



**“Train up a child in the way he should go,
And when he is old, he will not depart from it”**

Proverbs 22:6

Parent Handbook

Updated August 2021

Table of Contents

Recipe for learning	4
Program Descriptions	5-6
Key Issues	
Philosophy	7
Goals	7
Christian Influence	7
Separation Anxiety	7
First Day of School	8
Base Room Assignment	8
Arrival	8
Peabella	8
Circle Time	9
Learning	9
Snack	9
Play Time	9
Clean Up Time	9
Recess	10
Physical Education	10
Book Bags	10
Medical Forms and Immunizations	10
Visitation and Observation	11
Custody Agreements	11
Dress	11
Registration and Fees	12
Tuition	12
Checks	12
Late Fees	12
Withdrawal Notification	13
Weather Closings	13
Newsletter	13
Roster	14
Arrival/Departure	14

Carpools	14
Release Policy	15
Parent/Teacher Communication	15
Non-Discrimination Policy	15
Handicapped Children	16
Behavior Management	16
Accident and Emergency Policy	16 - 17
Incident Report	17
Illness	17
Communicable Diseases	17
Administration of Medicine	17 - 18
Safety Procedures	19 - 20
Transportation	20
Pull-Ups	20
Special Days and Activities	20 - 21
Covid-19 Additions	22 - 24
Daily Schedules	25 - 28

“RECIPE FOR LEARNING”

1. Take curious youngsters and fold in one cup of wonder.
2. Blend well until the youngsters are ready to explore.
3. Stir in a pinch of imagination.
4. Add a handful of experience and creativity.
5. Blend in a dash of enthusiasm.
6. Serve with two tablespoons of interest, and then sprinkle with fun!

Serving size: One happy classroom

The Education Center

Dear Parents,

I am so excited that you have chosen ***Little Learners Preschool*** for your child. These are exciting times for you and your preschooler, and I hope my staff and I can help you make the most of it. We are here to help you transition your child from home to the school environment in an incredibly positive and happy way.

Little Learners is a private, Christian influenced preschool created out of love for younger children and for God. It is a fully licensed preschool by the Ohio Department of Job and Family Services.

This handbook was created to help you understand our policies and procedures and answer any questions you may have.

Little Learners Programs

General School Hours:

Monday – Thursday 8:00 – 4:00

3-School

Monday & Wednesday or Tuesday & Thursday 8:45 – 11:15

The curriculum for this program will focus on academic exposure to numbers, shapes, letters, and colors. Your child will become more comfortable with separation from parents and learn to care for their own needs such as going potty, washing hands and various other tasks. This program also emphasizes social skills such as making good choices, sharing, taking turns and being kind to others.

Child must be 3 by September 30th of the enrolling school year.

Early Pre-K

Monday, Wednesday, Thursday 8:45 – 11:15

This program is ideal for the oldest 3-year-old to young 4-year-old. Your child may have had 1 year of preschool but still has 2 more before entering kindergarten. This program is a light version of the Pre-K curriculum but not meant to be the last stop before kindergarten. It will set the perfect foundation to lead your child into the Pre-K Plus program the following year. We will emphasize the academic focus and also more circle time and crafts will be a part of our daily fun.

Child must be four years of age before January 31st of the enrolling school year.

Pre-K

Monday – Thursday 9:00 – 11:30

This program emphasizes kindergarten readiness through individual and group academics and arts & crafts. In this program your child will learn one letter and number per week. This curriculum focuses on writing each, recognition of each with special concentration on upper and lower-case letters and letter phonics. Social skills are developed through learning to make good choices, being kind to others and through creative play, stories and circle time activities.

Pre-K Plus

Monday – Thursday 12:30 – 3:00

This program is a skill & confidence building program. The framework of this program will allow your child to thrive in kindergarten. This curriculum focuses on writing letters and numbers, recognition of each with special concentration on upper and lower-case letters and letter phonics. This program enhances the child's critical thinking process.

Hands on experiences will teach them the “why” of things, and the experiments will enrich their curiosity. Along with small group and one to one learning, each child has a special class time every week in the following areas: math, language arts, and science. This program is ideal for the child who may be right at the kindergarten age cut off or may just need a little extra confidence before entering kindergarten.
Child must be five years of age before January 31st of the enrolling school year.

Enrichment Programs

Lunch Bunch

Offered to Early Pre-K, Pre-K and Pre-K Plus Only

Your child will have the opportunity to stay an hour and a half after school for the Pre-K program or arrive an hour before school for the Pre-K Plus program and have lunch with their friends. The child will bring a packed lunch from home which may or may not include a drink.

The school will keep on hand items from 2 of the food groups in case the parent does not send sufficient food (fruit and crackers for example) and offer a choice of juice or water. Milk will need to be provided by the parent.

Fantastic Friday

Offered to Early Pre-K, Pre-K and Pre-K Plus Only

Your child will arrive at 9:00 and stay until 11:30. This is a hands-on, play-based day in which many different themed activities are set up in each room. Your child can move freely throughout the school to choose what they wish. This is a wonderful program if children who know each other or are in different programs or classrooms to be able to be together for an entire morning. This is a wonderfully fun and playful day for the children AND teachers!

Philosophy

The philosophy of ***Little Learners*** is to promote social, emotional, intellectual, and physical growth through a well-balanced program that is age appropriate for the four programs offered. We recognize that every child develops at a different rate and have different needs. We see every child as a gift from God and a unique and special individual.

Goals

Little Learners goal is for every child enrolled to have the opportunity to grow and learn through love and through structured academics, creative play, arts and crafts, and social and physical opportunities. It is important that the child feels confident and happy and for them to know they are loved, and they are special. A sense of accomplishment will be developed by praising the child's efforts and hard work. Through hands on activities the child will learn to be a creative and self-expressive individual.

Christian Influence

One of the aspects that make ***Little Learners*** a special place is the influence of God in our everyday curriculum and our lives. We will reinforce the concept that every child is special and different. God loves us and wants us to treat one another in positive, loving ways. We feel that these simple, basic concepts need to be taught no matter how young or old the person may be. These lessons are taught through our everyday curriculum and activities and are evident through the way our teachers teach.

Separation Anxiety

It is very natural for a child to be a little apprehensive about a new experience (Parents too!). Hopefully, your transition will go smoothly, however if it does not, please realize the anxiety only last for a short period of time. Once the children realize and experience the fun at school the anxiety begins to disappear and is replaced by excitement. As a parent, use positive reassuring statements and avoid telling them how much you will miss them.

First Day of School

The first day of school for all programs requires a parent to attend with the child. ***Little Learners*** feels this will help to alleviate some anxiety which may be felt by the child. We feel it is important for you to share this special day and excitement with your child. First school day hours vary by program. Parents are to park in the lot behind Bay Lodge and enter ***Little Learners*** doorway, where they will be greeted by the teachers.

Each child will be given a name tag which corresponds to their classroom. We ask that you wear that name tag for the first few weeks of school, allowing the teachers to learn all the children's names.

Classroom Assignment

Children are assigned to classrooms usually by their chronological age. Even though all classrooms are following the same curriculum, it only stands to reason the older classroom can take lessons a little farther than the youngest group. We do our best to have 10/12 children to 1 teacher ratio but the group may be larger. The child will remain in the same class for the entire school year.

Entering School

ARRIVAL TIME AND PROMPTNESS ARE REQUIRED. A teacher will come to the car and get the child. Please have them unbuckled and ready to get out of the car. Once they are inside the door they will go directly to the restroom, go potty, and wash their hands. They will then stand on a designated marked area until all are ready to enter the classroom. Please see Arrival/Departure on page 13.

Peabella

Peabella is a puppet from a Peabody Early Language Experience Kit. This program helps children to express thoughts and feelings, problem solve, and predict through logical thinking. This is all done using fun loving puppets, manipulatives, and creative stories.

Circle Time

Each individual teacher plans for this period of time. Activities included are Pledge of Allegiance, date, weather, songs, finger plays, flannel board stories, books and music.

Learning

A main curriculum is followed by all teachers in every classroom. Concepts and ideas are taught in small groups and then reinforced on a one-to-one basis. Learning centers are used for the children to make individual choices of tasks they would like to work on and explore. Table time as a group will be used weekly to sharpen the listening skills in a small group setting.

Snack

Children will be given a snack consisting of a 100% fruit juice or water and some type of cracker, pretzels, etc.

Suspended until further notice: Parents will be asked to provide a "Favorite Snack" twice a year for the children in the child's classroom. Sign up for the first semester will be available the first day of school and sign up for the second semester will take place at conference time. This is a special time for your child to share with their friends, but this program is strictly optional.

Play Time

During this part of the day your child will stay with their class but will rotate in different play areas than only their classroom. We will play outside as much as possible so please have your child dress appropriately.

Clean Up Time

Each child is encouraged to clean up the toys that they have been playing with. Putting the toys in specific places everyday helps the child to develop organizational skills and basic responsibility.

Recess

Recess provides the child the opportunity for unstructured gross motor development. It will be held either outside (weather permitting) or in the gymnasium. This time is incorporated into play time.

Book Bags

The children will not be permitted to bring a bookbag, until further notice. Each child will be assigned a school bag that will remain at school and filled by the teacher with everything from the week to go home. On the last day of school for the week, everything inside the bag will be sent home.

Medical Forms and Immunizations

All medicals, enrollment forms and health forms must be completed by the first day of school. **The form provided by Little Learners via the state of Ohio is the only one to be used.** It must be signed by the physician, and show an exam date within a calendar year must also be completed. By state law, if a completed medical is not on file within 30 days after the school year begins, the child will be prohibited to attend school until such form is available. This is state law and will be strictly enforced. We do not require that your child be immunized but this form must be filled in on the medical form and signed off by a doctor.

Visitation and Observation

NO VISITORS ALLOWED until further notice:

During the school day, parents and legal custodians of any student in the four programs are welcome to visit and observe their child. For security reasons, the administrator needs to be notified of the visitation. Please do not interfere with the daily activities or try to carry on a conversation with the teachers. Our attention needs to be 100% on the children. If you would like to schedule an appointment with a teacher or the administrator, please do so after school hours.

Custody Agreements

Any custodial parent or guardian shall be permitted access to the school and child unless there is court documentation on file to the contrary. You must report to the administrator upon entering the building.

Dress

Preschool is a fun place to be and your child should be dressed for play, some being done on the floor. Little Learners uses washable paint and smocks will be used, but that does not protect them 100%.

September and part of October can be very warm months so dress your child accordingly. Remember, preschoolers typically wait until the last minute to use the bathroom, so try to avoid those zippers, snaps, buttons, and belts. Rubber soled shoes like tennis shoes are the best. Slippery bottom shoes may limit the child's access to the gym for their safety. In the winter, please avoid wearing boots. If it is a must, please remember to send a pair of shoes to change into.

PLEASE LABEL EVERYTHING!

Registration and Fees

Registration will begin in January for the following fall school year. Upon registering there is a \$75.00 non-refundable fee charged to secure your child's spot. ****Registering after the school year begins will result in the fees being calculated on the remaining school days and charged accordingly. The registration fee and supply fee will be charged. Payment schedule will be the same.

Tuition

Little Learners tuition is a yearly fee calculated on the number of days in the program you have enrolled in. Tuition is due the first week of the month.

All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings, or holidays (including Thanksgiving, Christmas, snow days, and Spring Break).

If you decide to take an extended leave of absence, we can only hold your child's spot by paying normal tuition fee. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***

Checks

Any checks sent to the school should be made payable to Little Learners. If a check is returned from the bank for any reason, a \$25.00 charge will be assessed to your account. This is the fee the bank charges the school.

Late Fee

For the school to meet its financial obligations, tuition needs to be paid in a timely manner. If tuition is not paid by the 10th of each month then it will be considered late. A \$15.00 late fee will then be charged to your account. If extenuating circumstances cause you to have difficulty with this plan, contact your administrator for special consideration.

Withdrawal Notification

For whatever reason, if you withdraw your child from ***Little Learners*** a thirty-day written notice is required, and tuition must be paid through that last month of enrollment.

If a child's behavior becomes a problem, the administrator has the right to have the child withdrawn, only after the behavior procedures have been followed.

Weather Closings

In case of inclement weather, you will receive a text message that school is closed. We follow the Bay Village school district for weather days, if Bay closes – we close, but if the school were to close for any other reason, you will be contacted via text or phone call.

Newsletters

Beginning in September, a monthly newsletter will be provided to every child. This is our line of communication with you concerning upcoming events, curriculum, and volunteers we may need.

Rosters

A roster is prepared at the beginning of the year for every family enrolled in ***Little Learners***. On your registration form you have chosen to be on this roster or not. This roster will be prepared with the child's name, parent's name, address, and phone number.

Arrival/Departure

Each child will be assigned a specific number to be hung from the rearview mirror. Please do not assume we know your car; use this card all year when picking up your child.

Procedure for drop off and pick-up are the same. Please enter the driveway at Bay Lodge (off of Bradley Road) and remain at the left. Please pull directly behind the car in front of you and keep the line close together. Proceed up to the sidewalk where your child will be removed from the car. Continue exiting to the left. When picking up your child, use the same

procedure with your number in the window. If you need to buckle them in, please proceed to a parking spot and do so. This will help us to keep the line moving smooth and efficiently. No number is needed for arrival.

Carpools

If you are forming a carpool, you will receive a car number specifically for this group. Everyone involved in the carpool must sign the carpool letter. Keep your individual number as well in case you ever must pick up your child separately. Please form these carpools as soon as possible.

Release Policy

The only way your child will be released to anyone that is not listed on their registration papers or carpool letter is by a written note or text. The person's name must be listed in the note and their driver's license will be checked to verify they are the correct person listed. To ensure your child's safety, we ask that your car number be displayed in the car window.

Parent/Teacher Communication

Miss Michelle and your child's teacher will have your phone number in their phone. Texting will be the main form of communication. If there is an emergency, please call Miss Michelle rather than the school number.

Little Learners teachers and administrator are always available by phone before school starts (8:00a.m. to 8:30 a.m.), or after school from 3:00p.m. to 4:00 p.m. If you have a concern, please do not hesitate to call your child's teacher or administrator. Please refrain from calling during school hours because our full attention is on the students.

Parents will have the opportunity to actively participate with their children throughout the school year. Examples of these times being: First day of school, October Open House attended with child, Halloween parade, Thanksgiving celebration held at school, Christmas Program where children perform, Mother's and Father's Night where parents attend school and participate with child in activities, Springtime Art Shows, etc.. Hopefully we will be able to hold all these activities, but it will depend on Covid-19 guidelines.

Non-Discrimination Policy

Little Learners does not discriminate in enrollment or educational opportunities due to race, religion, sex, color, or national origin.

Handicapped Children

Little Learners does not have the staff qualified to educate the severely handicapped child or the knowledge for severe health conditions. Some children may be enrolled on a trial basis at the discretion of the administrator.

Behavior Management

Through everyday play and activities, the children at Little Learners are taught to use their words to express their emotions and feelings. They are taught in a positive manner that God wants them to treat each other in a kind way. When the occasion arises for adult intervention, the teacher will handle it with positive reinforcement and direction.

Steps taken:

1. Teacher evaluates behavior and tries to let children handle the situation in a cooperative way.
2. Teacher will redirect children within the room.
3. Teacher diverts child to another room allowing him to return in a short period of time.
4. Administrator talks to the child encouraging him to verbalize his feelings.
5. If negative behavior continues, teacher contacts parents for a conference.

Teachers in every group are responsible for the children in that classroom at all times. All employees follow the behavior policy as listed above. Children are never left unattended or alone.

Accident and Emergency Policy

In the case of an accident or emergency, Little Learners would follow these listed procedures:

1. Teacher assesses the situation
2. Teacher follows the medical or dental emergency plan which is posted in the school and which they are trained.
3. If necessary, emergency transportation (911) would be called.
4. Parents called
5. Incident report filed

If emergency transportation would be needed the child would never be sent alone. The child's teacher or administrator would be transported with them by way of EMS. Little Learners will not enroll any child whose parents refuse to grant consent for transportation in case of emergency.

In case of an immediate emergency or evacuation of the school is necessary, parents will be contacted, and children may be picked up in Bradley Park by the tennis courts.

Incident Report

If an accident happens that requires medical attention, or an incident occurs at school, an incident report is filed. This is a document containing a full account of the incident and actions taken. It is reviewed with the parent, signed, and a copy is given to the parent, and one placed in the child's file. This will take place on the same day the incident happened.

Illness

Please be considerate of other parents and children when sending your child to school. We do not provide care for even the slightly ill child. A rule of thumb to remember is: If your child has had a temperature, vomited, diarrhea, or has had signs of a rash within a 48-hour time span, please keep them home. If your child will not be attending school, please contact Miss Michelle or your child's teacher and notify them asap so we are not waiting for them to arrive. This also allows us the ability to notify parents what illnesses are going around.

Communicable Diseases

Little Learners complete staff has been trained and certified in the areas of First Aid, Communicable Diseases, Child Abuse, and CPR.

It is the job of the administrator to review symptoms of illnesses, hand washing and disinfecting procedures with all staff members on a routine basis.

The teacher has been trained to observe the children at the beginning of the day and throughout the session. They are to notify the administrator if they feel something is wrong.

If any of the following symptoms listed below are detected, then the child will be isolated from the other children. They are provided with a cot and blanket and will be within sight of a teacher. They are not left unattended. The parent, guardian or legal custodial parent will be called, and the child will be sent home.

1. Temperature of 100 degrees or more
2. Diarrhea
3. Severe coughing or whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of eye or eyelids, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
7. Untreated infected skin patches or rashes
8. Unusually dark urine, and or gray or white stool
9. Stiff neck with elevated temperature
10. Lice, scabies, or other parasites
11. Sore throat or difficulty in swallowing
12. Vomiting

If your child has been exposed to a communicable disease you will be notified. The child may return to school after they have been clear of symptoms for 24-48 hours. The communicable disease chart is posted on the wall in the administrator's office.

PLEASE SEE ADDITIONAL COVID-19 RESRICTIONS ON PAGE 24

Administration of Medicine

Since the child is in school no longer than 5 hours a day, Little Learners will not administer medication of any kind, for any child at the school. A school aged child is not permitted to administer any emergency medication themselves. We ask that the parents handle this either before or after the school session.

Little Learners takes every precaution to avoid allergic reactions. Parents are required to list all allergies on the registration forms. Each teacher will receive a list of allergies and keep them posted above their desks. If any emergency medicine needs to be kept at school, the parents need to fill out the appropriate forms before the first day of school.

Safety Procedures

Your child's safety is of utmost importance to us. Every teacher is aware of where the children are, where they are going, and what they are doing at all times.

There are several procedures we undertake to assure these measures.

1. No child will be admitted to the school before the appropriate time. (8:45)
2. Upon arrival your child is removed from the car by a teacher. Another teacher checks them in at the door and attendance is marked on a master list. Attendance is taken again in the base room.
3. The educational wing of St. Barnabas is behind locked doors.
4. Departure is handled in the same manner as arrival. For safety measures your car number must be used every day. Please place your car in the parking gear while your child is exiting or entering the car.
5. Early dismissal may occur if the parent sends in a written note. Parent will need to ring the doorbell for admittance.
6. Children are supervised at all times and never left unattended.
7. Fire drills are held once a month during different times. Record of these fire drills is available on the wall in the administrator's office.
8. The working phone for Little Learners is always within the reach of the administrator and the number is (440) 617-9484 or (216) 299-6935.

9. If emergency transportation is needed 911 is called. The EMS is located approximately 2 miles from the school.
10. Incident reports filed as described earlier.
11. The use of disinfectants and spray aerosols are prohibited while the children are in school.
12. Fire emergency and weather alert diagrams are posted in every room. Teachers have reviewed and know the responsibilities of evacuation routes that come with each classroom.
13. It is the responsibility of each teacher to notify the Children's Public Service if she suspects that a child is being abused or neglected.
15. In case of a general emergency such as loss of power, heat, or water, parents will be immediately contacted to come and pick up their child.

Transportation

It is the sole or complete responsibility of the parent to provide transportation to and from school. Little Learners does not take field trips off the premises of the school grounds. Therefore, there is no need for a transportation policy.

Pull Ups

These are acceptable to wear as a preventative measure, not as a diaper. If any child soils himself, then the parent will be called to change the child or take the child home.

EXPLANATIONS OF SPECIAL DAYS AND ACTIVITIES

Show and Tell CANCELLED UNTIL FURTHER NOTICE

Replaced with Share and Tell

This is a special time of the week where your child will have the opportunity to strengthen their verbal skills and feel comfortable talking in front of their peers. In the past we have experienced that this sometimes becomes more of a twenty-question period instead of free conversation. You will receive a schedule when your times will be. You can send a picture or video to your child's teacher along with 3 clues for the class to try and figure out what your child is sharing. We feel this will allow more interaction on the group's part and not become too long and drawn out.

Birthdays

Little Learners loves to celebrate this incredibly special day with your child. Please let your child's teacher know if you would like to send in a snack for your child's birthday. **The snack MUST be prepackaged and not homemade.** If your child's birthday is in the summer or falls during a holiday vacation, you may choose a day to celebrate it on. Your child will make a trip to the "Birthday Treasure Chest" and pick a special gift, to be taken home, for this special day.

Scholastic Books

Every month a scholastic paper will be sent home with your child. This magazine gives you the opportunity to order books at a great price. It also allows the school to obtain points to order books to have in our library. Please do not feel you have to take part in this.

Open House

This day occurs late September or early October. It is a chance for the children to bring their parents, siblings, or other relatives to see their school. They like to show them where they sit, like to play, friends they've met and so on. This is also an opportunity to meet other parents. It is held for one hour and is on a come and go basis.

Little Learners T-shirt Day

This is a designated day for all the children to wear the Little Learners T-shirts that they made.

PJ Party

Children (and teachers) wear their pajamas to school, and we have a short holiday movie and decorate and eat Christmas cookies.

Teddy Bear Day

The children bring their bears on a designated day and the Pre-K and Pre-K Plus have the option to leave their bears overnight, Peabella will babysit them.

Peabella Going to the North Pole

During the time between Thanksgiving and Christmas, the children are very busy with their crafts, Christmas programs, birthday party for Jesus, and their regular lessons. To free up some time, Peabella receives a letter from Santa and goes to the North Pole. She helps make toys and work with the reindeer. They return on the last day of school, before Christmas break, with toys for all the children.

Screening & Progress Reports

Screening takes place twice a year. This is a time when the teachers are evaluating what the child comprehended and retained. It is done through games and individual activities. The last week of November is the first assessment and then again before the end of school in May. Progress reports will go home before Christmas break. The progress reports are not submitted to the ODJFS (Ohio Department of Job & Family Services).

They require that we put previous ridiculous sentence in the handbook.

Conferences

The teachers are available to you anytime during the school year if you wish to schedule a conference. In person conferences are scheduled the end of January and last for approximately 10-15- minutes. A time slot will be given to you the beginning of January. If you need a specific time or day, please let your child's teacher know in advance so she can accommodate you.

Dear Parents,

While this can be a fearful time, the teachers and administration at Little Learners Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

This next couple of pages will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth Restart Ohio directive and the Ohio Department of Job and Family Services rules. Please be sure to read through this and sign and return the last page electronically.

All rules are subject to change as we refer to the CDC guidelines.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Little Learners Preschool is a safe and enjoyable place for your family.

Michelle Flauto
Owner & Administrator
Little Learners Preschool

Extra Hygiene and Cleaning Measures and Procedures

1. Handwashing: As soon as students arrive to school, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available.
2. Sanitizing/Disinfecting: All hard surfaces will be sanitized and disinfected throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. We use a combination of disinfecting solutions. The first is an ionized solution of water, vinegar and salt which provides a non-toxic solution for disinfecting before snack time. The second is a Clorox bleach solution for use when children are not in the classroom. Lastly, at the end of each week a fogging disinfecting machine is used on ALL surfaces and toys throughout the school for a very deep clean.
3. Mask wearing: Students are not required to wear a mask but may if you choose. Staff will wear masks.

Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, rash, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please contact the Administrator or the child's teacher to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Request for Administration of Medication and Medical Plan forms. The medication must be given to the Administrator in its original bottle, which contains the pharmacist's directions.

If your child or a family member is exposed to COVID-19 you must notify the Administrator immediately and the child must stay home for 10-days. All parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform CDC, ODJFS and our parents.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys, bookbags or personal items from home will be permitted at this time.

**3-School
Early Pre-K**

8:45 – 9:00	Arrival & Restroom
9:00 – 9:15	Welcome Circle Time
9:15 – 10:00	Learning Art
10:00 – 10:25	Restroom Snack
10:25 – 10:35	Play time
10:40 – 10:55	Recess
11:00 – 11:15	Clean-up Coats Good-bye Song
11:15	Dismissal

Pre-K

9:00 – 9:15	Arrival & Restroom
9:15 – 9:30	Welcome Circle Time
9:30 – 10:15	Learning Art
10:15 – 10:40	Restroom Snack
10:40 – 10:50	Play time
10:55 – 11:15	Recess
11:15 – 11:30	Clean-up Coats Good-bye Song
11:30	Dismissal

Pre-K Plus

12:30 – 12:45	Arrival & Restroom
12:45 – 1:00	Welcome Circle Time
1:00 – 1:45	Learning Art
1:45 – 2:00	Specials <i>(Language Art, Math, Science)</i>
2:00 – 2:20	Restroom Snack
2:20 – 2:35	Recess
2:35 – 2:55	Playtime
2:50 – 2:55	Clean-up
3:00	Dismissal