

**Pleasant Ridge Presbyterian Preschool  
Parent Handbook  
2018-2019**



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Pleasant Ridge Presbyterian Preschool  
5950 Montgomery Rd.  
Cincinnati, Ohio 45213  
(513) 631-0170

Dear Parents,

I am delighted to welcome you to the 2018-2019 school year at Pleasant Ridge Presbyterian Preschool. During the coming year I hope you will refer to this handbook and find it useful.

This handbook is intended to be a counterpart to the on-going dialogue between home and school. It is meant to assist your understanding of how the school operates and to supply basic information. In addition, you should also feel free to seek clarification or guidance from your child's teacher or from me.

There may be times that your child reports something that needs translation, or questions and concerns may arise as your child enters a new, often surprising, phase of development. I hope you will always feel free to contact me, whatever your concern. We welcome your involvement in the life of the school and look forward to working with you.

Sincerely,

Anna Rapp  
Director

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## **MISSION STATEMENT**

The Pleasant Ridge Presbyterian Preschool is a Mission outreach program of Pleasant Ridge Presbyterian Church. PRPPS provides early childhood education for children between the ages of 2 ½ years to 5 years. Its curriculum is designed to enhance its students' spiritual, intellectual, emotional, social and physical development.

In keeping with the mission of the church, PRPPS seeks to:

- Prepare children for ongoing independent or public schools through a developmentally appropriate educational program;
- Support and serve parents in their responsibilities as mothers and fathers;
- Offer educational opportunities to an ethnically and economically diverse community;
- Serve families both within and beyond the church's membership.

Admission in the Preschool is open to everyone regardless of church membership, denomination, or religious affiliation. If your family is seeking a church home, Pleasant Ridge Presbyterian Church invites you to join its congregation. Sunday services are held at 8:30 in the Chapel and 10:30 in the Sanctuary. Children's faith programs take place before and during the 10:30 worship service. If you would like further information, feel free to stop by the Preschool office or the Pastor's office.

## **PHILOSOPHY**

The program of PRPPS reflects the mission of the Pleasant Ridge Presbyterian Church, the mission statement of PRPPS, the most recent and widely accepted research on developmentally-appropriate Early Childhood Education, and the Ohio Early Learning Content Standards. The Director is responsible for developing and implementing the program, with the assistance of PRPPS staff and in consultation with the PRPPS Board.

PRPPS is a learning environment which respects and nurtures the different gifts and learning styles each child brings to the group. The children's interests are an integral part of curriculum planning. Active, expressive, child-centered learning experiences are emphasized. Recognizing that play is the work of children, manipulative materials such as sand, water, clay, paint, and blocks are provided. Exploration with concrete materials encourages children to think, to plan, to recreate, and thereby make sense of the world. Professionally qualified teachers, in conjunction with the Director, develop a program rich in language experiences and reading and math readiness to encourage in each child a love of learning, curiosity, creativity, self-confidence, and independence as a learner. As part of our Presbyterian heritage, Christian holidays are observed and celebrated at school. The sharing of other religious traditions both reflects the diversity of our families and is a model for the respectful comparison of different practices.

## **ABSENCES**

Please call (513) 631-0170 or email [anna.prpps@gmail.com](mailto:anna.prpps@gmail.com) to report your child's absence to the school by 9:30 AM. If you are leaving a voicemail, please be sure to mention the nature of your child's absence so that we can keep track of any illnesses that may be going around. It is especially important that we receive immediate notification of any contagious illness such as Strep Throat, Chicken Pox, Pink Eye, Fifth Disease, Influenza, Rubella or H1N1 Virus.

If your child is going to be absent for two or more weeks we will need to have a written excuse for your child's absence and a plan for return. We reserve the right to end enrollment due to an excessive amount of absences.

## **ADMISSIONS POLICY**

PRPPS admits students of any race, religion, color, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, physical disability, national or ethnic origin in its educational policies, admission policies, tuition aid programs, and other school-administered programs.

PRPPS gives preference to the following children who meet the admissions criteria and whose parents have chosen the Priority Enrollment option:

- Children, or grandchildren, of active members\* of the Pleasant Ridge Presbyterian Church
- Currently enrolled students
- Siblings of current or former students\*\*
- Children of staff members of the church or of the school

Should the Priority Enrollment option not be taken, the applicant will be considered without preference or prejudice in the remaining applicant pool during the Open Enrollment period.

\*The constitution of the Pleasant Ridge Presbyterian Church (USA), PART II, Book of Order, 1983-54, Section G- 5.0202, defines an active member as a "person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church and is active in the church's work (support) and worship."

\*\* The priority enrollment option is only extended to siblings of children who have completed the PRPPS program or are enrolled for the next school year.

ACTION: Final

ENACTED  
Appendix

DATE: 12/06/2016 8:34 AM

Appendix C to rule 5101:2-12-07 5101:2-12-07

### 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>

## **ARRIVALS AND DEPARTURES**

We make every effort for a safe and happy arrival and dismissal. We ask that children be escorted by an adult to the classroom, and that parents/caregivers wait until a teacher has signed the child in.

Arrival time is 9:00 AM (for morning class) and 12:30 PM (for afternoon class). Please make every effort to be prompt. It is difficult for a child to enter into a group already engaged in activities. If you arrive after the classroom door has closed, please come to the office so the Director can let you into the classroom.

Sign-In Procedure: One of the teachers will sign each child in on the clipboard upon arrival. The adult bringing the child to school will be asked to indicate the name of the person who will be picking up the child that day, and the phone number (if it is not already on file) where that person can be reached. This ensures that we will know with whom the child is supposed to leave. If the child needs to be picked up early on a given day, this should be mentioned to the teacher so that it can be noted on the sign in sheet. Children will be dismissed only to a custodial parent or the person whose name is listed on the sheet that day as the pick-up person. If someone who is not a custodial parent, and is not listed as the pick-up person arrives, the child will not be released until a parent has been reached by phone to give permission.

Dismissal time is 12:00 PM (for morning class) and 3:30 (for afternoon class). Children will be dismissed from the classroom one at a time after the teacher has verified that the pick-up person has arrived. In the interest of safety, once children have been dismissed they should leave promptly in the company of their adult. If you wish to speak to your child's teacher or come into the classroom after school, you are welcome to do so. Please step to the side of the pick-up line and wait until the other children have been safely dismissed.

No child will be released to anyone other than a parent without permission. No child can be released to anyone under 16 years of age.

If the person listed on the sign-on sheet as the pick-up person changes during the day or an emergency arises during the school day that necessitates an earlier dismissal time, please call to notify the Director.

## **ASSEMBLIES, CHAPELS, HOLIDAY GATHERINGS**

Assemblies are occasionally held during the school year. The skills and gifts of the child, parents and staff may be utilized as well as experts in various fields. Assemblies will be announced after the school year begins.

As a program of PRPC, the school addresses the spiritual as well as the academic dimension of children's lives. Religion plays a big part of many families and we don't want children to feel that they are not allowed to share their family's beliefs and customs in our school setting. The discussion and celebration of the Christian holidays are elements of the PRPPS program. In addition, the holidays and customs of other faiths are fertile ground for understanding and respecting individual differences and the importance of religion in people's lives. Families will be invited to join us for these special times which usually take place after the morning school session.

## **BIRTHDAY PARTIES- IN SCHOOL**

Birthdays are exciting and wonderful occasions for children, and we are eager to share them with your child. We encourage each family to plan in advance with the lead classroom teacher for a celebration at school, whether or not the child's birthday occurs during the school year. This celebration need not occur on the child's actual birthday. Simple cookies, muffins, or cupcakes may be brought from home as well as festive napkins. More elaborate party fare (i.e. balloons, party favors, candy, and ice-cream) is more appropriate for extended celebrations out of school and should not be brought for your child's in-school celebration. A school celebration usually takes place during the classroom snack time. Family members of the birthday child are welcome.

## **BIRTHDAY PARTIES- OUT OF SCHOOL**

Birthdays are a time for happiness, not broken hearts. Parties held outside of school should include either just a few children from the class or the entire class. Please do not exclude just one child or a just a few children. Unless the entire class is invited, invitations may not be distributed at school; nor may children going to an outside party be dismissed as a group from the classroom. These provisions are made to protect the feelings of those children who are not able to be invited. Please check with the Director before placing party invitations in school mailboxes.



## **BIRTHDAY BOOK GIFTS**

If you wish, you may further mark the occasion of your child's birthday by donating a book to our school library in the name of your child. These books will be marked with a special bookplate indicating the donor and year. You may choose one of your child's favorites or a teacher or the Director could offer suggestions. Helping select a gift for the school, wrapping and presenting it also encourages your child to experience the pleasure of giving to others at a time when he or she is getting lots of attention.

## **CALENDAR**

The official PRPPS calendar is distributed via email to all parents preceding the school year, and is updated periodically as needed. This calendar is primarily intended to inform parents of the start and end dates of the school year and holiday closings. Special events may be added throughout the year with early notice and reminders in weekly emails home. Additional copies of the calendar may be obtained from the Director.

## **CLASS PARENT REPRESENTATIVES**

Two or three parents from each class are asked to assist the teachers with such things as class parties or projects, field trips, fundraising, and contacting other parents in the class about school events. They also help organize teacher appreciation gifts. Class Parent Representatives are members of the Parents' Association. Please indicate your interest in one of these positions on the volunteer information form distributed at the start of school.

## **CLASS PARTIES**

Simple parties occasionally occur during snack time in the classroom to celebrate holidays or special occasions. Please contact the teacher in advance if you wish to contribute something for a class party.

## **CLASS TELEPHONE DIRECTORIES**

Class directories include the name of each child, as well as parents' names, addresses, phone numbers and email addresses. In keeping with our goal to be more environmentally conscious, we will be providing a digital copy through email. All material contained on these lists is confidential and should not be shared with or used by anyone not directly and currently associated with PRPPS. Please help us to keep all

information current. If you do not want your information listed, please indicate this on the release form that is mailed to you before the beginning of the school year.

## **CLOTHING**

School is the work of children. Therefore, we hope you will send your child in “work” clothes. Please be sure clothing can survive vigorous, messy activity.

A full change of clothing is needed for each child at school. This should include underwear, socks, pants and a top. If your child is new to toileting, please also include an additional pair of underwear. Please label all articles of clothing with your child's name.

When buying new clothes and shoes, please keep in mind your child's growing independence, and look for easily-managed fasteners. Elastic waistbands and Velcro shoe “laces” are especially successful. Appropriate footwear is extremely important to your child's safety on the playground and in the gym. Gym shoes are strongly encouraged as they are the best choice for active play. Please avoid shoes with smooth leather soles, which lack traction for safe climbing and running, and sandals, Crocs, and flip flops, which may cause a child to trip. If necessary, you can bring a pair of gym shoes for your child to change into or leave a pair in his or her cubby.

## **CONFERENCES, SCREENINGS AND ASSESSMENTS**

In addition to informal parent-teacher discussions held throughout the year, individual parent-teacher conferences are planned twice a year, as indicated on the PRPPS calendar. School is not in session during Conference days as they are held during school hours. Childcare is provided during conferences and is available for both your student and any siblings you will need to bring with you. Signup genius will be used for conference times and you will be notified via email when ready. If you need an alternate day or time, please make individual arrangements with your child's teacher. We cannot guarantee childcare for conferences scheduled outside of school hours. Within 30 days of enrollment into PRPPS parents are given a developmental screening (ASQ). This is filled out by the parents and scored by the teacher. If the teacher or parent notice any areas of concerns there will be dialogue and a plan implemented to observe or contact additional resources. In addition to the screening the teachers also implement two assessments. Teaching Strategies Gold is a development assessment for 2.5-3 year olds and The Early Learning Assessment for 3 years and above. Both assessments are given twice a year and are implemented throughout the morning work time through individual and small group lessons and observation. Findings from these assessments are given at conference time or throughout the year if there are concerns.

## CONTACTING THE SCHOOL

The school's direct line is (513) 631-0170. If your call is not answered immediately, you can leave a message for the Director or your child's teacher. Messages are checked frequently throughout the school day. Please use the direct line whenever possible. However, if your call is extremely urgent and you are unable to reach the Director at her desk, you may call the main church line at (513) 631-9707 and ask to have her paged.

## CUSTODIAL RIGHTS

If your child does not live with two custodial parents, a copy of the court order must be on file at the school before the beginning of the school year. This will ensure that your child is not released to a non-custodial parent without knowledge or permission. If custody rights change, a copy of the new court order must be put on file. Children will be released to a non-custodial parent only if he/she is listed as the pick-up person for that day. The custodial parent must be reached by phone to grant permission before a non-custodial parent not listed on the sign-in sheet may take the child. If you would like your child's noncustodial parent to have permission to pick-up your child at any time without your express permission, you will be asked to sign a release form to be kept in your child's file.

## DAILY SCHEDULE

Each class follows a planned daily schedule of activities. The schedule may be subject to some minor daily variation, and may be modified by the teachers during the school year in order to best accommodate the needs of different groups of children. Following is the typical daily schedule:

9:00-9:15	Welcome/Music and Movement
9:15-9:40	Group Meeting
9:40-11:00	Work Time
11:00-11:20	Snack/Story Time
11:20-11:50	Outdoor Play or Gym
12:00	Dismissal

## **DIRECTOR'S OFFICE HOURS**

The Director is normally in the office during all operating hours of the school day and can typically be reached by phone between the hours of 9:30 AM and 3 PM Monday through Friday. You are welcome to make an appointment to meet with the Director during regular school hours or before or after school, if necessary. The Director does spend time visiting the classrooms, so if you call during the school day and get the voicemail, please leave a message. If your call is extremely urgent, you may call the church's main number at (513) 631-9707 and ask to have her paged.

## **DISCIPLINE**

Physical and emotional safety are essential to a learning environment. Discipline is geared towards providing this safety while at the same time encouraging children to gain self-control. Teachers respond in a variety of ways when a situation threatens to get out hand, including redirection of children into more productive activity and temporary removal from a source of conflict. We strive in making every effort to be proactive instead of reactive when dealing with discipline concerns.

Although behavior is public, remediation is often private and always gentle and positive. The teacher may speak quietly with the children involved who are helped to see the dynamics of the situation and to find positive solutions without loss of face. It is important for the children to understand and be responsible for their actions and yet not feel diminished.

If negative behavior persists, the teachers will speak with the parents to see if they can help them understand what is happening and to collaborate on a solution or strategy. If necessary, the Director may be consulted to help coordinate a plan between parents and teachers. Making the teachers aware of stresses in your child's life outside of school such as a parent being temporarily away, an illness in the family, or the announcement of a new baby on the way, can go a long way toward helping them understand your child's behavior and support him or her. Such communication between staff and parents is essential for the child's well-being and positive development.

At no time will any form of physical, abusive, neglectful, or harsh techniques be used in the management of unacceptable behavior. This discipline policy applies to all persons on the school premises and all persons responsible for children on field trips away from the school, including a child's own parents.

## **EMERGENCY AND ACCIDENT PROCEDURES**

### *General Emergency Plan*

Contingency plans for general emergencies are as follows:

- Any threat to the safety of children due to environmental situations or threats of violence: all classroom doors and exterior building doors will be closed and locked, if danger is external. All children will be accounted for and the headcount reported to the Director. 911 will be notified immediately, followed by parents. Teachers will be given instructions via phone or intercom. If danger is internal, staff will raise the alarm using the intercom or phone. 911 will be notified immediately and instructions from police or health officials followed. Lockdown will be implemented if appropriate.
- Natural disasters: all children and staff will immediately follow the evacuation route on the fire alert plan posted nearest them in case of fire. In case of tornado or flood, all children and staff will immediately proceed to the designated safe wall indicated on the weather alert plan. Teachers will carry attendance sheets with them at all times during fire or weather emergencies and parents will be immediately notified. In case of loss of power, heat, or water, parents will be contacted for an early pick-up.

### *Serious Incident, Injury, or Illness Policies*

Teachers will inform parents verbally of any minor injury which might occur during the day that does not require first aid treatment. Parents are telephoned immediately for more serious injuries, or when a child is not feeling well. If a parent is not reachable, the school will call the person listed on your Emergency Contact List. Please inform your "emergency contact" of this possibility. In the unlikely event of a life-threatening emergency, 911 will be called to transport your child to medical care. A trained staff member will attend to the child according to First Aid guidelines until help arrives. The Director will accompany the child to the source of medical care and remain until a parent arrives. Parents will be asked to sign a form authorizing emergency transportation. Children will not be allowed in school without permission to transport in case of emergency on file.

### *Incident/ Injury Reports*

An Incident/ Injury Report will be given to parents if any of the following situations occur:

- An illness, accident, or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or staff

## **EMERGENCY SCHOOL CLOSINGS**

During times of severe weather, listen for announcements on radio or TV of Cincinnati Public School closings. If they close, we will close. If they are on a delay, then we are open for regular hours. Should we find it necessary to close on a day that the public schools remain open, parents will be notified via phone call and or email.

## **FIELD TRIPS**

Well planned field trips are occasionally integrated into the classroom curriculum and planned according to the interests and developmental levels of the children.

Adult supervision will vary according to the kind of trip (a walk around the block versus a picnic in the park) and the needs of the children, but will always be arranged with the safety of the children utmost in mind. For field trips within walking distance, at least one adult for every four children will accompany the class. Adults counted in the ratio will include both teachers and parent volunteers. For field trips requiring transportation in a vehicle, children will be transported either by their own parents or by another parent, with permission, in his/her own vehicle. Carpool arrangements will be made ahead of time and a list of which children are riding with which adults maintained by the teachers and the Director. All cars will leave together from the church parking lots and caravan to the field trip destination. Upon arrival, teachers will take a head count to ensure that every child is accounted for. Age-appropriate child safety restraint systems must be used by all children being transported to or from a field trip. A ratio of at least one adult for every three to four children will be maintained at all times. Parents are always notified in advance when children are leaving the church grounds. Children are never taken on any trips away from the church grounds without specific parental consent.

## **FORMS REQUIRED FOR ENROLLMENT**

### *Health Records and Immunizations*

The State of Ohio and The City of Cincinnati Board of Health require all children to have a yearly physical examination. A completely filled-out form of such an examination and up-to-date immunizations must be on file at PRPPS by the opening of school. If the date on your child's medical form is due to expire during the school year, it must be renewed within three weeks of the expiration date in order for your child to remain in school.

Parents are also asked to fill out a Health and Enrollment information form. Information about allergies and unusual reactions to medication, orthopedic, or other limitations or language disorders are particularly important. Any evaluations by a medical or learning specialist should be shared as well. Parents are asked to sign a release authorizing medical treatment in the unlikely event of a medical emergency.

Unless otherwise exempt, all children are required to be immunized against certain diseases. Ohio Revised Code 5104.014, Division B states: Each child's caretaker/ parent shall provide to the center, home, or in-home aide a medical statement indicating that the child has been immunized against or is in the process of being immunized against all of the recommend diseases stated by the Ohio Department of Health (<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf> ). Failure to do so is a reason to exclude your child from school at a later date. If your doctor says immunization might be harmful to your child, please send a written statement, signed by your doctor. A parent or guardian who presents a written statement in which they decline to have the child immunized for reasons of conscience, including religious convictions, is not required to be immunized. All health and medical forms about children will stay confidential.

## **FUNDRAISING**

The fund-raising philosophy of PRPPS is to encourage broad-based participation among the school's family and friends in a spirit of personal generosity. In keeping with this spirit, your participation in any way- with your time, your creativity, and your financial support- is appreciated. An involved parent body, together with committed faculty, make for the fine education that we seek for our children. Information on any fundraising events that might be scheduled will be provided as they arise.

## **MANAGEMENT OF ILLNESS**

### *Illness*

If a child becomes ill while at school, he/she will be taken to the Director's office to be isolated from the other children and monitored for worsening of symptoms. We will provide a cot and try to make him or her as comfortable as possible. The child will remain within sight and hearing of a teacher or the Director at all times. Parents will be notified immediately. It is particularly important that we know where to reach parents at any time during a school day. If your usual pattern varies on a given day, phone numbers where you can be reached or where an acceptable substitute can be found should be left in the classroom. If the parents cannot be reached, the person listed as your emergency will be notified to come pick up your child. The child may return to school when he or she has been free of fever, diarrhea, vomiting, or other obvious signs

of illness **without the aid of medication** for 24 hours. This policy applies to staff as well as children. Following is a list of symptoms for which children will be isolated from the group and a parent called:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Diarrhea (3 or more abnormally loose stools within a twenty-four hour period);
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
4. Difficult or rapid breathing;
5. Yellowish skin or eyes;
6. Redness of the eye, obvious discharge, matted eyelashes, burning or itching;
7. Untreated infected skin patches, unusual spots or rashes;
8. Unusually dark urine and/or gray or white stool;
9. Stiff neck with an elevated temperature;
10. Evidence of untreated lice, scabies, or other parasitic infestations;
11. Sore throat or difficulty in swallowing;
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

This list of symptoms, found on Ohio Department of Health Communicable Disease chart, is posted on the bathroom of each classroom. All staff members shall follow the guidelines listed on the chart for appropriate management of suspected illnesses.

#### *Communicable Diseases*

If your child is diagnosed by a physician with any illness which is particularly contagious, please notify the school as soon as possible so that a note describing the symptoms to watch for and incubation period can be sent home with the other children in the class. Illnesses of which the school should be notified include, but are not limited to, the following: Chicken Pox, Strep Throat, Fifth Disease, Meningitis, Head Lice, Pinworms, Rubella (German Measles), Rotavirus, Shigella, Coxsackie Virus (Hand, Foot and Mouth Disease), Conjunctivitis (Pink Eye), and H1N1 Virus. If your child has potentially been exposed to a communicable disease in the classroom, you will receive a written notice no later than the next class session.

#### *Medication*

Medications to treat acute exacerbations of chronic illness may be kept in the classroom. A signed physician's form stating how and when it is to be administered must be on file at the school. This must be renewed every 3 months. The same form must be used for food supplements or modified diets. All medications must be stored safely by a teacher out of reach of children, and cannot be carried by the child him or herself. Other prescription and non-prescription medications, including topical agents such as sunblock, should be administered/applied by parents outside of school hours whenever



possible. If topical agents (non-prescription) must be applied during the school day, parents must submit signed, dated, written instructions on a medication form. School staff cannot administer or store any medication, food supplement, or modified diet without a properly signed and up-to-date medication form and health care plan on file.

## **OUTDOOR PLAY**

An outdoor play period is scheduled for each day. Children should dress for the weather and in clothing that permits safe and vigorous activity. On days when the weather is inclement, or the temperature is below 30 degrees, children will engage in large motor activity in the indoor large motor space. Gym shoes are needed for the playground and the indoor large motor space. Flips Flops and Crocs without backs are not permitted.

## **PARENT EMERGENCY NUMBERS**

It is important that we have the correct and current home and business telephone numbers for both parents in case of an emergency. Should your home or business number change, please notify the school immediately. If your emergency contact person's telephone number changes, or you change the person to be contacted, please notify the school.

## **PARENT MAILBOXES**

Parent mailboxes are located directly outside of each classroom. Please be sure to check your family's box at both drop-off and pick-up time for any notices or school information which may have been distributed during the day. These mailboxes are intended for use by the teachers and Director in order to distribute school-related information to parents. Parents are welcome to use these mailboxes to distribute birthday party invitations only when every child in the class is being invited or for a personal communication for another parent or one of the teachers. They may also be used by Class Parents in order to organize teacher appreciation gifts. The Director must approve all communications, including fliers and brochures, before they are placed in the mailboxes.

## **PARENT INVOLVEMENT**

We welcome and invite your participation in the life of the classroom. We need and use volunteers in many capacities, from helping in the classroom to sharing special gifts and talents to participating in fund-raising events. When dropping your child off in the morning, you are welcome to stay in the classroom for as long as you, and the teacher, believe your child needs you. If you would like to spend the full morning in the classroom as a volunteer or observer, please arrange this ahead of time with the teacher so that volunteers and visitors may be spread out to best support the climate of the classroom. A schedule of parent volunteers for the classroom will be composed monthly and updated as needed. Teachers generally wait until all the children are comfortably settled into the school year and handling separation well before inviting parents to volunteer. Parents who wish to volunteer in the classroom more often than twice a month will need to have on file with the school a health form and a Statement of Non-Conviction. These forms can be obtained from the Director. Parent volunteers in the classroom are not permitted to handle disciplinary or behavior management concerns, assist with toileting or diaper changes, or to be alone at any time with a child or group of children other than the parent's own child. Filling out the parent volunteer questionnaire emailed in the fall will further help the teachers identify the ways in which you would most like to assist the work of the classroom.

## **PARENTS' ASSOCIATION**

The Parents' Association meets periodically during the school year to help plan fundraisers, teacher appreciation, family social events, and other events that support the life of the school. The Parents' Association includes the Director, the Parent Representative to the PRPPS Board, all Class Parent Representatives, and any parents of currently enrolled children who would like to attend. Meetings dates and times are scheduled at the beginning of each school year. All parents are invited to attend.

## **PERMANENT DISENROLLMENT OF A CHILD**

Permanent disenrollment of a child will be recommended only if, in the opinion of the teachers and the Director, the PRPPS program cannot meet the needs of a particular child; a child's behavior presents a danger to him or herself or other children and has not responded to reasonable classroom interventions; or parents of a child with severe behavioral difficulties are unable to participate in a plan of intervention with the classroom teachers. Every effort will be made to coordinate a plan among parents, teachers, and Director to meet the needs of a child experiencing difficulty.

## PHOTOGRAPHS

Teachers take photographs of the children during each school day. Photographs are used as a regular and important part of the curriculum in the classroom and as a great way to communicate activities to parents. We ask parents to sign a photo release in order that we may use such pictures for multiple purposes, including newsletters or brochures, admissions, publicity for the school, and other informational purposes of the school and the church. Video may also be used for curriculum and staff development purposes. Parents who take photos or video of children in the classroom or engaged in school events that include children other than their own are not permitted to post them on social media without first obtaining permission from the parents of any other children pictured.

## HOURS OF OPERATION

Standard program hours are from 9:00-12:00 Monday and 9:00 AM to 3:30 PM Tuesday through Friday. Session options include 2, 3, 4, and 5-day programs. Early Drop-Off (8:30-9:00), and Lunch & Learn Music Program (12:00-1:30) are optional program additions. As-needed appointments or conferences may be scheduled before or after school hours with the teachers and before, during, or after school hours with the Director.

## PROGRAM ADDITIONS

### *Early Drop-Off*

Children enrolled in this program addition may be brought to school at 8:30 instead of 9:00 each morning. Children will engage in free play under the supervision of one of the Assistant Teachers. Early drop-off is available every day school is in session, beginning August 29th. The cost of the Early Drop-Off program is \$5 per day and will be billed at the end of the month.

### *Lunch or Lunch & Learn Program (Tuesday-Friday only)*

All PRPPS children are eligible to enroll in these optional enrichment programs. You may choose to have your child eat lunch (12:00-12:30) here at school. Children will eat a packed lunch with teachers and then participate in short story time. If you would like to extend the day further your child may participate in Lunch and Learn that runs from 12:00-1:30. This includes lunch, free play, and a music and movement activity or free art.

The cost for Lunch is \$5 per day and Lunch & Learn is \$10 per day and will be billed at the end of the month. These programs will start August 30<sup>th</sup>.

Children enrolled in Learn & Learn will need to bring a packed lunch. Lunches should be packed with blue ice or gel packs in order to keep them cool in your child's cubby. Packed lunches need to contain, at minimum, one serving of protein, two servings of fruit and/or vegetables, one serving of grains (carbohydrates), and one serving of fluid milk. Please do not pack any peanut butter or nut products due to life-threatening allergies in the class. Peanut butter substitutes, such as Soy Nut Butter and Sun Butter, are fine. Please let your child's teacher know that you have packed substitutes and not peanut butter. Children who have forgotten to pack a lunch will be served the following replacement lunch provided by the school for an extra charge of \$3: peanut butter substitute and jelly sandwich or chicken nuggets, a fruit or vegetable, and a drink

## **PRPPS BOARD**

The Pleasant Ridge Presbyterian Preschool Board is comprised of members of the Pleasant Ridge Presbyterian Church, including a parent in the school. It is responsible for establishing general policy in accordance with the stated mission of PRPPS and reviews the school's mission and policies. The Director of PRPPS is hired by and responsible to the PRPPS Board for the implementation of policies. The PRPPS Board is responsible to the Session of the Pleasant Ridge Presbyterian Church. The PRPPS Board consults with other Session committees, as the Session or the Board deem appropriate, but is accountable to the Session.

## **RATIOS AND GROUP SIZES**

Each classroom is staffed with 1 Lead Teacher and 1 Assistant Teacher. The 2 day and afternoon classes are limited to 12 children with 2 teachers. The 3-day class is limited to 16 children with 2 teachers. The 4 and 5 day class are limited to 20 children with 2 teachers. State licensing guidelines mandate a ratio of one adult for every 12 three-year-olds or every 14 four-year-olds, with a maximum group size of 24. Our ratio exceeds state requirement standards. We are proud to offer a high teacher to student ratio and the individual attention that affords.

## **RESOLVING CONCERNS**

We believe each child's education should be a partnership between family and school. If questions, concerns, or difficulties arise, we urge you to communicate them right away. Concerns related to the classroom should first be brought to your child's

teacher and then to the Director if more help is needed. Any program or policy concerns should be brought directly to the attention of the Director. We all share the common goal of an optimal educational experience for your child and the teachers and Director are here to help in any way they can. Staff members seeking to address concerns should go first to the Director, who can take specific policy concerns to the Board, if necessary.

## **SAFETY**

The teachers will be responsible for the safety of the children at all times. No child will ever be left alone or unsupervised. Teachers have immediate access to a working telephone at all times in case of emergency. Fire drills are conducted monthly and record of these drills is posted outside the Director's office. Should an evacuation become necessary, fire emergency and weather alert plans are posted in each classroom. To protect children's health, spray aerosols are never used in the classroom while children are in attendance.

## **SNACK**

A healthy snack such, as a whole grain cracker, along with fresh fruit and or vegetables and water, is provided for each child daily. Due to the serious nature of allergic reactions in nut-sensitive children, we do not serve any foods containing or produced in a factory containing peanuts or tree nuts. In the past, parents have been asked to take turns providing the snack. This year we are implementing a choice between providing snack or a one-time charge of \$50 for 5 day children, \$40 for 4 day, \$30 for 30 day and \$20 for 2 day. If you choose to pay, you may add this to your monthly tuition payment. A snack sign-up schedule will be available for each family that chooses to provide it. You will be asked to sign up to bring snack for approximately 2 to 4 weeks of the school year, depending on the size of the class. A reminder, along with information on the types and quantity of food needed, will be sent to parents when their assigned weeks are coming up. Parents who wish to bring special foods to share may do so as long as they plan in advance with the teacher. On some days, the product of a classroom cooking activity may serve as the snack.

## **STAFF**

Each classroom is staffed with a professionally trained Lead Teacher who holds a degree and/or certification in Early Childhood Education or a closely related field, and 1 full-time Assistant Teacher. Most of our Assistant Teachers also hold, or are pursuing, degrees and/or certification in Early Childhood Education. All staff members (including

substitutes) are trained in pediatric CPR, first aid, child abuse identification, and the control of infectious disease- including hand-washing and disinfecting procedures- in accordance with a course outline provided by the Department of Health and taught by an authorized Red Cross instructor or registered nurse. The qualifications of our staff members far exceed all city and state licensing requirements.

### **TOILET TRAINING**

While it is hoped that children 4 years old and over have learned to have an established bathroom routine, it is not a requirement that children be toilet trained before beginning school. We will be happy to work with your child wherever he/she is in the toilet training process. Accidents are to be expected, and a supply of fresh clothing should be left at school for each child, regardless of toileting stage. Children are matter-of-factly helped to change and are not shamed when these normal lapses occur. A supply of spare diapers or pull-ups and wipes will be needed at school for a non-toilet trained child. Please discuss your child's diapering and/or toileting assistance needs with your teacher.

### **TOYS FROM HOME**

We discourage bringing any toys from home. Children who bring toys often cannot release them during school. Therefore, the day is spent guarding their treasure and not working within the program. Personal toys are also in danger of becoming lost or broken. If toys are brought to school, it is best that they are left in the child's cubby, or preferably taken home by an adult. No toy weapons may be brought into the classroom at any time. Children who need the comfort of a transitional object will gradually be encouraged to put it away in a safe place in the classroom.

### **TRANSITIONING TO THE NEXT AGE GROUP**

PRPPS is a school year program and places each child in the appropriate age group according to his/her age as of September 30th. Therefore, children generally do not switch age groups during the school year, regardless of when their birthdays fall within the school year. Children move to the next age group in the fall when the new school year begins. Every effort is made to place children in the most appropriate peer group.

## TUITION AID

Any child who is accepted to PRPPS is eligible to apply for tuition aid on the basis of need without regard for sex, race, color, religion, or national or ethnic origin. Each tuition aid request is reviewed by the Director and one or more members of the PRPPS Financial Aid Sub-Committee. Awards will be based on the completion of the application and proof of income (consecutive pay stubs, income tax returns). Awards will be made for a portion of the tuition; all families must make some contribution in order that they share in the commitment to their child's education. Tuition aid applications are due in July for the following school year. PRPPS is also a provider of the Early Childhood Education Grant and Cincinnati Preschool Promise. Both forms of tuition assistance have requirements and specific qualifications. Please see the Director to help determine if your family qualifies.

## TUITION, FEES, PAYMENT SCHEDULES, AND OVERTIME CHARGES

### *Tuition and Payment*

Tuition for the 2017-2018 school year is \$2,556 for the 5-day program, \$2,457 for the 4-day program, \$1,953 for the 3-day program and \$1,656 for the 2-day program. There is an additional \$65.00 registration fee which is due at the time of application. Upon acceptance a \$100 materials fee is due. Tuition payments are made in monthly installments, beginning September. The tuition payment schedule is stated in the PRPPS enrollment contract, which is signed by parents. If the need for a different schedule arises, please speak to the Director in advance to make arrangements. Parents are expected to pay any bank charges on a returned check as well as a \$25 returned check fee. The tuition is a set amount for the program for the school year. Therefore, no adjustments or refunds will be made due to absences or early withdrawals, including withdrawal before the beginning of the school year. All payments should be made by check or money order. **Cash cannot be accepted.** Checks or money orders should be made payable to P.R.P.P.S.

### *Early Drop-Off Fees*

The fee for the Early Drop-Off program is the equivalent of \$5.00 per day and billed at the end of the month.

### *Lunch and Lunch & Learn Program*

Tuition for Lunch is \$5 per day and Lunch & Learn is \$10 per day and is billed at the end of the month.

### *Overtime Charges*

We hope that you will make every effort to pick up your child promptly at the end of the school day. A late pick-up is difficult both the child who is left waiting and for the teachers who need to complete their daily classroom cleanup. We understand, however, that anyone can get stuck in traffic, be delayed at an appointment, or discover a baby's dirty diaper on the way out the door. If you know you are not going to be able to arrive on time to pick up your child, please call the Director's office to let us know so that we can reassure your child that you are on your way. Children who are late being picked up may be brought to the Director's office to wait. If you are more than 5 minutes late you will be billed at the rate of \$3.00 for each 5 minute increment, or portion thereof, after the 5 minute grace period.

For any questions related to payments, tuition and or tuition aid please email the Director [anna.prpps@gmail.com](mailto:anna.prpps@gmail.com)

### **USE OF THE BUILDING**

Many of our families enjoy using our playground and/or our indoor large motor space after school. Please make after school play and socialization time in our facility safe and enjoyable for everyone. All parents or caretakers who make use of the indoor play space are responsible for keeping the climbing equipment and mats assembled and arranged as found. Children are not permitted to be unsupervised anywhere in the building or on the playground at any time. Children who need to use the restroom or the water fountain while using school facilities under their parent's supervision must be accompanied by an adult. Families are asked to keep their children on the classroom side of the building rather than the church office side in order to avoid disrupting the availability for other activities. The indoor play space will sometimes be closed in order to accommodate church events, such as the rummage sale or the Bazaar. Your cooperation with these guidelines is greatly appreciated and will help ensure that these areas remain open and available for families to enjoy.

### **VISITING THE SCHOOL**

Parents are welcome to visit anytime, for any reason, while school is in session. This applies to both residential and non-residential parents. We very much believe in an "open-door" policy for families. If you would like to spend a class session, or part of a class session, observing your child's class, please plan this with your child's teacher. We prefer to have visitors or observers one at a time so as not to disrupt the children. However, you are always free to drop by for an informal or impromptu visit. In order to protect the safety of your children, please proceed directly to the Director's office to



check in when entering the school at times other than pick-up or drop-off. You may then go directly to your child's classroom and knock on the window.

## **WEAPON PLAY**

No gun or weapon play of any kind is allowed in the classrooms at PRPPS. Researchers studying war toys and their effects on aggressive behavior have reported that such toys increase anger and aggression in children. These toys discourage sharing and cooperation while teaching that acceptance of violent solutions for the resolution of conflicts. We look forward to your help on this issue and will be happy to discuss with you any concerns that you may have.