



Alum Creek Preschool

A MINISTRY OF ALUM CREEK CHURCH

6256 S Old State Rd

Lewis Center, OH 43035

740-548-0715 (phone)

740-657-8374 (fax)

acpreschool@alumcreek.org

www.alumcreek.org

Parent Handbook 2020-21

Table of Contents

Operations

Contact Information	3
Alum Creek Preschool Goals & Philosophy	3
Licensing	4
Program Options	4
Days & Hours of Operation	5
Staff Ratios & Maximum Group Size	5
Staff Qualifications	6
Daily Schedule	6
Tuition & Fees	7
Snack Time	8

Policies & Procedures

General Alum Creek Preschool Policies	9
Arrival & Departure Procedures	10
Guidance Policy (Discipline Approach)	12
Grievance Procedure	13
Transition Procedure	13
Non-Discrimination Policy	13
Special Needs Accommodations	14
Absence Policy	14
Withdrawal or Discontinuation of Services Policy	14

Parent Participation

Parent Participation & Visits	15
Child Assessments & Parent/Teacher Conferences	16
School Directory	16

Health & Safety

Safety Policies & Procedures	16
Emergencies & Accidents	17
Natural Disasters & Evacuation Procedures	18
Illness Policy	19
Administration of Medication	20
Outdoor Play	22
Medical & Enrollment Records	22

Appendix: Center Parent Information (Appendix C to rule 5101:2-12-07)

Contact Information

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Fax: 740-657-8374
E-mail: acpreschool@alumcreek.org
Website: www.alumcreek.org

Alum Creek Preschool Goals & Philosophy

Alum Creek Preschool is a ministry of the Alum Creek Church and is based upon Christian values that will be illustrated in the curriculum, programming and interactions with the children and families that choose to be a part of the greater Alum Creek Preschool family.

Our approach to curriculum and classroom environment is inspired by aspects of the Reggio Emilia method of early childhood education. The Reggio method emphasizes the importance of the child's innate ability to explore and learn from the world around them. Our curriculum is child-centered and child-directed meaning that the children's interests determine and shape our lesson planning. Teachers will develop lesson plans that are focused on what the children of the class are interested in while still incorporating all disciplines from math to science, art, drama, music and language. The Reggio approach encourages children to explore and discover a myriad of ways to learn and express themselves. Our intent in pursuing a Reggio inspired model for the Alum Creek Preschool is to allow learning to make sense to the child because the learning stems from a child's point of view.

The Alum Creek Preschool is not a Reggio preschool; it is simply inspired by aspects of the Reggio model. We believe that all children are unique, and it is our goal to provide a safe, creative, inspiring, and fun environment for your child's learning and socialization to take place. Alum Creek Preschool emphasizes the importance of parents, teachers, and children all working together to create the optimum-learning environment.

Licensing

The Alum Creek Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. Our license is displayed in the church/preschool office. A toll-free telephone number is listed on our license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request. The center's licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon written request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov/CDC/childcare.stm>.

Program Options

The Alum Creek Preschool has programming options for children ages 2 ½ to 5 years. Three options are available to choose from – 2, 3 or 4 mornings a week. We have four classes that children are assigned to according to their birthdates. Birthdate cut-offs are in accordance to Olentangy Local Schools. A child with a birthday after September 30th will be placed in the younger class. A child with a birthday before September 30th can be placed in a younger class at the parents' request if space is available. Alum Creek Preschool offers a class for 2 ½ & young 3 year olds, 3 year olds, older 3 & young 4 year olds, and pre-K. Children enrolling in the 2 ½ & young 3 year old class can enroll in 2, 3, or 4 mornings. Children enrolling in either of the other classes of older children can choose either 3 or 4 mornings a week. Older three, four and five year olds will only be granted enrollment in a 2-morning program at the director's discretion. The director will base the decision upon communication with the parent or guardian, observation of the child to be enrolled and current Alum Creek Preschool enrollment numbers.

The 2-morning options are Monday/Wednesday or Tuesday/Thursday. The 3-morning programs typically operate on a Monday/Tuesday/Thursday or Monday/Wednesday/Thursday schedule, and the 4-morning program availability is Monday through Thursday. Alum Creek Preschool is closed on Fridays.

Days & Hours of Operation

Alum Creek Preschool is open Monday through Thursday 8:50 a.m. to 12:10 p.m. Drop-off is no earlier than 8:50 a.m., and children must be picked up by 12:10 p.m. every day. Our program begins at 9:00 each morning and ends at 12:00 p.m. every day. See the **Tuition & Fees** section of the handbook for fee assessment and charges for late pick-up. We offer 2, 3, or 4 mornings a week for you to choose from based upon your child's age and your family's schedule.

The school year begins the last week of August. Once the Alum Creek Preschool year begins, our calendar will coordinate with that of Olentangy Local Schools regarding inclement weather delays and closings, as well as holiday and spring break closures. Please check the Alum Creek Preschool calendar for other scheduled closings and events that may specific to the center not related to the Olentangy Local Schools calendar. On days that Olentangy Local Schools have a 2-hour delay, the Alum Creek Preschool will be closed. Alum Creek Preschool is closed on Fridays.

Staff Ratios & Maximum Group Size

The Alum Creek Preschool will provide services for children ages 2 ½ to 5 years and will operate at or below the teacher student ratios mandated by the State of Ohio. State ratios are as follows:

State of Ohio Required Ratios

Toddlers (2 ½ and under 3 years)	1:8 (max. group size of 16)
Preschool - 3 years	1:12 (max. group size of 24)
Preschool - 4 & 5 years	1:14 (max. group size of 28)

Alum Creek Preschool Operating Ratios

2 ½ & young 3 year olds	1:8 (max. group size of 8)
3 year olds	1:8 (max. group size of 8)
Older 3 year olds & young 4 year olds	1:9 (max. group size of 9)
Pre-K	1:9, 2:18 (max. group size of 18)

**If a child enrolled in the center is of school age (could have entered kindergarten) they may run errands or go to the bathroom without a teacher. All staff members will be notified when a school age child will be participating in such activities. School age children will never be out of hearing distance of a staff member and will not be out of sight for a period of more than five minutes.*

Staff Qualifications

The teachers and director of the Alum Creek Preschool are qualified through both education and experience. All staff members are certified in CPR and First Aid/Communicable Diseases. All staff members of Alum Creek Preschool and Alum Creek Church have passed background checks and tuberculosis testing. All staff members of Alum Creek Preschool are required to attend regular conferences, trainings and classes in the field of early childhood development and education.

Daily Schedule

The order of daily activities will vary according to the child's age grouping and classroom specifications. A copy of your child's classroom schedule will be made available to you by his or her teacher along with current lesson plans. Each day your child will be exposed to the following:

- Bible story and/or other Christian lesson
- Quiet & active play experiences
- Structured & free play choices
- Large muscle development (outdoor and/or indoor play depending on weather)
- Activities emphasizing learning and development in the disciplines of math & science, art & music, dramatic play, language and social skills

Each teacher will plan their classroom schedule based on the needs of the children of the class, but below is a sample of what your child's schedule will resemble:

8:45 – 9:00	Arrival
9:00 – 9:15	Circle Time (morning greeting & overview of day's activities)
9:15 – 9:35	Snack Time
9:35 – 10:35	Center Time (some organized instruction but primarily free choice exploration of various centers related to theme; centers will be planned & coordinated by the teacher)
10:35 – 11:00	Group Time (story time and/or other activity planned by teacher)
11:00 – 11:30	Large Muscle Play (outdoor play)
11:30 – 12:00	Closing Activity & Free Play

Tuition & Fees

There is a \$75 **non-refundable enrollment fee** required at the time of registration, even if registration is mid-year. Families registering more than one child will be charged a \$75 non-refundable registration fee for the first child and \$50 non-refundable registration fee for each additional child. The deposit and required registration paperwork must be submitted in order to secure a child's spot at Alum Creek Preschool. The first week of the Alum Creek Preschool year is the last full week of August. The deposit covers payment for this first week of the school year and other registration fees.

Tuition can be paid in monthly installments over 9 payments or can be paid in full at the beginning of the school year. A 5% tuition discount will be given to those paying in full at the beginning of the year. Below is a schedule of tuition and fees according to the program of choice.

# of Days Enrolled	Annual Tuition	Monthly Payment	Enrollment Deposit
2 day (M/W or T/Th)	\$1575	\$175	\$75
3 day (varies)	\$2205	\$245	\$75
4 day (M/T/W/Th)	\$2835	\$315	\$75

Tuition payments are due the 1st of every month. Tuition payments received after the 10th day of the month will be charged a \$25 late fee. Returned checks are also subject to a fee. If there are extenuating circumstances that make timely payment difficult, please bring those matters to the attention of the director immediately.

Members of the Alum Creek Church are exempt from the enrollment deposit and will receive a 10% tuition discount. Families enrolling multiple children are also eligible for tuition discounts.

Late Fees

The program ends at noon, and your child must be picked up no later than 12:10 p.m. or late fees will be charged. Parents will be charged \$10 for a pick-up any time between 12:10 and 12:25 p.m., and then \$1.00 per minute after that. For example, if pick-up is at any time between 12:10 and 12:25

p.m., the charge is \$10. If pick-up is at 12:30 p.m., the late fee charge will be \$15 (\$10 plus \$5 for the 5 minutes outside the 15 minute window). Late fees are payable to the staff member waiting with your child and will serve as compensation for the time spent outside of their scheduled hours.

When a parent or guardian is 15 minutes late, an Alum Creek Preschool staff member will attempt to contact them. If the parent or guardian cannot be reached, then the staff member will begin contacting parties on the child's emergency contact list. After one hour, if the parent or guardian or other emergency contact has still not been reached, the staff member will contact the director and local police department for assistance. The police department will make necessary decisions from that point.

Receipts & Tax ID

Parents will be provided with receipts after each tuition payment. The Alum Creek tax ID number is available upon request.

Snack Time

Snack time will be a part of your child's regular schedule, but Alum Creek Preschool does not provide snacks. Parents are responsible for bringing a snack for their child(ren) each day, and the snack should include two of the recommended food groups. Parents are also responsible for providing a drink along with the snack. Sippy cups are not allowed. Sports bottles or cups with straws are permissible. Bottled water or juice boxes are also recommended drink options. Snacks and drinks must be labeled or stored in a lunch box or other container bearing the child's name. Alum Creek Preschool will not supplement or provide a child's snack if the parent does not provide sufficient items for snack time.

Please alert your child's teacher and director if there are any food allergies. Please make sure appropriate documentation is on record in your child's file. All parents will be advised of a food allergy in the classroom.

We would be honored to participate in the celebration of a child's birthday. If you would like to bring in a special snack, please notify your child's teacher and coordinate the best time and procedure for the event. Your child's teacher will advise you of any special accommodations that need to be made due to food allergies or other concerns.

General Alum Creek Preschool Policies

Potty Training

Alum Creek Preschool will admit children who are not potty trained as space is available in the designated classroom for 2 ½ year olds and young threes. There are two designated classrooms that share a child-sized toilet and have hand washing as well as diapering facilities in the classroom space. One of these rooms is for 2 ½ year olds and young threes. The other room is for three year olds. Only potty-trained children will be enrolled in the three year old class. Parent or guardian and teacher communication is essential to be consistent with potty training efforts. Please have extra clothes (including shoes) at school at all times for children who are not potty trained or newly potty trained. If your child is still in pull-ups or diapers, please bring their daily supply of diapers and wipes with them each day and keep them in your child's personal storage space. We will not store a large supply of diapers for your child at Alum Creek Preschool.

All four and five year olds must be potty trained before admission to Alum Creek Preschool will be granted.

Bringing Toys from Home

Children are allowed to bring toys from home as long as the following guidelines are met and understood. Alum Creek Preschool is not responsible for damage or loss of the item. The toy should be labeled with the child's name, and the owner of the toy must be willing to share the toy with other children. If the owner is unwilling to share or the toy is causing too much of a distraction, then the owner will be asked to put the toy away with their other personal items until the end of the day when the parent or guardian arrives. If a toy is irreplaceable or very valuable it is best that it be left at home or in the car.

We ask that toys that encourage violent play be left at home.

Recommendations

Alum Creek Preschool is a hands-on learning environment. Your child will be participating in outdoor play, art and other sensory activities on a daily basis that will be messy. Paint smocks and other protective clothing will be used, but they are not always 100% messy child proof! Therefore, please be aware of the fact that your child will get dirty and dress them in washable play clothes.

Always make sure there is a seasonal appropriate change of clothes in your child's personal belongings at Alum Creek Preschool in case of excessive dirtiness or wetness or a toileting accident.

Make sure you check your child's personal belongings space & folder each day. This is where soiled clothes, artwork or other important communication regarding Alum Creek Preschool activities will be located. Also pay attention to any signs posted on the doors of the building or classroom doors so as not to miss important communication.

Breastfeeding/Pumping

Alum Creek Preschool will provide all necessary accommodations and support for breastfeeding mothers needing time and space for nursing &/or pumping.

Swimming/ Water Activities & Napping/ Rest Time

Due to the nature of our center and hours of operation, Alum Creek Preschool does not offer swimming or other water activities or a napping or rest time for children enrolled in the center.

Arrival & Departure Procedures

This section includes Alum Creek Preschool's policies regarding custody situations, late fees, and release of children to parties other than parents or guardians.

Times & Late Fees

Alum Creek Preschool teachers will be ready for children to begin arriving at 8:50 a.m. and no earlier. The day will begin promptly at 9:00 a.m. Please be respectful of your child's teacher and arrive on time so as not to disrupt the opening routine of the class. The program ends at noon, and your child must be picked up no later than 12:10 p.m. or late fees will be charged. Parents will be charged \$10 for a pick-up between 12:10 and 12:25 p.m., and then \$1.00 per minute after that. For example, if pick-up is at any time between 12:10 and 12:25 p.m., the charge is \$10. If pick-up is at 12:30 p.m., the late fee charge will be \$15 (\$10 plus \$5 for the 5 minutes outside the 15 minute window). Late fees are payable to the staff member waiting with your child and will serve as compensation for the extra time spent outside of their scheduled hours.

Authorization to Release

The doors of the Alum Creek Church building will remain locked during the Alum Creek Preschool hours of operation. Parents will need to ring the doorbell to obtain entrance to the facility. The director or a teacher will provide access to the building to authorized visitors only. If someone other than the parent or guardian will be picking up your child, you must leave written consent in the preschool office. There is a notebook there to write down the name and any other pertinent information such as a special time or

description of the person authorized to pick up your child. These guests will be required to show photo identification before a child will be released into their care. If there is a non-parent or guardian that will be picking up your child on a regular basis, please fill out the Authorization to Release form that will be kept in the child's file in the Alum Creek Preschool office.

Custody Issues

If custody issues are involved, you must provide the center with court papers indicating who has permission to pick up your child. The Alum Creek Preschool may not deny a parent or guardian access to their child without proper documentation.

Signing In & Out

Parents are required to accompany their child to their classroom each morning without exception. Teachers will sign your child in at the classroom while parents assist their child in putting away their belongings in their designated space. This is a good time to have communication with the classroom teacher and to help your child transition into their day at Alum Creek Preschool. At the end of the morning, parents will pick up their child in the classroom or meeting space as designated by the classroom teacher and have another opportunity for communication with the classroom teacher regarding the child's day or other pertinent information. Parents should make sure that the teacher is aware of your departure so that the teacher can sign your child out. The teachers have class attendance lists that they will use to mark the time in and time out for each child.

Parking Lot Etiquette

During arrival and departure times, parents are asked to park in the parking lot and not pull up to the door. There is not ample space for everyone to pull up to the door so it is not fair for one parent to take that opportunity when all cannot be given the same opportunity. This is also the safest parking lot situation since families will be walking in and out of the building and across the patio frequently. Parents are also asked to turn their cars off and bring all children in the car inside with them during arrival and departure for the safety of all children. Whenever possible, please choose a parking place that will allow you to pull forward to leave instead of having to use a reverse motion that could prevent you from seeing a small child behind your vehicle. Please drive cautiously at all times and always be looking for others, especially children walking to and from the building.

Guidance Policy (Discipline Approach)

At Alum Creek Preschool we view our disciplinary method as a guidance policy. It is our intent to provide a safe environment for all children enrolled to explore their own individuality while not harming another's rights to individuality and safety. The goal of our guidance policy is to assist children in making their own choices and learning to take responsibility for their own actions. We recognize the age and developmental age of the child in guiding them in behavior choices and therefore establish fair and reasonable expectations on their behavior.

The staff at Alum Creek Preschool is committed to providing an example of courtesy and respectfulness that will encourage appropriate behavior. We also believe in setting clear limits that are developmentally appropriate and making the children aware of those limits in order to aid them in making behavioral choices.

When conflict arises between children, the teacher will encourage the children to find a fair resolution themselves. The teacher will facilitate and supervise as needed until the matter is resolved.

Teachers will give children the necessary tools to solve their own challenges. General behavior issues will first be met with a warning of consequences should the behavior persist. The primary consequence would be taking away the activity causing the frustration through redirection. The child would be redirected to another activity choice, with the child returning to the former activity contingent on a willingness to make better behavioral choices. Should the behavior persist, the teacher will contact the director and together they will attempt to understand the source of the problem and collaborate on a method to assist the child in making better behavior choices by managing their inappropriate behavior choices. Should the inappropriate behavior choice continue to persist, the teacher and/or director will contact the parent(s) or legal guardian(s) and all parties will work together in forming and carrying out a plan to help the child with behavior choices.

Throughout all stages of the Alum Creek Preschool guidance policy, dialogue will be carried out with the child describing the reasons a behavior choice is "good" or "bad." Every consequence will be explained and have reason. Children and staff will all be treated with respect and equality. It is never the intent of our teachers to belittle or humiliate a child through behavioral guidance.

When a child's ongoing repeated inappropriate behavior choices takes energy and attention away from the needs, safety, and well-being of the other children or causes other disruption of the Alum Creek Preschool's objective,

the possibility of suspending and/or expelling the child from the program will be considered. This decision is a difficult and important one and will be carefully discussed and considered before action is taken. (See **Withdrawal or Discontinuation of Services Policy** for more details.)

*** All adults at Alum Creek Preschool are required to follow these guidance policies. All adults at Alum Creek Preschool will adhere to the requirements of rule 5101:2-12-19 of the Administrative Code. ***

Grievance Procedure

Please bring any concerns to the attention of the director as soon as possible so that all matters can be resolved. Any issues can be brought to the attention of the director either in writing or in person. If any parent has a concern or issue regarding a teacher or other member of the Alum Creek Preschool family, please contact the director so that the director can serve as a link between the concerned parties. If the concern or issue is not resolved effectively, the director, parent, or teacher can bring it to the attention of the Alum Creek Church board of elders so that mediation and further communication can be used to find a common ground and solution that is best for all parties.

Transition Procedure

Transition is rarely allowed and only in special circumstances as defined by the director's discretion. Should your child need to transition to another classroom during the school calendar year, the transition process will be a gradual one and occur according to a plan developed by teachers of both classrooms and approved by the parent or guardian.

Non-Discrimination Policy

The Alum Creek Preschool is a Christian preschool. The Alum Creek Preschool does not discriminate in the hiring of staff or enrollment of children upon the basis of race, color, religion, sex or national origin or disability in accordance with the Americans with Disabilities Act of 1990, 104 Stat. 327, 42 U.S.C 12101 et seq.

Special Needs Accommodations

Please make the director and teachers of Alum Creek Preschool aware of any special needs that you or your child may have as soon as possible so that proper accommodations can be made. It is our desire and belief that all children have the right to attend Alum Creek Preschool. If the director and/or teacher become concerned that a child is at risk for special needs, appropriate referrals will be made. The staff of Alum Creek Preschool will make every effort to meet the needs of all children.

Absence Policy

Please let your child's teacher know of a scheduled absence ahead of time. Please also notify the director of Alum Creek Preschool by phone or e-mail as soon as possible in the event of an unscheduled absence. There will be no tuition credit given for absence.

Withdrawal or Discontinuation of Services Policy

In the case of voluntary withdrawal from the Alum Creek Preschool program, a one month written notice is required for your child. Tuition for that one month period must be paid in full regardless of the child's last day. If the full year of tuition has already been paid, the one month notice and payment rule still applies but any remainder unused tuition will be refunded by check with 4 to 6 weeks.

The Alum Creek Preschool reserves the right to terminate preschool services with only one week notice under any of the following conditions:

- Failure to abide by any of the terms of the enrollment agreement
- Severe behavior by the child which disrupts the group including repeated instances of failure to listen to staff members of the Alum Creek Preschool, failure to follow classroom rules, consistently disruptive behaviors, excessive biting or other physical aggression, behaviors that endanger the safety of other children and staff members, and other actions requiring one on one supervision
- Social or emotional needs of the child that prohibit the child from adapting to classroom activities. This refers to children with extreme social or emotional needs that require specialized attention outside of the accommodations Alum Creek Preschool is able to offer.

- Failure of parents or guardians to treat staff or other parents and guardians respectfully. Disrespect includes abusive language and/or behavior.
- Failure of parents or guardians to pay tuition and fees in manner agreed upon.

Parent Participation & Visits

We encourage parent participation in your child's experience at Alum Creek Preschool and perceive it to be vital in making your child's preschool experience a pleasant and educational one. We highly encourage parents to visit the school at any time whether scheduled or not. Our only request is that while visiting you are respectful of the routine and do not intentionally disrupt it. If you will be taking your child out for a brief time, the teacher must be made aware of the absence prior to taking your child. If you are aware that you will be needing to pick up your child early or need to take them out of their class just for a brief time, please advise the teacher upon arrival that day what time that will be occurring so that they can plan accordingly.

There is a parent involvement meeting at the beginning of each school year. Attendance is highly recommended to learn more about the program and upcoming new events or information for the school year. Parents who choose to be added to the director's parent email distribution list will receive regular announcements and reminders throughout the school year to facilitate better communication.

At Alum Creek Preschool, we try to schedule special activities & events on varying days of the week to allow all children to participate in these special activities & events on the days that they are already enrolled. If a special program is scheduled on a day that your child does not attend at Alum Creek Preschool, your child is still welcome to participate. A parent or other adult is required to stay with your child, though, while they are here on an unscheduled day so that our teachers can maintain their class ratios set by the Ohio Department of Job and Family Services.

Parents are also encouraged to call the school at any time with questions, comments, or concerns. If you are unable to reach the director at the time of your call, your message will be returned promptly. The staff of Alum Creek Preschool is always open to suggestions on how to make a better and stronger program.

Child Assessments & Parent/Teacher Conferences

In order to track a child's growth and development, staff at Alum Creek Preschool will observe and document a child's work and performance over the course of the school year in each child's individual portfolio. Teachers use this information to plan appropriate activities and curriculum with effective individualized instruction for each child.

Scheduled parent/teacher conferences will occur twice a year. One conference will be during the fall semester, and the other will occur during the spring semester. In preparation for the parent/ teacher conference, each child will undergo an assessment led by their teacher that will be placed in the child's portfolio and shared with the parent at the parent/teacher conference. The purpose of this assessment and conference is to provide an opportunity for parents and teachers to discuss a child's progress at school, understand the child's strengths and challenges, set goals and discuss how to cooperatively achieve those goals through an effective home and school partnership. A parent/teacher conference can be coordinated with your child's teacher at any other time the parent or guardian feels it is necessary. The child's teacher or the director of Alum Creek Preschool can request a conference as well.

School Directory

A directory of Alum Creek Preschool families including names and contact information is available to all parents upon request. Parents who do not wish to be included in this directory should make their request known by checking "no" on the specified field of the enrollment form.

The director & teachers of Alum Creek Preschool will also have regular communication with parents and guardians via routine group e-mails updating them on activities and events related to Alum Creek Preschool. This is a voluntary form of communication that parents or guardians can opt not to be included in.

Safety Policies & Procedures

- No preschool child shall ever be left alone or unattended. Children will be supervised at all times by staff of Alum Creek Preschool. If a child enrolled in the center is of school age (could have entered kindergarten) they may run errands or go to the bathroom without a teacher. All staff members will be notified when a school age child will

- be participating in such activities. School age children will never be out of hearing distance of a staff member and will not be out of sight for a period of more than five minutes.
- A parent or guardian must escort children to their classroom and contact with the teacher must be made. At departure, parents will pick up their child in the child's classroom and once again make contact with the teacher before leaving the classroom.
 - Only authorized parties will be allowed to leave with children. (*See Arrival & Departure Procedures*)
 - Children are not to be left in the car in the parking lot.
 - Alum Creek Preschool will operate at or below the ratios mandated by the State of Ohio.
 - Alum Creek Preschool staff will complete all paperwork and meet all standards as required by the ODJFS licensing regulations.
 - All incidents requiring first aid will be recorded on an Injury/Incident Report requiring signature of the parent or guardian upon receipt.
 - Children will participate in monthly fire drills and periodic weather emergency drills. A record of these drills is kept in the school office.
 - Fire emergency and weather alert plans are posted in each classroom and common areas of the facility.
 - Teachers have access to cell phones and other technology such as iPads with messaging capabilities in order to obtain assistance quickly and easily in case of emergency. Alum Creek Preschool staff members also have access to a working non-coin operated telephone at all times.
 - Spray aerosols shall not be used at any time while children are in attendance. All bleach/cleaning containers are labeled and stored out of reach in safe places.
 - The staff of Alum Creek Preschool is required under section 2151.421 of the Ohio Revised Code to report any suspicions of child abuse or neglect to the public children's services agency.

Emergencies & Accidents

The Alum Creek Preschool medical, dental and general emergency plan is posted in all classrooms, by every telephone and in other common areas of the facility. At least one staff member is always present who has current certifications and training in CPR, first aid, and communicable diseases.

In case of a minor accident or injury, staff will administer first aid. In case of serious injury, first aid will be administered and the parent or guardian would be contacted immediately to assist in determining further course of action. If the injury is life threatening, a staff member will call 911, parent(s) or guardian(s) will be notified and a staff member will accompany the child to the hospital with all available medical records and stay with the child until

the parent(s) or guardian(s) assumes responsibility for the child's care. Staff will not transport children in their own vehicles. Only parents, guardians or EMS will transport. If parent(s) or guardian(s) have not authorized the dispatch and use of emergency transport, then the parent(s) or guardian(s) will be responsible for emergency transport. There is a section on the Child Enrollment and Health Information form for parent(s)/guardian(s) to consent or decline emergency transport for their child.

The staff member responsible for supervision at the time of the incident will record the incident on an Incident/Injury Report. The report will be completed and given to the person picking up the child on the day of the incident if any of the following occur: the child has an illness, accident or injury requiring first aid; the child receives a bump or blow to the head; the child is transported to a source of emergency assistance; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

Natural Disasters & Evacuation Procedures

In the event of a fire or severe weather, staff would follow the written plan posted in each classroom and common area of the Alum Creek Preschool. Monthly fire drills will be carried out as well as periodic tornado drills during March, April, May and June. During these drills as well as during an actual event, teachers will have attendance sheets in order to complete an accurate head count that will be reported to the director.

In the event of a fire, prolonged loss of utilities (water, heat, and/or electricity), or other emergency situation all children and employees of the Alum Creek Preschool will be evacuated. All teachers will bring attendance sheets with them before evacuating and regular head counts will be made before, during and after the evacuation. The director will have emergency contact information for all children so that appropriate contact can be made with every parent or guardian notifying them of the situation and location and safety of their child. This contact will come either from the director, other staff member of the Alum Creek Preschool, or emergency personnel. If a parent or guardian cannot be reached then the director, staff member or emergency personnel will notify other parties listed as emergency contacts in your child's file. If possible, a sign will be posted at the Alum Creek Preschool facility notifying parents or guardians of the evacuation and necessary information. If the need to evacuate the premises arises, all children & staff of Alum Creek Preschool will evacuate to the grounds of Alum Creek Elementary School.

Illness Policy

All members of the Alum Creek Preschool staff are trained in the recognition and management of communicable and non-communicable diseases. All children will be observed upon arrival for any signs of illness. Parents can review the communicable disease chart issued by the Ohio Department of Job and Family Services posted in their child's classroom.

In accordance with rule 5101:2-12-16 of the Administrative Code, a child exhibiting any one or more of the following symptoms will immediately be isolated in a comfortable manner. The parent or guardian will be contacted immediately, and you will be required to come pick up your child.

- Axillary temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer that is sanitized after each use.
- 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

While isolated and awaiting the arrival of a parent or guardian, the sick child will be within sight and hearing of a staff member at all times. The sick child will be comfortable on a cot or mat that is disinfected appropriately after each use. If a child's condition worsens while waiting for the parent, guardian or authorized person to pick up the child, the parent(s) or guardian(s) will be notified immediately.

A child that is dismissed due to illness shall not be allowed to return to school until all of the following are true:

- Symptom free (including fever and/or vomiting) for at least 24 hours

- If an antibiotic was prescribed, the child must have been on the antibiotic for at least 24 hours before returning to school.
- There is no sign of parasitic infestation.

Please be respectful of other children and staff members and assist in preventing the unnecessary spread of germs by either keeping a child at home or taking the child to the doctor when there is suspicion of a cold or other communicable disease.

All parents will be notified if a communicable disease becomes present at the Alum Creek Preschool within in twenty-four hours of the center becoming aware of the presence. Notification will be posted on your child's classroom door, but the identity of the affected child will always be protected.

The staff of the Alum Creek Preschool will prevent the spread of germs through frequent hand washing, routine disinfecting procedures, training, and observation of children for signs of illness.

Administration of Medication

Due to the short time period that your child will be at the Alum Creek Preschool, it is requested that all medication be administered at home. Should that not be possible, the following procedures must be followed.

Non-prescription Medication

Only non-prescription fever/pain reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center, without written instructions from a licensed physician, if the following are met:

- The parent or guardian must complete the required form for administering medication that outlines written instructions concerning administration of the medication. These instructions cannot exceed the manufacturers' recommended dosages.
- The medication must be in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight.
- The full name of the child receiving the medication must be printed on the container.
- The Alum Creek Preschool staff will not administer non-prescription medication for more than three consecutive days within a fourteen-day period unless a parent or guardian provides written instructions from the child's pediatrician.

Non-prescription topical products or lotions (such as diaper rash cream) can be administered if the following requirements are met:

- The parent or guardian must complete the required form with written instructions. The form will only be valid for a period of twelve months.
- Manufacturers' guidelines will be followed in administering the medication.
- When used for skin irritations, such as diaper rash, the topical product shall be applied by the center for no longer than fourteen consecutive days at any one period of use.

Any staff member can administer non-prescription topical products or lotions used as a preventative measure.

Prescription Medication

Administration of prescription medication requires the parent or guardian to fill out the appropriate forms to be on file. A physician's written instructions are required and must be updated every twelve months. Written instructions from the parent or guardian are also required on the same form. A prescription label can serve as written instructions as long as the following are met:

- The label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration;
- The prescription label is attached to the original container.

Parents and guardians must have a complete Parent/Guardian Request for Administration of Medication Form on file for all prescription drugs. Prescription medication can be given as specified by the physician until the medication is gone. Prescription dosages cannot be altered. Expired medications need to be removed from the center by the parent or guardian.

Inhalers or Allergy Medications

The Alum Creek Preschool staff should be made aware of any condition requiring your child to need access to inhalers or other allergy treatment options. Appropriate forms and storage methods will be followed as outlined by licensing procedures and your child's teacher.

When all necessary forms have been completed the medication can be turned over to the director for appropriate storage.

Outdoor Play

Outdoor play will be a regular part of your child's schedule at Alum Creek Preschool. Please dress your child according to the weather that day taking into consideration that outdoor play will occur. In case of inappropriate weather such as rain or when the temperature is below 25 degrees Fahrenheit or above 90 degrees Fahrenheit, large muscle activities will occur inside instead of outside. If snow is on the ground and the temperature is at or above 25 degrees Fahrenheit, children may still have brief outdoor play, so please bring appropriate winter gear for them to wear on these occasions.

Medical & Enrollment Records

Your child's completed Enrollment and Health form and Child Medical Statement must be on file no later than the first day of school. A child will not be allowed to attend class at Alum Creek Preschool until these forms are completed.

Child Medical Statements are valid for one year from the examination date on the form. Any exceptions to immunization requirements must be documented on the Child Medical Statement. Any child not immunized for one of the diseases listed in Appendix A to Rule 5101:2-12-15 of the Ohio Administrative Code shall be considered for removal from Alum Creek Preschool should the presence of one of the listed diseases become known amongst a person affiliated with Alum Creek Preschool. Removal will be at the director's discretion in the interest of providing a safe learning environment for the children and staff of Alum Creek Preschool. Those diseases for immunization are as follows:

1. Chicken Pox
2. Diphtheria
3. Haemophilus influenzae type b
4. Hepatitis A
5. Hepatitis B
6. Influenza
7. Measles
8. Mumps
9. Pertussis
10. Pneumococcal disease
11. Poliomyelitis
12. Rotavirus
13. Rubella
14. Tetanus

Children's records are confidential. They will be available to the director or director's representative for the purpose of administering Chapter 5104, of the Revised Code and Chapter 5101:2-15 of the Administrative Code. Immunization records shall be subject to review by the health department's representative for disease outbreak control and for immunization level assessment purposes.