



Anderson Hills  
Preschool

2012-2013



Anderson Hills Preschool  
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## **GENERAL INFORMATION**

Welcome to Anderson Hills Preschool.

In partnership with parents, we are dedicated to providing a Christian based preschool experience along with a strong academic foundation that recognizes the individual learning style of each child. The preschool is an extension of the Family Ministries of Anderson Hills United Methodist Church.

## **MISSION**

Anderson Hills Preschool exists to help nurture a child's love for Jesus, love for others and love for learning.

## **VISION**

The children of Anderson Hills Preschool will experience the love of Jesus and learn biblical truths through their daily interactions with our staff. Godly values will guide our decisions and will be prevalent throughout our programming. We will partner with parents in helping children to grow spiritually, academically, socially and emotionally.

## **PROGRAM AND GOALS**

The planned daily program will cover a variety of activities. These activities will provide for large muscle development, small muscle development, group experiences, music appreciation, dramatic play, concept development, and skills in the use of language and in the use of the five senses. A daily snack is also provided.

The curriculum of the Preschool includes art, math, science and language skills appropriate to the age-level.

The Preschool's goals are to provide the following types of experiences:

Those designed to contribute to maximum physical development;

Those designed to develop social skills and a positive self concept;

Those designed to increase competence in the use of communication tools, and to encourage language and literacy development;

Those designed to encourage aesthetic and creative expression;

Those designed to encourage thinking, reasoning, problem solving and exploration;

Those designed to encourage respect for other cultures;

Those designed to encourage health, safety and good nutrition;

Those designed to aid in the knowledge and understanding of Jesus.

Group experiences as well as individual self-expression will be encouraged. The program is designed to meet the needs of the individual child, and to supplement the child's basic learning from home.

We provide a clean, safe and comfortable environment for the children. Our rooms are set up in learning centers where children will find a wealth of age appropriate materials to provide challenging experiences.

Our teachers and assistants are well qualified and stay current with first aid, CPR, communicable disease and child abuse recognition as well as early childhood training courses. We boast that we have many staff members with over 20 years experience at our facility.

**Our music teacher** meets with all 2-Day, 3-Day and Kindergarten classes once a week for a special music program. In the weekly music class the basic elements of music are taught and explored. There is a strong emphasis on listening, rhythmic and singing skills, which are developed throughout the year. The 20 minutes are filled with lots of musical movement and fun.

**Chapel Time** will be held once a month for all 2-Day, 3-Day and Kindergarten classes. In the monthly chapel time children will sing songs, see a puppet show and learn more about God's love.

The Preschool is open each weekday from **9:30 a.m. to 12:00 noon** and from **1:00 p.m. to 3:30 p.m.**

We are authorized to handle 108 children in the a.m., ages 2 ½ to 5; and 108 children in the p.m., ages 3 to 5. The staff ratio and group sizes are as follows: 2 adults for 12 two-year-olds; 2 adults for 15 three-year-olds; 2 adults for 16 four-year-olds and two adults for 18 five-year-olds.

Each session is two and one half hours long and a sample schedule of a session is: **20** minutes for Hello and Sharing time; **45** minutes for art and learning centers in room; **10** minutes for clean up and putting toys away; **20** minutes for motor skills; **15** minutes for a snack; **20** minutes for story time; and **20** minutes for outside time or big room time in inclement weather.

A snack is served each day. The snack calendar is posted on the Parent's Bulletin Board. **We are a peanut free environment.**

Classes offered include:

**1-Day Preschool** – one-day classes will be held for children **2 years of age by March 31 to 3 years old**. One-day classes meet on Thursday or Friday mornings. The child must be 2 ½ years old by the end of September.

**2-Day Preschool** – two-day classes will be held for children **3 years of age by September 30 to kindergarten age**. Two-day classes meet on Thursday and Friday mornings or afternoons.

**3-Day Preschool** – three-day classes will be held for children who are at least **3 years of age by September 30 to kindergarten age**. Three-day classes meet on Monday, Tuesday and Wednesday mornings or afternoons.

**Enrichment Program** – Additional two-day class offered to children enrolled in a 3-day program, who are turning **5, having summer or early fall birthdays**. Class meets Thursday and Friday afternoons.

**Kindergarten** – This five-day class is designed for the 5-year-old who will benefit from a small class ratio. The teacher is a certified kindergarten teacher with a full-time assistant. We will start at the learner's own level and lead him/her to his/her fullest potential. Our curriculum is aligned with the Ohio Department of Education Standards to ensure a comfortable transition to first grade.

The kindergarten classroom itself is set up in a learning center approach. The materials within the various learning centers will be introduced to a child in sequential order. Much of the kindergarten day is spent in reading and math readiness activities. Since there is a full-time assistant in the classroom, much teacher time is spent in individual and small group instruction.

The morning kindergarten will meet from **9:30 a.m. to 12:00 noon**, five days a week. The afternoon kindergarten meets from **1:00 p.m. to 3:30 p.m.**, five days a week.

The kindergarten will be open to all children who are at least five (5) years of age by September 30.

## **FACILITIES**

All classes will be held in the preschool wing of the church's educational building. Each of the large airy rooms is equipped with toilet and washing facilities. Individual temperature controls in each room provide adequate heating and ventilation. A fenced play yard and a wheeled toy area, with ample equipment to aid in large muscle development, will be used daily as weather permits. Indoor equipment will be available in an indoor play area during inclement weather.

Your child does not need to be potty trained prior to entering any program.

## **WEATHER CANCELLATIONS**

When the Forest Hills Schools are canceled due to a weather emergency, Preschool will not operate. If Forest Hills Schools are on a one-hour delay, we will open at 9:30 as usual. If they have a two-hour delay, our morning session will be canceled. If the Preschool needs to deviate from Forest Hills status, you will receive an e-mail. Please monitor school closing information through these channels: Preschool website, e-mail, preschool phone message and TV.

## **SAFETY POLICY**

All children will be supervised at all times.

On arrival, parents are required to walk their child to the classroom and to notify the teacher that their child is present. Each parent or designated adult must pick up the child from his/her room with the teacher's awareness that the child is leaving the center.

The Preschool is equipped with a security system that locks the entrance to the Preschool during the sessions. While doors are locked, parents may gain entry by using the intercom system at the main entrance.

A monthly fire drill, at varying times each month, will be held. In addition, a monthly weather emergency drill will be held in the months March through September.

A fire emergency and weather alert plan, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts, are posted in each classroom. The plan includes a diagram showing evacuation routes.

Use of spray aerosols shall be prohibited when children are in attendance.

Any food allergies should be noted by the parent on the information form. The teacher will post these in her room and review them before serving foods.

A child will be released to the parent and/or the driver of a car pool. These names shall be given to the teacher at the beginning of the school year. If any other person is to pick up the child, a note from the parent giving permission or a phone call to the Director will be required before the child may be released.

In custody agreements, we require a court document stating who has custody.

## **PROCEDURES FOR EMERGENCIES AND ACCIDENTS**

### **General emergencies would be handled as follows:**

Fire or Flood – Evacuate to Parsonage (7545 Forest Rd)

Tornado – Take shelter in basement.

Chemical – “Shelter in Place”. Notify parents.

Violence – “Lock Down” and follow local emergency service. Notify parents.

Loss of power, heat or water – Notify parents of early dismissal.

### **Accidents and Illnesses will be handled as follows:**

- a. Parents or guardian will be called. If they cannot be reached,
- b. The emergency number will be called. If they cannot be reached,
- c. And the child is ill but not in any health danger, the child shall be isolated with the Director until a parent can be notified.

### **Serious incident, injury or illness**

The Director would assess the situation and provide first aid while the office manager called 911 and notified the parent/guardian. Transportation to preferred hospital would be by the Paramedic Unit if child were in a severe health or injury danger. The Director would accompany the child to the hospital.

An incident/injury report shall be completed by the staff in charge when first aid was given, there was a bump or blow to the head, emergency transportation was needed or there was an unexpected event that jeopardized the child’s safety. The report will be given to the parent/guardian or person picking up the child on the day of the incident.

### **Arrival and Departure Procedures**

Parents are required to bring their children into the classroom. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may NOT be dropped off at the entrance of the building or be sent inside alone. Teachers must be made aware of each child’s presence before the parent departs.

For the morning session, the door to the school will unlock at 9:25 a.m. and remain open until 9:40 a.m.; for the afternoon session the door will unlock at 12:55 p.m. and remain open until 1:10 p.m. for the arrival of students. To gain access if the school is locked, please ring the doorbell located outside the preschool entrance and the office will unlock the door for you.

Please pick up your child promptly at noon for the morning session or 3:30 p.m. for the afternoon session. At pick up time the doors will unlock at 11:50 a.m. for the morning session and 3:20 p.m. for the afternoon session. You must wait in the hallway outside your child's room for dismissal. The teacher will dismiss each child one at a time.

### **FIELD TRIP SAFETY**

A plan for safety whenever children are transported by vehicle away from the center on field trips includes the following requirements:

Written parent/guardian permission is required for all trips.

Parents or guardians authorized by the school will provide transportation for field trips.

Children will be assigned to the drivers for supervision while being transported. Attendance will be taken at the destination and staff/child ratios shall be met.

### **OUTDOOR PLAY POLICY**

We encourage the use of our outdoor facility when conditions permit. When very cold, a 10-15 minute outdoor play period may be enough. We will take into consideration the heat index or wind chill. We will not go out in the rain, snow, a heat alert or other unsafe conditions. Gross motor activities will be offered in the indoor playroom for indoor days.

### **GUIDANCE AND MANAGEMENT POLICY**

Discipline is the responsibility of the teacher and or assistant in each room, or the one responsible for the safety of the children at that time. Discipline will be handled in a gentle manner without any harsh tones or actions. Developmentally appropriate techniques such as redirection, talking with the child about the situation, separation from the problem and praise for appropriate behavior are most often used.

Specification of rule 5101:2-12-22 applies to all employees of the center.

In circumstances where a child exhibits behaviors that are cause for concern, the director may request the services of Childreach. Anderson Hills Preschool has worked with Childreach (a provider of clinical services to early childhood-serving systems in Hamilton County) for over a decade to aid teachers and/or parents in addressing any potential challenges a child may face. We believe identifying potential challenges as early as possible allows for greater time to address the needs of the child.

A Childreach specialist, if requested, may perform general, non-specific observations of a classroom. Should the specialist identify any concerns regarding a particular student, the parent(s) and/or legal guardian will be contacted, in confidence, by the director. Any further involvement from Childreach would only occur at the request/authorization of the parent(s) and/or legal guardian.

More information regarding this policy and/or the services of Childreach is available, per request, in the office.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

Management of communicable diseases requires that each staff member be trained in recognizing communicable diseases. The staff is also trained in hand washing and disinfecting. Each child will be observed as he enters the center. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian

or person designated by the parent or guardian: temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness; 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; 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 a child complains of not feeling well or does not look well, but does not exhibit the above symptoms, a parent will be contacted and a decision will be made between the school and the parent. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times; cared for in another room or portion of a room away from other children; provided with a clean cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and sanitized with an appropriate germicide.

Parents will be notified in writing or a phone call if their child has been exposed to a communicable disease if the disease has been reported to the center either by phone or writing.

The child may return to school when free of all symptoms or with a doctor's approval that he/she is no longer contagious. The child should have a normal temperature (without medication) for at least 24 hours before returning to school. The communicable disease chart is located in the Director's office.

Staff members will also be observed for communicable diseases. Isolation and returning to work will be the same as the children's policy.

School age children will not be allowed to carry and use inhalers or medication.

The Preschool will administer medication only in life threatening situations.

## **PARENT OPPORTUNITIES**

Anderson Hills Preschool has an "Open Door Policy." Parents are welcome to visit the school at any time to observe.

**Orientation** -Each child and his/her parent will be given time with the teacher prior to the beginning of school in late August. At this time the child meets the teacher and assistant and may explore the classroom. Teachers give parents pertinent information and answer questions at this orientation.

**Coffee Hour** - Each teacher holds a "Coffee Hour" during school hours in the Fall. Goals and information are shared with parents at this time.

**Newsletter** - A newsletter is sent home each month with an article from each teacher to keep parents informed of what their child is doing. The Director also includes an article regarding any changes or pertinent information to report.

**Website** - Monthly newsletters as well as a school calendar will be posted on the Preschool's website. The web address is: [www.andersonhillsumc.org/Preschool](http://www.andersonhillsumc.org/Preschool).

**Weekly Plans** - Plans are posted weekly outside the classroom door. In this way, you will know about your child's day at preschool.

**Participation** - There are many opportunities for parents to participate at the Preschool including field trips, Chapel time, class parties, reading in the classroom, and Box Tops.

**Open House** - In the Winter an evening is planned for the annual Open House. Families are invited to visit classrooms and talk with staff during this function.

**Conferences** - Individual conferences with the teacher are held for the three, four and five-year-old classes midway through the school year to help evaluate the child's progress. For 2 ½-year-old classes, evaluations will be sent home, but conferences can be requested.

**Confidentiality** - Parents are assured that staff will maintain the highest level of ethical behavior and confidentiality in regards to their child.

**Complaints** - Concerns should be taken to your child's teacher. Any parent or teacher wishing to issue a complaint or suggestion should contact the director. A formal complaint can be submitted to the Director of Family Ministry.

## **ENROLLMENT INFORMATION**

There will be limited enrollment.

Transportation will be provided by parents.

All programs operate on a nonprofit basis and are offered by the church as a service to its members and the community.

Any changes in your child's registration status should be phoned or mailed into the Preschool office before **May 1**.

If your child is withdrawn for any reason after classes begin, the tuition liability will be prorated. No refund will be made because of absenteeism due to quarantine regulations affecting your child and/or the class, or for absence due to weather conditions.

### **Dates**

Orientation will be held the end of August. All classes (except kindergarten) will meet with staggered enrollment on their first day of class. You will receive your orientation time, your staggered enrollment time, and the date for your first full day in the mail. Our holiday schedule will be given to the parents.

### **Enrollment Records**

Our Preschool shall maintain enrollment records, which include health records, emergency transportation information and parent or guardian roster permission. All information received is used for your child's welfare and is kept in confidence.

### **Health Forms**

The Preschool programs and Kindergarten are licensed by the State of Ohio, therefore a health form, signed by a licensed physician or certified nurse practitioner is required stating that the child is free of communicable diseases, tuberculosis, and is current with immunizations. The examination must be made by a doctor each calendar year.

A child is not permitted to attend school without a valid medical form. Reminders will be sent home if the health form expires during the school year.

### **Withdrawal and Enrollment Cancellation**

Please contact the Preschool office as soon as you are aware of a need to withdraw your child.

During the school year, a child's enrollment may be cancelled if the parents and staff agree that it is in the best interest of the child.

## **Application/Fees**

There will be a registration fee of **\$55.00** which must accompany each application. Make checks payable to **Anderson Hills Preschool**. This registration fee is not applied towards tuition and will be returned only when the school is unable to accept the child.

If your child is accepted, you must confirm your child's place in **Preschool** by sending in a **non-refundable** tuition deposit of **\$100.00 (\$50.00 for 1-Day) by May 1**. This **will apply** to your fall tuition payment due September 1. If your child is withdrawn from school, the tuition liability will be prorated.

You must confirm your child's place in **Kindergarten** by sending in a **non-refundable** tuition deposit of **\$200.00 by May 1**. This **will apply** to your fall tuition payment due August 15. If your child is withdrawn from school, the tuition liability will be prorated.

## **TUITION**

### **Payments**

Please indicate your choice of tuition payment plan on the registration form. Two payment options are offered for each program as listed below. A \$25.00 processing fee will be assessed to change your tuition payment plan after July 31.

### **Invoice Distribution**

Families will receive electronic invoices by e-mail only. If you do not receive your scheduled invoice, please call the office to ask for one. If you have elected to pay your tuition with monthly electronic debits, you will not receive invoices. The Preschool's address and Tax ID number are printed on the invoice. Please retain copies for your tax purposes.

### **Electronic Bank Debit Option**

Electronic bank debit is required and available only for monthly tuition payments. If you choose this option, complete the authorization form and return it with your registration form and voided check. The tuition deposit due May 1 cannot be processed with an electronic bank debit, but can be paid by check or cash.

### **Late Fees**

A \$25 **per month** late fee will be assessed if payment is not received **on the due date**. Late fees will continue to accrue each month until payment is made. If your child will not be in school or you are on vacation, you will need to mail your payment to the school with a postmark on or before the due date.

If your electronic debit is rejected due to lack of funds, late fees and bank service charges up to \$50 will be assessed.

### **Failure To Pay**

Failure to make full payment of tuition fees in a timely manner may result in your child being withdrawn from the school with the open spot being given to another child on our waiting list.

### **Scholarships**

Scholarships may be provided according to established scholarship policy and do not apply to the Enrichment Program. Scholarship applications are due by the registration priority date.

**Tuition Schedule**

	<u>May 1</u>	<u>Sept 1</u>	<u>Jan 15</u>	<u>Total</u>	
1-Day Semester	\$ 50	\$225	\$275	= \$550	
1-Day Monthly	\$ 50	\$55/mo. Sept 15 thru May 15		= \$545	Electronic bank debit only

	<u>May 1</u>	<u>Sept 1</u>	<u>Jan 15</u>	<u>Total</u>	
2-Day Semester	\$100	\$370	\$470	= \$940	
2-Day Monthly	\$100	\$92/mo. Sept 15 thru May 15		= \$928	Electronic bank debit only

	<u>May 1</u>	<u>Sept 1</u>	<u>Jan 15</u>	<u>Total</u>	
3-Day Semester	\$100	\$580	\$680	= \$1,360	
3-Day Monthly	\$100	\$138/mo. Sept 15 thru May 15		= \$1,342	Electronic bank debit only

<i>(includes 3-day tuition)</i>	<u>May 1</u>	<u>Sept 1</u>	<u>Jan 15</u>	<u>Total</u>	
Enrichment Semester	\$100	\$950	\$1,050	= \$2,100	
Enrichment Monthly	\$100	\$220/mo. Sept 15 thru May 15		= \$2,080	Electronic bank debit only

	<u>May 1</u>	<u>Aug 15</u>	<u>Jan 15</u>	<u>Total</u>	
Kindergarten Semester	\$200	\$950	\$1,150	= \$2,300	
Kindergarten Monthly	\$200	\$208/mo. Aug 15 thru May 15		= \$2,280	Electronic bank debit only

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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 of 1990, 104 Stat.32, 42 U.S.C 12101 et seq.

*This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

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