



HOPE CHURCH

LITTLE SCHOOLHOUSE

Parent Handbook

2025-2026

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Train a child in the way he should go, and when he is old, he will not turn from it. Proverbs 22:6

GENERAL INFORMATION

Our Mission:

Little Schoolhouse Preschool (LSP) is a ministry of Hope Church and is committed to providing excellence, professional staff, Christ centered environments and loving relationships for the education and whole development of young children and their families.

Philosophy:

We understand that early childhood is a critical phase of development. We are dedicated to providing a holistic approach to learning that embraces intellectual growth and emotional, social, and physical development. Our team of experienced educators is committed to creating a nurturing Christian environment where children feel safe to explore, investigate, and engage.

Hours of Operation:

Office Hours: Mon-Thurs 8:30am-2:00pm, Fri 8:30am – 12:30pm

Class Hours:

Scheduled Closings:

Sunday	Closed	Teacher Workday
Monday	9:00am-12:00pm	Fall Break
Tuesday	9:00am-12:00pm	Christmas Break
Tuesday Frogs only	9:00am-1:00pm	MLK Day
Wednesday	9:00am-12:00pm	Teacher Workday
Thursday	9:00am-12:00pm	President's Day
Thursday Frogs only	9:00am-1:00pm	Teacher Workday
Friday	9:00am-12:00pm	Spring Break
Saturday	Closed	

Classroom Ratios / Max Group Size:

Group		Staff/Child Ratio	Max. Group Size
2 ½-3-year-olds	Turtles	2:10	10
3-year-olds	Bears & Elephants	2:12	12
4-year-olds	Frogs, Giraffes, Butterflies	2:16	16
5-year-olds	Penguins	2:14	14

Licensing, Ratings, & Reports:

LSP is licensed by the state of Ohio Department of Children and Youth (DCY) for 102 children (ages 30 months - 5 years) and holds a Gold rating in Ohio's Step Up to Quality (SUTQ).

- * The laws and rules of governing a childcare center are available in the office for review upon request
- * LSP does not discriminate upon the basis of race, color, religion, sex, or natural origin.
- * LSP is inclusive for children with special needs to the extent that staff training/certification allows.
- * Administrator & staff are mandated to report any suspicions of child abuse or neglect to Children's Services
- * View licensing compliance report, complaint investigation reports, evaluation from building and fire department & Step Up to Quality rating in the office or <http://childcaresearch.ohio.gov/>
- * If you suspect a violation of the childcare rules, you may notify DCY: 1.800.859.0829

Daily Schedule:

Each teacher sets their daily schedule in a format that best meets the needs of their group of children.

Sample classes	schedule 9:00am-12:00pm	Sample schedule 9:00am -1:00pm class
9:00	Welcome/ Circle Time	9:00 Welcome/ Opening Activity
9:15	Learning Centers	9:30 Circle Time/Music
10:30	Restroom/Wash Hands/ Snack	10:00 Gym/Outside
10:45	Gym/Outside/Activity Room	10:20 Small Group Learning Centers
11:10	Small Group	10:40 Bible Time/Share Time
11:30	Story Time /Closing Circle	11:00 Wash Hands/ Lunch
		11:30 Learning Centers
		12:40 Closing Story/Goodbye

Parent Connections:

Communication: We depend upon an honest and mutually cooperative relationship between parents and teachers. We must communicate and support each other in our mutual task of nurturing our children. Ways we communicate: parent/teacher conferences, newsletters,

messaging in our preschool app (Brightwheel), request a phone call with teacher/administrator. Brightwheel provides messaging, billing, newsletters, and child's progress.

Opportunities: LSP has an open-door policy and invites parents/guardians to a variety of events throughout the year. Parents can volunteer for classroom &/or school-wide opportunities. If you are volunteering/observing during our class hours, we ask that find a sitter for any siblings. Check in at the office for admittance to the classroom. A few opportunities:

Opportunity	Timeframe	Location	Who's invited
Meet the Teacher	Aug	Classroom	Child & Parents
Family Social	Sept	Playground	Whole family
Field Trips	Oct & Apr	TBA	Child & Parents
Breakfast with Buddies	Nov	Classroom	Important adult
Christmas Event	Dec	TBD	EVERYONE
Muffins in the Morning	Mar	Classroom	Important adult
End of year Carnival	May	Parking lot	EVERYONE
Classroom Prep	Varies	Anywhere	Adults only
Classroom experiences	Varies	Classrooms	Adults only
School Library	Monthly	Preschool	Adults only
Christmas event set up	Dec	TBD	Adults only
Carnival Prep	May	School/home	Anyone

*For your privacy, LSP has a nursing moms room located in ECC hallway by the family restroom.

Feedback: A mid-year survey is sent out to collect feedback on our program and staff. If concerns, complaints, or problems need to be addressed by the directors, don't hesitate to contact us or the Director of Hope Church Kids Ministry if the concerns are not adequately resolved by the Director.

Tuition, Fees, & Charges:

LSP operates as a self-supporting, educational non-profit organization. Enrollment into LSP is a 9-month commitment to our program, Sept-May. Tuition is a yearly rate payable in 9 monthly installments.

Payment Information: **Tax ID 31-1313622**

Invoices are posted to your account 15 days prior to due date each month.

- * Payment is due by the 10th day of each month.

First payment including fees is due July 7, 2025

- * Check, cash, or online through Brightwheel.
- * Make Checks payable to LSP.
- * Put your child's name on the memo line.

Remaining 8 payments will be collected Oct-May

- * Submit in person with check or cash by placing in black drop box outside of the preschool office.
- * Direct Debit/ACH from your bank account through Brightwheel/online.
- * Credit card- please note that third party fees will be incurred.

Receipts & tax statements are available in Brightwheel under "View Transactions" in your profile.

Tuition Rates:

Class	Tuition Agreement	9 Monthly Installments	Supply / Field trip fee
2-day	\$1,800.00/year	\$200.00/month	\$110.00
2-day + Enrichment	\$2,700.00/year	\$300.00/month	\$160.00
3-day	\$2,070.00/year	\$230.00/month	\$110.00
4-day	\$2,475.00/year	\$275.00/month	\$110.00
4-day + Enrichment	\$3,375.00/year	\$375.00/month	\$160.00

- * 10% discount off tuition for each child for families with more than one child in the preschool

One-time, Non-Refundable Fees:

Registration Fee: \$80/1 child or \$100/multiple children

Supply & Field Trips: \$80 (Turtle class only) \$110 or \$160

Late Payment Fee: \$15 if payment is not received by the 10th of the month

Late Pick Up Fee: if child is not picked up by 12:10pm (1:10pm for TR Frog class) your account will be charged \$5/minute until child is picked up

Early Withdrawal Policy:

In the event you need to withdrawal from LSP, you must submit a written request stating the reason for withdrawal and the child's last day to attend class. **A \$250 withdrawal fee will be collected for all early withdrawals.**

POLICIES AND PROCEDURES

Enrollment:

Enrollment is on a first come first served basis and children are placed according to family preference at the director's discretion. Each student must have the following forms on file at LSP before the child's first day of school:

- * Current Child Medical Statement
- * Child Enrollment and Health Information Form
- * LSP Agreement Form

LSP reserves the right to permanently disenroll a child. Reasons can include but are not limited to: breakdown of a cooperative relationship between school and parents, a child's needs cannot be met through our program, aggressive behavior, and non-payment of tuition.

Children enrolled in our 3-year-old, 4-year-old, & 5-year-old programs must be fully potty trained.

A child is considered fully potty trained when:

1. Wears underwear (diapers and pull-ups not permitted)
2. A child can express verbally the need to use the toilet.
3. A child can pull down their own pants/underwear and get them back up without assistance.
4. A child can wipe themselves without assistance.

Children in our 2 ½ - 3-year-old program (Turtle Class) do NOT need to be potty trained. Diapers will be changed every

2 hours. Please provide diapers in your child's backpack. One staff member will diaper children as the floating aid comes in to ensure ratios are maintained.

Health Screening & Child Medical Statement:

Each child will have a "Child Medical Statement" on file.

Form requirements:

- * Completed by physician
- * Exam date within the past 11 months
- * Immunization record or parent signature if no or incomplete immunizations
- * Health Screenings: vision, dental, height, weight, hearing, blood lead & hemoglobin levels

Form expiration:

- * One year after the date of exam noted on form
- * A reminder for renewal will be sent 30 days prior to expiration
- * Must be renewed within 30 days after expiration
- * Failure to submit an updated form results in your child not able to attend school until a new form is submitted

No/Incomplete Immunizations:

Unimmunized children are permitted to attend with parent signature on the designated declination on the child's medical statement. The director will keep a list of these and will contact them within 24 hours of knowledge of disease contamination.

Health Concerns / Medical Conditions:

Children with a health concern or medical condition requirements:

- * Completed a "Child Medical/Physical Care Plan for Child Care" form
- * Provide needed medications to be kept at the center
- * Medications are to be labeled with name of medication, dosage, and prescription label if a prescribed medication

* Parent will train classroom teachers, director, assistant director, and floating aid on how to care for the child, signs, and symptoms to observe, as well as how and when to administer medications

* Medication and care plan form will be stored in the classroom emergency red backpack and taken with the group to all locations

* Medication given during school hours is administered only by persons who have been trained on the child's care. Record of date, time, and dosage will be recorded on child's medication form, and parents will be notified.

Supervision of Children:

LSP is committed to a high standard of supervision. Children are considered under the supervision of LSP staff from the time they are signed in until they are signed out. Parents/Guardians are responsible for the safe arrival and departure of their children. Once in our care, each staff member is required to:

1. Leave no child unsupervised.
 - a. Children are within sight of and hearing of staff members.
 - b. Staff understand each child's needs and is accountable for his/her care including but not limited to developmental needs, behavioral needs, and parental preferences.
 - c. Staff are aware of and responsible for the activity of each child, are near enough to respond and reach children immediately.
2. Not be under the influence of any substance that impairs the staff member's ability to supervise children and/or perform duties.
3. Have immediate access to a working telephone on the premises which is available and be capable of making outgoing calls and receiving incoming calls.
4. Only release a child to the parent or to a person who

has been previously approved by the parent.

5. Not permit children to be exposed to inappropriate language or media.

Child Guidance:

Staff will facilitate learning to each child at their own level of learning. Creative Curriculum, Ohio's Early Learning and Development Standards and staff observations guide lesson plans each week. Skills and concepts are explored through child-led, teacher-led, & small group experiences. Plans consist primarily of child-led learning experiences where teachers come alongside children during play to facilitate deeper levels of knowledge, understanding and development.

Screenings, Assessments, Progress Reports:

Screenings and assessments help us determine each child's level of development and is used to plan experiences for all levels of learning as well as track progress. Results are not reported to the State. They are shared with parents and used to set goals for each child. Screenings, assessments, and progress reports occur throughout the year and copies of each are kept in the child file.

Tool	What is it?	Timeframe
Ages & Stages Questionnaire	Developmental & emotional screening completed by parent. ALL parents are required to complete this simple, yet effective tool.	Within the first 60 days of school and annually thereafter
Ohio's Early Learning Assessment	Formal assessment is a continual process as teachers observe each child. Observations are held to the assessment tool to determine the child's level of development in all areas.	Continuous throughout the year
Teacher Observations	Informal assessment of children as they engage in experiences.	Continuous throughout year

Speech Screening	Given by a certified speech pathologist to determine if a child needs further evaluation. Children with speech concerns only – speak with teacher if you are unsure	Late fall or early spring
Social / Emotional Report	A brief report on social & emotional development completed by teachers	6 weeks after 1st day of school
Fall Progress Report & Conference	A full report of your child's level of development in all areas; cognitive, social/emotional, physical. Parents receive this report one-week prior to the parent/teacher conference. Conferences provide a platform for discussing progress & concerns	12 weeks after start of school
Spring Progress Report	Full report of child's progress to date Conference is optional	20 weeks after start of school

Attendance:

Drop Off & Pick Up

Drop off is 9:00am and pick up is 12:00pm (1:00pm for TR Frogs)

Use the main doors to enter building

No parking in the fire lane (half circle) or handicap spaces

Adults will escort the child to the classroom door & from classroom to vehicle

Adult MUST sign child in & out of classroom each day

If someone NOT on your child's list of people permitted to transport will be picking up – inform teachers & directors in writing who will be picking up. Have pick up person bring photo ID

If you are unavoidably delayed – call 513.729.9928 or send message in Brightwheel. Failure to call may result in late fees

Custody Agreements

Parents who have a custody agreement, please discuss with directors prior to child coming to school so arrangements can be made

Absences / Tardy

Notify teachers & director through preschool app if your child will be absent or tardy

Please state the reason for absence

School Closings, Cancellations, Delays

In the event of inclement weather, directors will monitor conditions and determine if classes will be cancelled or delayed by 1 hour.

Families will be notified via Brightwheel messaging

Cancellations and delays can also be found on:

Hope's website: <https://www.hopemason.org/>

Local TV Channels: Fox 19, WLWT 5, and WKRC 12

Outdoor Play:

All classes will go outside for large motor development for at least 20 minutes each day. Staff/child ratios will be maintained, and staff are required to take their emergency backpack, walkie talkie, and cell phone. The playground may be closed for temperatures below 32°, ice, lightning, rain, or playground maintenance. When unable to use the playground, classes will use the gym room located across the hall from ECC doors for large motor.

Discipline Policy:

It is our strong belief that designing a positive, stimulating environment leads children to positive behaviors. To maintain a positive environment, all staff **will**:

1. Set clear limits.
2. Redirect to an appropriate activity. (positive redirection)
3. Show positive alternatives.
4. Model the desired behavior.
5. Reinforce appropriate behavior.
6. Encourage children to control their own behavior, cooperate with others and solve problems in appropriate ways. Using active listening, we walk children through conflict resolution with others.
7. Separate the child from the situation. This is not a time out, rather the child's decision to either change behavior or change activities. When the child has regained control of feelings and behaviors, the teacher will review the issue and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control
9. Occasionally a child may become so distraught that staying at school may be even more frustrating. In this case, the director will sit with the child and call the parents to plan the next steps.

HEALTH / WELLNESS

Snack / Lunch:

Parents will provide a healthy snack for their child each day in attendance, (TR Frog class only, provides a lunch), that conforms to the USDA guidelines.

USDA guidelines:

Healthful foods that meet nutrient requirements

Limit calories and sugars

Meets 1/3 of recommended daily allowances

Healthy recommendations are foods that meet one of the following:

Rich in grains	Contain at least a ¼ cup of fruit &/or vegetables
Have a fruit, vegetable, protein, or dairy product as the first ingredient	Contains 10% or more of the percent daily value of potassium, dietary fiber, vitamin D, or calcium

Fresh drinking water is available in the classroom throughout the entire day. LSP has extra snacks available should a child forget or bring food that may contain nut/nut products.

LSP is a nut free school – thank you for understanding!

Managing Illness

Keeping LSP a healthy environment requires the cooperation of families, staff, & administration.

1. All staff will be trained in the prevention, recognition, and management of communicable diseases through the communicable disease management courses. Staff members are instructed in hand washing and disinfecting procedures as part of their training.
2. Children will be observed as they enter the classroom and throughout the day for “symptoms of illness.” If symptoms are observed, the directors will work with teachers to determine if the child needs to be sent home. If the child is going home, he/she will be isolated from the other children by going to the office with the directors. Parents will be contacted to pick up the child immediately. If parents are unavailable, the emergency contact person will be called to pick up the child. The child will be readmitted to school when the symptoms are no longer present or when a physician indicates that the child is no longer contagious.
3. Parents are to notify the school within 24 hours when their child has been exposed to a communicable disease. The ill child’s identity will be held confidential when deemed necessary or when requested by the parents.
4. The communicable disease chart, listing various symptoms of disease, is posted in the teacher workroom. The guidelines outlined in this chart shall be followed for appropriate management of suspected illness.

5. Staff will not work in any capacity with the child if they have symptoms of a communicable disease unless a physician indicates that the illness is not contagious. Our floating aid, assistant director or director will replace ill staff members.
 6. A child who is experiencing minor common cold symptoms will be allowed to attend school only if they feel well enough to participate fully in the program.
-

Child is considered sick when demonstrating any of the following symptoms:

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

7. Child may return to school after 24 hours of being fever free without taking medication, no symptoms, or after contagious period has expired.

SAFETY

Emergency Procedures

In the unlikely event of an emergency, Little Schoolhouse Preschool has developed the procedures listed below:

Fire Emergency:

Teachers and children will exit the building to the designated safe zones (grass beyond playground or grass beyond parking lot). Parents will be notified of dismissal information as soon as it is safe to do so.

Tornado Emergency:

Classes will seek shelter in their designated space. Parents will be notified as soon as it is safe to do so.

Loss of heat, power, or water / Snow or other weather emergency:

Children will be kept in their classrooms until parents can be notified of early dismissal.

Threats to the safety of children due to environmental situations:

Local emergency squads will be contacted immediately, and all staff will follow protocol as instructed by the task force. Children will be escorted to safe zones and parents contacted as soon as possible with instructions for pick-up.

Threats of violence:

All staff are trained to RUN, HIDE, FIGHT

- a. RUN- If possible, teachers will get all children out of their classroom and run the safest route possible to hide. When safe, teachers will begin to communicate with parents.
- b. HIDE- If necessary, teachers and children will proceed to their security positions in the classroom and remain hidden. All doors will be locked, not allowing anyone to exit or enter until safe to do so.
- c. FIGHT- If necessary, teachers will fight with any means necessary to protect the safety of children.
- d. The director(s) will text/walkie with staff to inform of situational changes/updates if possible.
- e. Teachers will use cell phones to communicate with parents when it becomes safe to do so. Parents will be able to call the school for up-to-date and dismissal information and director(s) will communicate when safe to do so.

Office: 513.729.9928

Mendi Cell: 513.257.9657

Trisha Cell: 513.260.4613

Serious Incident, Injury, or Illness Procedures (Life-threatening):

In the event a child needs emergency treatment:

1. Lead teacher and director will stay with the child until help arrives.
2. The assistant director will call 911, then call the parents to inform them of the situation. If unable to reach parents, the emergency contacts listed on the Child Enrollment and Health Information form will be notified.
3. Lead teacher or director will remain with the child in the ambulance transport if parents are not present.
 - a. It is the parent/guardian's responsibility to carry medical insurance for their children.
 - b. Little Schoolhouse Preschool will not reimburse the medical expenses of children in our care.
4. An incident/injury report will be completed when emergency transport is needed, or an unusual event which jeopardizes the safety of children.
5. The incident/injury will be documented within 24 hours using the state required Incident/Injury Report form. A copy of the completed report will be given to the parent/guardian on the day of the incident.

Parents who decline permission to transport their child in the event of a serious accident, injury or illness will be required to complete Little Schoolhouse's Emergency Transportation waiver form. Parents will write out the steps they wish Little Schoolhouse to take should it be necessary and shall include a written statement that the parent takes full responsibility for any resulting condition due to the lack of transportation to a care facility. Parents and director will both sign the written plan. Little Schoolhouse will not reimburse the medical expenses of children in our care.

Minor Accident, Injury, or Illness Procedures:

In the event of an accident, injury, or illness requiring first aid treatment:

1. One teacher will attend to the child

2. First aid will be applied if needed
3. Should the injury or illness affect the child's ability to stay at school, parents will be notified to pick up the child. If unable to reach parents, the emergency contacts listed on the Child Enrollment and Health Information form will be notified.
4. An incident report will be filled out, signed by the teacher and parent, and a copy will be given to the parent/guardian.
5. Signed report will be kept on file in the director's office.

Miscellaneous

What to Bring:

Dress in comfortable, washable play clothes	Rubber-soled shoes to protect feet from mulch
Dress according to the weather. We go outside everyday	Large backpack to carry projects & travel information folder
Complete change of clothes in his/her backpack	Please label everything with your child's name

Field Trip Policy:

Parents must sign a permission slip for their child to participate.

Parents are responsible for transporting their own child to and from the field trip site. Due to car safety restraint regulations, carpools will not be arranged by the school. Parents may make their own carpool arrangements with other families if they so desire.

We invite parents to join us on all field trips, however we request siblings not attend due to ratios.

A first aid kit and a person trained in first aid will accompany the children on all trips.

Teachers will bring the classroom emergency backpack that contains medical/dental forms, child medical care form & medications, if applicable

Each child will be properly identified with a tag indicating

Little Schoolhouse Preschool information.

- * Ohio's car seat law requires all children to be restrained until 4 years of age and 40 pounds in a properly used child safety seat that meets federal motor vehicle standards. Since October 7, 2009, Ohio law will require children ages 4-7 who are less than 4'9" tall to ride in a federally approved booster seat.

Request for Release of Child's Records

Parents must complete a written request for release of child's records to a new setting. See directors for this form.