

GREEN-OAK PRESCHOOL

1921 Woodman Dr. Kettering, Ohio 45420 937-252-7840

Welcome

Dear Parents or Guardians,

As you enroll your child in preschool we congratulate you in taking this important step for your child's development. At preschool a child can learn to become independent and responsible.

The Green-Oak Preschool is a child's world, full of child's size equipment, carried on at a child's pace.

We realize that for some children this is their first experience in a school situation. We, the staff, are continually striving to make it a very good and positive experience for each child.

We strive to make learning fun and exciting, while the children learn the basic skills that they need in order to be successful in school.

The Green-Oak Preschool has provided a Christian atmosphere for over 50 years, and we continue to offer a loving atmosphere where each child may learn that he/she is important.

We continue to work to meet the purposes and goals of the Green-Oak Preschool.

As qualified and experienced staff we want you and your child to know that love, support, comfort and encouragement are ever present.

Sincerely,

Green-Oak Staff

GREEN-OAK PRESCHOOL INFORMATION

LICENSING

1. Green-Oak Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in the Preschool office.
2. Recent licensing inspection reports and any substantiated complaint investigation reports, for the past two years are posted in a conspicuous place in the facility for review.
3. The licensing record, including licensing inspection report forms, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is:
<http://jfs.ohio.gov/cdc/childcare.stm>
4. It is unlawful for the Preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq..
5. A toll-free telephone number is listed on the Preschool's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the Preschool upon request.
6. The administrator and each employee of the Preschool is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.



GOALS AND PHILOSOPHIES

1. To provide an environment conducive to the development of the whole child
2. To help the child build a healthy self-concept
3. To expose the child to intellectual and academic experiences
4. To help the child develop large and small-motor coordination
5. To encourage the child to respect the feelings and rights of other children
6. To help the child develop her creativity
7. To encourage the child to be active, curious and confident with the world around her



MUSIC CLASS

Once A Week With A Qualified Music Teacher

1. Provides enjoyment
2. Helps children acquire good listening skills
3. Helps improve enunciation of words
4. Helps children be more comfortable with others


Movement in Music

1. Helps children learn to control their bodies
2. Helps children become aware of what their bodies can do




GREEN-OAK PRESCHOOL INFORMATION

PROGRAM



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1. Green-Oak Preschool is open Monday through Friday 9:00 - 11:30 AM. On Monday, Wednesday and Friday we have afternoon classes from 12-2:30 PM.
 2. The staff/child ratio and maximum group size for the 5 year olds and 4-5 year olds is 1/11; the 3-4 year olds, 1/10.
 3. A sample of the daily program is as follows:

9:00 - 9:20	Learning Activities
9:20 - 9:45	Play Room with Activity Centers
9:45 - 10:00	Restroom, Wash hands, Snack
10:00 - 10:30	Music or Learning Activities
10:30 - 10:55	Muscle Building Room or Outdoor Play Area
10:55 - 11:25	Art, Story
11:25 - 11:30	Prepare for Home

SCHOOL CALENDAR

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1. School begins in September on the Tuesday and Wednesday after Labor Day.
 2. Picnics and last days of school will be the week before Memorial Day.
 3. We follow the Kettering City School Schedule for holidays and Christmas and Spring Vacations.

GUIDANCE AND MANAGEMENT POLICY

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1. Teachers assigned to supervise a child or group of children shall be responsible for their guidance and management. Specifications of rule 5101:2-12-22 of the Administrative Code apply to all employees of the Preschool.
 2. Staff use Positive Approaches to help children behave constructively. Guidance methods include:
 - a. Redirection
 - b. Planning ahead to prevent problems.
 - c. Encouragement of appropriate behavior.
 - d. Consistent, clear rules developed in conjunction with children and discussed with them to make sure they understand.
 - e. Staff describes the situation to encourage children's evaluation of the problem rather than impose the solution.
 - f. Logical or natural consequences applied in problem situations.
 - g. Child spends 2-3 minutes in a time-out chair facing the group only as necessary.
 - h. Child is separated from the class situation by the Director only as necessary.
 - I. The teacher communicates and consults with parents or guardians in implementing any specific behavior management plan. This plan must be consistent with the requirements of rule 5101:2-12-22 of the Administrative Code.
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GREEN-OAK PRESCHOOL INFORMATION

SUPERVISION OF CHILDREN

1. Child Drop-off and Pick-up
 - a. Morning classes start at 9:00 AM. Doors will open at 8:55 AM. Bring the child to his classroom door. Pick-up time is 11:30 AM. Parents wait in the hall until the teacher dismisses the children one at a time. Afternoon classes start at 12:00 PM. You can drop the child off after 11:55 AM. Pick-up is promptly at 2:30 PM.
 - b. If someone other than the custodial parent or guardian will be picking-up your child, please have them listed on the "Pick-Up Permission Form" in the registration packet. If you are having someone pick-up your child and they are not listed on this form, please send a note to the teacher or call the school to let us know the name of the person picking-up your child. Remember we have your child's safety in mind.
 - c. If one of the child's parents is not a custodial parent, we ask the custodial parent to inform us on the "Pick-up Permission Form" whether this non-custodial parent has permission to pick-up the child.
2. All children will be supervised at all times that they are at the Preschool. Children shall be within sight and hearing of child care staff at all times.
3. A child can be moved into the next age group during the school year at the request of the parent or guardian or preschool staff. The parent or guardian and Preschool director shall sign a transitional agreement as required in rule 5101:2-12-30 of the Administrative Code.

SNACKS

The child is to bring a packed snack from home each day. We prefer that the snack have some nutritional value and discourage the packing of "sweets". We request that the snack not need refrigeration. Some good examples for snacks are fruit, crackers, pretzels and popcorn. The Preschool will provide water to drink with the snack.

PARTIES

1. We celebrate five holidays: Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. The Homeroom Parents and the Preschool Director plan these parties. The Parents provide the refreshments for these parties.
2. Birthdays are very special to your child and can be celebrated during snack time. If you wish to send a special treat, please notify the teacher several days before the birthday.


SNOW DAY POLICY

1. If Kettering Schools are canceled we are canceled also. Please listen to your radio, WHIO AM or TV, Channel 7. If for some reason it is necessary for us to cancel school when Kettering is having school, the information will be announced on WHIO AM and Channel 7. Snow days are difficult to call no matter when they occur. The safety of you and your children are our top priority. Remember you have the final decision even when we are open, as to how safe it is for you.
2. Tuition is not rebated for snow days.




EMERGENCY PROCEDURES


WEATHER ALERT PLAN

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1. Administrator will ring large bell throughout the Preschool.
 2. Teachers and children evacuate to basement hallway and teachers verify that all children are there.
 3. Children shall face the walls and get down as low as possible.


FIRE EMERGENCY PLAN.

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1. Anyone who sees a fire in the building, activates fire alarm and has someone call 9-1-1.
 2. Teachers and children exit according to the fire evacuation plan posted in the room they are in.
Teachers line up children outside and verify that each child is there.
 3. Teachers listen for next step either to return to the building, go to area of playground mulch or go to Ascension School's gym.


LOCKDOWN EMERGENCY PLAN

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1. If there is a serious threat of violence, administrator will lock outside doors or designate someone else to do so and will call 9-1-1.
 2. Teachers and children will evacuate to rooms in the building that can be locked: Preschool office, church and pastor's office or downstairs class rooms. Door windows shall be covered.
 3. Administrator will give instructions through intercom phones.

SERIOUS INCIDENT, INJURY OR ILLNESS PLAN

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1. A trained person administers first aid.
 2. Another teacher or adult supervises the class.
 3. Administrator calls parents and if necessary calls 9-1-1.
 4. If child is taken to the hospital it will be by an ambulance from the Kettering Fire Department . Administrator or teacher stays with the child until parent or guardian arrives at the hospital.

INCIDENT/INJURY REPORT

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1. An incident/injury report shall be completed by the teacher in charge of the child when the following occur: an illness, accident or injury which requires first aid; a bump or blow to the head; emergency transportation; or an unusual or unexpected event which jeopardizes the safety of children or staff.
 2. The Preschool shall document the incident/injury on the JFS 01299 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian or person picking up the child from Preschool. In situations requiring emergency transportation, the incident/injury report shall be available at the Preschool for the parent or guardian within twenty-four hours following the incident/injury.

MANAGEMENT OF ILLNESS

1. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.
 - a. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
 - b. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
 - c. Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
 - d. Difficult or rapid breathing
 - e. Yellowish skin or eyes
 - f. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
 - g. Untreated infected skin patches, unusual spots or rashes
 - h. Unusually dark urine and/or gray or white stool
 - I. Stiff neck with an elevated temperature
 - j. Evidence of untreated lice, scabies or other parasitic infestations
 - k. Sore throat or difficulty in swallowing
 - l. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
2. Isolation precautions: a child isolated due to suspected communicable disease shall be:
 - a. Within sight and hearing of an adult at all times
 - b. Cared for in another room or portion of a room away from other children
 - c. Provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide.
3. If the child does have a communicable disease and has exposed other children in the Preschool to the disease, then the Preschool will inform the other parents or guardian verbally, within the next day of Preschool of the symptoms to watch for and the incubation period. If parents or guardians do not come on site, we will attempt to reach them by telephone with this information.
4. "No medication, vitamins or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child." - State Law. The parent or guardian and administrator must follow Rule 5101:2-12-31 of the Administrative Code in order to have the child receive the prescribed medicine, vitamin or special diet.



PARENT PARTICIPATION POLICY

PARENT VISITATION



1. The parents or guardians are permitted to see all parts of the Preschool at the time they register.
2. Any parent, custodian, or guardian of a child enrolled in the Preschool shall be permitted unlimited access to the Preschool during all hours of operation for the purpose of contacting their children, evaluating the care provided by the Preschool or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

ASSISTANCE



Parents or guardians and employees who need assistance with problems at the Preschool should contact the Preschool Administrator. If further assistance is needed, they can contact the Chairperson of the Green-Oak Preschool Board, who is the Pastor of Greenmont-Oak Park Community Church.

NEWSLETTERS

The Preschool will publish monthly newsletters to keep parents informed about our program.

PARTICIPATION ACTIVITIES



1. Parents may volunteer to help their child's class on field trip days, party days, painting days and with the computer.
2. The Preschool will schedule events that enable the child's family to also become involved in the Preschool program. These include: Orientation Day, Open Houses, Breakfast/Lunch with Santa, end of year Picnics and Spring Programs.

PARENT-TEACHER CONFERENCES



1. We hold parent-teacher conferences for the parents of all children enrolled in the Preschool in order that the parent or guardian and teacher may discuss the child's behavior, progress, social and physical development or any pertinent information. 5-6 year old and 4-5 year old classes will schedule conferences with parents twice a year (Nov. and Apr.). 3-4 year old classes will schedule parent-teacher conferences once a year (Feb.).
2. Whenever there is a concern a conference can be scheduled by either the parent or guardian or by the teacher.

CONTACT INFORMATION



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

GREEN-OAK PRESCHOOL INFORMATION

TRANSPORTATION OF CHILDREN

1. Means of Transporting Children
 - a. For emergency transportation to a hospital, Green-Oak Preschool would call the Kettering Fire Department for an ambulance.
 - b. For field trips we will use the following means of transportation:
 - *Walking to the destination
 - *Riding a chartered bus to the destination
 - *Have a parent-appointed responsible person provide transportation to And from field trip site.
2. Children shall be assigned to specific teachers for each field trips. The teachers shall account for children while in route and at the destination of the field trip.
3. The Preschool shall have written permission from the parent or guardian before transporting or walking children off the Preschool premises.



PARKING

1. For the purposes of ensuring safety and facilitating the flow of traffic, we have a marked entrance and a marked exit. Always ENTER by way of the south driveway near Ascension School, marked ENTER ONLY. Always EXIT by way of the north driveway, marked EXIT ONLY.
2. You may park in the spots by the railroad building or by the garage.



REGISTRATION, TUITION AND FEES



1. To enroll your child in Green-Oak Preschool, you must pay a \$35 registration fee for one child, \$60 for two children or \$80 for three children. Also you must complete a registration form that contains enrollment and health information that is required by rule 5101: 2-12-37 of the Administrative Code. Please make your check payable to Green-Oak Preschool.

2. Tuition fees are payable each month during the year. **ALL TUITION IS DUE BY THE FIRST FRIDAY OF EVERY MONTH.** The tuition charges are as follows:



<u>Number of Children</u>	<u>Number of Days of Class</u>	<u>Charges</u>
1 child	2 days a week (TTh- am)	\$88 a month
1 child	3 days a week (MWF- am/pm)	\$107 a month
2 children in same family	both 2 days a week	\$164 a month
2 children in same family	1 child 2 days a week & 1 child 3 days a week	\$182 a month
2 children in same family	both 3 days a week	\$196 a month



3. Special payment arrangements can be made with the Preschool Director. However, if your tuition is not in on the due date, and you have not informed the Director as to why the tuition has not been paid, a \$5 late fee will be added to your monthly charge. If one month's tuition is not paid by the time the next month's tuition fee is due (again recognizing that The Director has not been informed) you will be asked to remove your child from the class until fees are paid.



4. We do not give refunds for absences, except for the days your child is hospitalized.

5. If parents are 15 minutes late picking-up a child, there will be a \$5 late fee that is to be paid that day to the teacher for her inconvenience. If you let us know in advance that there will be a problem picking-up your child we can make special arrangements and a late fee will not be charged provided it does not happen frequently.



6. A written notice must be given two weeks in advance if your child is going to withdraw from the school. If notice is not given, you will be charged for the extra two weeks.