

HERITAGE PRESBYTERIAN PRESCHOOL PARENT HANDBOOK 2023-2024



Growing God's Children

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WELCOME TO HERITAGE PRESBYTERIAN PRESCHOOL

Dear Families,

Welcome to Heritage Presbyterian Preschool! We are excited to have you join us this year! This handbook provides information about our program and our policies. We hope the following pages will provide you with some of the information you need to help your child to have a terrific preschool experience at HPP. If your child has been to HPP in years past, then you may already know some of this information, but please take a few minutes to read through it again.

I want this to be an exceptional year for your children and truly look forward to getting to know them in the months ahead. Please let me know if you have any questions or concerns, or if you have any suggestions about how we can make HPP an even better place. Together, we are growing God's children!

Beth Galberg - Director
Heritage Presbyterian Preschool

HOURS OF OPERATION

Director office hours: Monday 8:30 to 1:30 and Wednesday 8:30 to 4:00
Tuesday and Thursday 8:30 to 4:00
(Office closed on school holidays and throughout the summer)

Preschool & Kindergarten Enrichment hours:

Morning session: 9:00 to 12:00

Afternoon session: 1:00 to 3:30

The school year begins in late August and ends in mid-May. Our school calendar is closely aligned with the Mason City Schools calendar. The following holidays will be observed at HPP:

- Thanksgiving
- Christmas
- Spring Break (last week in March)
- Good Friday and Easter Monday
- Any other holiday that falls on a school day in which Mason City Schools are closed.- 3 -

OUR MISSION

Through an age-appropriate, developmentally-based curriculum and a loving environment, Heritage Presbyterian Preschool will provide children with activities to foster self-esteem, fine and gross motor skills, academic readiness, language development, thinking and problem solving skills and a positive attitude toward school and life. Through this individualized curriculum, each child will grow emotionally, physically, cognitively, socially, and spiritually.

We will respect each and every child as the unique individual God made him or her to be, and encourage growth both in strong and weak areas by focusing on individual strengths and allowing each child to experience success. We will model and support a loving, Christian attitude toward each other and demonstrate how to use this love in daily living.

LICENSING

Heritage Presbyterian Preschool is a non-profit organization affiliated with Heritage Presbyterian Church and is licensed by the Ohio Department of Job and Family Services. Financially, the preschool operates independently of the church. A copy of the budget is available from the director. It is open to any child of the community regardless of race, religion, sex or national origin. To file a discrimination complaint, contact [Warren County Division of Human Services](#) or [ODJFS Bureau of Civil Rights](#).

The license is posted in the preschool office and the regulations governing preschools are available at the school for review or can be accessed online from [ODJFS](#). To report suspected violations, please contact the following:

Nancy S. Schmitt
Ohio Department of Job and Family Services
6680 Poe Avenue
Vandalia, OH 45414
(937) 264-5909

The preschool's licensing record is available from the Ohio Department of Job and Family Services. The annual evaluation is posted in the preschool office for parental reference. Health, building, and fire inspections are also on file with the Ohio Department of Job and Family Services and copies are on file in the preschool office. You may also view inspection reports online at [Bold Beginning Ohio](#).

Heritage Presbyterian Preschool is a readiness program licensed for a maximum of 65 children at any one time. Our program is divided into the following: 3 year-old, 4 year-old, 3 and 4 year old multi-age, pre-kindergarten classes and kindergarten enrichment.

A directory of names and telephone numbers of parents, custodians, or guardians of the children attending the preschool is available upon request. The directory will only include names, addresses, and telephone numbers upon consent by the parents and will only be available by request to parents of children currently enrolled in the program. The consent forms for the directory are a part of the enrollment packet and are also available on the preschool website. The directory will be prepared annually.

PRESCHOOL BOARD

A volunteer board oversees the operation of the preschool. The director maintains the daily operation of the program.

The board consists of five members made up of three members of Heritage Presbyterian Church (who may or may not have children in the program) and two parents of children in the preschool (who may or may not be members of the church). The Pastor of Heritage Presbyterian Church and the preschool director are ex-officio members without a vote.

The Preschool Board is responsible for the hiring and evaluation of the director and staff, budget establishment including capital expenditures, annual calendar development, curriculum review, and communicating with the church.

2021/22 Heritage Preschool Board

Name	Position	Email
TBD	Chairperson/Secretary	
Shannon O'Connor	HPP Parent	shanoconnor12@gmail.com
Doug Parrott	Church Member	parrd5880@aol.com
Nikki Logsdon	HPP Parent	jclogs66@gmail.com
Kelly Lippincott Simmons	HPC Session Representative	lippincottk@xavier.edu

CURRICULUM

Heritage Presbyterian Preschool has adopted the *Creative Curriculum for Preschool*. This curriculum supports the Ohio Early Learning Content Standards and developmentally appropriate practices.

Creative Curriculum was selected for adoption because it supports Heritage Preschool's philosophy that children learn best through play. Using a variety of teaching strategies, we integrate learning into everyday experiences.

Interest areas are in every classroom. They offer opportunities for children to develop social/emotional, physical, cognitive, and language skills. On any given day these interest areas include blocks, dramatic play, toys and games, art, library, discovery, sand and water, music, cooking and outdoor play.

We also coordinate our curriculum and expectations with local school districts to ensure our methods and activities are those most likely to develop the skills and characteristics that are essential to school readiness

MUSIC AND MOVEMENT

Children in all classes will participate weekly in a Music and Movement program. Providing an outlet for children’s high spirits and creative energy, experiences in this program contribute to social, emotional, cognitive and physical development as well as problem solving, number concepts and symbolic thinking. The annual Christmas Program is also an outcome of Music and Movement.

Note: Please be certain your child wears sneakers on these days.

CHAPEL

As a mission of Heritage Presbyterian Church, our preschool is committed to teaching children about God. The Director of Children’s Ministries meets with the preschoolers (ages 3-PreK) in the sanctuary or fireside room for 15 minutes each week. This is a time of worship through singing, stories, puppets, felt board activities and prayer. The classroom teachers and director are also a part of chapel time. Preschoolers in the young 3’s program may have chapel in their classroom, as appropriate.

TUITION AND FEES

Registration fees are \$100 for all classes. After the first child is enrolled at \$100, any siblings enrolled during the same school year will receive a 50% discount on registration fees. This fee is **non-refundable**. An exception will be made for parents of school-age children who are making the decision between our Starfish class and kindergarten. Parents of kindergarten age children must inform the director of their decision in writing by May 1, to receive a refund on their registration fee.

Tuition is on an annual basis (9 payments). September tuition is due by May 1st or at registration. All other payments are due by the 1st of each month (October - May), followed by a 9-day grace period. Payment schedule is as follows:

Angelfish Class: \$195/month	AM Kindergarten Enrichment: \$180/month
Sea Turtle Class: \$225/month	PM Kindergarten Enrichment: \$168/month
Sea Lion Class: \$255/month	
Dolphin Class: \$255/month	
Manatee Class: \$210/month	
Starfish Class: \$260/month	

If you cannot meet the due date and associated grace period, please make other arrangements with the director.

Payments should be placed in the tuition lockbox located outside the preschool office. Please do not give the tuition payment to teachers or to the director. Payments must be in the form of cash or check payable to “Heritage Presbyterian Preschool” or “HPP”. We offer a “direct withdrawal” option which begins in October. A “direct withdrawal” form, accompanied by a voided check will initiate the process. Written notification, 2 weeks prior, is needed to discontinue the direct withdrawal. Heritage Preschool does not accept credit cards.

There will be a \$20.00 service charge on any returned checks. If payment is not made by the 10th of the month (and prior arrangements have not been made with the director), a \$10 late fee will be assessed. A notice will be sent home for all tuition payments that are late.

Church members, preschool staff and church staff will receive a 10% discount on tuition.

There is a 10% discount for siblings. This discount is reflected in the cost of the youngest child's tuition, not the total tuition cost.

There will be a fee of \$10.00 for late pick-up of children. The fee will be assessed as \$10.00 for every 10 minutes after the designated pick-up times of 12:00pm for 3 and 4 year old classes and 3:30 pm for the Starfish class. Payment must be made at the time of the occurrence.

LUNCH BUNCH

Lunch Bunch is a voluntary extended session from noon to 1:00 offered from October to April. Children pack a peanut/tree nut free lunch and stay an hour longer or arrive an hour earlier to have some playtime, lunch and story time with their friends. Yearly and monthly sign-ups will be sent home and requests will be filled by a lottery system.

The fees for Lunch Bunch are \$7.00 per session if signing up for the entire year and \$8.00 per session if signing up monthly. All Lunch Bunch payments are due at the beginning of each month and must be paid by check separately from tuition.

The Lunch Bunch Fee is non-refundable if your child can not attend; however, in the case of calamity days, you will be prorated for the following month.

REFERRAL PROGRAM

Heritage Presbyterian Preschool will award a \$100 gift to a current Heritage Presbyterian Preschool family for each new family that is referred to, enrolls and attends Heritage Presbyterian Preschool.

The referral program is for current HPP parents or guardians who are paying tuition for enrolled students.

The \$100 gift will be given to the referring family after the referred family has been enrolled for a full month.

Referral award consideration is limited to the referral of brand-new families enrolling in HPP.

To participate in the New Family Referral Program, you must complete a Referral Program form. Forms are available in the preschool office.

SCHOLARSHIP OPPORTUNITIES

Scholarships are needs based and can be applied to any current or prospective student tuition. If you need financial assistance and would like to apply for a scholarship, please contact the preschool director.

CLASSROOM RATIO

Each classroom has two teachers per class. There is a maximum of 12 children in the Angelfish, Sea Turtle, Manatee and Starfish classes; 14 children in the Sea Lion and Dolphin classes and 18 in AM and PM Kindergarten Enrichment classes.

ENROLLMENT

Heritage Presbyterian Preschool reserves the right to withdraw enrollment from a child/family. Reasons can include but are not limited to: breakdown of a cooperative relationship between school and parents; a child's needs cannot be met through our program; aggressive behavior; and non-payment of tuition. Heritage Presbyterian Preschool does not accept enrollment of children whose parents/guardians refuse to grant consent for transportation to the source of emergency treatment.

ENROLLMENT FORMS

Forms are a necessity for the smooth operation of the Preschool and for licensing requirements of the Ohio Department of Jobs and Family Services. The following completed forms must be on file with the Preschool:

1. Class Preference form (at registration)
2. Child Enrollment form (reviewed yearly)
3. Child Transportation/Photo/Directory authorizations (reviewed yearly)
4. Child's Medical Statement (renewed yearly)

Note: Additional forms must be completed if your child has severe or life-threatening allergies that require epinephrine, antihistamine and/or emergency inhaler. Non emergency medications will not be administered; **this includes sunscreen**. Compliance with the aforementioned forms, dates, and prescription administration is required in accordance with strict state regulations.

DAILY SCHEDULE

Teachers at Heritage Presbyterian Preschool have the freedom to establish their own schedule for the classroom; as children change, so may the schedule to accommodate them. There is still structure to the day; however, that makes the environment predictable and familiar for learning.

Sample schedule for a morning session:

9:00: Welcome/Opening activities
9:15: Circle time
9:45: Learning Centers
10:30: Story time
1:00: Snack
11:15: Large Muscle Play time
(gym or outside)
11:45: Closing Circle

Sample schedule for an afternoon session:

1:00: Welcome/Opening activities
1:20: Circle time
1:35: Large Muscle Play time
(gym or outside)
2:05: Story time
2:15: Snack
2:30: Learning Centers
3:15: Closing Circle

Parents are given a copy of the child's classroom schedule at Meet the Teacher

ATTENDANCE

Attendance will be taken daily by the classroom teachers. If your child is going to be absent, please notify the director and your child's teacher(s) if possible. Full payment of tuition is expected, even if your child is absent from school. In the event of an extended absence mid school year, families may (1) pay tuition for the time their child(ren) will miss school to hold their placement in the class or (2) withdraw their child(ren) from HPP and then upon return re-enroll, paying all applicable fees; however, placement in the class will not be guaranteed upon the family's return.

ARRIVAL AND DISMISSAL

Please drive slowly in the parking lot and only park in designated parking spaces. The Church has requested that no one park under the entrance canopy or along the front curb. Do not leave babies, toddlers, or any age child in the car unattended. Enter the building via the preschool entrance and hold hands with your child when entering and leaving for your child's safety.

We request that your child arrive no more than five minutes before school begins. Although teachers are on-site, they are busy preparing for your child's class time.

When walking your child into the school building at arrival, please park in the lot in front of the main church door beyond the grass median. Enter the preschool using the sidewalk and crosswalk under the car canopy.

When using the optional drop off, please pull to the entrance where the teachers will be waiting. Put your car in park. If possible, it is helpful if your child is already unbuckled and ready to exit on the passenger side of the car. A staff member will open the door, help your child out of the car, then close the door and you may pull away. We will begin unloading children at 8:55 and 12:55. If you arrive after 9:10 or 1:10 and no one is outside, please park and walk your child into the building.

*for further clarification, refer to the arrival map on page 18 in this handbook.

Please pick up your child promptly at the end of the session. If for any reason you will be unable to be there at the specified time or need to make alternate arrangements, please notify the preschool office. If someone other than yourself will be picking up your child, he/she will need to be listed on the Transportation Form or you will need to call or send a written note that is signed and dated. Please give the note of change to the director, inform your child's teacher and inform the adult picking up your child that a picture ID will be required. You can make changes to your Transportation Form throughout the school year. In the event of a custody situation, please describe the circumstance on your Transportation Form. If custody is denied to a parent, you will need to supply a copy of the court document (custody order) signed by the judge to be kept in the child's file. We will not release your child to an unauthorized individual.

SCREENINGS AND ASSESSMENT

During the first 30 days of school, parents will be asked to complete a questionnaire referred to as the ASQ. This is a communication between the parents and the school of observations in the home. The results give teachers a baseline of information regarding each child, and also assist teachers and parents with early identification of additional needs.

Assessment of children is a continual process using various observation techniques and interactions with children. Parent conferences are held twice a year in the fall and spring. Teachers and parents have the opportunity for daily interaction at pick up. Staff is available either by phone, email or in person to address questions and concerns.

HEALTH SCREENING PROCESS/CHILD MEDICAL STATEMENT

Each child must have a "Child Medical Statement" on file. This health form, completed by your child's physician, must reflect a physical dated within one year of the present time. This form serves to ensure that children have had the recommended immunizations and health screenings. You will be asked to update this medical form during the year if it expires. A child is not permitted to attend school without a valid medical form. A reminder for renewal will be sent home at least 1 month prior to expiration. HPP will accept children whose parents choose not to immunize; however, a signed "Child Medical Statement" will need to be on file.

PARENT PARTICIPATION

Parents are welcome in the classroom at any time and may volunteer to assist in the classroom or with Parent Network events throughout the school year.

Parents will have the opportunity to sign-up for classroom and school wide activities at Meet the Teacher day and periodically throughout the school year. Due to space limitations, safety concerns and a desire for school to be about your preschooler, we ask that you arrange care for siblings during the events that occur during regular school hours.

CLOTHING

Send your child dressed comfortably in clothes appropriate for inside and outside play. Shoes with good, skid-resistant soles (i.e. tennis shoes) are best for playing in the classroom and gym, as well as the playground. We will take every opportunity to play outside when the weather is between 40 and 85 degrees depending on precipitation, wind chill, smog alerts, severe weather warnings for Warren County or the sound of thunder. Please send hats, mittens, and other necessary clothing for this purpose. The children will play in the gym if the weather is unsuitable for outside play. Note: For safety reasons, we strongly recommend against flip flops or Crocs during Preschool.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME!

WHAT TO BRING

Each child should bring a book bag or backpack to carry home artwork, newsletters, notes or other treasures. HPP will provide each child with a folder at the beginning of the school year. Parents will provide a spill proof water bottle filled with fresh water each day. Water bottles should be clearly labeled with a child's name. Please include an extra change of clothing in the backpack, including socks. Accidents do happen (e.g. slipping in the mud, spilling juice, etc.), and your child will be more comfortable in clean, dry clothes. Please do

not send any toys to school unless it is requested by the teacher for a special “show and tell” or is related to a particular curriculum topic. These items will be carefully stored until the end of class. Anything pertaining to violence (e.g. guns, war toys, etc.) is not welcome at Heritage Presbyterian Preschool and will be held in the preschool office until dismissal.

SNACKS

Snack time is a learning environment and an important time for the children. Children will learn to pray, set the table, pour his or her drink, and socialize with other children. All food for snacks will be provided by HPP. Parents of children with dietary restrictions due to allergies or preference, will be provided with ingredient lists of any snacks that are provided at school. If the snack does not meet the child’s dietary restrictions, the parent will provide a suitable alternative.

Heritage Presbyterian Preschool is a **PEANUT and TREE NUT FREE** school. HPP provides the snacks as part of your tuition cost. If you would like to bring in a small, “goody bag” for your child’s birthday, it will be placed out in the hallway for the parents to pick-up with their child and take home. Please refrain from food/candy type items, as there are several children with life-threatening food allergies.

DISCIPLINE POLICY

An age-appropriate, interesting, and calm classroom environment will minimize behavior problems. Children will be treated with respect, and they will be expected to treat one another in the same manner. This will nurture positive self-esteem, which is important to the development of self-control and autonomy.

When behavior problems (i.e. behaviors that are disruptive, destructive, and/or harmful to self, others, and/or the environment) do occur, the following techniques will be utilized by all teachers/persons on the premises:

If a child’s behavior is just beginning to become disruptive, he or she will be redirected. The child will be reminded of the expected behavior. He or she will be given the option of engaging in another activity or staying at the current activity and behaving appropriately.

The child will be encouraged to use verbal skills to express feelings and/or resolve disagreements with peers. The teacher may assist if necessary.

If a child continues to have difficulties or if behavior is severe, the child may lose the privilege of playing in a particular area. He or she will be required to choose another activity.

If a child continues having difficulties, he or she may be asked to sit down for a few moments until he or she feels ready to play without hurting others. The teacher will talk with the child to explain the limits and see how she can help the child.

A child’s parents will be notified if the problem behavior occurs frequently and/or if severe, harmful behavior occurs. The most effective methods for the teacher to help the child will be discussed with the parents. In extreme circumstances, if the behavior continues after repeated attempts at intervention by teachers, the Director,

and parents, and in compliance with the Americans with Disabilities Act, the child may be dismissed from the program.

If a child becomes extremely emotionally upset and cannot be calmed within a reasonable amount of time, the child's parents will be contacted.

COMMUNICABLE DISEASE MANAGEMENT POLICY

1. All staff will be trained in the prevention, recognition and management of communicable diseases through the communicable disease management courses. Staff members are instructed in hand washing and sanitizing procedures as part of their training.
2. Parents are to notify the school within 24 hours when their child has a communicable disease. The child's identity will be held confidential when deemed necessary or when requested by the parents.
3. Staff will not work in any capacity with the children if they have any symptoms of a communicable disease unless a physician indicates that the illness is not contagious. Substitute teachers will replace ill staff members.
4. The communicable disease chart, listing various symptoms of disease, is posted in the preschool office. The guidelines outlined in this chart shall be followed for appropriate management of suspected illness.
5. A child who is experiencing covid symptoms who feels well enough to participate in the program and has received negative covid test results, will be allowed to attend.
6. Children will be observed as they enter the classroom and throughout the day. If any of the following symptoms are observed, the child will be isolated from the other children (but remain with an adult at all times) and parents will be contacted to pick up the child. If parents are unavailable, the emergency contact person will be called to pick up the child. The child will be readmitted to school when the symptoms are no longer present or when a physician indicates that the child is no longer contagious.

STUDENTS SHOULD BE EXCLUDED FROM PARTICIPATION IF:

- had known contact with a Covid-19 or has been quarantined due to Covid-19
- fever of at least 100 Degrees (orally)
- diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- severe coughing
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye, obvious discharge, matted eyelashes, burning, itching
- untreated, infected skin patches, unusual spots or rashes
- unusually dark urine and/or gray or white stool
- stiff neck with an elevated temperature.
- sore throat or difficulty swallowing
- vomiting
- evidence of lice, scabies, or other parasitic infestations
- complaints of earache, headache or stomach ache
- behavior change (irritability, listlessness, etc.)
- green (or otherwise unclear) nasal discharge

7. Parents will be notified as soon as possible when their child has been exposed to a communicable disease via email, phone call, or the posting of notices at the classroom door.
8. To promote a healthy environment, children and staff will be required to wash their hands when they arrive at school, before snack, after a bathroom break and after returning from outdoor play.
9. No medication, including sunscreen, will be administered, unless it is to be used in the event of a life threatening allergic reaction. Apply sunscreen to your child prior to school, as we will be playing outside during good weather.
10. Parents must note any allergies on the enrollment forms, plus personally notify your child's teacher. Children with severe allergies that require medications in the event of an allergic reaction must have a "Request For Administration of Medication Form" and a "Child Medical/Physical Care Plan" on file with administration instructions. Medication (e.g. epinephrine, inhaler) needs to be left with the teacher.

MEDICAL AND DENTAL EMERGENCY PLAN

A complete first aid kit is located in the preschool office. An additional kit of first aid supplies is located in each classroom.

Emergency evacuation plans are located inside the doors of the classrooms.

A staff member trained in First Aid, CPR, Recognition of Communicable Diseases, and Child Abuse Recognition and Prevention is always on-site.

The following actions will be taken in the event of a serious accident, injury or illness:

1. The parent/guardian will be called immediately (depending on the severity of the injury/illness, 911 may be called first). Heritage Presbyterian Preschool does not accept enrollment of children whose parents/guardians refuse to grant consent for transportation to the source of emergency treatment.
2. In unavailable, the emergency contact listed on the Child Enrollment and Health Information Form will be notified
3. The physician or dentist listed on the Child Enrollment and Health Information form will be called for instructions
4. The child, a staff member, the Child Enrollment and Health Information form and The Child's Medical Statement will be taken by ambulance to the clinic or hospital. The emergency transportation service will determine the facility to which the child will be transported. It is extremely important that the emergency contact information is up to date.
5. The director or staff member will remain with the child until a parent/guardian arrives.

6. A copy of the incident report completed by the director or staff member in charge will be issued to the parent/guardian, a copy of the emergency will be reported to the Ohio Department of Job and Family Services within 24 hours, and a copy will be kept on file in the director's office.

It is the parent/guardian's responsibility to carry medical insurance for their children. Heritage Presbyterian Preschool will not reimburse the medical expenses of children in our care.

The following actions will be taken in the event of a minor accident, injury or illness:

1. First aid will be applied if needed and a parent will be called to pick up the child as necessary.
2. An incident report will be filled out and a copy will be given to the parent/guardian.
3. Parent/guardian will sign the incident report that will be kept on file in the director's office.

PROCEDURES FOR EMERGENCIES AND ACCIDENTS

In the unlikely event of an emergency, Heritage Presbyterian Preschool has developed the procedures listed below:

- Threats to the safety of children due to environmental situations or threats of violence: Teachers and children will remain in their classroom. All doors will be locked, not allowing anyone to exit or enter until safe to do so. Teachers will use cell phones to communicate with each other and with parents through the Remind App.
- In the event of a fire: Teachers and children will exit the building to the designated safe zones (grass beyond the playground and grass beyond the parking lot). Parents will be notified of dismissal information as soon as it is safe to do so.
- In the event of a tornado: Classes will seek shelter in their designated space. Parents will be notified as soon as it is safe to do so.
- In the event of loss of heat, power or water: Children will be kept in their classrooms until parents can be notified of early dismissal.
- In the event of serious accident, injury or illness: One staff member will remain with the group. A staff member and/or director will remain with the affected child until parents assume responsibility. Parents will be contacted immediately. If unavailable, the emergency contacts listed on the Child Enrollment and Health Information form will be notified. If a child requires emergency assistance away from the school, 911 will be called and a staff member

will remain with the child until a parent/guardian assumes responsibility for care. Notification of the serious incident, injury or illness will be made to the Ohio Department of Job and Family Services within 24 hours of the event.

- A state required Incident/Injury report form will be completed when the following occur:
 - An illness, accident or injury requiring first aid treatment
 - A bump or blow to the head
 - Emergency transport of a child
 - An unusual event which jeopardizes the safety of children

A parent/guardian will be asked to sign the incident/injury form. The form will be given to the parent and a copy will remain on file in the preschool office

SAFETY POLICY

1. No child shall ever be left unsupervised at any time.
2. Parents are responsible for the safe arrival and departure of their children. All children must be accompanied to and from the classroom at arrival and departure times by a responsible adult. No child should be left in or removed from a classroom without the acknowledgement of the teacher. If someone other than yourself will be picking up your child, he/she will need to be listed on the Transportation form or you will need to call or send a written note that is signed and dated. Please give the note of change to the Director, inform your child's teacher and inform the adult picking up your child that a picture ID will be required. The preschool needs to be aware of any custody agreements. A copy of the agreement will be placed in the child's file.
3. The children shall not arrive at school more than five minutes before the beginning time of their class and must be picked up promptly at dismissal time. If by reason of emergency a parent will not be on time to pick up the child, call the preschool at 513- 398-7981 so the child and teacher can be informed that you will be arriving late.
4. The doors to HPP will be locked 15 minutes after classes begin. The doors will be unlocked 15 minutes prior to dismissal. Please ring the bell for assistance and check in with a staff member if you arrive while the doors are locked. Church entrances are locked and monitored (by cameras) during school hours.
5. The Preschool will have immediate access to a working telephone. Emergency phone numbers are posted in the classroom and preschool office.
6. Fire drills will be held monthly and seasonal tornado drills will also be held. Staff is trained in lock down procedures and a school wide practice will occur quarterly as required by the state of Ohio. A record of these drills will be maintained in the preschool office. An emergency exit plan is posted in the classroom in case of a fire or weather emergency.
7. In case of weather alerts, staff members will take the children to their predetermined safety areas. Emergency routes to safety areas are posted in each classroom.
8. There will be no swimming or other water play activities in bodies of water two or more feet in depth.

9. Spray aerosols will not be used when children are present at the school.
10. Staff members are trained in First Aid and have immediate access to first aid equipment in the classroom. All classrooms are equipped with a red emergency tote which contains a small first aid kit, any required emergency medications, Child Enrollment and Health Information forms, Transportation Forms and attendance rosters. This tote will be carried by a staff member whenever students leave the classroom. The emergency tote is stored on a hook behind the classroom door.
11. Staff members will report suspicion of child abuse or neglect to the Warren County Children's Services immediately.
12. Broken toys and other unsafe objects will be removed from areas where the children are cared for. Harmful materials are kept out of reach.
13. Parents are responsible for notifying the school of any health-related issues that might require our intervention or affect the child in any way during the school hours.
14. Heritage Presbyterian Preschool staff members can be identified by wearing their photo school I.D. badge.

INCLEMENT WEATHER

When weather conditions are poor, Heritage Preschool will follow Mason City Schools schedule. Parents can be notified through a calamity day email or can follow local radio/television or Facebook postings. The following guidelines will be adhered to for delays and closings:

When Mason Schools are closed, Heritage Preschool will close.

When Mason Schools are on a delay, we will start at our regular time.

One calamity make-up day is built into the school calendar. After 5 regular classes of any preschool session are canceled due to inclement weather, or other emergency, children will attend school on this day as a make-up day. Children who miss 5 or fewer sessions due to weather, or other emergency, will have no school on the calamity make-up day.

FIELD TRIP POLICY

Heritage Presbyterian Preschool will not go on any field trips outside of the Heritage Presbyterian Church grounds. We will, however, bring in enrichment programs throughout the course of the year. These programs will coincide with the various preschool themes.

VOLUNTARY STUDENT WITHDRAWAL

If a circumstance requires you to withdraw your child from Heritage Presbyterian Preschool, we ask that you give 30 days written notice and are responsible for paying tuition during that last 30 days. If the 30-day notice falls within the middle of the month, the tuition will be prorated.

HOME-SCHOOL RELATIONSHIP

Heritage Presbyterian Preschool encourages communication and provides many opportunities to exchange information:

Daily Feedback – Daily interface between staff and parents in the morning or afternoon will provide updates on the child’s disposition, health, etc. Lengthy dialogue may not be possible at drop-off and pick-up, as the staff is responsible for all the children in their care. If you have a concern, a special appointment or phone conference can be arranged.

Newsletters – A monthly calendar is sent home by each teacher as an overview of the programs that are planned in the classroom. Monthly newsletters are sent home by the director to keep parents posted on overall school activities.

Posted Information– Located outside the classrooms, information will be posted about upcoming school events. Each individual classroom will post a monthly calendar, plus an outline of the day’s activities.

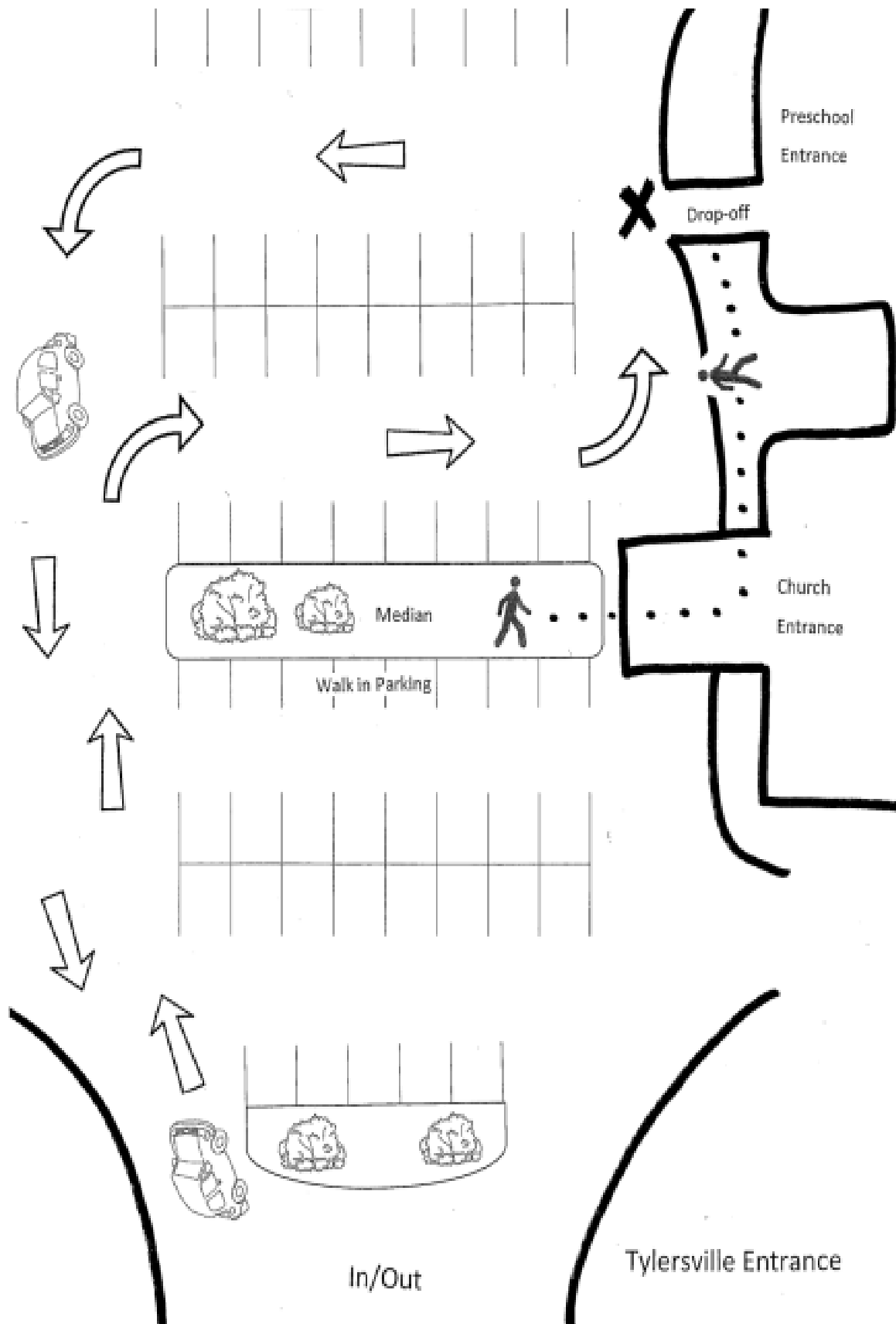
Parent Conferences – Parent/teacher conferences will be held 2 times per year (Fall and Spring) for the Angelfish, Sea Turtle, Sea Lion, Dolphin and Starfish classes. Parents can request conferences at any time. Share with your child’s teacher about any changes in his or her life that may make a difference in their learning experience (e.g. new house, new sibling, health issues, etc.). Parents are encouraged to discuss any concerns or problems with the teacher and/or Director.

Other Communications – Periodically, informal notes and memos will be sent home; check your child’s backpack frequently for communications. You may also find us on Facebook and request membership.

CONFLICT RESOLUTION

If you have any concerns regarding the care and education of your child while at Heritage Presbyterian Preschool, we ask that you first please notify your classroom teacher. If you are unable to receive resolution from the classroom teacher, please contact the director.

If any parent or staff member has followed the guidelines listed above and still not received adequate resolution to their concerns, they are encouraged to speak with a board member representative listed on page 5 of this handbook. The board members will then hear out the issue and determine the correct course of action.



Arrival Map

**Center Parent Information
As required by ODJFS 5101:2-12-07**

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: Write or Call:
HHS ODJFS

Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan Ave, Ste. 240 30 E.
Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614)
644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (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>.

COVID-19 SPECIFIC PROCEDURES

We are looking forward to returning to a more “normal” program this year and we want to share our anticipated policies and procedures for the 2023/2024 school year.

As we have learned over the past few year, even the best laid plans can change. We will continue to monitor guidance from ODJFS, the CDC and the Warren County Health District and will adjust our masking and health protocols as appropriate. Data will be reviewed as needed at board meetings. We will share updates with HPP families as we have them. We are hopeful that we can continue with the procedures listed below, but please note they are subject to change.

Face coverings/Masks:

HPP will follow all CDC and Warren County Health Department policies in regard to masking. We will fully support an individual’s decision to wear a mask while at school. It is the parents’ responsibility to communicate to the preschool director/teacher their desire to have their child wear a mask at school and to supply appropriate masks/face coverings.

Covid-19 Protocols:

Students, staff and guests should continue to monitor their health. By staying home when you are not feeling well you will not only protect others from Covid-19, but will also stop the spread of other communicable illnesses.

Parents will inform the preschool director if their child has a confirmed case of COVID-19.

Staff members will inform the preschool director if they have a confirmed case of COVID 19.

If a student or staff member has been in contact with someone confirmed or probable to have COVID-19, they must complete isolation or quarantine procedures for COVID-19 in accordance with local health department before returning to preschool.

If a student or staff member tests positive to COVID-19, they must complete isolation or quarantine procedures for COVID-19 in accordance with local health department before returning to preschool.

If a student or staff member tests positive for COVID -19, HPP will report the case to ODJFS and the Warren County Health Department. Parents will be notified that a person associated with the preschool has tested positive for COVID-19 and the individual will not return to HPP until they have completed isolation procedures for COVID-19. HPP will work with the Warren County Health Department to determine the correct measures to ensure the health and safety of all children and staff. These measures could include but are not limited to:

- Closing the specific classroom or full program for thorough cleaning and sanitation for a given amount of time.
- Closing the specific classroom or full program for a period of isolation and quarantine for a given amount of time

Additional Information:

Staff will continue to encourage proper personal hygiene habits, such as covering a cough or sneeze, using a tissue and frequent hand washing.

Regular disinfecting of classroom items and high touch areas will
continue

Decisions to shut down preschool

The decision to close the preschool will be made in conjunction with the State of Ohio, ODJFS and the Warren County Health Department. Many factors including enrollment, staffing and a high presence of COVID-19 cases in the area will be assessed when making this decision.

Tuition expectations during temporary or long term shut down

Parents will be expected to pay full tuition regardless of the days your child may be absent from school for any reason, including but not limited to individual COVID-19 concerns. Should the local health department require HPP to cancel classes due to a COVID-19 incident, tuition will only be prorated or refunded should the occurrence take place prior to the 10th of each month.

