

PARENT HANDBOOK

3410 MICHIGAN AVENUE
CINCINNATI, OHIO 45208

513-321-9228
KPS@Knox.org

2009-2010
(REVISED 6/2010)

KNOX PRESCHOOL

3410 Michigan Avenue
Cincinnati, Ohio 45208

School Phone: 321-9228

Church Phone: 321-2573

Fax:321-2750

Email:KPS@Knox.org

Website: Knox.org/Knoxpreschool

Hours of Operation:

Tuesday-Friday

9:00 AM - 2:45 PM

Knox Preschool Board
2009-2010

Tricia Barlow
533-1852

Bob DeFoor, M.D.
321-8001

Peter Palm
561-4411

Tiffany Dawson
871-8514

Brian Webb
398-7312

Preschool Board Advisors

John Adams (Church Administrator)

Bruce Petrie, Jr. (Legal)

Preschool Board Meeting Dates for 2009-2010

Please contact the office for meeting times and dates.

All meetings are open to parents, staff and other interested parties.

Knox Preschool Staff 2009-2010 School Year

Marie George, Program Director

Laura Johnson, Administrative Director

Teachers:

Suzanne Daniels, Toddlers

Katie Greenwell, Preschool

Pam Savage Preschool

Lisa Cummings, Preschool

Teacher Assistants:

Katie McHugh, Toddlers

Melissa Haines, Preschool

Lynn Hortemiller, Preschool

Autumn Jauch, Preschool

Emy Abrahams, Preschool LBB

FINANCIAL INFORMATION

Yearly Tuition

4 Day Class	\$1800.00
3 Day Class	\$1600.00

Two-Year-Old Program:

2 Day Class	\$1450.00
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Class Times

Preschool:	T-Th 9:00-11:30am, 12:15-2:45pm
	T-F 9:00-11:30am, 12:15-2:45pm
Toddler:	T, W 9:00-11:30am, 12:15-2:45pm
	Th, F 9:00-11:30am, 12:15-2:45pm

Preschool Tuition Policy

In order to allow the Preschool to plan its finances and to maintain its quality programs, we have developed the following tuition policy:

- Preschool will be in session from September through May. Your child's enrollment will be considered to be reserved for the entire school year.
- The first installment of tuition is due when your child is accepted to reserve your child's place. You will receive an enrollment acceptance letter requesting immediate payment of the first tuition installment. If payment of the first installment is not received your child's enrollment cannot be guaranteed. If you have more than two children enrolled in preschool you are entitled to a 10% discount on tuition for the third child enrolled.
- The balance of the tuition will be payable in any of the following ways: nine (9) monthly installments, 2 installments (September/January), 1 installment (September), each due before the 10th of the month. Payment may be made in the preschool office tuition box or mailed to the preschool.
- Notification of un-received tuition payments will be sent home on the 10th of each month. If problems arise with these financial arrangements, please feel free to discuss alternatives with the Co-Directors at 321-9228. **Payments received after the 10th of each month will require a \$10 late fee. This policy will be enforced for the 2007-2008 school year!!** Checks returned to Knox due to insufficient funds, etc will be assessed a \$25 fee.

Refund Policy

If circumstances arise which require you to withdraw your child from the preschool, the following conditions will apply:

1. The terms of your contract are binding, however, if circumstances arise which require you to withdraw your child prior to July 1st for the upcoming school year from Knox Preschool, the registration fee, 1st installment and materials fee are non-refundable. Withdraw after July 1st of the forthcoming school year will be penalized three months (or 90 days) of tuition. In addition, the registration fee, 1st installment, and materials fee are non-refundable fees. Any tuition prepaid beyond the first installment and penalty will be returned to you.
2. Any child who enrolls in the preschool after the first class session in September will be charged a prorated tuition during the month in which he/she enters preschool.
3. To withdraw anytime within the preschool year, you must notify the preschool office in writing at least 30 days in advance of the actual withdraw date.

Enrollment

Enrollment and health information will be sent via mail prior to the beginning of each school year. This packet contains State of Ohio required documents, some to be filled out by the parent/legal guardian, and one to be filled out by the family physician. All records must be completely filled out and turned into the school office before the child can attend school.

Knox Preschool Board

The affairs of the Preschool are administered under the supervision of a Board of members of Knox Church, with the Director as an ex-officio member. Each Board member serves a term of three years and has specific committee responsibilities. The Board meets at the church the second Wednesday evening of every month during the school year. If any parent has any business they feel they would like to bring to the attention of the Board they should call the Board chairperson at least a week preceding the next meeting so that the issue may be put into the agenda. Preschool board meetings are open to all preschool staff, parents or other interested parties. Please contact the office for meeting times and dates.

Accreditation

Knox Preschool is very proud to be accredited by the National Academy of Early Childhood Programs of the National Association for the Education of Young Children. This is the only national voluntary accreditation process for early childhood programs. This accreditation indicates that we have undergone a comprehensive self-study using materials required by the Academy. Following this self-study process we were evaluated by a validator assigned by the Academy to verify our compliance with the Academy's criteria for High Quality Early Childhood Programs.

Every five years we must renew our accreditation by repeating our self-study process and having our program reevaluated by an Academy validator. Parents will be kept up to date on the progress of this procedure and also will be given an opportunity to become an important part of our renewal process.

Philosophy

At Knox Preschool we believe learning should be a fun and exciting process. Our *developmental approach* addresses the social, emotional, intellectual and physical needs of the "whole child".

Social and emotional growth is stimulated through large and small group activities such as dramatic play, music, movement and other creative activities. To facilitate the acquisition of problem solving skills, the teacher acts as the model for communication skills and carefully guides the children through normal conflict and problem solving situations so that these important skills can be used independently as needed. Nurturing the development of high self-esteem is a priority. We look for the strengths of each child, and build upon these.

Intellectual development is facilitated through the use of developmentally appropriate materials and equipment, and a curriculum planned by teachers trained in early childhood education. Activities and experiences challenge the children while allowing them to achieve success.

Physical activities are available in both the indoor and outdoor large muscle play areas, which are used on a daily basis.

Our goal is to provide a warm, supportive environment in which each child is stimulated to carefully explore his/her full potential

Parent involvement is always welcome and appreciated. Please check with your child's teacher or co-directors for opportunities. If your schedule dictates that you cannot offer time in the class, there are other opportunities to help from home.

Sample Daily Schedule

(Toddler and preschool, please note the times may vary slightly)

These time periods vary from classroom to classroom; however, all are included every day in all programs.

9:00-9:15

GREETING AND INTRODUCTORY GROUP TIME: May include a group activity, music, finger plays, sharing of news and information, introduction of new materials and special activities for the day.

9:15-10:15

FREE PLAY: Children choose areas of the room, which they would like to explore. Choices include: sensory exploration, dramatic play, books, work with manipulatives (puzzles, math and language materials, fine motor activities, etc.); art and work with various creative materials; special activities (these are activities which the teacher may plan that tie into specific units or that work on specific skills.)

10:15-10:35

GROUP CLEANUP AND SNACK

10:35-10:50

SECOND GROUP TIME: If a teacher includes a second group, it is frequently used as a story time, or other language/listening opportunity.

10:50-11:20

LARGE MUSCLE ACTIVITY: Outdoors (weather permitting) or indoor muscle room. Includes: riding toys, climbing equipment, special large muscle activities. During this time valuable social growth and development as well as problem-solving skills are explored and enhanced.

11:30

DISMISSAL TO PARENTS AND CAR POOLS.

Class Sizes

Toddler: 2 adults to 8 children

Preschool: 2 adults to 15 children

Snack

Parents provide the snacks in their own child's room on a rotating basis. You will be asked to bring enough snacks for a week for the whole class. Each teacher will have a three-month calendar posted with the names entered. In addition, a tally will be kept in order to insure equity. A list of suggested nutritious snacks will be sent home to each family. *If a child has a food allergy, please notify the office upon enrollment. KPS will try to accommodate food allergies to the best of our ability. If we cannot accommodate a food allergy, we will do our best to make safe alternative accommodations.*

Parents are encouraged to recognize their child's birthday with a special snack if they wish to do so. Treats should be kept simple and arrangements should be made with the parent who is responsible for snack that week. *Please do not bring candy or favors to school.* Thank you.

Guidance and Discipline Policy

Basic to our philosophy is the principle that many behavior problems can be avoided through the use of appropriate management skills and techniques. When problems or conflicts do arise, it is our policy to work with the child to find a solution through the use of problem solving techniques. While this works to solve the immediate problem, it is also intended to teach the children communication and problem solving skills, which they can eventually begin to use independently.

The staff is assigned to supervise their group of children and is responsible for guidance and management of that group. Guiding consists of recognizing, encouraging and praising children. Staff will also be positive and constructive as well as use fair and consistent rules. Communicating clear directions and expectations are also expected. Staff will assist with problem solving and encourage children to control their own behavior and work with other children. Children will be encouraged to feel successful at tasks and encouraged to try new things. The staff will warn children of upcoming transitions and changes of activities. Staff will always protect children from abuse and neglect.

When children exhibit unacceptable behavior staff will use developmentally appropriate techniques related to their age group. Staff will always redirect children discuss with children the situation and state options and alternatives. Separation from the group is only used if necessary and shall be appropriate per age level. Children will always be spoken to as to understand expectations. Staff will always inform parents of behavior and include them in any behavior management plans.

KPS Staff will never abuse or neglect children, utilize cruel, harsh unusual or extreme techniques. Children will never manage or discipline other children. Staff will never use restraints on children, only their arms in a bear hug type of fashion for a short period of time so the child can gain control. Children will never be confined to equipment or be humiliated, threatened or frightened. No verbal abuse, derogatory, sarcastic or profane language will be tolerated toward children or their families. Food, rest or toilet use will never be withheld and children will never be punished for failure to eat, rest or use the restroom. The whole group will never be punished due the unacceptable behavior of one child or a few nor will they be restricted from activities for an extended period of time.

This applies to all persons on the schools grounds and to all persons responsible for children on trips away from the school.

Toy Policy

As a general rule, children are not permitted to bring toys to school except during special “share days” as designated by their teacher(s). Parents need to consult with their child’s teacher(s) regarding “share days” and appropriate toys to bring to school. Please remember we have a “No Weapons Policy” at Knox and share items are not exempt from this policy.

Safe School Promise

Because Knox Preschool is dedicated to the growth and development of children, it is our goal for all of our students, staff and families to feel safe and secure while on school grounds. In order to help maintain this type of environment for all, we have adopted a Non-Violent Play Policy. Knox Preschool will not promote or tolerate violent play and will discourage it at school. Likewise, Knox Preschool has a no weapons policy. Items/toys, which may look like a weapon or may be considered unsafe, cannot be brought to school. If such an item is brought to school, the staff will keep the item until the end of the day and will speak to the adult picking up the child. Thank you in advance for helping us keep Knox Preschool a safe environment.

Arrivals and Departures

1. Many parents may choose to form car pools. You will be given a Dismissal - Car Pool Information Form to fill out which should be returned to your child’s teacher. If your car pool changes in any way, please let us know in writing immediately.

PLEASE DO NOT USE THE PARKING LOT OR DRIVEWAYS. We ask all parents to pull up to the parking meters on Michigan Avenue as close to the Preschool entrance as possible. The Preschool entrance, which leads into the muscle room, is by the walk directly to the right of the outside steps near the parking lot. *From 8:55 a.m. until 9:10 a.m. and 12:10p.m. until 12:25p.m* preschool teachers will be out on the sidewalk prepared to assist in the arrival process. Children in the two-year-old program will be escorted down the ramp to the Social Hall to avoid using the stairs from *9:10 to 9:15 and 11:55-12:00*. All other children should be escorted through the Preschool entrance.

2. *The earliest arrival time is five minutes before the scheduled start of class* At this time the teacher will be ready to greet the children. The teachers' preparation time is very important. Please observe these arrival times. Thank you.
3. Dismissal times are 11:30 a.m. and 2:45 p.m. (11:15 a.m. and 2:00 p.m. for Two-Year-Old Program). Please wait for your children on the sidewalk on Michigan Avenue. The teacher will dismiss the children as she sees their parent or carpool driver on the sidewalk. **Please do not call to the children** - it is important that the teacher sees that each child is going with the correct person.
4. Parents must send any dismissal changes in writing. If your child is not going home, or if someone else is picking him/her up we must have this information in a written note. No telephone changes are acceptable.
5. For safety reasons, after pick up times as well as before pick up times we ask that the parents/ guardians closely supervise children. **We ask that children do not run throughout the lawn and gardens of the church and refrain from climbing on rocks, fences and the building itself.**
6. Knox Preschool ensures safe supervision at all times of children in our care. This is only after the child has been dropped off, acknowledged so by staff from parent or guardian and attendance record has been established. Knox Preschool is no longer responsible for children after parent or guardian has picked up the child, acknowledged so by staff and parent and recorded in the attendance record.

Late Pickup Policy and Procedure

1. Parents will notify the school when an emergency situation prevents them from picking up the child. (However, an emergency does not exempt the person picking up the child from paying the late pick up fee.

2. If the school has not been notified and the child has not been picked up within 10 minutes of dismissal time the teacher will first attempt to contact the child's parent/guardian.
3. If the parent has not contacted the school and the staff is unable to contact the parent/guardian, the emergency contacts will be called to pick up the child or arrange for pickup. Late fees are as follows: **\$1.00 per minute for each minute thereafter.**

Field Trip Policy

When a class goes on a field trip, parents will drive children to and from the designated originating and destination points only. All children under 4 years of age or under 40 pounds must be in an approved child safety seat according to state law. All other children must be protected by a regular seat belt. A teacher who has complete and valid Red Cross First Aid training will accompany all groups going on field trips. This person will make certain that a standard First Aid kit is taken along. All children will wear a nametag, which will include the school name, address and telephone number. Emergency Authorization and Medical Information copies must always accompany a child on trips away from school. Volunteer drivers will keep these forms for each child in their vehicle.

Children will be accounted for on all fieldtrips. The classrooms attendance book will travel with the teacher while on the fieldtrip and attendance will be taken in accordance with licensing requirements. Staff will be responsible for all children on and away from school grounds. Rules and regulations in the building apply outside of the building as well. A complete copy of this field trip policy is on file in room 107 and is always available for inspection.

Written parent/guardian permission will be required for all field trips/walks. A permission form for short walks will be distributed at the beginning of each school year. This form will grant permission for short walks and require a parent/guardian signature. A copy will remain in each students file for review. A separate form will come home asking permission for each field trip a class decides to take other than short walks. Your child will need to have a labeled car seat brought to school on the day of the field trip. All children who do not have not returned a signed permission form, meet car seat law standards, and do not have a car seat, cannot attend the scheduled field trip.

Helping Hands Committees

Parents are encouraged to participate in the many school activities KPS provides for families. Helping hands is a variety of committees chaired by parents to enrich the preschool family experience. Some of these activities are: Room Helpers, Fall Parent Mixer, Breakfast with Frosty, Dad's day Teas, Grandparents Day, and Muffins with Mom, Fundraising, Community Outreach, Safety Committee and the End of School Year Picnic. Information about these events will be available during Parent Coffees in September and throughout the school year.

Cleaning Procedures

A solution of 1 part bleach to 10 parts water will be used regularly to clean tables, counters, chairs, toys, etc in the classroom.

Miscellaneous

1. INDIVIDUAL ADJUSTMENT AND PROGRESS: Experience has shown that there are times when a parent and/or teacher decide that a child is not adjusting to the preschool environment. In such cases, Knox Preschool reserves the right to request that child's withdrawal from the program. The procedure in these instances will involve conferences with the teacher, school directors, and parents to determine the appropriate course of action.
2. PARENT CONFERENCES: At any time you feel it would be helpful to have a conference pertaining to your child, please call your child's teacher to make an appointment. Parent Conferences for all children will be held during the school year as indicated on your school calendar.
3. VISITORS: Parents may visit the school any time during our regular hours of operation. Please check in at the office.
4. LICENSING: the Ohio Department of Job and Family Services and the Cincinnati Health Department license our school. Our licensing capacity is stated on the current licenses that are posted in the office. A copy of the complete laws and rules for the operation of the school issued by the State of Ohio is on file with the director and is available for examination at any time. Current inspections and compliance reports are also posted by the license and are available for review, as well as any complaint investigation reports filed against this center. Non-current compliance and inspection reports are available upon request. Parents have the right to contact the ODJFS for the licensing records of Knox Preschool including compliance report forms, complaint investigation reports, and evaluations from building and fire.

5. Laws, rules and regulations are available for review in the office upon request. Any person who suspects a violation by our school of the Ohio Day Care Licensing Code may call the ODHS toll free number. The number is 1-866-635-3748 option 2, extension 2.
6. CLASS SIZE: At Knox Preschool we strive for the very optimum in quality education for the young child, which includes limitations of class size. The City of Cincinnati, the State of Ohio, and the National Association for the Education of Young Children have all set clear ratios of children to teachers in preschool, depending on the age of the children. The limits are: for two-year-olds 1:5; for three-year-olds 1:8; and for four-year-olds 1:10. Knox Preschool has chosen to keep our ratios even lower than those prescribed by the City and State. Our ratios are: for two-year-olds 2:8; for three-year-olds 2:15; and for four-year-olds 2:15. Our quality standards assure that each child receives all the attention necessary and desirable.
7. NONDISCRIMINATION POLICY: It is unlawful for any center to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.
8. CHILD ABUSE REPORTING: State law requires that any employee of a childcare center report any suspicions of child abuse or neglect.
9. PROBLEMS OR COMPLAINTS: Anyone who has a problem or a complaint with regard to any aspect of our program should professionally approach the teacher or director with his/her concern. The Preschool staff will, to the best of their ability, work to resolve any problem that may exist. If that person still feels his/her concern has not been addressed satisfactorily he or she is encouraged to contact the chairperson of the Preschool Board. Staff is available before and after school during their office hours. The director may be contacted throughout the school day in the office or by email. She may also be contacted at home after school hours.
10. TWO-YEAR-OLD CLASS: These young children are not required to be toilet trained. However, state regulations require that all diapered children or children in pull-ups be kept in groups entirely separate from the general preschool population in order to maintain hygienic standards.
11. CLASS ROSTER: Parents may grant or deny permission to have their telephone number and address included on the class roster. Class rosters will be made available to all families with children in Knox Preschool.

12. OUTDOOR PLAY: outdoor play will take place daily if weather permits. During inclement weather such as the threat of storms, rain, heat above 92 degrees F or cold below 24 degrees F with wind chill factor children will use the large Muscleroom during their scheduled outdoor times. A muscleroom lesson plan will be posted

13. Each month to the left of the inside door. The daily muscleroom schedule that lists times each class will be able to use the muscle room are posted in the muscleroom and a copy is also on display on the bulletin board over the computer in Room 107.

Management of Communicable Diseases

All staff members must have had a Red Cross Training course for the management of communicable diseases. The communicable disease chart provided by the Cincinnati Board of Health is posted in room 107. Upon arrival each teacher will note the child's well being. If at that time or any time during the day, the teacher observes any of the following symptoms, the teacher or director will attempt to contact the child's parent(s) to have the child picked up from school. The child will be placed in isolation with a clean cot and clean blanket and with supervision.

1. Diarrhea (more than 3 abnormally loose stool within a 24-hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Discharge from the eye (runny, clear, yellow, crusty) or Red and Irritated
6. Temperature of 100 degrees Fahrenheit taken by the auxiliary (armpit) method in combination with other signs and symptoms.
7. Untreated infectious skin patches, spots, rashes
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with elevated temperature
10. Evidence of untreated lice, scabies or parasitic infestations
11. Sore throat, difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other signs or symptoms

If neither parent can be reached, the teacher will attempt to contact one of the two emergency contact persons listed, by the parents, on the child's registration form. Phone numbers for parents and emergency contacts are listed on the Emergency transportation forms, which are kept in the office.

A child who is experiencing minor common cold symptoms or who does not feel well enough to participate in regular activities but is NOT exhibiting any of the above symptoms will be considered a mildly ill child. Each teacher, in consultation with the supervising teacher, may make her own decision as to whether or not she will call the parents or keep the child with the group until the end of the class period. If she elects to keep the child with the group, she will observe him/her for a worsening condition.

In the parent's judgment, and with the approval of the teacher, the child may return to school when he/she is considered well or if the period of contagion is over. **Children MUST BE FEVER FREE FOR 24 HOURS WITHOUT THE AID OF FEVER REDUCING MEDICATION SUCH AS TYLENOL OR MOTRIN BEFORE THEY MAY RETURN TO SCHOOL.**

Any staff person experiencing any of the above listed symptoms will be provided with a substitute teacher for their classroom.

Parents will be notified in writing if the teacher has knowledge of any child having contracted a particular communicable disease, such as chicken pox, strep throat, etc.

Emergency Transportation Procedures

In the event a child is in need of emergency transportation to the doctor, dentist or emergency room, the parent will be notified and the *child transported if the EMERGENCY TRANSPORTATION AUTHORIZATION FORM* in their file has been approved and signed by parents. 911 will be called in any breathing emergency or life-threatening emergency. A teacher or the director will accompany any child who is transported from school until the parent is available. An additional car seat is available in the closet of Room 103 for transportation. *(If the Emergency Transportation Form has not been signed, parents will be notified IMMEDIATELY of the situation and will then inform director or teacher of action to be taken. We encourage parents to read and sign the Emergency Transportation Form)*

Child Custody Arrangements/ Agreements

In the event a family is legally proceeding or has gone through with custody situations, the director must be informed of any arrangements made with the court. Copies of such paper work shall be kept confidentially in the child's file. Knox Preschool will follow all lawful court documents. Children will only be released to the parent/guardian listed on these documents.

Safety Policy

No child shall be left alone or unsupervised. Because close supervision is necessary for the child's safety, we will make certain that a staff member escorts each child.

General Emergencies

Fire and Tornado:

Fire and tornado instructions are posted in each room used by the Preschool. Regular fire and tornado drills will be conducted. For fire evacuation, the classes in room 103 and 104 will be escorted up the stairs closest to the parking lot with the teacher at the head of the group and the assistant at the rear. These adults will be sure that no child is left in the room and that the windows and hall door are closed behind her. The children will go out onto the sidewalk near the playground entrance and will wait there until escorted back into the building. The groups from rooms 106 and 108 will use the same procedure using the outside exit from room 108 (Preschool entrance). They will go to the sidewalk on Michigan Avenue. Classes in room 102 will proceed through the Social Hall, through the outside door and wait on the Michigan Avenue ramps.

The tornado evacuation procedure for all classes will be that the children file quickly with their teachers and assistants to the middle hall in the basement of the school and sit in single file along the walls until given further instructions.

Loss of power, heat, water:

In the event that the Preschool would lose power, heat, or water, the following procedures would apply: Evacuation would not be necessary unless there is a leak or short. In this event, the fire evacuation procedure would be followed listed above.

Threat of Violence:

If the threat is in the building, the building will be evacuated at the nearest emergency exit. The teachers will insure that all children are accounted for before exiting the building. The children will be escorted to the Fire Station on Erie and Michigan Ave. Attendance will again be taken once arriving at the Station. If threat is outside building, each classroom will be locked down or the children will be evacuated to the social hall for lockdown. Attendance will be taken to insure all children are safe and accounted for.

The school telephone number is 321-9228. If there is no answer or the line is busy and the call is an emergency, you may reach the school by using the church number 321-2573. Phones are located in the office, the hallway, each preschool classroom except 102 and 108 (muscle room), and the main desk of the church. Emergency phone numbers are located in each classroom used by the Preschool.

A complete first aid kit is located on the shelf by the sink in the Preschool office (room 107).

When an accident or injury occurs, or when any incident occurs which necessitates the administration of Syrup of Ipecac, an incident report form will be filled out. One copy will be given to the parent and two copies (signed by the parent) will be maintained in the school files.

Use of spray aerosols shall be prohibited when the children are in attendance.

Health Procedures

In order to protect the whole group, we ask for your cooperation in watching for symptoms of colds and childhood diseases. **If you are doubtful, please keep your child at home.** Please report any contagious disease to your child's teacher or to the director as soon as possible.

The Preschool will not administer medication, drugs, vitamins, or special diets unless absolutely necessary. This EXCLUDES the administering of emergency medicine for allergies such as EPI Pens or Benedryl. Please see the director for proper paperwork and procedures for such medications. All children with allergies must be on file in the office. Please address any specific needs, should they arise, with the director.

No child will be allowed to stay indoors during outdoor playtime unless requested, when absolutely necessary, in writing by the child's parent. In this case, the teacher will follow the guidelines for mildly ill children to evaluate the child's overall ability to participate in the classroom.

If your child is absent for 6 or more school days, we must have a note from your physician stating that the child may re-enter school. If his or her activity is to be limited, please have the doctor explain any restrictions in detail.

All teachers and assistants are familiar with and follow the 10-step Universal Precautions Procedures for Handling Spilled Blood and Body Fluids posted in each classroom.

Inclement Weather Policy

If the weather is inclement, please tune into WKRC, channel 12 for school closing information. Watch for "Knox Preschool" during the school closing announcements. You may also call the school at 321-9228 beginning at 7 a.m. on questionable weather days to hear a recorded message regarding school closing information. Snow days will NOT be made up.

Separation Anxiety

Parents are the dependable, loving people for their own children. When parents leave, many children feel a void. ***Who will protect and understand them when their parents leave?*** Trusting other adults is a complicated developmental task, which is mastered in stages. For some children, making the transition from home to school is a comfortable process. For others it may initially go smoothly, with a delayed period of difficulty. For others, separating requires much more parental involvement and patience.

If you find that your child is experiencing discomfort at this time, please discuss it with your child's teacher and/or the director. Each child's needs are different and our staff is prepared to help. Below are four possible steps or ideas to support your child as they learn to separate from you:

1. The parent stays with the child in the classroom.
2. The parent stays in a pre-determined location of the classroom with the understanding that the child will involve him/herself in classroom activities.
3. The parent sits outside the classroom (or in another room) in an area which the child has helped prepare for the parent.
4. The parent leaves for a pre-arranged period of time and returns while class is still in session.