Sharonville UMC Preschool

Parent Handbook
2026-2027

3751 Creek Road
Cincinnati, OH 45241
513-563-8278
Tax ID EIN #316065203
www.sharonvillepreschool.org

August 2026
SUMC Preschool

(513) 563-8278
director@sharonvillepreschool.org
office@sharonvillepreschool.org

Welcome to Sharonville United Methodist Church Preschool. We are eager to partner with parents to ensure each child's success. The preschool years are important formative years for a child. There is so much growth that takes place. We are determined to provide your child with a loving environment that will foster a positive self-image as well as promote a lifelong love of learning. Together we can work to help your child grow socially, emotionally, academically and spiritually.

Thank you for entrusting us with your child and for allowing their first school experience to begin at SUMC Preschool.

God Bless,
Alyson Land

2025-2026 SUMC Preschool Class Offerings

Morning hours 9:00 am – 12:00 pm Full day hours 9:00 am – 3:15 pm

Two Year Old	Three Year Old	Four Year Old	Four & Five Year Olds/Pre-K
MW AM	MWF AM or full day	M-F AM or full day	M-Th AM
TTh AM	TTh AM or full day	TWTh AM or full day	M-F AM or full day
	TWTh AM or full day		
	M-F AM or full day		

Preschool Hours

The office will be open Monday through Thursday from 8:30 am – 2:00 pm and Friday from 8:30 am – 3:00 pm on school days.

Director's Right to Amend

The Director, or his/her appointee, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.
This handbook was revised 9/16/2026.

Philosophy and Goals

We believe that children should play to learn and learn through play. To encourage this to happen, we believe our role is to facilitate learning for young children and guide and encourage parents. Our goal is to provide a positive, developmentally appropriate, hands-on and enriching environment in which children can work to achieve their best learning of social, motor and language skills. We want each child to become confident and to succeed as a learner and decision maker.

License

SUMC Preschool is licensed by the Ohio Department of Children and Youth (ODCY). Our license is posted in the office and is available for your review at any time. Our licensing record,

compliance reports, how to file a complaint and reports from the Building, Fire or Health Departments are available from ODCY upon request. Any suspected violation by the preschool may be reported by calling (877)302-2347 option 4. SUMC Preschool has been inspected by the Sharonville Fire Department. We are required to report suspicions of child abuse or child neglect. We cooperate with investigations of children who are reported abused or neglected under section 2151.421 of the Ohio Revised Code.

SUMC Preschool will not exceed the following required state ratios:

2-year olds	1:7
3-year olds	1:12
4-year olds	1:14
5-year olds	1:14

Maximum group size: 2-year olds – 10, 3-year olds – 16, 4-year olds – 16, 5-year olds – 16.
Students will be supervised at all times by a teacher, assistant teacher or administrator.

Enrollment Policy

Enrollment shall be granted without discrimination in regard to sex, race, color, religion, political belief, national origin or disability.
Enrollment is subject to completion of all required paperwork*.
The birthday cutoff date for class enrollment is: July 30 for 2-year old students, September 30 for 3, 4 and 5-year old students. All 3, 4 and 5-year old students must be toilet trained.

*Required paperwork includes:

- Registration application and paid registration fee
- Proof of Immunization** (chicken pox, diphtheria, haemophilus influenzae type b, hepatitis A, hepatitis B, influenza (not required if the seasonal vaccine is not available), measles, mumps, pertussis, pneumococcal disease, poliomyelitis, rotavirus, rubella, tetanus)
- Medical statement signed by a physician (must be updated every year)
- Handbook Acknowledgement Statement, Photo authorization, Photo Release, Class Roster Permission
- Pickup Authorization Form

** A child is not required to be immunized against a disease specified in 5104.014 ORC if the medical statement includes any of the following:
a. A statement from a physician, PA, APN, or CNP that an immunization against the disease is medically contraindicated for the child.
b. A statement from a physician, PA, APN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
c. A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Registration and Tuition

Registration fees ($80 or $130 per family) are due at the time of enrollment. These fees are not refundable. Tuition is an annual fee. You may pay tuition monthly or all in one payment. If you pay in monthly increments, your payment is due by the first of each month. A late payment fee of $10 is assessed on all tuition received after the fifth of the month. There will be no refund for absences. First month's tuition is due May 1, with subsequent payments due on the first of each month, September through April. The May increment can only be used for the month of May and cannot be applied to any other month. Should a temporary financial circumstance limit your family's income, please speak to the Director.

Tuition can be paid online through QuickBooks or using ACH auto-withdrawal. Credit card, debit card, cash or check are accepted. A non-refundable processing fee will be added to credit card and debit transactions. See the tuition form for details on the non-refundable processing fee. A $15 penalty is charged for insufficient funds in addition to any bank fees. Every family will be asked to complete the Tuition Payment form.

Late pickup charge

Whether foreseen or unforeseen, a "late fee" will be charged when a child is picked up later than 10 minutes past the stated dismissal time. A fee of $10 per child will be charged for late pick-ups.

Withdrawal

Parents are asked to give a written or oral notice of withdrawal to the Director at least 30 days prior to the child's last day of school. With 30 days' notice, prorated refunds may be issued only if a replacement for the withdrawing child is found before the withdrawing child leaves and school is fully enrolled. Registration fees and pre-paid May tuition are not refundable.

Supervision of Children

SUMC Preschool Staff will actively supervise children in our care. Active supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.

Attire

The children's activities, both indoors and outdoors, are vigorous and messy. Therefore, we request that you send your child to school in play clothes that are washable, comfortable, allow freedom of movement and are easy for the children to handle. The teachers encourage the children to be responsible for their garments. Difficult zippers, belts and buttons are frustrating. We recommend gym shoes or rubber-soled shoes for safety reasons. Please do not send your child to school in sandals, plastic shoes or any open-toed shoe. Please label all of your child's outerwear (hats, mittens, boots, and coats). We also ask that you pack a complete change of clothes for your child (underwear, shirt, pants and socks) and place them in a zip-locked plastic bag labeled with your child's name. This change of clothes will be kept in the child's backpack and used when needed.

Backpacks

Each child should carry a backpack or tote bag large enough to carry oversized artwork and a change of clothes.

Daily Schedule

SUMC Preschool provides a balanced daily schedule for all preschool students. Daily activities include large group instruction, snack time, learning centers, gross motor play and small group activities. A more detailed schedule will be available from your child's teacher at the Open House. Full day students will have a rest time included in the schedule of the day. A cot will be provided for the rest time. Students can bring in a nap mat or small blanket.

Liability/Injury

SUMC Preschool, including Preschool staff, cannot be held liable for any accident or injury sustained while a child is being cared for. All enrolled children are insured by a secondary, supplemental accident insurance plan while at school or on a class field trip. This is paid for with registration fees.

Outdoor Policy

We take the children outside every day except when there is heavy rain or in extreme weather conditions. It is expected that all children who are at school will participate in our outdoor time. Please dress your child accordingly for the weather conditions (hat, coat, mittens, etc). Our staffing does not allow us to properly supervise a child who must stay inside.

Child Guidance

Our teachers are committed to using constructive, developmentally appropriate child guidance and management techniques in the area of discipline. 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:

- Set clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior and reinforcing appropriate behavior
- Encourage children to control their own behavior, cooperating with others and solving problem by talking things out
- Intervene when needed, as quickly as possible to ensure the safety of all the children
- 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 the separation and what behavior is expected.

If there are any problems with a child's behavior in the program, the teacher will speak directly with the parent. The teacher will work with the parent to prevent future problems by keeping open lines of communication.

- There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child shall be subjected to profane language, threats, and derogatory remarks, about the child or the child's family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

While highly unlikely, it is possible a child's developmental needs are more than our school can manage. When needed we will recommend that parents seek input/observation from their school district of residence. We are committed to working with parents and other professionals to find the best help and setting for the child's continued growth and success.

If a child's behavior impacts the safety of other children and staff, the child may be suspended, expelled, or disenrolled. Prior to any suspension, expulsion, or disenrollment, we will meet with parents to discuss issues, implement behavior plans (if applicable), and develop strategies to aid the child. Disenrollment of a child could occur if the parents are disrespectful, threatening, or fail to follow the requirements of the program (arrive or pick up on time, submit required forms including an updated medical statement and provide necessary medications if needed).

Curriculum and Assessment

SUMC Preschool provides a curriculum that is aligned with Ohio's Early Learning and Development Standards. The curriculum focuses on the following domains: Social-Emotional Development, Approaches to Learning, Cognitive Development and General Knowledge (including Mathematics, Science, Social Studies), Language and Literacy Development, Physical Well Being and Motor Development. Parents are encouraged to read teacher newsletters to build upon lessons and experiences from the classroom.
Student development will be assessed both formally and informally throughout the school year. Parent teacher conferences will be held in the fall and spring. We will be utilizing the Ages and Stages Questionnaires (ASQ) as a screening tool for our students. The ASQ will be completed during the first 30 days of school.

Medical and Dental Emergency Plan

- First Aid Kits are located next to the administrator's desk, main office, muscle room and resource room.
- Current emergency telephone numbers for the emergency squad, fire department, the hospital, poison control center, children's protective agency and the police department are posted in each classroom, main office, muscle room and the Director's office.
- Staff is trained in first aid, CPR and child abuse. There is an AED on site near the restrooms by the sanctuary.
- Children's medical and admission records are located in the file cabinet in the main office.
- All staff will participate in keeping first aid training updated. All staff are aware of the correct supervision of children during an emergency.
- 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 will be contacted at once.
- The Ohio Department of Health dental first-aid chart is posted in each classroom and in the office. All staff have been trained to act in accordance with it.
- In the case of a minor incident/accident staff will administer basic first aid and family will be contacted. If incident/accident is life threatening, EMS will be contacted and family will be notified. The child's records will be transported with child when seeking emergency treatment. Emergency transportation will be provided by ambulance only.
- An incident/accident form will be provided to the parent/guardian any time an incident/accident occurs on the day of the incident/accident to be signed by the parent/guardian.

- Staff will follow guidelines from the ADA when administering care and medication to children with disabilities.
- Staff will be trained in the administration of medication and topical products. Medication forms are kept in the student's permanent file.

Emergency Procedures

In the event of a fire or tornado, staff will follow written instructions describing emergency evacuation routes and procedures to ensure that students reach designated areas safely. In order to prepare students for the unlikely event of a fire or tornado, SUMC Preschool will conduct monthly fire drills. Tornado drills and fire drills will be conducted according to guidelines from ODCY.

In the unlikely event that there would be an environmental threat or threat of violence, staff will secure students in the safest possible location, contact and follow directions by proper authorities. Parents will be notified as soon as the situation allows.

Preschool Absences

To report a child absent from school, parents may go onto the school website and complete the Report an Absence form or call the school at 513-563-8278. We will post any type of communicable illness, so other parents may watch their child for symptoms. Families whose child has not arrived by 9:30 am and have not notified the school of their absence will receive an email or phone call from the school.

Management of Illness

We will provide students with a clean and healthy environment. We observe all students as they arrive at school to assess their general health. We ask that you not bring your child sick to school. They will be sent home when they are sick at school.

A child with any of the following symptoms will be isolated and discharged to a parent or emergency contact (as listed on the emergency notification form).

- Temperature of 100º Fahrenheit taken by the auxiliary method
- Vomiting
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, obvious 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. ***
Medications: Medications will only be administered at school after the proper forms have been completed. All medications will be stored in a designated area inaccessible to

students. Prescription medications must be in the original container and will be administered as instructed on the container.
Modified Diet or Food Supplements: If your child requires a special diet written instructions are required from physician.

SUMC Preschool will comply with the Americans with Disabilities Act (ADA), by administering medication to children with disabilities and administering care procedures to children with disabilities.

Toilet Training

We know that accidents are going to happen and that they are a natural part of "growing up". All students enrolled in the 3, 4 and 5 year old classes must be toilet trained. Children are required to use the restroom facilities in an independent manner unassisted by an adult. Please dress your child in clothes that he/she can get on and off without assistance. Students wearing a "pull up" are not considered to be toilet trained. Our teachers and staff will work with you and your child to transition into the school year. We understand that some younger students have not quite mastered this developmental step. Our policy provides a 6-week trial period at the beginning of the school year to help ease the student into a successful experience. Our teachers give lots of reminders and opportunities to use the restroom. Parents should keep a Ziploc bag in the child's backpack with a full change of clothes – shirt, pants, underwear, and socks. During the trial period we will assist your child in changing their clothes. If there is a second wetting accident during the same session, you will be called to come and pick up your child. If there is a bowel accident, you will be called to pick up your child. Please be assured that all "bathroom help" is done quietly and discreetly.

Peer pressure is often an effective motivator at this young age. For the safety and health of all children at school, your child must eventually comply with our toilet training policy.

Snack and Lunch

SUMC Preschool is a peanut and tree nut free facility. A snack will be provided during the morning session. If your child has an allergy and/or sensitivity that differs from the peanut/tree nut free requirement, you will need to provide an allergy appropriate snack for your child each day.

Students enrolled in the full day program must pack a lunch and drink. For students packing a lunch, please remember that we have no microwave or refrigeration available, so lunches should be packed in an insulated bag with an ice pack. Please choose containers for the food you pack very carefully so your child can open them by him/herself. Please pack utensils if one will be needed for lunch. Uneaten food will come home so you can regulate how much to send and know exactly what has been consumed. State law requires that this lunch be of a certain nutritional standard. The Ohio State Licensing Department requires a wholesome lunch to include items from each food group (see below). Drinks must be 100% juice, water or milk. SUMC Preschool is a peanut and tree nut free school.

Please let us know if your child is not permitted to have certain foods due to allergies or religious reasons. Some classrooms may be limited in the foods that may be sent based on any allergies in the classroom. We appreciate your cooperation. The safety of all children is our priority.

Required food groups for preschool (3-5 years) lunches (ODJFS Rule 5101:2-12-22):

- Meat or meat alternative – 1 ½ oz.
- Fruit or vegetable – ½ cup
- Grain/bread – ½ slice
- pasta/noodles (cooked) – ¼ cup
- Fluid milk – ¾ cup

Transportation Policy

Staff will not transport students to off-site field trips. SUMC Preschool does provide in-house field trips.
Permission will be required for students to participate in walking trips around SUMC and Preschool.

Swimming Policy

SUMC Preschool does not participate in any swimming activities with students.

Breastfeeding Policy

SUMC Preschool will provide a private and clean space for breastfeeding or pumping mothers. Contact the director when such a space is needed.

Parent Involvement

Parents of registered students are encouraged to participate in classroom and school activities. Teachers will be in contact with parents to share more on the specific need for volunteers in the classroom.

All parents/visitors must report to the office and sign in before proceeding to the classroom. Visitors to the school that do not have a child enrolled in the program will be escorted by a staff member during the visit.

Parents may volunteer to serve as a room parent, committee members or chairpersons for fundraising activities and other school related events. Please see the director if you are interested in volunteering in this capacity.

Communication: Teachers will communicate with parents in several ways – class newsletter, emails, ClassDojo, notes in the backpack and phone calls. Additional information can also be found on the school website. You can also follow SUMC Preschool on social media for current information.

Conferences: At least two conferences will be held each year for preschool families in the fall and spring. Additional conferences may be scheduled upon teacher or parent request.

Weather closings: When weather conditions necessitate a delay or school closing, we will post an announcement on the school's Facebook page, send an email to all families and post to ClassDojo. School closing announcements are made as early as possible.
Classes canceled due to weather or other acts of God will not be made up. If remote learning is implemented due to directives given from local, state or federal leaders for a specific time frame and SUMC Preschool is able to accommodate, we will engage in remote learning.

Roster: All families will receive a copy of their classroom roster upon written permission of each parent/family. The roster will include student's name, address, parent(s) name, email address and phone number. Parents may ask to not be included on the roster.

Snack: We are a **peanut and tree nut free school**. No food or treat provided by the school or parents that contains peanuts, peanut oil or tree nuts (including items that are processed on shared equipment with nuts) will be served. Please check with the classroom teacher before sending in any snacks. Read all packaging labels and call the school if you have any questions, regarding snacks. Packaging that states: "processed on equipment that also processes nuts" cannot be sent to school.
For parents of children with severe food allergies: you will need to provide an allergy appropriate snack for your child each day. Please stop by the office.

Disaster Plan: Any parent that would like to see a copy of the school Emergency Preparedness and Response Plan should contact the director.

Problem/Issue Resolution: Parents should first contact the teacher for issues that arise in the classroom. If the issue isn't resolved, parents should then contact the director. When an issue arises in the classroom, the teacher should contact both the parent and the director to reach a resolution.

Arrival/Dismissal Procedures

Drop off – 8:55 AM – 9:10 AM
Half day pick up – 12:00 PM – 12:10 PM
Full day pick up – 3:15 PM

The following procedures will be used to drop-off and pick up students from SUMC Preschool. Each child will receive 2 car tags to be displayed on your dashboard at pick up. We ask that drivers refrain from using cell phones while dropping off and picking up students. In addition, please keep your child seated in the car while waiting in the drop off line – refraining from hanging out of the car window/sunroof. The safety of our students is our primary concern.

*Written permission is needed from the parent for:
-releasing child to people other than the parent
-releasing a child according to a custody agreement

To enter the drop off/pick up circle (4 and 5 year old students):

1. From the driveway, turn right, forming two lines, stay in the left lane. This lane to the drop off will create a loop around the lower parking lots. Stop at the end of the upper lot if the circle is full. (The right lane will be continuous to the parking lot and will be slowly passing your lane).
2. The first 4 cars may proceed directly into the circle. Do not dismiss children until a Staff member arrives.
3. The first car should pull forward to the 1st space, second car to the 2nd space, etc.
4. Do not block the entry/exit drive. If the circle is full, the line will form beginning at the first parking space in the upper lot.
5. Only the first 4 cars will be dismissing their children. Four painted lines will indicate positions for the first 4 cars.

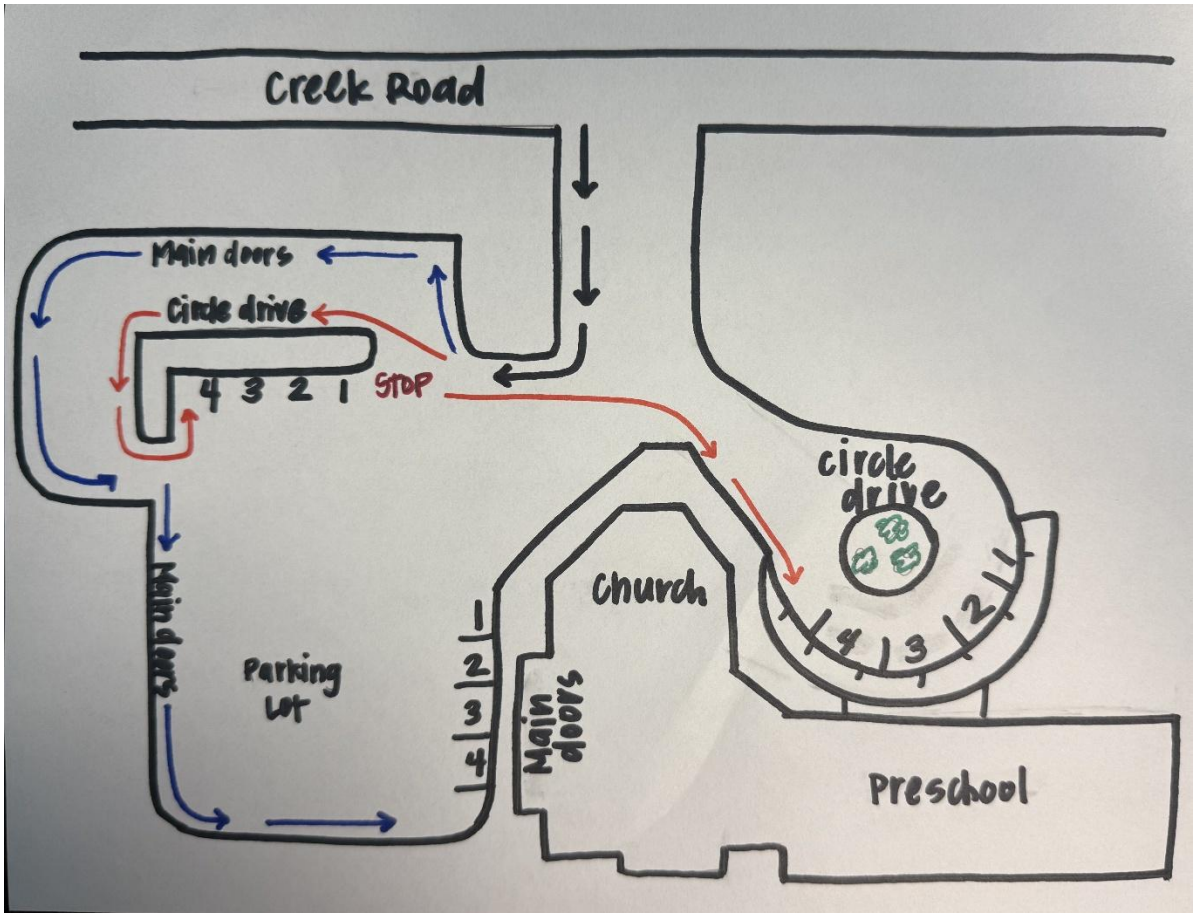
6. Turn off your engine and engage your parking brake. *The parent/caregiver dropping off the child must ready their child to help them exit or enter the car. The staff does not buckle or unbuckle from their car seat.*
7. A staff member will approach your car and escort your preschooler from the car and into school. Dismissal will be from the curb side only.
8. Do not exit the line until all of the children from each of the four cars are safely on the sidewalk.
9. If your child will not exit the car, please exit the drop-off line and park your car in the lot until the child is ready to be dropped off.
10. At dismissal, a staff member will walk your child to the car. Please buckle your child into their car seat as safely and quickly as possible.

To enter the drop off/pick up through the church (2 and 3 year old students and all afternoon students):

1. From the driveway, form two lines, stay in the right lane and proceed slowly to the parking lot.
2. At the top of the lower lots, turn right to the parking lot. Drive around the back side of the parking lot and proceed to pass the Salvation Army Donation bin on right.
3. As you approach the building, stop at the doors with the roof overhang – do not use the circle driveway.
4. You will be greeted by a staff member and your child will be escorted into the building. *The parent/caregiver dropping off the child must ready their child to help them exit or enter the car. The staff does not buckle or unbuckle from their car seat.*
5. Exit the parking lot by driving forward only.
6. Exit into the traffic flow from the main lot area to the driveway. Do not block the entry/exit lane.

- Please present these instructions to anyone who might drive your child: sitter, relative, neighbor.
- In the event of a funeral, the drop off/pick up will be closed. All drivers should enter the circle doors. We will try to give advance notice on days when there will be a funeral.
- There is no parking in the circle drive – this is a fire lane.
- Please be aware of handicapped parking spots as well as spots reserved for seniors and visitors. Please refrain from parking in these marked spaces.
- Students will only be released to persons listed on the release form completed at the beginning of the school year. Adults that are new to picking up a student will be asked to show their driver's license prior to the child being released from school. Please have them display the car tag on their dashboard at pick up.

Thank you for helping us to keep the children safe!


Creek Road
Main doors
Circle drive
4 3 2 1
STOP
Main doors
Parking Lot
1 2 3 4
Main doors
Church
circle drive
1 2 3 4
Preschool