

2011-2012

SPRINGBORO PRESCHOOL

DISCOVERY

Parent Handbook

Mailing Address:

P.O. Box 588
Springboro, Oh 45066
(937) 748-0906

Web Address:

<http://www.springboropreschooldiscovery.com>

Twitter Address:

@spdiscovery

Dear Families,

Welcome to Springboro Preschool Discovery! We are so glad that you have chosen our program for your child. It is our honor and privilege to provide your child with the very best preschool education.

As parents, the decisions we make for our children are often done with much thought and with the sincere hope that we are “doing the right thing.” Please rest assured that by choosing Springboro Preschool Discovery for your child, you have chosen a program that puts your children first; a program that is fun, hands-on, educational, and nurturing; a program where every teacher utilizes her skills, talents, and educational background as they create classroom environments full of opportunities and discoveries; a program where every state licensing rule, regulation and guideline is closely followed.

At Springboro Preschool Discovery we enjoy the opportunity to get to know not just our students, but our families as well. We love talking with parents and grandparents about our program and welcome your questions and comments. It is truly our pleasure to partner with you as your child begins his or her educational journey.

Looking forward to a great school year!

Sincerely,

Mary Binning
Owner, Springboro Preschool Discovery

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Our Program

Springboro Preschool Discovery is an early learning school for children from 2 1/2 years of age through Kindergarten.

Our Philosophy

We believe that the preschool years are a time of discovery.

We believe that preschoolers have optimal learning opportunities through hands-on, interactive experiences.

We believe children thrive in a nurturing and stimulating environment.

We believe that the preschool years have the power to shape and mold the educational journey of all children.

Our Purpose/Goals

Springboro Preschool Discovery is dedicated to providing an environment that will help children develop intellectual, social, emotional, fine motor, and gross motor skills.

The purpose of our program is:

- To help each child develop a positive self-concept
- To stimulate intellectual growth
- To develop interpersonal social skills

We believe that a strong early childhood background in these key areas will give children a solid educational foundation on which to build.

License Information

Springboro Preschool Discovery is licensed by the State of Ohio Department of Job and Family Services. Our license is posted in our main hallway, just outside our office/work room area. The State of Ohio Department of Job and Family Services licensing rule and regulations manual is available for viewing in our office workroom. We have copies of all current inspection reports available for viewing as well. These are posted in the main hallway, just outside our office/work room.

The State of Ohio Department of Job and Family Services can be contacted at:

The Ohio Department of Job and Family Services
30 E. Broad St. 32nd Floor
Columbus, Oh 43215
1-877-852-0010
<http://jfs.ohio.gov/cdc/childcare.stm>

**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, ORC 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.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection report and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:
<http://jfs.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.

Inclusion Statement

Springboro Preschool Discovery will enroll children of any race, color, religion, sex, national origin, or disability in adherence to the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Affiliation

Springboro Preschool Discovery is not affiliated with Springboro United Church of Christ. Please direct any comments, questions, or requests to the Preschool Administrator.

Office Hours

Springboro Preschool Discovery's office hours are Monday through Friday, 8:30 am to 4:00 pm, September – May, on days when school is in session. Our Administrator keeps daily office hours, which are posted just outside our office/workroom area. She is available to staff, students, and families each day. Holiday and summer office hours are varied, but voice mail is reviewed on a daily basis. The Preschool Administrator and Owner are always available to schedule appointments outside of regular office hours. Administrative staff can also be reached via email at the following email addresses:

Administrator: laurie.stark@springboropreschooldiscovery.com

Owner: mary.binning@springboropreschooldiscovery.com

Admissions

A child is considered to be enrolled at Springboro Preschool Discovery only after the Owner or Administrator confirms the availability of space, the registration fee has been received, and the required paperwork is received. This includes basic enrollment and health information and the completion of the *Child Enrollment and Health Information Form* prescribed by The State of Ohio Department of Job and Family Services (JFS 01234). Any change to this information must be communicated to the office staff immediately so that current information is always on file. This is for the safety of your child. An Ohio Department of Job and Family Services *Medical Statement Form* (JFS 01305) signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

Our Policy Regarding the Aforementioned Child Enrollment and Health Form and Medical Form

The State of Ohio Job and Family Services requires that this form be on file by the **first day** of school. It is to be completed and reviewed annually. Please understand that we cannot allow your child to be in our program without the completed form on file. Should your child have a health condition that involves any special care or treatment, the completion of an additional health form may be required (JFS 01236: *Child Medical/Physical Care Plan*). Please remember that parents must sign the *Permission to Transport* section on the *Child Enrollment and Health Information Form* in order for their child to be admitted to Springboro Preschool Discovery.

If a current *Medical Statement Form* (JFS 01305) is not on file within thirty days from the start of our school year, please understand that we cannot allow your child to continue in our program. As soon as a current *Medical Statement Form* is received, your child may continue, space permitting.

First Day Of School

Our school year begins the first full week after the Labor Day holiday and continues through the full week just prior to the Memorial Day holiday. Your child's first day of school will be an orientation session attended by both you and your child. Orientation lasts approximately one hour and is a wonderful introduction for students to their classroom environment. While your child is getting acquainted with his or her teacher and classmates, parents will meet with administrative staff to review policies and paperwork. We ask that at least one parent make it a priority to attend this orientation.

Monthly Reminder Calendars

A monthly reminder calendar is sent home with children. The calendar includes the following information: themes, letters, colors, shapes and goals that will be introduced. Birthdays, special events, and a tuition reminder are also included. It is very important that you post the calendar for reference.

Bulletin Board

The bulletin board in the main preschool hallway, just outside the office/workroom area is provided for communication purposes. Please reference it regularly for calendar reminders and other useful information.

2011-2012 Springboro Preschool Discovery School Calendar

| | |
|---|---|
| September 29, 30 | School Pictures (Campbell Photography) |
| October 27, 31 | Halloween Parades and Parties (parades at beginning of sessions and parties at end) |
| November 3, 8, 10 | Grandparent Days for TTh Pre-K |
| November 7, 9, 11 | Grandparent Days for MWF Pre-K and Pre-K Plus |
| November 14, 15 | Evening Open Houses |
| November 21, 22 | Thanksgiving Mini-Feasts |
| November 23, 24, 25 | Thanksgiving Holiday – No School |
| December 20, 21 | Holiday Programs and Parties (programs at beginning of sessions and parties at end) |
| December 22-January 2 Holiday Break - No School | |
| January 3, 4 | Classes Resume |
| January 16 | Martin Luther King Day – No School |
| February 13, 14 | Valentine Parties (at end of sessions) |
| February 20 | President’s Day – No School |
| February 23, 24 | Parent/Teacher Conferences – No School |
| March 1, 2 | Parent/Teacher Conferences – No School |
| March 12 | New Family Open House (for families new to our school for a tour/registration) |
| April 2-9 | Spring Break – No School |
| April 10, 11 | Classes Resume |
| May 7, 8 | Evening Open Houses and Spring Programs |
| May 16, 17 | Tentative Dates for Picnics at North Park |
| May 24, 25 | Last Day – Certificates/Diplomas at 11:10/3:10 |

Sample Daily Schedule

AM Session

8:40-8:45 Arrival

8:45-11:30 Small group activities – art, language arts, science, math, social studies, music, large motor

11:30-11:35 Closing activities

11:35-11:45 Dismissal

PM Session

12:40-12:45 Arrival

12:45-3:30 Small group activities – art, language arts, science, math, social studies, music, large motor

3:30-3:35 Closing activities

3:35-3:45 Dismissal

2011-2012 Staff

Owner

Mary Binning

Co-Administrators

Laurie Stark

Mary Binning

Director

Debra Trick

Lead Assistant Teacher

Cindy Stoetzer

MWF Teachers

Debra Trick

Kim Schmidlin

Rita Rodgers

Jennifer Combs

Judi Metzger

MWF Assistants/Hall Monitors

Lisa Cormier

Sue Noe

Penny Tucker

T/TH Teachers

Debra Trick (Tuesday only)

Lisa Cormier (Thursday only)

Jennifer Combs

Amy Schuck

Beth Clayton

T/TH Assistants/Hall Monitors

Cindy Stoetzer

Jennifer Corley

Penny Tucker (Tuesday only)

Sue Noe

Heather Estep

Staff/Child Ratios and Maximum Group Size

Springboro Preschool Discovery is licensed to serve 12 toddlers, 56 preschoolers, and 25 school age children. Children must be 2 ½ years old to enroll in the Toddler program. Children must be 3 years old by September 30 of the current school year to enroll in the 3-4 year old program. Children must be 4 years old by September 30 of the current school year to enroll in the 4-5 year old program and children must be 4 ½ years old by September 30 of the current school year to enroll in the Pre-K Plus program. Springboro Preschool Discovery will not exceed the following state required ratios:

**Ohio Department of Job and Family Services
REQUIRED STAFF/CHILD RATIOS FOR CHILD CARE CENTERS**

The following staff/child ratios must be maintained in order to follow minimum licensing requirements:

| Staff to Children | Maximum Group Size | Category | Ages of Children |
|-------------------|--------------------|--------------|---|
| 1:5 or 2:12 | 12 | Infants | 0 – 12 months |
| 1:6 or 2:12 | 12 | Infants | 12 months – 18 months |
| 1:7 | 14 | Toddlers | 18 months – 30 months |
| 1:8 | 16 | Toddlers | 30 months – 36 months |
| 1:12 | 24 | Preschoolers | 3 years – 4 years |
| 1:14 | 28 | Preschoolers | 4 years until age eligible for kindergarten |
| 1:18 | 36 | Schoolagers | Age eligible for kindergarten to 11 years |
| 1:20 | 40 | Schoolagers | 11 years through 14 years |

In addition to meeting the required ratio requirements, Springboro Preschool Discovery also provides an additional teacher or assistant teacher during ½ of the session time when ratios exceed:

- 6 for Toddlers
- 8 for 3-4 year
- 10 for 4-5 year
- 10 for Pre-K Plus

Springboro Preschool Discovery also has a staff member during all session hours who monitors the main hallway area as children go to and from the restroom and water fountain.

Maximum group sizes following state requirements are:

- 16 for toddlers 30-36 months
- 24 for 3 year olds
- 28 for 4-5 year olds
- 36 for school age children

Maximum group size is defined by the number in one group that may be cared for at any time. Limitations do not include outdoor play or special activities.

Children will remain in the same class during the school year. Should any concerns or questions arise during the school year regarding the class placement of a child it will be discussed with the teacher, parents, and the Administrator. Children are not transitioned to an older group during the school year.

2011 - 2012 TUITION/FEES AND PAYMENT POLICIES

| Tuition rates: | | Registration Fees (non-refundable) |
|-----------------------|----------------|---|
| Toddler | \$65.00/month | \$40.00/child and \$60.00 for siblings |
| 2 day | \$107.00/month | |
| 3 day | \$137.00/month | |
| 4 day | \$175.00/month | |

Lunch Bunch Program \$5.00 per use

There is a \$10.00 discount per month for the 2nd child in a family.

A 5% discount will be given off yearly tuition for payments received in full prior to the first day of school.

Fee Schedule:

August 2 – May 2012 tuition is due.

Orientation Day – September tuition is due

Each Month (October – April) – Monthly tuition is due on or before the 10th of each month

The tuition amount is noted at the top left of the calendar each month to remind parents of the amount that is due. This is the only notice given. Checks are made payable to Springboro Preschool Discovery. **A \$5.00 late fee must be included for October to April if payment is received after the 10th.** Children may not enroll in “New Discoveries” classes if tuition is not up to date.

If a child is withdrawn, a thirty day notice must be given in writing in order for May tuition to be refunded! This written notice must be mailed to the preschool mailing address and received at least thirty days prior to the withdrawal date. The thirty day notice also applies if a child is withdrawn between August 16 (for 3 and 4 day) and August 17 (for 1 and 2 day) and the orientation day. If tuition is not paid for 2 consecutive months and attempts are not made to bring the account up to date, the child will no longer be enrolled in the preschool program. May tuition will not be refunded. Tuition is computed on a yearly basis and divided by nine, so that you pay the same amount each month regardless of the number of days. There are no tuition reductions for holidays, illness, weather, or any other absences.

Fees may be mailed to the preschool mailing address, or placed in the mailbox located in the main hallway. **Do not** mail payments to the church address. **Payments for October to April must be received in the mail or placed in the mailbox by the 10th in order to be considered timely.** If you make a cash payment, please put payment in an envelope, put child’s name on the outside, indicate if you would like a receipt and place it in the preschool mailbox. If change is due, it will be placed in an envelope in your child’s school bag within several days. Do not give cash to office staff or teachers. Please write child’s

name on all checks. If a check is placed in the mailbox at the preschool, do not put the check in an envelope.

Regular dismissal is from 11:35 – 11:45 for AM sessions and 3:30 – 3:45 for PM sessions. If a child is picked up more than 5 minutes late on more than one occasion, a late fee will be charged at the rate of \$1.00 for every five minutes or portion thereof.

A \$35.00 fee will be charged for all returned checks. Returned check fees, late payment fees, and late pick-up fees are added to the current balance.

Lunch Bunch

Lunch Bunch program will be offered 5 days a week from 11:45am to 12:45pm and is open to both AM and PM session students. The program is \$5.00 per day and is offered on a pay-per-use basis. You will be billed monthly for days used. On the day(s) you'd like your child to attend, all you need to do is drop off your child's lunch (including drink) in the office and sign the Lunch Bunch sign-up sheet. Children will eat lunch together and enjoy structured activities as well as free play time.

New Discoveries Optional Enrichment Classes

New Discoveries classes will be offered throughout the school year. Classes will be scheduled from about 11:50 to 12:35. Children in the AM sessions who participate will be given a pre-packaged, parent provided small snack at the end of their preschool session. Parents will pick these children up at about 12:35 to 12:40. Children in the PM Sessions will be asked to eat a healthy lunch prior to being dropped off at about 11:50. Classes offered may vary from year to year and the cost will vary according to the class. Children may not enroll in New Discoveries classes if tuition is not up to date.

Inclement Weather Days

If Springboro Schools are closed due to weather or road conditions, we are closed also. If they are on a 2 hour delay, our AM session is delayed 1 hour. If Springboro Schools are on a 1 hour delay, our schedule is not affected. Pre-K Plus may miss up to 4 days for inclement weather or other calamities, MWF may miss up to 3 days, TTH may miss up to 2 days and Toddlers and KE may miss one day. If additional days are missed, make up days will be offered.

School closing and delay announcements will be communicated via WHIO-TV and Twitter (@spdiscovery).

Donations

Please contact the Administrator if you have any items you would like to donate, such as toys, art supplies, drawing paper, books, puzzles, etc. to see if there is a need for the items. We are so grateful for your desire to donate and always appreciate your generosity but occasionally we are unable to accept donations due to space limitations or current need.

Birthdays

Birthdays are celebrated unless we are informed otherwise. If you would like to send a treat, please coordinate the day with your child's teacher. Treats must be kept simple, and no cupcakes, cakes, heavily iced cookies or drinks will be permitted. Summer birthdays are scheduled during specific

months. We will not distribute party invitations unless the entire group is included. Children with food allergies are required to have their own snacks available.

Snacks

Parent provided, pre-packaged snacks are served only to Toddler and 3/4 Year Old Classes. Please be sure your child eats a healthy breakfast/lunch prior to the preschool session. Children who are enrolled in any New Discoveries enrichment class may also bring a parent provided, pre-packaged snack to eat between the close of the am session and the start of the enrichment class.

Special Events: (Please reference included school calendar for specific dates)

Classes enjoy parties for Halloween, December holidays, and Valentine's Day.

A Winter Program is scheduled each year just prior to Winter Break.

Open houses are held during the evening in the fall and spring. Children's artwork is displayed, and teachers are available to briefly answer questions. The Spring Open House includes a music program presented by the children.

Parent-Teacher Conferences are scheduled in late winter. The preschool is closed on conference days as teachers meet individually with parents. Teachers complete a written evaluation for each child prior to conferences.

Sharing days are scheduled at specific times. Please do not allow your child to bring toys at any other time. Toys that promote violence are not permitted at any time.

Field Trips

Pre-K classes visit Clearcreek Elementary School kindergarten and the fire station each spring. Written parent permission is required for these visits. Children wear identification that includes the name, address and phone number of school. When the weather is suitable, they walk. Each group of children (14 maximum) is accompanied by the teacher and a teacher assistant and/or parent volunteer. Children walk in a single or double line with the teacher at the front of the line and the other adult at the end. If the weather is not suitable to walk, parents drive the children to and from the destination. A second adult is present in each vehicle if there are 7 or more children. All safety precautions are followed according to Ohio Administrative Code Child Care Licensing Rules.

Most classes take scheduled walks in the fall and spring to look for seasonal changes. The requirements for the walks to Clearcreek kindergarten and the fire station also apply to these walks.

Dress Code Suggestions/Requirements

Please dress your child in comfortable clothing that is easy for him/her to manage when using the restroom. Shoes must be suitable for climbing, balancing, and other large motor activities. Flip-flops and heels may not be worn. Jewelry that may become tangled or is long enough to be a choking hazard may not be worn. During suitable weather, plan on your child playing outdoors. Be sure to send jackets, hats, and gloves when needed. All outer garments must be marked with your child's name.

Permission to Photograph

Springboro Preschool Discovery will be asking your permission to photograph your child for the following purposes: use in brochures, newspapers, articles, ads, website, hallway displays, neighborhood newsletters, or for any advertising purpose. We also sometimes photograph for a preschool album, Grandparent's Day, or to use as a parent gift. Parents will complete the *Permission to Photograph Form* which gives you the opportunity to grant or deny permission to any or all of the preceding.

Social Media

Please view our website at www.springboropreschooldiscovery.com. You will find useful information on the site, such as, information about our programs and important forms. Also, look for updates by following us on Twitter (@spdiscovery) or "liking" us on Facebook.

Parent Participation Policy

Room Mothers/Dads coordinate all holiday parties. In the event that all parents need to be contacted during the preschool session, Room Parents may be asked to assist in making calls.

Parents/guardians may be asked to accompany the class on walks near the school, or to drive Pre-K children to Clearcreek kindergarten and/or the fire station. They may also be asked to assist with specific projects or activities. We welcome visits from parents who have a special hobby, talent, or skill that would be of interest to the children. Parents are welcome to visit or observe at any time.

A Grandparent Week is scheduled each November for the pre-kindergarten classes. Grandparents are invited to visit at specific times during that week. If a child does not have a grandparent who can visit, someone else may be invited.

Parent/Employee Communication Policy

The Administrator, Owner, or office designee is available to take calls and respond to questions or concerns on a daily basis. Teachers are available to return calls or email, if applicable, before or after their scheduled sessions, or will return calls and email from home. Parents are asked not to call teachers at their home. If either a parent or teacher would like to set up a meeting, it can be scheduled directly with the teacher or through the office. The Administrator will be present upon request or if she feels it will be helpful. Open communication is encouraged at all times. If there is a problem, we will attempt to help you and your child in any way that we can. Questions or concerns that a parent may have about the center may be directed to the Administrator or to the Owner.

Management of Illness

All staff members are trained in hand washing and disinfecting procedures and wash their hands upon arrival at the center each day and use hand sanitizer or wash hands at any other time that germs may be spread. Many staff members have completed courses in the recognition of signs and symptoms of communicable diseases. Teachers observe each child upon arrival. A child who shows any sign of illness will not be admitted. As an extra precaution, children will use hand sanitizer upon arrival, before changing rooms, and any other time that germs may be spread. All parents are required to complete an *Administration of Medication Form* giving permission for their child to use hand sanitizer. The Ohio Department of Health Communicable Disease Chart is posted on the inside of the office/workroom

door. If a child has been exposed to a communicable disease, parents are informed through written notification sent home in child's school bag no later than the next class session.

Parents are notified immediately of a child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms is immediately isolated and discharged to the parent, guardian, or person designated by the parent:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make 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 infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

Isolated children are taken to the office where they are within sight and hearing of an adult at all times. An observation form is kept documenting the symptoms, time of isolation, and the time each attempt is made to notify a parent/guardian. If a parent/guardian cannot be reached within 15 minutes, an emergency contact is notified and asked to pick the child up. The discharge time is documented. Cots used are then disinfected. Linens or blankets used are washed.

Absences due to a communicable disease must be reported to the preschool office. Parents or guardians of those children who may have been exposed will be notified. If a child is transported by anyone other than a parent or guardian, absences must be reported to the office within 15 minutes after the session begins.

Toys and equipment are washed on a regular rotating basis. Bathrooms, tables, door knobs and light switches are cleaned with a disinfectant each day. Trash liners are replaced each day.

When a staff member has a communicable disease or is unable to perform duties due to illness, a substitute or extra staff takes over her duties.

Administration of Medication Policy

Epi-pens and other medication required for severe allergic reactions and asthma will be the only medications administered. The parent of a child who may need an epi-pen or inhaler will train staff in the use of epi-pen or inhaler. The child's teacher or the most readily available parent-trained staff member will administer the medication or epi-pen. *A Medical/Physical Care Plan Form* and the

prescribed *Administration of Medication Form* must be completed and kept current. Parents must replace any medication on or before the expiration date. Epi-pens are kept in the office in a ziploc bag labeled with the child's name. A *Medical/Physical Care Plan Form* must be on file for children with any type of special physical or emotional condition.

Child Guidance and Management

Springboro Preschool Discovery maintains a positive approach to behavior management. Springboro Preschool Discovery uses the following techniques for child guidance and management:

- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others, and solve problems by talking things out

Our staff intervenes as quickly as possible to ensure the safety of all children. If time-outs are used, they are no more than one minute per year of the child's age. When children are returned to the activity, staff reviews the reason for the separation, and what behavior is now expected. Children are not permitted to fight, use improper language or gestures, endanger others or themselves, destroy property, or bring toy weapons to school.

Teachers may request a meeting with a parent to discuss the implementation of a specific, appropriate behavior management plan. If a child is consistently endangering himself, peers, or staff after every attempt is made to correct the behavior, the child may be dis-enrolled from the program. It is our goal to provide a safe, loving environment for all children.

This stated Child Guidance and Management policy is in adherence with the State of Ohio Department of Job and Family Services Administrative Code rule 5101:2-12-22 and these requirements apply to all employees of the center.

Arrival and Departure Procedures

Children must be accompanied into the building and taken to the door of their classroom. Children are dismissed directly to the parent/guardian or other designated person. An approved designated person is one who has been so named on the *Alternate Transportation Arrangements Form*, completed by the parent/guardian and kept with the teacher's attendance book. Copies of documents such as custody agreements must be provided and kept in a child's file if the child cannot be released to a parent/guardian. Children are not released to anyone under the age of 18, and will not be released to anyone other than a custodial parent or guardian without written permission (i.e. those named on *Alternate Transportation Arrangements Form*). We reserve the right to check identification. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol.

Please be cautious when walking to and from your vehicle. Keep children at your side and be cautious of other cars entering and exiting. Vehicles must be turned off and children cannot be left unattended in a vehicle.

Early Arrival/Late Departure Option

Children may be dropped off up to 10 minutes earlier and dismissed up to 10 minutes later than regularly scheduled arrival times. There is a small yearly charge for this option as it requires extra staffing. You may choose this option at any time during the school year and pay a prorated amount. However, there are no refunds if you choose to drop this option during the school year. The fees average out to less than \$1.00 per day. Fees are for each individual child, regardless of car pools or siblings. A sign up form with detailed information and fees is handed out at orientation.

For those parents/guardians choosing to participate in the option to drop off and pick up at the door, the exit drive is used and all vehicles in the exit drive must be turned off. Parents are responsible for taking children in and out of the vehicle, and a teacher or assistant will meet the parent at the ramp. Anyone picking a child up will be required to display a sign with the child's name. These signs will be made by the school and coded. Parents who choose to bring children into the building do not use the exit drive.

Arrival and Departure Entrances/Exits

Doors used by the preschool are located on the west side of the building and on the northwest side. These doors are kept locked with the exception of arrival and dismissal times. A doorbell is located at each door for your convenience when doors are locked. When the Administrator or staff responds, please identify yourself and be prepared to show identification.

Supervision and Safety Policy

Children are never left unsupervised and are within sight and hearing of a staff member at all times. If a group of children goes into the restroom a staff member will supervise from inside. When a child goes in alone, he/she will be supervised from outside the restroom.

The majority of our staff members have completed State of Ohio Department of Job and Family Services approved training courses in First Aid and CPR procedures. We currently have several staff members with State of Ohio Department of Job and Family Services approved training in Communicable Disease and Child Abuse recognition. These trainings offer thorough instruction in specific procedures for all emergencies. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding on an appropriate course of action. If any injury/illness is life threatening the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

Staff may not transport children in their vehicles. Only parents or EMS may transport. In order for children to be admitted to Springboro Preschool Discovery, parents must sign permission to transport on the Enrollment and Health form.

Incident/Injury Reporting Procedure

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 occur: *the child has an illness, accident or injury that 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 that jeopardizes the safety of the child.* If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center 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.

Important Safety Tools/Precautions

- First aid kits are located in the office and Art 1 Room.
- A telephone is located in the preschool office, and cell phones are available if needed.
- Walkie-talkies are used to communicate with the office staff or hall monitor from the playground. Assistance is provided as needed.
- Spray aerosols will not be used when children are present.
- An annual inspection of the building is made by the local fire department.

Important Safety Postings

Fire and weather emergency plans, including tornado plans, are posted in each room. These plans include a diagram of the building with exits marked and specific instructions. Monthly fire drills are practiced and documented. Tornado drills are practiced once or twice a year. Emergency phone numbers are posted in each room. A Dental First Aid Chart and instructions are also posted in each room. Posted emergency plans contain the following information:

In a general emergency, such as loss of power, heat or water for an extended time or in a situation such as a fire or bomb threat, children will be immediately evacuated from the building. The Administrator/office staff will check all areas before leaving to assure that no one is left behind, and will take the first aid kit. An attempt will be made to notify all parents by phone. Room Parents will be called and asked to assist in contacting the other parents.

A weather alert radio is located in the office as well as a radio and internet web access. In the event of severe weather conditions, such as tornado watches, the Administrator or office staff monitors the situation. During conditions such as a tornado warning, teachers will take children to the Pre-K room or the restrooms in the south addition. Assistants will take the first aid kit from Art 1 Room and battery lanterns from each art room. The Administrator or office staff will check all areas to assure that no one is left behind, and then proceed to the south addition, taking a radio, lanterns, and a second first aid kit.

In the event of a chemical threat where a sealed off area is required; children will be taken to the interior Pre-K room in the south addition of the building. A kit has been assembled that contains materials to further seal the room. It also contains water, radios, batteries, flashlights, and children’s books. Cell phones will be used to contact parents.

In the event of a necessary building evacuation, children will relocate to the Springboro Baptist Church located just South/East of the preschool.