



Parent Handbook

2025-2026

“Where everyone is treated like family!”

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DCY License Number: 2250031714

***Revised June 2025**

***Please retain for use during school year**

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September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day	2 Preschool 1 st Day	3 Pre-K 1 st Day	4	5	6
7	8	9	10 Take-Out Supper	11	12	13
14	15 Fire Drill	16 No School Ribbon Cutting 10am	17	18 Fire Drill	19	20 Johnny Appleseed
21 Johnny AppleSeed	22 Tornado Drill	23 Tornado Drill	24	25	26	27
28	29 Lockdown Drill	30 Lockdown Drill				

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Cupcakes w/ Grandparents	3 Cupcakes w/ Grandparents	4
5	6 Candle Fundraiser	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Fall Pictures Fire Drill	21 Fall Pictures Fire Drill	22	23	24 NO SCHOOL In-Service Day	25
26	27	28	29	30 Fall Class Party	31 Fall Class Party Trunk-or-Treat	

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12 Take-Out Supper	13	14	15
16	17 Fire Drill	18 Fire Drill	19	20	21	22
23	24 Lockdown Drill Thanksgiving Party	25 *Parent Teacher Conferences *Lockdown Drill Thanksgiving Party	Thanksgiving Break			
			26	27	28	29
30						

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6 Parent's Night Out
7	8	9	10	11	12	13
14 Mrs. Jenn's Birthday	15 Fire Drill	16 Fire Drill	17	18 Christmas Party	19 Christmas Program 6pm Christmas Party	20
21	22	23	24	25	26	27
28	29	30	31			

March*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Spirit Week Take Out Supper	5	6	7
8	9	10	11	12 Parent Teacher Conferences	13 No School Teacher In-Service	14 Preschool Prom 4-6
15	16 Fire Drill	17 Fire Drill	18	19	20	21
22	23 Tornado Drill	24 Tornado Drill	25	26	27	28
29	30	31 Family STEAM Night				

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Easter Party	2 Easter Party	3 NO SCHOOL Spring Break	4 Church Easter Egg Hunt
5	6 NO SCHOOL Spring Break	7 Lockdown Drill	8 Lockdown Drill	9	10	11
Week of the Young Child Spirit Week						
12 Preschool Sunday	13 Open House Fire Drill	14 Fire Drill	15	16 Spring Pictures	17 Spring Pictures	18
19	20 Tornado Drill	21 Tornado Drill	22	23	24	25
26	27	28	29	30		



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 Muffins w/ Mom	8 Muffins w/ Mom	9
10	11 Open House Tornado Drill	12 Tornado Drill	13 Drive Thru Dinner	14	15	16
17	18 Fire Drill	19 Fire Drill	20 Last Day of School Beach Party	21 Last Day of School Beach Party Graduation & End of the Year Program	22	23
24	25	26	27	28	29	30
31						



Field Trip	Place	Address	Date	Time	Cost	Classes
Apple Orchard	Woolf Farms	6051 State Route 9, Salem, OH 44460	9/19/25	9:30 am	\$6.00 per person	ALL
Pumpkin Patch	Catalpa Grove Farm	41473 Ohio 14, Columbiana, OH 44408	10/17/25	9:30 am	\$10.00 per person	ALL
Fire Department	Salem Fire Depart.	260 S Ellsworth Ave, Salem, OH 44460	11/7/25	9:30 am	No Charge	ALL
Giant Eagle	Salem Giant Eagle	2401 E State St, Salem, OH 44460	2/4/26	9:00 am	No Charge	Tiny Hive
Library	Salem Library	821 E State St, Salem, OH 44460	4/10/26	9:30 am	No Charge	ALL
OH WOW	OH WOW	15 Central Sq, Youngstown, OH 44503	5/1/26	10:00 am	\$15 per child \$ 8 per adult	ALL

Welcome

Welcome to Little Loves Learning Center! Little Loves Learning Center is a mission of the Salem Nazarene Center, as well as an outreach to serve Salem and the surrounding areas. It has been a dream of mine for many years to open my own preschool. I am so pleased that you have chosen Little Loves as your child's Preschool. It is my goal and promise to provide your child with a safe and loving environment to learn and develop. My staff and I have combined teaching experiences of 34+ years; this is something I am very proud of. Along with the curriculum, we strive to enrich all aspects of your child's development as well as his or her love of God and the love that He has for them.

Once your child enters our doors, they become "our" children and they will be treated as such. We will love and protect them as if they were our own. Little Loves is your child's home away from home. Each family that enrolls in Little Loves will become family and, even after your child graduates from our program you will still be family to us. I also strive to create a staff that is not only my employees, but they too are family.

Little Loves is a safe haven for our children to come and learn through the power of play. Play is a powerful component to early childhood learning. Every center that is in each classroom will be purposefully planned with the child's developmental needs in mind.

I would like to extend an invitation to you to come and observe or volunteer in your child's classroom at any time. If you have a special skill, talent, job or would just love to read a book, please feel free to come and talk with me about volunteering.

My door is always open. Please do not hesitate to contact me throughout the school year with any question, comments or concerns you may have. I feel that open communication between home and school is vital to your child having a special and memorable experience at Little Loves Learning Center. You may contact me at the Preschool at (330) 383-5913.

Looking forward to a fun and exciting year!

In God's Love,



Stacy N. Corll

Little Loves Learning Center Owner/ Administrator

Our Vision

Our Little Loves bloom where love and faith are rooted.

Our Mission and Philosophy

Little Loves Learning Center exists to provide a loving, safe, Christian-based educational environment for all children three- five years old.

It is our mission to provide an educational experience through play while providing developmentally appropriate activities. We strive to foster each child's social/emotional, cognitive, physical, creative, and spiritual development. It is our goal to nurture each child's love of God and a lifelong love of learning. When your children walk in our doors they become our children and that is how they will be treated. This is your child's home away from home.

Ownership

Little Loves Learning Center is owned and operated by Stacy and Ben Corll. It is also a mission of the Salem Nazarene Center. The preschool is a self- funded program that is run solely on tuition, registration fees, and personal donations.

Preschool Board

Little Loves Learning Center's preschool board is made up of members of the preschool leadership team, and members of the Salem Nazarene Center. These members include Stacy Corll-Owner, Ben Corll-Co-Owner/Board Chair, Cindy Emmerling- Director Designee, Matt Doerle-Pastor, Debbie Doerle, Janet McLaughlin, and Jennfer and Sid Everhart.

Eligibility

Little Loves Learning Center accepts all children and families regardless of race, religion, sex, nationality, or ethnic origin. The children must be at least 3 years of age as of September 30th. If your child is not potty trained, they **MUST** have some restroom experience and wear pull-ups, **ABSOLUTELY NO DIAPERS**. You will be responsible for supplying the pull-ups and wipes for your child. You will be notified when your child's pull-ups and wipes are running low so that you may replenish them.

Ratios

In accordance to rule 5101:2-12-18 staff/child ratios are as follows

- 3-year-old preschool class- at least one staff member to 12 children, with a maximum group size of 24 children .
- 4 & 5-year-old Pre-Kindergarten- at least one staff member to 14 children, with a maximum group size of 28 children.

Little Loves Learning Center has chosen to have their own ratios. We have chosen to do this because we believe it gives each child a more one on one preschool experience and also, it will cut down on the spread of germs.

- 3-year-old preschool class- at least one staff member to 8 children, with a maximum group size of 8 students.
- 4 & 5-year-old Pre-Kindergarten- at least one staff member to 8 children, with a maximum group size of 8 children.

Registration

We require all families to talk with the Administrator and take a tour of the Preschool before enrolling. Registration begins the last week of January for all children previously enrolled and their siblings. Open enrollment for any new students will begin the second week of February. A tour of the preschool will be

scheduled with the Administrator to receive your application. This tour will be scheduled during the school day so that our families are able to see all that our preschool has to offer.

The enrollment application, along with the \$60.00 **non-refundable** registration fee, must be completed and returned by May 22nd. Any application returned after May 22nd there is a \$70.00 **non-refundable** registration fee. The application and registration fee must be turned in for your child to be placed on the official class list.

A Registration Day will be held mid June each year for families to pick up their child's registration packet.

Offered Classes

- **Preschool Class (3-year-old)**
 - This class is for children that are two years away from kindergarten. This class is an introduction to school, school routine, and all the preschool skills
- **Kindergarten Readiness Class (4 & 5-year-old)**
 - This class is for children that are one year away from kindergarten. This class prepares your child for kindergarten.

Hours of Operation

The following classes and times are offered at Little Loves Learning Center:

- **Preschool Class (3-year old)**
 - Tuesday & Thursday AM- 8:30 am- 11:30 am
 - Tuesday & Thursday PM- 12:15 pm- 3:15 pm (if enrollment permits)
- **Pre-Kindergarten (4 and 5-year old)**
 - Monday, Wednesday & Friday AM- 8:30 am- 11:30 am
 - Monday, Wednesday & Friday PM- 12:15 pm- 3:15 pm (if enrollment permits)

Brightwheel

Brightwheel is the child-care software we use at Little Loves Learning Center. "At Brightwheel, our vision is high quality early education for every child. Early education is one of the greatest determinants of childhood outcomes, is a must for working families, and has lasting social and economic impact. Brightwheel enables our vision by giving teachers meaningfully more time with students each day, engaging parents in the development of their kids, and supporting the small businesses that make up the backbone of the \$100 billion early education market. Brightwheel is the most loved technology brand in early education globally, trusted by thousands of educators and millions of families."-www.mybrightwheel.com this is a free app that you will need to download. In this app you will be able to see how your child's day is going. Also included on the app you will have the most up to date school calendar. You will see how many times your child uses the restroom, what they are learning, if medication is needed to be given you can see when and how much, and any incident reports. You are also able to view your child's teacher lesson plan for the week. All communication will be done through the app as well. If you need to call your child off or you need to ask the Administrator or your child's teacher a question you will be able to send a message through the app as well.

At the end of parent orientation you will sign up for Brightwheel and add a credit card to your file. In the Brightwheel App parents can pay tuition on-line. We must have a checking account or debit/credit card on-file and the most up to date email in Brightwheel. Your checking account or debit/credit card will never be charged unless tuition has not been paid by the 15th of the month.

Tuition/Fees

- Registration Fee- \$60.00 before 5/22/25 \$70.00 after 5/22/25
- Tuition for 2-day class- \$1,620/year (9 payments of \$180.00)
- Tuition for 3-day class- \$1,800/year (9 payments of \$200.00)
- Late Tuition Fee- \$30.00
- Returned check and/or Brightwheel fee- \$30.00

The registration fee must be paid when the application is submitted. This fee is **NON-REFUNDABLE**. Our registration fees are used to purchase all the supplies for the classroom for each student and also secure your child's spot in our preschool program. Monthly tuition is due on the **1st of each month**. You have a grace period until the 15th of each month, September- May, unless other arrangements have been made with the Administrator prior to the 15th. If tuition is not paid on or before the 15th of each month your checking account or debit/credit card will be charged on the 16th. If tuition and late fee is not paid by the last day of the month your child will not be disenrolled from preschool until tuition is paid. A tuition envelope will be sent home with each child at the end of the month, to send in tuition if you wish to pay with cash or check. If you wish, you can use Auto Pay and have the administrator charge your account. It will be charged on the 1st of every month, there is a fee of 2.75 % for credit/debit cards and a \$1.50 max fee for ACH charges to pay this way. You can also go on www.mybrightwheel.com and pay your tuition, there is a fee of 2.75 % for credit/debit cards and a \$1.50 max fee for ACH charges to pay on the app also. If you are having financial difficulties, please contact the Administrator.

September's tuition must be paid at Parent Orientation in August. Checks should be made payable to Little Loves Learning Center or LLLC. Again, tuition is due the 1st of each month, and must be paid no later than the 15th of each month. If your child's tuition is not paid by midnight in the 15th of each month a late fee will be added to your account, this will occur even if prior arrangements have been made with the administrator. Tuition **WILL NOT** be refunded due to child's absence, vacation, or mid-month withdrawal. The Administrator **MUST** be notified of a child's withdrawal **at least one month in advance**. If your child's tuition is **NOT** paid by the end of the month your child will not be able to return to preschool until it is paid.

Your tuition is used to pay our teaching and administrative staff, purchase craft and art supplies, give holiday gifts/bonuses, purchase office supplies, paper products, church fees and materials for our programs. It is imperative to the success of our preschool that your tuition is paid on time. Throughout the school year, there are items that are not covered by your tuition and registration fee. These items are some of our field trips, preschool t-shirt, class pictures, and parent provided snacks. There may be a few times throughout the school year when a small donation or items may be requested to cover extra fun activities or projects. We will try to keep these minimal.

If a check or card payment is returned due to insufficient funds, there is a \$30.00 fee charged to your account. If you have two returned checks or card payments, you will be required to pay by cash or money order the remainder of the year.

Arrival & Dismissal

Preschool starts at 8:30 am or 12:15 pm. Your children will not be let in before 8:30 am or 12:15 pm. Before this time, our teachers are preparing for a fun filled school day. If you need to drop off their child any earlier than 8:30 am or 12:15 pm there will be a \$2.00 per minute charge to your monthly bill. Arrangements need to be made with the administrator one week prior to the early day. If prior arrangements are not made their child will not be admitted in the preschool until 8:30 am or 12:15 pm.

Drop off will take place on the left side of the building. You will have a name card to place in your window on the driver's side. Drivers should pull up to the doors, a preschool staff member will get your child out of the car and take them into the preschool. We ask that you remain in the car, this makes transitioning

easier, especially at the beginning of the year. The driver should then exit following the arrows around the building.

Dismissal will begin at 11:30 am or 3:15 pm. Students will not be ready to leave until that time, unless the administrator is notified in writing of an early dismissal. Dismissal will be the exact same as arrival. You will remain in line in their cars with their car sign visible. A staff member will bring your child to the car and put them in. Due to the law, we are not able to buckle them in. You must pull forward and buckle them.

If someone else will be picking your child up, please let them know in advance that they **MUST** have their ID ready. Also, their name **MUST** be on the "Permission the Pick-Up" list. If their name is not on the list, a note from the parent must be given to the administrator prior to pick up. The child will not be released to this person without being on the list or having a written note. This is for the safety of your child and that is our #1 priority.

Pick-up is from 11:30 am- 11:45 pm and 3:15 pm- 3:30 pm after 11:45 am and 3:30 pm you will be considered late. There will be a \$2.00 per minute charge to your monthly bill for every minute you are late. Arrangements need to be made with the administrator one week prior if you know they will be late.

If you choose to walk your child into school, they are more than welcome. You need to park in the parking lot behind the church and when the doors open at 8:30 am and 12:15 pm, they may bring them in.

If you have custody papers for your child, the Preschool is required to have a copy. If there is a person who **IS NOT** permitted to have contact with your child, the appropriate custody agreement/ court order is required to be on file.

Sibling Discount

Little Loves Learning Center does offer a discount to families that have more than one child enrolled in our program. The full registration fee must be paid for each child in the family. The oldest child will pay the full price, and a 10% discount will be applied to the youngest child. If you have more than one child attending a Sibling Discount Form must be filled out. You can get this from the Administrator. This form is for record keeping purposes only and not an application.

Required Forms

1. Enrollment Application Registration Form

- a. The form is required by Little Loves Learning Center used by parents or guardians to apply for their child's admission into our preschool program.

2. Child Enrollment and Health Information Form

- a. This form is required by ODJFS. It gives information to the Administrator, Teacher and Staff of the Preschool. Page 1 gives information necessary to contact adults for the child. This includes all emergency contact information. Page 2 helps us to know about any health or dietary needs for your child. If your child has any health issues, such as, but not limited to, asthma or allergies, that require medication to be given, etc. You will need to fill out a *Child Medical Physical Care Plan and Request to Administrator Medication*. These forms will be reviewed and kept for the child on file, so all staff members know the actions for any medical need of the child. Page 3 includes a section requesting permission for emergency transportation (ie. Ambulance) for your child if necessary. Preschool staff will call you first before calling for emergency transportation IF possible. If this part of this form does not grant permission, we will not be permitted to call emergency transport for your child. Little Loves Learning Center will still provide care to students whose parents do not grant permission to transport in an emergency, but we strongly encourage that you do sign this

section. Page 3 also requires your signature, which is highlighted. This form MUST be received by the preschool before your child's first day or they will not be permitted to stay.

3. Child Medical Statement

- a. This is another form that is required by ODJFS. This is your child's physical, and needs to be filled out by a doctor or nurse practitioner. This form is valid for 13 months from the actual physical. Part of the Child Medical Statement must include a record of your child's immunizations. We recommend that all preschool students have immunizations. If you choose not to immunize your child that is your preference. Little Loves Learning Center will still provide care to children that have not had their immunizations. You will need to write a letter stating your preference to not immunize and also the reason why. This letter must be submitted with the Child Medical Statement form. This form requires your signature, which is highlighted. This form MUST be received by the preschool before your child's first day or they will not be permitted to stay

4. Individuals Permitted to Pick Up

- a. Our Preschool requires a list of individuals that you permit to pick up your child from preschool. On this list you must include the person's name, phone number and relationship to the child.

5. Permission to Photograph

- a. Our Preschool requires permission to photograph your child. We will be taking photos many times throughout the year.

6. ASQ3 (Ages and Stages Questionnaire)

- a. This is an assessment that is filled out by the child's family because you are the ones that spend the most time with them. This assessment will be used by your child's teachers to better serve your child. It also tells our preschool staff if you as the parent have any concerns about your child's education.

7. Routine Field Trip Forms

- a. These forms are required by ODJFS. It is valid for one year; it grants permission for the children to be taken outside for recess, and access other parts of the church building such as the sanctuary and fellowship hall.

8. Tuition and Fees Policy

- a. This form is required by our preschool. It states all tuition and fees required by our preschool and that you agree to pay them.

9. Parent Handbook Acknowledgement

- a. This form is required by our preschool. It just states that you have received, read, and understand the Preschool Parent Handbook.

10. Request for Administration of Medication for Child Care (If applicable)

- a. This is another form that is required by ODJFS. This form needs to be filled out by a doctor or nurse practitioner. This form is only filled out if the child will require medication while in our care.

11. Child Medical/Physical Care Plan for Child Care (If applicable)

- a. This is another form that is required by ODJFS. This form needs to be filled out by a doctor or nurse practitioner, and you the parent. This form is only filled out if your child has a medical or health condition.

12. Family Needs Survey

- a. This form is to help us understand the needs of our families, so we can help.

Meet “Henry Heart” our Preschool Mascot



This is Henry Heart, our Preschool Mascot. Henry got his name from an incredibly special man that is no longer with us. Mrs. Corll's dad, whose middle name was Henry, was a big part in supporting the opening of the preschool. He had the biggest heart you could ever imagine. His love for children was remarkable. So, Henry will be at the preschool every day to greet the children as they come in and will also be there if they need to talk. All the children need to do is come to Mrs. Corll's office and get Henry and he can sit with them if they need. He is there to bring the kids comfort and be an incredibly special friend.

Curriculum and Assessments

Little Loves Learning Center uses Creative Curriculum produced by Teaching Strategies “The Creative Curriculum for Preschool empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day.” –teachingstrategies.com.

Little Loves Learning Center uses Teaching Strategies GOLD as our formal assessment. At this time, Little Loves Learning Center only shares this information with the parents, it is not shared with ODJFS. All staff members will be trained on how to use the Creative Curriculum at hire. They will also be trained on using the assessment. All curriculum materials are located in the teacher work room.

Learning Objectives

Why should I send my child to Preschool, and not start them in Kindergarten?

- Preschool will help your child to make the first huge step towards being independent, in a smaller, more private setting.
- In preschool, your little one will learn the correct way to adjust to new, challenging and/or difficult situations.
- Your child will be in a classroom with children of their own age and will learn to play and interact with them collaboratively.
- During your child's time in preschool, they will learn to problem solve in situations with other children and teachers.
- Children will learn to respond to other adults that are not their parents or caregivers.
- Preschool can provide many different learning activities, experiments, experiences, and opportunities not normally planned by parents.

By the end of the school year, most of the students in the preschool class of 3-year old should be able to:

- Say his or her name and age
- Recognize his or her name in print
- Answer simple questions
- Speak in sentences of five to six words.
- Tell stories
- Correctly identify eleven basic colors (Red, Blue, Yellow, White, Black, Purple, Green, Pink, Brown, Orange, Gray, & White)
- Identify eight basic shapes (Circle, Square, Rectangle, Triangle, Diamond, Heart, Oval, Star)
- Work creatively with crayons, paint, glue, etc.

- Follow three-part directions
- Remember parts to a story
- Understand size difference and start comparing sizes
- Understand time (morning, afternoon, night)
- Count five objects
- Count to 10
- Sort objects into shapes and colors
- Complete age appropriate puzzles
- Play with other children cooperatively
- Walk up and down stairs
- Kick, throw, and catch a ball
- Run
- Hop and stand on one foot for up to five seconds
- Walk forwards and backwards easily
- Walk balance beam
- Talk of their personal needs, bathroom skills, buttons, zippers, and boots
- Usage and rules associated with scissors
- Sing simple songs and move to music
- Recite simple bible verses, nursery rhymes, and poems
- Name parts of the body

By the end of the school year, most of the students in the kindergarten readiness class of 4&5-year old should be able to:

- Say his or her name and age
- Recognize his or her name in print
- Know his/her address and phone number
- Understand order of daily activities (ie: breakfast in the morning, lunch in the afternoon, dinner at night)
- Speak in more complex sentences.
- Recognize word signs, such as "STOP"
- Listening to and remember short stories, poems, and fingerplays, and asking questions
- Correctly identify eleven basic colors (Red, Blue, Yellow, White, Black, Purple, Green, Pink, Brown, Gray & Orange)
- Identify eight basic shapes (Circle, Square, Rectangle, Triangle, Star, Oval, Diamond, and Heart)
- Work creatively with crayons, paint, glue, etc.
- Draw a person with a body
- Draw a triangle, circle, square and other shapes
- Follow three-part directions
- Remember parts to a story
- Understand size difference and start comparing sizes
- Count 10 objects
- Count to 20
- Sort objects into shapes and colors
- Complete age appropriate puzzles
- Play with other children cooperatively
- Follow simple classroom rules
- Show empathy of others feelings
- Having simple responsibilities in the classroom
- Working both independently and in small groups

- Continued growth in fine motor development such as: cutting, drawing, stringing beads, molding with playdough, holding a pencil correctly, using a fork and spoon.
- Continued growth in large motor development such as: walking up and down stairs, hopping, jumping, standing on one foot, galloping, skipping, tossing, bouncing, kicking, and catching a ball, running, walking both forward and backward, and walking a balance beam.
- Become independent by taking care of their personal needs, bathroom needs, buttons, zippers, and shoes.
- Usage and rules associated with scissors
- Stack 10 or more blocks
- Sing simple songs and move to music
- Recite simple bible verses, nursery rhymes, and poems
- Name parts of the body
- Identify the upper and lower case letters Aa-Zz both on paper and in the real world
- Identify the sounds of most letters
- Identify numbers 0-10
- Recognize a pair of rhyming pictures with words

Policies

(The following policies are required by the Ohio Department of Job and Family Services {ODJFS})

Pre-Admission Interview (TOUR)

Prior to your child starting at Little Loves Learning Center, a pre-admission interview will be performed. During this interview, the child and the parents or caregivers, will have an opportunity to meet the Owner/Administrator, teachers, and staff. They will then take a short tour of the center and have an opportunity to ask questions. This tour will take place before the child is enrolled.

Behavior Guidance Plan

Our staff strives to create an environment that allows the children the independence to make their own choices and to explore the world around them.

The intention of our behavior guidance plan is to address the unacceptable behavior and guide it to an acceptable one. Our process in doing this will not be in a humiliating, shameful or frightening way. We will take the following steps to improve the behavior:

1. Redirect the child to a different activity
2. Talk with the child away from the group
3. Separate the child from group (cooling off in Mrs. Corll's Office)
4. Mrs. Corll and the child's teacher will talk with the child once the child has cooled down.

Behaviors that are aggressive and unacceptable are but not limited to:

1. Destroying the property of the preschool, teacher, or other children
2. Pulling hair
3. Kicking
4. Punching
5. Spitting
6. Scratching
7. Hitting
8. Pushing
9. Name calling and/or inappropriate language
10. Throwing
11. Biting

Behavior System

- a. A behavior system is set in place in each classroom. This means that every child will start out each day with his or her animal in their folder/notebook. If the child's animal is still in their folder at the end of the day they had GOOD BEHAVIOR. If their animal is not in their folder they had UNACCEPTABLE BEHAVIOR, and their animal had to either stay in the Behavior Hive (Mrs. Jenn's Pre-K Class) or the Behavior Hut (Mrs. Jenn's Preschool Class)
- b. If the child's behavior is unacceptable a note will be sent home and also placed in Brightwheel.

The child's parent will be notified of the child's behavior by a conversation in the pick-up line, note home or a phone call. If the child's behavior continues the parents will be asked to work together with the Administrator and teacher to develop a written behavior care plan (WBCP). The WBCP will be used by all the staff that the child works with. If the child's behavior continues, the child may need to be removed from the preschool either for a short period or permanently. Please keep in mind, we must consider the health and safety of all the children in our care.

This behavior and guidance policy is in accordance with the Ohio Child Care Rule 5101:2-12-19 appendix A. This rule applies to all the persons working with children in the center.

The Safety of "OUR" Children

1. No child will ever be left alone or unsupervised.
2. There is immediate access to a working telephone within the area used for childcare.
3. Each child will be met at the car and will be escorted in the preschool building by a staff member.
4. Each child will ONLY be released to an authorized person(s). If anyone other than the authorized person(s) is to pick up a child, a note to the Administrator must be sent prior to pickup.
5. If a parent is not authorized to pick up a child, in accordance with a custody agreement, the legal custody documentation must be on file.
6. If there is a custody agreement, then this document must be on file with the preschool.
7. We conduct monthly fire drills, at various times each month.
8. During the months of March-September, a weather drill will be done once a month.
9. Lockdown drills will be done four times per school year. Lockdowns of classrooms would occur if there is a threat or danger to a child by another person, a potential threat with-in a two mile radius of the school ie: bomb threat.
10. Records of all drills are recorded and posted outside the Administrator's office.
11. Little Loves Learning Center has a disaster plan in place that details the procedures to be taken during any type of occurrence.
12. Plans for weather alerts and fire emergency plans, as well as medical and dental emergency plans, are posted in each room where children are present.
13. All doors in the building will be locked during preschool hours. To enter you must ring the doorbell and be let in by a preschool staff member. All visitors must sign in in the Administrators office and receive a visitor badge.
14. All childcare staff member are mandated reporters, this means if child abuse or neglect of any kind is suspected the staff member must immediately notify the local Public Child Services Agency.
15. Safety caps are covering all wall outlets in the entire building.
16. No spray aerosols will be used in the Preschool while children are present.
17. When an accident or injury occurs at the Preschool, an Incident Report will be filled out and either given to the person picking the child up or it will be placed in the child's folder on the day of the incident. An incident report must be completed when any of the following occur:
 - a. A child becomes ill or has an injury that requires first aid treatment.
 - b. A child is transported by ambulance to a source of emergency treatment
 - c. A child receives a bump or blow to the head.

- d. An unusual or unexpected incident occurs which jeopardizes the safety of a child, such as the child being left unattended.

Suspension and Expulsion Policy

At Little Loves Learning Center, we are committed to providing a nurturing, inclusive, and supportive environment where all children can grow, learn, and thrive. We believe in working collaboratively with families to address behavioral and developmental concerns in a respectful and developmentally appropriate manner.

Suspension and/or expulsion will always be a last resort, and only after all reasonable accommodations, supports, and interventions have been explored.

1. Behaviors That May Lead to Suspension or Expulsion:

The following behaviors may result in temporary suspension or, in rare cases, expulsion:

- **Consistent physical aggression** (e.g., hitting, biting, kicking) that poses a serious risk of harm to other children or staff
- **Severe, repeated disruption** that prevents the functioning of the classroom and has not improved despite intervention
- **Destruction of property** that is intentional, repetitive, and dangerous
- **Unsafe behavior** (e.g., running away from the group or into unsafe areas)
- **Ongoing refusal to follow safety rules** even after intervention
- **Behavioral concerns** that are unresponsive to guidance and support over time and require additional services beyond what the preschool can provide

2. Our Approach Before Suspension or Expulsion:

Before any child is suspended or expelled, we will:

- **Communicate** with families early and often
- Develop an **individualized support plan**
- Engage in **behavioral observation and documentation**
- Offer **referrals** for developmental or behavioral support (e.g., Early Intervention, mental health resources)
- Collaborate on a **Family-Teacher Action Plan**

3. Temporary Suspension May Occur When:

- A child's behavior poses **immediate safety concerns**
- A brief removal from the program is necessary to **develop a safe and appropriate plan for return**

Suspensions will be **time-limited**, and a meeting with the family will be required before the child can return.

Expulsion Will Only Be Considered When:

- All efforts to support the child have been exhausted
- The behavior presents an **ongoing, serious safety risk**
- Necessary **outside services** are unavailable or declined
- There is a **failure to collaborate** with the center despite multiple attempts

Our Commitment:

We strive to support every child's success and will do everything possible to keep children in our care. We are here to **partner with families** and seek solutions together.

Field Trip

Fields are planned throughout the year during the months of September-November & February-May. December and January are so unpredictable due to weather, that we are not planning field trips during those months. All our field trips are scheduled on school days during the morning session. If your child is in the afternoon classes they will accompany the morning classes on field trips. With this being said there will be no afternoon classes on field trip days that are away from the preschool building. The field trips also go along with our curriculum and what the children are learning.

All field trips will be shown on the school calendar at the beginning of the year. Reminders will come home on our monthly newsletter and calendar. Permission slips must be signed by the child's parent or legal guardian and must be on file before the child will be taken away from the school. Transportation will be provided by each child's parent for local trips. We ask that a substitute adult over the age of 18 (ie, aunt, uncle, grandparent, etc..) accompany the child on the field trip in the absence of the child's parent. We however understand that this is not always possible. If this should occur, please let the Administrator know and alternate arrangements may be able to be made. All our field trips are scheduled around Columbiana County except for OH WOW.

We will occasionally have routine walking field trips where we go outside and walk around the building or have a scavenger hunt. For these routine field trips a Routine Field Trip form must be filled out for each student. If the child does not have a Routine Field Trip form on file the child will stay inside with another teacher.

PLEASE REMEMBER-Field trips are for class members only. Brothers and sisters are not permitted on planned field trips. Our adult chaperons need to have their undivided attention to the Preschool children to guarantee their safety away from school.

Some field trips will require a small fee to cover the admission costs. All preschoolers **MUST** wear their preschool shirts on ALL field trips. This is for their safety so that they can easily be seen and identified.

During our field trips we have a strict safety policy set in place for the safety of our children.

1. Our Field Trip First Aid Kit is taken and available on each field trip.
2. The child's emergency information is taken on each field trip.
3. A person trained in first aid, CPR, communicable disease, and child abuse will be available on every field trip.
4. The Administrator or Administrator's designee will attend every field trip.
5. Each child on the field trip will have identification attached to them containing the center's name, address, and phone number. The child's name will not appear on these for safety reasons.

Emergences—Accidents—Illness

If a child would become seriously ill or injured while at Preschool, the following steps are in place to be taken:

1. Show the child love and try to keep them calm
2. Perform any needed first aid
3. Call the child's parent
4. Take the child to Salem Community Hospital (unless otherwise indicated on the child's medical form) via the most appropriate mode of transportation (ie. Ambulance or car)

If a child would become moderately ill or injured while at Preschool, the following steps are in place to be taken:

1. Show the child love and try to keep them calm
2. Perform first aid
3. Have the child isolate on the mat in the Administrator's office

4. Call the child's parent

If a child would have a minor illness or injured while at Preschool, the following steps are in place to be taken:

1. Show the child love and try to keep them calm
2. Perform first aid (if needed)
3. Have the child isolate on the mat in the Administrator's office
4. Call the child's parent

General Emergencies

Little Loves Learning Center has devised several procedures to follow in the event an emergency would occur while we are caring for your child. In the event of a fire, tornado, or safety concern, teachers would follow the written instructions in the Emergency Disaster Plan, describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot. In accordance with rule 5101:2-12-16 to prepare children for the unlikely need to evacuate, we will practice a monthly fire and tornado drills (Fire Drills ~ September-May and Tornado Drills ~ September, March, April, and May. On a quarterly basis, September, November, January, and April we will conduct emergency/lockdown drills.) You will be informed by the Administrator when any drills are performed. Should we need to evacuate due to a fire, the loss of power, heat or water to the preschool, our emergency destination is the big tree in the front yard. If there were a weather emergency we will shelter in the basement.

If we should need to evacuate due to a bomb threat we will take the children to the Salvation Army at (1249 N. Ellsworth Ave. Salem, Ohio) A sign will be posted on the doors of the center indicating we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment documentation. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact parents as soon as the situation allows. An incident report would also be provided to the parents.

Little Loves Learning Center requires all teachers to hold current certifications/training in First Aid/CPR, Communicable Disease, and Child Abuse. In the case of a minor accident/injury staff will administer basic first aid and love. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, 9-1-1 will be called, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Teachers/Staff will not transport any child in their personal vehicles. Only parents or EMS will transport. Little Loves Learning Center will provide child care services to children whose parents refuse to grant consent on the Child Enrollment and Health Information (JFS 1234) for transportation to the hospital, however we strongly encourage you to give consent.

Communicable Disease

A staff member trained in identifying the signs of communicable disease, or other illnesses will observe each child as they are dropped off. Any child that is suspected of having a communicable disease will be isolated in the Administrator's office. The parent will then be called to come back to get the child. If a child becomes ill during the school day, the child will also be isolated in the Administrators office and the child's parent will be called to come and get them. Parents will be notified by our standard form if the Preschool has had exposure to any of the common communicable diseases. These communicable diseases are:

• Chicken Pox	• Croup	• Fifths Disease
• Common Cold	• Diarrheal Diseases	• Flu

• Hand, Foot, and Mouth	• Impetigo	• Meningitis, bacterial
• Hepatitis A	• Lice and Nits	• Meningitis, viral
• Herpes Simplex Virus	• Measles	• Molluscum Contagiosum
• Mononucleosis	• Pinkeye	• RSV
• MRSA	• Pinworms	• Scabies
• Mumps	• Ringworm	• Scarlet Fever/Strep Throat
• Thrush/Yeast Infection	• Whooping Cough	• COVID-19

Any child that is diagnosed with any of the communicable diseases will not be permitted back at preschool without a release from the child's pediatrician stating they are no longer contagious.

The following are signs of communicable diseases:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- Temperature of 100.0° F taken by the axillary method
- Evidence of Lice or Nits
- Evidence of Scabies, or any other parasitic infection
- Trouble Breathing
- Sore throat
- Severe coughing, causing the child to turn blue or red or making a whooping sound.
- Skin or eyes yellowish
- Eye redness, discharge from the eye, matted eye, and lashes, burning or itching
- Untreated infected patches of skin
- Unusually dark urine and/or gray or white stool
- Stiff Neck

The entire staff is trained in CPR and First Aid. A first aid kit is located in each classroom and in the Administrator's office, as are the child's forms that are made available for all staff members.

Emergency phone numbers are posted by each phone and in each classroom and in the Administrator's office.

Parents MUST report to the school when their child has contracted a communicable disease.

Children that need to have emergency medication on hand at the preschool, such as an epi pen or inhaler, will need to have a Child Medical Care Plan (JFS01236) and Administration of Medication (JFS 01217) forms completed and in the child's file at the preschool. Since we only have the child for a three-hour period, Little Loves Learning Center does not administer any kind of prescription medication, fever, or pain reliever, or over the counter medications, except for the emergency medications.

Communicable Disease Charts are posted in each classroom and in the Administrator's office.

If the Owner/Administrator feels that the school needs to be closed and cleaned for the day due to the number of children that have been ill, a note will go home, a text will be sent out, and it will also be posted on our website and Facebook page.

Administering Care to Children with Disabilities

Little Loves Learning Center is committed to providing an inclusive and supportive environment for all children, including those with disabilities. This policy outlines the procedures and practices to ensure that children with disabilities receive the necessary care, support, and accommodations to participate fully in the preschool program. To ensure that children with disabilities are provided with equal opportunities to participate in all preschool activities, and that their specific care needs are met in a safe, respectful, and supportive manner.

Policy Procedures:

Identification and Assessment:

- **Initial Assessment:** Upon enrollment, parents or guardians must provide relevant medical records, or other documentation regarding the child's disability.
- **Child Medical Care Plan:** In collaboration with parents, healthcare providers, and specialists, the preschool will develop an individualized care plan tailored to the child's needs. This plan will outline specific accommodations, medical requirements, and support services.

Staff Training and Support:

- **Training:** All staff will receive training on disability awareness, specific conditions of enrolled children, and the implementation of care plans. This includes first aid, administering medication, use of medical equipment, and behavior management strategies.
- **Ongoing Support:** Little Loves will provide ongoing professional development and access to resources for staff to stay informed about best practices in caring for children with disabilities.

Accommodations and Modifications:

- **Physical Environment:** Little Loves will make necessary modifications to the physical environment to ensure accessibility for children with disabilities. This includes ramps, modified furniture, and accessible restrooms.
- **Curriculum Adaptations:** Activities and learning materials will be adapted to meet the diverse needs of children. This may include the use of assistive technology, visual aids, and differentiated instruction.
- **Behavioral Support:** Staff will implement positive behavior support strategies tailored to each child's needs. This includes clear communication, sensory-friendly spaces, and individualized behavior plans.

4. Health and Safety:

- **Medical Care:** Little Loves will adhere to the care plan, which may include administering medication, monitoring health conditions, and performing medical procedures as required. Only trained and authorized staff will carry out these tasks.
- **Children with disabilities requiring medication during preschool hours** must have a Child Medical Care Plan (JFS01236) and Administration of Medication (JFS 01217) forms completed and in the child's file at the preschool. Little Loves Learning Center will administer these medications if required.
- **Emergency Procedures:** In case of a medical emergency, staff will follow the emergency plan. This includes contacting emergency services, administering first aid, and notifying parents/guardians immediately.
- **Confidentiality:** All information regarding a child's disability and care plan will be kept confidential and shared only with those directly involved in the child's care.

5. Parent/Guardian Involvement:

- Regular Communication: Little Loves will maintain open communication with parents/guardians regarding their child's progress, any incidents, and updates to the care plan.
- Involvement in Planning: Parents/guardians will be actively involved in the development and review of their child's care plan, ensuring that their concerns and preferences are respected.
- Support Services: Little Loves will provide information on community resources and support services available to families of children with disabilities.

6. Review and Evaluation:

- Ongoing Monitoring: The effectiveness of the care plan and accommodations will be regularly monitored and evaluated. Adjustments will be made as needed to ensure the child's needs are being met.
- Annual Review: The policy and individual care plans will be reviewed annually, or sooner if there are significant changes in a child's needs, to ensure continued relevance and effectiveness.

Responsibility:

The preschool administrator is responsible for the implementation and oversight of this policy. All staff members are responsible for adhering to the procedures outlined in this policy.

Americans with Disabilities Act Compliance Policies:

Children are assessed on an individual basis to determine if the program is the right fit for their needs.

Administering medication to children with disabilities:

As my program administers medication, a trained staff member administers medication to children with disabilities in accordance with the child's documented medical/physical care plan.

Administering care procedures for children with disabilities:

Prior to caring for a child, the staff and owner/ administrator, who are responsible for caring for the child, are properly trained regarding any necessary procedures.

COVID-19

To keep the spread of germs and keep COVID-19 out of the program, we have many procedures in place to make this happen.

1. We are reducing ratios for the time being to 1 staff member to 6 children.
2. We will be performing daily symptom assessments on all the staff and children.
3. Employees and children that have a temperature of 100.0° F or more and any symptoms will be sent home.
4. Employees and children will wash their hands before entering the classroom, after breaks, upon returning from outside, after using the restroom, after handling any classroom pets (if any), before eating, before and after water activities, when visibly soiled, and before they leave.
5. All tables, chairs, and toys that are used each day will be cleaned at the end of the day, and after each use.
6. If there is a suspected case of COVID-19 the following steps will be taken...
 - a. The child or staff member will be immediately isolated, a child's parent will be called to pick-up and the staff will be sent home.
 - b. The preschool will be shut down for deep sanitation.
 - c. ODJFS and the health department will be notified in writing of any confirmed case of COVID-19.

General Information

Communication

The communication between our Preschool and home is vital to our success. We believe that we need to have good open communication with you to best teach your child. The time during drop off and pick up are great times for short comments but not long enough for extended conversations. We want you to feel free to come in at any time and discuss an issue or concern at greater lengths.

If you would like to speak to your child's teacher, please do so before or after school so that she is not taken away from her number one priority, the children in his/her care. You will receive a folder that should be kept in your child's preschool bag. This folder needs to be checked every day after preschool and returned the following day.

Inside your child's communication folder, is information from the Administrator, your child's teacher, and any other information you will need. Your child's teacher will check your child's folder daily for notes from you, permission slips, tuition, etc. Please do not hesitate to call to speak to your child's teacher or the Administrator at any time.

Parents who have concerns or need assistance

If you have concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Talk with your child's teacher and the Administrator
2. Talk with the Administrator and Preschool Board.

Snacks

Little Loves Learning Center makes every effort to serve each child a nutritious snack each day. The children will be asked to bring their own snack in a lunch box. You also need to provide water in a plastic reusable water bottle. We ask that the parents supply the snacks for their child **ONLY**. A nutritious finger food snack is required.... fruit, raw vegetables, cheese, crackers, popcorn, etc. *Please DO NOT send candy to school at any time.*

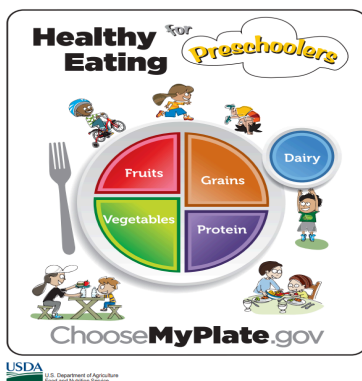
You will be notified by your child's teacher when a "sweet snack" is appropriate to bring to school. "Sweet Snacks" include snack cakes, cupcakes, donuts, etc. You may send in a "sweet snack" for birthday snacks. If your child forgets his/her snack, we have a fully stocked snack cupboard to provide the children with the recommended portion of snacks. According to Appendix A of Rule 5101:2-12-22, snacks MUST contain one serving from two of the four major food groups.

Preschool will have napkins and cups on hand. Donations of cups, napkins, and disinfecting wipes are always helpful; we go through a lot in a years' time. Thank you in advance for these items.

Preschool is very diligent about checking all ingredients in snacks that are sent in to ensure that allergens are not in them for the children that may have an allergy. In our snack cupboard we have non-allergen snacks for these children.

We ask that if your child has a food allergy that you send in a few days of snacks to keep on hand in case a substitution is needed on any given snack day.

If your child needs supplemental / Medical food a Child Medical Care Plan (JFS1236) needs to be filled out. The child's parents will need to pack the child supplemental food in their lunch box. The preschool will have the child's supplemental /Medical food on hand in case their lunch box is forgotten.



Get your child on the path to healthy eating.

Focus on the meal and each other.
Your child learns by watching you. Children are likely to copy your table manners, your likes and dislikes, and your willingness to try new foods.

Offer a variety of healthy foods.
Let your child choose how much to eat. Children are more likely to enjoy a food when eating it is their own choice.

Be patient with your child.
Sometimes new foods take time. Give children a taste at first and be patient with them. Offer new foods many times.

Let your children serve themselves.
Teach your children to take small amounts at first. Let them know they can get more if they are still hungry.

Cook together. Eat together. Talk together. Make meal time family time.

FIG-001
October 2012
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Healthy Eating for preschoolers Daily Food Plan

Use this Plan as a general guide.

These food plans are based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.

Children's appetites vary from day to day. Some days they may eat less than these amounts, other days they may want more. Offer these amounts and let your child decide how much to eat.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits Make half your grain whole	1 cup	1 - 1½ cups	1 - 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ½ cup 100% fruit juice ½ medium banana 2-3 large strawberries
Vegetables	1 cup	1½ cups	1½ - 2 cups	½ cup of vegetables? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
Grains Make half your grain whole	3 ounces	4 - 5 ounces	4 - 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked rice or pasta 3 tortilla (6" across)
Protein Foods	2 ounces	3 - 4 ounces	3 - 5 ounces	1 ounce of protein foods? 2 ounces cooked meat, poultry, or seafood 1 egg 1 tablespoon peanut butter ½ cup instant beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free	2 cups	2 cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ½ ounce cheese 1 string cheese

Some foods are easy for your child to choke on while eating. Be hard, small, whole foods, such as popcorn, nuts, seeds, and hard candy. Cut up foods such as hot dogs, grapes, and raw carrots into pieces smaller than the size of your child's throat - about the size of a nickel.

There are many ways to divide the Daily Food Plan into meals and snacks. View the Meal and Snack Portions and Sizes. To see how these amounts might look on your preschooler's plate at www.choosemyplate.gov/preschoolers.html

Example of Minimum Portion size for a 3-5-year-old

1 serving = 1½ oz. meat or meat alternative
 1 serving = ½ slice bread or ¼ c. pasta ½ c.
 two foods from the fruit/vegetable group
 ¾ c. fluid milk (1% or skim)

Suggested Snacks

- Fruit, fruit cups, applesauce cups, fruit salad or dried fruit
- Ants on a log (with either peanut butter or cream cheese)
- Cut up veggies with low fat dip
- Rice cakes
- Pretzels
- Baked tortilla chips with salsa
- Low fat/fat free pudding cups
- Low fat cheese/string cheese
- Trail mix with items such as low-fat granola, whole grain cereal, dried fruits, sunflower seeds, etc...
- Fig cookies
- Animal crackers, vanilla wafers, or graham crackers
- Low fat popcorn
- Low fat granola bars/cereal bars
- Bagels with low fat cream cheese
- Frozen fruit bars
- Fruit and cheese kabobs
- Angel food cake with or without fruit topping
- Nabisco 100 calorie snack packs
- Water/flavored water
- Low fat/fat free milk
- 100% fruit juice

Birthdays

We take birthdays very seriously at Little Loves Learning Center. Your child's birthday is their day to be a prince or princess for the day. On your child's birthday they will be able to bring their special birthday treat. If your child has a summer birthday we will be celebrating their half birthday, for example, if your child's birthday is June 10th we will celebrate it on or around December 10th. Your child will also get to go to the Administrator's office for a special birthday treat.

Clothing

Play clothes and tennis shoes or rubber soled shoes are perfect attire to wear to preschool as they are safest, and we tend to get very messy at times. Your child will be using paint, markers, glue, stamps, and stamp pads, etc. daily. We use paint shirts but there is always the possibility of a spill.

On your child's first day of school we ask that you send a full change of clothes (shirt, pants, undies and socks) in the provided Ziploc bag with his/her name, date of birth, and teacher's name on the outside. This change of clothing will be kept at the preschool all year in case of an accident.

Please make sure that your child's full name is inside all their belongings (ie. Coat, hats, gloves, boots etc.)

Backpacks

As a gift to our new "Little Love", our preschool has purchased and had many new backpacks graciously donated for each child. Your child will get to pick his or her backpack at parent orientation night. Your child will need to bring their backpack with them every day when they come to school. This is where he or she will keep their *communication folder*. During the school day, we will also keep their coats, hats, and any other belongings in there also.

Library

In each child's classroom, there is a large classroom library. Children will have an opportunity to visit their classroom library daily. The children's librarian from Salem Public Library will come once a month and do story time for each class. During story time she will read a story, and do a craft with the children. Every two weeks Salem Public Library's Book Mobile will come to the preschool classrooms. The children will be able to choose 2 books to take home and share with their families and return them in two weeks. Your child will not get to choose another book to take home until the previous weeks books have been returned.

Large Motor

Large Motor activities are crucial to the development of a child. Each teacher has large motor activities planned in their lesson plans at least once a week. Some large motor activities are running (with teacher lead direction), jumping, walking the balance beam, yoga, etc. Anything that involves the child using his or her large muscles. We will have recess everyday (weather permitting)

Social Media/Website

Little Loves Learning Center has a website that will be updated on a regular basis. On the website, you will be able to find any forms you may need throughout the year. You will be able to view our parent and employee handbooks. Also, on our website, we will have our monthly newsletter and school calendar for easy reference. Pictures of activities will also be on our website. You as the child's parent or legal guardian will have to sign a photo release form before the child's photo will be allowed to be put online. Our website is www.LittleLovesLearningCenter.com.

Little Loves Learning Center also has a Facebook page that was established to promote the preschool activities and updates. "Like" us at www.facebook.com/littleloveslc. Same as our website the child parent or legal guardian will have to sign a photo release before the child's photo will be allowed to be put online.

We also have created a parent group for past and present families so that you can all keep intouch. Please join the group at <https://www.facebook.com/groups/littlelovespastandpresentfamilies>.

Newsletters/Calendars

The Administrator will send out a newsletter at the end of each month for the following month. This will come home in your child's communication folder. Please remember to check the dates on the newsletter as they may have changed from the school calendar.

Parent Teacher Conferences

We will hold parent teacher conferences twice a year. The first conference will be in November and the second will take place in February. During these conferences, we ask that the child not be present. This will give the teacher and you the time to talk openly and honestly about how the child is doing in preschool. During parent teacher conferences, the teacher will go over the child's growth. This is also the time to discuss any concerns that you may have, and the teacher will do the same.

Once again, open communication is extremely important to us at Little Loves Learning Center. Please do not wait until conferences to talk to your child's teacher or the administrator if you have any concerns about your child.

The administrator will be present during all conferences.

Visiting

Little Loves Learning Center has an Open-Door policy. Any parent or guardian, of any child enrolled, is welcome to visit preschool at any time. We ask that you wait at least four weeks before you do so. This allows the child to get into the classroom routine. We love volunteers!

All doors in the building will be locked during preschool hours. To enter, come to the preschool door, you must ring the doorbell and be let in by a preschool staff member. All visitors must sign-in in the Administrators office and receive a visitor badge.

Parents are also invited to join us for our "extra" special days. Some of these "extra" special days are:

- Fall Festival
- Thanksgiving Feast
- Christmas Party
- Valentine's Party
- Easter Party
- Fundraisers
- Classroom activities

***According to 5101:2-12-12 of the Rule: Trampolines, inflatable bounce houses, and ball pits shall not be permitted for use in the center. Therefore they are not to be used at any of our parties or special days/events during preschool hours.**

Absences

Once your child enters our doors at Little Loves Learning Center, they become our children, your family becomes our family and we worry about them and you. If your child is not going to be at school, please call the administrator or the preschool and let them know that they will not be there.

Room Parent

All our parties are parent planned. A head room parent will be assigned to each class for each party at the beginning of the school year. You will receive a form that you will get to choose if you want to be head room parent or just a room parent. What is the difference? Head room parents are the one in charge of planning the party and recruiting other parents to help. Room parents are the ones that are contacted to help. Head room parent is on a first come first serve basis.

***Please Remember when planning the parties, according to 5101:2-12-12 of the Rule: Trampolines, inflatable bounce houses, and ball pits shall not be permitted for use in the center. Therefore they are not to be used at any of our parties or special days.**

We want to thank you in advance for choosing to be either a head room parent or a room parent.

THANK YOU! THANK YOU! THANK YOU!

Water Activities / Swimming

Little Loves Learning Center does not offer swimming activities to its students. All of Little Loves water activities have less than 18" of water in use.

School Cancellations

Little Loves Learning Center will operate on our own schedule. Our teachers also need 20 in-service hours so we will be closed on these days. Please check the Preschool's calendar for closures. Our school closing will be announced on WKBN 27. You will also get an alert on Brightwheel, and a text message about any closings. It will also be posted on our Facebook page and website. Parents are to use discretion when bringing your child out. If the Administrator feels that the weather warrants a closure on these days, she will make that decision. Please remember we do share the space with the church and if there is an event or something that should arise with them we will possibly need to close.

Sleeping, Napping, and Resting

Little Loves Learning Center is only in session for 3 hours so there is not designated sleep time. However, we know that sometimes our friends may not have slept well the night before and may need time to rest before school starts or even during school. With is being said the child will be given a clean cot and a clean blanket to rest on. The child will be placed in sight and hearing of a teacher at all times.

Sample Daily Schedule

Each classroom has their class schedule posted. Each class has a daily schedule that is flexible enough to allow the teachers to adapt when necessary. It also has the structure that the children need so that they know what will be coming next. Both of our classes follow the same curriculum, however some concepts may be too advanced for our younger friends so they may not be incorporated into the daily schedule.

Group Meeting- During our Group Meeting, the following will happen:

- Welcome Song
- Take Attendance
- Classroom Helpers
- Calendar and Weather
- Pledge of Allegiance
- Question of the Day
- Talk about the Theme

Read-aloud- During our Read-aloud the following will happen:

- Read a New Story
- Re-tell familiar stories
- Bible Story and Verse

Handwashing and Snack- During our Snack, the following will happen:

- Children will wash hands
- Children will help to set the table
- Prayer will be said before the children eat
- Children will help to clean-up after snack and wipe their own spots clean

Small Group- During our Small Group, the children will have an opportunity to work one on one with the teacher in small groups.

- Letter Of the Week
- Discuss and identify the Letter and Sound
- Counting
- One to One Correspondence
- Comparing Quantities
- Sorting Objects into size and color
- Comparing Sizes

Outdoors/Large Motor- During our Outdoors/Large Motor the following will happen:

- The children will have a planned activity that goes with what the theme is for the day.
- Example: If we talk about the children's likes and dislikes, we might play a version of "Simon Says" (ex. if your favorite color is RED jump up and down.)
- We will also do activities like hopscotch, jump rope, balance beam, etc.

** We will only go outside weather permitting. The temperature must be between 35°F-85° F. Please dress your child appropriately for the weather.

**According to rule 5101:2-12-11 Indoor/Outdoor space requirements Little Loves Learning Center is not required to have an outdoor play space because we are only a part time center.

Choice Time- During our Choice Time, the following will happen:

- The children will have an opportunity to split into centers and play independently or with other children. The centers that will be offered daily will be:
 - Blocks
 - Dramatic Play
 - Toys and Games
 - Art
 - Library
 - Discovery
 - Sand and Water
 - Music and Movement
 - Cooking
 - Computers/lpads

Group Meeting- During our Group Meeting , the following will happen:

- Children will pack up
- Closing Story
- We will also do a Closing Music

PRESCHOOL DAILY SCHEDULE 3 YEAR OLDS | T TH

TIME

SCHEDULE

8:30 am-
8:45 am

Arrival & Restroom | 15 minutes

8:45 am-
9:15 am

Choice Time | 30 minutes

9:15 am-
9:35 am

Group Meeting & Music | 20 minutes

9:35 am -

Small Group | 20 minutes

9:55 am
9:55 am-
10:00 am

Restroom | 5 minutes

10:00 am-
10:15 am

Snack | 15 minutes

10:15 am-
10:45 am

Recess (Indoor or Outdoor) | 30 minutes

10:45 am-
10:50 am

Restroom | 5 minutes

10:50 am-
11:20 am

Choice Time & Read-aloud | 30 minutes

11:20 am-
11:30 am

Pack-Up, Restroom & Dismissal | 5 minutes



PRE-K DAILY SCHEDULE 4&5 YEAR OLDS | MWF

TIME

SCHEDULE

8:30 am -
8:45 am

Arrival & Restroom | 15 minutes

8:45 am -
9:15 am

Choice Time | 30 minutes

9:15 am -
9:35 am

Group Meeting & Music | 20 minutes

9:35 am -

Small Group | 20 minutes

9:55 am
9:55 am -
10:00 am

Restroom | 5 minutes

10:00 am -
10:15 am

Snack | 15 minutes

10:15 am -
10:45 am

Recess (Indoor or Outdoor) | 30 minutes

10:45 am -
10:50 am

Restroom | 5 minutes

10:50 am -
11:20 am

Choice Time & Read-aloud | 30 minutes

11:20 am -
11:30 am

Pack-Up, Restroom & Dismissal | 5 minutes

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., 37th 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>.