

# PIONEER PRESCHOOL

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**2022-2023**  
**FAMILY HANDBOOK**

## **WELCOME!**

The staff and board welcome you to our Pioneer Preschool family! This handbook contains information regarding our program's intentions, policies, and procedures. Please use it as a resource, and contact us with any questions or concerns, any time!

## **ADMINISTRATIVE INFORMATION**

- Pioneer Preschool is in operation Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00am-11:30am. Office hours are 8:30am-12:30pm Monday through Thursday.
- Pioneer Preschool is licensed by the Ohio Department of Job & Family Services. The license is posted in the Preschool Office and on the window outside the Preschool Office. We follow the NAEYC Code of Ethical Conduct. It is also posted outside the office window.
- The licensing laws and rules are available at the preschool. Pioneer Preschool licensing records, including compliance report forms and evaluation forms from the health, building and fire departments, are available at <http://jfs.ohio.gov/cdc/childcare.stm>. The Department of Job and Family Services toll free number is 1-866-635-3748 or the Cleveland District Office number is 216-787-3401.
- The administrator and each employee of the school 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.
- Children will always be supervised in accordance with the Ohio Department of Job & Family Services criteria and standards. The preschool is licensed by the ODJFS and is subject to the rules and regulations of this department.
  - 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 director hours of availability and child/staff ratios are posted in a noticeable place in the school for review.
- The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of Job and Family Services.
- It is unlawful for us to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S. C. 12101 et seq.
- For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.
- The licensed capacity in each age category of the preschool is 0 infants, 12 toddlers, 70 preschoolers and 14 school aged children.
- Ratios and class sizes at Pioneer Preschool are lower than state requirement to

maximize your child's individual learning time. No child will ever be left alone or unsupervised. Children shall always be within sight and hearing of preschool staff members.

- Pioneer Preschool observes the following staff-child ratios and group sizes for each age group:
  - Toddlers: 1:7 or 2:14 our group maximum: 1:6 or 2:12 ○ 3s Class: 1:12 our group maximum: 1:10
  - Pre-K Class: 1:14 or 2:28 our group maximum: 1:10

## **PURPOSES & GOALS**

It is the purpose of Pioneer Preschool to joyfully welcome all children of diverse race, religion, cultural and economic backgrounds into a nurturing, caring, loving, and learning environment. This will be demonstrated by example and teaching that enhances a good sense of self and respect for all people.

The primary goal of Pioneer Preschool is to prepare each child for kindergarten by encouraging spiritual, social, emotional, physical, and cognitive development. Age-appropriate activities incorporating fine and gross motor skills, combined with language, art and music experiences will help each child to develop a love for school and learning, as well as a positive attitude and self-confidence.

A Christian emphasis will be developed by creating a loving, nurturing environment that is enhanced by mealtime prayer and the celebration of the Christian holidays.

We realize that parents entrust their children to us at a very early age. In response to this, staff members strive to create a supportive atmosphere that is respectful of children's and families' feelings, needs and concerns. We encourage understanding of the balance between rights and responsibilities of each member of a group. We respect the integrity of each family with its own experiences and preferences. Our goal is to assist each child in his or her own growth into a happy, relaxed, self-confident individual who is curious and eager to learn.

## **ADMISSION/ENROLLMENT**

- Tours: Children and parents are encouraged to visit during school hours. They will have the opportunity to tour the facility, meet the teachers, gather information, and ask questions, and see the program in action. The director will be able to show the school, explain policies and curriculum, and briefly get to know the parents and the personality and developmental level of the child. Tours are scheduled 9:30-11:00 Monday thru Friday, however tours may be limited to after the typical school day.
- Registration for the following year will begin in January. Parents who are enrolling two children may enroll both children when enrolling the oldest child.
- Registration: (In the following order)
  1. Church Families, board members
  2. Currently Enrolled

### 3. Alumni

### 4. New Families

- Additional names will be placed on a waiting list, according to the lottery number. Families will be notified when space becomes available on a first come, first served basis.
- The registration fee of \$150. is NON-REFUNDABLE unless a class is cancelled. To qualify for registration, the child's birthday must be before the *Solon School's admittance deadline which is currently September 30th (i.e. 2 yo. before 9/30 for the 2-year-old class, 3 yo before 9/30 for the 3-year-old class).*
- Children will be registered for the appropriate aged class unless approved by the directors. Any decision to move ahead or to a younger level will be made in a conference held with the parents, teachers, and the director. The move will not take place unless all parties approve.
- Children will remain in this class (2s, 3s, PreK) for the entire school year. An individual child will not move ahead when he /she has a birthday. The entire class (those children whose parents complete the formal registration process for the next year) will move ahead to the next level at the beginning of the next school year.

## **TUITION POLICY**

- Tuition for the Fall is due by 8/01/2022, with each month thereafter due on the 5<sup>th</sup> of the month. A \$25 late fee will be added each month if the tuition is not paid on time. If a check is returned for insufficient funds, the bank charge is parent responsibility.
- If payment and/or late fee is not received within seven (7) days of the due date, and other arrangements have not been worked out with the preschool, your child will not be able to attend class or register for enrichment classes until all payments are received in full. If payment is not received for Fall by September 6<sup>th</sup>, 2022, your child will not be permitted to start class, and we will assume you are withdrawing him/her from the school.
- If it is necessary for a child to withdraw for any reason, or if we must close due to state orders, tuition for the balance of that month will be non-refundable (ie, if your child attends until 10/13/2020 and withdraws on 10/14/2020, you still must pay for the month of October).
- Two weeks' notice is requested for withdrawals to allow time for the classroom teacher to prepare for the child's last day.
- Second Child Rate: If you have 2 children enrolled, you will pay a reduced second child rate on the youngest child's tuition. See Tuition Cost Form for details.
- Military Discount: A 20% discount is offered to families of overseas deployed military parents. Please see a director for the paperwork needed for this discount. • The required Medical Statement and Enrollment Form must be completed and on file on or before the first day of school. Every line of the Medical Form and Enrollment Form must be completed

or acknowledged with a slash or N/A. Your current Enrollment Form (JFS 01234 Rev. 12/2016) needs to be reviewed and any changes updated annually. • The prescribed Medical Statement (form JFS 01305 Rev. 12/2016) must be completed and on file on or before the first day of school. All physicals must have been within 1 year and signed by the child's doctor to be accepted. Children whose medical forms expire during the school year will be notified by a director and must be updated within 30 days or the child may not attend preschool. We do not administer routine medications or food supplements. We will administer emergency medication once the Administration of Medication Form (JFS 01217) has been completed by the parent and signed by the doctor.

- Pioneer Preschool does not allow for any exemption from required immunizations as prescribed by the Ohio Department of Health immunization schedule and as outlined on our Child Medical Statement. Proof of immunization must be given at least 24 hours before entry into the school. Medical exemptions will be considered on an individual basis.
- Children who do not have both forms on file in the Preschool Office may not attend school until all paperwork is submitted. All forms may be found on our website.

### **SOCIAL MEDIA POLICY**

Social Media, a term that encompasses blogs, microblogs such as Twitter, and social networks such as Facebook and YouTube, among others, is a component of everyday life. As the use of Internet search engines, blogs and social networks continue to grow, it is important to address potential safety concerns and to help ensure the appropriate use of social media. Pioneer Preschool has adopted the following policy, which applies to all forms of social media. Failure to comply may result in dismissal from our program and it is at the discretion of the director and preschool board to determine a course of action.

- We do not permit photography/video of any child (besides your own), parent or employee at Pioneer Preschool, to be posted on any personal website, blog, or online social network.
- By signing the Photo Release Form, you agree to have your child's picture on the Pioneer Preschool Facebook and Instagram page. Names of children in our program are never used on these sites.
- Defamatory, harassing, threatening, misleading, gossiping or invasion of privacy comments about Pioneer Preschool's program, teachers or the director should not be posted. Concerns should be addressed directly with the preschool director.

## **TOILET TRAINING POLICY**

We ask that all preschool children (ages 3 and up) are potty trained by day 1 of school.

Each child in the 3 year old Preschool class must be toilet-trained.

OUR DEFINITION of **"TOILET-TRAINED"**:

- The child can express the need to use the restroom without teacher prompting.
- The child can undress and dress him/herself as required with minimal teacher help. This includes zippers, belt buckles, snaps, buttons, and tights.
- The child can use toilet paper as necessary and take care of his/her private needs without teacher help.
- The child can wash his/her hands.

## **BATHROOM ACCIDENT POLICY:**

- The teachers will give assistance to any child who needs help in the restroom and will make every effort to make sure that each child gets to the restroom when/as needed. PLEASE, have your child go to the bathroom BEFORE school each day as to eliminate initial/many trips during our preschool time. Of course, we realize that accidents occasionally happen!
- If a child has two (2) consecutive accidents at school, the parent must remain in the school building the next day that the child is in school. If the child has an accident, the parent must change the child. If the child does not have an accident, then the parent does not need to be in the building on the following scheduled school day.
- If the child has a third accident, and toilet training does continue to be an issue, the parent and the director will decide what action would be in the best interest of the child, the family, and the preschool.

### **SAMPLE DAILY SCHEDULE**

Classroom Learning Centers 9:00-9:40am

Outdoor play space 9:40-10:05am

Circle Time 10:05-10:35am

Snack Time 10:35-10:50am

Group Activity / Gym 10:50-11:15am

Music/Movement 11:15-11:30am

Dismissal 11:30am

*These are only sample schedules and are subject to change from year to year or day to day depending on music class, holiday activities, or occupational play units.*

### **CALENDAR**

A preschool calendar will be distributed at the beginning of the school year and is available on the website. The school vacations will generally be scheduled to follow Solon Schools' Winter and Spring breaks. We DO NOT follow all of Solon Schools' holiday observances and teacher in service days. Refunds are not given for days a child misses because of illness, family issues or snow days.

### **FUNERAL CLOSING**

The preschool will be closed for funerals held at the church during preschool hours. Parents will be notified of these closings. Any additional closings will be determined by the director. There is no tuition refund for Funeral Closings.

### **SCHOOL CLOSING**

Inclement weather closings will follow Solon Schools' closings. If Solon Schools are closed due to inclement weather, Pioneer Preschool will be closed as well. Each teacher will explain the notification procedure for their class. There is no tuition refund for school closings due to weather.

**ROSTERS** Class lists, including the child's name, birthday, parent's names, address, and phone number will be distributed to the children in each class. The lists are provided to you as a courtesy. The rosters will not include any information of a student whose parent makes this request.

## **SNACKS**

Each child should bring an appropriate nutritional fully disposable snack each day, including food and beverage, that your child *can eat within 15 minutes*. Your child will need this in a disposable bag labeled with his/her name. Refrigeration is not available. NO juice pouches (i.e. Capri Sun) are permitted in any classes please. If a child forgets a snack, we will have snacks to offer.

## **ALLERGIES**

If any student, in any class, has an anaphylactic allergy to an ingestible food, then the entire class will become a "FREE" zone. The class contacts will be notified, and suggested snacks will be given by the teacher.

## **EMERGENCIES & ACCIDENTS**

Pioneer Preschool will take the following action in case of an emergency or accident:

- Children will be transported to the facility indicated on the child's Enrollment form for emergency medical or dental care by the Solon Emergency Medical Team. If a parent has requested DO NOT TRANSPORT on the Enrollment Form (JFS 01234), we reserve the right to refuse enrollment.
- The Emergency Medical Team (911) will be called if needed while on a field trip. • Any child who may require emergency medication in case of allergic reaction must have the proper release forms on file and provide the medication for the school. If the indicated procedure becomes necessary, it will be administered. The Emergency Medical Team (911) and the parent will be called immediately. If the paramedics feel that it is necessary, the child will be taken to the designated facility unless the parent is present to refuse such treatment. A teacher or the director will accompany the child to the emergency facility and remain with the child until a parent arrives.

## **NATIONAL ALERT**

- If the NTAS issues an imminent alert, Pioneer Preschool will close and remain closed during this Condition Red alert. We will do our best to notify you of this ahead of time. • If this condition would happen during our school hours, the following plan will be put into place:
  - Pioneer Preschool will close. Your children should be picked up at this time. Your child will only be released to you, or someone on your child's authorized pick-up list.
  - We will attempt to contact all via phone; however, please stay tuned to the situation and alert levels.
  - ALL doors to the school will continue to be locked.
  - We will meet you upon arrival with dismissal procedures.



## **EVACUATION PLAN**

If Pioneer Preschool ever becomes unsafe for the children during our operating hours, we will evacuate the building. The Preschool staff will take all the children in each class to Solon Community Church, located at 33955 Sherbrook Park Drive. We will notify families and will stay there until it is safe to return to preschool or until parent pick-up at that location.

## **ARRIVAL & DISMISSAL**

- Families will be greeted at the gym and front doors by a staff member.
- *All children will receive a temperature check upon arrival (while seated in the car).*
- *All families must submit a symptom screen upon arrival. The child may only come into school if the symptom screening questionnaire is signed with no negative answers.*
- *Being prompt is more important than ever given the emphasis placed on health concerns and the need to complete the screening prior to the child entering the building.*
- *Please call the school if your child will be absent. Please also give a reason for the absence.*
- Families will sign a pick-up authorization form which gives permission for a child to be driven home by someone other than themselves. A phone call is only acceptable to inform the preschool that someone who is listed ON this pickup authorization form will be picking up the child. A picture ID is required from anyone on your carpool form prior to the release of your child, so please let your contacts know that they will be asked for ID.
- Car safety seats required: Children transported in vehicles must be buckled securely into car safety seats/seatbelts that meet the state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. Another person on the authorized list will be called if this requirement is not met.
- Authorized list: Persons on the authorized list must be at least 18 years old and be able to supply documentation of their identity. Teachers will ask for ID of all people authorized to pick up your child.
- The following are some state recommended policies and practices that we feel will help make the end of the day transition just a little smoother. These are remote possibilities, but your children are important to us and we want to ensure the safety of you and your child.
  - Consent to leave by taxicab: Parents agree to leave Pioneer Preschool by taxicab and to reimburse the school for the cost of the cab, when a staff member believes that the safety of the child is better served if the parent or carpool person does not drive.

- Both parents' right to pick up: Under the laws of the state of Ohio, both parents may have the right to pick up their child, have unlimited access to the preschool, and participate in a conference with the child's teacher unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pickup list, must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating sole custody). Absent one of these documents, Pioneer Preschool may release that child to either parent if parent documents his paternity/maternity of the child.
- Shared custody parental agreement: Parents will file a copy of the section of the divorce decree that delineates custody, and write, sign, and file a written agreement about their child's pickup schedule and procedures. If a parent attempts to pick up the child on the other parent's day, that parent must document the change in the schedule or file a revised agreement.

### **COMMUNICATION**

- In addition to receiving printed class information and/or various teacher classroom communications, you will also receive updates from the directors with school wide reminders and memos.
- We communicate as much as possible through email and messaging apps. Please remember to check these. The email that we use is the one you gave us on the registration form. If you wish to provide us with additional emails for communication, please email the directors with these addresses.
- The teachers and the director are always available to answer questions in person or by telephone at (440) 498-1983 or by email at [director@pioneerpreschool.org](mailto:director@pioneerpreschool.org). • We welcome anyone in our classrooms or office.

### **CONFERENCES**

- Conferences will be offered once a year with parent and classroom teacher (and director, if requested by the teacher or parent) to discuss the child's behavior, progress, social and physical needs, or any other pertinent matter. These are typically held in the Spring.
- All conferences will be documented on a designated form and are kept confidential. A copy of this form is available to the parents.
- If a teacher feels that a referral is needed for your child, you will be contacted by the teacher to set up a meeting to discuss. Referrals are based on numerous teacher observations and documentation or a period.

## **SAFETY**

- At no time, is a child to be left alone or unsupervised at drop off or at pick up. The children are the responsibility of the parent and must be supervised by them. • A staff member should be present before the departure of the parent. At the end of the day, the children will be released from the classroom or designated area to the parent or designated person only, unless written permission has been given. Teachers are required to document the arrival and departure of each child on the prescribed attendance form. Parents must always make sure that the teacher is aware of the child's arrival and departure.
- Any issues, especially those regarding dismissal involving custody agreements, must be given to the directors in writing.
- The preschool staff always has immediate access to a working telephone. • Fire drills and tornado drills (March—Sept) will be held monthly at varying times and a record of these will be maintained in the preschool office.
- The fire escape routes, and weather alert plans are posted in each classroom. • An incident report will be completed when an accident or injury occurs to a child. Any person who picks up your child will sign the written report and receive a copy. Please check your child's book bag daily for any reports like this if you are not the pickup person. You will also receive an email or phone call from a director that an incident report was sent home and she will notify you of the person who signed the report. • The administrator and each employee are required to immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
- At no time will a child be left alone in classrooms, hallways, outside, or the gym. A staff member will always be with them to supervise their activities and guide them in appropriate preschool behavior.

## **FIELD TRIPS –**

- Field trips are taken only by the Pre-K classes. The 2 and 3-year-old classes do not leave the church property. Field trips are intended to enhance the children's learning experience as well as to help them develop self-reliance and expand their interests. The following policies were developed to make each field trip the best and the safest it can be.
- Written permission will be required for each field trip.
- Each child will wear an identification tag with the school name, address, and phone number.
- Field trips are for children enrolled in Pioneer Preschool only. To maintain the required student/adult ratio and for the safety of the enrolled children, siblings may not accompany parent helpers on field trips.

- Children will be transported by their parent or can privately arrange a carpool. • Parent volunteers are expected to remain with the class and will be responsible for more than just their own child. NO CELL PHONES USE PLEASE!
- Field trips are a group experience. If a parent feels uncomfortable with their child going on a field trip without them, they may keep the child home that day. Parents should not drive their own child on the trip with the intention of staying with them.
- A staff member trained in first aid will accompany the children, and the first aid kit will be available. Emergency forms and health records will be taken on each trip and drivers will be asked to make their cell phone numbers available for emergencies and communication on the trip.
- We do not participate in any water/swimming activities on field trips or on Pioneer Preschool grounds.
- Volunteers are chosen on a first come, first serve basis.

### **ENRICHMENT POLICY**

There are NO refunds on missed enrichment classes or if you decide not to continue with an enrichment class after you have registered. Tuition payments must also be in good standing to enroll your child in an enrichment class. Please see a director with any questions regarding this policy. All makeup classes will be scheduled at the next earliest convenient day.

### **COMMUNICABLE DISEASE POLICY**

- Each staff member will complete a Communicable Disease course to be trained in signs and symptoms of illness, hand washing, and disinfecting procedures.
- Staff will adhere to CDC prevention practices. Appropriate supplies will be available in all areas of the school. Staff will be cleaning high touch surfaces numerous times throughout the day.
- Staff will follow the CDC guidance for their exposure/risks/etiquette. •

Substitute teachers may be available when a preschool teacher is ill.

**• Children should not be in school if they have the following symptoms:**

- Congestion or runny nose
- Cough
- Diarrhea
- Difficult or rapid breathing
- Evidence of untreated lice, scabies, or other parasitic infestations
- Fatigue
- Fever or chills
- Headache
- Muscle or body aches
- Nausea or vomiting
- New loss of taste or smell

- Redness of the eye or eyelid, thick and purulent (pus) discharge, eye pain, matted eyelashes, burning, itching
- Sore throat or difficulty in swallowing
- Stiff neck, with an elevated temperature
- Temperature of at least 100 degrees Fahrenheit. Child may not return to school for **24 hours after fever is gone.**
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or gray or white stools
- Yellowish skin or eyes

**If your child needs medication to control any of these issues- Please keep them home**

- A parent/guardian will be advised of illness by phone as soon as possible and will be requested to pick up their child. The ill child will be separated from the class and made comfortable, and then will remain with the director or assistant until the parent arrives. If a parent cannot be reached, calls will be made to the Emergency Contact names listed on the Enrollment Form until a pickup person can be reached.
- A letter will be sent home to all classrooms to advise parent/guardian of exposure to a communicable disease.
- The preschool will not administer any medication unless it is required for a life threatening condition. In this case, an Administration of Medication form, signed by parent and doctor, must be on file along with documentation of the proper medication and training provided. All medication must be in the original container.
- Upon pick up of an ill child the parents will be notified that the child cannot return to school until they are free from symptoms, including diarrhea, fever, and vomiting. In the case of lice, scabies or other parasite infections, the child must have treatment to eradicate the parasite before returning to school.
- The Ohio Department of Health Communicable Disease chart is posted on the Preschool Office door for your reference.
- Please call the Preschool Office if your child is sick or will not be at school that day so that we can notify the teacher and they can prepare for their absence that day.

## **DISCIPLINE POLICY**

The following discipline policy applies to all employees (teachers, substitutes, and director) of Pioneer Preschool.

- Positive re-enforcement and developmentally appropriate techniques suitable to the child's age and the circumstances will be used when disciplining a child.
- Positive re-enforcement will be used to discipline children. Corporal punishment will not be used at any time by any employee as stated in 5101:2-12-22 of the Administrative Code.
- Most discipline concerns will be handled in the classroom where a child will be reminded in a positive way of acceptable behavior. If more than one occurrence takes place, the teacher will talk to the child about behavior management options in the classroom and then be encouraged to rejoin the group with acceptable behavior. Continued uncontrollable behavior will necessitate the child being taken to the director for additional behavior management discussions until acceptable behavior is seen.
- Should more aggressive, continuous behavior or aggression of any kind occur (i.e., hitting, kicking, biting, etc.) toward another child or adult, the child will be taken to a director to maintain safety for all involved.
- When the child regains composure, he/she will return to the classroom. • When a behavior requires a change or modification to the typical classroom routine, a Parent Communication Form will be completed by the teacher and reviewed and signed by all parties. This form will have followed up steps and behavior expectations that will serve as a platform for continued parent-teacher communications. Biting, although usually a rare occurrence, can happen in a preschool setting. It is our goal to address the biting while providing a safe environment for the children in our preschool. • Parents will always be notified if any of the above disciplinary actions were taken.

**PLEASE READ, SIGN AND RETURN THIS PAGE with your Signature and today's date.**

Pioneer Preschool Parent Handbook Agreement:

I, the parent of \_\_\_\_\_, have read and understand the information contained in this Parent Handbook. I agree to abide by the rules and guidelines stated in this, Pioneer Preschool Parent Handbook.

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

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