

A Great Start Preschool Parent Handbook



A Great Start Preschool
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Dayton, Ohio 45459
937-312-1621
christina@agreatstartpreschool.com
www.agreatstartpreschool.com

Revised 08/01/23 emiller

Dear Families,

Welcome to A Great Start Preschool! It is my privilege and honor to be blessed with the opportunity to provide your child with “a great start” on their education. With the love and dedication of our qualified staff, as well as the constructive and encouraging feedback from our Preschool families, A Great Start Preschool provides quality part-time Preschool education for children ages two through five, and Private Kindergarten. Our promise is to provide your child with the best quality care and education as we follow state licensing rules and regulations. It is our pledge to adhere to the guidelines set forth by the National Association for the Education of Young Children.

This handbook contains policies and procedures that have been written carefully, with you and your child in mind. We hope to have included everything you may want to know about our school. Please read it thoroughly, and keep it handy for future reference. If you have any questions, please do not hesitate to ask.

A Great Start Preschool has an open door policy. If at any time you have comments, questions, concerns, or constructive criticisms about any of our programs, please feel free to stop by or call the Preschool office.

We hope that you will find that our program meets your needs, and exceeds your expectations.

Sincerely,

Christina Miller, M.Ed.
Founder and Director
A Great Start Preschool, Inc.

A Great Start Preschool

Philosophy and Purpose



“At A Great Start Preschool, it is our primary goal and purpose to provide an environment in which teachers and students experience an enthusiasm for learning and accomplish successes. We promise to provide the children with ample opportunities to grow socially, physically, emotionally, intellectually, and creatively in our child centered environment.”

**Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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>.

10/27/21

INCLUSION STATEMENT

A Great Start Preschool will enroll children of any race, color, religion, sex, national origin, or disability in adherence to the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. Children with disabilities may be assessed on an individual basis to determine if our program can meet their needs. Children with special needs will be enrolled based upon their ability to be mainstreamed into the program. We plan to enroll children with special needs into the classroom with children of the child's developmental age, and plan to implement practices supportive of the child's developmental needs. Our program will ensure compliance with administering medication and care procedures in accordance with the ADA. Our facilities are wheelchair accessible. All classes are based upon registration and must have 80% enrollment by August 30 of the school year or the session may be canceled or classes may be combined.

LICENSE

A Great Start Preschool is licensed by the State of Ohio Department of Job and Family Services, License #200644. The license is posted in the Preschool Hallway near the Office. The laws and rules governing this Preschool are available for review in the Preschool hallway, in the Preschool office upon request, or by writing, calling, or visiting the website of the Department of Job and Family Services. Copies of recent inspection reports and complaint investigation reports, and evaluation reports from the building and fire departments are also available for review in the Preschool Office, or upon request from the Ohio Department of Job and Family Services.

Child Care Licensing

The Ohio Department of Job and Family Services 225 E. Main Street, 3rd Floor
Columbus, Ohio 43215
1-866-886-3537, option 4
<http://jfs.ohio.gov/CDC/childcare.stm>

PRESCHOOL OFFICE HOURS:

Normal office hours for A Great Start Preschool are Monday through Friday, 8:30am to 3:30pm, and office hours follow the school calendar published to families. Summer office hours will vary, and additional office hours throughout the year can be scheduled as requested. The Preschool Director plans to be available to all families daily. On the rare occasion the Director is not available to be in the building, there will be a staff member designated as the person in charge on the premises and will handle all emergencies and have access to all records. Please feel free to call or stop by the office at any time, or schedule an appointment with the Director at your convenience. The Director can also be reached by email, at Christina@agreatstartpreschool.com.

AFFILIATION

A Great Start Preschool was founded by Christina Miller in July of 2004. After 10 wonderful school years at Hope United Methodist Church, A Great Start Preschool was blessed with the opportunity to relocate our program to Southminster Presbyterian Church in June 2014. In exchange for a monthly facility usage fee, we have use of seven classrooms, an office, use of the Community Fellowship Center (CFC) for large motor activities, the fenced-in playground, and use of the Community Room for music and movement activities. A Great Start Preschool has no affiliation with the Church, and therefore any comments, questions, concerns, or grievances about our program should be addressed to the Preschool Director or Preschool Parent Meeting group.

PROSPECTIVE FAMILIES OF A GREAT START PRESCHOOL

We encourage all families to tour our facility prior to enrolling their child at A Great Start Preschool. We encourage families to bring their children along for the tour, so that we may meet your child and they can begin to familiarize themselves with this new environment. Prior to the start of each new school year, teachers will be available for a "Meet and Greet" Open House with the families on a designated day and time. All families are asked to participate in our First Day of School Orientations each school year.

FIRST DAY OF SCHOOL ORIENTATIONS

Each school year will begin the Tuesday after Labor Day, and continue through the Friday before Memorial Day. Orientations will take place on the Tuesday and Wednesday of Labor Day week, depending on which session your child is enrolled. Refer to the School Year Calendar for dates. Classes only meet for a partial class period on the

First Day Orientation day, and parents (or another adult) are asked to accompany their child on this day. For the first 20 minutes or so, parents stay in the classroom with their child, encouraging them to explore the new environment and meeting other families. During the final minutes, families will be dismissed so that the teacher can stay with the children for a short time. During this time, children will remain in the classroom with their teacher. This ritual is intended to ease the child into this new routine and prepare them for the arrival and dismissal process. The first full day of school will be the next scheduled day. Back to School Packets, including information about classroom assignments, First Day Orientations, and Teacher Meet and Greet will be sent home in mid-August.

STAFF/CHILD RATIOS AND GROUP SIZES

Below are the staff/child ratios and group sizes followed at A Great Start Preschool

Little Learners 1:7	Smart Start 1:10	Private Kindergarten 1:16
Preschool Plus 1:12	KinderStart 1:12	

At A Great Start Preschool, we have one teacher in each classroom with one group of children. We also have one Teacher's Aide and one Floater to assist teachers, and the Director is also available to help in the classrooms. During some daily activities such as Large Motor and Music and Movement, some same aged group classes may be combined for organized play (doubling max class size listed above). Children will remain with their assigned groups at all times. (Little Learners do not combine with the other programs for Music and Movement or Large Motor Activities.) In addition, on special occasions such as guest speakers, class parties, and special programs, all classes may be combined. The above ratios are always maintained.

ENROLLMENT/PROGRAM INFORMATION

* For those children who will be 2 years old by December 31, we will offer **Little Learners** one or two days per week (MW, TR, or F) from 8:45-11:15 AM, or 12:15-2:45pm. Children enrolled in this class are not required to be potty trained. The enrollment is for one year, from September through May. The teacher to child ratio will not exceed 1:7. We believe that play is a child's work. Children play to learn, to grow, and to experience the environment surrounding them. In this program, we follow a structured schedule that balances group activities, free exploration, and teacher directed activities in a "learn through play exploration" approach. This program focuses on developing and strengthening social and communication skills.

* For those children who are 3 year old by October 31*, **Smart Start** will be offered on Tuesdays and Thursdays or Mondays, Wednesdays, and Fridays from 8:45-11:15 AM or 12:15-2:45pm. (Ask about our class for Young Three's). To be enrolled in this program, we encourage children to be potty trained. With the exception of minimal accidents, our definition of Potty-trained means that the child is in underpants and indicates toileting needs to teachers on a regular basis. The enrollment is for one year, from September through May. The teacher to student ratio will not exceed 1:10. In this program, we focus our daily lessons on learning and reviewing colors and shapes, numbers, cutting with scissors, social skills, and adapting to separation from their primary caregivers. Children will work on recognizing their written names. As the children follow a structured daily schedule that is developmentally and age appropriate, at this age level, children are building social skills, learning to follow directions from a teacher, and preparing for more structured learning.

* For those children who are 4 years old by October 31*, the Preschool will offer **Preschool Plus**, a program for 4's and 5's. This program is offered on Mondays, Wednesdays, and Fridays or Tuesdays and Thursdays from 8:45-11:15 AM or 12:15-2:45pm, or Mondays through Fridays from 12:00- 2:20pm. The enrollment is for one year, from September through May. The teacher to student ratio will not exceed 1:12. This class focuses on letter recognition through a monthly theme base. Children will study numbers 1-20, and learn about holidays and seasons. Throughout our daily lessons and child-centered learning environment, children will review letters, numbers, colors, and shapes, and become familiar with their addresses, phone numbers, birth dates, and other kindergarten readiness skills and concepts. Children will also work on recognizing their first and last names, as well as writing their names and other letters in the alphabet. Children will have opportunities in math, science, art, social studies, and language arts. This program is a kindergarten preparation program, and is designed with the intent for each child to be ready to attend kindergarten the following year. For those children who are not ready to attend kindergarten the following year, or who miss the cut-off date for their school district, we will offer our KinderStart Program for Young Five's.

* For those children who are 5 years old by December 31*, the Preschool will offer a program called **KinderStart** on Mondays, Wednesdays, and Fridays from 8:45-11:15 AM, or Mondays through Fridays from 8:45-11:15am, or afternoon sessions from 12:15-2:45pm, for up to five afternoons per week. The enrollment is for one year, from September through May. The teacher to student ratio will not exceed 1:12. In this classroom, many of the children have attended Preschool at least one year prior and are ready for more structured learning. This program is designed for those children who are age eligible for kindergarten, but being given the gift of time (an extra year of preschool in order to enter kindergarten near age 6) and those children who have barely missed the kindergarten cut-off date with a late fall birthday. Lessons will focus on similar themes as the Preschool Plus program, but projects will be more detailed and children will have more independent learning, a bigger part in the preparation of the projects, and more activities where they work in small groups with their peers. Along with letter recognition, children will begin learning about the phonics of the letters, and children will be writing letters more, experimenting with invented spelling, pre-reading, and higher level thinking. They will study numbers 1-30. In this program, as well as in our other classes, teachers are trained to individualize projects and lessons to challenge each child.

* For children who will be 5 years old by September 30 of the current school year, we will offer **Private Kindergarten** on Mondays through Fridays from 12:15-3:15pm, for a maximum of 16 students with one teacher. Students who have a successful year in our Kindergarten program will be promoted to the First Grade. In this program, our qualified Kindergarten staff will plan lessons which include Language Arts, Math, Science, Social Studies and Specials such as Art, Physical Education, and Technology. Please note: attendance in the Kindergarten class is monitored for truancy. Depending on need, interest, and space, a morning kindergarten class could be added in addition to afternoon. Morning Kindergarten hours would be 8:15-11:15am, Monday through Friday.

* **Extra-Curricular Classes** are offered at A Great Start Preschool! Beginning in each October, parents may sign their children up to attend these special activities on designated days of the week. Some classes that have been offered in the past include Gymnastics, Martial Arts, Brain Gym Creative Movement, Spanish, Art, Dance, Piano & Math, STEM, Book Buddies, Chinese, and Sensory, Bible Class, Music, Drums Alive. Zumba for Kids, Bounce-a-Roo, and Soccer. These classes involve time outside of preschool hours, (11:15-12:15, during break between morning and afternoon sessions) which will involve children being picked up late from morning preschool or dropped off early for afternoon preschool. These programs are not considered programs of A Great Start Preschool, and all questions including payments, staffing, and withdraw or absence policies should be directed toward the instructor offering the class. Some classes are offered in a specific number of sessions, while others will continue throughout the entire school year (most classes request at least two weeks' notice in writing to the instructor in the case of withdrawals). For more information about joining a class at any time throughout the year, please see the Preschool Director.

* In addition to Extra-Curricular Classes, "Early Care" may be offered before morning classes, from 8:15-8:45 and "After Care" may be offered after afternoon preschool classes, from 2:45-3:15. There is an additional fee for these programs.

CURRICULUM

It is our goal to meet the needs of the children as individuals, and as a group. It is our overall pledge to plan a curriculum that will give children "A Great Start" in preparing them for future learning.

A Great Start Preschool plans an anti-bias curriculum for all programs. We do not have a religious based curriculum. (However, a Prayer may be said in class before snack is eaten.) Our basic curriculum is focused on age and developmentally appropriate themes. We follow a structured daily schedule in all our classrooms in order to provide your child with a stimulating education. Our environment is designed with interest learning centers to provide structured to meet each child's individual needs. We encourage this by planning a daily schedule that includes a circle time, group activities/projects, free choice, music and movement, snack, and large motor activities. A copy of the daily schedule can be found in the back of the handbook. In addition to art projects that enhance creativity and fine motor skills, we may also plan math, science, language arts, social studies, and other activities as part of our small group projects.

A Great Start Preschool shall provide outdoor play each day in suitable weather for all children in attendance. If the playground is extremely wet, it is raining, the temperature is not above 32 degrees, or any other extreme weather conditions such as ozone action days, air quality warnings, smog, wind chill, or extreme heat, or if the playground is closed for any reason, we may go to the Christian Fellowship Center (CFC) or Community Room for Large Motor or Movement Activities.

In the *Little Learners Program*, the themes will be assigned on a monthly basis. The children will enjoy a month of “Welcome to School”, “Farm Animals and Pets,” “Winter Celebration,” “Transportation” and more. Children in the *SmartStart Program* will enjoy themes focusing on colors, shapes, numbers, Community Helpers, and more. The *Preschool Plus* and *KinderStart Programs* will enjoy working with letter recognition as we explore themes such as All About Me, Fairy Tales, Our Solar System, Holiday Celebrations, Around the World, and more.

In the *Private Kindergarten* program, our lessons will include:

LANGUAGE ARTS: Reading for Literature, Reading for Informational Text, Reading Foundational Skills (Print concepts, phonological awareness, phonics and word recognition, fluency), Writing, Speaking and Listening, and Language. A Great Start Preschool will be using the Wilson Foundations Program to enhance our Language Arts Curriculum. Foundations is a phonological/phonemic awareness, phonics, and spelling program that is based on the Wilson Reading System principles and serves as a prevention program to help reduce reading and spelling failure. *MATH*: A Great Start Preschool will be using the Earlybird Kindergarten Mathematics and Primary Mathematics Program to enhance our Math Curriculum. These are Singapore Math programs which teach students to learn math concepts using a three step learning process (concrete, pictorial, and abstract). In the concrete step, experiences are hands-on, using concrete objects easily found in school or at home. *SCIENCE*: Earth and Space Science, Physical Science, and Life Science *SOCIAL STUDIES*: History, Geography, Government, and Economics *SPECIALS*: Physical Education, Fine Arts, Music, Technology, and Enrichment Learning.

A Great Start Preschool will be implementing the Common Core State Standards and Early Learning and Development Standards into the curriculum and programs throughout the entire school, Little Learners through Private Kindergarten. “The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.”

In all of our programs, the curriculum is created to encourage students to develop and maintain a positive self-esteem, as they maintain a wholesome attitude towards themselves, their teachers, peers, school, and learning. Our developmentally appropriate curriculum gives children a thirst for knowledge by asking open ended and problem solving questions, and encourages them to express themselves creatively through the materials surrounding them in our child centered environment. Projects are planned to provide adequate opportunities for children to develop independence, expand their sense of curiosity, and to develop their own personalities. The teachers will plan activities which build social relationships, physical development of gross and fine motor skills, intellectual and academic stimulation, and allow them to express their emotions in a positive way.

Throughout the school year in each of our programs, teachers will be conducting on-going observations, running records and assessments of skills each child is demonstrating in the classroom. In the fall, we will send home a “Fall Skills Overview” with each preschooler. This is a simple progress report to inform the family about how the child is adjusting thus far in class. It is helpful to know what areas the child is excelling, and where additional support at home may be needed. The teacher or parent may request a Parent-Teacher Conference to discuss further. In the Spring, a thorough Development Skills Checklist will be completed for each preschooler, and we will host Parent-Teacher Conferences to discuss. *Kindergarten students will receive 4 quarterly Report Cards, and will have a Fall and Spring Conference. Refer to the School Year Calendar for scheduled Conference Days.

If at any time our staff observes skills or behaviors that are concerning or we need additional information about, we may request a conference to discuss more in-depth with the family. If needed, a referral may be made to the child’s

doctor, local school district, or other resource for further evaluation. Students may remain enrolled in our program based on our ability to mainstream them in a typically developing classroom with reasonable accommodations. If we feel we cannot provide the child with what they need to thrive, we may refer the family to an alternate program on a case by case situation.

A Great Start Preschool has partnered with Goodwill Easter Seals Miami Valley to coordinate developmental screenings for our preschoolers, at no cost to our families. Within the first 30 days of school, each family is asked to complete a quick online Ages and Stages Questionnaire (ASQ) to monitor your child's skills. GESMV will review the submitted screening and assist your family or AGSP with any needed follow-up based on the screening results. This is not an IQ test or a readiness indicator for kindergarten, nor does it diagnose any disability or developmental delay. Depending on the results of your ASQ survey, an onsite screening at the school to further monitor any area of concern may be scheduled. Pending availability, Goodwill Easter Seals may offer center-wide screenings for all students at A Great Start Preschool. An Annual Permission to Screen form will be required before your child can participate in this screening partnership. Please follow this link to complete your child's ASQ: <https://www.asqonline.com/family/13865b>

DAILY SCHEDULE

A copy of the daily schedule is posted in each classroom and available at the back of the Parent Handbook. The daily schedule is tentative, and may need to be altered with little or no notice due to special events such as class parties, guest speakers, recitals, and other activities.

Circle Time will be adapted to be age and developmentally appropriate for each program. Circle time typically includes taking attendance, group discussions, story time, calendar, weather, reciting the Pledge of Allegiance, and job assignments.

Table Activities/Centers are planned and purposeful learning activities to enhance the program theme or build content standards-based skills.

Free Exploration and Free Choice Time invites children to freely choose which activity or learning center they would like to get involved. This is a great time for children to explore the computers, home living, block, or art centers, as well as explore the many math and science materials and manipulatives throughout the classrooms. During **Small Group Activities** and **Projects**, children will meet in small groups to work on art, Math, science, social studies, or language art activities. Activities are developmentally and age appropriate, and adapted to challenge the children.

Snack is part of the daily schedule in every program. The Preschool will provide a snack daily, along with bottled water. Prayer is often recited before eating snack.

Music and Movement is the part of the day where children get to explore musical instruments, learn rhymes or finger plays, and sing along to childhood favorites. Often, two classes will come together during that time and meet in the Community Room (aka Music Room). Each program will perform in one recital performance in which parents and extended family and friends may attend. Refer to the School Year Calendar for dates and times.

During **Large Motor Activities**, children will have an opportunity to enhance Gross Motor Skills while playing on the fenced-in playground (if the equipment is fairly dry and the temperature is above 32 degrees). On days of inclement weather, we often have use of the Christian Fellowship Center (CFC) to use as a gym. Regularly, the same two classes that combine for Music and Movement will also combine for Large Motor Activities.

*As a part-time preschool and kindergarten, our Daily Schedules do not include a nap, sleep, or rest time for any program. Preschool Hours are 8:45-11:15 or 12:15-2:45pm. Kindergarten is 12:15-3:15pm.

GUEST SPEAKERS

Periodically throughout the school year, we will arrange for a variety of guest speakers to visit the center. Although most of these special guests do not require an extra charge (Fire Department, Police Department, dentist), there may be a small fee to help cover the costs for some performances or programs. We will do our best to give ample notice of guest speakers, however, please be aware that in some cases, we are at the mercy of the busy schedules of these special guests! If you know of someone in the community who would like to be a guest speaker at A Great Start Preschool, please let us know.

PARENT MEETING GROUP

Formally known as the Parent Advisory Board, this group will meet periodically during the school year (often in the

evening), to discuss parenting issues or school-oriented projects that require additional assistance. Meeting dates and times will be announced in advance so parents can schedule accordingly if they wish to attend. Child care is not provided during the meeting. The main responsibility of this group will be to support A Great Start Preschool in its entirety, and assist the Director in any way possible. More information will become available as the group continues to meet. In addition, if any grievance matter arises, the Director may discuss this at the parent meeting. A summary of each meeting will be emailed to all currently enrolled preschool families.

A GREAT START PRESCHOOL BOOK BORROWING

If you are looking for a book that we have read in our classrooms, we might just have it in our library! A Great Start Preschool offers book borrowing to families currently enrolled in our program. Families may visit the Preschool office to borrow children's books, videos, and parent resources for a period of one week. One children's book or video and one parent resource may be checked out at a time. By checking out items, the responsible adult agrees they will return the item in one week in the original condition borrowed. If a borrowed item is lost or damaged, a fee based on the replacement cost of the book may be assessed. Families may feel free to donate books, videos, or parent resources to our library.

TUITION

* Tuition rates for each program are available on the current Registration Form, and in the Preschool office. Tuition rates are subject to increase by August for the next school year. We charge a yearly rate and divide by nine, so the same amount is due each month regardless of the number of days school is in session. There are no reductions for absences, vacations, early withdraw, Preschool closings, snow days, or other unforeseen circumstances. Tuition rates have been set considering this as well as parent-teacher conferences, recital performances, and special events. Refer to the School Calendar and monthly newsletters for dates which may affect your child's regular schedule.

* In the event of early withdrawal from any of our *preschool* programs, we ask for at least one month's notice, in writing. The last tuition payment may be prorated to include the required notice. *Kindergarten* enrollment is for the duration of the school year, September through May, unless otherwise approved by A Great Start Preschool's corporate board. There is no refund given for tuition payments paid in advance. Prepaid tuition is refundable only when moving out of area and a 30 day notice has been given, or the child's Physician documents that the named child cannot attend center based schooling. No withdrawals will be accepted during the months of April and May.

* A Great Start Preschool, Inc. reserves the right to disenroll any child with or without notice. Reasons for termination include, but are not limited to: failure to pay for services, excessive late pick-ups, excessive absences, reoccurring behavior issues that are not able to be resolved, poor parental behavior (yelling, cursing, physical or verbal aggression toward staff or other families).

* A Great Start Preschool will enroll children of any race, color, religion, sex, national origin, or disability in adherence to the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. Children with special needs will be enrolled based upon their ability to be mainstreamed into the program.

* An annual non-refundable registration fee of \$50.00 per family will be collected at the time of registration. (For a family that registers in January or later for the current school year, a non-refundable registration fee of \$25.00 per family will be charged.)

* Tuition is due by the 10th of each month. (Please speak with the Director if you need to make alternate payment arrangements) Cash, checks, money orders, VISA, MASTERCARD, Discover, American Express, Venmo @agreatstartpreschool or PayPal using payee aGreatStart@aol.com are accepted. Checks are made payable to: A Great Start Preschool. Receipts will be given any time cash is used as the method of payment. Monthly receipts can be given to anyone who requests. Please inform the Preschool Director if you wish for monthly receipts. Tuition is non-refundable. If your child is absent or does not normally attend school on the day tuition is due (or if it falls on a day the school is closed) tuition is due on the next day after the 10th that your child attends.

* For families enrolled before July 1st, the first tuition payment is due by August 10. This payment can be paid by mail (check or money order) or in person during designated summer office hours or by appointment. A total of 9 equal payments will be due. Tuition paid is non-refundable. The payment schedule is as follows:

August 10- payment due for September tuition

September 10- payment due for October tuition

October 10- payment due for November tuition
December- *No payment due*
February 10- payment due for February tuition
April 10- payment due for April tuition

November 10- payment due for December tuition
January 10- payment due for January tuition
March 10- payment due for March tuition
May 10- payment due for May tuition

For those who enroll after July 1st, please speak to the Director regarding payment plan.

- * Receipts for tax deduction purposes will be given to those who request in January and in May for tuition paid.
- * A late fee of \$10.00 per family will be charged for tuition paid after the 10th of the month. If a different payment schedule is needed, please discuss your needs with the Director. There is a \$30.00 fee for returned checks. After two returned checks, cash, credit card, or money orders may be requested. (If tuition is not paid for two consecutive months, tuition accounts will be forwarded to a collection agency. A 20% collection fee, along with any other applicable fees <i.e. NSF, late fees, etc.> may be added.)
- * A \$10.00 tuition discount per month is given for the second child in a family. A \$25.00 discount will be given off each tuition rate for any additional children in the family. (IE: Total monthly tuition due would equal First child, full price, + Second Child, regular rate less \$10.00 discount, + third or more child, regular rate less \$25.00 discount.) Siblings must live in the same house and must be enrolled in A Great Start Preschool during the same school year to receive this discount. Please see the Director for further information about this multi-child discount.
- * A 2% discount will be given off yearly tuition for tuition payment received in full during the first month of attendance. If there are three or more children in the family attending Preschool during the same year, we will offer a 10% discount off the total yearly rate due, for paying for the year in full during the first month of attendance. Tuition paid is non-refundable. Please inform the Director if you plan to take advantage of this payment option.
- * A Great Start Preschool offers a **Family Referral Program**. Refer a *new* family to our program, and, upon enrollment, the referring family will receive a \$10.00 discount off one month's tuition payment.
- * A **Tuition Scholarship Program** is available each school year for a pre-determined, limited number of children whose families indicate a sincere financial need. Families who wish to be considered for a tuition scholarship as a contingency for enrollment should speak privately with the preschool director. For more information about the Tuition Scholarship Program, such as the policies and procedure for awarding scholarships or donating to the scholarship program, please speak with the Director. A Great Start Preschool will award a limited number of scholarships to families with financial need of any race, color, religion, sex, national origin, or disability. Tax-deductible donations can be made to our Tuition Scholarship Fund at any time. As of June 2023, A Great Start Preschool also accepts Title 20, subsidized childcare payments for Greene and Montgomery Counties (previously ended in July 2020).

DONATIONS AND FUNDRAISERS

A Great Start Preschool is a non-profit, 501(c)(3) organization. All donations made to our school are tax deductible. Monetary donations are accepted at any time. Contact the Preschool Director if you have unsolicited items you would like to donate, such as toys, puzzles, books, etc., to determine if there is a need at the time. In addition, we hold fundraisers throughout the year to raise money for capital improvements, teacher resources, learning materials, and other items for our school. Our two biggest fundraisers are Preschool Prom and Art Show (Raffle/Silent Auction). Families and local businesses donate the prizes for our raffle and silent auction. We also participate in Kroger Community Rewards, Box Tops for Education, Amazon Smile, and Staples Recycle for Education. From time to time we may also have restaurant fundraisers. For more information about fundraisers, please see the Preschool Director. Kroger Community Rewards: please link your card with "A Great Start Preschool" or Org. #HY611. Amazon Smile: <http://smile.amazon.com/ch/26-0090573>.

SNACK POLICY

A snack is served to the children each day. In many classes, a Prayer or Blessing is recited before snack. The Preschool will provide a healthy shelf-stable snack and bottled water to the students each day. The cost for snack is included in the monthly tuition fee. Snacks offered will meet USDA Smart Snack Guidelines, including but not limited to: Applesauce pouch, veggie straws, goldfish crackers, fruit leather, fruit and vegetable pouch, banana chips, cheese-its, pretzels, raisins, etc. To inform the families of the daily snack, we will post a menu on the Family Communication Board daily.

If your child has any food allergies or food restrictions, please inform the Director and complete the Health Care Plan form required. Students with food allergies or food restrictions will only be provided with foods that are safe for them to consume. All allergies and food restrictions are listed on the Family Communication Board, as well as throughout the preschool so that we are aware each day if a substitution needs to be made. A surplus of non-perishable "Safe" snacks will be kept in case a substitution needs to be made.

To celebrate your child's birthday, you are welcome to bring in a goody bag or store bought individually packaged special treat which will be sent home with each child in the class (please, no cake or cupcakes unless they are already individually pre-packaged and store bought). Please keep in mind any allergies in the classroom when sending in a special treat. Please discuss your plans with the teacher in advance.

Southminster Church is a peanut/nut free facility. Any product brought that directly contains nuts or peanut butter will not be served. Thanks for understanding.

PHOTOGRAPH CONSENT

Photographs and videos may be taken of the children and posted throughout the rooms, hallways, and placed in albums or books available to the children and families to view. They may also appear in newspapers, magazines, web pages, brochures, or other media. These videos and pictures may be taken without compensation.

A professional photographer will offer school photographs each fall, and in the Spring. Parents will have the option to purchase individual portraits of their child.

From time to time, the preschool will post pictures or videos of the students in action, staff, classroom learning experiences, and special events on our Twitter or Facebook page, class facebook pages, or other AGSP social media accounts. <https://www.facebook.com/pages/A-Great-Start-Preschool-Inc/97685210068> If you have pictures to share online, feel free to upload them to the designated album or email them to Christina@agreatstartpreschool.com.

WEBSITE

A Great Start Preschool has a website, www.agreatstartpreschool.com. Here you can find forms, a calendar of important dates and events, parent and teacher resources, as well as general information about the quality programs we offer. Photographs of classrooms and children may appear on the website.

MAILING LIST

Families included in the Parent Roster may receive information time to time from Southminster Presbyterian Church. Southminster has been tremendously supportive and welcoming to our Preschool and staff, and if you are looking for a Church home we hope that you will keep them in mind. Many of their events are open to the public, so bring your family, bring a friend, and take advantage of the wonderful programs they offer. If you have any questions about Southminster Presbyterian Church, please contact the Church Office at 433-1810.

PERSONAL BELONGINGS

Toys, money, candy, blankets, pacifiers, bottles, sippy cups, etc. should be left at home. Some classrooms may have special days designated for your child to bring in something from home. On these days, please be careful with your child's selections. Toy guns, swords, or other weapons are not permitted. Please make sure all personal belongings, including coats, hats, gloves, book bags, and extra clothing are labeled with your child's name. A Great Start Preschool does not assume responsibility for loss or damage to any items brought from home.

CONFIDENTIALITY

At A Great Start Preschool, confidentiality is valued and maintained. Discussion of students, classroom situations, or staff outside the school is not allowed. Please note that any evaluations, conference notes, or observation records for your child will be copied and kept in your child's file. This will serve as a communication and reference tool for teachers to ensure that the classrooms children come and go from year to year will provide continuity. Sometimes it may be necessary for teachers or the Director to discuss concerns, progress, or demonstrated abilities about your child with your child's transporter, alternate teacher/daycare caregiver, classroom volunteer, substitute staff, previous schools/centers, or the school/program your child enters following their enrollment at AGSP. In the case of children with special needs, it may be necessary for the Preschool to coordinate with the child's special service providers. In some cases, written parental consent may be required. In addition, teachers may discuss children or situations amongst each other or with the Director for guidance and advice. All employees of A Great Start Preschool is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of children abuse or child neglect

to the local public children's services agency (that the child resides.) Confidentiality will be maintained at all times. Children's records shall be confidential but shall be available to the Ohio Department of Job and Family Services for the purpose of administering Chapter 5104 of the Revised Code and Chapter 5101:2-12 of the Administrative Code. The immunization records shall be subject to review by the Ohio Department of Health (ODH) for disease outbreak and for immunization level assessment purposes.

ARRIVAL/DEPARTURE POLICY

- * Families are responsible for arranging transportation to bring their child to/from school. A Great Start Preschool does not provide transportation services at any time.
- * Please do not enter the classrooms before 8:40 AM, or 12:10am for afternoon sessions. An adult family member or staff member must accompany each child into the building each day. Please sanitize hands upon arrival, or use soap and running water in the restroom or classroom. After helping your child with their book bag and coat, please go into the classroom with your child to ensure that the teacher knows your child has arrived. If the teacher is not in the classroom, please stay with your child until a teacher comes into the classroom. This is a great time for you to take your child to the restroom before they start their preschool day. Families are responsible for their child until the teacher is made aware of the child's arrival. It is not acceptable for the child to be dropped off at the door and sent into the building alone. *If you need curbside assistance, please let us know.*
- * Dismissal time is 11:15 AM, or 2:45pm for afternoon sessions (3:15pm for the Private Kindergarten Program). Families should wait outside of their child's classroom door (lining up along the colored tape designated for your child's room) until the teacher dismisses them. If you need to meet briefly with your child's teacher after school, please let us know. Please do not interrupt class time. If you will be unavoidable detained, please call the Preschool and inform us of your situation. *If you need curbside assistance, please let us know.*
- * Please note: Please understand that teachers do not have time allotted during the drop off and pick up times to have a lengthy conference with parents. If you have questions/concerns to discuss with the teacher, please make an appointment with the teacher so that they may give you the time needed.
- * Curbside Assistance is available to anyone who requests. This service allows the caregiver to drop off/pick up their child from a staff member waiting in a designated location rather than escorting the child directly to/from their classroom. Please request this service by informing the Director or calling the preschool office. Curbside assistance is available each preschool day five minutes before and after arrival and dismissal times. If you arrive late and Curbside has ended, you will need to bring your child in/out of the building through Door 10. Stop by the office if you have any questions about curbside services.
- * Families will be responsible for transportation to and from school for their child. Carpools may be formed by the families. Families involved in a carpool must provide the school with a list of families and children in the carpool and the schedule of the drivers. Also, carpool families need to be listed on your child's forms as authorized to pick up your child.
- * The Preschool will only release a child to his/her parents, or to others specifically designated in writing or directly to staff by the families. Those allowed to pick up your child must be listed on the Child Profile Form on file in the office. You must give your child's teacher a note or inform them orally each time someone other than the primary person will be picking them up. This is encouraged even if the person picking up is on the authorized list. Please notify the alternate transporter that we may ask for their picture identification if we do not recognize them. This is for the safety of your child.
- * If there is a custody situation and someone is not legally allowed to remove your child from the premises, please inform us and provide us with a certified copy of the custody papers.
- * Giving authorization for an alternate person or emergency contact to pick up your child gives us authorization to release important information to this person about your child that we feel cannot wait until we see you next time. Some of this information may include incident reports, behavioral or developmental concerns, restroom issues, etc. Please keep in mind that we will only release this information to these alternate transporters if it is absolutely necessary, otherwise we will make every effort to contact a parent with any of these issues.
- * After 11:20am, or 2:50 pm for afternoon sessions (3:20 for Kindergarten), a late fee of \$1.00 per minute will be charged for children who are picked up late. At this time, the Director will attempt to notify the parents or guardian and may need to contact others listed in your child's file. You will be informed of the late fee when your child is picked up. If you will be unavoidably detained, please call the Preschool and let us know.
- * Please note that children must be escorted in and out of the building by a responsible adult. The responsible adult must let the teacher know of the child's arrival and departure before leaving the classroom. If you need curbside services during arrival and dismissal, please let us know.
- * Children will be supervised at all times.
- * Please do not park your car in marked Handicapped parking spaces unless you have the proper permit.
- * Please be careful when walking and driving in the parking lot and adhere to the posted Speed Limit signs.
- * Please follow the Parking Lot Safety Policy, and inform others transporting your child.

* Please avoid using your cell phone during arrival and dismissal, so that our staff may talk to you as needed and so that you are not distracted, especially in the parking lot.

ATTENDANCE POLICY: Attendance will be taken upon arrival in each class. If your child will be significantly late or absent, please call or email the office (937-312-1621). If your child has a scheduled absence or vacation, please notify the teacher in advance when possible. If your child will be absent for more than one week, please notify the teacher in advance if you would like a Work Packet prepared. Tuition is not reduced for absences or vacations. Excessive absences/tardiness will be discuss with the family privately. Please note: attendance in the Kindergarten class is monitored for truancy. If a student is absent for 2 consecutive class sessions without notification, we may contact the child's family to make sure everything is okay.

NURSING MOTHERS Nursing mothers are welcome to use the Spirituality Center (lower level) or Sanctuary Lounge (upper level) for breastfeeding and/or pumping breastmilk.

PARKING LOT SAFETY

Please be careful when entering/exiting the Church parking lot. When dropping off and picking up your children, please park at the back of the Church, and enter through the main preschool entrance, door 10, which is the sidewalk nearest to Alex-Bell. Please adhere to a low speed limit and watch carefully for pedestrians. Please refer to the Parking Lot Safety Policy for more information.

TRANSPORTATION POLICY

Families will be responsible for transportation to and from preschool and school events. For more information, please refer to the Arrival/Departure Policy. If your child needs to be removed from Preschool due to accident, illness, or injury, a parent or emergency contact will be notified or EMS will be contacted if necessary.

DOOR SECURITY

A Great Start Preschool has a door code entry system. The Preschool entrance, Door 10, remains locked during the Preschool day. Each family will be given a four digit passcode to enter into the keypad to gain entry, and only adults should use the keypad. We ask that the passcode only be shared with those who will regularly pick up or drop off children. If an alternate caregiver will pick up on occasion, instead of giving them the passcode please ask them to ring the doorbell for assistance and prepare to show a valid picture identification. If we feel the safety of our students or teachers could be at risk, we may need to change passcodes at any time. All unknown visitors will be prompted for picture identification, even if they have a passcode. All passcodes will be changed at the start of each new school year.

CUSTODY AGREEMENTS

If there is a custody situation and someone is not allowed to remove your child from the premises, please inform us and provide us with a certified copy of the custody papers. In the case of shared parenting, or joint custody, we may require a notarized or certified statement, signed by both parents, detailing schedules. If the schedule changes, we require a notarized letter signed by both parents. If we do not receive this important information, we may release the child to either parent listed on the Child Enrollment and Health Information Form at any time.

Please keep in mind that non-residential parents are permitted unlimited access to their child at the Preschool unless a court order is one file with the center limiting access. We may require the custodial parent to provide us with instructions as to what action the Preschool staff should take if a non-custodial parent attempts to remove a child from the center. We may require this letter to be notarized, or signed by a Judge or Attorney.

If at any time the Preschool feels our safety is in jeopardy, we will contact the Montgomery County Sheriff's Department. If this policy is not followed, we may feel in is in the Preschool's best interest to disenroll the child from our program.

FIELD TRIP POLICY

We do not plan any Field Trips. Instead, we will invite a variety of guest speakers to our school. Also look for information about our Family Outings.

* **Family Outings** and Last Day of School Celebrations are not considered field trips. For these events, each child must have an adult with them, and families are responsible for their own transportation to the event. During Family Outings and Last Day of School Celebrations, children will not be the responsibility of the Preschool. Family Outings are arranged for families to get together, get to know each other, build the tie between home and school, and have fun in a safe environment. These events often have charges in addition to Preschool tuition, and often you must RSVP attendance plans.

Family Outings will be arranged periodically throughout the school year. Families and Staff Members are not required, but encouraged to attend. Family Outings are rarely scheduled during Preschool sessions. Family Outings have included hayrides, skating, and bowling. If you have any ideas for Family Outings, please let us know!

SCHOOL CALENDAR/INCLEMENT WEATHER DAYS

A Great Start Preschool will begin the Tuesday after Labor Day, and end the Friday before Memorial Day. The Preschool follows the calendar of the Centerville City School system as a *guideline* for closings concerning holidays and inclement weather/road conditions. The current School Year Calendar, including a list of days the Preschool will be closed during the year, will be sent home and will be posted on the Family Communication Board, as well as on our website.

During inclement weather, the Preschool takes into consideration the Centerville City Schools decision to close due to weather or road conditions. However, the final decision regarding any school closings is the responsibility of the Preschool Director. Please listen to WHIO radio, Channel 7 news, WDTN/Channel 2, or call the preschool voicemail at 312-1621 for this information. This information will also be updated on our Facebook page whenever possible. If A Great Start Preschool remains open, consider the weather and road conditions in your area and please use your best judgment when making a decision about whether or not to transport your child to school that day. Please notify the office of absences.

If severe weather occurs after students and staff are already in the building (severe thunderstorm, blizzard, heavy snowfall, heavy rainfall, ice storm, flash flooding, earthquakes, tornados, etc), we will Monitor NOAA Weather Stations (National Weather Service, bring all individuals into the building, warn staff that a warning may be issued, and be prepared to follow the plan outlined in the Crisis Procedures. Emergency Kits are available in each classroom. Families will be notified about when it is safe to dismiss students to their parent/caregiver based on the safety of our staff, students, and families.

- * If Centerville City Schools closes due to inclement weather, A Great Start Preschool will close.
- * If Centerville operates on a two hour delay, please watch WHIO or WDTN or call 312-1621 as morning sessions may be cancelled, may operate on a one hour delay, or may open as scheduled. (Please call the office or watch WHIO or WDTN for decisions about the afternoon sessions).
- * If Centerville City Schools operate on a one hour delay, A Great Start Preschool will open as scheduled.
- ** *If you are active in other programs at Southminster, please consult them for their closing policy.*

MEDICATION POLICY

- * All medication and vitamins must be accompanied by a medication administration form that must be signed by physician. Prescription medication must be in its original container with the prescription number, name of the medication, pharmacy name, address, and phone number, your child's name, physician's name, and specific directions as to dosage and time dosage is to be administered. Non-prescription medication may be administered with a signed physician's statement, including the child's name, name of medication to be administered, and dates, times, and directions to the administration of the medication. Aspirin and medication with codeine will not be given by the Preschool staff.
- * If sunscreen, topical products, or diaper rash ointment is to be applied, the medication form is required, and must be signed by the physician if used during the duration of the school year. It must be in the original bottle and labeled with the child's name.
- * Allergies and special or modified diets will be followed. A Health Care Plan form and physician's statement may be required to accompany the special diet/allergy instructions, except in the case of religious preference.
- * A Medical/Physical Care Plan (also referred to as Health Care Plan) Form will also be required for any child who requires Medication at school, and for children with food or other allergies, food restrictions, or other health conditions that the preschool staff need to be aware of.
- * Medication, including topical products, will be kept out of reach of children.

CHILDREN'S FILES

Your child's file must be completed by their first day of school. Failure to provide required documents that are properly completed will delay your child's participation in our program. The following items are needed to complete your child's enrollment, and must be updated annually:

- * Completed registration form and \$50 non-refundable registration fee
- * Current medical statement (on file on child's first day, signed by physician or other authorized professional, and updated annually from date of exam listed on the form. Immunization record must be attached). If your child is not

immunized, exempt from any immunizations, or on a delayed vaccine schedule, the parent must indicate and sign where appropriate on the form, and may be reported to the county health department as required.

- * Completed Child Enrollment and Health Information Form (4 pages, see below for instructions)
- * Child Profile Form
- * Signed Policy Agreement Form
- * Medication form completed by physician (* if applicable)
- * Medical/Physical Care Plan (also referred to as Health Care Plan) (*if applicable)
- * Custody Agreements (* if applicable)
- * Other items as requested, including Birth Certificate for Private Kindergarten students.

On your child's first day, please bring the required forms, along with supplies requested, and anything else needed to make your child's file complete.

Children's files must be updated annually. The family is responsible for letting the Director know when any changes must be made in the child's file, including but not limited to, custody, address, telephone, work information, or persons authorized to pick up your child. All changes must be made in writing by parent or legal guardian, dated, and given to the Director.

Thank you for providing us with your email address, if you have one. Often communication about our school is sent by email. Please feel free to forward any flyers or general information about our program to your friends! In addition, to save postage costs, we may email personal information such as Family Orientation Letters, Registration Confirmation Letters, etc. If you do not wish to receive this information via email, please let us know. Monthly Newsletters will be posted to our website each month, and announced by email. Hard copies will be available to those who request.

Please be aware of our policy regarding the Child Enrollment and Health Information Form:

This is a form prescribed by the Ohio Department of Job and Family Services Child Care Licensing Division.

Page 1: Parent/Guardian Name # 1 and Name #2: These boxes must be complete. If there is only one parent/guardian, you can put NA in the section for Name #2. If there is a second parent, you must list the info requested if you know it or can get it, otherwise you can list their name with unknown address/phone/email. Don't forget to check the box that asks if you want your contact info given to other families at the school. We will use this information to create a Parent Roster (also referred to as Family Directory) to be given to those who request.

Emergency Contacts: On this form, it asks for two local emergency contacts. This is where you are required to list AT LEAST ONE LOCAL PERSON (who does not live in the child's house) within 1 hour drive of the school, that we can contact in case of emergency. The persons listed will only be contacted if there is an emergency and we cannot list either parent/guardian listed. Even if you have a cell phone, or feel you will always be available when we might need to call you, *the completion of this section of the form is mandatory for your child to be enrolled at AGSP.*

Name of Physician or Clinic/Hospital: Please make sure to fill out entirely, including full address and phone number. If you do not have a designated physician, you can list a local hospital such as Children's Medical Center, 1 Children's Plaza, Dayton, Ohio 937-641-3600.

Pg 2: If your child has any health conditions, delays, allergies, food restrictions, or medication that we need to be informed of, please complete this page entirely. Additional forms may be required. If your child does not have any of the conditions described, check no.

Page 3: This is a new section that we haven't had before. Please complete each section entirely.

Pg 4: Diapering Statement: In our Little Learners class, we will check/change diapers approximately 1 hour 25 minutes into the day. If you require your child's diaper to be checked more frequently, please indicate on the form and notify the director in writing. In the Smart Start, Preschool Plus, KinderStart, and Private Kindergarten programs, we encourage all children to be potty-trained. We will change any child who has toileting accidents as needed. Children's toileting needs (diapered or potty-trained) will be tended to immediately upon discovery.

Emergency Transportation Authorization: Complete the section "Give Permission to Transport." Please keep in mind that A Great Start Preschool staff will never use their personal vehicles to remove your child from the center (except in the rare case that the teacher is on your carpool roster list.) This is the section that gives the Preschool permission to call 911 and have the local EMS remove your child from the center and take them to the hospital, doctor, dentist, or clinic that you have listed in case of emergency. If you do not wish to give us permission, A Great Start Preschool will not enroll your child unless the parent or guardian remains on the premises the entire Preschool session. In the event that we must call 911 and have your child removed from the center, the parent will be notified simultaneously, and the Director or other designated staff member will ride with your child.

Acknowledgement of Policies and Procedures: Our complete Parent Handbook containing Policies and Procedures is always available on our website, [Forms — A Great Start Preschool](#). If you would like a hard copy, please let me know. Don't forget to sign and date the box below this as the final step for completing this form.

SUPPLIES

At the start of each school year, there will be a small Supply List that each child is requested to provide for their class/school. This list may change from year to year based on the needs of the school. The list will be available on our website, and will be provided to families in July. For those who do not wish to shop for supplies, there will be a "Buy Out" option. For students who are not potty trained, please provide 6 disposable diapers/pull ups to keep at school. We will inform families when their child's diaper supply runs

low. All students are asked to bring a backpack to school each day, labeled with child's name. This is used as a mailbox to bring papers, artwork, forms to/from school. Our staff will open the main compartment of the backpack each day, looking for paperwork coming in or going home. If your family is facing a hardship and cannot provide supplies, please speak with the Director privately.

COMMUNITY OUTREACH

A Great Start Preschool will collect non-perishable food, health and beauty necessities, and other requested items for the FISH Food Pantry located at Southminster. From time to time, we may support other agencies or causes in need. These opportunities to help the community are not intended to offend anyone or cause undue hardship, so please do not feel obligated to participate.

COMMUNITY RESOURCES

A list of Community Resources for Greene and Montgomery Counties, including but not limited to Individual and Family Life Services, Education, Mental Health Services, and Financial Assistance, is available in the handout display near door 10 or in the Preschool office.

FAMILY PARTICIPATION

A Great Start Preschool is a family-oriented program. We will strive to continuously build a tie between your home and our school. The Preschool has an open door policy. Families are welcome to visit at any time. Please check in at the Preschool office and notify us during unannounced visits. We appreciate the honesty of the families, and invite you to offer your compliments, comments, questions, concerns, and constructive criticisms to aid in the enhancement of our programs.

- * The Preschool has a Volunteer Program which begins in October. More information about this program can be found later in the handbook (classroom volunteers must pass a background check through Intellicorp or other approved agencies prior to working with students).
- * A Parent Roster will be available to the families. The parent roster will contain the parent's names and one form of contact (home, cell, work, or email) of all the children currently enrolled at A Great Start Preschool, who wish for their info to be included as indicated on the Child Enrollment/Health Information form. This roster will be available to all families. (The roster will not contain the name or telephone number of any parent that requests their information not be listed.)
- * The Family Communication Board will serve as a daily reference for the parents.
- * Family Resource Folders contain articles and handouts to help your child's growth and development at home. These handouts are located near the Family Communication Board in the Preschool hallway or on the counter next to the Snack Cabinet.
- * Daily Communication between families and Preschool Staff during arrival and dismissal is encouraged.
- * A monthly newsletter from the office will be distributed monthly.
- * Rather than sending home newsletters and paperwork from the office frequently, many things will be emailed. If you prefer to receive hard copies rather than electronic notification, please notify the Director.
- * Monthly Activity Calendars will be sent home to briefly inform parents of projects and skills highlighted in each program throughout the month.
- * Family Outings (group events within the community after school hours, such as Windmill Farms, Bowling, Skateworld) will be arranged periodically.
- * Parent Group Meetings (our version of a PTO) are held periodically throughout the school year.
- * Informal conferences, in person or by telephone, can be scheduled at the request of the parent at any time. The child's teacher or Director will inform the parent about any developmental or behavioral concerns. Developmental and behavioral progress will be discussed in depth with each parent during a formal Parent Teacher Conferences in the Spring.
- * During Spring Parent-Teacher Conferences, teachers will discuss our "Developmental Checklist (formal assessment) of each child. The results of the assessments will not be forwarded to any outside agency without parent approval.
- * Unless informed otherwise, we will plan to celebrate each child's birthday. Summer birthdays may be celebrated in May, unless otherwise specified by the teacher. Families are welcome to send in something that can be sent home with each child in the class, such as a special treat or goody bag. Food must be individually pre-packaged and store bought. (Please no cupcakes, and avoid any classroom allergens).
- * Program surveys may be distributed at the end of the school year. This is an excellent opportunity for parents to honestly and anonymously evaluate every aspect of our program, and to suggest changes for future programs.
- * Grievance Policy: If a parent or guardian or staff member has an issue that they would like to discuss confidentially, we encourage you to contact the Director by phone or in person as soon as possible. We will also accept anonymous letters detailing the concern. Any grievances may be discussed in the Parent Group Meetings and with the Corporate Board. The Director pledges to attend to any concerns in a timely manner. If the concern is not addressed by the teacher in an acceptable manner, the child may be moved to an alternate program or withdrawn from the center with little or no notice. Please remember tuition paid is non-refundable. Please understand that if an issue is not brought to the attention of the Director, there is no way to rectify the situation. If the grievance is against the Director, the individual may request to contact a member of the Corporate Board directly for resolution. If a visitor or employee feels licensing laws have been violated, please contact the Ohio Department of Job and Family Services using the toll-free number listed earlier in this handbook, and listed on the State License posted in the Preschool hallway. The licensing laws and rules governing child care are available for review in the Preschool office upon request.
- * We plan to have a few Class Parties each school year. A limited number of volunteers will be requested for classroom parties. Remember, there are many other opportunities aside from class parties that we can use volunteers! Please do not bring siblings or other guests along for class parties or other volunteer opportunities. There are other opportunities throughout the year, such as Trick or Treat Parade and Family Outings, to include siblings and guests. Although we limit volunteers for Class Parties, there are numerous opportunities to volunteer in your child's classroom throughout the year, and your help is greatly appreciated. Volunteering for class parties or any other events is not mandatory.
- * Thank you for respecting our policies!

A Great Start Preschool Volunteer Program

A Great Start Preschool has a Volunteer Program! Please let your child's teacher know what day you are available to volunteer so that we can ensure that there is only one volunteer in a classroom each day. We encourage families to help with snack, free choice, or group project time (although you are welcome into the classroom at any time!) The Volunteer Program is a great opportunity for parents, older siblings, grandparents, family friends, or other relatives to see their preschoolers at work, and take part in their child's Preschool world. Check the monthly activity calendar for dates a volunteer may be needed.

Volunteers will be required to abide by the following guidelines:

1. All Classroom Volunteers must pass a background check at the cost of the volunteer, due to changes in our Liability Insurance requirements. More information will be provided to those who wish to volunteer.
2. All volunteers will be at least 18 years old.
3. Volunteers must abide by current Covid Protocols.
4. Young siblings or friends will not be allowed to participate in, or accompany their parents to, the Family Volunteer Program. (There are many opportunities to bring younger friends and siblings to our school, such as Programs and Recitals and Family Outings Events).
5. While volunteering, persons may be viewed by outsiders as staff of the Preschool and will be required to follow the same rules and guidelines as the teachers, as appropriate.
6. Volunteers will be required to follow all rules and regulations outlined in the Ohio Department of Job and Family Service Child Care Licensing Rules and Regulations Handbook, as necessary.
7. All persons participating in the Volunteer Program will use discipline policies as outlined in our Guidance and Management Policy. Volunteers will not yell at, scold, punish, or use harsh discipline on any child while volunteering. Volunteers will use open ended statements and will speak positively at all times.
8. Volunteers must maintain confidentiality. Volunteers must not discuss any situations specific to any child with other parents or teachers.
9. Volunteers may be given information about children with special needs in the classroom. Please keep in mind that this information is only given if it is necessary for the volunteer to know in order to carry out his/her duties; and any information given is told in confidence, and may not be discussed with anyone else including other teachers, parents, etc.
10. Volunteers will not be permitted to be alone with the children for any reason, and will not be permitted to escort children to any other area of the building, including the restroom, without teacher's presence.
11. Volunteers will encourage children to try tasks, and will help as needed.
12. If a volunteer observes any behaviors they are unsure of or uncomfortable with, they will immediately notify the Teacher and/or Director. Volunteers may be required to document the behavior.
13. If any rules are violated, volunteers may be dismissed from the program.
14. Other rules and guidelines as deemed necessary by the Director.
15. The volunteer program will begin in October. We use the month of September to reduce separation anxiety, establish and learn classroom rules and routines, and bond with the teachers.
16. We plan to have a few Class Parties each school year. The dates of classroom parties will be posted on our School Calendar, and a Volunteer Sign Up sheet will be posted by the teacher. There are other opportunities throughout the year, such as Family Outings, to include siblings and guests. Although we limit volunteers for Class Parties, there are numerous opportunities to volunteer in your child's classroom throughout the year, and your help is greatly appreciated. Volunteering for class parties or any other events is not mandatory.
17. Volunteer schedules, including the number of times each individual may volunteer in one month, may be limited to due licensing rules and requirements.

To submit your background check (around \$20 in most cases), please visit [AGSPI.volunteerportal.net](https://www.agspi.org/volunteerportal.net) and enter password: AGSPVolunteer! (notice capitalization and punctuation required). Please be prepared to upload a picture of the back of your driver's license or state ID, as well as other identifying information such as full name, address, and social security number. This information will be collected solely by Intellicorp, and I will only receive the final results letting me know if the individual is approved to volunteer at AGSP or not. It will usually take 2-3 business days results, but could take up to 10 days, so please plan accordingly if you wish to volunteer for a certain date/event. In most cases, the background checks will be valid for 3 years. If you are interested in volunteering but the background check creates a financial hardship for your family, please let the Director know.

Sometimes when you are volunteering, the teacher may be busy with the children. Don't worry, there is always work for you to do! Some things you could help with are: refilling paint and glue bottles, sharpen pencils, sort toys, straighten shelves, wash paint brushes and containers, prepare materials, or display art projects. If it is free choice time, we encourage you to circulate among the children. Look for a child who needs support and encouragement. Read a story to a child or group of children or get on the floor and play with them. On occasion you may be asked to help outside of your child's classroom, such as in another classroom or in the office. If you would like to receive additional training or instruction about volunteering in the classroom, please see the Preschool Director.

A Great Start Preschool Guidance and Management Policy

“It is our primary goal and purpose to provide an environment in which teachers and students experience successes and an enthusiasm for learning. We promise to provide the children with ample opportunities to grow socially, emotionally, physically, intellectually, and creatively in a child centered environment.” With that in mind, we have developed the following Guidance and Management Policy:

- * All center staff will abide by this Guidance and Management Policy.
- * The Preschool staff will approach any situations requiring guidance and management positively. They will guide and redirect children so that the children will learn appropriate and acceptable behaviors in the classroom. Positive language and encouraging statements will be used to assist children in defining limits and boundaries, observing logical consequences, managing emotions, and coping with stress or frustration. It is important to preserve, build, and maintain the child’s self-esteem.
- * The values of sharing, working cooperatively, helping one another, and extending love and courtesy will be modeled by staff and reinforced in teaching throughout our curriculum. Although we do not have a religious based curriculum, our staff members model and encourage good morals and values including kindness, loyalty, compassion, love, gratitude, understanding, patience, and respect throughout their day to day actions.
- * The center’s actual methods of discipline will apply to Ohio State Licensing Laws - Rule 5101- 2-12-22 (available for review in the Preschool office)
- * The Preschool’s method of discipline is
 - * Positive redirection within the area
 - * Positive redirection to another area
 - * Separation from the situation to regain control of emotions
 - * Discussion and encouragement for appropriate behavior is used at all times during each step
- * Persistent, improper behavior may be handled by the Teacher, Director, and family in a conference
- * On occasion, a child may need to be permanently disenrolled from the Preschool for the safety of the children in our care or for the safety of our teachers. If we feel our safety is violated by the child or parent/guardian, and the situation is not rectified after a meeting with the primary caregiver and director, the child may be disenrolled. The Montgomery County Sheriff Department may be contacted to ensure our safety if needed.
- * Prior to suspension or expulsion from our program, we may attempt to establish an acceptable Behavior Plan which ensures the safety of our staff and students. We may consult with the Ohio Preschool Expulsion Prevention Program or other services for resources to assist us with the situation. <https://www.nationwidechildrens.org/specialties/behavioral-health/for-providers/ohio-preschool-expulsion-prevention-partnership>
- * If a child is permanently disenrolled from the center due to the child’s behavior, the child will not be allowed back into our program, unless under the care and instruction of a doctor, therapist, or other applicable professional. A team meeting may be requested before the child may re-enter the class. If a child is disenrolled due to the actions of his/her primary caregiver, the child will only be allowed into our program if another adult accepts responsibility of the child (including transportation to/from school), and appropriate paperwork is on file. In these cases, the child would be accepted back into the program for a pre-specified probationary period. This also applies for siblings enrolled in the program.
- * Children will always be supervised
- * Suspensions, expulsions, and serious incidents will be reported to ODJFS licensing as required.
- * This Guidance and Management Policy applies to all persons on the school premises.

Updated 08-01-23 cmiller

A Great Start Preschool Safety Policy

- * Staff will be on duty and supervise each room at all times, including during arrival and dismissal times.
- * Staff are trained annually on how to respond to emergencies.
- * General Emergency Plans are posted in each classroom as well as in the Preschool office, Music room, Gym Room, Restroom, and Front Exit. This Emergency Plan includes: Medical, Dental, and General Emergency Plan, Fire Alert Plan, Severe Weather Alert Plan, Evacuation Diagram, Safety Policy, Discipline Policy, Management of Communicable Disease Policy for Staff and Students (Illness Plan), ODH Dental Action Plan, and Crisis Procedures which includes lockdown Instructions.
- * Staff or other adults only are permitted to open or close doors, playground doors, or gates.
- * A staff member will accompany children in hallways, restroom (if not in classroom), playground, music room, and large motor room.
- * A Great Start Preschool has small class sizes, low teacher to student ratios, and ratios are maintained under any circumstance.
- * Running and loud voices will be redirected in a positive manner.
- * Outgoing calls can be made in the Preschool office.
- * A complete First aid box is available in the Preschool office and upstairs in the Music Room, room 200.
- * First aid pouches are available in each classroom.
- * Disposable gloves and other standard precautions are used when dealing with blood, vomit, bodily fluids, etc.
- * An Emergency Preparedness Bag is located in each room in case of an Evacuation or Emergency.
- * A Staff Member trained in first aid and CPR is always on premises and attends all Family Events.
- * All Staff Members are trained and certified to Recognize and Prevent Child Abuse, Neglect, or Endangerment, and are required to report any suspicion of child abuse, neglect, or endangerment to Children's Services.
- * Monthly fire drills are held and plans to exit are posted in each classroom.
- * Tornado drills are held during the months of September, March, April and May.
- * Lockdown drills are held quarterly.
- * Carbon monoxide detectors are located on each level of the building.
- * An incident report will be filled out and signed by the teacher and guardian in case of noticeable injury, injury which required first aid, or head injuries. An incident report will also be completed any time there is a situation that jeopardizes the safety of staff and/or children. Any person picking up a child is authorized to sign incident reports. A copy will be made for the parents/guardian, and a copy will be kept on file in the Preschool office.
- * Children will be escorted into the Preschool by their caregiver, and will not be dismissed until their caregiver picks the child up. Picture ID's will be verified when an alternate caregiver picks up a child that our staff does not recognize. All persons picking up children must be listed on the enrollment forms as authorized to pick up that child. If someone different needs to pick up a child, the parent/guardian must notify the office in advance. If a non-custodial parent attempts to pick up a child, we will follow policies outlined in the Custody Agreement section of the Parent Handbook.
- * Each teacher can find staff and children's medical and emergency information on file in the Preschool office.
- * All unused outlets have protective coverings.
- * Swimming activities will not take place at our facility. We will, from time to time, plan water play activities in sensory tubs or sensory tables with proper supervision.
- * A Great Start Preschool is a non-smoking facility. Smoking is prohibited on or near the Preschool grounds. In addition, smoking is prohibited on all Church grounds.
- * No aerosol sprays will be used on premises while children are here.
- * Families will enter the Preschool primarily by way of the Preschool Entrance facing Alex-Bell, Door 10. All entries into the preschool will remain locked during preschool session.
- * Children will be supervised by sight and sound at all times.
- * Staff will report any concerns of child abuse or neglect to the Children's Services Agency of the county the child resides.
- * Serious incidents will be reported to ODJFS as required.
- * A professional cleaning company will clean the preschool area nightly, when school is in session. This includes all classrooms, restrooms, and hallways. Staff will clean toys, learning materials, and furniture regularly, or more frequently as needed.

08-01-2022 cmiller

A Great Start Preschool
7001 Far Hills Ave. ~ Dayton, Ohio 45459 937-312-1621
MEDICAL, DENTAL, and GENERAL EMERGENCY PLAN

Emergency Numbers:

Emergency Squad.....911 or 433-3083 Miami Valley Hospital.....937-438-2400

Police Department.....911 or 433-0152 Poison Control.....937-222-2227

Fire Department.....911 or 433-3083 Children's Services...937-224-5437 (Mont.) or 937-562-6600 (Greene)

* Outgoing calls can be made in the Preschool office. The complete first aid kit is located in the Preschool office Room 105 and in the Music Room Cabinet (upper level room 200).

* A fire extinguisher is located on the wall by the Woman's Restroom next to Room 107, In the Furnace Room, across from the Women's Restroom near Room 127, inside the Men's Room upstairs near the Community Room, inside the Christian Fellowship Center (CFC), in the hallway in between the Preschool and CFC.

* The fire alarm can be activated and is maintained upstairs, in the Front Entryway near the Sanctuary Door 1. Monthly fire drills will be practiced, and dates and times will be documented in the Preschool office. The Fire Department will conduct an Annual Fire Inspection.

* The electrical circuit box is located on the lower level, in the Furnace Room near the Preschool Office, and Across from the water fountain near room 121.

* Children's medical records are in their files located in the labeled file cabinet in the Preschool office. Guardian's names and phone numbers are on file in each child's file, as well as in the Parent Roster in the Preschool office, unless unpublished.

* The location of the Ohio Department of Health Dental First Aid Chart is posted in each classroom and in the Director's office. In case of dental emergency, follow instructions on the ODH Dental First Aid Chart.

* The ODH Communicable Disease Chart is posted on the door in the Preschool office, Room 105.

* In the event an emergency vehicle is needed, the Director calls the local Fire Department, (Washington Township Fire Department) then notifies legal guardian. If the legal guardian cannot be reached, we will contact others listed on the Child Enrollment and Health Information Form. A Great Start Preschool requests two emergency contacts listed on the Child Enrollment and Health Information Form (at least 1 emergency contact must be within a one hour drive of the center).

* If a child is removed from the center by an emergency vehicle, the Director or a staff member will go with the child to the hospital and will stay with the child until the guardian arrives. When arriving at the hospital, the Child Enrollment and Health Information Form will be submitted to the medical staff.

*Preschool staff will not transport children for emergency purposes at any time, therefore child restraint equipment is not required to be on site. In the event a child would need to be removed from the Preschool, EMS would be called.

*Staff members will be trained to administer first aid and certified in CPR.

* General instructions to staff in case of emergencies are posted in each classroom and in the Director's office. In case of an emergency, ratios will be maintained and children will be supervised at all times. The teacher will notify the Director of the emergency immediately, and the Director will notify the parent, local authorities, or Emergency Management Services as appropriate. If the Director is not available, there will be a Staff member appointed in charge.

* In case of a general emergency (defined as any threat to the safety of children due to environmental situation or threat of violence, natural disasters, or loss of power, heat or water for an extended time), parents may be notified by telephone and instructed to remove their children from the center following the guidelines of the Arrival/Dismissal policy. If the building needs to be evacuated, the Director will direct the entire staff and all students to the grassy area near the Pavilion at the back of the parking lot. In the event there is a lengthy evacuation, or extreme weather conditions that require us to take shelter away from our building, we will meet at our Community Rally Point, which is located at Bob Evans, 7115 Far Hills Ave. If the Director decides the evacuation of the building requires the children to be picked up, parents will be contacted using the Emergency Contact Forms and instructed to pick their child up at this designated Community Rally Point. When it is safe to do so, we will also notify WHIO for a School Alert, and email families if email is accessible. A sign will also be posted on the Preschool Entrance Door 10 informing parents of our emergency or evacuation. Children will be supervised at all times. In the case that a "lockdown" occurs, the entire building will be locked from the outside and preschool classrooms and space occupied by children will be locked from the inside doors. Local police will be notified for further instruction.

* In the event of serious incident, injury, or illness (defined as any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation of emergency treatment) all of the above will apply as appropriate. General instructions to staff in case of these emergencies are posted in each classroom and in the Directors office, and are reviewed periodically. In the event of a serious incident or accident, the Preschool must notify State Licensing verbally within 24 hours of the incident or accident.

* In each classroom and in the Preschool Director's Office the following information is posted for quick reference and periodic review: Fire alert plan, severe weather (tornado) alert plan, an evacuation diagram showing the primary and secondary routes for evacuation, Medical, Dental, and General Emergency Plan, Safety Policy, Discipline Policy, Management of Communicable Disease Policy for Staff and Students (Illness Plan), ODH Dental Action Plan, and Crisis Procedures which includes Lockdown Instructions.

* In the event an illness, accident, or injury requires first aid treatment, a bump or blow to the head occurs, or emergency transporting is required at the center while the child is under staff supervision, an incident report will be completed by the supervising staff member, signed by the Director, and signed by the child's caregiver. An incident report will also be completed any time there is a situation that jeopardizes the safety of any child at our program. A copy of this incident report will be given to the parent, and a copy will remain on file in the Preschool office. In the event of a serious incident or accident, the Preschool must notify State Licensing verbally within 24 hours of the incident or accident and report to OCLQS. For the safety of our staff and students, children that may have been involved in the incident will be named as "another child" and will not be identified under any circumstances. Updated 08/01/22 cmiller

A Great Start Preschool

MANAGEMENT OF COMMUNICABLE DISEASE FOR CHILDREN AND STAFF ILLNESS PLAN

Illness: When a child arrives at the center, the teacher may be looking for signs of illness as she greets them. If the teacher finds indication of illness or communicable disease upon arrival or anytime during the school day, she notifies the Director. The sick child will be isolated away from other children in another room, within sight and hearing of staff at all times. We do have a cot available if the child needs to lay down. The Director will then make a decision to notify the caregiver immediately if they will need to remove the child from the center until the child has returned to good physical health, or as stated on the communicable disease chart located in the Preschool office. Safe and health precautions, including but not limited to staff wearing PPE such as masks or gloves, will be followed as needed, and all areas of exposure will be properly sanitized.

If a child is removed from the classroom due to an illness, injury, or communicable disease, the process is as follows:

1. Remove child from classroom, to office, where child will be supervised at all times. Make them comfortable. We have a cot and blanket available to isolate any sick child from their peers.
2. Director notifies parents or guardian of illness or injury using the numbers listed on the Child Enrollment and Health Information Form . If the parents cannot be reached, the Director will begin to contact persons listed on the Child Enrollment and Health Information Form.
3. If a child has been removed from classroom due to symptoms of a communicable disease, parents should take the child to the doctor, then inform center of diagnosis.
4. If a child is diagnosed with a Communicable Disease, the Preschool will notify parents that their child was possibly exposed to a communicable disease by the end of the next business day. Center informs parents of symptoms to watch for and the incubation period. The Montgomery County Health Department and ODJFS will also be notified if required.
5. No medication is administered to the children, unless the proper forms, including Medication Administration Form, are on file. If a child is on medication for any reason, see Director for information on how a child can receive medication while at the center.
6. If a child will not be attending school, due to illness or other, please notify the office.
7. Families are urged to keep their child home from school if they show any of the below symptoms, or have exhibited any of these symptoms in the last 24 hours.
8. Employees diagnosed as having a Communicable Disease, or have any of the below symptoms, are treated in the same manner. They will be excluded from the Preschool for the appropriate period of time, may return when medicated, or with a doctor's release.
9. In the event of an extreme or life threatening illness, injury, or other emergency, EMS will be contacted.

**** All staff members are trained by qualified medical staff on communicable diseases and how to recognize the common signs of them. Every three years, each staff member is required to attend a review course.**

*** A chart outlining common communicable diseases is posted on the door in the Preschool office.**

*** For other illnesses not listed on the chart, students and staff may return to school after 24 hours of being symptom free or when release by doctor's care.**

*** A child with any of the following signs or symptoms of illness shall not come to school and will be immediately isolated and discharged to his/her guardian or caregiver if these symptoms are observed at school:**

- o Diarrhea (3or more abnormally loose, unexpected or unexplained loose stools within a 24 hour period)
- o Difficult or rapid breathing
- o Yellowish skin or eyes
- o Redness of the eye or eyelid, obvious discharge, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching of the eyes or eye pain.
- o Temperature of 100 degrees Fahrenheit (under the arm method)
- o Untreated infected skin patches, unusual spots or rashes
- o Unusually dark urine and/or gray or white stool
- o Stiff neck with an elevated temperature
- o Unidentifiable rashes, unless released by a physician
- o Evidence of untreated lice, scabies, or other parasitic infections
- o Sore throat or difficulty in swallowing
- o Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- o Vomiting more than one time or when accompanied by any other sign or symptom of illness.

**This is our General Illness Plan. Please refer to the Covid Addendum for current Covid Protocols.*

08/01/22 cmiller

A Great Start Preschool

Parking Lot Safety and Curbside Assistance Policy

937-312-1621 ~ christina@agreatstartpreschool.com

Parking lot safety has been a concern at AGSP. I know we want to make sure our kids are at school on time and parents get to work/appointments on time, but I am more concerned about the safety of our students and families rather than the clock. Parking lot speed continues to be an issue, as well as pedestrian and driver awareness, turns, and lanes. On occasion, you may see Washington Township Sheriff's Department patrolling our lot as a visual reminder to be alert and safe at all times. ***Please share this information with anyone who transports your child to/from A Great Start Preschool:***

Safety Rules:

- Use door 10 to enter the Preschool (Back of building, Alex Bell end of building).
- Hold your child's hand in the parking lot. Do not allow your children to run ahead of you.
- Drivers- allow Pedestrians the right of way. Follow a 10mph or less limit. Stay within any marked lanes, and stop at all posted stop bars and any stop signs.
- Pedestrians- make eye contact with the drivers before you cross in front of them. Stay on the sidewalks and designated crosswalks as much as you can. Please watch for the Church Pastor's small dog, Cody who is often walked around the outside Church premises (on a leash).
- Please cross the lot at the designated areas with stop bars.
- Use the marked "Cross Walk" along the playground fence to walk from the Bob Evans end of the parking lot to the Preschool entrance area.
- Lock your car doors while escorting your child to/from their classroom. Please do not leave children unattended in the car while escorting your preschool to/from their classroom (Use Curbside Assistance instead of leaving other children unattended in the car)
- If you have an extra-large vehicle or trailer, please park on the outskirts of the lot (rather than taking up numerous marked spots near the preschool entrance).
- Please refer to the Parking Lot Map for visual instructions.


Curbside Assistance:

Please reserve this service for those in need, such as multiple young children in the car that do not attend preschool, special needs or handicaps, sickness, etc.

- Please make sure anyone who uses Curbside when transporting your child is aware of our Curbside Procedures. We will continue to monitor and evaluate the process as the school year progresses. In order to ensure the safety of our students and staff, we may have to restrict use if these guidelines are not followed.
- If you need Curbside Assistance, go to back parking lot, middle of the building, Door 6. Cars should park and an adult should escort your child to/from the staff member waiting at Door 6. Please be careful when parking, backing out, and walking through traffic.
- Curbside Arrival will start at 5 minutes prior to the scheduled class time, and dismissal is promptly at the end of class time. Please be patient as sometimes we have to make more than one trip to/from the preschool classrooms depending on the number of students who need this service each session. If you arrive later than 5 minutes after scheduled class start time and Door 6 is closed, you likely have missed Curbside (please park and proceed to door 10 to escort your child in/out of the building).
- If the staff member is on her way back into the building, has her back turned, or has not given you the signal, please wait. Do not allow your child to run to her unattended.
- At arrival, please be prepared with shoes on and coats/backpacks ready to help our line move quickly.
- If you need to have an extended conversation with the curbside staff member at arrival or dismissal, have questions about your child's day, or would like to know something specific from the child's teacher or director, please send in a note in the main compartment of your child's backpack, call/email the office, or park and come inside through Door 10 so that our curbside process will continue to operate smoothly and safely.
- Due to liability concerns, we will not be able to buckle your child into their car seat.
- If you need special car-side services due to extenuating circumstances, please speak with the Director.
- You are not required to call ahead, but it is helpful if you tell us at arrival if you know you will need curbside at dismissal so that we can have your child ready. If you unexpectedly need curbside, do not hesitate to use it at any time!
- This is not a "quicker" way to pick up your child. It is merely an option for those who have difficulties coming into the building due to multiple children, sleeping/sick children, or health conditions.

We appreciate your cooperation, safety, and patience in the parking lot!



 Stop Line-PLEASE STOP at these points!
They are here for everyone's safety.

- If you are EXITING to Alex Bell and parked in the back half of the parking lot, we ask that you PLEASE exit following the **ORANGE** route. This helps with congestion of traffic coming from Alex Bell into our parking lot.

Pedestrian Note When crossing from the parking lot to the building, and from the building to the parking lot, please cross in the stop zones. They are there for your safety.

Daily Schedule 2023-2024

Little Learners Daily Schedule **Room 107- MW & TR & F AM & PM:**

8:45-9:00/ 12:15-12:30	Table/Free Exploration
9:00-9:20/ 12:30-12:50	Large Motor Activities
9:20-9:35/ 12:50-1:05	Circle Time/Music
9:35-10:00/1:05-1:30	Small Group Activities
10:00-10:30/ 1:30-2:00	Free Choice
10:30-10:50/ 2:00-2:20	Potty/Handwashing/Snack
10:50-11:00/ 2:20-2:30	Music/Circle Time
11:00-11:15/ 2:30-2:45	Table Activities/Fine Motor
11:15/ 2:45	Dismissal

Smart Start Daily Schedule

Room 122- MWF AM&PM, TR AM&PM: **Room 127 TR AM&PM:**

8:45-9:00/ 12:15-12:30	Arrival/Table Activities
9:00-9:15/ 12:30-12:45	Circle Time
9:15-9:45/ 12:45-1:15	Small Group Activities
9:45-9:55/ 1:15-1:25	Restroom
9:55-10:15/ 1:25-1:45	Large Motor Activities
10:15-10:30/ 1:45-2:00	Music and Movement
10:30-10:45/ 2:00-2:15	Handwashing/Snack
10:45-11:15/ 2:15-2:45	Free Choice Time
11:15/2:45	Dismissal

Smart Start Daily Schedule

Room 124- TR AM:

8:45-9:00	Arrival/Table Activities
9:00-9:20	Circle Time
9:20-9:40	Large Motor Activities
9:40-10:00	Music and Movement
10:00-10:15	Restroom/Handwashing Snack
10:15-10:45	Free Choice Time
10:45-11:10	Small Group Activities
11:15/ 2:45	Dismissal

Preschool Plus Daily Schedule

Room 121 MWF AM & PM, TR AM & PM **Room 124 MWF AM & M- F PM**

8:45-9:00/ 12:15-12:30	Arrival/Table Activities
9:00-9:20/ 12:30-12:50	Circle Time/Music
9:20-9:50/ 12:50-1:20	Small Group Activities
9:50-10:20/ 1:20-1:50	Free Choice
10:20-10:40/ 1:50- 2:10	Restroom/Handwashing/Snack
10:40-11:00/ 2:10-2:30	Large Motor Activities
11:00-11:15/ 2:30-2:45	Music and Movement
11:15/ 2:45	Dismissal

Preschool Plus Daily Schedule

Room 127- MWF AM & PM

8:45-9:00/ 12:15-12:30	Arrival/Table Activities
9:00-9:20/12:30-12:50	Music and Movement
9:20-9:40/ 12:50-1:10	Large Motor Activities
9:40-10:00/ 1:10-1:30	Restroom/Handwashing/Snack
10:00-10:20/ 1:30-1:50	Circle Time
10:10-10:40/ 1:50-2:10	Small Group Activities
10:40-11:10/ 2:10-2:40	Free Choice Time
11:15/ 2:45	Dismissal

KinderStart Daily Schedule

Room 103 M-F AM & M-F PM **Room 106 MWF AM**

8:45-9:10/ 12:15-12:40	Free Choice Time
9:10-9:25/ 12:40-12:55	Circle Time
9:25-9:55/12:55-1:25	Small Group Activities
9:55-10:15/ 1:25-1:45	Snack
10:15-10:35/ 1:45-2:05	Large Motor Activities
10:35-10:50/ 2:05-2:20	Music and Movement
10:50-11:10/ 2:20-2:40	Table Activities/Centers
11:15/ 2:45	Dismissal

Private Kindergarten PM

Room 106 M-F PM:

12:15-12:30	Arrival/Free Choice
12:30-1:25	Language Arts
1:25-1:45	Social Studies/Science
1:45-2:05	Recess/Large Motor
2:05-2:25	Restroom/Handwashing/Snack
2:25-2:45	Math
2:45-3:10	Specials (Phys Ed, Music, Arts, Media/Tech)
3:15	Dismissal

A Great Start Preschool Policy Agreement

I have read the Parent Handbook and Covid Addendum and I am fully aware of the philosophy, goals, policies, and procedures of A Great Start Preschool. I am in agreement with such conditions and will abide by them. Throughout the school year, policies and procedures may need to be updated. I will receive a copy of any revised policies, and will support them.

My child, _____, is enrolled in:

- _____ Little Learners (Program for 2's)
- _____ Smart Start (Program for 3's)
- _____ Preschool Plus (For Four's and Five's)
- _____ KinderStart (Program for Young Five's)
- _____ Private Kindergarten (Must be 5 by September 30 of the current school year)

The monthly charge for this program is \$ _____.

If I plan to withdraw my child from any preschool program, I will give at least one month notice. Kindergarten Enrollment is for the entire school year, unless otherwise approved by A Great Start Preschool's Corporate Board. Tuition paid will not be refunded, unless the center is forced to close for longer than two weeks, (in which Remote Learning will be offered and tuition will be reduced by 50%) and a credit will be offered for the pro-rated difference for those who paid for the school year in full. Tuition is due by the 10th of the month, or a late fee will be assessed. The payment schedule is as follows, for a total of 9 equal payments due:

- | | |
|---|---|
| August 10- payment due for September tuition | September 10- payment due for October tuition |
| October 10- payment due for November tuition | November 10- payment due for December tuition |
| December- <i>No payment due if the first payment was made in Aug.</i> | January 10- payment due for January tuition |
| February 10- payment due for February tuition | March 10- payment due for March tuition |
| April 10- payment due for April tuition | May 10- payment due for May tuition |

For those families who enroll after August 1, please see the Preschool Director for your payment plan.

This signed agreement, along with a \$50.00 *annual* non-refundable registration fee (which was submitted upon enrollment along with the registration form), and the return of all paperwork needed for my child's file, will complete the enrollment process.

Parent or Legal Guardian Signature

Date