



Parent Handbook

2017-2018

Welcome to Shiloh Preschool!

This handbook includes the policies and procedures for our weekday preschool ministry. We value the opportunity to care for and teach your child, and appreciate your cooperation with our policies, which will help ensure a safe and nurturing learning environment for all children, families, and staff.

**Shiloh Preschool
5261 Foley Road
Cincinnati, Ohio 45238
(513) 451-6443**

www.shilohumc.com preschool@shilohumc.com

Overview

About our Preschool

Shiloh Preschool Learning Center is a Christian education ministry of Shiloh United Methodist Church, employing preschool administrative staff to establish policies and supervise the ministry. Shiloh Preschool is licensed by the State of Ohio and operates in accordance with state laws on a non-profit basis. A copy of Shiloh Preschool's licensing record is available through the Ohio Department of Job and Family Services and posted outside the preschool office.

Hours, Rates, and Ratios

We offer classes Monday through Friday for morning or afternoon sessions during the traditional school year, September to May, between 9:00 and 3:00 daily.

Class	Program Days	Program Time	Monthly Tuition	Notes
3 year-olds	Mon/Wed/Fri AM	9:00 - 11:30	\$170	Must turn 3 by 9/5/17
3 year-olds	Mon/Wed/Fri PM	12:30 - 3:00	\$170	Must turn 3 by 9/5/17
3 year-olds	Tues & Thurs AM	9:00 - 11:30	\$140	Must turn 3 by 9/5/17
4 year-olds	Mon/Wed/Fri AM	9:00 - 11:30	\$170	Must turn 4 by 9/5/17
4 year-olds	Mon/Wed/Fri PM	12:30 - 3:00	\$170	Must turn 4 by 9/5/17
4 year-olds	Tues & Thurs AM	9:00 - 11:30	\$140	Must turn 4 by 9/5/17
5 year-olds	Mon - Fri AM	9:00 - 11:30	\$220	Must turn 5 by 12/31/17
5 year-olds	Mon/Wed/Fri PM	12:30 - 3:00	\$170	Must turn 5 by 12/31/17

Our daily schedule includes

- Large group/carpet time
- Learning centers
- Large muscle play
- Snack

Shiloh Preschool is licensed to serve up to 69 children at a given time, under the following student-to-teacher ratios:

- two-year-old children, 7:1
- three-year-old children, 12:1
- four and five-year-old children, 14:1

When there is a combination of ages, the youngest child determines the ratio. Parents are welcome to visit our preschool classes at any time.

Purpose

- To provide an opportunity for children to learn by exploration, experimentation, and play in a Christian atmosphere.
- To promote growth, development, and independence of children as individuals through group play.
- To introduce experiences of love and acceptance by those outside of the family unit.
- To model and teach about God's love

Goals

The goals of Shiloh Preschool are to develop the mind, body and creativity of each child through centers such as reading, writing, dramatic play, science, sensory tables, math, and computers. The physical, emotional, and social well-being of each child is the staff's primary concern at Shiloh Preschool.

Developmental Goals for Three-Year-Olds

- Self-help skills: hang up coat, put toys away, wash hands, etc.
- Independence through simple problem-solving skills
- Developing longer attention span/follow simple directions
- Socialization skills: sharing, taking turns, etc.
- Developing fine and gross motor skills
- Math: counting, one to one correspondence
- Reading readiness: alphabet awareness

Developmental Goals for Four-Year-Olds

- Cognitive development through literature, experiments
- Practicing and understanding basic health, safety, and nutrition
- Alphabet recognition and formation (upper & lower case)
- Number recognition and formation, classification
- Name recognition and beginning printing skills

Developmental Goals for Pre-K (includes goals for 4's)

- Reading readiness: beginning sounds
- Math Readiness: counting, patterns, sequencing
- Working independently and following multiple-step directions

Discipline

Our goal here at Shiloh is to provide a welcoming, safe, age-appropriate, positive experience for children. Below is our updated discipline policy for teachers:

1. If an inappropriate behavior occurs, verbally redirect the child by giving age-appropriate instructions of the proper behavior.
2. If the inappropriate behavior continues, give a verbal reminder.
3. If it still continues, remove child to the director or assistant director. The child's parent will be contacted if necessary.

Intentional injuries including, but not limited to, hitting, biting, pinching, scratching, choking another child may be handled by the director with a call to the parent and the child being sent home immediately.

If the director has spoken to a parent three times within 30 days regarding repeated inappropriate behavior(s), it may result in temporarily removing the child from the program, especially if it involves behavior that causes injury to others or oneself.

Staff

Our preschool staff is highly qualified in the field of Early Childhood Education, and all have completed Ohio's required background checks. We are fortunate to have a diverse range of educational backgrounds that work together to meet our children's needs. Several of our teachers possess degrees (from Associates to Masters), and others have years of experience in the field and may hold a Child Development Associate (CDA) Credential. Our teachers all take ten hours of continuing education per year, including training in Child Development, CPR, First Aid, Communicable Diseases, and Child Abuse. Staff are legally required to support any suspicion of child abuse.

Enrollment

Application for Enrollment

Enrollment opens to the public February 21, 2017. The following are required at the time of enrollment:

1. Registration Packet
2. Current immunization record
3. Google Form from www.shilohumc.com completed (some pages require printing)
4. Enrollment fee of \$75 per family (non-refundable)*
***\$25 discount per referral if you refer a family for whom we receive a Registration Packet and enrollment fee. Family must list you on Registration Form.**
5. All children must be fully potty trained by the time classes begin.

During enrollment, children will be accepted into the program in the order our office receives completed **Registration Packets, Google Forms, and fees**, with a one-week priority given to families currently enrolled in Shiloh Preschool. **If low enrollment prevents us from offering a class for your child's age level, we will refund your registration fees.** It is unlawful for the facility 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.

Snack Fee & Snack Guidelines

A one-time snack fee of \$50 *per child* is due by September 1, 2016. The center provides a daily snack, including water and items such as pretzels, Goldfish, cereal, cheese sticks, and fruit grain bars. Parents may provide items for birthdays and special events, and must abide by any allergy or dietary restrictions specified for those events. All snacks will be nut-free.

Tuition

Tuition payments are due on the **first of each month**, August through April (for classes September through May). Payments received after the 10th will be assessed a late fee in the amount of \$25. If you expect your payment to be late, please notify us by phone or email before the first. We accept cash or checks made payable to Shiloh Preschool. **Please write your child's name on your check in the memo line** so we can assure that the correct account is credited. A \$25.00 fee will apply to all returned checks.

If payment is not received by the end of the month, your child will not be permitted to return to preschool until it is paid, including any late fee.

Withdrawal Policy

If you withdraw your child for any reason after August 1, you are responsible for the full year's tuition, unless a replacement is made. The preschool will attempt to secure a replacement, but cannot guarantee one. A refund will be prorated from the date a replacement student enrolls. We ask for a 30-day notice if you anticipate withdrawing your child.

In the rare event that a child has unforeseen medical or behavioral needs beyond the scope of our school, staff will have a conversation with the parents about best next steps, which may include helping them find a center equipped to meet their needs.

Important Forms Required at Enrollment

- **Child Enrollment & Health Information (w/ Emergency Transportation Authorization) (pink paper)**
This completed form is required prior to the child's first day of attendance. It provides the center with necessary personal information as well as any allergy, special health or medical conditions.

The school must have an emergency transportation authorization on file for each child beginning the first day of school. This section authorizes the school to obtain emergency medical help in case the parent cannot be reached.

- **Medical Form (green paper)**
A Child Medical Statement form must be on file for each child, with a record of immunizations written on the form and a doctor's signature. Parents may choose to indicate the option to decline immunizations, but no child is permitted to attend without a current medical form on file.
- **Student Information Form (yellow paper)**
This form is to allow the teacher to get acquainted with your child and to help meet his or her individual needs.
- **Google Enrollment Form**
This form, found online, provides us with information on adults picking up your child and other permissions. We must have this form completed in order to finalize registration.

Communication

We believe that open, two-way communication leads to the best partnership between school and families. Please contact us whenever you have questions or thoughts. If you have a concern with a teacher, we ask that you communicate directly with her before involving administration so that you and she have the most complete information and can work together to your child's benefit. If you are unable to resolve an issue with your child's teacher, the administration will work to have an open conversation with the parent(s) and staff member(s) in order to reach resolution.

Open Door Policy

The office staff is available any time the preschool is open, unless we are in another meeting. We welcome you to come in and talk with us about any questions or concerns. You may also visit your child's classroom; we ask that you let us know when you plan to do so. Teachers are available for fall chats and spring conferences, and throughout the year as needed.

Telephone

You may contact the administration by phone during school hours at (513) 451-6443. If we do not answer, we are likely tending to children, and will call back as soon as we can when you leave a voicemail message.

Online

- **E-mail**: All of our staff members can be reached by e-mail. Please be sure to provide your address at Registration, so that we may keep you updated with regular information.
- **MailChimp**: Visit our Newsletters webpage, and sign up to receive our newsletters.
- **Facebook**: Like us on Facebook to receive notifications.

Text Alerts

Visit our Newsletters webpage for instructions on how to sign up for Remind101 text or E-mail alerts. This is the best way to receive reminders and last-minute information.

Parents

Parent Roster

A class roster will be completed for each classroom. Unless you request it be omitted, your child's name will be on the roster, to be given to the parents of your child's class.

Parent Participants

We have an open door policy at Shiloh Preschool. All parents are welcome to visit and help at any time. Throughout the year, we will have opportunities for parents to help with special events. We will ask for room parents and volunteers, and we hope you will join us making these events our best for the children.

Adults Picking up Children

No child will be released to a person not listed on the enrollment form unless the parent provides express permission. All new persons picking up children will be required to present identification. If there is a custody agreement that impacts parents' ability to pick up a child, the office will require a copy of the agreement or court order in order to abide by that document.

Remember Daily

Attendance

If your child is sick or will not be attending school for another reason, please call the office (513-451-6443) as soon as possible so that we can inform the teacher.

Clothing and Outside Play

Children should be dressed comfortably for active play. Clothing will likely get dirty, so it should be durable, washable, and clearly marked with your child's name in indelible ink. Each child, regardless of age, is required to have a change of clothing in his/her class. **Please send a change of clothes (including underwear) each day in your child's backpack, and replace the outfit as needed.**

We will play outside daily, except during severe weather or unsafe temperatures. Please send your child with appropriate dress, including jackets. We may even take rain or snow walks when the weather is mild!

Shoe Policy

Please send your child each day in gym shoes to help us prevent slipping, tripping, and splinters (from playground mulch). We ask you to leave sandals, flip-flops, and Crocs at home, as they do not provide the same level of protection during our daily activities.

Security

Shiloh Preschool is a secure facility; all entry doors remain locked to the public during our hours of operation. Each family receives an access code with which to enter the center at any time. Anyone not possessing an access code must ring the bell located outside each entry door to gain admittance.

Preschool Office

The preschool office is located in the preschool hallway. Our office hours are 9:00 A.M. - 3:00 P.M. Monday/Wednesday/Friday and 9:00 A.M. - 12:00 P.M. Tuesday/Thursday, or by appointment. The phone number is 513-451-6443. Please feel free to contact the office regarding any aspect of the program.

Unusual Situations

Snow Closing

In the interest of consistency, the preschool follows the Oak Hills School District in the event of a closing or delay for inclement weather. If Oak Hills is closed, we are closed. If Oak Hills is on a two-hour delay, we will not have a morning preschool session, but will have our afternoon session as scheduled.

Late Pickup

A late fee of \$1.00 per minute will begin to incur at five minutes after class dismisses in order to pay staff

for their extra time. Please contact the office if you expect to be late so that we can plan to care for your child.

Illness Policy

In an effort to keep all children and our staff healthy, please keep your child home if he or she has had any of the following within the last 24 hours or if they have any type of contagious illness:

- Fever over 100 degrees
- Eye Infection (red, crusty eyes)
- Vomiting
- Rash that is not allergy related
- Diarrhea, defined as runny or watery stools with increased frequency of loose stools.

If such illness comes to our attention during the school day, we will contact you to pick up your child.

Head Lice

If a child comes to school with live lice or nits, the child will come to the office, and Shiloh will contact parents to come and pick up the child. The child may return to school when he/she is nit-free, lice-free, and has been treated with a pediculicide (insecticide to treat lice). If a case of head lice is found, parents of children in that class will receive a letter with information on how to proceed.

Procedure for General Emergency

As per rule 5101:2-12-34: General emergency includes environmental situations or threats of violence, natural disasters such as fire, tornado, flood, loss of power, heat, or water.

The school conducts monthly fire drills required by the state. In case of a real fire, children will be taken out of the building and will wait in the corner of the parking lot.

In the event of a tornado/weather emergency, children will be taken to the tornado shelter area located in the restrooms near Fellowship Hall in the church.

Administrative staff will deal with other general emergencies through the Delhi Township Fire and/or Police Departments. In the case of loss of power, heat, or water, parents will be notified to take children home. Teachers and administrators will supervise children until parents arrive to assume supervision.

Procedure for serious incident, injury, or illness

As per rule 5101:2-12-34: The classroom teacher will notify another staff member to supervise class, and will notify the administrator who will call 911 and provide the child's medical and health records to responding emergency personnel. The administrator will notify the parent/guardian, and accompany child to emergency care and remain with him until parent assumes responsibility for the child.

In accordance with rule 5101:2-12-35 an incident/accident report shall be completed by the staff member in charge of child when the following occur:

- An illness, accident, or injury which requires first aid
- A bump or blow to the head
- emergency transportation is needed
- an unusual event which jeopardizes the safety of children

Should this occur, the parent will receive an incident report, explaining the accident and the injury. The form then needs to be signed and dated and returned. Staff will then supply a copy to the parent.

In case of dental emergencies, staff will follow state-required procedures posted in classrooms.

Child Abuse

Our employees are mandated reporters--required by law to report if they suspect or know that child abuse is occurring. If there is suspicion of abuse, staff will call (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

Safety Policy

- **NO CHILD SHALL BE LEFT ALONE UNSUPERVISED.** Children shall be within sight and hearing of a staff member at all times.
- **Drop-off program:** A parent or responsible adult must bring the child into the school before class. State policy requires that each child go to the bathroom and wash hands before class, accompanied by the adult. The adult will pick him/her up at the classroom after class.
- A fire drill and inclement weather drill will be conducted randomly each month. A record of the fire drills is posted in the Preschool Office.
- Fire and weather emergency plans are posted in each room.
- The preschool will not take the responsibility of transporting children on field trips.
- In the case of a serious incident, injury, or illness (which includes any situation occurring while a child is in care of Shiloh Preschool, that requires medical treatment or professional consultation or transportation for emergency reasons), staff will take appropriate steps to care for the child's needs, and parents will be notified.

Medication Policy:

Due to our short sessions, we request that you administer medications prior to bringing your child to school. In cases when your child has a condition that requires access to medication at school, our procedure follows:

According to rule 5101:2-12-31: "(1)...The center shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the JFS 01217 "Request for Administration of Medication" All instructions on this form shall be followed. The center shall also secure written instructions from the parent or guardian on the form. A prescription label also serves as written instructions for medications and food supplements as long as [guidelines of this rule] are met..." (see form).

Updates, March 13, 2017
Web and e-mail addresses
Daily schedule details
Snack
Medical Form
Open Door Policy
Parent Participants
Adults picking up children
Illness Policy
Withdrawal Policy