

Parent Handbook



2017-2018

Wilmington Cooperative Preschool

Parent Handbook

2017-2018

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Wilmington Cooperative Preschool Staff Roster

Administrators

Cindy Sutton/Amy Houseman 725-7869
csutton002@gmail.com

Teachers

Cindy Sutton 725-7869
Holly Neff

2017-2018 Board of Directors

Jessica Zimmerman President
Lindsey West Treasurer
Secretary
Fundraising
Jill Wilson Church Liaison

Wilmington United Methodist Church

Sharon Newton – Secretary 382-1465

** Please call or text (937)725-7869 if your child will be absent.

Welcome to Wilmington Cooperative Preschool. This Parent Handbook contains information regarding our preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Wilmington Cooperative Preschool.

Philosophy and Goals

The Wilmington Cooperative Nursery School was founded in 1970 by a group of mothers who wanted their 3, 4, & 5 year old children to be exposed to a wide variety of experiences and materials which the home could not provide. The name was changed in 2005 to properly reflect current trends of school readiness, and is now known as Wilmington Cooperative Preschool. Our school is designed to promote individual child development - socially, intellectually, physically, emotionally, and creatively in a classroom setting.

Our major goals are to help the children:

Learn to work and play cooperatively with others.

Express themselves creatively through many media forms.

Accept help and direction from adults other than parents and caregivers.

Develop language skills through various listening and speaking experiences.

Exhibit a positive self-image through physical, intellectual, and social growth.

Be at ease away from home and or parent/caregiver.

Prepare for their future education

Licensing Information

Wilmington Cooperative Preschool is legally licensed to operate by the Ohio Department of Job and Family Services Child Care Monitoring Unit. At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this attachment. The licensing certificate for WCP is posted in the hallway outside of your child's classroom. The administrator will be happy to assist you by providing information at your request. (See Appendix at rear of handbook)

A Note from the Church

The Administrative Board of the United Methodist Church voted to sponsor the Wilmington Cooperative Preschool because it considers the Preschool an extension of the Church's educational ministry. Wilmington Cooperative Preschool is self-directing and reports to the Church through a liaison. All funds received by the Preschool are used for the Preschool; none are used in support of the Church's religious programming. Wilmington Cooperative Preschool tries to annually make a donation to the Church to help with the cost of utilities. The Church underwrites the cost of utilities as a sponsored ministry of the Church. Facilities are shared.

Admissions

A child is considered enrolled in the preschool only after the application and registration fee have been received. The administrator confirms the availability of space and that the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be immediately communicated to the Administrator in writing so that all information is current and up to date, this is for the safety of your child. An application and emergency contact information must be on file prior to the child's first day at WCP. A medical form signed by a physician or certified nurse practitioner is required within 30 days of admission. This medical form must be updated every 13 months. The preschool will maintain all forms. Your child's teacher will remind you when forms need to be submitted. It is your responsibility to complete the forms in their entirety.

Hours and Days of Operation

Wilmington Cooperative Preschool will be in operation Tuesday through Thursday from 9:30am to 11:30am and 12:15pm to 3:15pm. A late fee of \$3.00 will be charged if a child is not picked up by closing time. Closing time is defined as **10 minutes** after the scheduled class ending.

Tuition and Payment Policies

The preschool operates with two options, cooperative and non-cooperative. The cooperative option requires the parent or designated adult to assist in the classroom and provide a snack and a drink for each student on a rotation basis, usually four to six times per year. Cooperative tuition rates are discounted \$10 per month in return for the volunteer effort. For those parents unable to help at school the non-cooperative option relieves them of the above stated obligation. Full tuition rates apply to all non-cooperative options. In the event one is unable to "co-op" on the scheduled day we ask that you attempt to exchange days with another co-op parent or pay \$10 so that the teachers may purchase snack and drink for that day.

Tuition and Payment Policies, continued

Tuition is \$70/month or \$560/year for all two hour classes or \$60/month or \$480/year for the cooperative option. Tuition for all three hour classes is \$150/month or \$1200/year or \$140/month or \$1120/year for the cooperative option. During the months of December and May tuition is ½ the regular rate.

Tuition is due at the beginning of each month. A late fee of \$10 will be added for each pre-school week the monthly tuition is late beginning on the 10th day of each month. One envelope will be provided to receive tuition the entire year. Do not seal the envelope. Our treasurer will stamp the envelope as paid and return it to you in time for the next month's payment. Tuition envelopes should be deposited in a marked location in the classroom. Make checks payable to the Wilmington Cooperative Preschool or WCP. Our tax ID number is available upon request.

Registration Fee:

Each child attending the preschool shall have on file enrollment records, which include: application, health records and emergency contact information. Each application must be accompanied by a \$60 non-refundable registration fee. A child is not considered enrolled until the registration fee is received.

Late Pick-Up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call to Mrs. Sutton is required. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late pick-up fee of \$3 will be imposed if a child is not picked up by closing time. Closing time is defined as ten minutes after the scheduled class ending.

Delinquent Accounts/Returned Checks:

A \$10 late fee will be added if payment is received after the 10th of the month. The \$10 late fee will increase by \$10 each week that it is overdue. Returned checks due to insufficient funds will result in a \$35 fee payable to WCP. An account is considered delinquent if tuition is thirty days or more past due.

Scholarships:

Limited scholarships are available based on financial need. All information is confidential. Please speak to the Administrator if you would like more information regarding scholarships.

Tuition and Payment Policies, continued

Illness:

In the event of illness, full payment is expected except for an extended illness. An extended illness is considered to be an illness that keeps the child out of class for more than 5 days in one month. Half payment is required for extended illnesses to maintain child's space in the program.

Vacations:

If your child will miss preschool while you are vacationing, please notify the administrator of the dates he/she will be absent. Regular tuition is required unless the vacation extends more than five preschool days in one month. Half payment is required for extended vacations to maintain the child's space in the program.

Withdrawals:

Parents wishing to withdraw their child may do so at any time. A one week written notice is appreciated. Tuition through the end of the month is required for the month in which the child is withdrawn. Any delinquent tuition remains the responsibility of the parent(s). All aforementioned late fees apply.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Teachers are trained and alert to the safety needs of the children, to anticipate possible hazards and to take precautionary and preventative measures.

Supervision:

At no time will a child be left unattended. Teachers will provide supervision at all times. If a child becomes ill they must be isolated in a section of the room not in use but within sight and hearing of a teacher. Parents/caregivers will be notified of any need to take the child home. Emergency contacts will be made in the event a parent is not available.

Arrival/Departure:

Parents/caregivers are required to bring their children into the classroom. Any special messages or items are to be given to the teacher. Children may not be dropped off at the entrance of the church or sent in alone. Classroom doors will be opened by the teacher and/or special helper. Until such time please wait with your child in the hallway. Staff must be made aware of each child's presence before the parent/caregiver departs.

Supervision Policy, continued

Arrival/Departure, continued

Attendance is recorded on a daily basis upon both the child's arrival and departure from the classroom. Please notify the Administrator if your child will not be attending class.

At the time of pick-up parents are asked to make contact with their child's teacher to ensure that staff are aware that the child has been picked up. **Parents/caregivers are responsible for the supervision of their child before class begins and after class ends.** All children must exit from the classroom. Departure during outside activities is not permitted.

Release of a child:

Teachers will release children only to persons listed on the application form. Please advise your child who will be picking them up each day, children benefit from the comfort of being prepared. If an emergency arises, the parent must contact the Administrator. The Administrator will then prepare the child for any changes that may result due to the situation. Children should be picked up promptly at 11:30am or 3:15pm. Children are dismissed only when the noted parent/caregiver arrives and escorts the child out of the facility. A \$3.00 late pickup fee may be added to your child's tuition if you arrive late, please be on time. Your preschooler will feel more comfortable being at school when he/she know you always return at the scheduled time.

Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they can bring a picture ID with them. The children's safety is our priority! Staff will not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home if necessary. Police may also be notified if necessary.

Custody Agreements:

If there are custody issues involved with your child you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation. Access to the child's records may not be denied without proper documentation. It is the custodial parents responsibility to provide documentation, however either parent may present it to the Administrator.

Child Abuse Reporting:

All staff members are mandated reporters of child abuse. If a staff member has a suspicion that a child is being abused or neglected he/she **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Supervision Policy, continued

Transitioning:

Parents may request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next class.

Staff/Child Ratios and Maximum Group Size:

Wilmington Cooperative Preschool will not exceed the following state required ratios:

- 1:12 Preschoolers (3years to 4 years)**
- 1:14 Preschoolers (4 years until eligible for kindergarten)**

Because we desire to provide a higher level of quality care we will strive to maintain a 1:8 ratio in the Beginner (morning) class and a 1:11 ratio in the Pre-K (afternoon) class.

Maximum group size is 24 for 3 year olds and 28 for 4-5 year olds. The number of children in one group that may be cared for at any time defines maximum group size. Limitations do not include snack time, outdoor play or special activities.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis, weather permitting. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 20 degrees Fahrenheit or rises above 90 degrees Fahrenheit. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to the aforementioned conditions we will include time for indoor gross motor activities. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens and boots during winter months.

Transportation of Children

The Wilmington Cooperative Preschool does not provide transportation. The preschool will not transport children in emergency situations. If a child requires transportation, the parent or emergency personnel will be contacted.

Field Trips

All field trips are walking trips within the boundaries of Birdsall Street to the north, Truesdell Street to the south, Wall Street to the east and Wood Street to the west. A staff member certified in CPR and First Aid will accompany the group. Parents or other designated adults may join us on walks. Each child shall wear a name badge (provided by the preschool) including the preschool's name, address and telephone number. Before departing the preschool a count of all children will be taken. Attendance will be recorded on a state required form specifying destination and arrival and departure times. Upon arrival at our destination another count will be taken to ensure that all children have arrived safely. This process will be repeated upon leaving the destination and returning to the preschool. During the course of field trips each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip the preschool will obtain written permission from the parent or guardian.

Parent Involvement

WCP is a cooperative effort. Parents have the opportunity to participate actively in the classroom. Parents are encouraged to participate with extra projects, party days and walking field trips as well. On your Co-op day we ask that you provide a nutritious snack and drink for the students. Please arrive 15 minutes early to help set up and plan on remaining after class for cleanup. If you are unable to participate on your scheduled day please notify the Administrator as soon as possible. (We allow aunts, uncles and grandparents to volunteer too.)

Any parent/guardian who needs assistance with concerns related to our program should contact the Administrator either before or after school hours. We are more than willing to discuss your child's needs and progress, however, not during class time or in the company of others. We honor confidentiality and respect each child's rights and esteem. At scheduled conference times parents will have the opportunity to discuss their child's progress with the teachers. Staff members may also request a meeting or contact the WCP Administrator to voice concerns. If at any time you would like to discuss your child's progress or any concerns you have please contact the Administrator.

SNACK SUGGESTIONS

It is the responsibility of the Co-Oping Parent to provide a nutritious snack and drink for his/her particular class. We can only serve 100% juice, milk or water in individual containers. Snacks will need to be pre-packaged in individual servings or prepared at home in zip lock bags so each child will have an individual portion. Please supply spoons or any other utensils your snack may require. Teachers can advise you on the number of students per class.

Here are a few suggestions for snacks:

Fresh fruit – apples, bananas, oranges, grapes, strawberries, etc.

Fresh vegetables – carrots, celery, broccoli, etc. with or without dip

Applesauce

Popcorn

Cheese – slices, sticks, chunks, spread-able, hard cheeses, etc.

Instant pudding

Fruit cups

Yogurt (Go-gurts® or Danimals® are great!!)

Granola, cereal or trail mixes

Graham crackers

Raisins, dried fruits

Breads, mini-muffins

Snack crackers

Pretzels

Drinks – individual containers of:

**100% juice,
bottled water or
milk.**

We ask that the nutritional value of the snack you provide outweigh the sugar and preservative factor.

Scheduled Closings

The preschool will close to observe the following holidays: Thanksgiving Break, Christmas Break, New Year's Day, Martin Luther King, Jr. Day, President's Day, and Spring Break/Easter. Wilmington Cooperative Preschool follows the Wilmington City Schools holiday schedule for most holidays/breaks.

Parent Teacher Conferences will be held on Wednesday, November 15, 2017 and Wednesday, April 18, 2018. Students may attend, however regular classes will not be held during conferences. Supervision of children is the responsibility of the parent at their scheduled conference time.

Unscheduled Closings

In the event of an unforeseen closing due to inclement weather, staff illness, or any emergency, the Administrator or her delegate will contact a substitute. The preschool will provide an approved substitute in the absence of your child's teacher for the time period for which the regular teacher is not available. In the event that both regular teachers are absent, Wilmington Cooperative Preschool will close. Parents/caregivers will receive a telephone call from the Administrator or her delegate immediately following notification that both regular staff members will not attend. We apologize for any inconvenience. We advise that you have alternate child care plans in place for such an event.

On rare occasions, it may be necessary to close the preschool due to poor weather conditions. Wilmington Cooperative Preschool follows the Wilmington City Schools schedule for closings due to inclement weather. If circumstances should arise, watch television news or check websites for announcements of closings. If Wilmington City Schools are closed, Wilmington Cooperative Preschool is closed as well. The preschool staff may contact parents/caregivers if it is too dangerous to travel, yet public schools remain open. When Wilmington City Schools are on a **one- or two hour delay**, **all** morning preschool classes will be canceled. Afternoon preschool classes will be held unless a teacher contacts you stating that the Administrator has decided to close the afternoon classes as well.

Snow Day/Tuition Credit Policy:

If 1, 2 or 3 sessions are missed in the same calendar month due to an unscheduled closing:

- No make-up sessions will be held
- Tuition will not be credited
- Teachers will receive regular salary

If 4 or 5 sessions are missed in the same calendar month due to an unscheduled closing:

- No make-up sessions will be held
- Tuition for missed sessions will be credited to the next month's tuition balance
- Teachers will not receive regular salary

If 6 or more sessions are missed in the same calendar month due to an unscheduled closing:

- Sessions will be made up on holidays or at the end of the year
- Regular tuition will be required to cover the cost of the make up sessions
- Teachers will receive regular salary when the sessions are completed

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. All activities will assist us in achieving the standards outlined in the Early Learning Content Standards for the State of Ohio Department of Education. Many of the activities exceed those standards, providing your child with the highest quality early childhood education.

Young Four Tuesday & Thursday 9:30 – 11:30 am

9:30	Let's Smile	Arrival and Sign-In Belongings in place/Wash hands
9:35	Let's Write & Cut	Fine Motor Development
9:50	Let's Sing	Music and Melody
10:00	Let's Listen	Story or Finger Play
10:15	Let's Try It	Experiment or Hands On Fun
10:30	Let's Imagine	Dramatic Play
10:45	Let's Go	Bathroom Break & Wash Hands
10:50	Let's Eat	Snack/Share/Clean Up
11:15	Let's Explore	Outdoor Play or Indoor Large Motor/Physical activity
11:30	Goodbye ...	See You Next on (Thursday/Tuesday)

Pre-K 3 Day Tuesday, Wednesday & Thursday 12:15 – 3:15 pm

Tuesday

12:15	Sign-On	Belongings in place/Wash hands
12:20	Report It	Calendar/Weather/Current Events
12:50	Explore It	Language Arts or Science
1:20	Create It	Art at Easels or Sensory Table
1:40	Eat It	Health & Nutrition
2:00	Think It	Story or Visitor
2:20	Learn It	Table Activity/worksheets
2:50	Apply It	Imagination/Dramatic Play
3:05	Share It	Sharing Bag
3:10	Stretch It	Recap the day & plan ahead
3:15	Sign-Off	

Daily Schedules, continued

Pre-K 3 Day Tuesday, Wednesday & Thursday 12:15 – 3:15 pm

Wednesday

12:15	Sign-On	Belongings in place/Wash hands
12:20	Report It	Calendar/Weather/Current Events
12:50	Explore It	Math Graphing or Science Experiments
1:20	Create It	Manipulative/Fine Motor Skills
1:40	Eat It	Health & Nutrition
2:00	Think It	Story or Visitor
2:20	Learn It	Drawing or Painting
2:50	Apply It	Imagination/Dramatic Play
3:05	Share It	Sharing Bag
3:10	Stretch It	Recap the day & plan ahead
3:15	Sign-Off	

Pre-K 3 Day Tuesday, Wednesday & Thursday 12:15 – 3:15 pm

Thursday

12:15	Sign-On	Belongings in place/Wash hands
12:20	Report It	Calendar/Weather/Current Events
12:50	Explore It	Math or History
1:20	Create It	Music with Instruments or Lyrics
1:40	Eat It	Health & Nutrition
2:00	Think It	Story or Visitor
2:20	Learn It	Writing
2:50	Apply It	Imagination/Dramatic Play
3:05	Share It	Sharing Bag
3:10	Stretch It	Recap the day & plan ahead
3:15	Sign-Off	

Wilmington Cooperative Preschool Child Guidance and Management Policy

Wilmington Cooperative Preschool staff believe that helping children to learn self-control is very important. Our hope is that each child will learn self-discipline through careful and gentle guidance. Your child will be treated with love and respect. When children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Children who are disrupting the class or interfering with another child's activity may be asked to step into the hallway with a teacher. At that time the teacher will gently discuss with the child what is happening and what is expected. The student will be given an opportunity to return to the classroom with guidance from the teacher. If the same child demonstrates similar misbehavior during that day he/she will be asked to step into the hallway with the Administrator. The Administrator will gently discuss what has occurred and what is expected. If a third incident of misbehavior occurs within that day the child will be redirected to another activity and a note or telephone call to the child's parents will be made. Staff will not impose punishments for failure to eat, rest or for toileting accidents. This discipline policy applies to all staff and parents while they are at Wilmington Cooperative Preschool.

Key Points of our Guidance Policy

1. The teachers shall be responsible for the discipline of the children while participating in our program
2. There shall be no cruel, harsh or unusual punishment
3. No child shall be subjected to verbal abuse
4. Techniques of discipline shall not humiliate, shame or frighten a child
5. Specific methods of discipline are as follows:
 - Positive, rather than negative, reinforcement will be used
 - Minor negative behavior will be ignored when possible
 - If the teacher thinks it necessary, verbal reminders or redirection will be used
 - If verbal reminders are ignored, the child will be redirected away from the group activity
 - If all the above measures have failed, disciplinary actions will be discussed with the child's parents
6. All staff and parents shall be aware of the school's written policy on Child Guidance Management. This policy applies to all employees of Wilmington Cooperative Preschool.

Policy Regarding Permanent Withdrawal of a Student

Involuntary withdrawal due to non-payment of fees:

If a student's tuition payment is one month late the parent will receive a written reminder. If the delinquency continues for a second month the parent will receive a second statement in writing and the Administrator will request a meeting with the parent to suggest payment options. If payment arrangements cannot be agreed upon, if the parent is unwilling to meet or if the delinquency continues even after arrangements have been made the parent will be asked not to bring his/her child to school any longer. As the parent you are still responsible for all tuition and fees accrued while your child was in attendance at the preschool. If for any reason you cannot meet your tuition requirements please don't hesitate to speak to the Administrator. We would be happy to work with you to find a solution before it becomes a problem.

Involuntary withdrawal due to discipline issues:

If positive discipline efforts by teachers seem to be ineffective, teachers will consult parents to make every effort to remedy the discipline issues. If problems persist or if the child is endangering the welfare of fellow students, teachers may ask parents to keep the child at home for up to three school days. If after the child returns the behavior continues the parents will be asked to remove the child for the remainder of the preschool year. If the child is disenrolled due to discipline issues the family is responsible for tuition and fees accrued up to the child's departure, as well as, any delinquent tuition.

Accidents/Emergencies

Wilmington Cooperative Preschool has devised several procedures to follow in the event that an emergency occurs while a child is in the preschool's care. In the event of a fire or tornado staff will follow the written instructions posted in each classroom, describing emergency evacuation routes and procedures to be followed to assure that the children have arrived at the designated location. In order to prepare children for the unlikely need to evacuate the preschool does conduct monthly fire and severe weather drills. Should we need to evacuate the building due to fire, weather conditions, loss of power, heat or water our emergency destination is the county courthouse located across from the preschool on Locust Street. A sign will be posted on the double glass doors at the entrance to the preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. It is the parent's responsibility to notify staff members of any changes to this information.

Accidents/Emergencies

In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest locations possible and contact the proper authorities and follow the directions given by said authorities. Parents will be contacted as soon as the situation allows. An incident report would also be completed and made available to the parents.

There is always one staff member present that has received training in First Aid, Communicable Disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care. If the accident/injury/illness would be more serious, first aid will be administered and the parent will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening EMS will be contacted first, parents will be notified and a teacher will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles, only parents and EMS will transport children.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occurs: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation the report shall be available within 24 hours after the incident occurs. The preschool shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

Key Points of our Safety Plan

1. A staff member assigned to a group of children shall be responsible for their safety.
2. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of a staff member at all times.
3. Parent/caregiver shall escort their child/children to and from the classroom.
4. There shall be immediate access at all times to a working telephone within the building.
5. A record of fire drills and safety drills shall be maintained; each drill will be performed once a month.
6. An emergency exit plan will be posted in each classroom. This diagram will show evacuation routes.
7. Fire emergency, severe weather and general emergency plans are posted in the classroom. General emergency plans include environmental situations, threats of violence, natural disaster and loss of heat, power or water. In the event of such situations will be evacuated to the courthouse or to the safest location possible. Parents will be notified as soon as possible of the current plan of action. Appropriate officials will be notified as the situation warrants.

Key Points of our Safety Plan, continued

8. Field trips taken by the preschool will be walking field trips only with one adult per every two children to supervise. All field trips must have a parent signed permission, which will be provided. Attendance records will be taken on our trips. Children will be counted before, during and after the trip. Children will be assigned to a specific staff member.
9. A person trained in first aid will be present at all times.
10. Use of spray aerosols shall be prohibited when children are in attendance.
11. Staff members shall immediately notify the appropriated local children services agency when they suspect that a child has been abused or neglected.
12. This written safety policy shall be given to staff and parents.
13. When an accident or injury occurs or when any other incident necessitates, the preschool shall complete a report in accordance with the administrative code. Such events are: Illness, accident or injury which requires first aid treatment; bump or blow to the head; emergency transporting; unusual or unexpected event which jeopardizes the safety of the children or staff.
14. In case of emergency, a classroom teacher (person trained in first aid) will care for the injured child, contact parent/guardian and emergency help if necessary. The other teacher will supervise the rest of the class in an area away from the injured child. The life squad will transport the injured child to designated facility.
15. The teachers of WCP may limit outdoor play due to weather and safety that may include temperature, lightening, rain or ice. In this case, indoor large motor play will be available.

Management of Illnesses

Wilmington Cooperative Preschool provides children with a clean and healthy environment. We promote thorough hand-washing at various times throughout the preschool day. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program each day to quickly assess their general health. We ask that you not bring a sick child to the preschool. (They will be more comfortable at home with Mom or Dad; Grandma or Grandpa!) A list of symptoms is provided below to assist you in determining whether to keep your child at home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from work or school.

Management of Illnesses, continued

Wilmington Cooperative Preschool Management of Communicable Diseases

1. At minimum, one staff member will be trained to recognize the common signs of communicable disease, by an approved trainer.
2. The following precautions shall be taken for children suspected of having a communicable disease:

The staff shall immediately notify the parent or guardian of the child's condition when a child has been observed with symptoms of illness.

A child with any of the following symptoms of illness shall be immediately isolated and discharged to the parent or emergency contact.

- ✓ Temperature of 100 degrees F- in combination with other signs of illness
- ✓ Diarrhea (three or more abnormally loose stools within 24 hour period)
- ✓ Severe coughing- causing child to become red or blue in face or a whooping sound
- ✓ Difficult or rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- ✓ Untreated skin patches, unusual spots or rashes
- ✓ Unusually dark urine and/or grey or white stool
- ✓ Stiff neck with elevated temperature
- ✓ Evidence of untreated lice, scabies or other parasitic infestation
- ✓ Vomiting more than once or when accompanied by any other sign of illness
- ✓ Sore throat or difficulty swallowing

A child with any of the following symptoms shall be immediately isolated from classmates and closely watched. Decisions to send the child home shall be made by the teacher and Administrator.

- Unusual spots or rashes
- Elevated temperature
- Vomiting
- Fatigue or excessive irritability

Wilmington Cooperative Preschool Management of Communicable Diseases, continued

A child isolated due to *suspected* communicable disease shall be:

- a. cared for in part of the room away from other children
 - b. within sight and hearing of an adult
 - c. made comfortable and provided with a cot and blanket, which will later be disinfected
 - d. observed for worsening condition
 - e. released to parent/caregiver as soon as possible
3. All staff shall be made aware of signs and symptoms of illnesses and will learn proper hand washing and disinfecting procedures.
 4. Sick children will be readmitted to school after symptoms of their illness have cleared, or parent presents signed statement from physician that child is no longer contagious.
 5. Department of Health "Child Day Care Center Communicable Disease Chart" shall be posted.
 6. Parents shall be notified by telephone when a child has been exposed to communicable disease within 24 hours.
 7. No staff member shall administer medication, food supplements or modified diets to any child at school.
 8. Special diet instruction shall be written, signed and dated by physician
 9. A "mildly ill child" who is experiencing minor cold symptoms or does not feel well enough to participate in all school activities may be cared for within the child's group. This child shall be observed carefully for signs of worsening condition.
 10. All parents and staff shall be aware of written communicable disease policy.
 11. If any staff member exhibits symptoms of illness as described in item #2 above, a substitute will be called in as a replacement.
 12. Parents should inform the Administrator if they suspect their child has been exposed to a communicable disease. This is also important on the days the child would normally be at home. This information will alert us to possible symptoms in the school.
 13. Staff members will notify parents of possible exposure to illness or disease verbally and/or by posted sign in the hallways before and/or after class.

Medications:

Preschool staff will administer medications to a child only after the parent completes a Request for Medication form. All proper sections of the form must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require immediate use of an inhaler for a medical condition. Only school age children will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his/her person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement of a modified diet you must secure written instructions from your child's physician regarding this. Please speak to the Administrator for more details regarding this policy.

Additional Policies

Additional information may have been added since the printing of this Parent Handbook. Please check the Appendix section for additional information.

Thank you for the opportunity to provide quality early childhood education experience to you children.

Ohio Department of Job and Family Services
**CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://ifs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, 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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.