased to offer Extended Afternoon Sessions. This is a less structured time for children to share with their friends and a few extra hours for Mom and Dad. Children are welcome to stay for Lunch or Extended Day on any day, just sign them in and place their lunch in the lunch container.

The adult bringing in the child is responsible for signing the child in to stay for Lunch or Extended Day. It is also important to inform the teacher. The adult may want to leave special instructions; i.e., phone number, who will be picking up.

### **SCHEDULE:**

<b>2's</b>		<b>Preschool</b>	
11:45	Transfer from Preschool to Potty time/handwashing, Lunch	11:45	Transfer from Preschool to Potty time/handwashing Lunch
Noon	Outside or Gym time	Noon	Outside or Gym time
12:30	Quiet time/room activities Dismissal	12:30	Quiet time/room activities
		2:00	Outside or Gym play
		2:40-3:00	Wash hands, Dismissal



## **CLASS DESCRIPTIONS**

### **2'S**

This program is for children aged two to three years of age. Children need to be two years old by December 31<sup>st</sup> to enroll in this class. This is an age of doing and constant activity. Our program is designed to accommodate the very busy two year old. Under the watchful eyes of a lead teacher, the children are given opportunities to explore their world. Experiences are age-appropriate and geared to engage each child in various activities encompassing music, art, language arts, science, math, and large and small motor development. Social and self-help skills are part of the daily routine.

Maximum group size: 14 children

### **3'S & 4'S**

Children are placed in a group with children closest in age to them. Both classes concentrate on the individual child. Age-appropriate activities are planned taking into consideration the needs of each child. Using hands-on real and manipulative materials, the children participate in experiences that introduce them to infinite and varied aspects of the world around them. The combination of ages lends itself to an atmosphere of cooperation and learning from one another. Thinking skills are encouraged.

Maximum group size: 24 children

### **PRE-K 5'S (limited to the twelve oldest children)**

This class was instituted to meet the needs of the ever-growing numbers of "Summer Children" whose families have decided to give the child more time to develop. It is an exciting hands-on class that maximizes on the five year old's natural curiosity. The activities of this group are a reinforcement of the child's "school skills", recognition, cutting, tracing, matching, memory, language skills, sequencing, to name a few, and are presented in new and different ways. The lead teacher will provide an atmosphere of "exploring life" through varied activities.

Maximum group size: 28 children

## SAFETY

An annual inspection by Oakwood Public Safety is made to ensure building safety.

Children are never to be left unattended and are supervised at all times.

The staff keeps all equipment in safe condition.

Safety rules are followed in the classrooms, on the playground and in the gym.

The use of spray aerosols is prohibited when children are in attendance.

A preschool staff member shall immediately notify the local Public Children Services Agency when the preschool staff member suspects that a child has been abused or neglected, as required under section 2151.421 of the revised code.

A member of the staff is trained in first aid, communicable disease and child abuse recognition and CPR and are present at all times. Lists of these staff members are posted in the preschool office.

A Fire Emergency, Weather Alert and Lockdown Plan are posted in each classroom, explaining the action to be taken and staff responsibilities in case of fire, weather or lockdown emergency.

Seasonal tornado drills and monthly fire drills will ensure the ability of the staff and children to leave the area quickly in a safe and orderly manner. Lockdown plan and drills will be conducted quarterly.

For the safety of your child, we require sturdy shoes to be worn at all times. This means sneakers or firm-soled shoes. Flip-flops, Crocs and sandals are not safe to wear when engaged in active play.

Children must be accompanied when arriving and departing Top of the Hill Preschool. When dropping off or picking up children, please park in the parking lot. We ask that you do not leave children unattended in your vehicle. Please be respectful of the handicapped parking spaces and we ask that you do not block the driveway. It is our policy that only custodial parents or their designee have permission to pick up children. No one under 16 years of age is permitted to pick up a child.

**Security** - We try to keep children as safe as we can. You will need to enter the building through the preschool front door and proceed to your child's classroom. The preschool entrance door will be locked after drop off in the morning. If you arrive late and find the door is locked, please use the church's office entrance. In keeping with fire regulations we always have a way of leaving the building. The second floor restrooms are off limits to anyone but children during preschool hours. Our goal is to keep the children and staff as safe as possible.

## GENERAL INFORMATION

Please dress your child in suitable, comfortable and washable clothes. We do a lot of painting and messy projects. While we use washable paint and encourage the children to use smocks, accidents happen. **Sneakers or sturdy shoes are required** for playtime. **Flip-flops, Croc's and slick-soled shoes** are dangerous for play and have contributed to accidents in the classroom and outside. **We ask that you not send your child to school in sandals, Croc's or flip-flops.** Your child's safety is of the utmost importance to us. Weather permitting, we will be going outside and it is often quite cool in the mornings. We ask that you dress your child appropriately.

### **Children are not permitted to chew gum.**

Please send a backpack or sturdy school bag for carrying papers and projects to and from school. For the most part, the preschoolers are responsible for putting papers into their school bag and taking papers out. Please check daily for important papers.

**BIRTHDAYS** - Birthday celebrations are a big part of your child's life. Notify the child's teacher at least a day ahead of when you wish to celebrate your child's big day. We suggest treats such as cookies, muffins, fruit or juice.

**CLASS ROSTER** - Parents will receive a copy of their child's class roster annually upon request. The class roster will not include children's names and only includes children whose parents have given permission. The class rosters include the names and phone numbers of parents or guardians. This is dated and prepared for each group of children.

**ARRIVALS/DISMISSAL** - Arrival time is 9:00 a.m. The time from 8:30 to 9:00 is teacher planning time and we request that you respect this time so that we are adequately prepared for the children. Dismissal time is 11:45 for the morning, 12:30 for lunch and 3:00 for Extended Day. If you are running late, we ask that you phone or text us, so we can explain this to your child, the preschool cell number is (937)815-6557.

Any child departing after the agreed upon time will be charged a late pickup fee of \$10.00 for any part of 15 minutes. This fee will be added to your next monthly bill.

No child will be dismissed to anyone not listed on the authorization pickup list. Parents must complete a permission form for anyone to pick up other than parents or a legal guardian.

Please mark your child's jacket, boots, mittens, with their name. The first day of school your child's backpack will have a name tag attached which is supplied by the preschool. The same for lunch boxes. Many children have similar items and we want them to have their special things.

Encourage your child to bring interesting objects to reinforce the curriculum. Things from nature are especially interesting and fun. Note: no “toys of destruction”; guns, fighting warriors, swords, etc. We feel very strongly that these items have no place in an early childhood classroom. They are to be left at home and will not be shown or played with at school. We promote peace and ways to solve problems without violence.

**INCLEMENT WEATHER** - There will be five weather/disaster closings allowed for the Monday-Thursday session. If more than the allowed days are used they may be made up the week following the close of school. Tune to WHIO channel 7 TV for weather related closings.

**WEATHER RELATED CLOSINGS** - We try to keep school open whenever possible but do close school for a lot of snow, ice or severe cold. We believe that safety is more important. We try to close school by 7:00 a.m. and it will be broadcast on WHIO channel 7, WHIO.com and the preschool Facebook/Instagram. If you are concerned about weather conditions, please stay home where you feel safe.

**PARKING** - Please watch your speed in the parking lot, children are often walking with parents. We would rather have you a few minutes late than have your child hurt. We do ask that you come directly into the building to collect your child. For safety sake, please do not leave other children alone in your car. Please be aware of the handicapped parking spaces which are reserved for cars with the appropriate sticker.

**POTTY TRAINING** – Children in our 3’s program must be fully potty trained. The only exceptions are children in the two-year-old classes or children admitted under the Americans for Disabilities Act. We realize that young children occasionally have toilet-training accidents and for this reason ask that you send a change of clothing in the child’s backpack. Our staff is very willing to assist a child in these situations. The diaper changing facilities are in room #206. We are more than happy to assist you in this matter any way possible.

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