Parent Handbook **Shiloh Preschool Learning Center**

5261 Foley Road, Cincinnati, OH (513) 451-6443

Web: www.shilohpreschool.com

E-mail: preschool@shilohumc.com

2022 - 2023

**Welcome to Shiloh Preschool!**

This handbook includes the policies and procedures for our weekday preschool ministry. We value the opportunity to teach and care for your child, and appreciate your cooperation with our policies, which will help ensure a safe and nurturing learning environment for all children, families, and staff.

PARENT HANDBOOK 1

**Overview**

**About our Preschool**

Shiloh Preschool Learning Center is a Christian education ministry of Shiloh United Methodist Church, employing preschool administrative staff to establish policies and supervise the ministry. Shiloh Preschool is licensed by the State of Ohio and operates in accordance with state laws on a non-profit basis. A copy of Shiloh Preschool’s licensing record is available through the Ohio Department of Job and Family Services and is posted outside the preschool office.

**COVID-19 Changes**

Please note that any items marked with an asterisk (\*) indicate that changes that may still be in place in the fall due to COVID-19, depending on vaccination timing and protocols. You will find particulars about those items in the COVID-19 section at the end of this handbook.

**Hours, Rates, and Ratios**

We offer classes Monday through Friday for morning or afternoon sessions (between 9:00 and 3:00) during the traditional school year, September to May (please see calendar for exact dates we are in session).

**Class Program Days Program Time\***

**3 year-olds** Mon/Wed/Fri

**Annual Tuition**

**Discounted Tuition**

**when paid in advance**

**Tuition**

**Installment (9 payments)**

**Notes**

AM 9:00-11:30 $1,800 $1,710.00 $200 **Must turn 3**

**by 9/7/21**

**3 year-olds** Mon/Wed/Fri

PM 12:30-3:00 $1,800 $1,710.00 $200 **Must turn 3**

**by 9/7/21**

**3 year-olds** Tues & Thurs

AM 9:00-11:30 $1,530 $1,453.50 $170 **Must turn 3**

**by 9/7/21**

**4 year-olds** Mon/Wed/Fri

AM 9:00-11:30 $1,800 $1,710.00 $200 **Must turn 4**

**by 9/7/21**

**4 year-olds** Mon/Wed/Fri

PM 12:30-3:00 $1,800 $1,710.00 $200 **Must turn 4**

**by 9/7/21**

**4 year-olds** Tues & Thurs

AM 9:00-11:30 $1,530 $1,453.50 $170 **Must turn 4**

**by 9/7/21**

**5 year-olds** Mon-Fri AM 9:00-11:30 $2,250 $2,137.50 $250 **Must turn 5**

**by 12/31/21**

**5 year-olds** Mon/Wed/Fri

PM 12:30-3:00 $1,800 $1,710.00 $200 **Must turn 5 by 12/31/21**

Our daily schedule includes

• Large group/carpet time • Learning centers (reading, math, science, dramatic play, art)

• Large muscle play • Snack

PARENT HANDBOOK 2

Shiloh Preschool is licensed to serve up to 69 children at a given time, under the following student-to-teacher ratios\*:

• two-year-old children, 7:1 (though we do not currently serve 2 year-olds) • three-year-old children, 12:1

• four and five-year-old children, 14:1

We currently have one teacher per class, so our ratio matches each group’s size. When there is a combination of ages, the youngest child determines the ratio.

**MISSION AND VISION**

**Philosophy**

Shiloh believes that each child can learn, 

and that all children learn differently. As

staff, our role is to learn about every child

and help each one explore, question, and

develop ideas through play. Our

foundation is love of God and love for

children. We believe it is essential to teach

children from that love and to model for

them that all people are part of God’s

family, supporting Shiloh Church’s vision to

“seek and share God’s gift of oneness.”

**Purpose**

• To provide an opportunity for children to 

learn in a Christian atmosphere through

exploration, experimentation, and play.

• To promote growth, development, and

independence of children as individuals

through group play.

• To introduce experiences of love and

acceptance by those outside of the family

unit.

• To model and teach about God’s love.

PARENT HANDBOOK 3

**Goals**

The goals of Shiloh Preschool are to develop the mind, body, and creativity of each child through centers such as reading, writing, dramatic play, science, sensory tables, math, and computers. The physical, emotional, and social well-being of each child is the staff’s primary focus at Shiloh Preschool.

**Developmental Goals for Three-Year-Olds**

• Self-help skills: hang up coat, put toys away, wash hands, etc.

• Independence through simple problem-solving skills

• Developing longer attention span/follow simple directions

• Socialization skills: sharing, taking turns, etc.

• Developing fine and gross motor skills

• Math readiness: number awareness

• Reading readiness: alphabet awareness, print awareness, beginning name recognition

**Developmental Goals for Four-Year-Olds (includes goals for threes)** • Cognitive development through literature, experiments

• Practicing and understanding basic health, safety, and nutrition • Math readiness: number recognition, classification

• Reading readiness: alphabet recognition and formation, name recognition, beginning printing skills

**Developmental Goals for Five-Year-Olds (includes goals for fours)** • Working independently and following multiple-step directions

• Math readiness: counting, patterns, sequencing

• Reading readiness: beginning sounds

**Screening and Assessments**

Within the first 60 days of school, parents will receive the Ages and Stages Questionnaire. This is a screening instrument that you will complete with your child, and your teacher will evaluate, in order to communicate how your child is developing. During the year, we will also complete informal and formal assessments in order to keep you aware of your child’s continued development.

PARENT HANDBOOK 4

**Discipline**

Our goal here at Shiloh is to provide a welcoming, safe, age-appropriate, positive experience for children. Below is the discipline policy our staff follows:

1. If a behavior occurs that is not appropriate to the child’s age or environment, verbally redirect the child by giving age-appropriate instructions of the proper behavior.

2. If the inappropriate behavior continues, give a verbal reminder. 3. If it still continues, contact office staff (director, assistant director, or support staff) to give the child a break away from peers. The child’s parent will be contacted if necessary.

Intentional injuries including, but not limited to, hitting, biting, pinching, scratching, choking another child may be handled by the director with a call to the parent and the child being sent home immediately.

If the director has spoken to a parent three times within 30 days regarding repeated inappropriate behavior(s), it may result in suspension of the child from the program, especially if it involves behavior that causes injury to others or oneself. If the behavior continues or escalates without cooperation from the parent and an outside service then the child may be expelled from the program for the remainder of the year or authorization from an outside service provider.

**Staff**

Our preschool staff is highly qualified in the field of Early Childhood Education, and all have completed Ohio’s required background checks. We are fortunate to have a diverse range of educational backgrounds that work together to meet our children’s needs. Several of our teachers possess degrees (from Associates to Masters), and others have years of experience in the field and may hold a Child Development Associate (CDA) Credential.

Our teachers all take a minimum ten hours of continuing education per year, including training in Child Development, CPR, First Aid, Communicable Diseases, and Child Abuse. **Staff are legally required to report any suspicion of child neglect or abuse. If we observe a child being placed in a potentially unsafe situation by caregivers, we will evaluate the situation and act accordingly, in line with our training.**

PARENT HANDBOOK 5

**Enrollment**

**Application for Enrollment**

Enrollment opens to the public February 22, 2022. The following are required at the time of enrollment. **The Registration process is not complete until *ALL* are received:**

**1. Registration Packet**; If picked up at the school, forms are color-coded. • **Child Enrollment & Health Information** (w/ Emergency Transportation Authorization) (pink paper)

This completed form is required prior to the child’s first day of attendance. It provides the center with necessary personal information as well as any allergy, health, or medical conditions.

The school must have an emergency transportation authorization on file for each child beginning the first day of school. This section of the document authorizes the school to obtain medical transportation to an appropriate facility in the event of an emergency. Shiloh requires emergency transportation permission for all students.

• **Medical Form** (green paper)

A Child Medical Statement form must be on file for each child, with a doctor’s signature, parent signature, and an attached record of immunizations. All children must be in the process of receiving recommended vaccinations unless medically contraindicated or waiver is on file. No child is permitted to attend without a current medical form on file. **We will require a new form and immunization printout one year after the exam date indicated on your child’s form.** Children will not be admitted to class if this form is missing or expired.

• **Student Information Form** (yellow paper)

This form is to allow the teacher to get acquainted with your child and to help meet his or her individual needs.

• **Statement of Acknowledgement** (white paper)

Included in the Registration Packet, we ask that you sign this form, acknowledging 1. Your receipt and agreement to the conditions of this Parent Handbook 2. Your understanding that our Emergency Preparedness Plan is available by request to the parents/guardians of enrolled students

PARENT HANDBOOK 6

**Application for Enrollment (continued)**

**2. Google Enrollment Form** from www.shilohpreschool.com

(some pages require printing)

This form, found online, provides us with information on adults picking up your child and other permissions. **We must have this form completed in order to finalize registration.**

**3.  Enrollment fee** per family (non-refundable),\* payable by cash or check Enrollment fee amounts are based on date of enrollment.

• **Feb. 9 - 28: $40.** (Feb. 9-18 enrollment available to currently-enrolled families.) • **Mar. 1 - 31: $60**

**• Apr. 1 - May 12: $75**

**• After May 12: $100**

**$60 Snack and Activity fee** is not necessary at the time of registration, but is required by September 1.

**4.   All children must be fully potty trained** by the time classes begin.

During enrollment, children will be accepted into the program in the order our office receives completed **Registration Packets, Google Forms, and fees**, with early enrollment priority given to families currently enrolled in Shiloh Preschool. **If low enrollment prevents us from offering a class for your child’s age level, we will refund your registration fees.** 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.

**Snack & Activity Fee & Snack Guidelines**

A one-time snack & activity fee of **$60 *per child* is due by September 1, 2021.** The center provides a daily snack, including water and food items. In the case of multiple allergies or health conditions, we either determine to provide snacks that are safe for children with those issues or allow those families the option to bring their own snacks.

Parents may provide non-food items (small toys or goodie bags) for birthdays and special events, and must abide by any allergy or dietary restrictions specified for those events. Snack requirements are 2 food groups of the 4 basic food groups or ⅓ of recommended daily dietary allowance.

ex. Fruit and grain,Vegetable and dairy. No formula or breast milk will be served without a doctor note. Ask staff for a breastfeeding space if needed.

PARENT HANDBOOK 7

**Tuition**

Tuition is based on a yearly amount, payable either in one payment (which includes a 5% discount) or divided into nine equal payments (see rates on page 2). Please note that though the number of days in session varies each month, the monthly tuition rate reflects a fraction of the annual cost.

Tuition payments are due on the first of each month, August through April for classes September through May. For example: September tuition is due August 1. **Payments received after the 10th will be assessed a late fee in the amount of $25.** If you expect your payment to be late, please notify us by phone or email before the first. We accept PayPal, cash, or checks made payable to Shiloh Preschool. **Please write your child’s name on your check in the memo line** so we can assure that the correct account is credited. A $25.00 fee will apply to all returned checks. **If payment is not received by the end of the month, your child will not be permitted to return to preschool until it is paid, including any late fee.**

**• Tuition Credit**

**$25 discount/tuition credit per referral** if you refer a family for whom we receive a Registration Packet and enrollment fee. **The family must list you on the Google Registration Form**.

**Withdrawal Policy**

If you withdraw your child for any reason after August 1, you are responsible for the full year’s tuition, unless a replacement is made. The preschool will attempt to secure a replacement, but cannot guarantee one. A refund will be prorated from the date a replacement student enrolls. We require a 30-day notice if you anticipate withdrawing your child.

In the rare event that a child has unforeseen medical or developmental needs beyond the scope of our school, staff will have a conversation with the parents about best next steps, which may include helping them find a center equipped to meet their needs.

PARENT HANDBOOK 8

**Communication**

We believe that open, two-way communication leads to the best partnership between school and families. Please contact us whenever you have questions or thoughts. If you have a concern with a teacher, we ask that you communicate directly with her before involving administration so that you and she have the most complete information and can work together to your child’s benefit. If you are unable to resolve an issue with your child’s teacher, the administration will work to have an open conversation with the parent(s) and staff member(s) in order to reach resolution.

**Open Door Policy**

The office staff is available any time the preschool is open, unless we are in another meeting or assisting with staff/children. We welcome you to come in and talk with us about any questions or concerns. You may also visit your child’s classroom; we ask that you let us know when you plan to do so.\* Teachers are available for fall chats, spring conferences, and year-end transition meetings, and throughout the year as needed.

**Telephone**

You may contact the administration by phone during school hours at (513) 451-6443. If we do not answer, we are likely tending to children, and will call back as soon as we can when you leave a voicemail message.

**Online**

• E-mail: All of our staff members can be reached by e-mail. Please be sure to provide your e-mail address at Registration, so that we may keep you updated with regular information. Please remember to include your child’s name and your name with each message. Regular e-mail updates will go to the e-mail address(es) you provide by the Google Enrollment Form.

• Facebook: Like us on Facebook to receive notifications.

• Photo app: Once fall enrollment is complete, you will receive an invitation to download a photo app (in the past, we have used Brightwheel), which will allow you to receive and respond to photos and activity updates of your child while he or she is at school.

PARENT HANDBOOK 9

**Parents**

**Parent Participants\***

We have an open door policy at Shiloh Preschool. All parents are welcome to visit and help at any time. Throughout the year, we will have opportunities for parents to help with special events. We will ask for room parents, event coordinators, and volunteers; and we hope you will join us in making these events our best for the children. **Please note that the only children permitted to be present for school-day events/parties are those enrolled in Shiloh Preschool.**

**Adults Picking up Children**

No child will be released to a person not listed in the registration packet unless the parent provides express written permission. **All persons picking up children will be required to present a driver’s license or other government-issued picture identification.** If there is a custody agreement that impacts parents’ legal permission to pick up a child, the office will require a copy of the agreement or court order in order to abide by that document.

**Arrival and Departure\***

We ask that an adult walk your child to his or her class each day. The teacher will greet your child at the door and mark him/her present. Our staff are very friendly, but we ask that you only greet them briefly, so that they may attend to the children’s needs. At departure, an adult will return to the classroom for pick up. **Please ask those picking up your child to carry identification each time they transport your child.** This is especially helpful in the event of a substitute, who may not know everyone on sight. If a child has not arrived after 30 minutes on a scheduled day, staff will reach out to confirm the child’s safety.

PARENT HANDBOOK 10

**Remember Daily**

**Attendance**

If your child is sick or will not be attending school for another reason, please call the office (513-451-6443) as soon as possible so that we can inform the teacher. If your child has a communicable illness, please let us know so that we can make appropriate decisions for the safety of all children.

**Clothing and Outside Play**

Children should be dressed comfortably for active play. Clothing will likely get dirty, so it should be durable, washable, and clearly marked with your child’s name in indelible ink. Each child, regardless of age, is required to have a change of clothing in his/her class. **Please send a change of clothes (including underwear) each day in your child’s backpack, and replace the outfit as needed.**

**We will play outside daily**, except during severe weather or unsafe temperatures. In accordance with ODJFS requirements, unsafe temperatures are considered **lower than 25 degrees (including wind chill) or more than 90 degrees.** Please send your child with appropriate dress, including jackets. We may even take rain or snow walks when the weather is mild! We will NOT go outside in the event of lightning, thunder, extreme humidity or severe precipitation.

**Shoe Policy**

**Please send your child each day in appropriate closed-heel, closed-toe shoes with good traction** to help us prevent slipping, tripping, and splinters (from playground wood chips). We ask you to leave sandals, flip-flops, and Crocs at home, as they do not provide the same level of protection during our daily activities as gym shoes, hiking/snow boots, etc. provide.

**Security**

Shiloh Preschool is a secure facility; all entry doors remain locked to the public during our hours of operation. Each family receives an access code with which to enter the center at any time.\* Anyone not possessing an access code must ring the bell located outside each entry door to gain admittance.

PARENT HANDBOOK 11

**Preschool Office\***

The preschool office is located in the preschool hallway. Our office hours are 9:00 A.M. – 3:00 P.M. Monday/Wednesday/Friday and 9:00 A.M. – 11:30 A.M. Tuesday/ Thursday, or by appointment. The phone number is 513-451-6443. Please feel free to contact the office regarding any aspect of the program.

**Unusual Situations**

**Weather Closing**

In the interest of consistency, the preschool follows the Oak Hills Local School District in the event of a closing or delay for inclement weather. If Oak Hills is closed, we are closed. If Oak Hills is on a two-hour delay, we will not have a morning preschool session, but will have our afternoon session as scheduled. If Oak Hills has early dismissal, we will not have our afternoon session. No refunds will be made for such closings.

**Late Pickup**

A late fee of $2.00 per minute will begin to incur at five minutes after class dismisses in order to pay staff for their extra time. Please contact the office if you expect to be late so that we can plan to care for your child.

**Illness Policy**

In an effort to keep all children and our staff healthy, please keep your child home if he or she has had any of the following within the last 24 hours or if they have any type of contagious illness:

• Temperature of 100 degrees Fahrenheit or higher

• Eye Infection (red, crusty eyes)

• Rash that is not allergy related

• Nausea or vomiting                             • Diarrhea,

defined as runny or watery stools with increased frequency of loose stools. • Chills

• New uncontrolled cough

(for children with

chronic allergic/asthmatic cough, a change in their cough from baseline)

• Shortness of breath or difficulty breathing • Fatigue

• Muscle or body aches

• New onset severe headache

• New loss of taste or smell

• Sore throat

• Congestion or runny nose

• Trouble breathing

• Persistent pain or pressure in the chest

• New confusion

• Inability to wake or stay awake • Bluish lips or face

PARENT HANDBOOK 12

If such illness comes to our attention during the school day, we will isolate the child from group care and contact you to pick up your child.

**Head Lice**

If a child comes to school with live lice or nits, the child will come to the office, and Shiloh will contact parents to come and pick up the child. The child may return to school when he/she is nit-free, lice-free, and has been treated with a pediculicide (insecticide to treat lice). If a case of head lice is found, parents of children in that class will receive a letter with information on how to proceed.

**Procedure for General Emergency**

General emergency includes environmental situations or threats of violence, natural disasters such as fire, tornado, flood, loss of power, heat, or water.

The school conducts monthly fire drills required by the state. In case of a real fire, children will be taken out of the building and will wait in the corner of the parking lot.

In the event of a tornado/weather emergency, children will be taken to the tornado shelter area located in the restrooms near Fellowship Hall in the church. Administrative staff will deal with other general emergencies through the Delhi Township Fire and/or Police Departments. In the case of loss of power, heat, or water, parents will be notified to take children home. Teachers and administrators will supervise children until parents arrive to assume supervision.

For more specific guidelines on additional circumstances, please view our Emergency Preparedness Plan, located in the office and available to parents of enrolled children by request.

**Procedure for serious incident, injury, or illness**

The classroom teacher will notify another staff member to supervise the class, and will notify the administrator who will call 911 and provide the child’s medical and health records to responding emergency personnel. The administrator will notify the parent/ guardian, and accompany the child as he/she is transported to emergency care and remain with him or her until a parent assumes responsibility for the child. Shiloh requires emergency transportation permission for all students.

PARENT HANDBOOK 13

An incident/accident report shall be completed by the staff member in charge of a child when the following occur:

• An illness, accident, or injury which requires first aid

• A bump or blow to the head (Parents will also receive a phone call for any blow to the head).

• emergency transportation is needed

• an unusual event which jeopardizes the safety of children

Should this occur, the parent will receive an incident report, explaining the accident and the injury. The form then needs to be signed and dated and returned. Staff will supply a copy to the parent.

In case of dental emergencies, staff will follow state-required procedures posted in classrooms.

**Child Abuse**

**Our employees are mandated reporters--required by law to report if they suspect or know that child abuse is occurring.** If there is suspicion of abuse, staff will call (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

**Safety Policy**

• **NO CHILD SHALL BE LEFT ALONE UNSUPERVISED**. Children shall be within sight and hearing of a staff member at all times.

• **Drop-off program\***: A parent or responsible adult must bring the child into the school before class. State policy requires that each child go to the bathroom to wash hands before class, accompanied by the adult. The adult will pick him/her up at the classroom after class.

• A fire drill, inclement weather drill (in the spring), and intruder drill will be conducted randomly each month. A record of the drills is posted in the Preschool Office. • Fire and weather emergency plans are posted in each room.

• The preschool will not take the responsibility of transporting children on field trips by vehicle. Any trips away from the center will be walking trips. If the program decides to take a walking trip off-site, parents will receive a permission slip, and additional staff will accompany classes.

PARENT HANDBOOK 14

• We do not participate in any swimming activities.

• In the case of a serious incident, injury, or illness (which includes any situation occurring while a child is in care of Shiloh Preschool that requires medical treatment or professional consultation or transportation for emergency reasons), staff will take appropriate steps to care for the child’s needs, and parents will be notified.

**Transition Plan**

If your child is joining us later in the year, moving from one class to another (which is very rare), or leaving our school due to a family emergency, please speak to an administrator. Together we will consult our Transition Plan (available by request) to ensure a smooth transition for your family. We also offer transition conferences with your child’s teacher at the end of each school year.

**Medication Policy:**

Due to our short sessions, we request that you administer medications prior to bringing your child to school. In cases when your child has a condition that requires access to medication at school, our procedure follows:

According to rule 5101:2-12-25: “The center shall:

D (1) Not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 ‘Child Medical/Physical Care Plan for Child Care’ (rev. 10/2016) for the child are exempt from this requirement.

D (2) Not administer any medication, food supplement, medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first. D (3) Document each administration or application on the JFS 01217 immediately after administering.”

**ADA Compliance statement:** Shiloh Preschool Learning Center does not discriminate with enrollment for children that may have disabilities. Upon enrollment, we will explain what we can offer, and the parent has the choice to use us for service or not. If your child is found to need more one on one care, that will be the responsibility of the parent to provide the caregiver and pay that person.If your child has a health care condition where additional care or services is needed such as medication, food allergy, etc…., we will complete a health care plan with you. You will then train all staff that will have interactions with your child. This form is completed every school year.

**Problem Resolution:** If a problem arises while your child attends Shiloh Preschool please first contact your child’s teacher or the assistant director/director. If the problem still isn’t resolved you may contact the: Preschool Board chair [Jeannie.schoonover@promarkcpi.com](mailto:Jeannie.schoonover@promarkcpi.com) or the Pastor [jwhitaker@shilohumc.com](mailto:jwhitaker@shilohumc.com)

Quoted from update, effective date 10/29/2017

PARENT HANDBOOK 15

**COVID-19 Changes**

The following policy items may continue to be different in the fall from those indicated above due to COVID-19 guidelines. Below, we list changes we made in that *may* continue in 2022-2023, depending on those guidelines.

**Quarantines**

**In the event that the Hamilton County Department of Health guides us to quarantine a class,** we will offer remote learning. This model includes online Zoom class meetings each week and prepared at-home lessons.We will continue to collect tuition payments during remote learning. We encourage anyone experiencing a job loss at that time to speak with us, and we will discuss scholarship funds with you on a case by-case basis.

**Student-to-teacher Ratios:**

If guidelines shift again around the pandemic, class sizes may vary. Our class cap size may decrease, but will not increase outside of stated ratios.

**Office Hours**

Office hours may vary if class offerings change due to demand or sanitation requirements.

**Class Times:**

During arrival and departure, we will stagger drop-off and pickup times, with the goal of avoiding long waits during temperature checks and keeping classes separate. In that case, classes times for

AM classes may be the following: • 8:45 - 11:15

• 9:00 - 11:30

• 9:15 - 11:45

**Parent Visitation**

PM classes may be the following: • 12:15 - 2:45

• 12:30 - 3:00

• 12:45 - 3:15

Throughout pandemic guidelines, we will continue to limit entry into the preschool hallway and learning spaces to staff and students. Drop-off and pickup will take place at the church Gathering Space entry door to the preschool hallway, and staff members will take children to the restroom to wash hands before classes begin. For this reason, the information about parents using a code to enter the preschool (which applies to a different entry door) will be unnecessary in such a circumstance. PARENT HANDBOOK 16

**General Guidelines (in alignment with state mandates and best practices)**

• Smaller class sizes serve to limit contact in environments where younger children cannot remain six feet apart.

• Children will interact with only the children from their own class during the school day. • Children will wash hands frequently, including upon arrival and before leaving the center for the day.

• Classroom spaces and toys will be sanitized between classes.

• Adult staff members will wear masks when in the presence of students or caregivers. • Caregivers (parent/guardian) may choose whether to send the child with a face covering (mask) under the current mandate. We would follow any later state mandate including younger children.

• The same adult should drop off and pick up the child each day, *when possible*. • The caregiver (guardian or other adult) should wear a mask at drop-off and pick-up. • Areas will be marked for a socially-distanced line.

• The caregiver will drop off the child to school staff at an entrance to the school, and will not enter the learning spaces.

• A staff member who is wearing a mask will take the child's temperature with a contactless thermometer (if the child registers a temperature over 100, the child will leave with the caregiver).

• At drop-off, if a child exhibits the following symptoms and potential exposure as determined by the CDC, the child will leave with the caregiver. If observed during the day, the office will contact the caregiver to pick up the child from school. A child may return when symptom-free without medication for 48 hours. Any staff member exhibiting symptoms must stay home.

Temperature of 100 degrees Fahrenheit or higher

• Eye Infection (red, crusty eyes) • Rash that is not allergy related • Nausea or vomiting                             • Diarrhea,

defined as runny or watery stools with increased frequency of loose stools. • Chills

• New uncontrolled cough

(for children with

chronic allergic/asthmatic cough, a change in their cough from baseline) • Shortness of breath or difficulty breathing

• Fatigue

• Muscle or body aches

• New onset severe headache • New loss of taste or smell • Sore throat

• Congestion or runny nose • Trouble breathing

• Persistent pain or pressure in the chest

• New confusion

• Inability to wake or stay awake • Bluish lips or face

• Every adult picking up children should bring a government-issued, photo I.D. (e.g. a driver’s license) every day.

PARENT HANDBOOK 17



2022-2023 School Calendar

| August 24- Sept. 2 Staff Preparation Days |
| --- |
| August 29, 6:00 P.M. Back-to-School Night (Required--Adults ONLY) |
| September 6 First Day of Classes |
| September 19 Professional Learning Day, NO SCHOOL |
| September 27 VIRTUAL Literacy Night |
| October 5&6 Grandparents’ Day |
| October 17 Professional Learning Day, NO SCHOOL |
| October 26 Family Ministries Trunk or Treat |
| October 27 & 28 Classroom Halloween Parties\*\*ASK TEACHERS ABOUT 31 |
| November 8 Fall Conferences, NO SCHOOL |
| November 11 Veterans Day, NO SCHOOL |
| November 16 & 17 Thanks is for giving projects |
| November 21 - 25 Thanksgiving Break, NO SCHOOL |
| December 16 Christma Program and Santa |
| December 19 - Jan. 2 Christmas Break, NO SCHOOL |
| January 3 Professional Learning Day, NO SCHOOL |
| January 4 Classes Resume |
| January 16 Martin Luther King, Jr. Day, NO SCHOOL |
| January 28 Open House for prospective families |
| February 6 & 7 Conferences, NO SCHOOL |
| February 13 & 14 Classroom Valentine’s Day Parties |
| February 20 Presidents’ Day, NO SCHOOL |
| March 10 Family Game Night |
| March 13 Professional Learning Day, NO SCHOOL |
| March 27 - 31 Spirit Week |
| April 3 - 7 Spring Break, NO SCHOOL |
| April 10 Staff Enrichment Day, NO SCHOOL |
| April 28 (evening) Prom |
| May 11 Last Day of School |
| May 11 (evening) Graduation |
| May 12, 15, 16 Staff Closing Days |

Activities may be added or changed throughout the year,

and all dates are subject to change.

A \*indicates events that have changed from original calendar.

Highlighted activities will only occur if health guidelines change.

**Statement of Acknowledgement**

I have read the Shiloh Preschool Parent Handbook, 2022 – 2023, including any updates listed below. I agree to all of the policies stated in this document.

Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Acknowledgement**

My signature below indicates acknowledgement that the 2022-2023 Shiloh Preschool Emergency Preparedness Plan is available to me by request. I understand that if I have any questions, it is my responsibility to seek clarification from the Preschool Director or Assistant Director.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT HANDBOOK 18