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Philosophy

Kinder Korner Preschool believes that each child is a unique individual with diverse needs. Every child possesses unique gifts and talents just waiting to be discovered and developed. Therefore, we strive to create an atmosphere in which all children feel welcome, accepted, safe, and loved. We believe in nurturing the whole child through presenting activities to encourage academic, social, emotional, physical, and spiritual development.

Developing partnerships with our parents and families is of prime concern here at Kinder Korner. We encourage parent participation, involvement, and feedback throughout the child(ren)'s enrollment period.

Licensing Information

- Licensing correspondences, including the Preschool license, recent inspection reports, and compliance materials are posted in the classroom. Previous compliance and inspection reports are available for review at the preschool and when requested from the Ohio Department of Jobs and Family Services at 1-(866) 635-3748. The laws and regulations governing preschool centers are available at the center upon request.
- State teacher/child ratios, and maximum group sizes are as follows:

Age Group	Maximum Group Size	Teacher/Child Ratio
3 yr. Preschool	24	1:12
4-5 yr. Preschool	28	1:14
School-ages	36	1:18

- Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include quiet time, snack time, outdoor play or special activities.
- Kinder Korner strives to maintain smaller ratios than the State of Ohio requires in each classroom.

Statement of Purpose

- The purpose of Kinder Korner Preschool is to provide a program that affords opportunity for the total development of each child. This includes continued progress toward spiritual, mental, physical, emotional, and social maturity.
- Within the limits of available facilities, educational opportunities will be provided to students regardless of race, creed, or place of origin. Handicapped children will be accepted on the approval of their Doctor, the Director, Instructors and the Board.
- Services provided include care, support, training, and supervision, such as, but not limited to, the providing of shelter, security, recreation, safety, and age-appropriated curriculum of instruction.

Behavioral Objectives

- To assist each child in developing a positive self-image and a sense of responsibility and independence.
- To teach each child how to make the right choices.
- To provide opportunities for each child to explore their environment and develop problem-solving skills.
- To help each child develop age-appropriate skills expected at his level.

Enrollment Information

Student Fees

- Annual Registration Fee
 - \$35.00
- Annual Supply Fee
 - \$35.00 (3-4's) \$60.00 (4-5's)
- Field Trip Fee
 - To Be Determined (Based on Field Trips)
- Tuition
 - Preschool
 - 3-4 year olds \$90.00 per month
 - 3-4 year olds PM \$105.00 per month (class only offered if there's a waiting list)
 - 4-5 year olds \$125.00 per month
- Tuition will remain the same when a child is absent and/or the Center is closed due to a holiday, weather cancellation, ect.
- Fees are subject to change on a yearly basis

Application Process

- Parents of prospective students should make an appointment with the Director for an interview and to visit the Center. The child enrolling must be present at the time of the tour, per State requirement.
- All families must submit a completed application along with a non-refundable registration fee. Once the application is processed, families will be notified as to its status.
- Depending on classroom availability, a start date will then be established or your name will be placed on the waiting list.
- **All necessary paper work is required one week prior to the child's first day of attendance.**
 - Application completed
 - Health and Enrollment form completed
 - Medical form with immunizations and Physician's signature completed and dated
 - Parent Roster signed and dated
 - Emergency Transportation agreement signed and dated

- Health Care Plan, as needed
 - All fees paid and current (registration, tuition, supply fees, etc.)
 - Photo release form signed and dated
 - Injury and transportation waiver signed and dated
 - Parent Handbook form signed and dated
- All correspondence of any kind should be given to the office staff for distribution to the proper party.

Hours of Operation

- Three and Four year old class contain a maximum of 24 children, and meet Tuesday and Thursday’s from 8:45 am to 10:45 am.
- Four and Five year old class contain a maximum of 35 children, and meet Monday, Wednesday, and Friday’s from 8:45 am to 11:15 am and 12:15 pm to 2:45 pm.
- Kinder Korner Preschool will be closed on the following holidays:

Thanksgiving	Christmas Break
Martin Luther King Jr. Day	Presidents Day
Easter Break	

- The administrator will notify parents, in advance, as to what day the Center will observe any holiday that falls on a weekend.
- We will be closed a couple days a year for Parent/Teacher conferences in the Fall and Spring. The parents will be notified of these dates four weeks in advance so proper arrangements can be made.

Primary Account Holder

- In all cases, the custodial parent or legal guardian will be the primary account holder. Any changes made regarding a child’s enrollment, including emergency contacts and authorized pick-ups, must be authorized by the primary account holder.
- Be sure to notify the office of any information changes such as address, telephone number, employment, marital status, etc. Any changes in legal guardianship must be reported to the center in writing. Parents must provide legal documents to the center with clear and specific guidelines concerning visitation rights and custodial matters. **The center will not be held responsible if the parents do not provide the proper documents.**

Attendance

- Parents are asked to contact the center when a child is going to be absent for the day. If no communication is made we will assume the child is missing and will begin to contact the parents and other authorities as needed.
- If a parent or guardian has designated someone other than themselves or a spouse to drop off a child, a phone call from the parents/guardian will be required to report that child’s caregiver to the center. If there is no communication from the parent/guardian, a staff member will attempt to contact the parents.

- Tuition will remain the same when a child is absent.

Prolonged Absence

- A child's enrollment will be automatically dropped after ten consecutive days of absence, effective on the tenth day, unless prior arrangements have been made. In addition, no reimbursement of monthly tuition will be given.

Notice of Withdrawal

- *We require a two-week written notice for withdrawal.* Withdrawal forms are available in the Center office.
- Kinder Korner Preschool reserves the right to terminate the enrollment of a child without prior notice.

In the Classroom

- Teachers will implement weekly lesson plans that will include:
 - Small Manipulative Activities
 - Gross Motor Skills
 - Music, Arts and Science
 - Math Skills
 - Language Skills
 - Social Skills
- Parent information board is located in the main hallway of the preschool entrance. This is one way the teachers will communicate with you regarding class parties, field trips, communicable disease notifications, etc. Be sure to check the board frequently.
- We implement a reward and consequence system in our classrooms.

What You Should Bring

- Please bring two changes of clothing, appropriate for the season, in the child's backpack. **Please note: There are no teachers available to keep children indoors when insufficient clothing is worn.**
- Please do not bring any of your child's personal toys or items from home as the school provides toys for the children to play with. Any items brought are done so at your own risk. The center is not responsible for lost or damaged items.

Child Dress Code

- Children should wear clothing appropriate for the season.
- Please refrain from having you child(ren) wear flip flops or open heeled sandals as this may be a safety hazard if playing outside.
- When wearing skirts or dresses, girls should wear tights, leggings, or shorts over their undergarment.
- Keep in mind that your children's clothing may get soiled easily due to classroom activity.

- The child's name should be placed on all outdoor clothing (coat, hat, mittens, etc.).

Drop off and Pick up

General Guidelines

- To assure the teacher is aware of a child's presence at the center at all times, **please communicate to the teacher** when dropping off or picking up a child. **The adult dropping off will have to sign the child in and out.**
- **Please do not send children to a classroom alone!**
- No child is to be brought to preschool more than 5 minutes before class begins.
- **We will not release children to anyone, even if they are on the pick-up authorization list, without parental consent and proper photo identification, namely a driver's license.**
- **If there is a custody agreement, we can only dismiss a child to the parent or guardian identified on the court papers. If a subject comes to pick up child that does not have permission, child will be secured in the classroom with staff and emergency personal will be called.**
- The center reserves the right to phone anyone on the emergency contact list or authorized pick-up list if we have been unable to reach the parents in the event of an emergency, illness, or closing.

Emergency Contacts

- Each family must give the names of at least two persons whom we may call in the event of an emergency. Two individuals having the same number will be listed together as one contact. Another person having a different number than the first must be given.
- Emergency contacts must live within the area and must be able to reach the center within a reasonable amount of time, normally within 30 minutes of being called.
- The following will apply to anyone picking up a child other than a parent or guardian, including emergency contacts:
 - Parent or guardian must notify the center either by phone or in writing as to who will be picking up the child.
 - Person must show a photo I.D.

Authorized Pick-ups

- Families may choose an additional three persons who may be authorized to pick up their child.
- The following will apply to anyone picking up a child other than a parent or guardian including authorized pick-ups:

- Parent or guardian must notify the center either by phone or in writing as to who will be picking up the child.
- Person must show a photo I.D.

Charges

Tuition

- Tuition rates are reviewed annually and are subject to change as conditions dictate. Here at Kinder Korner Preschool, it is always our goal to provide quality services at competitive rates.
- See Enrollment Information for specific tuition fees.
- Tuition is figured as an annual fee. It may be paid in full at the beginning of school, or in nine equal monthly installments due on the first day of school each month, beginning in October and ending in May.
- September tuition is due by July 13 to ensure your child's placement in the class. Because tuition is an annual fee, no refunds are given for illness, vacations, etc.
- To assure proper credit, include the **names of your children** on the front of your check or money order.
- It is very important that tuition is paid on time. In the event that tuition payments are late, parents will be given up to one month to make restitution. Kinder Korner Preschool reserves the right to assess an addition charge of \$5.00 for the first offense, \$10.00 for the second offense, and \$10.00 for any subsequent offenses.
- **Any account, which falls a month behind will be automatically suspended. Re-enrollment is subject to paying outstanding balances, re-enrollment fees, and space availability.**
- If a personal check has been returned to Kinder Korner for insufficient funds, all subsequent tuition must be paid by cash or money order. Any fees that Kinder Korner will occur will be passed onto the check writer.
- Tuition:
 - * Tuition is \$90.00 per month for 3-4 year olds AM
 - * Tuition is \$105.00 per month for 3-4 year olds PM
 - * Tuition is \$125.00 per month for 4-5 year olds

Registration and Supply Fees

- Once the child's application has been completed a non-refundable registration fee of \$35.00 is required to secure placement.
- A registration fee is charged for each new school year, as well as an annual supply fee.

Holiday Charges

- Tuition will remain the same for all holidays, closures, and teacher in-services. Instead of paying one large amount for the whole year, it is broken down into monthly payments, no matter how many days we are in attendance each month. (For additional information regarding holiday closings, please see section titled “hours of operation”, under enrollment).

Late Pick up Charges

- Please be prompt in picking your child up on time. There will be a late charge of \$1.00 for every minute a child is here 5 minutes late (carpools will be charged \$1.00 per child), payable at the time of pick up.
- After 15 minutes over, we will begin to contact persons listed on your emergency contacts or authorized pick-up list.
- We will call Darke County Children’s Services if you leave your child past 30 minutes and there has been no contact with the school from the parent or designated pick-up person.

Returned Checks

- There will be a service charge each time a check is returned. The parent or guardian will be required to pick up the dishonored check from our office with either cash or a money order for the face value of the check and all outstanding service charges.
- If your bank dishonors more than one check in a 30 day period, you may be required to make future payments by money order.

Finance Charges and Unpaid Accounts

- If a family withdraws from the center leaving an unpaid balance, a monthly finance fee of 15% of the total unpaid balance will be charged to the account.
- All accounts over 90 days past due will be sent to the collection agency.
- The Center has the right to immediately dismiss families (and their enrolled children) from the Center whose accounts are over 1 month delinquent in tuition payments or student fees.

Snacks

General Information

- Snacks are randomly used as a part of the curriculum, often related to the unit topic, and as an experience in tasting. The children may be involved in cooking activities through out the school year.
- There are no daily snacks.
- Please notify the center regarding food allergies.

Medical Policies

Physical Forms

- State law requires that each child, five and under, have a physical examination upon entering the center and annually thereafter.
- You will have no more than 30 days from the date of enrollment to complete and return the medical form.
- Forms must be renewed annually and should be returned within thirty days of the expiration date, or your child will not be allowed to return to the center. Forms may be dropped off and picked up at the center.

Communicable Disease

- Written notification of exposure to a communicable disease will be placed in a conspicuous manner on the parent board located in the main hallway entrance.
- If a staff member becomes ill and needs to leave, a substitute will be called in or the students will be split into groups to maintain ratios.
- We have a communicable disease chart posted in the Center entry area, near the classroom. Any child or staff member having any of these or the following symptoms will not be allowed to attend preschool.
 - Diarrhea (three or more times within 24 hours)
 - Severe coughing (child's face turns red or blue), or to make a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, or itching
 - Temperature of 100 degrees Fahrenheit (aux. method) when in combination with any other sign or symptom.
 - Untreated infected skin patches, spots, rashes, hives
 - Unusually dark urine and/or gray or white stools.
 - Stiff neck with an elevated temperature
 - Sore throat or difficulty in swallowing
 - Vomiting
 - Evidence of lice, scabies, or other parasitic infestation
- If a child becomes ill, we will notify the parent or guardian, separate him or her from the other children, and make them as comfortable as possible. **Parents should arrive within 30 minutes of notification. Failure to do so will result in an additional charge of \$3.00 for every 15 minutes. Emergency contacts or authorized pick-ups will be called if parents are unable to arrive in a timely manner.**

- If a child is noticeably ill when entering the center, he/she will be sent home with the parents.
- **Children must be symptom free for 24 hours from the time of pick-up or until a physician’s release verifies that the child is no longer contagious.**
- Children who are not feeling well but are not exhibiting any symptoms (see communicable disease symptom chart) are considered “mildly ill” and will be cared for and observed for further signs of illness. **If the child is too ill to participate in the daily class activities, the parent will be called to pick them up.**
- We will treat minor accidents with normal first-aid procedures. In case of a serious accident, we will attempt to notify the parent or emergency contact immediately. If necessary, we will call emergency services or do as designated by the parent on the emergency transportation form.
- **No Nit Policy**
 - To help in the control of the spread of lice, any teacher or student who is sent home will be required to be checked by a designated staff member before they return to the center.
 - If your child contracts head lice, they should be treated and kept home until they are nit free. Parents should also notify the center immediately so that we can take the necessary precautions and inform others.

Administration of Medication

- **No over the counter medications or non-prescription medications will be administered by the staff.** If your child needs a non-prescription medication the parent/guardian may come to the classroom and administer the medication or should be taken before coming to preschool. The medication will not be stored here at the Center, and must be taken with the parent after the medication is given.
- Medication will be administered to a child with disabilities that is on a care plan with proper paperwork. Proper care will be given to these children according to their care plan.

Field Trips

- Some field trips will have an added cost to the parents. The required amount should be paid before the children leave.
- For information regarding field trip safety, see section titled “field trip,” under safety information.

Birthdays

- Birthdays are very important days in a child's life. We would like to honor the children on their birthdays and hope that it can be a time for sharing with others. We will be scheduling your child's birthday as close to the day as possible. If there are two children with the same birthday, we will go alphabetical.
- The children that have late May and summer birthdays will celebrate their ½ birthdays. A reminder will be sent home prior to the date.
- The children will bring a special show-n-tell, and can bring a non-food item to pass out to their friends.

Emergency Closing Procedures

- If and when it becomes necessary to close the center for any reason such as, heat or electrical outage, natural disaster, etc., the Center will close within one hour. Our alternate location will be the St. Denis Church basement or the Versailles School Board Office. We will notify the parents as soon as possible.
- If a decision to close is made before the next business day, we will announce it via television and/or radio. Any announcement played over the TV/radio will be presented as "Kinder Korner Preschool".
- If for any reason we need to close during operating hours, we will make every effort to contact each parent by telephone. If we are unable to reach a parent, we will contact another person authorized to pick up the child. **Please be sure that all of your phone numbers and those listed on your pick-up lists are current.**
- In the event of a "stranger alert" or non-authorized entry, the building will be placed on lock down. No one will be allowed to enter the building and teachers will do as instructed during lock down drills.

Snow Days, Delays, and Make-up Days

- If the Versailles Public Schools are closed, Kinder Korner will be closed also.
- If the Versailles Public Schools are dismissed early because of weather conditions, Kinder Korner will also dismiss early.
- Kinder Korner does have delays. If Versailles Public Schools have a two hour or three hour delay, Kinder Korner will be on Plan B Preschool. **Plan B Preschool** means we will start later and have a change of pick up time for the 3-4's and 4-5's AM group.

Plan B Preschool for 3-4's:

- **Two hour delay:** Start at 9:45 am and goes until 11:15 am. (Starting an hour later and ending a half hour later.)
- **Three hour delay:** Start at 10:15 am and goes until 11:45. (Starting an hour and a half later and ending an hour later than normal.)

Plan B Preschool for 4-5's AM:

- **Two hour delay:** Start at 9:45 am and goes until 11:45 am. (Starting an hour later and ending a half hour later.)
- **Three hour delay:** Start at 10:15 am and goes until 12:15 pm. (Starting an hour and a half later and ending an hour later than normal.)

Plan B Preschool for 4-5's PM:

- **Two hour delay:** Start at 12:45 pm and goes until 2:45 pm. (Starting a half hour later and ending at normal time.)
- **Three hour delay:** Start at 1:00 pm and goes until 3:00 pm. (Starting forty-five minutes later and ending fifteen minutes later than normal.)
- If Plan B Preschool conflicts with your work or sitter schedule and you need to pick your child up at normal time, please let us know when dropping your child off. No child will be able to come any earlier than Plan B Preschool scheduled time.
- Kinder Korner Preschool takes same actions as Versailles Public Schools with weather conditions; however we do not have the same make-up day policy. Kinder Korner Preschool will miss a total of 5 days before making the attempt to make up any cancelled school days: 2 days can be missed for the Tuesday and Thursday group, and 3 days can be missed for the Monday, Wednesday, and Friday groups before needing to start making up cancelled days.
- Notices regarding make-up days will be sent home prior to.

Child Discipline Guidelines

General Guidelines

- **Kinder Korner Preschool believes that the parents are responsible for the upbringing and training of their child and are, therefore, responsible for their child's behavior while attending the center.**
- We will be glad to refer any parents, that request help, to proper resources, facilities, or professionals that can assist them in behavior management.
- We implement a **reward** and **consequence** system in classroom as a part of the daily routine.
- Rule 22 according to the Ohio Department of Job and Family Services Licensing Rules and Regulations applies to all employees of the center.

Methods of Discipline

- Teachers will use their discretion as to what method will be used according to the severity of the behavior.
- Teachers are responsible for maintaining control of the children in a group by using the methods of discipline listed below.
 - Positive reinforcement
 - Redirection
 - Taking away of privileges

- Time-out (time-outs are in correlation with a child’s age, i.e., a 3-year-old will receive three minutes.)
- In severe cases, “Bear Hugs” may be used when necessary, to prevent injury to a child or teacher
- Techniques of discipline will not shame, humiliate, or frighten a child.
- At no time is a teacher or administrator to use any form of physical discipline, verbal abuse or the withholding of food as forms of punishment. We will not impose discipline upon a child for failure to eat, sleep, or for toilet accidents. Intentional soiling of clothing by children will not, however, be tolerated, but will be treated accordingly.

Progression of Discipline

- Progressive or inappropriate behavior in any given day may constitute a visit to the administrator. The administrator will discuss the behavior with the child and assist them in apologies or restitution.
- If a child chooses to continue the negative behavior after visiting the administrator, or if a behavior becomes an interruption to the classroom, we will remove them from the room and contact the parents for early pick-up. A parent conference may be requested and a behavior modification plan, agreed upon by all those involved, implemented.
- If the behavior continues, the child will be placed on probation for as much as, but not limited to, one week. If at this time the behavior is not modified, dismissal will be implemented.
- If at anytime, a behavior becomes uncontrollable or a continuous interruption, the parents will be called to come to the center and remove the child for the day. At this time, the child’s enrollment will be re-evaluated.
- The following behaviors may result in immediate consultation with parents by phone and/or conference and may result in loss of privileges such as playtime, and measures such as clean-up detail and immediate expulsion. If the behavior continues after disciplinary measures are taken, the child will be placed on probation and any infraction thereof will constitute immediate dismissal:
 - Physical aggression (severe or repetitive cases will constitute immediate dismissal)
 - Profanity
 - Stealing
 - Disrespect to staff members including physical aggression! **(Striking a staff member of Kinder Korner Preschool will not be tolerated and may result in immediate expulsion!)**
 - Destruction of school and/or church property (parents will be held liable for repairs and/or replacement costs.)
 - Spitting
 - Repeated exposure of “private” body parts
 - Biting – in extreme repetitive cases, or in older children
 - Inappropriately touching another child in “private” areas
 - Repeated temper tantrums

Safety Guidelines

General Guidelines

- No child will be left unsupervised at any time.
- A policy governing the arrival and departure has been established to assure that a staff member is aware of your child's presence at the center. (See section titled "Drop off and Pick up".)
- There is always immediate access to a working telephone within the buildings used for the center.
- Aerosol sprays are not to be used in the classrooms while children are present.
- Staff members are trained in the recognition of communicable diseases, first aid, and infant/child CPR procedures by a licensed physician, R.N. or trained by the Red Cross within their first year of employment.

Incident Reports

- An incident report will be completed for all center related accidents/incidents that occur while in attendance at the center.
- An incident/injury report will be completed for the following situations:
 - An illness which requires first aid treatment
 - An accident which requires first aid treatment
 - An injury which requires first aid treatment
 - A bump or blow to the head
 - Emergency transportation
 - Any unusual or unexpected event which jeopardizes the safety of children or staff
- The director or other designated personnel, the child's teacher at the time the incident took place, and the parent will be asked to review and sign the report. A copy will be available to the parents and the original will be placed in the child's file. The report will include the following:
 - How and when the incident occurred
 - A description of the injury
 - Where in the center the incident took place
 - The child's response
 - The first aid given and by whom it was given
 - The teacher responsible for the child at the time of the incident
 - The age group of the children

Serious Incident, Injury, or Illness

- In the event of a serious injury or accident, the parent/guardian will be notified at once. A trained staff member will administer any first aid necessary.
- In a case of extreme illness or accident, where it is deemed a life-threatening situation, 9-1-1 will be called, and the child will be transported by ambulance to the hospital listed on the child's Health and Enrollment form. The parent/guardian will be called immediately.

Emergency Evacuation

- If it becomes necessary to evacuate the center, the children will be escorted to the designated meeting area. Teachers will take a count of children before and after exiting the building using their daily attendance record.
 - Children enrolled in the **Preschool** classes will meet on the grass at the far east side of the building.
 - Once all children are assembled at the grass, they will walk as a group to the old Versailles Middle School or to St. Denis church basement.

Fire and Weather Safety

- Monthly fire and tornado drills (during season) are performed at varying times each month. A list of the dates the drills have been held is available upon request.
- Fire and weather alert plans and an evacuation route are posted in each classroom. Please make yourself familiar with these as each age group may meet in different outside areas.
- Weather conditions that may prevent the children from going outside include, but are not limited to: high heat index, ozone warnings, lightening, rain, icy conditions or when a weather advisory has been issued by the National Weather Service.

Field Trip Safety

- The following is a list of safety precautions taken during a field trip. For additional information, please see section title “Field Trip”.
 - Each child will be assigned to a designated staff member.
 - Head counts will be conducted prior to leaving, upon arrival, every 20 minutes for the remainder of the field trip, before departure, and upon return to the Center.
 - An accessible first aid kit will be available for all field trips.
 - A first aid and CPR trained staff member will be present.
 - I.D. tags worn by each child will include the name, address, and phone number of the Center.
 - Two staff members will be present with each group (in accordance with 5101:2-12-48 of the daycare licensing rules).
 - A signed permission slip is required for all field trips.
 - Emergency transportation forms, signed permission slips, and health records, when applicable, must be in the teacher’s possession.
 - Please make prior arrangements if you wish to take your child home directly from the field trip location.

- Please note: Parents who have not gone through the proper background check will not be permitted to be alone with any child, except their own, at any time during a field trip or other center sponsored activity.

Field Trip Transportation

- Most field trips are within walking distance. There may be a few that we will transport with a Versailles School bus. Mrs. Bergman is a Versailles School bus driver, so she will be the one driving.
- Parent volunteers will be needed and will be requested for a head of time.

Parent Participation

General

- Parents are encouraged to participate in their child's program. If you are able to accompany your child on a field trip or to help with special parties or other events, please let the teacher know.
- Parent-teacher conferences will be scheduled for each class in the Fall and Spring. We welcome a telephone call or personal conference at any time throughout the year whenever you have any questions, concerns, or suggestions. These assessments are based on what the child comes in knowing in the Fall, so we know what to work on with your child between Fall and Spring Conferences. The Center does not report the child's level to ODJFS pursuant to Chapter 5101:2-17 OF THE Administrative Code.
- Parents are welcome to visit the Center at any time.

Procedures for Filing a Complaint

- **Teacher/ Classroom**
 - We believe that parent/teacher communication is vital in the development of your child; therefore, we encourage parents to communicate concerns pertaining to the classroom to the teachers.
 - If there is no resolution or you feel the situation requires the involvement of the administration, please stop by and speak with the Administrator, who will investigate the situation and will respond as soon as possible. Phone calls are always welcome.
 - Employees are encouraged to try to resolve issues on their own. If they feel the situation requires involvement of the administration, they should go to the Administrator, who will investigate the situation and respond as soon as possible. If they still have no resolution to their problem, the employee should go to the Board who oversees the Preschool.
- **Facilities**

- If there is a concern regarding the care of the facilities, please contact the director/administrative personnel, who will investigate the situation and will respond as soon as possible. Phone calls are always welcome.

- **Administration**

- If the concern pertains to a change of policy, the director will discuss the situation with the board. The director will respond as soon as possible.

Programs

Special Programs

- **Open House**, it is held in the fall of each year to give the children an opportunity to share their classrooms and projects with the parents.
- The **Spring Program/Graduation Ceremony** is held at the end of May. Our entire Preschool will participate in the program, and the graduating children will receive a diploma. All other children will receive a completion award. (There is no additional cost to the parents for graduation night.)

Preschool Program

- All policies, unless otherwise stated below, will apply to all families enrolled in the preschool program.
- This program is a curriculum based program designed to encourage academic, social, physical, and spiritual growth.
- Children who are 3 years old up to Kindergarten age are eligible to enroll in the preschool. Admission requirements and enrollment procedures are as follows:
 - A child must be 3 years old by August 1st to be admitted into the 3 year old class.
 - Children in the 3 year old class will not be allowed to advance into the 4-5 year old class during the school year.
 - A child must be 4 years old by August 1st to be admitted into the 4-5 year old class.
 - Classes are filled on the first-come/first-serve basis according to the date of enrollment with the Director.
 - If the classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
 - As vacancies occur during the year, they are filled from the waiting list or from new registrations, according to the above procedures.
 - Kinder Korner is licensed by the state of Ohio to serve a total of 35 preschoolers at one time.

Addenda to Handbook

- Due to changes that may occur within the Preschool program, it is sometimes necessary to add to or remove from this guide. Parents will be sent addenda from time to time. These changes should be added to your handbook as they are made available to you so that you may keep updated with policy changes of the school. If you have any questions regarding any items that are recorded in this handbook, please make an appointment with the Director for further explanation, or call the center. Thank you for your cooperation and support.

**Kinder Korner Preschool
204 East Wood Street
Versailles, Ohio 45380
937-526-5535**

Our Federal I.D.#
34-1310499
(use this # for your tax returns)

Contact Information

- If you need to contact one of the teachers after hours, please try the Director first. If it's not urgent and could be left on the Center answering machine, please use that method first.
- Mrs. Bergman – (937) 243-8570; Mrs. Jokerst – (937) 526-3370; Mrs. Francis – (937) 417-4484
(Director/Teacher) (Teacher) (Teacher)

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

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

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

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

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

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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

Class Schedules

(subject to change)

Three and Four Year Olds Schedule

8:45-8:55	Arrival, Attendance, Table Tops
8:55-9:15	Morning Circle (Classroom Helpers, Welcome Song, Calendar, Weather, Song & Story)
9:15-10:15	Alternating groups in 20 minute intervals: Interest Centers, Reading & Fine Motor Gross Motor & Craft
10:15-10:35	Large Group Time
10:35-10:45	Prepare to go home
10:45	Dismissal

AM Four and Five Year Olds Schedule

8:45-9:15	Arrival, Attendance, Pledge, Morning Message, Classroom Helpers, Circle Time
9:15-10:45	Alternating groups in 30 minute intervals: Interest Centers Gross Motor & Craft Reading & Fine Motor
10:45-11:05	Large Group Time
11:05-11:15	Prepare to go home
11:15	Dismissal

PM Four and Five Year Olds Schedule & PM Three and Four Year Olds

12:15-12:45	Arrival, Attendance, Pledge, Morning Message, Classroom Helpers, Circle Time
12:45-2:15	Alternating groups in 30 minute intervals: Interest Centers Gross Motor & Craft Reading & Fine Motor
2:15-2:35	Large Group Time
2:35-2:45	Prepare to go home
2:45	Dismissal