

TO THE PARENTS OF SEVEN HILLS LOTSPEICH PREKINDERGARTENERS:

The Ohio Department of Education requires the following information be sent to you:

1. Seven Hills Lotspeich Early Childhood Center is licensed to operate legally under the Ohio Dept. of Ed.
2. The Ohio Dept. of Ed. issues the school a license that is posted in a prominent place for review.
3. The law and rules governing child day care are available at the school for review upon request.
4. For a statement of purpose and goals of the school see the Lotspeich Handbook.
5. Description of the Prekindergarten Program is as follows:
Hours: Prekindergarten Program: 8:30-11:30 AM, 8:30 AM-1:00 PM, 8:30 AM-3:00 PM
After The Bell: 3:00-6:00 PM
6. For the yearly calendar see the Lotspeich Handbook.
7. The Lotspeich Prekindergarten is authorized to serve 111 children ages 2, 3, 4 and 5.
8. Daily Schedule:
 - 8:30-11:30 AM-Prekindergarten: During this three hour period the children have quiet and active work consisting of individual and group activities. Large muscle type physical education activities, Spanish, Music, Library and Drama are planned weekly. The Guidance program is scheduled every other week.
 - 11:30 AM-12:15 PM: Lunch and “Book Look”.
 - 12:15-1:00 PM: Large motor activities, either outdoors or in the large muscle room.
 - 1:00-3:00 PM: This time will be an extension of the morning curricula with quiet/nap time included as well as Music, Spanish and Library time.
 - 3:00-6:00 PM: **After The Bell** Enrichment Programs – Children participate in group and individual activities as well as active play, both indoor and outdoor.
9. For school disciplinary process see the Lotspeich Handbook.
10. To reach the Prekindergarten and After The Bell parent ombudsman at the Department of Education call 1-877-644-6338.
11. Meals and Snacks:
 - Current lunch menus for the entire month shall be posted in the classroom and shall reflect all foods to be served by the school. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu.
 - Lunch will be served to any prekindergarten child, who is registered, through 1:00 PM. The meal constitutes one-third of the child’s recommended daily dietary allowance including foods from all four basic food groups and reflecting the developmental stage of the child.
 - The school shall serve each child a nutritious snack during the morning session and one during the late afternoon session.
12. There shall be on file at the school: the child’s application for admission, his/her medical forms signed by a licensed physician and the emergency medical authorization form.
13. A copy of all overtime and fees charged may be found in the school office and in the Lotspeich Handbook. Registration is handled through the Business Office and consists of an admission interview and filling out an application. Withdrawals are handled by the Business Office.
14. Written permission from a parent/guardian is mandatory before the school can release a child to a substitute pick-up person.
15. Due to the pandemic, parents will have limited time in Prekindergarten classes during the school year. To visit, please contact the office at 513-728-2360.