

Mariemont Community Church Preschool

Parent Handbook

2018-2019

**A place where it is easy for little children
to know and love Jesus**

**3908 Plainville Rd
Cincinnati, Ohio 45227
(513) 504-9287
preschool@mariemontchurch.org**

ADMINISTRATION

Mark Simes
Renee Brownfield

Preschool Elder
Preschool Director

PRESCHOOL STAFF:

Anita Hunt	Floater
Amanda Conners	2 year olds
Amy Getgey	2 year olds
Patty Cash	3 year olds
Nancy Schmidt	3 year old
Nancy Stelzer	3/4 year olds
Sarah Maier	4 year olds
Lisa Woodruff	3 year olds
Julie Curran	4 year olds
Julie Aiello	4 year olds

TODDLER CLASS INFORMATION

Teacher: Amanda Conners

Teacher: Amy Getgey

Ratio: 2 Staff/ 14 Children

Days: Monday, Thursday

Time: 9:00am-11:30am

Total Tuition: \$1,250

DAILY TODDLER SCHEDULE

9:00am-9:30am	Learning Center Time
9:30am-10:00am	Sensory Room
10:00am-10:15am	Snack Time
10:15am-10:30am	Story Time
10:30am-11:00am	Indoor/Outdoor play
11:00-11:30am	Sensory Time

TODDLER CLASS INFORMATION

Teacher: Amanda Conners

Teacher: Amy Getgey

Ratio: 2 Staff/ 14 Children

Days: Wednesday, Friday

Time: 9:00am-11:30am

Total Tuition: \$1,150

DAILY TODDLER SCHEDULE

9:00am-10:00am	Learning Center Time
10:00am-10:15am	Snack Time
10:15am-10:30am	Story Time
10:30am-11:00am	Indoor/Outdoor play
11:00-11:30am	Sensory Time

TWO DAY THREE-YEAR-OLD CLASS
INFORMATION

Teacher: Nancy Stelzer

Teacher: Lisa Woodruff

Ratio: 2 Staff / 14 Children

Days: Tuesday, Thursday

Time: 9:00am-11:30am

Total Tuition: \$1,250

DAILY 2-DAY 3's SCHEDULE

9:00am - 9:30am	Sensory Room
9:30am - 10:00am	Indoor/Outdoor play
10:00am - 10:15am	Group Time
10:15am – 11:00am	Learning Center Time
11:00am-11:15am	Snack Time
11:15am - 11:30am	Story Time

TWO DAY THREE-YEAR-OLD CLASS **INFORMATION**

Teacher: Patty Cash

Teacher: Nancy Schmidt

Ratio: 2 Staff / 16 Children

Days: Tuesday, Thursday

Time: 9:00am-11:30am

Total Tuition: \$1,250

DAILY 2-DAY 3's SCHEDULE

9:00am - 9:15am

Group Time

9:15am - 10:00am

Learning Center Time

10:00am - 10:30am

Indoor/Outdoor Play

10:30am – 10:45am

Snack Time

10:45am-11:00am

Center Time

11:00am - 11:30am

Sensory Room

THREE-DAY THREE-YEAR-OLD CLASS **INFORMATION**

Teacher: Patty Cash

Teacher: Nancy Schmidt

Ratio: 2 Staff / 16 Children

Days: Monday, Wednesday, Friday

Time: 9:00am-11:30am

Total Tuition: \$1,450

DAILY 3-DAY 3's SCHEDULE

9:00am - 9:15am

Group Time

9:15am - 10:00am

Learning Center Time

10:00am - 10:30am

Indoor/Outdoor Play

10:30am – 10:45am

Snack Time

10:45am-11:00am

Center Time

11:00am - 11:30am

Sensory Room

THREE-DAY-PRE-K CLASS INFORMATION

Teacher: Nancy Stelzer

Teacher: Sarah Maier

Ratio: 2 Staff / 18 Children

Days: Monday, Wednesday, & Friday

Time: 9:00am-11:30am

Total Tuition: \$1,450

DAILY THREE-DAY-PRE-K SCHEDULE

9:00am - 9:30am	Sensory Room
9:30am - 10:00am	Indoor/Outdoor play
10:00am - 10:15am	Group Time
10:15am – 11:00am	Learning Center Time
11:00am-11:15am	Snack Time
11:15am - 11:30am	Circle Time

FOUR/FIVE-DAY-PRE-K CLASS INFORMATION

Teacher: Julie Aiello

Teacher: Julie Curran

Ratio: 2 Staff/ 18 Children

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Time: 9:00am-11:30am

Costs: \$1,850, \$2,250

DAILY FOUR/FIVE-DAY-PRE-K SCHEDULE

9:00am-9:30 am

Group Time

9:30am-10:00 am

**Sensory Room
(Tuesday Only)**

9:30am-10:30am

Learning Center

10:30am-11:00am

Snack Time

11:00am-11:30am

Indoor/Outdoor Play

BEFORE CARE

Teacher: Leanne Riffle

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Ratio: 1 staff/ 7 children

Time: 8:30am to 9:00am

Cost: \$5/day

DAILY BEFORE CARE SCHEDULE

8:30-9:00am

Play with educational toys

AFTER CARE

Teachers: Amanda Conners, Nancy Schmidt, Patty Cash

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Ratio: 2 staff/ 14 children

Time: 11:30am to 1:00pm

Costs: \$10/day

After Care Daily Schedule

11:30am-12:00pm

Lunch

12:00pm-12:20pm

Center Time

12:20pm-1:00pm

Indoor/Outdoor Play

PRESCHOOL POLICIES AND PROCEDURES

PHILOSOPHY:

The Mariemont Community Church Preschool is a Christian school. We include basic Christian truths with basic educational skills in the preparation of our Preschool children for their formal education.

The Preschool is an outreach ministry of the church, which states the following purposes in its charter:

1. To operate the preschool; serve sacrificially on Christ's behalf toward extended care children and their families from Mariemont and neighboring communities.
2. To demonstrate the love of Christ in the way faculty and staff work together and the way they serve the preschool's children and families.
3. To operate in a way that demonstrates excellence and wholeheartedness befitting followers of Christ.
4. To be a light of Christ to preschool children and their families. As a result of connection with the extended care, children and family members will be drawn closer to Christ.

Additionally, the goal of the Mariemont Community Church Preschool is to promote intellectual, physical, social, emotional, and spiritual growth of our students by:

1. Providing a preschool with a planned environment and curriculum, where learning takes place in a nurturing atmosphere.
 - 1 Encouraging each child in self-discovery, furthering their understanding of his/her value to the family and community.
 - 2 Preparing each student for further education by allowing the individual child to develop at his/her own pace through sensory experiences, exploration and creative activities.
4. Relating simple Christian truths, principles and values to the lives of extended care children.

HOURS OF OPERATION:

The Mariemont Community Church Preschool is in operations from 8:30am to 1:00pm. Director's hours of availability are 7:30am-4:30pm.

PROVISION OF INFORMATION, POLICIES AND PROCEDURES
LICENSED CHILD CARE CENTERS

1. The preschool license is issued by the Ohio Department of Job and Family Services and is located on the bulletin board located in the preschool office.
2. A toll free number is listed on the license for reporting suspected violation of chapter 5104 of the Revised code or Chapter 5101:2-12 of the Administrative code. A copy of the law and rules are available at the center for review upon request.
3. The administrator and staff are required under section 2151.421 of the Revised code to report their suspicions of child abuse or neglect to the public children services agency.
4. Parents/guardians are permitted unlimited access to the center during hours of operation for the purposes of contacting their children or evaluation the care of the premises. Upon entering the center, the parent/guardian must notify the administrator.
5. Parent rosters that include names and telephone numbers of parents of enrolled children are available upon request. Parents will be notified that the rosters do not include the names or telephone number of those parents who requested not to be included.
6. Licensing inspection reports and substantiated complaint investigation reports for the current licensing period are located on the bulletin board in the preschool office.
7. The center's licensing record, including licensing inspection reports, complaint investigations, evaluation forms from the health, building and fire departments that inspect the center, are available upon request from the Ohio Department of Job and Family Services.
8. It is unlawful for the center 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; 327, 42, U.S.C. 12101 et seq.

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>

TUITION PAYMENT SCHEDULE/LATE PAYMENT POLICY

Parents receive their tuition bill via email at the beginning of each month. It will state the current monthly tuition owed, plus any lunch bunch/enrichment classes used from the previous month. Preschool tuition is broken down into eight monthly payments. (Sept-April) There is not a payment for the month of May. Monthly tuition must be paid by the first of the month. If the preschool does not receive a payment after 15 days, a reminder will be emailed to the parents. If the preschool does not receive a payment after 30 days, the child's registration will be terminated.

MANDATORY ENROLLMENT FORMS:

The preschool registration form and the \$100 registration fee must be given to the director in order to ensure your child's enrollment for the current school year.

Also, there will be two sets of forms for parents to review and complete:

1. The Child Enrollment and Health Information Form and the Medical Form must be completed and submitted to the director before the first day of school. Parents may choose to not have their child vaccinated, however, parents still must have an updated medical form on file and a statement from the doctor stating that he or she feels the child is healthy enough to attend preschool
2. A field trip form and release waiver will be provided to parents during Orientation and must be completed and submitted to the director by the first day of school.

PICK-UP AND DROP-OFF PROCEDURE:

Mariemont Community Church Preschool follows a very specific procedure for parents when picking-up and dropping-off their child. (If your child/children will be absent from school, please call the director to let the school know.) If your child/children will be attending school, then please follow the sequence listed follow:

1. When dropping off and picking up, parents must park in the designated parking areas. Parents are not to park in areas marked "NO PARKING." or in areas that are not designed to be a parking area.
2. Entry to the preschool program is through the front entrance and controlled by a security keypad. The door will remain locked at all times, and will require your security code to access the building. From 9:15am to 11:15am, and then from 11:45am to 12:45pm the door will not be accessible through using parental codes. Parents will need to ring the doorbell in order to enter the preschool.
3. At 9:00 am, parents are to walk their child/children to the preschool classroom and hand off their child to the staff members. Parents, who have three and/or four year old children, do have the option of dropping their child off in front of the Parish Center. Two staff members will be there to assist with the drop off. Children are not permitted in the classrooms prior to

9:00 am. Parents must remain with their child until staff members signal the start of school.

- 4. Staff members are then in charge of the child's safety. Staff members will record the time of drop off on the attendance sheet when the child arrives, and also when the child is picked up by the parent/guardian. The child will remain in the care of a staff member until released to parent, guardian or approved person.**
- 5. At 11:30am, parents are to come to their child's classroom for pick up. A pick up process in front of the Parish center is not available.**

***Please note that all parents receive a release form in their orientation materials and must list any approved persons for pick-up purposes. Please notify the child's teacher ahead of time if an approved person will be picking up your child. If a custody agreement is in effect for your child/children. The parent/guardian must give a copy of the custody agreement to the Director upon enrollment of their child to allow the staff to follow the schedule stated on the agreement.**

LATE FEE POLICY:

The preschool program ends at 11:30am A late fee will be assessed to parents who are late picking up their child. Listed are the procedures the preschool will follow:

- 1. The first time the parent is late a verbal warning will be given.**
- 2. The second time the parent is late a written warning will be given.**
- 3. The third time, and for any incidences after that, the parent will be charged five dollars for every ten minutes he/she is late.**

We understand that unavoidable or emergency situations will occur throughout the year that may cause parents to be late. Therefore, the director will assess emergency situations on a case-by-case basis in determining late-fee assessment.

CONFLICT RESOLUTION:

If parents have concerns with his/her child's teacher, we ask that the following procedures be enforced. If a parent has a concern with the director, they should start with step two of the conflict procedure:

- 1. Discuss with child's teacher first. If the parent feels that the issue was not properly addressed, or it was dismissed, then:**
- 2. Discuss with the director. The director will then work with the staff member and parents in an attempt to resolve the problem. If the parent feels that the conflict is unresolved, then:**

3. Discuss with the Mariemont Community Church Elder responsible for the preschool program.
4. Once exhausted, the above steps are final. Refusal of the preschool's resolution will result in the permanent disenrollment of the child.
5. If employees have concerns, speak to the administrator or the Mariemont Community Church Elder.

PRESCHOOL CURRICULUM:

The Preschool has established curriculums for our toddler, three year old and four year old programs. In addition, we also facilitate the "Handwriting Without Tears" program for our four year old classes. Class curriculums are available upon request.

PRESCHOOL ASSESSMENT:

The Preschool conducts ongoing assessments throughout the school year. Students will be assessed both formally and informally using a variety of methods, such as teacher observations, checklists, rating scales and individually-administered oral tests. parents are encouraged to share their observations from home with the child's teacher at any time. There will be three parent/teacher conferences scheduled each year. (Fall, Winter, and Spring) for three and four year old classes. Formal assessments will take place in conjunction with these conferences. The three year old classes use an evaluation form called, "My can Do Report Card." The four year old classes use an evaluation form from the "Handwriting Without Tears" curriculum. Results will be presented in writing and parents will have the opportunity to discuss their child's progress during these sessions. All student records are kept confidential.

PARENTAL INVOLVEMENT:

Mariemont Community Church Preschool encourages parents to be involved with their child's preschool experience. Parents are always welcome and permitted to visit the preschool at any time during the hours of operation. Listed are the areas parents are welcome and encouraged to be involved with.

1. Field Trips (see rules listed below)
2. Providing snacks (see rules listed below)
3. Celebrating child's birthday (see rules listed below)
4. Providing Holiday treats and helping out with parties (see rules listed below)

FIELD TRIPS:

During the school year, the three year old and four year old classes attend field trips. Toddlers do not attend field trips. Parents are welcome to participate with the field trips. While the children are at their field trip, staff members are to ensure supervision at all times and will ensure the safety of the children. The staff will take attendance prior to the field trip starting and after the event is over. Once small groups are formed, parent volunteers will assume responsibility for the children in their designated group with staff supervision. Each child will have an identification card attached to him/her containing the center's name, address and telephone number. The teachers who attend the field trip are certified in First Aid, Communicable Diseases and C.P.R. Teachers will have a working cell phone, a first aid box, the children's emergency health forms and medical and physical care plans with supplies if needed.

Parent Responsibilities

1. Parents must fill out a permission slip form in order for their child to attend The field trip.
2. Parents provide transportation for their own child/children to the field trips.
3. When arriving at the destination, the parent/guardian must find the teacher and personally hand their child over to the staff member. After the field trip is over, the parent/guardian walks up to the teacher to pick up their child.
4. Parents are to make sure their child/children are dressed appropriately for the field trip based on the weather.
5. Parents must notify the school as soon as possible if their child/children will not Be attending the field trip.

Chaperone Responsibilities

1. Chaperones are prohibited from smoking while supervising children.
2. Chaperones must not be under the influence of any substance including alcohol, narcotics, or prescription drugs while supervising children.
3. Chaperones may not bring siblings to field trips.
4. Chaperones must arrive early and meet with a teacher to go over instructions.
5. Chaperones are responsible for children they are supervising. The teachers are in charge at all times and are ultimately responsible for the safety of the attending children.

SNACKS:

The preschool offers daily snacks to the children which are supplied by the parents. The director will provide a specific list of approved snacks to parents prior to the first day of school. Snacks that are not on the list will not be allowed. Teachers will coordinate a snack schedule for their classroom. The preschool serves water to help avoid reactions in children that may be allergic to either milk or juice.

BIRTHDAYS:

Parents are welcome to bring in special treats for their child's birthday and may attend their child's party. However, please realize that younger and older siblings are not permitted to attend. When providing birthday treats, parents **MUST ADHERE TO THE PRESCHOOL'S NUT FREE POLICY** and provide teachers with advance notice of what will be brought. Parents may use the classroom cubbies to pass out birthday party invitations, but only if everyone in the class is invited.

HOLIDAY PARTIES:

Parents may bring in special treats (per the teacher's direction) for holiday parties. Parents who sign up for food **MUST ADHERE TO THE PRESCHOOL'S NUT FREE POLICY**. Signup sheets will be located in the classroom. Please remember that younger and older siblings are not permitted to attend.

NUT FREE FACILITY POLICY:

Mariemont Community Church Preschool is a "Nut" free facility. This means that the following items, and/or foods containing the following items are not permitted anywhere on the school premises.

- a. Peanuts;
- b. Tree nuts (For example, Cashews, Walnuts, Almonds, Macadamia etc.)
- c. Peanut butter (For example, sandwiches, candy containing peanut butter, peanut butter crackers, peanut butter granola bars and peanut butter cereal etc.);
- d. Baked goods containing nuts and any form of nuts

Therefore, parents must read all ingredient statements on food and baking ingredient packaging BEFORE bringing anything into the classroom. Please ensure there are no nuts in the ingredient statement. Please ask your child's teacher or the director should you need assistance in reading ingredient statements. This applies to anything brought into the school, such as: snacks, birthday and holiday treats, special event treats (for example, Valentine's Day) and bake sales etc.

SPECIAL NUTRITIONAL NEEDS AND FOOD ALLERGIES:

For children with special nutritional needs or food allergies, we requires that parents complete the Child Medical/Physical Care Plan Form. This form helps the preschool staff to ensure that children are protected from contact with problem foods. At the beginning of the school year, parents of a child with any food allergies should notify their child's teacher to discuss any special snack arrangements. Teachers will provide necessary communication to all parents in the class regarding daily snacks, birthday, holiday and special event treats. If administration of medication is required for emergencies, parents are to fill out the Administration of Medication Form and give it to the director before the first day of school.

SUPERVISION OF CHILDREN

When children are present in our center, the staff will:

- Leave no child unsupervised which means the staff know the child's needs, awareness of and responsibility for the activity of each child and being near Enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.
- Ensure all children are within sight and hearing of staff members at all times (except when children are using the restrooms. At that time, staff will ensure That they can hear the children.)
- Not be under the influence of any substance that impairs the staff member's Ability to supervise children and/or perform duties
- Always have immediate access to a working cell phone
- Only release a child to the parent or approved guardian
- Not expose children to inappropriate languard or media
- Supervise outdoor, muscle room and sensory room by remaining with the children at all time.

GUIDANCE AND MANAGEMENT TECHNIQUES:

All employees of the preschool program will adhere to the specifications of rule 2-12-22 in the Child Care Licensing Center rules. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child

The following techniques or practices may be used by Staff. Any technique or

practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

- Setting clear limits
- Redirecting to an appropriate activity
- Showing positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- encouraging children to control their own behavior, cooperate with others and solve problems by talking
- Separation from the situation, shall last no more than one minute per each year of the child's age. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child
- Holding a child for a short period of time, such as a protective hug, so that the child may regain self-control

The following are prohibited discipline techniques

- Abuse, endanger, or neglect of a child, including shaking
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding child for a short period of time,
- Place a child in a locked room or confine child in any enclosed area
- Confine child to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food beverages or water, rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one
- Isolate and restrict children from any or all activities for an extended period of time.

Also, all staff members will seek to cultivate self-discipline and socially-acceptable behavior in each child. At the beginning of the year, simple, important rules and limits will be implemented, designed to protect the child and the group. Staff will be positive and focus on "do's" rather than "don'ts" when redirecting inappropriate behavior and use constant praise when the child engages in appropriate behavior. When there is a discipline problem in the classroom, the following procedures will be observed:

1. The child will first be given a verbal warning and reminded of the specific rule he/she has disobeyed.
2. If the negative behavior continues after a warning, then the child will be

- placed in a chair for “time out” and again reminded of the specific rule.
3. If “time out” fails to correct the behavior, the child will be removed from the classroom to sit in the preschool office with the director, who will again talk to the child.
 4. If the problem continues, the director will contact the parents, inform them of the situation, and request that they pick up the child immediately.
 5. If the child continues to act in a negative behavior on a regular or frequent basis, then the director will have a meeting with the parents to create a disciplinary plan specifically tailored for the child.
 6. If a child still chooses to misbehave following the disciplinary plan implementation, he/she may be removed from participation in the program by a joint decision of the director and the preschool elder.

MANAGEMENT OF ILLNESS POLICIES:

All Staff members are required to take six hours of communicable disease training. This training helps Staff members to avoid and manage the spread of disease. If a communicable disease is found, the director will notify the entire class within four hours.

Management of Illness

A. If a child has any of the following symptoms, the staff member is to bring the child to the preschool office immediately. The director will then call the parent and supervise the child until the parent comes to pick up the child.

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (two times)
- 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 pus eye 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 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

* If your child’s temperature is 100.0 degrees F or greater (or 1 or 2 degrees above the child’s normal temperature) (s)he should remain home until (s)he has been fever

free for 24 hours without the use of fever reducer medication (acetaminophen – i.e. Tylenol or ibuprofen – i.e. Advil or Motrin). Remember fever is a symptom indicating the presence of an illness. Also, if your child has vomitted, (s)he may not return to preschool until 24 hours have past.

B Staff shall wash hands with liquid soap and running water for at least 15 seconds

- Upon arrival for the day, after breaks, when moving from one child care group to another and upon returning from outside**
- After toileting or assisting a child with toileting**
- After each diaper change or pull-up change**
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids**
- After taking off disposable gloves**
- After cleaning or sanitizing or using any chemical products**
- After handling pets, pet cages, or other pet objects that have come in contact with the pet**
- Before eating, serving or preparing food or bottles for feeding a child**
- Before and after completing a medical procedure or administering medication**

Proper hand washing procedure

- Use liquid soap and running water**
- Rub hands vigorously for at least 10 seconds, including back of hands, wrist and between fingers, and under fingernails, rinse well**
- Dry hands with a paper towel**
- Use paper towel to turn off running water when finished with hand washing**

Make sure children in the classroom wash their hands

- Upon arrival for the day**
- When visibly soiled**
- After toileting/diaper change**
- After contact with bodily fluids**
- After returning from outdoor play**
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity**
- Before eating or assisting with food preparation**
- After water activities**

Diaper changing procedures.

The following will be done with children who are unable to use the toilet consistently.

- 1. Use only commercially available disposable diapers or pull ups**
- 2. Clothing that are soiled by urine or feces are immediately placed in a plastic bag without rinsing and are sent home that day**
- 3. Check children for signs that diapers are wet or contain feces**

4. Change diapers when wet or soiled
5. Change diapers or soiled underwear in the designated changing areas and not elsewhere in the facility
6. Place a hand on the child when the child is being changed on an elevated surface.
7. Ensure that surfaces used for changing are not used for other purposes.
8. Ensure that containers that hold soiled diapers have a lid that opens and closes tightly.
9. Ensure that containers are kept closed and are not accessible to children.

TOILET TRAINING POLICY

Toilet training shall occur based on a child's readiness and consultation with parents/guardians regarding practices in the children's home. The preschool staff shall ensure that toilet training is never forced. However, when parents are toilet training their toddler, they are encouraged to communicate this with the staff members. The staff members will ensure that they will ask the toilet training child if she/he needs to use the toilet every half hour. Parents who are toilet training their child must have pull ups on their child while attending preschool. Parents who are toilet training are not permitted to bring their child in underwear. This rule is to ensure a sanitary environment for all children in the classroom and to yield communicable disease from spreading.

PREVENTATIVE MEASURES:

In the event that the staff or director identify symptoms of illness, the following plan of action will immediately go into effect:

1. Identify the symptoms.
2. Isolate the child in the director's office until parent or guardian arrives.
3. Keep the child within sight and hearing of classroom.
4. Provide a cot and make him/her feel as comfortable as possible.
5. Call the child's parents or adults listed on the child's emergency transportation form in order to have the child removed from the center.
6. Disinfect the classroom and cot.
7. Only allow readmission of child upon receiving a doctor's note when dealing with communicable diseases. A list of Communicable diseases is posted by the preschool office.
8. Send parents an email stating that their child has been exposed to a communicable disease.

ADMINISTRATION OF MEDICATION:

***It is our policy to only administer medications for medical/emergency cases. Parents and their child's physician are instructed to fill out the form entitled, "Parent/Guardian request for administration of medication," if their child is in need of medication while the child is present during the preschool hours of operation. Staff will follow specific instructions that are listed on the form when administering medication to the child. This policy also applies to all children who attend the preschool.**

***It is our policy to only administer medications for medical/emergency cases.**

MEDICAL/PHYSICAL CARE PLAN:

Parents who have children in need of additional care for medical or physical treatment should fill out the form titled "Child Medical/Physical Care Plan." The staff will have this form readily available in the child's file, located in the classroom. The staff will then be aware of the following:

- 1. Symptoms to look for**
- 2. Conditions to avoid**
- 3. Medical procedures to follow**
- 4. Medicine to administer**
- 5. Training instruction in the case of non-emergencies or emergencies**

OUTDOOR/INDOOR PLAYGROUND POLICIES:

Mariemont Community Church Preschool will provide children with outside play time as much as possible. The staff will be taking their class outside during cooler temperatures, EVEN ON SNOWY DAYS! Please remember to bring appropriate clothing. (i.e., sweaters, sweatshirts, jackets, coats, hats and gloves).

PLAYGROUND SAFETY:

To ensure safety for the children while playing on the playground, the director and the staff will adhere to the following policies:

The director will:

- 1. Ensure that 65 square feet of space is provided for each child and will conduct four**
- 2. Ensure that the padding will meet the required amount needed for ensuring safety in the event a child should fall from a climbing structure,**
- 3. Ensure that the playground equipment is free from rust, cracks, holes, splinters ,sharp points or edges, chipped or peeling paint, toxic substances**

protruding bolts, or tripping hazards.

4. Ensure that the area provides proper shading for the children, is well defined by a fence that is safe and in good repair and ensure that the gate has functional latches which cannot be easily opened by children,
5. Ensure that the playground is protected from traffic and animals

The staff will:

1. Actively supervise the children during outdoor play time, and will maintain required teacher/student ratios at all times.
2. Pick up debris, such as glass, plastic, paper products, aluminum and any hazardous conditions before children enter the playground.
3. Provide availability of drinking water and access to bath room facilities.
4. Provide and maintain a garbage can for storage fo accumulated trash, rubbish and garbage found inside and outside the playground.
5. Ensure that the bikes are kept off of the rubber padding

MUSCLE ROOM AND SENSORY ROOM SAFETY:

To ensure safety for the children while playing in the muscle room and sensory room, the director and the staff will adhere to the following policies:

The director will:

1. Ensure that 65 square feet of space is provided for each child.
2. Ensure that the climbing equipment is free from rust, cracks, holes, splinter, sharp points or edges, chipped or peeling paint, toxic substances protruding bolts, or tripping hazards.

The staff will:

1. Actively supervise the children during indoor play time, and will maintain required teacher/student ratios at all times.
2. Pick up debris, such as glass, plastic, paper products, aluminum and any - hazardous conditions before children enter the room.
3. Provide availability of drinking water and access to bath room facilities.

POLICIES TO ENSURE A SAFE CLASSROOM ENVIRONMENT:

The staff will follow specific procedures in order to ensure the safety of the children while they are participating in the classrooms. Measures to be taken are as follows:

1. All children will be supervised at all times.
2. Director will ensure that the indoor temperature remains above 65 degrees, but does not exceed 85 degrees.
3. Staff will ensure that equipment, materials, and furniture shall be sturdy and safe, easy to clean and maintain, and free from sharp points or corners,

- splinters, protruding nails, loose or rusty parts, paint which contains lead or other poisonous materials, or other hazardous features.
4. All area used by children shall be ventilated and shall provide protection from rodents, insects and other hazards.
 5. Staff will ensure that children will be protected from any items and conditions which threaten their health, safety and well being, such as stoves, bodies of water, window covering, pull cords, telephone cords, electrical cords, extension cords, lead hazards, asbestos, wells, traffic, employees' personal belongings and other environmental hazards.
 6. Staff will make sure that all outlets are covered and remove furniture, equipment and materials which are not usable due to breakage or hazards from the class rooms.
 7. Staff will make sure that all area rugs have non-skid backing and that the floor surfaces are maintained to prevent injury. Lawnmowers, power tools and other equipment shall not be used or stored in areas where children may have access to them.
 8. Staff will make sure that all cleaning supplies are stored in a secure area out of the reach of children.
 9. Staff will make sure that all toilets are flushed after every use, and ensure that a sturdy platform is available for children who are not able to touch the ground while using the toilet.
 10. Staff will make sure that all mouth toys are cleaned and disinfected daily; washed and disinfected immediately if soiled with blood, feces, urine, or vomit.
 11. Staff will not clean with chemicals and spray aerosols while the children are present.
 12. Toilet tissue, liquid soap, running water, disposable towels, shall be provided in all restrooms.
 13. The center will be cleaned daily. Equipment, furnishings and materials shall be kept clean and in good repair. A chart of cleaning responsibilities is posted on the wall located at the entrance of all classrooms.

PROCEDURE FOR INCIDENT/INJURY, MEDICAL SITUATIONS:

If any of the situations occur in the list below, the staff will complete the Ohio Department of Job and Family Services "Incident/Injury Report." The completed report will be given to the parent/guardian on the day of the incident /injury. If the child requires emergency transportation, the incident/injury report will be available to the parent/guardian within at least twenty-four hours. Copies of incident/injury reports will be kept on file at the preschool for at least one year. A copy of all incident/injury reports will be sent to Ohio Department of Job and Family Services in the event of the death of a child, A child receives a bump or blow to the head that requires first aid or medical attention or An incident, injury or illness requires a child to be removed by the parent or emergency services from the center of medical

treatment, professional consultation or transportation for emergency treatment. If a child is transported for emergency treatment, the health and medical record form shall accompany the child. The director will also stay with the child until the parent assumes responsibility for the child's care.

Non-Serious Situations

1. A child becomes ill and requires first aid or receives an injury which requires first aid treatment.
2. A child is transported to a source of emergency assistance.
3. A child receives a bump or blow to the head
4. An unusual or unexpected incident occurs which jeopardizes the safety of a child, such as a child leaving the center unattended, or exposure of children to a threatening person or situation.
5. Child is coherent and composed immediately after injury or illness.
6. Child has a small cut or scrape with little bleeding
7. Child has little or no swelling.
8. Child is able to move injured area, or does not experience pain when touched.

The staff will apply first aid measures such as stopping the bleeding, applying band aid and washing injury with soap and water. The staff will fill out an incident/injury report, and send a copy home for the parents/guardian to read. If the injury starts or continues to swell, the teacher will call the parents, notifying them of the situation. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital.

Serious Situations:

1. Death of a child
2. A child receives a bump or blow to the head that requires first aid or medical attention
3. An incident, injury or illness requires a child to be removed by the parent or emergency services from the center of medical treatment, professional consultation or transportation for emergency treatment. If a child is transported for emergency treatment, the health and medical record form shall accompany the child. The director will also stay with the child until the parent assumes responsibility for the child's care
4. Child is unconscious or non-composed.
5. The cut or wound is bleeding excessively after attempts to stop the bleeding by applying pressure
6. The child is unable to move injured area or cries when injured area is touched.
7. The child's injury remains swollen 30 minutes after the injury occurred.
8. The child displays symptoms of shock (cold, clammy skin, dilated pupils, etc.) without ability to cough, or exhibits signs of panic
9. The child is stung by a bee or ingests food that he/she is allergic to and begins to

show signs of a reaction to the substance

10. The child's tooth has been knocked loose or completely out, and excessive bleeding occurs. Teachers are to follow the instructions of the "ODH DENTAL FIRST AID CHART" located on the wall near the classroom entrance.

After seeing any of these signs, the staff will call 911 immediately while the other teacher administers first aid or C.P.R. After calling 911, the staff will then call the parents to notify them of the emergency. If the parents are not reached, the staff will call an emergency contact person. When the paramedics arrive, the staff members will follow instructions based on the child's emergency transportation form. A staff member will accompany the child in the ambulance. After the child has been taken to the hospital, the staff member will then fill out an incident/injury form, and send a copy home to the parents. Staff members will also complete an incident/injury form for the following situations:

PROCEDURES FOR ENVIRONMENTAL EMERGENCIES:

The Preschool program has specific procedures in place for the following environmental emergencies:

1. Building Emergencies
2. Severe Weather Emergencies
3. Threats of Violence Emergencies
4. Communicable Disease Outbreak Emergencies

1. Building Emergencies

Fire Fire drills will be conducted every month. In the event of a fire, staff members are instructed to line the children up and take attendance and grab the medication bag. They are to take the children to the Mariemont Elementary School gymnasium and immediately take attendance again to make sure all the children are accounted for. Parents will then be called to pick-up their child.

Utility Problems In the event that problems arise with the electric, heating and cooling, or plumbing systems, the parents will be called, requesting that they pick up their child (pick-up procedures will be observed). Parents will be notified if the preschool will need to be cancelled for the following days.

2. Severe Weather Emergencies. Severe Weather emergency drills will be conducted once a month during the months of March, April, May, August and September. In the event of severe weather conditions such as tornadoes, thunderstorms, major snowfall, blizzards, Ice storms, or earthquakes occur before school begins, parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will take attendance, grab the medication bag, and

lead the children out of the classroom and place them in the main hallway, where the cubbies are located. This area has been approved by the fire department as a safe place for the children to be during severe weather conditions. Parents will be called and notified to come and pick up their child. In the event of snow, the preschool will be closed if Mariemont City Schools are either delayed or cancelled. Please listen to one of the local radio or television stations for the announcement. A preschool closing will not be announced separately.

3. Communicable Disease Outbreak Emergencies If an epidemic or infectious disease outbreak occurs, we will immediately have parents come and pick up their child. The center will close for an undetermined amount of time. Once the threat of the outbreak is rectified, the program will resume.

3. Threat of Violence The preschool will conduct quarterly emergency drills.

Bomb Threat If the preschool program receives a bomb threat, the teachers will line the children up, take attendance and grab the medication bag. They will take the children to the Mariemont Elementary School gymnasium. Parents or an emergency contact person will be immediately notified once all the children have safely been transported. Parents are then to come and pick up their child.

Threat of Terror If someone comes to the center with the intent to harm, the director or staff members will call 911 and quickly do a head count, If an opportunity arises, police will help evacuate the teachers and children to the Mariemont Elementary School gymnasium or the Mariemont Preservation Society. Parents will be emailed as to the location of their child in order to be picked up.

***In the event that we need to evacuate the children, we will be going to the Mariemont Elementary School Gymnasium. Children with special needs will be assisted by our staff members. Parents should call the director at 513-504-9287, or call Mariemont Elementary School at 513-272-7400. If phone lines are busy or not working, parents should just come to the Mariemont Elementary School Gymnasium. If the emergency plan is to keep the children in the facility, the emergency kit and all other emergency supplies are located in the staff room. Every year, the staff will go over the Emergency plans to ensure safety for the children. The Emergency plans will also be updated annually and local emergency officials' phone numbers will be kept on the director's phone for quick contact. If an emergency occurs while children are on field trips, we will follow the facility's emergency plan and call parents immediately to come and pick up their child.**