

# Parent Handbook

## Shiloh Preschool Learning Center

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

Web: [www.shilohpreschool.com](http://www.shilohpreschool.com)

E-mail: [preschool@shilohumc.com](mailto:preschool@shilohumc.com)

# 2024 - 2025



## 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.

## 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 inside the preschool office.

### Hours, Rates, and Ratios

We offer classes Monday through Friday for morning or afternoon sessions (between 8:15 and 3:00) during the traditional school year, September to May (please see calendar for exact dates we are in session). Shiloh Preschool follows Oak Hills calendar for scheduled closings. Due to the short nature of our part-time program, We do not offer nap time.

### Classes offered

**T/TH Toddlers (2.5) 9-11:30pm \$185/month or \$1581 paid in full**

**T/TH Preschool (3-5) 9-12PM \$195/month or \$1667 paid in full**

**MWF Toddlers (2.5) MWF 8:15-10:45 \$205/month or \$1752 paid in full**

**MWF AM Preschool (3-5) 8:15-11:15 PM 12:15-3 \$225/month or \$1923 paid in full**

### Our daily schedule includes:

- Open Choice time
- Small and large group
- Outdoor Large muscle  
( indoor available if  
needed)
- Snack

## Ratio

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

- Two-years and six months old children, 6:1
- Maximum group size 2:16 Appendix A to Rule 5101:2-12-18
- Three-five year old children, 9:1
- Maximum group size 2:24 Appendix A to Rule 5101:2-12-18

## MISSION, VISION AND PHILOSOPHY

### • Philosophy

Shiloh Preschool believes that every child can learn, and that all children learn differently. As teachers, our role is to learn about every child and help each one explore, question, and develop ideas through play. Our foundation is that all people are a part of God's family, supporting Shiloh's vision to seek and share God's gift of oneness.

### • Vision

Shiloh Preschool's vision is to empower our students to develop physically, cognitively, socially and emotionally to build independence by viewing them as leaders in their own education.

### • Mission

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 nature based enrichments. The physical, emotional, and social well-being of each child is the staff's primary focus at Shiloh Preschool.

## Goals for Toddlers

- Foster language development through consistent exposure to rich dialogue and vocabulary, books, and music.
- Enhance problem-solving skills and creativity by engaging in child-led play with open-ended materials.
- Develop independence and self-confidence through repeated activities that allow for exploration and mastery.

## Goals for Preschool

- Foster a love for learning and self-expression, empowering children to take ownership of their education and build confidence in their abilities.
- Enhance cognitive abilities and critical thinking through the use of interactive tools, hands-on

experiences, and repetition of activities, fostering problem-solving and creative thinking.

- Cultivate social-emotional skills and collaboration through child-led play and involvement with the greater community.

**Social and emotional Goals for Students:**

- Students will learn to manage their thoughts, feelings and behaviors, empowering them to reach their goals. -Manage themselves -Resolve conflict -Prevent Bullying -Develop Prosocial behaviors
- Students will learn the seven skills of Discipline that, when utilized consciously, yields critical core values and life skills. These seven skills are: Composure, Encouragement, Assertiveness, Choices, Empathy, Positive intent, and Consequences.

CONSCIOUS SKILL (emerges from powers)	LIFE / COMMUNICATION SKILLS	VALUE
<b>Composure</b>	Anger management, delay of gratification	Integrity
<b>Encouragement</b>	Pro-social skills: kindness, caring, helpfulness	Interdependence, optimism, gratitude
<b>Assertiveness</b>	Bully Prevention, healthy boundaries	Respect for self and others
<b>Choices</b>	Impulse control, goal achievement	Persistence
<b>Empathy</b>	Emotional regulation, perspective-taking	Honoring diversity, honesty
<b>Positive Intent</b>	Cooperation, problem-solving	Compassion, generosity
<b>Consequences</b>	Learning from your mistakes	Responsibility

## Screening and Assessments

In August, parents will receive the Ages and Stages Questionnaire by mail to be returned by August 30th. This is a screening instrument that is used to have a baseline of your child's development. With this knowledge, we can begin to structure our curriculum and create goals. During the year, we will also complete

informal and formal assessments in order to keep you aware of your child's continued development. Parents may contact teachers via email for immediate questions or concerns about their child. We offer conferences in the fall and spring. There is an additional check-in in the winter for those that feel they need it.

## **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 person may be handled by the director with a call to the parent and the child may be sent home.

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 until accommodations can be put in place to ensure the safety of all students and staff, 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. Expulsion from the program will be reported to ODJFS.

## **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.**

## Enrollment

### Application for Enrollment

Enrollment opens in January of each year. . The following are required at the time of enrollment. **The Enrollment process is not complete until the registration form is submitted and fee is paid:**

**Registration:** Fill out Google Registration Form found at [www.shilohpreschool.com](http://www.shilohpreschool.com)

**Registration fee** per family (non-refundable),\* payable by cash, money order, check, or online.

Returning Family \$50

New Family \$100

**Five Star Registration System:** All forms are required prior to August 30th.

These provide the center with necessary personal information as well as any allergy, health, or medical conditions and permissions. The school must have an emergency transportation authorization on file for each child. This section of the JFS-1234 child enrollment and health information for childcare 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.

A JFS-1305 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/initials on Jfs-1305 form 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.

- Our Emergency Preparedness Plan is available on Five Star or in the office to the parents/guardians of enrolled students.

Potty Training is no longer a requirement of Shiloh Preschool. Please provide pulls-ups and wipes as needed for your child's development.

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 on the basis of race, color, religion, sex or national origin, or disability, in violation of the Americans with Disabilities Act.

### **Activity Fee & Snack Guidelines**

A one-time payment is required for both snack and activity fees and is due by September 16th.

Activity fee \$30

Snack fee \$60

Shiloh Preschool will provide a daily snack that includes 2 food groups and meets one-third of the child's recommended daily dietary allowance for snacks. We will only provide supplemental food or modified diets if parents fill out the JFS-1236 form. Since our students are only here 3 hours per day or less, Shiloh preschool will only serve water unless medically necessary and a JFS-1236 form is completed.

### **Tuition**

Tuition can be paid online via stripe in our FiveStar registration system, cash, check or money order.



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. Late payments are required to be paid online or in person only. We accept online payments, 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 \$36.00 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.**

- **Each family will be required to sign a tuition contract this year in FiveStar**

## **Withdrawal Policy**

If you withdraw your child for any reason after August 1, you are responsible for the full year's tuition. Guardian must provide at least Ninety (90) days signed WRITTEN NOTICE to the Head of School to withdraw the Student from the School during the school year. Tuition will be collected during the 90-day notice period, and after the 90-day notice period, Guardian will no longer be responsible for tuition payments pursuant to this Agreement.

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 the best next steps, which may include helping them find a center equipped to meet their needs.

## **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 for 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.

## **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.
- StoryPark app: Once fall enrollment is complete, you will receive an invitation to download story park, which will allow you to receive and respond to photos and activity updates of your child while he or she is at school.
- Google Reviews: If you are satisfied with the education and care that your child has received please consider leaving us a google review.

# **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.

### **On-site Breastfeeding Space**

We offer a private space in our church that can be used if a parent needs to breastfeed or pump during school hours. If that is a need for you please see the office and we will help you.

### **Adults Picking up Children**

No child will be released to a person not listed in the JFS-1234 child enrollment and health information form 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.

## **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 post the symptoms for others to be aware of per JFS licensing requirements. We will not reveal the student's identity.

## 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, socks and shoes) 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, **Please apply SPF 50 or higher sunscreen before your child arrives at school**. 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 must ring the bell located outside each entry door to gain admittance during classroom hours. Only persons listed on the JFS-1234 child enrollment and health information form or in writing from guardian will be permitted to pick up. We practice weather and emergency drills including lock down procedures in accordance to ODJFS requirements. All staff are trained in CPR/First aid, emergency preparedness plans set forth by ODJFS and Delhi Township Police department and stop the bleed.

## 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. – 12:00 P.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.

## Other Policy Reminders

### **Birthday Policy**

Shiloh Preschool does not allow birthday treats or goodie bags. We wish to be intentional when celebrating another year of your child's life by looking at pictures of them from birth to current age, hearing their birth story, and singing a special song. We invite a special person from the child's life to come in and share those things with the class but the teacher will facilitate it if a family member can not attend. Any items that come in beyond pictures or a momento ( such as a baby blanket or favorite lovey the child wanted to share) will be kept in the office and returned at the end of the day.

### **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 is dismissed 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

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 emergencies include 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 in the preschool hallway. 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 on FiveStar.

### **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.

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: 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) will be conducted monthly, and intruder drill will be conducted quarterly. 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.
- 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 are 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 [ktomlinson@shilohumc.com](mailto:ktomlinson@shilohumc.com)

ACTION: Final  
Appendix C to Rule 5101:2-12-07

EXISTING  
Appendix  
5101:2-12-07

DATE: 03/11/2024 9:55 AM

### Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

