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<http://ahtpreschool.com>

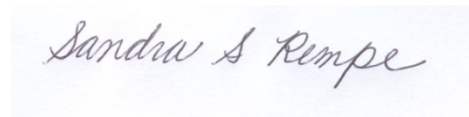
## Welcome Parents & Preschoolers!

We are very happy to have the pleasure of welcoming you to the A&HT Wyoming Preschool! We are excited to be a part of your child's beginning years of education and we join you in the new journey of exciting school years to come.

At the A&HT Wyoming Preschool, we make every effort to provide for each child a safe, stimulating, and loving environment that promotes social, emotional, intellectual, and physical development. Each child is encouraged to grow at his or her own developmental rate and to have fun at the same time. We believe preschoolers learn naturally by hands-on exploration; therefore, the A&HT Wyoming Preschool is set up to allow preschoolers time for creative play and exploration of the environment.

We are looking forward to getting to know you and your child. Please feel free to contact us when questions or concerns arise. Together, we hope the first years of school will be some of the best memories you and your child will share.

Sincerely,

A handwritten signature in cursive script that reads "Sandra S. Rempe". The signature is written in dark ink on a light-colored, slightly textured background.

Sandra S. Rempe Director

### Classes offered:

2's & 3's - Bunnies class

M-Tu-Th-F 9:01 a.m. - 12:00 p.m. No extended care OR

M-Tu-Th-F 9:01 a.m. - 1:00 p.m. With extended care

3's & 4's - Cats class

M-Tu-Th-F 9:01 a.m. - 12:00 p.m. No extended care OR

M-Tu-Th-F 9:01 a.m. - 1:00 p.m. With extended care

4's & 5's - Dogs class

M-Tu-Th-F 9:01 a.m. - 1:00 p.m.

## OUR EDUCATIONAL PURPOSE AND PHILOSOPHY

The purpose of the A&HT Wyoming Preschool is to provide a safe and stimulating environment for preschoolers – one that promotes the social, emotional, intellectual, and physical development of each child enrolled. Our classrooms are child-centered and offer many opportunities for experimentation, exploration, and creative social, emotional, cognitive, and physical growth.

At the A&HT Wyoming Preschool, children will be helped to grow through contact with other children. The equipment is designed to stimulate their individual development. We also make sure that the children are loved and accepted as they are at any time. This is essential if they are to grow, develop, and learn within their respective abilities.

We believe that trained, experienced teachers are the foundation of this child-sized world. The teachers facilitate your child's learning experience and set loving limits within which your child can grow and learn. We help all the children to have faith in themselves and to see themselves as worthy human beings.

Our goal at the A&HT Wyoming Preschool is to provide a wonderful first school experience – one that will be the foundation for many school years to come. We strive to foster within all the children the kind of love of self and of school that will carry throughout their educational endeavors.

We are a traditional preschool and educate our students in a way that enables them to succeed in kindergarten. We align our curriculum and goals/objectives with those of the Wyoming school system.

## CREDENTIALS

Licensing capacity based on Ohio Department of Job and Family Services (ODFJS)

Group	Staff –Child Ratio Maximum	
2's & 3's	1:7	2:14
3's & 4's	1:12	2:24
4's & 5's	1:14	2:28

## TOP TEN EDUCATIONAL OBJECTIVES

1. **Encourage a positive self-concept.** We encourage children to attempt doing many things on their own in order to foster confidence. We also encourage children to express their own ideas through different learning centers, including dramatic play, our science area, art time, and circle times, to name a few.
2. **Develop social skills.** We encourage children to begin learning problem-solving skills by providing opportunities to learn cooperation, negotiation, and appropriate language and actions for dealing with interpersonal problems.
3. **Master specific age-appropriate goals and objectives.** Each child goes through different stages of learning. We guide each child through the natural stages of the learning process. We encourage children to meet goals appropriate for their ages and we record children's individual progress made throughout the year.
4. **Encourage creative expression and appreciation for the arts.** We encourage each child's unique interpretation of art instead of insisting on uniform "projects." We try to avoid worksheets, photocopies, and complex adult-made models of art products for children to copy - all of which constrain a child's natural inclination toward creativity.
5. **Encourage emotional growth.** We help the children to understand their feelings and to find wholesome outlets for them.
6. **Enhance physical development.** By providing a daily time of large muscle activity, we encourage children to develop gross motor skills through riding bikes, climbing, using a balance beam, controlling balls, etc.
7. **Encourage cognitive growth.** We provide a classroom and themes that are geared to encouraging children to think and question why. We want the children to think for themselves and, to that end, we help them to answer their own questions.
8. **Encourage respect for differences.** Our intent is to provide an atmosphere in which children feel comfortable learning about the differences in gender, race, culture, and physical abilities. We create a "safe" environment for children to feel comfortable asking questions about differences and similarities.
9. **Encourage language development.** We encourage language development by generating opportunities for children to talk informally with their teachers and classmates and by providing a print-rich environment - this includes children listening to and reading stories, dictating sentences, participating in activities that encourage communication, identifying letter names, and experimenting with writing by drawing, copying, and using inventive and standard spelling.

10. **Make learning fun!** Each month our curriculum is centered around a theme. We select themes in which preschoolers are especially interested, such as space, fire safety, the seasons, holidays, or presidents. Within these and other fun themes, the preschoolers acquire many skills without even realizing they are learning while having fun!

## PROGRAM DESCRIPTIONS

### 2/3 Year Old Program

This program is paced to meet the developmental needs of our younger children, many of whom are coming into group learning for the first time. The curriculum is built around the ever important “play” in which each child develops the social and verbal skills so important for a happy, well rounded person.

Our main goal is to encourage the children to interact with one another. They learn to use verbal skills in place of more physical interaction (e.g., ask for a toy rather than grab, tell the other child, “It’s my toy” rather than hit). This helps the children realize that language can effect change. In gradual steps, as they are ready, children gain experience with structure, routine, and accepting limits.

Through the use of many sensory activities, such as finger painting and play dough, children receive opportunities to explore different media as means of expression. Their day also includes children’s literature, music and movement, art activities, and varied topics of special interest.

### 3/4 and 4/5 Year Old Program

The objective of our multi-age program is to prepare each child for kindergarten intellectually, socially, emotionally, and physically. We find that we can best accomplish this in a play-based setting that allows the child’s own natural curiosity to prompt learning. Our emphasis is on allowing the child to explore and experience. Ultimately, through these experiences, learning will take place.

Literacy permeates the daily activity, as children participate in individual and group story times, writing, reading, math, and science activities related to topics of special

interest. As the children progress from year to year through the program, they begin to see the art materials in a more complex way. Their drawings, collages, and sculptures become representations of their experiences.

Celebrations, guest speakers, and many special activities are planned throughout the year and the staff discusses with parents their perceptions of their child's readiness for kindergarten.

## **All Age Groups**

All age groups will participate in routine walks around the neighborhood, as weather permits. Parents will be asked to complete a permission slip for this activity at the beginning of each school year.



## 2's & 3's DAILY SCHEDULE

### Playful Bunnies

- 9:01 a.m. Arrival and free play
- 9:30 a.m. First circle time and art
- 10:10 a.m. Large muscle activities outside or in the muscle room
- 10:30 a.m. Group snack time
- 10:50 a.m. Second circle time and center time
- 11:30 a.m. Large muscle activities outside or free play inside
- 12:00 p.m. Dismissal\*

\*12:00 p.m. – 1:00 p.m. Optional extended care provided for an additional fee. The children in this program bring a lunch with a drink to school each day.



## 3's & 4's DAILY SCHEDULE

### Cool Cats

- 9:01 a.m. Arrival
- 9:30 a.m. First group time
- 9:45 a.m. Free play with small group math or letter project
- 10:30 a.m. Clean up
- 10:40 a.m. Group snack time with book
- 10:55 a.m. Art
- 11:15 a.m. Large muscle activities
- 11:40 a.m. Second group time
- 12:00 p.m. Dismissal\*

\*12:00 p.m. – 1:00 p.m. Optional extended care provided for an additional fee. The children in this program bring a lunch with a drink to school each day.





## 4's & 5's DAILY SCHEDULE

### Top Dogs

- 9:01 a.m. Arrival and learning centers
- 9:30 a.m. Top Dog business
- 9:40 a.m. Preschool basics
- 10:00 a.m. Letter people
- 10:30 a.m. Recess
- 11:00 a.m. Lunch
- 11:30 a.m. Mini lesson
- 11:50 a.m. Teams and partners (art, centers and assessment)
- 12:30 p.m. Book, kindness key and stamp / outside play if time allows
- 1:00 p.m. Dismissal



# ENROLLMENT/DISENROLLMENT PROCEDURES

## Enrollment Procedures

Registration information will be sent home in January. All families who are currently enrolled in the school are guaranteed a spot for the following school year. Class spots will be determined using the following priority system:

- Students who have a sibling enrolled in the preschool for the next year.
- Students currently in a class who would like to have the same spot for the following year.
- Sibling of a graduating student who would like to take graduate's spot.
- Students currently enrolled in the preschool who change classes.
- Students enrolled in the 2/3 year old program.
- Siblings of alumni.
- Waiting list.
- Community.

A non-refundable registration fee must accompany the registration form, as well as basic enrollment information and health records. Please note: A&HT Wyoming Preschool does not discriminate in the enrollment of children because of race, color, religion, handicap, gender, or national origin. We also ensure that ADA requirements are followed for the administration of medication and the care procedures for children with disabilities.

## Disenrollment Procedures

If concerns arise about a student attending A&HT Wyoming Preschool, the following steps will take place:

- A meeting will be scheduled with the student's parents, teachers, and the preschool director.
- A plan will be established with goals and timelines to ensure the welfare of all students, parents, and teachers involved.
- A follow-up meeting will occur within the prescribed timeline. If behavioral goals/objectives were not met from the previous meeting, discussion of removal from the program will follow.
- Suspension and expulsion of a student is at the discretion of the staff.

## **Disenrollment Procedures (continued)**

If a child is asked to leave the program, or chooses to leave after the previous meetings, a partial tuition refund will be considered.

## **COMMUNICATING WITH PARENTS**

### **Parent Visits**

This meeting allows parents to review school policies and procedures for the upcoming school year. In addition, parents are introduced to new staff members and are given the opportunity to ask questions.

### **Open House**

During the first quarter, a special night will be scheduled that is specially geared toward parents who might not have opportunities to visit the preschool with their children on a regular basis. This is a very exciting evening for the preschoolers!

### **Progress Reports**

The preschool teachers will conduct formal age appropriate assessments of your child during the school year. These results will be recorded on your child's progress report and a copy of it will be sent home to the parents.

### **Parent Conferences**

Parent-teacher conferences will be offered so that parents may discuss with teachers their respective children's adjustment, progress, mutual objectives for development, and parents' reactions to the program. Other conferences may be scheduled to address special circumstances.

## **Volunteer Opportunities**

At different times throughout the school year, we will ask for volunteers to help with different activities. At the beginning of the school year, we will ask parents to provide a "supply" for the classroom (e.g., cups, napkins, hand soap, tissues). Your supply donations help us to keep our rooms readily stocked with necessities and contribute to minimizing tuition increases. We appreciate all the help and support from our parents!

## **Newsletters**

After signing up for the preschool blog, all the weekly updates, monthly calendars, and newsletters will be emailed home to keep you updated on all the events happening at preschool. When you sign up for the Remind App, you will receive class specific updates from the teachers and alerts to last minute school cancellations. If you have questions at any time, please feel free to ask your child's teacher or the preschool administrator.

## **Class Directory**

The class directory will allow you to contact other families within the A&HT Wyoming Preschool. We hope this will help to foster new friendships and a dependable support system.

## **Grievance Policy**

It is our goal to make your preschool experience as enjoyable and stress free as possible; however, if a problem does occur, the following steps should be taken:

### *Preschool Parents*

1. Contact the person with whom there is an issue.
2. Contact your child's teacher.
3. Contact the preschool director.
4. Contact the rector of the church.
5. Contact the preschool board.

## Grievance Policy (continued)

### *Staff Members*

1. Contact the person with whom there is an issue.
2. Contact the preschool director.
3. Contact the rector of the church.
4. Contact the preschool board.

## TRANSPORTATION AND ATTENDANCE

### Transportation

Please enter the preschool from the ground level entrance on Worthington Avenue and please exit through the Muscle Room door. A copy of your regular transportation plan will be located inside each classroom. Please notify us if a child's regular transportation arrangements have changed or someone other than the authorized individuals named on your transportation plan is picking up your child. Also, if possible, please notify your child's teacher of late arrivals or early dismissals.

### Arrival

Welcome and arrival times Monday/Tuesday/Thursday/Friday are 9:01-9:10 a.m. Please check in with your child's teacher when you arrive. We ask all families to remain outside until the door is opened. Prior to that time, staff members are busy preparing classrooms for the children and every minute counts!

If you are running late and arrive more than 10 minutes past the start of class, please quietly open the door and allow your child to enter the room. Unfortunately, teachers will not be able to engage in normal greeting and conversation because class is already in session and the teachers will be focused on the preschoolers. We would also appreciate all parents and siblings exiting the classrooms by 9:10 so we can promptly proceed with the activities of the day. We have a lot to do in a short time! This helps to keep the other children focused on their activities. Please remember that all children must be escorted to their classrooms by adults.

## **Dismissal**

It is extremely helpful when you are punctual in picking up your child. After dismissal, staff members are busy straightening the classroom and preparing for the next class's arrival or need to pick up their own children from school. If you are to be more than ten minutes late, please notify the school by phone. While we understand normal delays, habitual lateness can cause anxiety for your child and should be avoided.

## **Release of Child**

Staff will release children only to persons on the release forms provided by the parents on the children's transportation plans. If an emergency arises, the parent must provide a written, signed note designating another person as having permission to pick up the child. Staff will check identification of anyone they do not recognize. Please communicate this to those who might pick up your child so they bring a photo ID and are not offended by the request. Safety of the children is our priority.

## **Custody Agreements**

If there are custody issues involving 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 his/her child without proper documentation.

## **Absence**

If at all possible, please notify the preschool if your child will not be in class that day. Feel free to leave a message on our answering system if no one is available to answer the phone when you call or email us at [wyoingpreschool@gmail.com](mailto:wyoingpreschool@gmail.com). Also, if possible, please notify the preschool of any planned vacations or trips that will affect your child's attendance.

## **Scheduled School Closings**

School is closed for Labor Day, Fall break, Thanksgiving break, Christmas break, ML King's day, President's day break, Spring break, Good Friday, and Easter Monday.

## **School Cancellation Policy**

If preschool is closed or delayed due to snow, or any other emergency, your teacher will notify you through email or the Remind app. Please be sure that the adults involved with transporting your child to school are on the notification list. We will allow for six (6) closed days for snow or any other emergency without refund of tuition or make up days. Beyond that, make-up days will be scheduled.

## **SCHOOL DAY PREPARATIONS**

### **Clothing**

We firmly believe that children learn through the hands-on exploration of their environment. Children get involved in tactile activities like finger-painting, gluing, sensory table play, etc. and they should not be overly concerned with staying clean. Most materials we utilize are washable. Please send your child in comfortable clothes that would not cause you undue stress if they came home soiled.

We also ask each child to bring a change of clothes (including socks and shoes) in a large Ziploc bag with his or her name on it at the beginning of the school year. These extra clothes will be kept at school for the complete school year. This allows us easy access to a fresh change of clothes in case of an "accident" (water spills, etc.).

### **Outdoor Play**

Please ensure your child is properly dressed for the weather. All classes provide the children with an opportunity of outdoor play, if possible. The children will not play outside if there is a heat alert, smog alert, the temperature is below 25 degrees or the temperature is above 90 degrees. These guidelines are provided to us by the ODJFS.

### **School Backpack**

We ask that you please send your child to preschool each day with a school backpack that is big enough to hold school papers and artwork. If he or she is in the process of being potty-trained, please include diapers or pull-ups, wipes, and a change of clothes as well.

## **Parties and Celebrations**

During the school year, we celebrate many holidays, including Halloween, Thanksgiving, Christmas, and Valentine's Day. At the end of the year, we have a Graduation. The teachers will plan the party celebrations for each classroom at an age appropriate level. The teachers will post a volunteer sign-up sheet (or a Sign-up Genius) for anything they need, such as prizes, napkins, special snacks, decorations, etc. We always appreciate your help!

In addition to celebrations, we will hold short "programs" throughout the school year. We will notify you in our weekly round-up of upcoming events. As a grand finale of the year, our 4/5 year old Top Dogs class will perform a program and acknowledge students who will be graduating from preschool and moving on to kindergarten.

## **Birthdays**

We like to give all the children opportunities to celebrate their birthdays with us at preschool. To do this, we will select the day closest to your child's birthday. In cases of summer birthdays, we will select a day for celebrating "half-birthdays."

During your child's school birthday celebration, he or she will be provided a birthday crown to wear, and the class will sing "Happy Birthday". In the older classes, he or she might blow out candles on a pretend birthday cake or select a gift from the birthday box. Feel free to bring in a special treat to share with classmates during snack time (or to send home). Please try to avoid large cupcakes piled high with red, blue, or other stain-causing color icing. The younger children do better with small treats. (i.e. mini muffins, mini cupcakes, small cookies)

## **Field Trips**

During the school year, we will be going on several field trips. A permission slip will be required for any child attending a field trip. A bus will be available for the Art Museum/Butterfly Show field trip. For the Wyoming Fire/Police Stations field trip, we will walk the children from the preschool and return to class afterwards. Staff members will supervise the trips. Attendance will be taken before departing the preschool, at arrival, and every fifteen minutes throughout the remainder of the trip. Attendance will also be taken upon departure. Each staff member will have a list of students.



## **Water Bottles**

Each child needs to bring in a reusable water bottle. Please clean and refill the water bottle at home. We ask that you pick a water bottle that is spill proof and easy for your child to use on their own. The children use their water bottles for snack and/or lunch times. Lastly, please clearly label the water bottle to avoid mix ups.

## **Packed Lunches - Top Dogs & Extended Care Only**

Since the Top Dogs and the children in Extended Care stay until 1:00 p.m., they need to bring a clearly labeled lunch and water bottle to school each day. Please pack healthy food items that your child is likely to eat. According to the ODJFS, we must ensure that parents pack foods that meet 1/3 of the child's recommended daily dietary allowance. We also encourage the children to use good manners and eat as independently as possible. It is very helpful to send food items that are easy for your child to open and manage on their own

## **Daily Snack - Playful Bunnies and Cool Cats Only**

Cool Cats and Playful Bunnies need to bring a clearly labeled snack and water bottle to school each day. Please pack healthy food items that are easy for your child to open and manage on their own. We encourage them to use good manners and eat as independently as possible. If your child stays for extended care, please pack a lunch in addition to a snack. Packing them separately helps your child to identify which foods are for snack and which foods are for lunch.

If your child has a good appetite at snack time, we suggest you bring in three types of food. This includes a carbohydrate, a protein, and a fruit or vegetable. If your child is not a big eater at snack time, you might just want to pack 1 or 2 food items.

Here are some examples of healthy snack items that children love it bring to school.

Fruits/Vegetables	Carbohydrates	Protein
Grapes (cut for 2/3 yr. olds) Apples (whole for 3/4 yr. olds) Oranges or clementines (peeled & sectioned) Bananas (regular, not minis) Strawberries, blueberries Watermelon, cantaloupe Applesauce pouches Craisins, raisins, pineapple Carrots, bell peppers	Wheat Thins Goldfish crackers Graham crackers Ritz or other crackers Muffins Bagels Popcorn Granola bars Breadsticks Multi-grain bars	Various cheeses Turkey Salami roll-ups Pepperoni Hummus Ham, or other lunchmeat Yogurt cups (not Go-Gurt)

**What NOT to bring** - Over the years, we have experienced many different kinds of snacks and have found some items may work well, but do not work well in a classroom. Please avoid the following: Go-Gurt, fruit cups with juice, unpeeled clementines (peeled/sectioned are great!), large cupcakes piled high with red, blue, or other stain-causing color icing, unpeeled hard-boiled eggs (peeled are fine), fruit salad, pickles, and aerosol cheese.

## GUIDANCE POLICY

In order for a child to learn and grow in a respectable manner, limits must be established. By learning to live within certain guidelines and expectations of behavior, children learn self-discipline, character development, self-control, respect for authority, and respect for others. At A&HT Wyoming Preschool, we believe that truly loving a child requires telling that child “no” when necessary.

To make our guidance policy easy for a child to understand, we have created a plan for each age level:

### 2/3 year old guidance plan

**Verbal warning & activity switch** - For most occurrences, we begin by talking to the child about his/her behavior and, if applicable, he/she must move to a different activity.

**Thinking time/time out** - If inappropriate behavior persists, he/she will take time out to think about the inappropriate behavior. After a short time has elapsed, the child will be permitted back into the normal activity of the classroom

### 3/4 & 4/5 year old guidance plan

**Class guidelines** - Hands and feet are for helping, not hurting. We care about others' feelings. We are responsible for what we say and do. We listen while others are speaking.

Each student has his or her name on the “How am I doing today?” chart. Each student has three cards: red, yellow, and green. Each student starts the day on green. If a student is having a hard time following the school rules, the following occurs:

## GUIDANCE POLICY (continued)

### Scenario for 3/4 year olds:

*First time* - The child gets a verbal warning and explanation (reminder).

*Second time* - The continued inappropriate behavior results in a switch or removal of activity. This results in replacing the student's green card with a yellow one

*Third time* - The child gets a time out with an explanation, and changing of card to red.

*Fourth time* - If inappropriate behavior still persists, the child will be placed in time out, and a parent conference will be scheduled.

### Scenario for 4/5year olds:

*First time* - The child gets a verbal warning and explanation (reminder). This results in replacing the student's green card with a yellow one.

*Second time* - The continued inappropriate behavior results in a switch or removal of activity, changing of card to red, and no receipt of hand stamp.

*Third time* - The child gets a time out with an explanation. Pull red card.

*Fourth time* - If inappropriate behavior still persists, the child will be placed in time out and a parent conference will be scheduled.

In the above scenarios, the teacher will discuss the problem, limits, etc. until both teacher and child determine that the child is ready to re-enter the group. If a child repeatedly engages in unacceptable behavior (such as biting), the parent will be notified by the teacher to determine the steps needed to solve the problem in a positive way. The first 6-8 weeks of enrollment are always considered to be a probationary period for the children.

Repeated unacceptable behavior or inability to adjust at any time during the year can result in a child's removal from the program for the benefit of all involved.

## TUITION POLICY

Tuition is collected quarterly:

- Mid-August payment – This covers the first 9 weeks of school and is due during the first week of school.
- Mid-October payment – This covers the second 9 weeks of school and is due before the end of October.
- Early January payment – This covers the third 9 weeks of school and is due by January 15<sup>th</sup>.
- Mid- March payment - This covers the final 9 weeks of school and is due before the end of March.

Please place your tuition check or money order (payable to "A&HT Wyoming Preschool") in an envelope with your child's name and class written on the front. This will help ensure accurate record keeping. Please hand the envelope directly to your child's teacher or the office manager.

10% penalty on the entire amount due will be imposed on families not making payments by the due dates. Also, the affected child/children will be expelled from preschool until all payments are up-to-date. If you should encounter special circumstances and need to make individual arrangements, please see the preschool director. Tuition cannot be reimbursed or prorated if your child misses school due to illness, travel, etc.

### Check Policy

The payment of tuition and fees can be made by personal check. If, however, your check should be returned unpaid (due to insufficient funds or stopped payment), we will charge \$30 for the additional processing, as well as any fees that may be imposed by our bank. Your payment by check is your acceptance of our check policy.

# SAFETY POLICIES

## Accident & Emergency Policy

The preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the preschool's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and procedures to be followed to ensure that children arrive at the designated spot. In order to prepare children for the unlikely need to evacuate, the preschool conducts monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, the loss of electrical power, heat, or water to the preschool, our emergency destination is St. James, Wyoming Middle or High School. A sign will be posted on the ground level entrance door of the preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted and asked to pick up their children as soon as possible. If a parent cannot be located, we will call the emergency contacts listed on the child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow directions given by proper authorities, and contact parents as soon as the situation allows. An incident report will be prepared and provided to parents.

Parents/guardians must grant the preschool permission to secure emergency transportation in the event of a serious incident or illness that requires emergency medical treatment or professional consultation or transportation for emergency treatment. The Emergency Transportation Authorization statement is included in the start of school forms packet. If emergency transportation is ever required, the following plan will be followed:

Our staff will call 911 and then contact the child's parent/guardian or emergency contact. The director will be contacted regarding the situation, and at least one staff member will tend to the emergency while at least one other staff member supervises the other children. Following the event, an injury/incident report will be compiled.

If a child needs transportation for an emergency, this will be done by the Wyoming Life Squad, the child's parent/guardian, or the child's emergency contact.

## Reporting of Incident Policy

An ODJFS (Ohio Department of Job and Family Services) incident report will be filled out by staff members to document an accident, injury, or incident. The parent/guardian of the affected child will be provided with two copies of the report – one to be signed and returned to preschool and the other to be retained for the parent's records.

An incident/injury report will be completed by the staff member in charge of the child when the following occurs:

- Illness, accident, or injury that requires first aid treatment
- Bump or blow to the head
- Requirement to transport a child to an emergency facility
- Unusual or unexpected event that jeopardizes the safety of the children or staff (such as a child leaving the preschool unattended).

NOTE: Superficial cuts and bruises, which are minor and can be safely cared for, will be reported to the parents of the child at the end of the day's session. All other accidents, such as head injuries, will be reported to the parents at once.

## Safety Precautions

For your child's safety, the following practices have been established:

- All children will be supervised at all times.
- No child will be released to a person not previously authorized by a parent or guardian.
- We will hold monthly fire drills, quarterly lockdown drills and seasonal tornado drills.
- Emergency procedures are posted throughout the preschool.
- All staff members are required by law to notify the local children's protection agency when they suspect that a child has been abused or neglected.
- Electrical outlets are covered when not in use.

# HEALTH POLICIES

## Management of Illness Policy

We do our best to provide children with a clean and healthy environment; however, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that he/she may experience more frequent illnesses at the beginning of the year before the immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. **We ask that you not bring a sick child to the preschool. We will send the child home.** Please also plan ahead and have a back-up care plan in place if you are not able to be home with your sick child.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

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

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities, the parent will be called to pick up the child. Any time children are isolated, they will be kept within sight and hearing of a staff member. Cots and any linens used will be washed and disinfected before being used again. Parents will be notified if children have been exposed to a communicable illness.



**A child will be readmitted to the preschool after at least 24 hours of being free of fever and other symptoms.** If he or she is not symptom free, a physician's note will be required stating that the child is not contagious.

Please note that the A&HT Wyoming Preschool staff does not administer medicine or vitamins. Exceptions include the needed administration of emergency medication. A note of permission to administer medication must be filled out by the child's physician and kept on file.

## Symptom Guide

Even if your child is acting "normal", please do not send your child to preschool if any of the following symptoms are present:

Nose runny with green mucous  
Fever in past 24 hours  
Diarrhea in past 24 hours  
Undiagnosed pink eye  
Undiagnosed rash  
Vomiting in past 24 hours

**Rule-of-thumb..... fever today, stay home tomorrow...  
throw up today, stay home tomorrow...  
sick today, stay home tomorrow.**

## Medical Records Policy

According to ODJFS, a complete physical examination by a licensed physician or nurse is required in order to safeguard each child enrolled in the preschool. All children's immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella must be current. We do not accept children who are not up to date on their immunizations.

The physical examination must have occurred within the twelve months prior to the beginning of the school year. An updated medical statement must be submitted at the beginning of the school year as well as after each child's birthday (yearly physical). Preschool medical records are kept in the children's respective classrooms.

## COMMON CHILDHOOD ILLNESSES

### Chicken Pox

If the date of exposure is known, keep the child home from the 12<sup>th</sup> day on. If nothing develops after 21 days, the child may return to school. Incubation period is 12-21 days. The period of communicability is at least five days before blisters appear and until all scabs are crusted. Keep child home until all scabs are crusted.

### Mumps

If exposure date is known, keep the child home from the 12<sup>th</sup> day on. The child may return to school if nothing develops by the 26<sup>th</sup> day. Incubation period is 12-26 days. The period of communicability is 48 hours before the onset of swelling and up to nine days after swelling occurs. Keep child home at least nine days after swelling occurs.

### Measles (regular)

The incubation period is 8-13 days. The period of communicability is from onset of symptoms until a few days after the rash appears. Keep child home until at least four days after the rash appears.

### Measles (German)

Commonly called the “three-day measles”, incubation period is 14-21 days after exposure. It is most highly communicable from seven days before and at least four days after onset of rash. Keep child home at least four days after the onset of rash.

### Colds

The child should be kept home at least while his or her nose is running and throat is red or the child is coughing.

### Impetigo

Incubation period is two-to-five days. Please keep the child home until all sores heal.

*These guidelines have been provided by the Ohio Board of Health.  
The communicable illness hotline number is: 1-800-282-0546.*

# OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

## Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

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