



Parent Handbook

Welcome to our new families and to our returning friends!

First School is proud to be celebrating 50+ years of educating children of the south Dayton area this school year! Since 1971, we have been promoting the maximum development of children ages 2 to 6 within the scope of their interests and capabilities in a well planned and developmentally appropriate learning environment.

Our faculty consists of well-educated, professional, and caring individuals who have devoted themselves to the education and growth of your child. We strive to create a positive first experience with education that inspires curiosity, builds confidence, and fosters a lifelong love of learning. By providing a strong educational foundation, we help each child begin their journey with the skills, enthusiasm, and support needed for future success.

The First School curriculum promotes the concept of an ideal pre-school environment by allowing every child freedom of choice within a structured situation. In each program the children engage in sensory, visual, perceptual, fine and gross motor skill activities that expand their academic, social and emotional capacities. Classes are divided according to age, and educational themes are adapted to each child's developmentally appropriate skill level.

We are looking forward to sharing our school with your family this year!

Sincerely,

Shayna Schroeder
Manager of Center Operations & Principal of Montessori
(937)433-3455
Shayna@FirstSchoolDayton.com

Hours of Operations:
Monday-Friday
8:30am-3:00pm

First School Philosophy

We believe that a child's first educational experiences define their student careers. Combining years of collective teaching experience, state learning standards and current research-based instruction, First School creates a fun, warm, and balanced early education program for our students. In turn, this produces a positive environment that allows discovery and growth for students, families, and staff. Children are unique individuals who learn at different rates and in different ways. Our independence allows our passionate teachers to individualize instruction and expand on students' interests while simultaneously promoting growth in all areas of the students' social, academic, and creative life.

Our goals and services are as personalized as the roles we play in each of your child's and your family's lives

- As teachers, we strive to provide creative experiences for all children, tailored to each child's physical development, socio-emotional adjustment, and intellectual readiness.
- As trusted adults, build on and supplement parental guidance, never substitute for it.
- As businesspeople, we provide cost-effective, high-quality services that meet parents' needs.
- As professionals, we continually expand our knowledge and specialized skills through educational opportunities and participation in national, state, and local professional organizations.

Parent/Employee Participation Policy

Parents/guardians have the opportunity to meet the First School Faculty during the August Open House mini days, Parent-Teacher conferences, visits to the school, and by appointment with the Director of Curriculum or Director of Admissions during their office hours.

Manager of Center Operations & Montessori Principal

Monday 8:30am-3:00pm

Tuesday 8:30am-3:00pm

Wednesday 8:30am-3:00pm

Thursday 8:30am-3:00pm

Friday 8:30am-3:00pm

School Parent Information

The school is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in our front hallway. A toll-free telephone number is listed on the school's license and may be used to report a suspected violation of the licensing law of administrative rules. The licensing rules governing childcare are available for review at the program. The administrator and each employee of the program 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.

The administrator's hours of availability and child/faculty ratios are posted in a noticeable place in the school 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 school to discriminate in the enrollment of children upon the basis of race, color, relation, 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 childcare assistance, Medicaid health screening and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Parent-Teacher conferences are scheduled twice a year. Fall and Spring conferences will be in person. Phone conferences are available to discuss any problems or concerns during times when the teacher is not in class. Please note that all phone conferences must be scheduled in advance. If the parent feels that the concerns are not adequately met through communication with the teacher, the parent may contact the Manager of Center Operations/Principal. The Manager of Center Operations/Principal will work as a liaison between the parent and teacher to work toward an acceptable solution.

Tuition

The First School enrollment and tuition policies are established in order to deliver a consistently high-quality learning environment in an efficient manner. Fees are determined by the child's age and classroom assignment. Fees and policies may be adjusted at any time; normally, they are adjusted in August at the start of each new year. The program will notify you of any fee or tuition changes prior to the effective changes. You will be asked to sign a new Fee and Tuition Agreement at this time. The annually updated Fee and Tuition Agreement supersedes information in this handbook.

- Tuition is due in full on or before the first day of each month regardless of attendance pattern. If any account is not paid in full by the first day of the month, services may be discontinued until the account is brought up to date.
- Accounts are subject to a 1% charge per month on all outstanding balances after 15 days.
- Full tuition is charged for months that includes holidays.
- Full tuition is required even when children are absent; this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waiting list.
- Disenrollment for lack of payment can result in a family being placed at the bottom of the waiting list for re-enrollment.
- One month's written notice is required for voluntary disenrollment.
- Normal program fees continue to accrue until written notification of withdrawal is provided to the program administration.

- Late fee: \$35.00 per 15 minute/per child.
- Annual supply fee (non-refundable): \$100.00 that is due September 1st

Inclement Weather Policy

School closings and important announcements will be posted on the First School Facebook page, and News Center 7 (WHIO). You will also receive a One Call notification, and teachers will send a class email with any additional information. If inclement weather occurs during the morning, we may cancel afternoon classes.

Field Trip Transportation

Parent participation is required for all off-site field trips. A parent or designated adult must provide transportation and remain with the preschool child for the duration of the field trip. Teachers will meet families at the destination. Whenever possible, field trips will be scheduled on the same day and at the same time as the child's regular class.

Safety

Security Measures

We have established guidelines and security measures to ensure the safety and security of the First School facilities and every child in our care, while helping children make a smooth transition to and from the program each day.

Under Ohio law, both parents may have the right to pick up their child unless a current court order restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick-up list must provide the school with an official court document (such as a current restraining order or custody order). Without such documentation, First School may release the child to either parent after verifying maternity or paternity.

- First School will not take sides or support one parent or guardian over the other. We do not become involved in custody disputes or domestic disagreements between family members.
- Children will be released only to a custodial parent, legal guardian, or another authorized individual unless written notification has been provided to the administration in advance through in person or written note. A valid photo ID may be required before a child is released.
- Parents, faculty, students, and visitors may not use personal video or audio recording devices inside First School buildings or on school property.
- First School maintains secured facilities with coded entry.
- First School maintains comprehensive safety procedures and an Emergency Operations Plan. All faculty members receive regular training and review these procedures frequently. The Emergency Operations Plan is on file with the State of Ohio and is an internal document available only to authorized personnel.

- Students are signed in and out through an online program that tracks attendance by the faculty members.
- Children should never be dropped off or picked up in the parking lot. Drop-off /pick-up must follow our car line procedures.
- First School reserves the right to request proper identification from any authorized individual picking up a child to verify their identity.
- First School has established procedures to follow in the event of an emergency while children are in our care. Emergency evacuation routes and procedures are posted in every classroom.
- To help prepare children and faculty for emergencies, First School conducts monthly fire, tornado, and other required safety drills.

The following sections provide an overview of the procedures followed during various emergency situations.

Fire Evacuation

Teacher and/or Administrator will take the attendance roster, secure the classroom, exit the building with the children, and proceed to the designated meeting place. Faculty will account for all children and notify the administrator or faculty member in charge whether all children are present or if anyone is missing. Faculty and children will not return to the classrooms until the "all clear" has been given. If additional action is required, the administrator or designated person in charge will follow the procedures outlined in the Emergency Operations Plan, including any guidance provided by local authorities.

Weather Alert

Teacher and/or Administrator will take the attendance roster and any necessary emergency medications or supplies, secure the classroom, and lead the children to the designated safe area. Faculty will account for all children and have them assume the recommended safety position by covering their head and neck. If blankets or other protective coverings are available, they will be used. Faculty will notify the administrator or faculty member in charge whether all children are present or if anyone is missing. Faculty and children will remain in the designated safe area until the "all clear" has been given. If additional action is required, the administrator or designated person in charge will follow the procedures outlined in the Emergency Operations Plan, including any guidance provided by local authorities.

Emergency Evacuation

Teacher and/or Administrator will take the attendance roster, emergency medications and supplies, first aid kit, and emergency contact information for each child. Faculty will account for all children, evacuate the building to the designated relocation site, and conduct a name-to-face attendance check. If additional action is required, the administrator or designated person in charge will follow the procedures outlined in the Emergency Operations Plan, including any guidance provided by local authorities. Parents will be notified as soon as possible.

Threat of Violence

Teacher and/or Administrator will move children to the safest available location inside or outside the building, take the attendance roster, and contact 911 or local law enforcement. Faculty will follow all instructions provided by emergency responders, conduct a name-to-face attendance check, notify parents as soon as possible, complete an incident report, and provide it to the parents or guardians. The Ohio Department of Job and Family Services (ODJFS) will be notified within 24 hours, as required.

Loss of Power, Water, or Heat

The administrator or designee will contact the appropriate utility company and the First School administrative office to report the outage and determine the expected duration. School administration will evaluate conditions including safety, building temperature, available daylight, food refrigeration, and the ability to maintain proper sanitation and hygiene. Administration will determine whether the school can remain open or if it is necessary to close.

Secondary Evacuation Location

The Reserve Middle School and High School
475 Congress Park Drive, Centerville, Ohio 45459

CWCC, Inc.
7677 Paragon Rd. Centerville, Ohio 45459

Direct Glow LLC.
7666 McEwen Rd. Centerville, Ohio 45459

Health Guidelines

All First School team members care deeply about and work diligently to ensure the health and well-being of every child in our care. In addition to establishing program policies and providing internal training to promote good health, First School faculty members are trained by certified individuals or licensed physicians in first aid and CPR, communicable disease recognition, and the identification of suspected child abuse.

First School reserves the right to send a child home if there is concern for the child's health or well-being. A doctor's note may be required for readmission.

1. In the event of illness or accident, faculty will immediately notify the program administrator or designated person in charge. While attending to a sick or injured child, faculty will ensure that all other children are supervised at all times. In accordance with ODJFS licensing requirements, a health alert may be posted depending on a physician's diagnosis.
2. Faculty will observe each child upon arrival before allowing them to join the group and will report any suspected illness to the program administrator or designated person in

charge. If necessary, the child may be isolated within sight and hearing of an adult, and parents may be contacted and asked to pick up their child. After notification (which may include phone calls, voicemail, or email), the child must be picked up within one hour by a parent, emergency contact, or authorized pickup person. Proper identification is required at pickup. Contaminated areas, including surfaces, cots, and blankets, will be cleaned and disinfected. Readmission will follow recovery guidelines and communicable disease policies. A doctor's statement may be required before a child return following a contagious illness.

3. As a state-licensed preschool, we are legally required to report suspected child abuse or neglect to the local children's services agency. If signs of suspected abuse are present, an administrator and/or faculty member will notify children's services, the program administrator, and corporate headquarters.
4. Faculty members have access to first aid kits, communicable disease charts, parent work phone numbers, emergency contact information, children's medical histories, and emergency transport authorization forms as needed.
5. In the event of a serious emergency, emergency medical services and parents will be contacted immediately by the program administrator or designated person in charge. First School will provide care for children whose parents refuse to grant transport consent; however, if emergency responders determine transport is necessary, we will comply.
6. If a child must be transported before a parent arrives, the child's medical information and a program administrator or designated faculty member will accompany the child to the hospital whenever possible.
7. In the event of illness, accident, or injury requiring first aid, a head injury, emergency transport, or any unusual or unexpected incident affecting a child's safety, the faculty member involved will complete and sign a detailed incident report. Parents will also be asked to sign the report and will receive a copy.
8. A child exhibiting any of the following symptoms will be immediately isolated, and a parent or guardian will be asked to pick up the child:

- Diarrhea (more than three abnormally loose stools in 24 hours)
- Severe coughing causing color change or whooping sound
- Difficult or rapid breathing
- Yellow skin or eyes
- Redness of eye(s) with discharge, itching, or pain
- Fever of 100°F or higher (axillary or temporal), especially with other symptoms
- Untreated skin rashes or unusual spots
- Dark urine and/or gray or white stool
- Stiff neck with fever
- Sore throat or difficulty swallowing
- Vomiting more than once or with other symptoms
- Evidence of untreated lice, scabies, or parasites
- Loss of taste and/or smell

9. A child exhibiting any of the following symptoms may be isolated, and the administrator and parent/guardian will determine whether the child should be sent home immediately or

later in the day. Once notified (by phone, voicemail, or email), the child must be picked up within one hour by a parent, emergency contact, or authorized person. Identification is required:

- Rash or unusual spots
- Sore throat or difficulty breathing
- Elevated temperature
- Coughing
- Vomiting
- The program may contact a parent at any time if concerns arise regarding a child's health

10. Parents must immediately notify the program of any diagnosed contagious condition so that exposure can be monitored and families informed. Upon return, a temperature check may be required, and a doctor's note may be requested.
11. The program administrator will notify parents in writing if a child has been exposed to a communicable or contagious condition.
12. Children with mild cold symptoms or who are not well enough to fully participate will be monitored closely for any changes in condition. Additional guidance may be provided throughout the year as needed.
13. All faculty members are trained in proper handwashing, cleaning, sanitizing, and disinfecting procedures.
14. Any faculty member exhibiting symptoms listed above in Section 9 will be replaced by a substitute.

Outdoor Policy

Children are scheduled to participate in outdoor play daily, weather permitting. Large motor activities will be provided when outdoor play is not possible due to weather conditions. At times, access to playground equipment may be restricted for safety or health reasons.

Cold Weather Policy

Our students will go outside when temperatures are above 25°F (including wind chill), provided there is no precipitation. Children should be appropriately dressed with coats zipped, and hats, hoods, and mittens as needed.

Hot Weather Policy

Children will not go outside when temperatures reach 90°F or higher (including heat index) or during ozone alerts. On hot days, faculty will provide shaded areas, ensure access to water, and limit outdoor exposure time.

Dress Code

At First School, we believe that time spent outdoors supports children's physical health, emotional well-being, and overall development. Outdoor exploration is an important part of our

curriculum, and we strive to provide children with opportunities to learn and play outside throughout the year.

To support this commitment, classes may participate in outdoor activities during a variety of weather conditions, including light rain and colder temperatures, provided conditions are safe and there is no thunder, lightning, or other severe weather. We encourage families to send children to school prepared for the day's weather, including rain gear, warm outerwear, hats, gloves, and other seasonal clothing as needed.

Please label all coats, jackets, hats, mittens, scarves, and other personal belongings to help us return misplaced items promptly.

Children should wear footwear that allows them to safely participate in active play, including running, climbing, skipping, and exploring playground areas. Recommended footwear includes athletic shoes, Mary Jane-style shoes with covered toes, or sandals with closed toes and secure straps. For safety reasons, flip-flops and Crocs® are not recommended for school.

Families are encouraged to check their class communication channels for updates regarding planned outdoor activities and special outdoor events.

Building Entry and Pick Up

Our facility is a locked school for the safety and security of our students and faculty. Our front door remains locked at all times. If you are outside the building, please ring the doorbell, and a faculty member will grant you access to the front lobby. If parents wish to meet with a teacher, they may request a meeting through the administrator, who will coordinate the appointment.

If you need to pick your child up early, please bring your CAR TAG (that we provide) into the building with you. In the event you need to walk your child to the door, please use caution.

Arrival Procedures

To ensure the safety of all children and families, we ask that parents utilize our established drop-off system whenever possible.

At the beginning of each session, First School faculty members and parent volunteers will be stationed at the stairways to assist children as they arrive. Three vehicles at a time will be welcomed into each drop-off area, where children will be helped from their vehicles and directed safely into the building. As each group of vehicles departs, the next group will move forward. This procedure allows for an efficient and orderly arrival process while minimizing traffic congestion.

Families who live nearby and choose to walk to school should enter the property through the northeast corner of the fence and proceed across the grass to the sidewalk. For safety reasons, please do not walk in the vehicle drop-off lane.

If another individual will be responsible for dropping off or picking up your child, please ensure they are familiar with all First School arrival and dismissal procedures.

Dismissal Procedures

The safety of our students is our highest priority. To ensure a smooth, efficient, and secure dismissal process, we ask all families to follow the procedures outlined below.

Car Line Dismissal

When picking up your child, please use one of the two designated car lanes:

- Vehicles in the lane closest to the school should stop at the middle set of stairs.
- Vehicles in the outer lane should stop at the white line painted on the pavement.

To use the car line, you must display your **First School Car Tag**. Please hold the car tag in a visible location until your child is safely placed in your vehicle. Because of the layout of our parking lot and glare from vehicle windshields, faculty members are often unable to clearly identify drivers. Two faculty members must verify the car tag to ensure each child is released to the correct adult.

If You Forget or Lose Your Car Tag

If you do not have your car tag, please do not remain in the dismissal line. Instead:

1. Park in a designated parking space.
2. Bring your valid driver's license or other government-issued photo identification to the Center Steps entrance.
3. A faculty member will assist you in retrieving your child.

If you need a replacement car tag, please notify a faculty member.

Traffic Flow

To help maintain the flow of traffic on McEwen Road and ensure that dismissal proceeds efficiently, the faculty member calling names must continue the dismissal process without interruption. We appreciate your patience and will assist families as quickly as possible.

If you anticipate needing additional assistance, you are welcome to stop by the office before dismissal begins or wait until the car line has cleared.

Authorized Pick-Up Persons

If someone other than a parent or guardian will be picking up your child:

- Send an email or written note that includes the name of the authorized individual and the date of pickup.
- Provide that individual with your child's car tag for the day.

If the designated individual does not have the car tag, they must:

1. Park their vehicle.
2. Report to the Main Steps entrance.
3. Present a valid photo ID.

For individuals not listed on a child's enrollment paperwork, written authorization must be received before their arrival.

Student Release Policy

For your child's protection, students will only be released to:

- Individuals listed on the child's registration and emergency contact forms, or
- Individuals for whom the school has received prior written authorization from a parent or guardian.

Any person without the appropriate car tag will be required to follow the identification procedures described above.

A Final Note

These procedures have been developed with one goal in mind: the safety and security of every child in our care. We ask that you share these policies with anyone who may be responsible for picking up your child.

Please note that participation in the car line is completely optional. Families are always welcome to park and walk their child to the front entrance at drop-off or park and come to the front entrance for pick-up at dismissal. A faculty member will be available to assist you.

Absence

Please call or email if your child is absent. Please let us know the reason for your child's absence. We are concerned about the well-being of our students. If your child is not at preschool and we have not been contacted, we will email or phone to check on the child.

Late Pick Up Policy

Morning Pick Up Time	11:15-11:25
Lunch Bunch Pick Up Time	12:45-12:55
Afternoon Pick Up Time	2:15-2:25

We understand that everyone is human, that things happen, and that sometimes you may have extenuating circumstances that delay the pick up of your child. However, we have a tight schedule and after dismissal our teachers have other duties and we want to be respectful of their personal time.

To maintain appropriate teacher-to-child ratios and ensure the highest level of supervision and care, we can accommodate additional children only when prior arrangements have been made. Therefore, we have the following policies in place. If you have issues regarding pick up due to bus schedules, please see the administrator to make arrangements for your child.

After the times listed above you will need to come to the door and press the buzzer. Please have your car tag. We will bring your child to the door. If we notice a pattern, we will work with you to come up with a solution before requiring additional fees as a last resort. Additional fees usually consist of \$35.00 per 15 minutes of wait time.

Supervision of Children

A First School Faculty member shall be responsible for the safety and health of their class in the following ways:

1. No child shall ever be left alone or unsupervised.
2. Each child transported by a parent is met and let into the school by a faculty member, where they are met by their teacher. At dismissal, a faculty member places each child in the car or releases the child to the parent. No child shall be released to anyone other than his or her parent unless written permission is obtained beforehand from the parent.
3. First School values open communication and encourage partnerships between families and school faculty. Parents/Guardians who would like to meet with a teacher or the administrator should contact the administrator to schedule an appointment. Meetings are arranged in advance to ensure that adequate time is available to discuss student needs and concerns.

For the safety and security of our students and faculty, all visitors are required to check in with the administrator or person in charge and sign in upon arrival. This meeting must be set up prior to the meeting with the administrator.

Custodial parents and guardians of enrolled children are welcome to visit the school during operating hours for the purpose of contacting their child or observing the care provided. Once again, these meetings must be scheduled and planned through the administrator. Access is limited to the front entry unless otherwise authorized by building

Administrator. Nonresidential parents are afforded the same access rights as residential parents unless a court order or legal documentation limits those rights. Upon entering the school, all parents and guardians must notify the administrator or person in charge of their presence.

These procedures help us maintain a safe, secure, and orderly environment while supporting meaningful communication between families and the school.

4. First School will notify families through WHIO T.V. and Facebook regarding inclement weather

Guidance and Classroom Management Policy

Each teacher at First School is responsible for the children in her class and will lead them with love, care, concern, and fairness. Teachers will use developmentally appropriate techniques that establish clear limits. These limits will be shared with the child and will be consistently applied. We feel that showing children positive models of behavior and reinforcing that behavior is a key to classroom harmony. We encourage self-control, cooperation, and problem solving to resolve conflicts. If undesirable behavior is exhibited, the teacher will use quiet, patient counseling to explain why that behavior is inappropriate and make suggestions as to more acceptable behavior in a classroom setting.

There may be times when it is necessary for a child to be removed from an activity to self-regulate. The child will move to a different section of the room in order to regain his or her self-regulation before rejoining the group and starting again. If a behavior continues or if a child's behavior is a direct threat to the other children, the teachers, the program, or themselves the student may be removed to the office for a short time before rejoining the group. Physical punishment of any kind is strictly prohibited and will not be permitted by any First School employee

The above policy is in compliance with Ohio State law and the specification of ODJFS 5101:2-12-22 and applies to all First School employees.

First School reserves the right to dismiss a child when he or she becomes a direct threat to themselves, faculty, or the program.

Administration of Medication

First School will administer NO medication without specific parental request. If your child requires medication or emergency medication on site (such as an epi-pen), you must fill out properly and completely a "Request for Administration of Medication" form before we may have the medication on school premises. First School will fill out the appropriate state form upon administration of any medication, and this will be placed in the student's file. Any medication to be administered must be properly and completely labeled. The information on the label must contain the child's name, exact dosage to be given and the current date. Medication shall be kept in the original container in a safe location where children cannot reach it. This form is available in the front office.

Immunizations

We expect all children to have their yearly immunizations until the age of 6. If for religious or health reasons, the parents choose not to immunize their child, we need to be made aware before they attend our school and the immunization form will need to be filled out and this will be noted. We will evaluate each child on a case-by-case basis. If there is a communicable disease outbreak, we will notify the parent and may ask that the child not be in attendance during the outbreak.

Required Forms

In addition to the First School Enrollment Form, prior to the first day of school for the child, each parent will provide signed copies of forms Child Enrollment & Health Information Form and Child Medical Statement and Immunization Form. The Child Medical Statement shall be turned in yearly within 30 days of the child's annual physical exam appointment, and the Child Enrollment and Health Information form shall be reviewed yearly by the parents and Director for any changes.

Curriculum & Sample Schedules

The First School Program is designed to meet the developmental needs of children ages 2½ through Young 5s. Our play-based curriculum, combined with a structured daily routine, provides a warm, nurturing environment where children are encouraged to explore, discover, and develop a lifelong love of learning.

Children participate in a variety of age-appropriate, hands-on experiences that support language and literacy development, early math and science concepts, creative expression, and social-emotional growth. Daily sensory and motor activities promote cognitive, physical, and fine motor development while encouraging curiosity, problem-solving, and independent thinking.

As children grow, our curriculum builds upon their individual strengths and developmental readiness. Through purposeful play and meaningful interactions, students develop confidence, independence, and important school readiness skills, including following directions, participating in classroom routines, cooperating with others, sharing, taking turns, making thoughtful choices, and building positive friendships.

Our experienced teachers create a safe, engaging, and inclusive learning environment where each child is valued and encouraged to reach their full potential. By fostering a strong foundation in both academic and social-emotional development, we prepare children for a successful transition to kindergarten and beyond.

Children enrolled in the 2½-Year-Old Program must be fully independent in toileting. We understand that occasional accidents are a normal part of childhood and may happen even after a child is fully toilet trained. If your child is in the final stages of toilet training, we encourage you

to send them in underwear rather than training pants. We also ask that all children have a complete change of clothes in their backpack each day.

Schedule change for each classroom may change based on the needs of the students in the classroom. Below are sample schedules.

Sample Schedule for Half Day Preschool Classes

8:45-9:00	Transition activity and free choice
9:00-9:15	Morning Meeting
9:15-10:30	Centers
10:30-10:50	Fun Room
10:50-11:05	Outside
11:05-11:10	Ready for dismissal
11:15	Dismissal

Sample 4-hour Preschool Schedule

8:45-9:00	Transition activity and free choice
9:00-9:15	Morning Meeting
9:15-9:35	Fun Room
9:35-10:55	Centers
10:55-11:15	Outside
11:15-12:00	Lunch
12:00-12:15	Journals
12:15-12:30	Group Games
12:30-12:45	Stories and dismissal

Sample of an All Day Schedule for Morning and Afternoon Enrichment students (Children must be in 4-year-old programs and above)

8:40-9:00	Free Choice
9:00-9:15	Fun Room
9:15-9:30	Circle Time
9:30-10:40	Centers (math, listening, reading, science, language arts, dramatic play))
10:40-10:55	Sensory-motor
10:55-11:15	Science
11:15-11:45	Lunch
11:45-12:00	Outdoor Play
12:00-12:30	Free Choice
12:45-1:15	Problem Solving/Brainstorming Exercises
1:15-1:45	Creative Expression
1:45-2:00	Literature
2:00-2:15	dismissal

Lunch Bunch

Families who choose to participate in Lunch Bunch must send a packed lunch from home and are responsible for providing a nutritious, well-balanced meal for their child(ren).

To comply with state licensing requirements and USDA Meal Pattern Guidelines, packed lunches should include foods from the major food groups, including fruits and vegetables, grains, protein-rich foods, and milk. Information regarding USDA meal requirements can be found at: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf

Please note that lunches cannot be refrigerated or reheated at school. Lunch containers will be stored with your child's belongings in their assigned cubby until lunchtime. Families are responsible for packing lunches in insulated containers and including appropriate cold packs or other food-safe storage methods as needed. Lunches should be packed in accordance with safe food-handling guidelines to ensure food remains at a safe temperature until eaten.

First School remains a tree nut and peanut-aware environment. Please carefully review all food items before sending them to school and ensure that your child's lunch does not contain peanuts, tree nuts, or products containing these ingredients.

Nut-Aware Environment

To help protect children with food allergies, we ask that families do not send snacks or lunch items containing peanuts or tree nuts.

State of Ohio Information

First School is licensed to operate legally by the Ohio Department of Children and Youth. The license is posted next to the front door. A toll-free number is listed on our license and may be used to report a suspected violation of the licensing law Chapter 5104 of the Revised Code, or administrative rules, Chapter 5101:2012 of the Administration Code.

The licensing law and rules governing childcare are available for review in the office upon request. The licensing inspection reports and complaint investigation reports, for the current licensing period, are displayed next to the front door.

The center's licensing record includes inspection reports, complaint investigation reports, and evaluation forms from the health, building, and fire departments that inspect the center are available upon request from the Ohio Department of Job and Family Services.

The administrator and each employee of the center are 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 services agency.

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, 327, 42 U.S.C. 12101 et seq.