LITTLE SHEPHERDS
Learning Center
Preschool & PreK
at Prince of Peace Lutheran Church

5475 Brand Road
Dublin, OH 43017
Church office – (614) 766-6377

Church web page –www.princeofpeacedublin.org
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Parent Handbook



"I will give you shepherds after my own heart,
who will fill you with knowledge and understanding."
Jeremiah 3:15

Revised 11/2025

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A. ORGANIZATION

Prince of Peace Lutheran Church Mission Statement

Proclaiming the Good News of Jesus Christ and welcoming all to grow with us in God's love through worship, learning, service, and fellowship.

Little Shepherds Learning Center has been established by the church council and congregation and is governed by the Preschool Advisory Board. This board will carry out activities supporting the objectives of the Prince of Peace Lutheran Church in establishing and maintaining its preschool. A list of Preschool Advisory Board members and Staff members will be made available prior to the start of each school year. Little Shepherds Learning Center is a private non-profit organization.

Ohio Department of Job & Family Services Licensing Information

This facility is licensed to operate legally by the Ohio Department of Job and Family Services. The center is required to provide parent's information required by Ohio Administrative code.

Little Shepherds Learning Center at Prince of Peace Lutheran Church obtained a provisional license to begin operation September 2001. In November 2001 we obtained our full license to operate in complete compliance. The State of Ohio licensing governs the health, safety, discipline, programming, space utilization, equipment, teacher/staff ratios, and staff employment requirements. A copy of the Rules for Licensing Child Day Care Centers and licensing records are available for review in the preschool office. The current license and inspection reports are posted in the preschool office in room 5.

The center's licensing record including compliance for and evaluation forms from the health, building, and fire departments are available upon request from the State of Ohio Department of Job and Family Services. A toll free number, 1-866-635-3748, is available for any person wishing to report a suspected violation by the preschool of Chapter 5104 or Revised Code or Chapter 5101-1-12 of the Administrative Code.

No Weapons permitted No Smoking permitted

Nondiscrimination Policy - Little Shepherds admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or disability in violation of the Americans with Disabilities Act of 1990, in administration of its educational policies or admissions.

Ohio Department of Job & Family Services

Child Care Licensing Section
Columbus District Office
50 W. Town Street 6th Floor
Columbus, OH 43215
(866)886-3537 Fax; (614) 728-2111

Mail address: P.O. Box 182709
Columbus, OH 43218

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

DATE: 12/06/2016 8:34

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous 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 law and 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, custodian, or guardian 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 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 Ohio Department of Job and Family Services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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

This information must be given in writing to all parents, guardians and employees as required in Appendix C to rule 5101: 2-12-07 of the Ohio Administrative Code.

Little Shepherds Mission Statement and Goals

Little Shepherds is dedicated to providing loving care and early Christian education to the children of our congregation and community, as well as to support families in the discipleship of their children. We seek to provide a Christian atmosphere where children can discover a loving God as they begin to develop life competencies. Our purpose is to provide a safe, warm, nurturing, loving Christian environment that promotes the development of each child. We tend to the child's spiritual, emotional, social, cognitive, and physical needs. We offer creative play and exploration; loving, nurturing teachers; age appropriate play space and equipment.

Care and Nurturing of children – Teachers are responsible for the well being and safety of each child in the group to which they are assigned and for meeting each child's basic needs. With the toddler group diapers and clothing shall be checked regularly and changed accordingly. Staff shall assist with the needs of children with hand washing, toilet needs, and basic hygiene, promoting self-help skills as the goal. Staff shall acknowledge and respond appropriately to children who are crying or who are in distress. Children will be supervised at all times.

Spiritual Development – Teachers will lift each child up in prayer, asking God to guide and nurture this precious disciple. In the classroom, we will proclaim the good news of Jesus Christ, and let each child know that he or she is a beloved child of God and a follower of our Lord Jesus Christ. Through prayer, reading of the Word, and the sharing of faith, we will shepherd these children in their Christian lives.

Our classrooms are places where children

- witness faith in daily life
- form Christ-centered relationships of trust and affirmation
- experience belonging in a Christian community
- enjoy the opportunity to question and explore
- receive appropriate, sensitive, and thoughtful responses
- give and receive love, forgiveness, and faithfulness.

Faith Life – We proclaim the love of Christ and acknowledge that each child in our care is a child of God. We teach our students to love God with all their hearts and all their minds and to love others abundantly. The Lord is our Shepherd, and we are called to be God's shepherds in the world.

Social/Emotional Development – Our program is designed to help each child feel loved and accepted by his/her peers, teachers and our God. Our goal is to establish a sense of community in our classrooms, knowing that together we are the body of Christ our Lord. Children will play together and learn together in an environment of mutual trust and respect. We believe that children are capable of empathy, that they are good problem solvers, that their ideas are valuable and that they need to be in affirming relationships with others. We will provide an atmosphere conducive to creative play and exploration. Each child is a wonderful creation of God and a member with us in God's family.

Cognitive/Physical Development – Children learn by doing and by being allowed to succeed in their own explorations. We provide a meaningful, developmentally appropriate learning environment. Our curriculum includes time for free choice, play and structured learning centers. Through play and exploration, the children will experience a variety of multi-sensory and physical activities that will increase their knowledge, improve their language development, and improve their fine motor and large motor skills.

Little Shepherds staff exceeds State minimum requirements

Ohio Job & Family Services Employment Qualifications

Administrator

- A copy of transcript of credit hours earned from an accredited college, university, or technical college indicates an associate or higher degree in child development or early childhood education.
- Verification of two years' experience from past employers. "Two years' Experience" shall mean working as a childcare staff member supervising and giving care to an organized group of children of any age from birth to 14 years of age for a minimum of 24 calendar months.
- Must sign a Child Day Care Convictions Statement and be fingerprinted with results showing No arrest record upon hire and every 5 years.
- Must complete up to 45 hours of training in Child Development, Child CPR, First aid, communicable disease and Child Abuse and Neglect recognition. and 6 hours specialized curriculum standards training annually.

Child Care Staff Member

- At least 18 years of age
- Certification of High School completion
- Must complete up to 45 hours of training in Child Development, first aid, communicable disease, and child abuse and neglect recognition. And 6- 10 hours specialized curriculum standards training annually.
- Childcare experience preferred.
- Must sign a Child Day Care Convictions Statement and be fingerprinted every 5 years with results showing No arrest record.

Reference Checks - Prior to employment, at least three reference checks must be supplied to the Director of the Preschool. The references shall be signed and dated statements from persons not related to the applicant, shall include names, addresses, and telephone numbers of the person making the statement.

Employee Medical Statement - Every employee of Little Shepherds shall mentally and physically be able to carry out his/her duties. The preschool shall not employ a person whose physical or mental disability would prevent them from recognizing and acting against any hazard to a child's safety and well-being at the center. Each employee shall receive a medical examination by a licensed physician or a certified nurse practitioner within three years prior to the first day of employment. There shall be on file a signed statement by a licensed physician certifying that each individual is free from apparent communicable disease, including tuberculosis, is physically fit for employment in a preschool caring for young children and has been immunized against measles, mumps, rubella, tetanus, and diphtheria. Little Shepherds Board recommends each staff member involved in administering first aid to children in our care to receive the Hepatitis B vaccine series as recommended by Federal Government OSHA guidelines for Child Care Facilities. All staff will have a current Tdap immunization on record.

The National Association for the Education of Young Children – In the fall of 2002, our preschool began the process of working toward national accreditation and has maintained accreditation from 2004 to 2015. Although our formal accreditation is inactive, we continue to follow NAEYC. NAEYC has been in operation since 1985 and is committed to bringing every childcare center up to standards of excellence and quality early childhood education for all children. NAEYC recognizes that good early childhood programs promote learning and development. Through Action for Children in Franklin County our staff has benefited from training and resources offered under the guidance of NAEYC.

Family Engagement Model

Little Shepherds is committed to working with families in supporting their child's growth and development by providing an age appropriate experience within an age appropriate classroom and fostering family to school relations. Parents are the primary educators of their children and the main decision maker for their child's educational experience. Active parent participation in the educational process is critical to each child's success, and Little Shepherds provides a variety of opportunities throughout the year to promote connections/interaction between families, teachers, and the greater community. Our goal is to create maximum parent investment in the educational process by helping parents to become their child's greatest advocate throughout their educational experience. We encourage parents to support their child's educational experience by following the class curriculum calendar, communicating with their teacher via email and notes. Parent interaction is performed with respect to each family's diversity and cultural/ethnic background.

We are a NAEYC center. We follow the 10 standards of practice as our formal model, which guides our program, our professional development, interactions with families and children.

NAEYC Standard 1: Relationships

The program promotes positive relationships among all children and adults. It encourages each child's sense of individual worth and belonging as part of a community and fosters each child's ability to contribute as a responsible community member. Warm, sensitive, and responsive relationships help children feel secure. The safe and secure environments built by positive relationships help children thrive physically, benefit from learning experiences, and cooperate and get along with others.

What to look for in a program:

• Children and adults feel welcome when they visit the program. Teachers help new children adjust to the program environment and make friends with other children.
• Teaching staff engage in warm, friendly conversations with the children and encourage and recognize children's work and accomplishments.
• Children are encouraged to play and work together.
• Teachers help children resolve conflicts by identifying feelings, describing problems, and trying alternative solutions. Teaching staff never physically punish children.

NAEYC Standard 2: Curriculum

The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language, and cognitive. A well-planned written curriculum provides a guide for teachers and administrators. It helps them work together and balance different activities and approaches to maximize children's learning and development. The curriculum includes goals for the content that children are learning, planned activities linked to these goals, daily schedules and routines, and materials to be used.
NAEYC and the NAEYC Accreditation system do not prescribe a specific curriculum; programs can design their own or choose a commercially available curriculum that meets NAEYC's guidelines.

What to look for in a program:

• Ask about the program's curriculum and how it addresses all aspects of child development. The curriculum should not focus on just one area of development.
• Children are given opportunities to learn and develop through exploration and play, and teachers have opportunities to work with individual children and small groups on specific skills.
• Materials and equipment spark children's interest and encourage them to experiment and learn.
• Activities are designed to help children get better at reasoning, solving problems, getting along with others, using language, and developing other skills.
• Infants and toddlers play with toys and art materials that "do something" based on children's actions, such as jack-in-the-box, cups that fit inside one another, and playdough.

NAEYC Standard 3: Teaching
The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the curriculum goals. Children have different learning styles, needs, capacities, interests, and backgrounds. By recognizing these differences and using instructional approaches that are appropriate for each child, teachers and staff help all children learn.

What to look for in a program:
• Teachers carefully supervise all children.
• Teachers provide time each day for indoor and outdoor activities (weather permitting) and organize time and space so that children have opportunities to work or play individually and in groups.
• Children's recent work (for example, art and emergent writing) is displayed in the classroom to help children reflect on and extend their learning.
• Teachers modify strategies and materials to respond to the needs and interests of individual children, engaging each child and enhancing learning.

NAEYC Standard 4: Assessment of Child Progress
The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop.
Assessment results benefit children by informing sound decisions, teaching, and program improvement. Assessments help teachers plan appropriately challenging curriculum and tailor instruction that responds to each child's strengths and needs. Assessments can also help teachers identify children with disabilities and ensure that they receive needed services.

What to look for in a program:
• The program supports children's learning using a variety of assessment methods, such as observations, checklists, and rating scales.
• Assessment methods are appropriate for each child's age and level of development and encompass all areas of development, including math, science, and other cognitive skills; language; social-emotional; and physical.
• Teachers use assessment methods and information to design goals for individual children and monitor their progress, as well as to improve the program and its teaching strategies.
• Families receive information about their child's development and learning on a regular basis, including through meetings or conferences.

NAEYC Standard 5: Health
The program promotes the nutrition and health of children and protects children and staff from illness and injury. Children must be healthy and safe to learn and grow. Programs must be healthy and safe to support children's healthy development.

What to look for in a program:
• Teaching staff have training in pediatric first aid.
• Infants are placed on their backs to sleep.
• The program has policies regarding regular hand washing and routinely cleans and sanitizes all surfaces in the facility.
• There is a clear plan for responding to illness, including how to decide whether a child needs to go home and how families will be notified.
• We recommend that Snacks and meals are nutritious; food is sent from home with each child for snack and lunchtime.

NAEYC Standard 6: Teachers
The program employs and supports teaching staff with the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
Teachers who have specific preparation, knowledge, and skills in child development and early childhood education are more likely to provide positive interactions, richer language experiences, and quality learning environments.

What to look for in a program:
• Teaching staff have educational qualifications and specialized knowledge about young children and early childhood development. Ask, for example, how many teachers have Child Development Associate (CDA) credentials, associate degrees, or higher degrees.
• The program makes provisions for ongoing staff development, including orientations for new staff and opportunities for continuing education.
• Teaching staff have training in the program's curriculum and work as a teaching team.

NAEYC Standard 7: Families
The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture. To support children's optimal learning and development, programs need to establish relationships with families based on mutual trust and respect, involve families in their children's educational growth, and encourage families to fully participate in the program.
What to look for in a program:
• All families are welcome and encouraged to be involved in all aspects of the program.
• Teachers and staff talk with families about their family structure and their views on childrearing and use that information to adapt the curriculum and teaching methods to the families served.
• The program uses a variety of strategies to communicate with families, including family conferences, new family orientations, and individual conversations.
• Program information—including policies and operating procedures—is provided in a language that families can understand.

NAEYC Standard 8: Community Relationships
The program establishes relationships with and uses the resources of the children's communities to support the achievement of program goals. Relationships with agencies and institutions in the community can help a program achieve its goals and connect families with resources that support children's healthy development and learning.

What to look for in a program:
• The program connects with and uses museums, parks, libraries, zoos, and other resources in the community.
• Representatives from community programs, such as musical performers and local artists, are invited to share their interests and talents with the children.
• The staff develops professional relationships with community agencies and organizations that further the program's capacity to meet the needs and interests of children and families.

NAEYC Standard 9: Physical Environment
The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.
An organized, properly equipped, and well-maintained program environment facilitates the learning, comfort, health, and safety of the children and adults who use the program.
What to look for in a program:
• The facility is designed so that staff can supervise all children by sight and sound.
• The program has necessary furnishings, such as hand-washing sinks, child-size chairs and tables, and cots, cribs, beds, or sleeping pads.
• A variety of materials and equipment appropriate for children's ages and stages of development is available and kept clean, safe, and in good repair.
• Outdoor play areas have fences or natural barriers that prevent access to streets and other hazards.
• First-aid kits, fire extinguishers, fire alarms, and other safety equipment are installed and available.

NAEYC Standard 10: Leadership and Management
The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, and fiscal, and program management so all children, families, and staff have high-quality experiences.
Effective management and operations, knowledgeable leaders, and sensible policies and procedures are essential to building a quality program and maintaining the quality over time.

What to look for in a program:
• The program administrator has the necessary educational qualifications, including a degree from a four-year college and specialized courses in early childhood education, child development, or related fields.
• The program is licensed and/or regulated by the applicable state agency.
• The program's written policies and procedures are shared with families and address issues such as the program's philosophy and curriculum goals, policies on guidance and discipline, and health and safety procedures.
• Appropriate group sizes and ratios of teaching staff to children are maintained (for example, infants—no more than 8 children in a group, with 2 teaching staff; toddlers—no more than 12 children in a group, with 2 teaching staff; and 4-year-olds—no more than 20 children in a group, with 2 teaching staff).

FAMILY INVOLVEMENT

Our goal is to facilitate relationship building within the families, we encourage classmates to make playdates. In the classroom it is fun to watch those relationships grow and become more familiar.

The school will plan events and will be announced accordingly through emails and newsletters. We are planning mystery reader program, family events, costume parades, Winter Parent Conference, Nativity programs and graduation programs.

We will continue each year with outside arrival and dismissal school year. Each class has a designated outside door to greet and dismiss their students from.

Parent and child contact information will be shared on the class roster each year. We promote families to be in relationships with one another. It is always fun to include school friends in planning play dates or birthday parties outside of school class time. Families may share contact information as they wish.

Curriculum
We offer a Christian based curriculum integrated with the Ohio Department of Education Preschool Early Learning Development Standards. The children will hear and learn a variety of bible story lessons from the bible through the school year. They will learn daily prayers and songs of praise. We believe children learn through play and exploration.

Little Lambs 2.5 to young 3 yr olds- Room 2

Requirements: Must be age 2.5 on first day of enrollment, child may be turning age 3 during the year.

Toilet training: Room 2 provides a handwashing facility available for diapering. Parent shall provide teacher with information regarding children diapering or toilet training needs. Toilet training will only occur with parent's instructions and when child shows signs of readiness. Teacher & child wash their hands before and after diapering and toileting. Diapers are checked regularly throughout session and changed as needed.

Items from home:
School will provide your child a TOTE to bring snack from home & to bring artwork home.
At beginning of the year and as needed send in necessary items for diapering and change of clothing
PLEASE write your child's name in their coat
Snack – send in a healthy snack each session in a reusable or disposable container; we provide water.

Ratio: Ohio Job & Family Services licensing requirement* is 7 toddlers, ages 2 to 3 years per 1 adult. We will enroll 8 per toddler group with 2 teachers. Small ratios allow for quality childcare and facilitate a child's feeling of safety and security.

Description: Little Lambs is designed as a two day a week session for the toddler who has not had much experience away from his or her primary caregiver. Toddlers this age are becoming more social and showing some interest in peers, however, they still need lots of reassurance, support, and a safe environment to explore. This age group will tend to parallel play, but they like to be in the same space with children their age. Toddlers enjoy free play, stories, one-on-one interaction with adults, songs, movement and creating artwork. Our Christ centered program teaches the toddlers that God loves them, God made them and God teaches us all to love. They will hear stories from the Bible, learn to pray, and learn about Jesus' love.

Curriculum and program is based on Ohio's Early Learning Development Standards & Creative Curriculum Teaching Strategies Gold Objectives for Development & Learning.

Daily Schedule: 2 days – MW or TTH 9:20 to 11:55

Parents park on playground side of building; walk your child to their teacher.

9:20	**ARRIVAL** Teachers will greet students outside Door 2 Teacher will take attendance, child daily health check. Child will wash their hands at arrival.	
9:25 to 9:45	Table time and free play	Opportunities for free play, social interaction block Play, artwork, sensory motor activities
Teachers will interact with children, role model kind behavior, play with or read to them, helping them engage with peers, begin cooperative social & language skill		
9:45 to 9:50	Hello Circle	Who's here today? Songs, calendar, weather
9:50 to 10:10	Playground	Indoor or outdoor play Outside if 45'& dry; dress for the weather
10:10 to 10:40	Snack Time	Hands are washed with soap & water. Healthy snacks are encouraged in disposable containers. We serve water. Snack is a time for prayer and socializing with friends.
	Library Time	As children finish snack they are encouraged to pick a book. Teachers may read story at snack
10:40 to 11:10	Themed Activities/Art/ Sensory Time	
Teachers plan activities associated with the book of the day to practice fine motor skills – lacing, cutting, painting, gluing		
11:10 to 11:45	Free play /Clean up time	Children enjoy dress up dramatic play, social play Interaction, etc…clean up time sorting/categorizing
11:45 to 11:55	Closing Circle	

11:55 Dismissal Teachers will DISMISS students INSIDE from Door 2

Teacher will send Emails with News of the week **LittlelambsLSLC@gmail.com**

Lambs THREE-YEAR-OLDS – Room 7

Requirements: Must be three by September 30th of school year and toilet trained by the first day of school.
Ratios: *Ohio Job & Family Services-allows the school to serve 12 three-year old children per 1 adult. Little Shepherds Lambs class will have 12-14 students, a lead teacher and an assistant teacher for each classroom. This ratio allows for quality instruction; small ratios facilitate a child's feelings of safety and security within the classroom setting.

Description: Our three year old program is designed for the first time preschooler. Although a three-year old is beginning to want some independence from their caregiver, they still need lots of reassurance, support and a safe environment to explore and play. Three year olds will be introduced to Bible Stories, colors, shapes, numbers, recognizing their name, being a classroom helper, and much more. They will learn that God made the world and made them special too.

Items from home:
School will provide your child a TOTE to bring snack from home & to bring artwork home.
At beginning of the year and as needed send in necessary items for change of clothing
PLEASE write your child's name in their coat; dress for the weather we play outside if 45' and dry.
Snack – send in a healthy snack each session in a reusable or disposable container; we provide water.

Curriculum and program is based on Ohio's Early Learning Development Standards & Creative Curriculum Teaching Strategies Gold Objectives for Development & Learning.

Schedule: Three year olds classes: Monday & Wednesday AM 9:20 to 11:55
Tuesday & Thursday AM 9:20 to 11:55

Daily Schedule:
Parents park in space on church side of building; plan to walk your child to and from their teacher.

9:20	**ARRIVAL**	Teachers will greet students outside Door N
	Teacher will take attendance, child daily health check. Child will wash their hands before entering the classroom.	
9:30 to 10:10	Free Play	Opportunities for dramatic play, block play, play dough, manipulatives Art work, activities to help build fine motor skills & support THEME of the day. Cooperative play skills encouraged and role modeled.
10:10 to 10:20	Clean up time	All students participate, working as a group, Listening, language and cooperation skills.
10:20 to 10:35	Circle time	Greeting, prayer, and songs. Who's at school today? Theme of the day; Bible Story; concept building, colors, shapes, counting, letter of the week.
10:35 to 10:55	Restroom break/Snack Time	Wash hands with soap and water; Prayer time, child brings their own healthy snack in disposable container & we serve water.
10:55 to 11:15	Center Work Time	Library time; Reading books as children finish Letter activity; journals, fine motor skills; math games, science exploration
	Closing Circle	Share time, story time
11:20 to 11:50	Playground	Outdoor play if 45' and Dry Dress for the Weather Indoor play:
11:55	Dismissal	Teachers will DISMISS students INSIDE Door 7

Teacher will send Email with News bi-weekly from class gmail LambsLSLC@gmail.com

Shepherds PreK 4-5 year olds MTWTh am – Rm 4

Requirements: Must be turning four by fall of school year and toilet trained by first day of school (pg 23).
Ratios: Ohio Job & Family Services allows there to be 14 four year olds per 1 adult. Little Shepherds Shepherd's class will have 14-16 students, a lead teacher and an assistant teacher. This ratio allows for more instruction and interaction between staff and children.

Description: Our Shepherds classroom encourages children to ask questions and to explore answers. Children are encouraged to express themselves through building, art, music, movement, language, dramatic play, etc. The four-year old is learning to play cooperatively, to follow simple directions, and participate in large and small group activities, to use words to solve problems and shows readiness for school. Readiness for school includes, but is not limited to, recognizing their name and letters of the alphabet, counting objects up to 10 plus, names colors and shapes, sorts and matches, and knows address and phone number. This year will be spent on kindergarten readiness skills, cognitive skills, on large muscle and fine motor skills.

Our program explores the life of Jesus, stories from the Old Testament and what it means to be a disciple of Christ, as we make our way through the alphabet. A is for ark and all the amazing animals that abound. B is for the Bible, a bunch of books that tell us about God and God's people….Z is for Zaccheus, a man Jesus surprised everyone by loving. We explore and wonder about a myriad of marvelous stories of God's presence through history and our own lives.

Items from Home: Child should bring a BACKPACK to school. Please label all coats with your child's name in it. Please send in a small healthy snack for snack time and a filled water bottle. Send snack in a reusable or disposable container.

Curriculum and program is based on Ohio's Early Learning Development Standards
Schedule: MTWTh AM – 9:15 to 12:00

ARRIVAL Teacher will be at DOOR D parents park in lot take child to teacher at door. The teacher will take attendance and child daily health check. Children will wash their hands before entering the classroom.

Daily Schedule

9:15 to 9:55	Arrival, Attendance and Children wash hands Free choice	Opportunities for peer interaction, dramatic play, block play, manipulatives, play-dough, artwork, and sensory work
9:55 to 10:00	Clean up time	All students participate; working on team, listening and cooperation skills.
10:00 to 10:20	Circle Time	Greeting, prayer, songs, Theme of day Helper chart, Weather Bear,calendar, numbers, counting, letter of the week.
10:20 to 10:40	Center Time	Learning centers, PreK curriculum, fine motor, pre-math, pre-writing, science, cooking, ready readiness,
10:40 to 10:55	Playground	Outside if 45' and DRY Group games, movement,
11:00 to 11:15	Snack	Wash hands with soap and water Prayer time; child brings own healthy snack & water bottle.
11:15	Library Time	Quiet reading.
11:20 to 11:40	Closing Circle	Music n Movement; Class share time; Listening & story time skills Bible story
11:40	Dismissal routine	Pack gear, restroom, wash hands

12:00 Dismissal Teachers will DISMISS students INSIDE room 4

TEACHER WILL EMAIL WITH NEWS OF THE DAY OR WEEK, USING CLASS GMAIL ShepherdsLSLC@gmail.com

Disciples Pre-K 4-5 YEAR OLD CLASS – MTWTH – Rm 9

Requirements: Must be age 4 turning age 5 of current school year and toilet trained by first day of school (pg23)

Ratios: Ohio Job & Family Services license allows there to be 14, age 4-5 year olds per 1 adult. Little Shepherds Disciples class will have 14-16 students, a lead teacher and an assistant teacher. This ratio exceeds state minimum standards and allows for more individual instruction and interaction between staff and children.

Description: This 4-day class is designed for the older four-year and five-year-old. Children are encouraged to express themselves through building, art, music, movement, language, dramatic play, etc. The class will encourage cooperative play, problem solving, following directions, participating in small and large group activities. Readiness for kindergarten will include, but is not limited to, name recognition, address and phone number, and alphabet recognition, counting objects, sorting, sequencing, and matching. Cognitive skills will include reading readiness, pre-writing and exploring the love of learning. Curriculum and program is based on Ohio's Early Learning Content Standards & Guidelines

Our four-five-year old program focuses on God's relationship with people. God loves us and gathers us together. Children will hear Bible stories and songs and learn that God loves us.

Items from Home: **Dress for the weather!** Please put your child's name in their coat. Please send in a backpack with a small healthy snack for snack time (reusable container is acceptable), and water bottle filled with water.

Teacher will email news of the week & reminders. Class email DisciplesLSLC@gmail.com

Our curriculum and program is based on Ohio's Early Learning Development Standards & Creative Curriculum Teaching Strategies Gold Objectives for Development & Learning.

Daily Schedule Class meets MTWTh 9:15 to 12:00

9:15	**ARRIVAL**Teachers will greet students outside DOOR E. Teacher will take attendance, child daily health check and temperature; child will wash their hands or use hand sanitizer at arrival.	
9:20 to 9:40	**PLAYGROUND**- Dress for the Weather. Outside if 45' and DRY; wash hands before class	
	Tuesdays -Prek Enrichment 9:30 to 10:45 in rm 206	
9:45 to 10:15	**Circle Time** Greeting, prayer, calendar, counting, helper chart, Group Read; Weather, Letter of the week, themes, songs, poems, Bible Story lesson on Thursday. Content skill building	
10:15 to 10:45	**Center Time**	Learning centers; fine motor skills,
	Science Math	pre-math, writing, science activities, cooking
	Writing practice	Reading readiness, writing
	Arts Exploration	Art time, special projects, painting
10:45 to 11:00	**Snack** Wash hands with soap and water, prayer before snack. Child brings own snack and filled water bottle	
	Library/Quiet Reading	Child chooses a library book after snack
11:00 to 11:40	**Music on Wednesdays**	
	Free Play	Social play, Dramatic play, block play, fine motor manipulatives.
	Clean Up time	All students participate, work on cooperation listening skills.
11:40 to 11:50	**Closing Circle/Share Time**	Review of the day, reading, share time, closing prayer
	After winter break/ child share time & Mystery Reader; sign up Genius schedule to be provided.	
	Music n Movement; pack up gear	
12:00	**Dismissal**	Teachers dismiss students from class door 9

C. REGISTRATION AND TUITION

Registration and Pre-admission interviews - Program offerings and registration forms for the upcoming year will be made available in December each year and throughout the year as long as there is space available on our rosters. The director shall share information with each parent and meet each child prior to admission to the program. Pre-admission interviews may consist of a phone contact, a scheduled tour, which includes a brief visit in the classroom with you and your child. Once it is determined that there is availability for your child on our class roster, the following forms must be processed.

In order for a child to attend Little Shepherds required forms must be on file first day of attendance:

- Little Shepherds online Registration form through Brightwheel invitation
- Non-refundable $250.00 registration fee
- Tuition fees and Parent Handbook – signed in Brightwheel profile
- Child's Medical Statement – updated physical exam signed by physician dated no more than 13 months
- Child's current immunizations record signed by physician
- Child Medical/Physical Care Plan with Allergy, or Administration of Medication forms if applicable
- Child Enrollment and Health Information, which includes:
  - Emergency Transportation Authorization Record
  - Emergency Information and Health Record
  - Roster permission
  - Parental signature verifying review of written policies and procedures Brightwheel Enrollment packet
- Family Information
- Ages and Stages Developmental Screening
- Dismissal to person other than parent/guardian (if applicable)

Monthly Tuition - For ease of payment and collection, our fees are evenly divided between our 10 months of operation; and collected from August 1, 2026 to May 1, 2027. Each family will receive a yearly Tuition Invoice. Tuition is due each month by the 1st, add $10.00 after the 10th. The center reserves the right to terminate enrollment if payments are not kept current. We NO LONGER accept personal checks or cash payments. Your bank may mail your monthly tuition payment; the bank should make your checks payable to Prince of Peace Lutheran Church; on your check please write LSLC or Little Shepherds in the memo. We require auto payment through Brightwheel system through the school office. NO Cash. Payor is responsible for transaction fees

10 Monthly payments for school year 2026-2027 – Tuition based on 34 week program

Little Lambs - 2 day $225.00 4day $450 Lambs - 2 day $225.00 Lambs 4 day $450.00
Shepherds - 4 day $400.00 Disciples - 4 day $400

Non-Sufficient funds – payments not processed through your auto payment and returned by your bank will be charged an additional $10.00 fee; please submit adequate payment information to the director or church office

Class Contact Information -

Class rosters will be shared with families. We promote family relationships and play dates.

The school will not furnish this contact information to anyone other than families and teachers. This contact list is not to be used for solicitation purposes.

Photo Release – Occasionally, Little Shepherds may have opportunities to share information about our preschool with the public. Each family is asked to sign one section of the form given, to either release or refusal to release photographs for educational and public relations purposes related to the preschool. Teachers will be taking pictures of class activities and posting these photos for your enjoyment through your child's Brightwheel profile.

Parental Initiated Withdrawals/Change of Address - If for any reason your child does not begin or finish out the entire school year, you must notify the Director one month prior to the date of withdrawal. You will be responsible for paying full month's tuition, even with partial month attendance. Please notify the teacher or Director in writing of any change of address or phone number, including work and emergency numbers.

D. GENERAL OPERATING POLICY AND PROCEDURES

Hours of Operation – Little Shepherds operates 35 weeks August through May, Monday to Thursday. 8:30 am to 3:30 pm. The Director is available during these hours, at 614-495-6022 and will assign a designee in her absence. Teachers are available on the days of your child's attendance.

Children attend AM session will be staggered arrival & dismissal check your class for times. Staggered times helps us to have one class at a time in restroom for handwashing

Calendar and Snow Days - The calendar for the upcoming school year will be available at the beginning of each school year and you will receive monthly class calendars from your child's teacher. Little Shepherds will follow Dublin Schools closing due to inclement weather. For Dublin City Schools 2 hour delay due to inclement weather, preschool will close the am session and open at 1:00 for the pm session. Please check with your local news.

School closings may include church funerals, disease epidemic; Hazardous weather conditions; Law enforcement emergencies; Inoperability of equipment necessary to the school's operation; Damage to a school building; Other temporary circumstances due to utility failure rendering the school building unfit for use. See Tuition Agreement in Registration packet for further information.

We will make every attempt possible to record a closing confirmation on the school's phone line, 614-495-6022. In an advance emergency school closing families will be notified by email and note home prior to the date. Ohio revised code allows for up to 5 calamity days before requirement to offer make up days.

Arrival - Please use car seats as required by law and seat belts at all times when transporting your children. We recommend you park your car so you can pull forward to exit. When arriving please be prompt, children arriving late may cause classroom disruption and your child may adjust better to group when arriving on time.

Back to school for Preschool: Class visit days Tues Aug 25 & Wed Aug 26
During the last week of August families will be scheduled to visit the classrooms with their child. Parents will attend with their child, introduce them to the teachers, explore the room together, meet new friends, enjoy story time and closing circle together. While the children are playing the parents will meet with the lead teacher to go over back to school information packets, turn in required forms. Our goal is for your child to handle their arrival routine with more and more confidence and independence as the year progresses.

Arrival will be at a separate exterior door for each class
School playground side parking lot for Little Lambs, Shepherds & Disciples classes
Church side parking lot for Lambs

Dismissal – please park and come to your child's classroom. If you are arriving early please contact Director or stop in the school office.

Please Park in the lot closest to your class exterior entrance. PLEASE be extremely cautious to parents who are parking and escorting their child to their class door. You must park your car in a parking space in the lot, do not leave your car parked in the fire line near the building. The teacher will dismiss your child to you or to the designated person.

Late Fee Policy Dismissal - Please contact the preschool (614-495-6022) in the emergency event that you will be late picking up your child. After 5 minutes, if the preschool has not received a call from you, you will be charged a late fee of $15.00 for each incident.

DISMISSAL TO PERSON OTHER THAN PARENT/GUARDIAN FORM – The school must have on file written permission regarding persons with who the child may be dismissed. You can list authorized persons on your child's Brightwheel profile. Only persons listed on the form may remove the child from the premises; staff may ask for proper identification (driver's license). (for example; car pools, relatives) Custody papers (if applicable) must be on file in order to release the child to the authorized parent or guardian. For the occasional play date or release to others for schedule purposes. Please send a written note to your child's teacher. Or contact the school office 614-495-6022

Safety for all – DO NOT LEAVE ANY UNATTENDED CHILDREN IN YOUR PARKED CAR.

LITTLE SHEPHERDS
PARKING LOT SAFETY

Teachers park in the outer back lot of the west wing lot.

For the safety of the children, we are requiring drivers to follow a one way pattern through the lot. Also, please note that the entrance and exit are the same drive. Do not make a U turn in front of the doorway entrance. GO SLOW

For your child's safety the Main entrance, West wing doors, elevator and classroom doors are locked between the hours of 9:30 am to 11:50 daily. During these times please call the Preschool Office upon your arrival. 614-495-6022.

- **Please park your car in a parking lot space to enter the building at arrival and dismissal times.**
- **PARK YOUR CAR SO YOU CAN PULL FORWARD TO EXIT**
- **Please hold your child's hand while walking through the lot.**
- **Please do not leave children UNATTENDED in your car while you are inside the building.**
- **Please transport your child in a car seat as required by law or use a seat belt.**







E. HOME/SCHOOL RELATIONS

Classroom Visitation Policy - Parents are always welcome! Please come visit, make arrangements with your child's teacher whenever possible. The Ohio Job & Family Services license requires that the preschool allow custodial parents of children enrolled unlimited access to the school during its hours of operation for the purposes of contacting the child, evaluating the care provided by the school, evaluating the premises, or for other purposes.

Licensing also requires parents to notify the Preschool Director or Church office upon entering the preschool premises. During the hours of operation, the west wing and second level of our church building will be used for the program. For the security of the children, other use of this area is closely monitored by the director. **West wing entrance, and classroom doors are locked daily from 9:30 to 11:50 am, during these time frames please contact school office for assistance. 614-495-6022**

Parent Communication - It is our top priority to create and maintain open and continuous communication with the parents of our toddlers, preschoolers, and kindergarteners. We are available to listen to parental concerns and will attempt to understand a child from the parent's perspective. We will share our professional classroom observations with the parents on a regular and continuous basis. A monthly class calendar is sent home with specific information from your child's teacher.

Parent-Teacher Communication - At the beginning of the year, your child's teacher will give you specific information on how to be in contact regarding any comments, concerns, or planning. You can send your child's teacher an email or to the school email littleshepherdschool@gmail.com

Concerns and Complaints - Should a parent have a concern or a complaint, they should discuss it with the classroom teacher first. The parent may do this by leaving a message for the teacher, sending a note, or making a phone call. The Director is available to discuss and help resolve concerns and complaints. The school office is open Monday through Thursday, during operational hours. The direct line is 614-495-6022. Parents are welcome to leave messages with the Director, if a voice mail is left on the school telephone line, messages will be returned as soon as possible. If the parents, teacher and Director cannot reach a satisfactory solution, the Director will consult with Reverend John D. Morris for further resolution.

Photo Release – Occasionally, Little Shepherds may have opportunities to share information about our preschool with the public. Each family is asked to sign one section of the form given, to either release or refusal to release photographs for educational and public relations purposes related to the preschool. Teachers will be taking pictures of class activities and posting these photos for your enjoyment through your child's Brightwheel profile.

Progress Reports & Developmental Assessments

Written progress reports come home November and May. A Parent Conference will be held at the end of January, see class information for details. We are dedicated to ongoing communication with parents if we have any concern regarding your child's physical, social, emotional, or cognitive development. Please send an email or call, we are happy to speak with you at any time during the school year.

Developmental Objectives - Each preschooler enrolled will be assessed by the teaching staff on an ongoing basis in areas of developmental skills and accomplishments. Lists of our objectives for development are included at the back of this handbook for your review. Our teachers follow the Teaching Strategies GOLD Objectives for Development and Learning as they plan activities and build lesson plans. In situations where teachers identify challenging behavior, parents will be asked for more information so that we can provide the support necessary to support the child's appropriate behavior and provide the child with information on acceptable behavior. At the start of preschool, families are provided a copy of **Ages and Stages Questionnaire** a parent completed child monitoring system for development. Kindergarten screenings will be done within 30 days of attendance during class by our kindergarten teachers.

Developmental Screening and referral – We are not a diagnostic or therapeutic center. We do not have the training qualifications to evaluate or screen for developmental delays, speech n hearing or challenging behaviors. Teachers will address challenging behaviors and provide information to families and encourage families to seek professionals to address behaviors. We will work with outside agencies and professionals and if determined we can reasonably accommodate, we will incorporate plans to help child overcome difficulties in the classroom. We believe early intervention is the key to a child's school success whether they remain enrolled in our center or receive school district services and placement.

DAILY Participation

Preparing Your Child for Participation – Separation difficulty may occur.

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk to your child about the new people your child will meet and the new things he/she will be doing at Preschool. If you are enthusiastic, soon your child will be too. You know your child best; take the time in the morning they need to get ready to be away from you. Make certain they are well rested and have had a good breakfast before arriving at school. It is also helpful if you have them take care of their restroom needs at home before coming to school each day. Arrive to school on time or early, some children have a hard time entering the classroom late, since everyone else is already engaged.

Daily Health Screening – please take your child's temperature before coming to school and consider all health screening points on page

Support your child's participation; follow your class calendar for themes such as

Calendar Theme Days: VIP, Color Days, Sharing days, Camp day, Beach Day, Silly sock day, Wacky Wednesday

Fall: God's Creation! Winter: Jesus Birth! Spring: Easter!

ALL SCHOOL EVENTS will be planned this year. We will keep community health in mind as we take the opportunity to plan for perhaps….Halloween Parades, fire truck visit, Bring the Farm visit, mystery reader program, parent class events.

Dress Code - Children are encouraged to wear comfortable, washable play clothes, clothing they can manage while using the restroom; shoes with rubber soles, closed heal and closed toe shoes. We use crayons, play dough, washable paint, chalk, and washable markers. We plan large muscle play daily, children are encouraged to run and jump. Boots, sandals, and slip-ons are inappropriate. If your child is wearing inappropriate shoes, he/she may be excluded from this type of play for their own safety.

Outdoor Play – We will plan outdoor play if it is 45' and DRY. Always dress your child for the weather with sunscreen, coats, gloves, and hats. The teachers determine if it is dry enough to play outdoors; they may also take the class on a short walk around the church premises.

Toilet Trained – students attending our 3 yr old and older prek classrooms Must be toilet trained. This means that your student is able to tell the teacher they need to use the restroom, is able to manage their clothing and toilet wiping needs, is able to flush and wash their hands. Our older classrooms do not have a diapering area, our restrooms are across the hallway from the classrooms, licensing requires children attending these classrooms to be toilet trained. Please allow your child to practice skills at home, that way they are prepared and feel more confident at school.

Diapering for toddler classes – Our toddler classrooms have diapering areas. Teachers will check diapers regularly (every hour at the least) m n and change soiled diapers immediately; teacher and child will wash hands before and after diapering. Parents will send child's diaper supplies and change of clothing at the start of the year and replenish as needed. Teachers will support toilet training efforts instructed by parents.

Snack Time

We serve water in small cups at snack time for Little Lambs & Lambs. Prek students need to bring a filled water bottle. All Students need to bring their own small healthy snack daily, please label the container with your child's name. Disposable or reusable containers are options. The following is a suggested list for healthy snacks. Teachers and children will wash their hands with soap and water before and after snack time.

Fruits & Vegetables	Grains	Dairy	Meat
Fresh fruit slices	cereal	cheese cubes/string cheese	tuna
Dried fruits	bagel	pudding	turkey
Sliced vegetables	bread	cream cheese	chicken
Raisins	pretzels	yogurt	ham
Pickles	crackers	milk	egg salad

SERVING SIZES, CHEWING AND SWALLOWING: Parents need to send in the snack already cut into safe serving size pieces for snack time. For toddlers/twos and children younger than age 4; cut foods into pieces no larger than ½ inch square for toddlers/twos and according to each child's chewing and swallowing capability.

PARENTS WILL BE MADE AWARE OF ANY ALLERGY ALERTS IN EACH CLASSROOM. The Center reserves the right to eliminate certain foods from an individual snack if they pose a life-threatening incident to any child. CHILDREN WITH REPORTED FOOD ALLERGIES WILL BE ASKED TO BRING THEIR OWN SNACK EACH DAY OF ATTENDANCE.

BIRTHDAYS – Please do not send in any special birthday treats: Birthday parties with presents and goodies are best celebrated with mom & dad, friends and families at home. At preschool & Kindergarten your child's birthday will be given special attention. During snack time their snack is served on a special Happy Birthday plate, they receive a book from our gift book library from their teachers, the class sings Happy Birthday to them, and we remind them how much God loves them!

NO Field Trips Little Shepherds does not plan field trips.

Supervision and Attendance - No child will ever be left alone or unsupervised. Teachers will escort children in their care to the restroom and to other areas of our facility. One teacher will remain with the group, maintaining staff-child ratios at all times. Teachers carry a roster attendance in Brightwheel identifying the specific children they are responsible for and emergency information for each child. Classroom binders are taken with teacher on fire drills and to other areas of our facility, with the following:

- Child's name and date of birth
- Date of admission; daily attendance, arrival and dismissal
- Child Enrollment and Health Information, which includes Name, address, phone number of each parent & place of employment; Name, address, and phone number of two local people for emergency contact

ATTENDANCE: Teachers will keep a daily attendance record of arrival and dismissal through Brightwheel child care software app. We ask that parents inform the preschool when their child is absent, for illness or vacation. We would appreciate a brief explanation of the absence. ☺

Please report illness and absence, early dismissal to your Brightwheel app to your child's profile or to the school office leave a message or text message, 614-495-6022 or send an email littleshepherdschool@gmail.com Absent information will be given to your child's teacher by the preschool office.

F. HEALTH AND SAFETY

Child Guidance and Behavior Management

At Little Shepherds Learning Center we will work together to show respect for self and others. Each teacher in charge of a group of children shall be responsible for their classroom management and discipline. The policy on discipline is to provide constructive, age-appropriate child guidance and management techniques. We intend that this experience be fun and nurturing for your child. We will do all we can to build and sustain a loving, caring environment for each child. When conflict does arise, we will work to redirect the child, use separation from the problem if conflict persists. Situations involving discipline will be handled in a calm and consistent manner throughout preschool. The teachers will help children involved to verbalize what's happened, to identify their feelings, and to generate acceptable solutions.

Ohio Job & Family Services defines acceptable methods of guiding and managing, teachers shall:

- Recognize, encourage and praise children's acceptable behavior
- Be positive and constructive
- Use fair and consistent rules
- Supervise with an attitude of understanding
- Communicate clear directions and expectations
- Assist children with problem solving
- Encourage children to control their own behavior and cooperate with others
- Help children feel successful at tasks and give options for other tasks if One chosen proves too difficult
- Notify children of change of activity several minutes prior to transition
- Protect children from abuse and neglect

Children will never be isolated or physically harmed. There will be no cruel, harsh, corporal punishments or any unusual punishments such as, but not limited to, punching, pinching, spanking, shaking, or biting. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. No physical restraints will be used to confine a child.

Ohio Job & Family Services defines managing unacceptable behavior, teachers shall:

- Use developmentally appropriate techniques suitable to the children's ages and circumstances.
- Redirect children, talk with children about the situation, and state options.
- Use appropriate separation from the situation only as necessary.
- Speak to children so that they understand what is unacceptable is the child's behavior, NOT the child, himself or his feelings.
- Communicate and consult with parents or guardians in implementing any specific behavior management plan.

School Initiated – Withdraw of Child

Should a child's behavior cause harm or upset other children in the group, the student may be removed from the group. Program staff will document incidents and work with the parents to further attempt to resolve the situation. The Director at Little Shepherds may spend one on one time with the student; separation will be brief and appropriate to the child's age and circumstances; however, the director may determine to send the child home early from the program on the day of the incident. In this circumstance it has been determined that the child remaining at school may be detrimental to his/her growth or development or impact the development of other children. The director and the teaching staff will communicate and consult with parents or guardians regarding behavioral concerns. The school will request a meeting with the parents to determine continued attendance. The parent's cooperation and involvement in seeking solutions to improve the student's behavior is key to a child's continued involvement at Little Shepherds. Parents will be recommended to seek outside services within a specific timeframe to help the student achieve acceptable behaviors, i.e. medical services, psychology services, behavioral consultant services or other resources. If acceptable and appropriate behavior cannot be achieved, Little Shepherds will reserve the right to suspend or exclude any student if in our opinion continued attendance is not in the best interest or the well-being of the student, the class group and/or the teaching staff.

Safety Policy and Procedures

The safety and general well-being of the children is our highest priority. This is a non-smoking facility. No fire weapons are permitted. Every staff member must be continually alert to possible dangers to the children. Care is taken to maintain the facilities and to keep equipment in safe, sanitary, optimum working order. Teachers will wear non-latex gloves when cleaning up blood, vomit, or feces. Teachers will wash their

hands with soap and water upon arrival at the center and follow all proper hand washing procedures. Teachers and children will wash their hands with soap and water regularly throughout the session. Tables and equipment are cleaned on a regular basis, immediately if soiled by food, blood, vomit or feces. Toys and objects that children put into their mouth will be isolated immediately to be cleaned. The classroom, hallways, and floor will be kept clear from clutter and debris that could cause injury. Spray aerosols and balloons are not permitted, especially near children. Teachers will place all personal belongings out of sight and reach of children.

Fire Drills, Tornado Drills and Emergency Evacuation – FIRE DRILLS are held on a monthly and handled in a calm, instructional manner. Your child's class will participate in fire drills, and you will be informed of the date on the class monthly calendar. We are required to have monthly TORNADO DRILLS from March through September each year. Evacuation routes are reviewed with teaching staff and posted in each area where the program operates. A record is kept on all drills and is posted Little Shepherds Office, room 5. In the event of an emergency evacuation due to fire, weather permitting, teachers will gather children are the farthest corner of the parking lot on Earlington Parkway and remain with them until parents are contacted and children are released to their care. In the event of an emergency evacuation to ANOTHER LOCATION, PARENTS WILL BE NOTIFIED IMMEDIATELY WITH DETAILS ON LOCATION. The nearest facility that is within walking distance to our school is Wyandot Elementary, 5620 Dublinshire Rd., 614-761-5840. Since we operate during daylight hours, should the school lose power, heat or water, the children will remain in their classroom, supervised by teachers and parents will be notified immediately for dismissal.

- **Swimming and Water Safety – Little Shepherds will not plan swimming activities.** Ohio Job & Family Services requires that the childcare center receive written permission from the parent or guardian before the child swims in water two or more feet in depth; or before toddlers use wading pools with water.
- **Pets – So sorry no pets allowed ⊗.** Too many allergies and safety exposures for our children. Thank you for leaving your pets at home. We do allow aquarium pets to visit one day ie hermit crabs, frogs, fish, hamsters, they cannot be handled or removed from aquarium; parents must bring in and take home day of visit.
- **NO SMOKING ALLOWED ON THESE PREMISES.**
- **House Bill 12 Concealed Handguns** – Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

School Safety Plan and Lock Down Drill Procedures

Securing Preschool West Wing - Goals

1. To improve day-to-day security for preschoolers and teachers in the church building. It is important for Preschool director to know who is in the preschool wing and their purpose. Visitors and late arriving students are required to announce their visit to the center.

2. To conduct an annual lock down procedure; per HB 422 which requires every school with 20 or more students to conduct an annual SCHOOL SAFETY (or LOCKDOWN) DRILL.

Church Side Entrance

Policy: Any visitor or student, who arrives at the center during the hours of 9:30 to 11:45, should contact the school office for assistance.

- If church office staff get involved, they will call the center director intercom 19 or cell Phone 614-209-4554.
- Visitors or late arriving students will be asked to wait in the reception area until they can be escorted to the preschool area. There is a sign directing visitors where to go once they enter the church side of the building.
- Church Staff and Little Shepherds staff will wear picture identification during operation.
- All staff in the building verbally greet visitors; asking "Hello, may I help you?" and direct them to the office.

West Wing Entrance doorways

Policy: Entrances and classroom doors are locked during school session; between hours of 9:30 and 11:50 for morning session. Interior entrance to west wing is secure; visitors are not permitted to enter without checking with school or church office first. Classroom doors remain locked during session, teachers always carry a key.

Little Shepherds Office is located at the west wing entrance and visitors are asked to stop at the office for permission to visit the school. **Late arriving students should stop at the office to check in.**

In the event of any threat of safety to the preschool (intruder, hostile parent,)

Policy: ODJFS licensing states preschool will:

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for parents.

One staff member in each classroom carries the walkie talkie and their cell phone. to call 911 or to call parents in the event of emergency dismissal.

1. If staying in classroom is the safest location; teachers will lock their classroom. doors and remain until further instruction from authorities.
2. If class is in the lower level, they will be notified by cell phone or walkie talkie to gather the children and go to the safest area; until further instructions from authorities.
3. If class is outside on playground, teachers will determine safest area and follow instructions from authorities.
4. Church office staff and center director will announce "lock down" over the walkie talkies in the event that there is an intruder in the building and immediate action is being taken. Walkie talkies are to be charged in the classroom daily and kept on channel 5 unless otherwise determined. There is also an all building intercom system at each phone access point.
5. For School Safety Drill Director will announce on all school intercom #71 "lock down" teachers will follow Steps 1-4 according to their class location at the time of the drill.

PLAYGROUNDS – INDOOR AND OUTDOOR

Playgrounds are considered unsecured areas. Teachers will follow steps 2 or 3 above

In the event of threat of violence from student to student

Policy: When witnessed or heard by teacher; teacher shall discern whether this was play acting or a direct threat; involve Director and Pastor John Morris; director shall begin documentation and investigation; all children involved will be interviewed by Director and Lead teacher; parents will be notified. Further action to be determined. School reserves the right to consider removal of child from program.

In the event of threat of violence from student to student reported by parent

Policy: Director and teachers will be involved. Director shall report incident to Pastor John Morris and begin documentation and investigation; teachers and director shall gather and discuss classroom observations in particular between alleged students. It will be determined whether or not an interview with each party will take place; it will be determined whether the alleged aggressor's family will be notified of report. Further action to be determined. School reserves the right to consider removal of child from program.

Child Abuse Reporting Laws – Little Shepherds will follow this requirement.

1. Staff is mandated to report any suspected cases of child abuse or child neglect to Franklin Co. Children Services
2. The Director and all staff members are trained in child abuse recognition and prevention.
3. Each staff member to sign a Child Day Care Convictions Statement which states that the staff member has not been involved in crimes of child abuse and other crimes of violence and that no child has been removed from his/her home pursuant to section 2151.353 of the Ohio Administrative Code.
4. If there is suspicion that a child has been abused or neglected, the Director, in the presence of a witness, may examine the child for signs of abuse or neglect.

Incident Reports and Medical Emergencies

Medical, Dental, and General Emergency Plan – This plan is posted in each classroom, each class space children use and by every phone. The center has access to a telephones in every classroom and work space. The Director carries the cell phone during the hours of operation. There will always be a staff member present who has received training in Child CPR and Child Save First Aid. The First Aid kit is located in the

school resource room 5, drawer by the phone in the Church Office and on the 2nd floor in the cabinet above the hallway sink area and in the lower level lunch room cabinet. The Dental First Aid chart and Communicable Disease chart is posted in the center's Office in room 5.

Child health and emergency transportation information is required on each child before he/she may attend the first day of school. Staff will follow parental permission for emergency to transport or not to transport and all emergency contact person information.

Parents are notified immediately of a serious incident, illness or injury to the head. If there is doubt as to the extent of an emergency or illness of a child, the teachers will notify the Director who will immediately call the Emergency Squad at 911 to evaluate the child at the center. STAFF MAY NOT TRANSPORT CHILDREN IN THEIR CAR. The director or teacher will then notify the child's parents and possibly the child's physician. Teachers will ensure that all children are properly supervised during an emergency of this nature.

Ohio Department of Job & Family Services INCIDENT/INJURY REPORT:

An Incident/injury report will be completed by the teacher or director in charge of the child when the following occur. All Incident reports will be on file for review by State Licensing.

- An illness, accident or injury which requires first aid treatment
- A bump or blow to the head
- A illness that requires taking the child's temperature
- Emergency transport
- An unusual or unexpected event which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended.
- Inappropriate or aggressive behavior causing harm to another child or staff member.

Every effort will be made to determine if the child can return to normal activity, or if the child needs to be dismissed to a parent following the incident. At dismissal on the day of the incident, the teacher will verbally explain the nature of the incident to the parent and the parent will sign and receive a copy of the incident report

The center will notify Ohio Job & Family Services within 24 hours of the event of the following:

- Death of a child at the center
- Serious incident, injury or illness that requires emergency medical treatment, professional consultation, or emergency transportation
- Child leaving center unattended
- COVID 19 REPORT OF EXPOSURE OR POSITIVE TEST OF STAFF OR FAMILY MEMBER

Child Medical Statement – JFS 01305 – date of examination signed by examining physician

This is a required form for every child enrolled in a licensed child care center; it is a requirement that this form be current that the examination be given no more than 13 months prior to the date the form is signed.

Child Immunizations – It is the policy of Little Shepherds that each child must have all immunizations appropriate for his or her age as recommended by the Ohio Department of Health. Reports of child immunizations signed by an examining physician are required prior to the first date of attendance. Little Shepherds reserves the right to deny admission to, or terminate the enrollment of, any child who has not been immunized against all diseases appropriate for the age of the child.

Child Health Screening Recommendations - It is the recommendation of Little Shepherds that every child have a regular health screening for vision, dental, body mass index, hearing and lead poisoning. We can provide further information about the importance of these early childhood screenings, or you can ask your examining physician for further information.

Care of Children with Handicapping or Health Conditions or Difficult Behaviors

- **Child Medical/Physical Care Plan; ODJFS Form # 01236**
- **Children with Food Allergies**

Ohio Department of Job and Family Services requires that any preschool providing for the special needs of a child who is handicapped or has special health conditions do so in accordance with a written medical/physical care plan for the child. We are committed to caring for each child who seeks our services. We will work with

parents, physicians, and other health professionals to meet the particular needs of children with difficult behaviors, handicaps or special health conditions. Staff will receive training and guidance, as is required on an individual basis.

In accordance with Public Law 94-142, the Education for All Handicapped Children Law and American Disabilities Act, it will be determined if our program fits the need of each individual child who seeks our services. Research tells us repeatedly about the benefits of inclusion for the handicapped child, as well as, the non-handicapped child.

If your child has a medical condition that requires medications or medical foods during school hours or special information or treatment, you must have certain information on file. Parents must provide a completed Child Medical/Physical Care plan ODJFS prescribed form # 01236 in the event that a child in an emergency situation needs medication. An example may be a child who has diabetes, seizures, food allergies, reaction to bee stings, or asthma. Administration of Medication section is filled out by parent if the children's health condition requires medication or medical food. Parents must sign Little Shepherds release in case of report of food allergies regarding their child.

Child who is attending that exhibits difficult behaviors will be referred to community professionals for evaluation; should there be a written plan to improve behaviors, parents must give a copy of plan to the preschool for review. We are not a diagnostic center, we do not have the training qualifications to evaluate or screen for developmental delays, speech n hearing or challenging behaviors. Teachers will address challenging behaviors and provide information to families and encourage families to seek professionals to address behaviors. We will work with outside agencies and professionals and incorporate plans to help child overcome difficulties in the classroom.

A copy of the written, signed, and dated care plan instructions will be kept in the child's file in the Preschool Office, in the classroom teacher's child file, and the locked medical box where the medication will be stored in the Preschool Office. In extreme instances where time would be crucial in an emergency, the teacher may have the medication on hand while the child is in her care. Parents or guardians must review this plan with the staff assigned to care for the child before the child's first day of enrollment. Only staff members trained by the parent or guardian or certified professional shall be permitted to perform medical procedures.

Administration of Medication - Preschool staff will not administer non-prescription medications or medications prescribed to treat short-term illnesses; Syrup of Ipecac will not be used pursuant to OAC 5101:2-12-25 First aid supplies/procedures.

Medication or medical foods stored at preschool for food allergy, bee stings, or asthma must be in original packaging with prescription labeled for the student. The center will not accept medication that is expired. Each medication must have ODJFS prescribed form # 01236 signed by physician; page 3 & 4. Medication will be stored the portable bin in preschool office clearly labeled for the child. This rule applies to all children enrolled, toddlers through school age children.

Medication or medical foods brought back and forth to preschool with child on their attendance day

For food allergy, bee stings, or asthma must be in original packaging with prescription labeled for the student. Each medication must have ODJFS prescribed form #01236 signed by physician, page 3 & 4. Medication must not be expired and be in a separate bag then the school tote; teachers must check each day that child brought emergency medication and put medication tote out of the reach of children, and kept nearby in case of emergency. School children are not permitted to maintain the possession of inhalers or medication needed for emergency.

LITTLE SHEPHERDS PARENT HANDBOOK POLICY JULY 2024

REPORT ABSENCES, ILLNESS, EARLY DISMISSAL TO SCHOOL OFFICE, TEXT OR CALL 614-495-6022 OR SEND EMAIL TO LITTLESHEPHERDSCHOOL@GMAIL.COM

Management of Communicable Disease Policy

The center Director and designated staff members have been trained in the Prevention, Recognition and Management of Communicable Disease. All staff is provided training in proper hand washing and disinfection procedures prior to working with the children. Each child in attendance will be given a daily health check by

the Director or trained staff member. The daily health check is a visual observation of the child's general health. Please use good judgment regarding your child's health and school attendance. If a child vomits or is suspected of having a communicable disease or of being too ill to participate in school activities, the child will be accompanied by the teacher to the Director. The child will remain isolated from the group of children, but with the Director or designated adult staff, until the parent or designated person can pick up the child. The school reserves the right to cancel a class in the event of multiple reported illnesses. The school will make every attempt to inform parents of that plan.

Face Coverings are optional: According to the CDC and the American Academy of Pediatrics, Ohio Child Care Licensing; face coverings are optional for staff and children in childcare setting. We will respect a family's wishes regarding their own child; if the mask becomes cumbersome for the child, we will consult with parents on next steps.

Reporting a Communicable Disease – Parents are required to INFORM THE SCHOOL OFFICE if your child has been diagnosed by medical professional with a communicable disease; your name will remain confidential. Parents will be notified of every reported communicable disease incident within the next day. An email alert may be sent and each classroom will post outside the classroom door incidents of diagnosed communicable disease within their classroom and, if necessary, within the school. Parents can request an informational sheet explaining symptoms to watch for, incubation period, recommended treatment, etc. The school reserves the right to request a doctor note releasing a child to return to school after a serious illness.

COVID 19 exposure or illness reports will be handled by the school office. If determined that an exposure has occurred within the time frame of contact, parents will receive an email if a positive case is reported by a family or by a staff member. Families are encouraged to contact their medical providers for covid symptoms or exposures to receive guidance regarding quarantine or medical attention. We recommend if anyone in your household is covid positive, that your preschooler remain at home for 3-5 days and longer if symptoms develop. May return to school if child tests negative after day 5 of exposure and is symptom free.

Teacher Illness - Ill teachers will not be in school. Substitutes will be called to assume classroom responsibilities so that the children will not be exposed to infection. If a teacher becomes ill while at school, they will be sent home immediately, and a substitute will be assigned.

Guidelines for Keeping your Child Home

Parents know their children better than anyone else. A child who doesn't feel well will not enjoy school and is much better off at home; no matter what special event is scheduled. If children come to school ill, they are also exposing the other children and the teachers. If your child is going to be absent, please call the school or send a text message and let us know at 614-495-6022.

Often the first signs of illness are irritability and inactivity. Be aware of changes in your child's behavior. When your child says, "I don't feel good" on the way to school, it is difficult to make an informed yet quick decision as to whether to send your child to school. Hopefully, the following guidelines will make this decision a little easier. Due to COVID 19 we will be extra cautious with any cough and cold symptoms.

These are symptoms that require the school to isolate and immediately discharge your child.
Do not send your child to school if they have:

1. Fever of 100 degrees or greater, child should be fever free for 24 hrs w/out medication before returning
2. rashes or spots of unknown origin
3. an earache or draining ear
4. diarrhea or vomiting within the past 24 hours
5. a sore throat or difficulty swallowing
6. a persistent cough, wheezing, or difficulty breathing
7. a persistent or severe headache
8. eyes that are crusty and/or red or yellow in color
9. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
10. a stiff neck with elevated temperature
11. evidence of lice, scabies, or other parasitic infestations (child may return after first treatment)
12. untreated, infected skin patches
13. nasal discharge that is green or yellow in color

14. unusually dark urine and/or gray or white stool
15. extreme fatigue or fussiness which could indicate the beginning of an illness; understand incubation periods
    Many diseases are most often contagious 24 hours before the child shows signs of illness
16. Antibiotics prescribed for your child must be taken at least 24 hours before returning to school.
17. Nonprescription medication must be taken at least 24 hours before returning to school

HAND WASHING - HELPFUL TIPS in keeping our classrooms healthy:

Wash Your Hands!
Cover Your Cough!
Stay home if your child isn't up to playing, is congested and sleepy!
Wash Your Hands!

We understand that the common cold can last for weeks; please try to teach your child to cough into their sleeve or elbow; have them practice using a tissue to wipe their own nose; allow them to practice washing their hands as much as possible!

Staff and students are required to wash their hands upon entry into the classroom, before and after snack, and prior to departure.

For more hand washing accessibility, we have added commercially manufactured non permanent sinks to some classrooms; will be emptied in a sanitary manner and filled on daily basis. Children do not have access to this wastewater.



GOOD HABITS, WE TEACH THE CHILDREN AT SCHOOL,
THANKS FOR HELPING US AT HOME.



NOSE ITCHES, DO NOT PICK, GET TISSUE!
WASH YOUR HANDS

HELP US SLOW THE SPREAD OF GERMS!

G. Little Shepherds Assessment Process & Goals

On the following pages you will find our developmental assessment process, age appropriate developmental checklists and information for family involvement. These checklists are aligned with Creative Curriculum Developmental Continuum and State of Ohio Early Learning and Development Standards.

Intentional Planning, observation, evaluation and documentation

Our program is a faith based and play based experience for children. We believe children learn through play and exploration. The teachers follow a curriculum that provides many activities which support your child's growth and development. Periodic assessments are completed so that our staff can plan an appropriate learning experience for each and every child. On an ongoing basis through observation, evaluation and documentation of your child's experiences our teaching staff plan intentionally for activities that will support your child's overall development. Families can request to review results of assessments at any stage, however written Child Progress and Planning Reports provided to you in the Fall and Spring. On the following pages you can see a list of skills for each age level that provides a guide for curriculum planning. This developmental information is a helpful tool for families when setting goals for their children. Together we can support your child's learning experience.

Social/Emotional Development: children's feelings about themselves, the development of responsibility, and their ability to relate positively to others. Arrival, routine schedule, class rules, making choices to play and making friends are ways we plan to support your child's development in this area.

Language Development: children's ability to communicate through words, both spoken and written. Peer interaction and language happens all through the day. The teachers are speaking with your children and modeling language to use during art, play, circle time, story time, music, center time, all day long!

Cognitive Development: children's thinking skills, the development of logic and thinking, problem solving skills and approaches to learning. Preschool math is everywhere! We are counting and scooping and pouring with many hands-on activities. Preschool science is sand and water play, working with play dough and paint. There is so much to discover age 2-6!

Physical Development: children's gross and fine motor development. Our indoor and outdoor playgrounds are designed to help with gross motor skill building. Children can run and climb and work on balance and movement. In the classroom the children are working on fine motor skills by sorting, painting, using art materials, using writing materials, sensory table materials, building with puzzles and blocks. All of these activities help them work on controlling small muscles in their hands and gaining eye hand movement.

Approaches Toward Learning: children bring behaviors, dispositions, and attitudes to social interactions and learning experiences. This includes initiation, curiosity, and motivation to participate in new and varied challenges. These behaviors are fundamental to children's ability to take advantage of learning opportunities, to set, plan and achieve goals for themselves. These factors are consistent predictors of academic success.

Child Progress and Planning Reports are for confidential use only:
Original is kept in child's file. Parent receives a copy for fall & spring.
Additional copy only released with written permission from parents only.

Little Lambs Toddler Program age 2.5 to 3 year olds

1. **SOCIAL EMOTIONAL DEVELOPMENT** ***To learn about self and others***
   - Trusts known, caring adults
   - Regulates own behavior
   - Manages own feelings
   - Learning to be a member of a group;
   - Responds to others feelings, with growing empathy
   - Plays with other children
   - Shares a toy with some prompting
   - Uses personal care skills;
     - Hangs up tote and coat
     - Washes hands with assistance
     - Uses toilet with assistance

2. **PHYSICAL DEVELOPMENT** ***To learn about moving***
   - Demonstrates basic GROSS motor skills;
     - Shows balance while moving
     - Moves up & down small slide
     - Rolls a ball across the floor
     - Pushes or pedals trike or car
   - Demonstrates basic FINE motor skills
     - Holds crayon, marker, paint brush with thumb and finger
     - Makes first designs/paints with brush
     - Puts objects into container
     - Tears paper into small pieces
     - Snips with scissors

3. **COGNITIVE DEVELOPMENT** ***To learn about the world***
   - Sustains attention
   - Understands how objects can be used
   - Shows a beginning of understanding cause and effect
   - Uses problem solving strategies
   - Engages in pretend play

4. **LANGUAGE DEVELOPMENT** ***To learn about communicating***
   - Develops receptive language
     - Knows own name; understands yes, no, stop, go
   - Develops expressive language
     - Participates in conversations, Uses 3-4 words to express needs, Sings phrases to songs
   - Enjoys books and being read to
   - Shows an awareness of pictures and print
   - Experiments with drawing and writing

5. **APROACHES TOWARD LEARNING**
   - Initiative and curiosity
   - Planning, action and reflection
   - Engagement and persistence
   - Innovation and invention
   - Expression of ideas and feelings through the Arts

Lambs Preschool Program 3 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT

- Separates from parents or caregiver
- Makes transitions easily; understands routine
- Finds activities independently
- Accepts responsibility for own belongings
- Able to follow hand washing steps
- Helps with classroom cleanup
- Will share & take turns with guidance
- Plays cooperatively w/one or more children

2. COGNITIVE DEVELOPMENT

- Recites numbers 1 - 10
- Points to 7 colors
- Names – circle – triangle – square
- Able to match shapes
- Able to match colors

3. PHYSICAL DEVELOPMENT

- Runs, jumps
- Hops, gallops
- Shows balance while moving
- Pedals & steers a tricycle
- Holds pencil, crayon, or marker between thumb & forefinger
- Uses scribble writing and letter like forms
- Uses scissors to cut
- Strings beads, lacing cards
- Places 6 pegs in a pegboard
- Able to work 6 or 8 piece puzzle

4. LANGUAGE DEVELOPMENT

- Relates wishes verbally to teachers and peers
- Uses simple sentences 3-4 words to express needs
- Uses words with peers to solve problems
- Listens to stories being read
- Follows one-two step directions
- Recognizes letters in first name

6. APROACHES TOWARD LEARNING

- Initiative and curiosity
- Planning, action and reflection
- Engagement and persistence
- Innovation and invention
- Expression of ideas and feelings through the Arts

Shepherds Pre-K Program 4-5 year olds

1. **SOCIAL EMOTIONAL DEVELOPMENT**
   - Shows ability to adjust to new situations
   - Recognizes own feelings and manages them well
   - Demonstrates self-direction and independence
   - Chooses activities independently
   - Respects and cares for the classroom
   - Able to follow hand washing steps
   - Follows classroom routine and rules
   - Shares and respects rights of others
   - Plays cooperatively w/one or more children
   - Uses words with peers to solve problems

2. **COGNITIVE DEVELOPMENT**
   - Sees simple tasks through completion
   - Explores cause and effect "what will happen"
   - Sorts objects by shape, color, size
   - Recites numbers 1 - 20
   - Notices similarities and differences
   - Recognizes patterns and can repeat them
   - Uses one to one correspondence
   - Uses numbers and counting
   - Works with small group of friends
   - Engages in role play
   - Builds structure with blocks

3. **PHYSICAL DEVELOPMENT**
   - Runs, jumps, hops, gallops
   - Shows balance while moving
   - Pedals & steers a tricycle
   - Throws, catches, and kicks a ball with increasing control
   - Holds pencil, crayon, or marker between thumb & forefinger
   - Writes in various ways; drawing, letter like forms, recognizable objects
   - Uses scissors to cut
   - Strings beads, lacing cards

4. **LANGUAGE DEVELOPMENT**
   - Uses simple sentences 5-6 words to express needs
   - Follows directions with more than two steps
   - Responds to comments and questions
   - Demonstrates interest in books/printed material
   - Listens to stories being read
   - Participates in story time actively
   - Recognizes first and last name
   - Recognizes and names many letters
   - Begins to make letter-sound connections
   - Writes recognizable letters, especially own name

5. **APROACHES TOWARD LEARNING**
   - Initiative and curiosity
   - Planning, action and reflection
   - Engagement and persistence
   - Innovation and invention
   - Expression of ideas and feelings through the Arts

Disciples Pre-K Program older 4-5 year olds

1. SOCIAL EMOTIONAL DEVELOPMENT
   - Functions with increasing independence at school
   - Recognizes own feelings and manages them well
   - Demonstrates self-direction and independence
   - Chooses activities independently
   - Respects and cares for the classroom
   - Able to follow hand washing steps
   - Follows classroom routine and rules
   - Shares and respects rights of others
   - Plays cooperatively w/one or more children
   - Uses thinking skills to resolve problems

2. COGNITIVE DEVELOPMENT
   - Sees simple tasks through completion
   - Explores cause and effect "what will happen"
   - Sorts objects by shape, color, size
   - Recites numbers 1 - 20
   - Notices similarities and differences
   - Recognizes patterns and can repeat them
   - Shows comprehension of positional words
   - Uses one to one correspondence
   - Uses numbers and counting
   - Works with small group of friends
   - Engages in role play
   - Builds structure with blocks

3. PHYSICAL DEVELOPMENT
   - Runs, jumps, hops, gallops
   - Shows balance while moving
   - Pedals & steers a tricycle
   - Climbs & plays easily on stairs, ladders, slides
   - Throws, catches, and kicks a ball with increasing control
   - Writes in various ways; drawing, letter like forms, recognizable objects
   - Writes own name
   - Uses scissors to cut
   - Cuts on the line, patterns, objects
   - Strings beads, lacing cards

4. LANGUAGE DEVELOPMENT
   - Uses simple sentences 5-6 words to express needs
   - Plays with words, sounds and rhymes
   - Follows directions with more than two steps
   - Responds to comments and questions
   - Actively participates in conversation
   - Demonstrates interest in books/printed material
   - Knows that print carries a message
   - Listens to stories being read
   - Participates in story time actively
   - Uses illustrations to guess what the text says
   - Recognizes first and last name
   - Recognizes and names many letters
   - Begins to make letter-sound connections

- Writes recognizable letters, especially own name
- Using skills to make meaning from print

6. APROACHES TOWARD LEARNING

- Initiative and curiosity
- Planning, action and reflection
- Engagement and persistence
- Innovation and invention
- Expression of ideas and feelings through the Arts