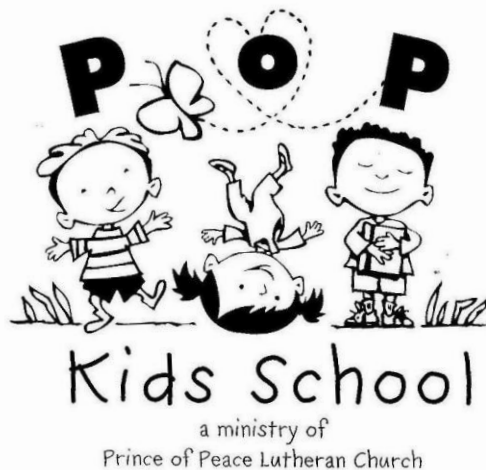


# POP Kids School

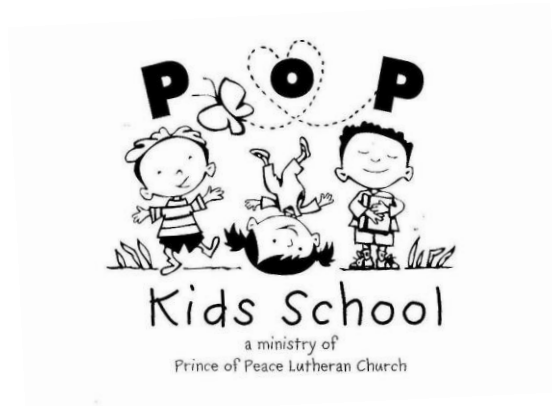
- Bright Stars Classes
- Preschool Classes
- Pre-K Classes
- Extended Days

## Parent Handbook



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### **POP Kids School**

101 South Lebanon Road  
 Loveland Ohio 45140  
 (513) 683-1600 Phone  
 (513)583-3023Fax

E-mail: [popkids@popkidsschool.com](mailto:popkids@popkidsschool.com)

Website: [popkidsschool.com](http://popkidsschool.com)

*(Handbook, school calendars, teacher calendars and other information are posted on this site)*

Tax ID # 31-1710864

### **Days and Hours**

<b>Bright Stars- 2 ½ yr. olds:</b>	M/W or T/TH 9:00am-11:30am
<b>Preschool- 3 yr. olds:</b>	M/W/F or T/TH 9:00am-11:30am and T/W/TH 12:30pm - 3:00pm
<b>Pre-K 1- 4 yr. olds:</b>	M/W/F 9:00am-11:30am and T/W/TH 12:30pm - 3:00pm
<b>Pre-K 2- older 4's and young 5's:</b>	M/T/W/TH 9:00am-11:30am

***With a few exceptions, POP Kids School will follow the Loveland School Schedule and will close when Loveland Schools are closed for Holidays, Breaks, Conferences and Snow Days (exceptions are the start of school, a few extra days at Christmas break and the end of school)***

## **Mission Statement**

To provide safe and nurturing programs for children ages 2-1/2 through 5 in our community focused on learning and enrichment for the whole child through Christian-based values.

## **Goals**

In a loving environment, children will experience the manifestation of God's love and presence through Christian staff by participation in interest center based learning that includes: science/discovery, sensory, creative art, math/manipulatives, writing, language arts (phonics and whole language), dramatic play, creative expression, music/movement, gym and outside time, small group activities, circle time and other activities. Our eventual goal is school readiness, a love for learning, and positive self-esteem.

POP Kids School will act as a community addressing the needs of the child, the parent, and the family by providing developmentally appropriate activities in the following categories:

### **Cognitive**

- Think
- Reason
- Question
- Experiment

### **Language**

- Listen
- Speak
- Question
- Literacy based activities

### **Fine/Gross Motor**

- Large Muscle
- Small Muscle
- Visual

### **Social/Emotional/Self Awareness**

- Possess positive self concept
- Express needs and desires
- Initiate activities
- Possess self help skills

### **Language**

- Demonstrate self control
- Cooperate
- Show respect for self, others, and their differences

### **Spiritual Awareness**

- Know Jesus, their friend, loves them
- Express love for Jesus
- Understand prayer is talking to God
- Repeat and make up simple prayers

## **Program Schedule**

The following is a sample of our daily program schedule. Each classroom sets their own daily schedule that is posted.

### **Bright Stars/Preschool/Pre-K (Morning Classes)**

9:00 am	Arrival and Transition Time– Children may choose any of the areas set up by the teacher. A management system will be utilized to maintain balance in each area.
9:15 am	Circle Time
9:30 am	Open Interest Centers and Small Group Work
10:30 am	Snack
10:45 am	Large Muscle Play– gym or outside when possible
11:15 am	Story Time/ Circle Time
11:25 am	Pack Up to go home
11:30 am	Dismissal

### Preschool/Pre-K (Afternoon Classes)

12:30 pm	Arrival and Transition Time– Children may choose any of the areas set up by the teacher. A management system will be utilized to maintain balance in each area.
12:45 pm	Circle Time
1:00 pm	Open Interest Centers and Small Group Work
2:00 pm	Snack
2:15 pm	Large Muscle Play– gym or outside when possible
2:45 pm	Story Time/ Circle Time
2:50 pm	Pack Up to go home
3:00 pm	Dismissal

\*Children will wash hands before eating, after toileting, after large motor/outside time and as needed.

### School Closing Schedule

We follow the Loveland City School District calendar for school closings. If Loveland Schools are scheduled off, or closed due to weather, we will close POP Kids. For weather related closings, please listen to the radio for “Loveland City Schools”. If Loveland is delayed in the morning, the AM classes will be cancelled. However, if Loveland Schools are delayed, afternoon classes should call the school after 11:00am to see if the afternoon classes are cancelled. If Loveland is open or delayed and the weather gets worse, please call the school after 11am to check to see if PM classes will be held. **Note: Snow days and delays are beyond our control, there will be no tuition refunds or additional class days added to the school calendar.**

### Scheduled School Closings

POP Kids School will be completely closed on the following Holidays:

- New Year’s Day
  - Thanksgiving Day and the day after
  - Christmas Eve
  - Christmas Day
- Please see yearly calendar for additional closings.

### POP Kids Staff/Child Ratios

POP Kids School strives for excellence in maintaining a safe, positive environment for our children. In doing so, we maintain staff/child ratios under those required by the State of Ohio.

- Bright Stars: 1 to 5; maximum group size 10
- Preschool: 1 to 6; maximum group size 12
- Pre-K 1: 1 to 7; maximum group size 14
- Pre-K 2: 1 to 9; maximum group size 18

### State Of Ohio Staff/Child Ratios

Licensed Day Cares/ Schools are allowed by the state to maintain the following ratios:

- Bright Stars (2 1/2 year olds): 1 to 8
- Preschool (3 year olds): 1 to 12
- Pre-K (4 year olds): 1 to 14
- School age (5 years old): 1 to 18

Qualified substitutes will be placed in the classroom in a teacher’s absence. Qualified substitutes are other staff members or substitutes that meet POP Kids hiring criteria, as well as, meet the ODJFS staff requirements.

## **Licensing and Inspection**

POP Kids School is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted on the POP Kids Parent Board. A toll-free number is listed on the license and may be used to report suspected violations of the licensing law or administrative rules. The licensing rules governing child care are available for your review on the Parent Table or upon request. The administrator and each employee of POP Kids 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 POP Kids shall be permitted unlimited access to the center during hours of operation for the purpose of contacting their children, evaluating the care 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.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name, e-mail or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are posted next to the Administrator's desk or Parent Board. These reports are also available on written request from the Ohio Department of Job and family services. The Department's website is <http://jfs.ohio.gov/cdc/childcare.stm>.

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

## **Child Guidance and Management**

POP Kids teachers are trained in Positive Behavior Management. Our goal is for children to have fun, feel good about themselves and learn to regulate their own behavior by practicing social skills in a group setting. Our teachers will use the following techniques to help guide children's behavior:

1. Set clear limits
2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior and reinforcing appropriate behavior
5. Encourage children to control their own behavior, cooperating with others and solving problems by talking things out
6. Intervene, when needed, as quickly as possible to ensure the safety of all the children
7. Developmentally appropriate separation from a situation shall be no longer than one minute for each year of age. When the child is ready to return to the activity, the child care staff member will review the reason for separation and what behavior is expected.

## **Child Behavior Guidelines**

If there are any problems with a child's behavior in the program, the teacher will speak directly with the parent. Keeping open lines of communication, the teacher will work with the parent to prevent future problems. If problem behavior continues, the teacher, administrator, and parents will meet to discuss the situation. A plan of action will be developed and a follow up date appointed. The plan will include

signatures of the teacher, administrator and parents. If the problem behavior continues or is putting other children at risk, the parent/guardian may be asked to withdraw the child from the school. The initial registration fee is non-refundable but paid tuition for unused days may be refunded.

The school reserves the right to recommend the withdrawal of a child whose needs are not best met by the program.

### **Guidance and Management Policy**

1. There shall be no cruel, harsh, corporal punishment or any unusual or extreme punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child. A protective hug may be used for a short period of time, so that child may gain control.
4. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
5. Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
6. Techniques of discipline shall not humiliate shame or frighten a child.
7. Discipline shall not include withholding food, rest or toilet use.
8. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and circumstances, and the child shall be within sight and hearing of a teacher in a safe, lighted, well-ventilated space. The child will not be placed in a locked room, confined in an enclosed area or confined to equipment such as cribs or high chairs. The child will not be isolated and restricted from activities for an extended period of time.
9. The center shall not abuse, endanger or neglect children and shall protect children from abuse and neglect while in the center's care.
10. An entire group of children will not be punished due to the unacceptable behavior of one or a few.
11. All Guidance and Management policies of rule 5101:2-12-22 apply to ALL employees of POP Kids School. These policies also apply to all parents and volunteers while on school property.

POP Kids will discipline by redirection, positive language and attention, natural consequences, separation from a problem situation, talking with a child about the situation, and praise for appropriate behavior in a loving and Christian manner.

### **Arrival and Departure Procedure**

Preschool starts at 9:00am for morning classes (12:30pm for afternoon). Parents should walk children to their classroom for the first two weeks until Drop Off begins. At the time of arrival, the teacher will mark the child in the attendance book.

Drop Off will begin at 8:55 a.m. and end promptly at 9:05 a.m. Afternoon classes will begin at 12:25 p.m. and end at 12:35 p.m. Please have your child in the back-seat, passenger side of the car/van ready to exit. Specific traffic flow instructions will be distributed at the beginning of the school year. Your child will exit the car/van and be guided to their classroom by teachers and assistants. For safety reasons, children should not sit in the front, passenger seat in the drop off line and parents should not be talking on their cell phones.

Preschool classes end at 11:30 a.m. and 3:00 p.m. respectively. Parents should pick up their child in the classroom by 11:30 a.m. or 3:00 p.m. This gives the teacher and parent time to speak to each other and communicate if necessary. At the time of departure, the teacher will mark the child as leaving for the day.

If you are consistently late, there will be a \$1.00 per minute charge. This fee should be given directly to the teachers. Please be respectful of their time. Lightening- If there is heavy lightening, drop off will be delayed until it stops or you may choose to bring your child in the front door at your own risk.

### **Supervision of Children**

All children enrolled in POP Kids School will be supervised at all times by a teacher, assistant teacher, or the Administrator/Program Manager.

### **Preschool Absences**

Parents may call the school at 683-1600 on days your child will miss school. If your child is ill or has any type of communicable illness, please call the school. We will post any type of communicable illness so other parents may watch their child for any symptoms.

### **Transitioning**

On rare occasions when a child may have the opportunity to change age-level classes or class days, a transition plan will be developed between the parent or guardian, the teacher and Administrator. The written agreement between the parent or guardian and the school shall specify the beginning and ending date of the transitioning period including the transitioning schedule. The agreement shall be signed by the parent or guardian.

### **Release of a Child from the Center**

Children will not be released into the custody of anyone other than a parent or guardian unless specific written instructions and permission are given to the Administrator or teacher in advance (Authorized Pick-up Form). If an emergency contact or other person listed in the child's file is to pick up, written permission must be given to the Administrator or teacher by the parent or guardian in advance. A picture I.D. must accompany the authorized individual before the child will be released.

### **Custody Agreements and Guardianships**

It is the parent's responsibility to inform the Administrator if there are custody agreements, guardianship agreements or court orders which affect your child's enrollment in the center. You are required to provide a copy of the pertinent document for our files. It is the responsibility of POP Kids School to comply with the terms and conditions of the custody agreement regarding the non-custodial parent's rights to visit the child on site, remove the child from the site, and other specifically stated rights of the non-custodial parent.

POP Kids School is not responsible for interpreting the meaning, intent, or specific directives of a legal document. If questions arise regarding any right of the non-custodial parent, written instructions from the custodial parent should be obtained. The custody agreement may be superseded only by a written statement signed by both the custodial and non-custodial parent. Without legal documentation POP Kids School is required to release a child to either parent.

### **Withdraw**

If a parent chooses to temporarily withdraw a child from the center and plans on readmission at a later date, the parent must follow these guidelines:

1. Provide two weeks notice to the Administrator
2. The period must be a minimum of three consecutive weeks

POP Kids cannot guarantee an opening following a temporary withdraw. The temporarily withdrawn child's position could possibly be filled by a new student. If this situation arises, the withdrawn family will be offered the choice of re-enrollment or forfeiture of the position. If a student withdraws, there will be no tuition refund unless we can refill the spot within a month.



## **Meals and Snacks**

*POP Kids School has a food service exemption from the Health Department.*

### **Bright Stars, Preschool and Pre-K Programs:**

A nutritional snack will be served daily. Snack schedules are posted on each classroom's Parent Board. Due to some enrolled children having allergies, parents are asked to NOT send any food to school from home (including home baked goods). This includes birthday parties, holiday parties and other occasions. Permission must be given by the teacher AND the administrator if there are any exceptions. You may, however, send birthday treats from the [Birthday Guidelines](#) that are distributed at the beginning of the school year and posted on the Parent Board. The school will purchase snacks that are nutritionally sound and allergy safe for our children. A yearly snack fee will be due by the start of the school year. Please see the tuition scale for exact fees.

### **Extended Day Program:**

Extended Days will be offered throughout the school year for Thursday and Friday morning classes (except Bright Stars). Generally, they are held during the first and third weeks of the month. Official dates will be published at the start of the year. Extended Days end at 1:00pm. Children will be picked up in designated classrooms. Sign up for Extended Days are on a yearly basis. Students will be selected by lottery. See tuition scale for fees.

- The children should bring a PACKED LUNCH with them in the morning that does NOT need refrigeration. This is a PEANUT FREE school. Peanut butter is not an option for lunch.
- The State of Ohio requires that all lunches must contain food from the four basic food groups.
- Lunches must be marked with the student's name.

### **Required food groups for lunches:**

- Fruit and Vegetable Group: 1 serving from each group or 2 servings from one group. 1/2 cup total. 100% undiluted fruit or veg. juice may count as 1 serving.
- Protein Group: 1 serving. 1.5 oz. Meat/cheese or meat alternative
- Bread and Grain Group: 1 serving. 1/2 slice of bread, 4 small crackers or 1/2 small bagel
- Dairy Products: 1 serving. 3/4 cup of milk or 1 oz cheese

## **Medical and Dental Emergency Plan**

1. The First Aid Kit is located next to the Administrator's desk.
2. Current emergency telephone numbers for the emergency squad, fire department, the hospital and poison control center, children's protective agency and the police department are posted in each classroom and the POP Kids Office.
3. Staff is trained to administer first aid.
4. Children's medical and admission records are located in the file cabinet by the Administrator's desk.
5. All staff will participate in keeping first aid training updated. All staff is aware of the correct supervision of children during an emergency.
6. Staff will observe a child upon entering school for signs of communicable diseases. Children who become ill during school hours will be isolated, and the parent/guardian/custodian will be contacted at once.
7. The Ohio Department of Health dental first-aid chart is posted in each classroom and in the POP Kids office. All staff has been trained to act in accordance with it.
8. The child's records will be transported with child when seeking emergency treatment. Emergency transportation will be provided by Ambulance ONLY.
9. An incident/accident form (JFS 01299) will be provided to the parent/guardian any time an incident/accident occurs on the day of the incident/accident.

## **Procedures for Emergencies and Accidents**

### **In case of a General Emergency:**

(Defined as: any threat to the safety of the children due to environmental situation or threats of violence, natural disasters, and loss of power, heat or water).

The children shall remain under the supervision of a teacher. The appropriate emergency number shall be called. In a natural disaster, children would be evacuated to the Safety Center across the street along with emergency files and first aid kit. In case of loss of power, heat, or water the appropriate utility company will be called and if necessary, parents contacted to pick up the children. For threats of violence, the children will be cared for and provided food and water while the building is locked down.

### **In case of a Serious Incident, injury or illness:**

(Defined as: any situation occurring while a child is in the care of the center that requires emergency medical treatment or professional consultation or transportation for emergency treatment).

Depending on the emergency, the appropriate emergency number is to be called. The parent of the child involved is to be notified immediately. In case of illness, the child should be isolated, the parent notified and the child removed from the center by the parent.

If a parent elects to sign the Do Not Give Permission to Transport emergency authorization, they assume the risk that their child may not receive immediate care.

### **Incident/Injury Report:**

A report (Form JFS 01299) will be completed for any illness/accident/injury which requires first aid treatment, a bump or blow to the head, emergency transporting, unusual or unexpected event which jeopardizes the safety of children or staff.

## **Safety Policy**

Each teacher in charge of a child or group of children shall be responsible for their safety in accordance with the following:

1. No child shall ever be left alone or unsupervised.
2. Children must be escorted at all times by an adult (this includes siblings). This includes arrival and departure from the building. Parents/Guardians must accompany their child into his/her classroom on the days there is no Drop –Off. Teachers will acknowledge each child during arrival and each parent/guardian during departure.
3. There will be a working telephone at all times within the building used for child care.
4. A monthly fire drill, at varying times each month, will take place. A record of the fire drill will be maintained at the school.
5. A monthly weather emergency drill will take place in the months from March – Sept. A record of the emergency drill will be maintained at the school.
6. Quarterly emergency/lockdown drills will take place and a record will be maintained at the school.
7. A fire emergency, weather alert and lockdown plan will be posted in each classroom that explains action to be taken by staff. A diagram of evacuation routes will be posted.
8. When an accident or injury occurs or when any other incident necessitates the emergency transportation of a child in accordance with rule 5101:2-12-49 of the Administrative Code, the school shall complete an incident report in accordance with rule 5101:2-12:49 of the Administrative Code.
9. Use of spray aerosols shall be prohibited when children are in attendance at the school.
10. A child care staff member shall immediately notify the local public children services agency when the child care staff member suspects that a child has been abused or neglected.
11. All child care staff members shall receive a copy of the center’s safety policy.
12. All teachers’ belongings will be stored out of reach of the children.

## **Weather Policy**

POP Kids will go to the outside playground during large muscle time if the temperature is above 32 degrees unless the playground is too wet, muddy, icy or snow covered. Please dress your child appropriately.

## **Child Medical Statement and Vaccinations**

The Ohio Department of Job and Family Services require a signed “Child Medical Statement” which indicates vaccinations and a physical exam every 13 months. POP Kids firmly believes that all children and young adults should receive all of the recommended vaccines according to the schedule published by the Centers for Disease Control and the American Academy of Pediatrics. POP Kids School requires that all children enrolled in our program have received their recommended vaccines in order to attend our program.

## **Communicable Disease Policy**

1. A RN, EMT trainer, or American Red Cross trainer will train staff in recognition of signs and symptoms of illness, first aid and communicable diseases.
2. All staff will receive training from the administrator in hand washing and disinfecting procedures prior to the first day of employment. Employees must wash their hands upon arrival.
3. A staff person trained to recognize the common signs of communicable disease and other illness shall observe each child daily as he enters a group.
4. If a child is suspected of having a communicable disease at anytime during school hours and in accordance with the Child Day Care Communicable Disease Chart-which is posted in the school office -for appropriate management of suspected illnesses, the child shall be isolated and then dismissed to his/her parent or guardian.
5. While awaiting the parent's arrival, the sick child will be cared for in the administrator's office area within sight and hearing at all times. The child will be provided with a cot and observed for worsening conditions until the parent/guardian/emergency contact person arrives.
6. A child will be readmitted to the program when all signs of illness are gone or with a written notice from a doctor assuring the school that the child is non-communicable and may attend.
7. Staff members exhibiting any of the above symptoms will not work and will be replaced by a qualified substitute.
8. When children are exposed to a confirmed communicable disease, parents will be notified.
9. A mildly ill child-exhibiting common cold symptom– may be cared for and observed carefully for signs and symptoms of a worsening condition as listed in the shaded box below.

### ***Illness Policy***

*If any child at POP Kids exhibits any of the following symptoms, the parent/guardian will be notified immediately. The child will be isolated and discharged to his/her parent/guardian or other appointed people listed on the emergency notification form. We ask that parents come to pick up their child as soon as possible and no later than 45minutes after notification.*

- *Temperature of 100 degrees Fahrenheit taken by the auxiliary method with a digital thermometer*
- *Diarrhea (three or more abnormally loose stools within a 24 hour period)*
- *Vomiting more than one time or when accompanied by any other sign or symptom of illness*
- *Severe coughing, causing the child to become red or blue in the face or to make a whooping sound*
- *Difficult or rapid breathing*
- *Yellowish skin or eyes*
- *Redness of the eye, eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching and/or eye pain*
- *Untreated infected skin patches and unusual spots or rashes*
- *Unusually dark urine and/or gray or white stool*
- *Stiff neck with an elevated temperature*
- *Sore throat or difficulty in swallowing*
- *Evidence of untreated lice, scabies, or other parasitic conditions*

***\*All children must be Symptom FREE for 24 hours before they may return to school.\****

Pandemic Emergency Response

## **Pandemic**

1. *disease prevalent over a whole country or world*
2. *An outbreak of a pandemic disease*

The center will implement the Pandemic Section of the Crisis Management Plan under the guidance and direction of the CDC, federal and local governments, the Ohio Department of Job and Family services and the Ohio Department of Health. The plan may need to change as information arises.

To ensure the safety of children, families and staff the center will monitor the situation and take into account the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families and staff. Decisions may include:

- Closure of the center
- Adjusted hours of service
- Daily health checks of children and staff
- Additional fees for cleaning or supplies
- Limited entry into the building
- Adjusted times and plans for activities
- Limited access to the property
- Limitations on what the children may bring into the center, such as
  - Blankets
  - Stuffed animals
  - Pillows

The center will communicate these plans through a variety of methods such as mass emails or emergency phone system.

## **Health Plans**

A written Health Plan is required for any children needing regular medication, having allergies, or a modified diet while at POP Kids School. The Health Plan will cover any needed training by teachers and the administrator to keep the child safe at school. It will also include specific instructions regarding the treatment of the child in case of emergency. If medication at school is required, your child cannot begin school until the proper forms are filled out (forms JFS 01217 and J FS 01236).

## **Administration of Medication**

Medications or modified diets will only be administered with written instructions on the medication forms. These forms are supplied by the POP Kids Office. They must be filled out completely and properly according to the rules set forth by the Ohio Department of Job and Family services. *The medicine and your child cannot come to school without the forms.*

All medications must be in original containers with the prescription on the bottle or accompanied by physicians signed, written instructions. All medication will be kept in a locked box in the office or out of the children's reach.

No medications may be kept or sent in a backpack. They must be passed from adult to adult.

Sunscreen is considered a medication by the State of Ohio. A form must be in the center granting permission for sunscreen.

### **Employee Concerns**

POP Kids School encourages open communication with its employees. If there are any concerns regarding the school, employees or children, the employee should discuss these concerns with the Administrator. If the employee does not feel that their concerns are properly addressed, the employee may contact the POP Kids Board President. His/her name and phone number is posted next to the licensing information. Employees may also call the State of Ohio Job and Family Services in matters that relate to licensing and child safety.

### **Parent Participation Policy**

Parents are encouraged to contact the administrator regarding any problems or concerns regarding the program.

1. Parents are encouraged to participate in the program by coming to enrichment programs or helping in the classrooms with daily or special projects or to share expertise from their field.
2. Parents are encouraged to join our Preschool Parent's Auxiliary that meets a few times a year and plans special events, fundraisers and other things for our school.
3. Parents are encouraged to drop in and observe at any time.
4. Formal assessments of enrolled students are conducted twice a year. POP Kids does not report child level data to ODJFS pursuant to 5101:2-17-01 of the Administrative Code. Parents will be offered regularly scheduled conferences once or twice a year.
5. Parents are encouraged to meet with their child's teacher or the school administrator with any questions or concerns.
6. A parent/student roster is available. Your name, e-mail and phone number will be included in the roster unless written permission is received by administration to omit your information.
7. Parents will receive an incident/ accident form for any accident or unusual or unruly behavior on the part of their child.

## **Transportation/Field Trip Safety**

**Note:** At this time, POP Kids does not go on outside field trips. We bring enrichment programs to the school such as the Museum Center and Mother's Nature.

## **Registration**

### **Bright Stars, Preschool, Pre-K**

Registration for the following school year will take place in early January for current students and Prince of Peace members. Open enrollment for the community will begin mid-January. All enrollment is on a lottery basis. A non-refundable registration fee is due with the registration form to hold your child's space for the following school year. When your child enters POP Kids, we guarantee your child a spot if they continue through until pre-kindergarten; however, it may not be your first-choice class.

The State of Ohio Job and Family Services required enrollment and health forms, along with the POP Kids Handbook Acknowledgement form will be sent to parents in May. These forms MUST be returned by the assigned due date included with the paperwork. A signed medical form and immunization record from your doctor is required by the first day of school. Your child will not be permitted to start school without these forms.

### **Waiting List**

If enrollment is full, we will start a waiting list for each classroom. Waiting lists are filled on a first come, first served basis. See Registration form for exact policy.

## **Birthday Party Policy**

Each child is special at POP Kids and we love helping them celebrate their special day. During the school day, the birthday child will be made to feel special in their own individual classes. Since we serve a diverse economic group, as well as, several children with allergies at POP Kids, we ask that parents only provide treats from the "Approved List" on their scheduled Birthday. This list will be posted on the Parent Board. We want birthdays to be special for all of our children. We feel that celebrating in the same way for each child will make every child feel special. (See Meals and Snacks. Pg. 9, for additional info).

## **Other Information**

For your convenience, the church parlor is available for mothers to breastfeed and/or pump breast milk.

The possession or use of firearms, dangerous weapons, or other materials that endanger the preschool community is strictly prohibited. This prohibition applies to all POP Kids employees, students, vendors, parents and guests including those who are licensed under Ohio law to carry a concealed weapon. The prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased, or controlled by Prince of Peace Lutheran Church. The discovery of weapons on church premises in violation of this policy could result in criminal prosecution. This prohibition does not apply to persons engaged in law enforcement activities that are authorized to carry firearms.

## **Tuition Policies**

### **Bright Stars, Preschool and Pre-K Programs:**

1. Tuition is for the year. For your convenience, tuition may be divided into 9 payments. Full tuition or 1<sup>st</sup> tuition payment is due in May along with required paperwork. Tuition is non-refundable unless we can fill the spot. If paperwork and payment are not received by the assigned due date, we will go to the next child on our waitlist.
2. Tuition payments are due by the 10<sup>th</sup> of each month from Sept - Apr.
3. No discounts or prorates will be given for legal holidays. If your scheduled day falls on a legal holiday, you will be required to pay for that day. No tuition refunds will be given for snow days or for AM classes cancelled due to delays.  
In case of fire, earthquake, or other acts of God, we will refund the advanced monthly payment (for May of school year) or partial months missed of school as financial circumstances allow.
4. Late payment fee of \$25.00 will be added to your account on the 11<sup>th</sup> of the month if payment has not been received, unless prior arrangements have been made.
5. If payment is consistently late, or if there is a balance on your account, your child may be withdrawn from the program.
6. NSF Checks— Your account will be charged \$25.00 NSF Fee for any returned checks. You must pay the tuition and fee with cash or money order. If you have two NSF Checks, you will be required to pay with cash or money order for the remainder of the school year.
7. Please make checks payable to “POP Kids School” and place in the locked mailbox by the office entrance or mail it to POP Kids. Online payment is available on the web site for a small fee.

*Please see the Administrator if there are any questions, concerns, or problems regarding tuition.*

### **Tuition Scholarships**

Please call 683-1600 or talk to the POP Kids Administrator for more information on how to obtain a scholarship for Preschool or Pre-K classes. Forms are available on the web site.

### **Tuition Scales**

*See Registration Form for tuition rates and snack fees.*





# Kids School

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Revised 05/11/20