



Pine Hill Academy Of Learning

Parent Handbook

8150 Garnet Dr.
Dayton, OH 45458
(937)951-2600

PinehillChildcare.com

Pinehill8150@gmail.com

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Program Description

“Love and Learning go Hand in Hand!”

Our Mission:

Children learn best when they feel safe, are loved, and are engaged in activities designed to stimulate their minds and imaginations. Our mission is to create a place where you and your child feel safe, accepted and valued. At Pine Hill Academy you have complete peace of mind about how your child will be cared for. We provide a sunny, fun filled environment where children will learn and grow.

Our Teachers:

We know that your standards for childcare are high, and so are ours. We seek qualified individuals who share our passion for loving and caring for children. Our teachers are dedicated to providing the best possible care for your child while helping them to learn and grow. They will not only work to foster a relationship with your child but will strive to form a solid relationship with you. You can rest assured that our teachers will care for your child as if they were their own. All of our staff are life-long learners and are involved in continued professional development.

Our Curriculum:

Our curriculum for each age group encourages creative learning experiences and follows the Ohio Early Learning Standards. We base our daily learning activities on The Creative Curriculum developed by Diane Dodge and supported by the NAEYC.

We abide by the following:

- We honor and follow appropriate theories of child development.
- Our program is individualized to meet the needs of every child.
- Families are respected and encouraged to be a part of our program.
- Our environment is safe, healthy and offers a wide variety of learning experiences that stimulate creativity and higher level thinking.
- Your infant/child will learn something new everyday!

It is our desire that we partner with you in the growth of your child. Our open door policy allows you to visit your child at any time. While it will not be required that you give advance notice of your visit, it will be beneficial if you plan in advance with a staff member. We want you to ask questions, express concerns and join us in our family events throughout the year!

Ratios for Class Sizes:

Age of child	Category	Staff to Child	Maximum Class Size
Birth up to 12 months	Lil' Acorns	1:5 (2:12 same room)	12
12 months up to 24 months	Lil' Foxes	1:6	12
24 months up to 36 months	Baby Bears	1:7	14
36 months up to 48 months	Bunnies	1:12	24
At least 48 months (not enrolled in Kindergarten)	Owlets	1:14	28

School Closings: If weather causes schools to close, Pine Hill will close also. We will update our families by posting on Bright Wheel as well as posting the closing on WHIO Channel 7 by 6:00 a.m. Please check before coming to the center. If your child's school will be closed due to in-service days, school vacations, etc. please notify us two weeks in advance. We will make every attempt to adjust staffing to accommodate your needs.

Our Classrooms:

Little Acorns: Infants (6 weeks to 12 months) - Our infant classroom focuses on the following areas:

- Physical/gross motor development - Learning to coordinate and strengthen large muscles through play time and tummy time
- Language/Literacy development - Listening to wonderful stories and interacting with books.
- Social/emotional development - We talk to our little ones during mealtimes, changing and play. We create a calm environment where little minds can grow. Our daily routines stimulate learning.

Lil' Foxes: Older Infants (12-24 months) - Our older infant classroom will focus on the following areas:

- Gross/fine motor development - Developing coordination and motor control.
- Language/literacy development - Developing vocabulary and an awareness of books/print as well as a knowledge of the alphabet.
- Cognitive development - Recognizing numbers, colors, and shapes is he beginning. We encourage learning by introducing new words and exploring through a variety of toys and manipulatives.

Baby Bears: Toddlers (2-3 years old) - Our toddlers are full of energy!

Their classroom will focus on the following areas:

- Physical development/health - Learning muscle control and healthy practices by playing games and exploring new foods. We spend a lot of time outside engaging with nature and learning to be independent.
- Language/literacy development - Developing knowledge of the letters of the alphabet, and learning to appreciate and select new books.
- Math/cognitive development - Learning shapes, patterns, colors, numbers, and sorting by playing with blocks and toys designed to teach..
- Social/emotional development - Teaching students to develop life skills and relationships through role playing and creative games.

Bunnies: Preschool (3-4 years old) - Our early preschool classroom will focus on the following areas:

- Physical development/health - Developing fine motor skills and muscle control.
- Language/literacy development - Developing phonemic awareness, alphabet knowledge, print awareness, and pre-writing.
- Math/cognitive development - Recognizing numbers, performing simple operations with numbers, learning to reason and engage in more complex play
- Social/emotional development - Learning to make friends, reading good stories that teach life long lessons and developing healthy friendships.

Owlets Pre-K (4-5 year olds)- Our pre-school classroom is a place where students can prepare for kindergarten, and make friends for life! We focus on the following areas:

- Language and Literacy - We provide a wide variety of literature and informational texts for our school agers, there are opportunities to explore technology and do research every day.
- Social/emotional development - We help our students strengthen their social skills by encouraging positive peer relationships. We build vocabulary and thinking skills by playing games, working together on projects and building partnerships with community organizations NOTE: Our school age program will not be accepting any students at this time. 6/7/2020)

Transitioning to a new class:

Our staff will work with you and your child to make transitions as easy and smooth as possible. Transitions are based upon your child's age and developmental progress. The director will discuss the transition with parent and teacher prior to the transition in order to decide the best time and method of transitioning.

The School Day

Hours of Operation:

Monday- Friday 7:00 a.m. - 5:30 p.m.

Our daily schedule, while very flexible, is as follows:

7:00 a.m. - Center opens - Greet Families , Soft Play
 - Developmental activities, self-choice play, toileting as needed
9:00 a.m. - Breakfast, toileting/diaper changing, feeding
9:15 a.m. - Circle time(morning greetings, music)
10:00 a.m. - Gross motor play (outside weather permitting)
10:30 a.m. - Wash-up/ Structured Activities (Pre-school)/
 Self-guided play (infant and toddler) /toileting/diapering
11:30 a.m. - Story time/wash-up for lunch
12:00 p.m. - Lunchtime
12:45 p.m. - Wash-up/ Prepare for Naptime
3:00 p.m. - Toileting/diapering
3:15 p.m. - Afternoon snack
4:00 p.m. - Structured activities (preschool program)
5:00 p.m. - Large motor/outside time, developmental activities and experiences
 diaper changing, naps as needed
5:30 p.m. - Independent Activities (computer time,sensory, small motor, music)

5:30 p.m. - Dismissal

Holidays:

In the days before or after major holidays families often travel or spend time together. Please let us know if your child will not be in attendance on the days that precede or proceed the holiday. This will allow us to staff the center accordingly.

In observance of the following holidays our center will be closed:

- Labor Day
- Thanksgiving Day
- Christmas 2 days
- New Year's Day
- Memorial Day
- 4th of July
- President's Day(Staff Training)
- Columbus/Indigenous People's Day

Absences, Sickness and Late Arrivals

When your child is not here we miss them. Please take the time to notify the center if your child will be absent or late so that we can adequately adjust our staff. Notifying us that your child is sick will help us to prepare for and take steps to avoid the spread of germs. If your child has not arrived as scheduled, our staff will contact you to confirm that you are aware of their absence and to confirm that your child is safe. It is important to let us know if your child will not be here. Their safety is our main concern.

Please note: If your child is absent for two weeks without notice, his or her spot may be filled by another family. We will attempt to re-enroll your child provided space is available and all enrollment fees are paid.

Arrival from school or other programs:

If your child has not arrived as scheduled, our staff will contact you to confirm that you are aware of their absence and to confirm that your child is safe. We will contact all numbers listed on the emergency forms until we are assured that your child is safe.

Inclement weather:

We want to assure you that if our staff can make it to the center we will be open despite inclement weather. In the event that we have to delay or close you will be notified as soon as possible via Bright Wheel text message. Also check WHIO for updates.

Late pickup fee:

Our center hours are 7:00 am to 6:00 pm. Our teachers work hard throughout the day and enjoy going home to their families. If you know that you are going to be late picking up your child please call the center so that we can provide after hour care. If we are not notified that you will be late, a fee will be charged as follows: \$15 after the first 10 minutes and \$5 for every minute after that. If we are given notice of your late arrival the late fee will be waived for up to 10 minutes.

Admission

A registration fee will be due at the time of enrollment and at the beginning of each school year. Prior to enrollment, tuition for the first week is due. See director for current fee list.

Documentation:

The following documents must be on record before your child's first day of attendance:

- Completed enrollment application and agreement
- Updated immunization records
- Allergy/Dietary restrictions

If a child does not live with both parents or lives with a guardian who is not a biological parent, evidence of custody must be shown at the time of enrollment. The following information must be included on the enrollment application:

- Name of person with legal custody
- List of people authorized to pick up child
- Court restrictions for parent or guardian

In order to withhold a parents access to their child we must have a court-ordered decree. It will be the legal guardian's responsibility to notify the center of any change in custody or restrictions and to provide the appropriate paperwork. The center will ensure that all custody decrees in the students file are enforced.

Immunization records

An updated copy of your child's immunization record must be on file before your child's first day of enrollment and updated every 11 months. Immunizations have expiration dates and your child's records must be kept up to date. Enrollment may be denied if records are not updated by expiration date. If you choose not to immunize your child a signed affidavit or physician's medical exemption is required. In the event of a vaccine-preventable outbreak, students who have not been immunized will be excluded from attendance until it has been verified that the risk of infection has passed.

Payment methods:

Our center does not accept cash payments. Payments are only made via online transfer through Bright Wheel. Tuition payments are processed each Thursday of the week preceding care. If funds are not available when submitted a \$35 fee will be added to your account.

Tuition: (See Director for Current fee Sheet)

In the event that your child is absent or it becomes necessary for our center to close due to inclement weather, tuition will still be due. Neglecting to pay tuition on time may result in your child's reserved space being lost. We will review our tuition rates each year to ensure all financial needs are met. In the event that the tuition rate changes you will be notified at least 30 days in advance.

Authorization for Pick Up

For your peace of mind, your child will only be allowed to leave the center with a person you have listed on your authorized pick up list. At the time of enrollment please list all persons who are authorized to pick up your child. Authorized persons will need to present a government issued form of identification.

Please notify the center director of any changes in pick up authorization.

Assessments

Assessments will vary based upon the age of your child. Our assessments help us to measure your child's growth and development. Our teachers are constantly observing and collecting work from your child. These observations are placed in his/her portfolio each week and can be made available to you at any time. Relevant assessment information is reported to the ODJFS pursuant to 5101:2-17-02 of the Administrative Code

Special events (Birthdays, Center Events)

Family events will be held occasionally throughout the year. We encourage families to participate in as many as possible. These events will ensure a tight community of teachers, children and families and provide the opportunity to get to know one another better.

Our center will host occasional class parties. You will be notified of these in advance and may be asked to participate by bringing in snacks. We love birthdays!

You are welcome to bring in a special treat for your child's class on their birthday. However, we ask that you give your child's teacher advance notice if you plan to bring something in. All food must be store bought/pre-wrapped.

Please Note: We are more than happy to provide a birthday treat for your child, please notify a staff member at least a week in advance if you would like to take advantage of this option.

Medication, Health and Safety Policies and Procedures

We are concerned for the health and safety of each child in our center. When we are made aware of a medical concern in your child's classroom we will post a notice on your child's classroom door. Please help us maintain a healthy atmosphere by notifying us if your child is exposed to or is diagnosed with an infectious disease, your child's name will not be released.

Background Checks:

For the safety of your child, all staff members have completed and passed an FBI/BCI background check. All adults that supervise our children must pass this very stringent FBI/BCI background check.

Emergencies:

In the event that a medical emergency should occur the center will call you and 911, your child may be transported by EMTs to the nearest medical facility. Center staff will not transport your child in case of a medical emergency, if time allows parents may transport instead of EMTs. All financial responsibility for medical services will be accepted by parents.

Emergency Evacuation:

In any situation where the center or the area around it becomes unsafe, all children will be evacuated to the emergency location posted in each classroom. In the event that the center must evacuate, the staff will contact the primary caregiver/ parent. If you cannot be reached, the staff will contact the emergency contact listed in your child's file.

All parents must grant consent for the center to transport their child in the event of an unforeseen emergency. If consent is not granted, the student will be denied admittance.

Food Safety:

We are a nut and pork free center so we do ask that all food labels are checked. We cannot serve any food made with or processed in a factory with nuts.

Illness:

If your child shows any of the following signs of illness you will be notified immediately:

- Temperature of 100.°F or higher
- 3 or more bouts of diarrhea
- Vomiting that is projecting or causes distress
- Eyes that are pink rimmed or have discharge
- Sudden appearance or spread of unexplained rash
- Severe coughing, difficulty breathing
- Discolored skin, eyes, stool or urine

If your child's illness requires that they be picked up, you will be called to pick up your child immediately. To avoid the spread of illness your child will be moved to a separate area until they are picked up. You may be asked to sign a statement of illness upon pick up which will notify you of the requirements for your child to return to school. These requirements may include a signed doctor's note, 24 hours symptom free, etc.

Incident reports:

If your child receives an injury during school such as scrapes, bumps, bruises, etc. your child's teacher will complete an Incident Report at the time of the accident. The report will contain the nature of the injury, time of injury, the situation leading up to the injury, and the treatment of the injury. The director will review the report and call you if necessary. You may be asked to sign and date the report at the time of pickup. If requested you will receive a copy within 24 hours. Another copy will be kept in your child's file. For an injury that requires professional medical treatment or that may require later medical attention by a physician, the director and the teacher present at the time of the injury will fill out the Report. You will be asked to sign and date this form and you will receive a copy as well. Another copy will be kept in your child's file.

Safe Sleep Practices:

In order to reduce the risk of SIDS the American Academy of Pediatrics recommends all infants are placed on their backs to sleep. Unless we are provided with a written instruction from a physician allowing another sleep position, all infants will be placed on their back in their crib. Nothing will be placed in a crib with an infant.

Administration of Medication

No medication can be administered without a completed Parental Authorization for Medication form. Parents will be required to provide a signed authorization including:

- Procedures of administration and dosage for each medication being administered
- List of potential reactions to medications (staff will monitor and notify you accordingly)
- Specific dates and times medication should be administered

All medication must be dropped off with the teacher and will be kept in a secure location. Medications (with the exception of sunscreen and diaper cream) may not be kept in the classroom or your child's bag. Medication can only be administered if it is appropriately labeled with doctor's name, child's name, and dosage procedures on the bottle. We cannot administer over-the-counter medications without a prescription from a physician.

If your child is *school age* and will carry their own medication while attending the center, we will need a written Medical Authorization and Approval form from your physician. If the medications are over the counter or topical creams, we will need you to complete and sign a Medical Authorization form acknowledging your consent for your child to be responsible for carrying and managing their medications.

Sunscreen:

We follow the state guidelines for applying sunscreen. As the weather begins to get warmer you will be asked to bring in sunscreen for your child and fill out a form giving the center permission to apply sunscreen to your child. Your child's sunscreen will be labeled and kept in a secured place. Sunscreen may not be kept in your child's cubby or bag. Our teachers will apply sunscreen before children go outside.

Meals

Our center provides a morning snack, lunch and an afternoon snack.

Family style meals will be introduced in the toddler classroom and are meant to teach your child appropriate mealtime behavior. Our meals are prepared in our certified kitchen and served to your child's classroom. Your child will enjoy an unhurried and balanced meal at each eating period. Our center does not serve any foods containing nuts or pork. If your child has any other dietary needs it should be discussed at the time of enrollment. We provide nutritionally balanced meals in accordance with state standards and use fresh and organic ingredients when possible.

Breastfeeding: We are equipped to store your milk for up to five days. In an effort to support the bonding experience between our infants and mothers we provide an area designated for mommy and baby time. Ask our director for details.

Daily Routines, Policies, and Procedures

Child Abuse:

According to the law, all Pine Hill Academy staff are mandated reporters of any suspected child abuse or neglect. We are mandated to report suspected abuse or neglect as a safeguard for your child. We do not investigate. All reports are made to the Montgomery County Department of Child and Family Services.

Child Supervision:

Your child will be supervised at all times. Teachers will keep children within visual range throughout the day. During transitions and outside play times teachers will perform regular head counts to be sure that all of our children are accounted for.

Dress/Clothing:

We ask that you bring your child to school in appropriate and comfortable clothing and shoes. While our staff will do their best to protect your child's clothing, at times children may experience accidental spills. You will be asked to provide two complete extra sets of weather appropriate clothing, including pants, underwear, a shirt, socks, and shoes. These clothes will be kept in the classroom for your child should they ever need to change their clothes. Small items such as hair accessories and jewelry are easily lost, so we recommend that these special items remain at home.

Entering the Building and Signing In and Out:

Your child must be checked in and out everyday and escorted to and from their classroom. For the safety of all children they cannot be unsupervised in the building.

Nap/rest time:

Every classroom will have a 2 hour rest period each day after lunch. Your child is welcome to bring a small, soft item to keep on their cots with them. Teachers will play soft, relaxing music during the rest period and allow your child to stay asleep until the end of the 2 hour period. Your child will be provided with a cot to rest on, we ask that you provide a blanket that can stay at school until the end of each week. Please take your child's blanket home weekly to launder it. Nothing is quite as comforting as a freshly washed blanket! Sheets in cribs are laundered in the center once a week.

Outdoor Play:

Our teachers take the children outside daily, provided it is not raining, snowing or there are weather advisories in effect. Please note, for our students with allergies, that we monitor the pollen count. When it is near the high range (8+) we will not take those children outside. The temperature must be over 25 degrees F or under 90 degrees F for us to enjoy outdoor play. Please be sure that your child has the appropriate clothing for the weather conditions outside. Teachers will be discretionary as to the length of time your child should stay outside based on the weather conditions.

Photos, Videos and Social Media:

At the time of enrollment you will be asked to sign a "Permission to Photograph" statement where you may decide to allow the center to post your child's picture on our web pages or only in the center. Our center would love to showcase your child on our social media pages but we respect your privacy. (We ask that you refrain from posting videos or photos that contain other children.)

Shoes:

Children that can walk must wear shoes at all times. Your child should be brought to school in appropriate, closed toed shoes that are secured to their feet. Sandals or flip flops are not permitted. Children's shoes must remain on their feet at all times including during rest times. We take this precaution to ensure safety in the event that we need to evacuate the center.

Withdrawal:

If for any reason you find it necessary to withdraw your child, please submit a written notice to the director one month before the withdrawal date. This can be done by email.

Please include the following information:

- Current Date
- Child's last day of attendance
- Reason for withdrawal

Discipline Policy

At Pine Hill Academy we believe the best methods of behavior management are positive reinforcement and redirection. Our teachers will help your child to cope with their feelings in an appropriate way by talking about frustrations, providing children with choices, and redirecting negative behavior.

We will **not** permit the following behaviors:

- Physical abuse including shaking, spanking, and any type of hitting.
- Humiliation or verbal abuse including threats, derogatory remarks, and intimidation
- Withholding meals, bathroom privileges, or outside time as a consequence
- Forcing a child to eat against their will
- Disciplining a child for toileting accidents or leaving them in unclean clothing
- Physical restraint or confining a child to an area or equipment for extended amounts of time (with the exception of a brief protective hug so that a child may have the opportunity to regain control without injuring themselves or others)

Biting:

When children begin teething, biting objects and even other children may occur. At other times when children bite they are trying to let us know there is something wrong. We believe most biting situations can be avoided by redirection and watchful eyes. Following a regular schedule and creating a fun and calm atmosphere in the classroom will help to support our young teethers. Our staff will take the appropriate steps to train and to be proactive when faced with incidents of biting. We will notify you if we have not been successful in redirecting biting that injures other children.

Dismissal

We will make every attempt to work through any issues that may arise concerning the safety and comfort of our students. However, the center reserves the right to disenroll any child should it become necessary.

In the event of concerns with your child's behavior that have not resolved, the following steps will be taken:

- Teachers will redirect child
- Parents will be notified of concerns
- Teacher/director will schedule a conference with parents to discuss options for resolving and addressing concerns
- Warning to parents about possibility of disenrollment

If concerns persist, the director will determine the next steps based upon the safety and well being of all children attending the center.

An example of the options at the discretion of the director:

- Offer parent/child a timeframe for using suggested strategies
- One - Three day suspension of care (fees will accrue)
- Disenrollment with possibility of re-enrollment
- Disenrollment without possibility of re-enrollment
- Severe behaviors will result in immediate removal.

Resolving Issues:

The source of most issues that arise stem from a gap in communication. If you encounter issues that cause you concern, we ask that you first communicate your concerns with your child's teacher. If the issue has not been resolved please notify the director. She will ensure that the issue is resolved promptly. Our center is committed to providing you with peace of mind.

Fees:

This table is accurate as of September, 2025. Changes will be made as expenses increase, we will notify all families 30 days before any increase is made that will impact your fees.

Class	Full-time	2 days or less
Registration Fee and Deposit	\$100 + 1 week deposit	\$100 + 1 week deposit
Infant	\$395	\$ 395
Toddler	\$ 340	\$ 340
PreSchool	\$ 310	\$ 310
Before/After	\$ 250	\$ 250
School-Age Summer (K-5 th)	\$250	\$250

We strive to be a joyful center where love and learning go hand in hand!

Contact:

pinehillchildcare.com

Pinehill8150@gmail.com

Facebook: Pinehillchildren