



LITTLE LIONS PLAYSCHOOL PARENT HANDBOOK 2025-2026

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Little Lions Playschool

St. Mark's Church 800 S. Main St. Findlay, OH 45840

Little Lions Playschool typically offers four/five classes:

1. 2 Day 3 Year Old Class meets Tuesday and Thursday from 9:00-11:30 am. The tuition is \$160/month with a one-time materials fee of \$55.
2. 3 Day 3 Year Old Class meets Monday, Wednesday, and Friday from 9:00-11:30am. The tuition is \$175/month with a one-time materials fee of \$65.
3. 3 Day 4 Year Old Class meets Monday, Wednesday, and Friday from 9:30-12:00pm with the option of attending a 4th day on Tuesdays (availability based upon enrollment). The tuition is \$175/month for the 3 Day Class and \$195/month with the 4th day option and a one-time materials fee of \$65.
4. PM 3 Day 4 Year Old Class meets Monday, Wednesday, and Friday from 12:30-3:00pm (availability based upon enrollment). The tuition is \$175/month with a one-time materials fee of \$65.
5. 5 Day 4 Year Old Class meets Monday-Friday from 9:00-11:30 am. The tuition is \$210/month with a one-time materials fee of \$70.

Enrollment for the 3 year olds is 11 children, enrollment for the 3-day 4 year olds is up to 14 children, and enrollment for the 5-day 4 year olds is up to 20 children. All classes have two teachers. Child/staff ratios are maintained in each classroom (1 teacher per 12 children for the 3's and 1 teacher per 14 children for the 4's. There is a non-refundable registration fee of \$55. There is also a one-time materials fee due in September.

Mission Statement- Little Lions Playschool

At Little Lions Playschool, we believe that early childhood is a time for joyful discovery, curiosity, and meaningful growth. Our program provides a nurturing, play-based environment where children learn through hands-on experiences designed to support their developmental needs.

We are committed to:

- Fostering a love of learning through creativity, exploration, and play
- Supporting each child's emotional, social, cognitive, and physical development
- Creating a safe and caring space where children feel valued and confident
 - Partnering with families to prepare children for a successful transition to kindergarten and beyond

At LLPS, play is not just an activity- it's the foundation of learning.

Daily Schedule

3 YEAR OLDS

- 8:00-9:00 Pre-session Care offered
- 9:00-10:00 Creative Play
- 10:00-10:10 Clean-Up
- 10:10-10:20 Bathroom
- 10:20-10:30 Snack
- 10:30-10:50 Circle Time
- 10:50-11:10 Large Muscle Time
- 11:10-11:30 Story Time and Dismissal

*No afternoon session for three year olds is offered.

4 YEAR OLDS (5 Day Class)

- 8:00-9:00 Pre-session Care Offered
- 9:00-9:10 Arrival/Hand Washing
- 9:10-9:35 Circle
- 9:35-10:20 Creative/ Free Play
- 10:20-10:30 Clean Up
- 10:30-10:45 Story
- 10:45-11:00 Restroom/Wash Hands
- 11:00-11:15 Snack
- 11:15-11:30 Large Motor

4 YEAR OLDS (3 Day Class)

- 8:00-9:30 Pre-session Care Offered
- 9:30-9:40 Arrival/Hand Washing
- 9:40-10:05 Circle
- 10:05-10:55 Creative/ Free Play
- 10:55-11:05 Clean Up
- 11:05-11:20 Story
- 11:20-11:30 Restroom/Wash Hands
- 11:30-11:45 Snack
- 11:45-12:00 Large Motor

4 YEAR OLDS (PM 3 Day Class)

- 12:30-12:40 Arrival/Hand Washing
- 12:40-1:05 Circle
- 1:05-1:55 Creative/ Free Play
- 1:55-2:05 Clean Up
- 2:05-2:20 Story
- 2:20-2:30 Restroom/Wash Hands
- 2:30-2:45 Snack
- 2:45-3:00 Large Motor

Pre-Session Child-Care

We offer early care before morning classes begin, from 8:00 to 9:30 am, at a rate of \$10 per session. This service must be paid by the end of each month. Drop-in care is available for students enrolled in morning classes, depending on availability and staffing. Please contact the director or a teacher at least 24 hours in advance if you'd like to arrange drop-in care.

Curriculum

Our curriculum is designed to support your child's development through age-appropriate, play-based learning. While all teachers follow the same core learning goals based on state standards, each teacher tailors their lesson plans to the needs and interests of their class. Plans for both 3 year old and 4 year old classrooms are posted weekly in each room.

Creative Free Play

During creative free play, children explore art materials, blocks, books, math manipulatives, dramatic play areas, and more. These hands-on experiences help develop creativity, social skills, and early academic foundations.

Parent Involvement

We value strong family partnerships! Parent-teacher conferences are required by the state and provide an opportunity to talk about your child's progress and experiences. Your child's teacher will reach out to schedule a time that doesn't interfere with class time. (Note: School will be closed during the scheduled conference times- check the newsletter for details).

These meetings are a great time to connect, ask questions, and share insights. Parents are always welcome to schedule additional meetings with their child's teacher or the director as needed.

In the fall, we invite moms to join their child for a special evening of preschool fun during our "Mom & Me Night." In the spring, dads will have their turn during "Dad and Me Night."

Our 5 Day 4 Year Old Class also welcomes parent helpers during bi-weekly stations- a great way to be part of your child's day!

Observations

Parents and guardians are always welcome to schedule a visit by prearranging an observation time with your child's teacher. This will be done at the director's discretion.

Special Days

Birthdays are such a big part of childhood! Since many birthdays fall when school isn't in session, each child is assigned a "Special Day" during the year to celebrate them. Teachers will share more about how these days work at the informational meeting in the fall.

Guests

We love when families want to share our school with others! While we wish we could accommodate all visits from extended family and friends, we must prioritize the safety and routine of our students. Visitors are welcome to stop in and tour the school, but children cannot attend class for the day unless they are officially enrolled and accompanied by a parent or guardian for a specific, approved reason.

Discipline

Our program is built around positive, age-appropriate guidance for 3, 4, and 5 year olds. We focus on helping children understand boundaries and develop self-regulation through gentle, respectful strategies. These include:

- Redirection
- Clear, logical consequences
- Time apart within the classroom when needed
- Brief removal from the group (with support)

Our approach always keeps the child's emotional well-being and self-esteem at the center. Teachers explain the situation in age-appropriate ways and encourage children to find solutions together. Children are never left alone or unsupervised. If a situation arises where a child may need to be suspended or removed from the program, the decision will involve the teachers, director, and the family.

All staff are trained and committed to supporting your child's development, in line with licensing rule #5101:2-12-18.

Arrival and Dismissal

Morning classes begin at 9:00 or 9:30, while the afternoon class begins at 12:30pm. To help teachers prepare, we ask that families arrive as close to class start time as possible.

Drop off:

To make drop-off easier, a teacher or the director will meet your child at the exterior doors during the following windows:

- 9:00-9:10
- 9:30-9:40
- 12:30-12:40

Please pull up near the door and a teacher will assist your child out of the car. You will then continue through the loop to keep things moving.

If you arrive outside of these times or no staff member is at the door, you are welcome to park in the church lot and walk your child up. Do not leave your car parked in the loop.

Pick-Up:

Classes end promptly at 11:30am, 12:00pm, or 3:00pm (depending on the class). During dismissal, you will pull into the same loop you did at drop-off with your car tag visible, and a staff member will walk your child out and load them into the car. If you would prefer not to wait in the car line, you are welcome to park in the church lot and walk up to the doors to pick-up your child.

Carpools

We need your permission for your child to ride with someone other than their parent/guardian. The names of these drivers need to be included on their carpool form. This approved list will be kept on file at the center. If there is ever a change in pick-up, please let the staff know.

Weather and Calamity Closures

Snow/Calamity Policy:

Please listen to the local radio station, WFIN, during inclement weather to find out if Findlay City Schools are closed. IF THEY CLOSE, WE CLOSE!

If Findlay City Schools have a 2 or 3 hour delay, we will have school as usual. Please continue to listen for school closure announcements and use your judgement for safe travel.

Missed Days Policy:

In the event of multiple weather-related closings:

- 2 Day Classes will make up days if more than 4 days are missed
- 3 Day Classes will make up days if more than 5 days are missed
- 5 Day Classes will make up days if more than 7 days are missed

You're always welcome to call or email the school with questions. Please make the best decision for your family's safety when weather conditions are questionable.

Note: The school may close for additional reasons such as illness, maintenance, or other emergencies.

Safety Policy

Your child's safety is our top priority. Here's how we ensure a secure environment:

- A teacher will greet your child at drop-off and ensure they get safely to their classroom
- At pick-up, children will only be released to authorized adults. If someone new is picking up your child, we must be notified in advance- no exceptions.
- Custody documentation (if applicable) must be on file.
- Children are never left alone or unsupervised.

Field Trips

- Permission slips signed by a parent or guardian are required.
- All staff members are trained in first aid and a first aid kit will always be available.
- Every child will wear a tag with the school's name, address, and phone number.
- Emergency health forms will be carried on all trips.
- A parent or guardian is required to attend field trips with their child.

Emergency Preparedness

- Monthly fire drills are held at different times to ensure readiness.
- Emergency and weather alert plans are posted in all classrooms.
- If an accident or emergency occurs, an incident report will be completed, and parents will be notified.
- Emergency transportation will be used if necessary (a form must be completed if you choose for your child not to be transported). All staff are trained on safety protocols and have access to clear, written procedures. We take your child's well-being seriously and are prepared to act quickly if needed. Safety and emergency plans will also be posted in each classroom.

Lockdown Drills

We conduct lockdown drills throughout the year in coordination with local law enforcement. Families will be notified before and after each drill. Teachers will explain that this procedure helps keep everyone safe in the rare event of a dangerous situation. Once the drill or emergency is over, the director will announce an “all clear” through the intercom using a pre-approved password.

Snacks

Snack time is an important and enjoyable part of our day! A monthly snack menu is posted in each classroom. Teachers or the director may occasionally substitute or supplement food items as needed and will always accommodate allergies or dietary restrictions.

Emergency Procedures

In the event of a general emergency (such as severe weather, power outage, or natural disaster):

- **Fire:** Children and staff will exit through the nearest classroom door, with alternate options also identified. Teachers will bring attendance sheets, emergency forms, and a first aid kit. The teacher will be the last person to leave the room and will shut the door.
- **Tornado Warning:** Children will evacuate to the women’s and men’s restrooms. Children will remain seated, and clearance to leave will be given by staff. *If school must close due to loss of power, water, or heat, families will be notified to pick up children.

In the Event of a Serious Illness or Injury:

If a child requires urgent medical care:

- One teacher will stay with the child, administer first aid, and call the parent or guardian.
- The child will be cared for in a quiet area until a family member arrives.
- If needed, we will contact emergency services (Hanco or Med Corp), and staff members will accompany the child to the hospital with their health form and records.
- The child’s medical file will be taken, and a staff member will remain with them until a parent or guardian arrives.

Health and Illness Policy

Please notify the school if your child is ill or will miss class. If your child contracts a contagious illness (such as chickenpox), let your child’s teacher or the director know right away. Families will be informed in writing if any communicable diseases have been identified in the classroom.

Teachers may ask that a child be picked up if they appear too ill to fully participate in class or pose a risk to others. Minor cold symptoms may be acceptable based on the director’s judgement.

Please note: Children who are well enough to attend school are expected to participate in all scheduled activities- indoors and outdoors. Teachers cannot make exceptions for one child to remain inside without both staff members present.

Change of Clothes

Each child should have a spare set of clothes (underwear, shirt, pants, socks) kept at school in a shoebox labeled with their name (provided by the school). In case of spills or accidents, children are more comfortable changing into their own clothes. Please send seasonally appropriate clothing and plan to update the set mid-year as your child grows.

Management of Communicable Diseases

To protect all children and staff, we follow state guidelines for monitoring and managing illness:

- A trained staff member observes each child daily for signs of illness.
- If a child appears unwell, a parent or guardian will be notified immediately.
- If a child shows any of the following symptoms, they will need to be picked up right away and may not return until they are symptom-free for at least 24 hours:
 - Diarrhea (3+ loose stools in 24 hours) or repeated vomiting
 - Severe coughing that causes redness or whooping sound
 - Difficulty or rapid breathing
 - Yellowish skin or eyes
 - Eye redness, discharge, or crustiness
 - Fever of 100°F or higher with other symptoms
 - Untreated rashes, skin patches, or sores
 - Unusual drowsiness or confusion
 - Stiff neck with fever
 - Signs of lice, scabies, or parasites
 - Severe sore throat or trouble swallowing

A visual communicable disease guide is available in the hallway for staff reference, along with a chart to help identify common symptoms.

If a Medical Emergency Happens:

If a child experiences a serious medical emergency:

- We will call Hanco Ambulance to transport your child to Blanchard Valley Regional Health Center.
- Parents/guardians will be notified immediately to meet their child at the hospital.
- If parents cannot be reached, emergency contacts listed on your child's Health & Enrollment Form will be called.
- A certified staff member will stay with the child and provide first aid, as needed.

Important Reminders:

- Children must be symptom-free (no fever, vomiting, or diarrhea) for 24 hours before returning to school.
- We do not administer vitamins.
- Prescription medication can only be given if a JFS 01217 form is completed. Medications are securely stored and administered by trained staff.
- We follow the Americans with Disabilities Act (ADA) and provide necessary accommodations for:
 - Administering medication to children with disabilities
 - Safe medical care procedures tailored to individual needs

Field Trips

We love giving children opportunities to explore the world beyond the classroom! Field trips are an exciting part of our curriculum.

- Parents are responsible for arranging their own child's transportation.
- Parents must remain with their child during the field trip.
- Teachers will meet children at the destination.
- Attendance records will be taken to the field trip and the children will be checked in & out.
- Child/staff ratios will be maintained on field trips.
- Signed permission slips will be on record for each trip.

Please note: pre-session care will not be available on field trip days unless prior arrangements have been made.

Outdoor Walks/Play & Large Motor Activities

Each day, the students will participate in large motor activities, which may include outdoor walks or play indoors in our designated large motor space. Outdoor play/walks will not occur on days when the temperature is below 32°, the wind chill is below 32°, it is raining, if there is a storm threatening, or if chemicals have recently been applied to the lawn. On these days, children will go to the "large muscle" room.

What to Wear

Children participate in all kinds of hands-on activities, so we recommend sending your child in comfortable, weather-appropriate play clothes. Please label jackets, mittens, hats, and boots with your child's name.

Registration Process

Families already enrolled or previously enrolled in our program will receive priority re-enrollment before the school year starts. New families are invited to submit their registration beginning in February on a first-come, first-served basis. To enroll your child: Complete and return a Registration Form with a non-refundable annual fee of \$55 to the director.

In summer, enrolled families will receive a packet with all required forms, Including:

- Medical statement
- Child Health & Enrollment Form
- Parent Interest Form
- Personal History Profile
- Tuition Agreement

This packet is due within 30 days of enrollment. Children may not start school until all forms, including immunization records signed by a physician and parent, are complete and returned.

A class roster will be provided at the open house in the fall (contact information for families opting out of the list will not be shared).

A waitlist will be kept for any classes that are full. If a spot opens, we will offer it to the next family in line.

Little Lions Playschool will not accept children for enrollment if there is an outstanding tuition balance from a previously enrolled sibling or student. In some cases, a child may be withdrawn from the program if tuition is not paid, if there are ongoing behavioral concerns that cannot be resolved after collaboration between the family, teachers, and director, or if the child is not fully potty-trained.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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