

# Independence Co-Op Preschool



## Parent Manual 2025-2026

7121 Valley View Dr.  
Independence, OH 44131  
216-524-7788

<https://www.independencecoop.org>  
independencecoopsecretary@gmail.com

**Welcome to the Independence Co-Op Preschool! This is your parent handbook. It contains the information that you will need as your child moves through our program. Please read through the entire handbook carefully and keep it handy throughout your child's enrollment at the school. Whenever we refer to the "staff" or "teacher", we are referring to all employees of the Independence Co-Op Preschool. We encourage you to contact any member of the staff or the parent board of directors if you have any questions about the information contained in this handbook.**

### **HISTORY**

**Independence Co-Op Preschool opened in the early 1950's because local parents wanted to provide their children with playmates as well as prepare them for kindergarten. With a \$60 donation from the Independence PTA and guidance from the Cleveland Day Nursery and Independence kindergarten teacher, Grace Miller, the school was founded. The school was incorporated in 1954 and has not changed its objective, which is to welcome your child and provide him or her with a positive self-image in a social setting that develops readiness skills necessary for a good kindergarten education.**

**The Independence Co-Op Preschool's goal is to provide the highest quality preschool education available for an affordable price. This goal is achieved by actively involving the family in day-to-day activities, as well as mandatory fundraising. Your child will enter a relationship with the teachers providing an opportunity to interact with an adult authority other than his or her parents.**

### **PHILOSOPHY AND GOALS**

**It is the main purpose of the Independence Co-Op Preschool to bring parents and children together at a preschool center of education with the parents being meaningfully involved in classroom activities. The majority of the skill training will be in the area of perceptual development and the preparation for further education.**

**The program focuses on activities that will help your child move through the normal stages of development and will prepare him or her for a positive learning experience in a formal school setting. The readiness program will provide opportunities, which develop pre-math and pre-reading skills. Preschool children need many opportunities to manipulate objects, explore how things work, ask questions, and use their senses. Art and music will allow your child to express his or her own individuality. Science will awaken your child's sense of**

wonder. Language development provides children with vocabulary, speech development and extended knowledge.

The program is carefully planned with objectives that relate to the educational theme of the day. The routine of the day follows a regular pattern with each area planned to provide a learning experience.

#### **LICENSING STATEMENT**

This school is licensed to operate by the Ohio Department of Job and Family Services. The school is licensed to serve a maximum of 20 preschool children per class.

The Ohio Department of Jobs and Family Services issued the school a license that is posted in a conspicuous place for review. The laws and rules governing child day care are available for review upon request.

The school's licensing record is available upon request from the department. The phone number for the Ohio Department of Jobs and Family Services is posted on the license and may be used to report a suspected violation by the school.

#### **NON-DISCRIMINATION POLICY**

It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin. We also do not discriminate against children with physical or mental disabilities unless a financial burden of the school would be imposed. We will provide appropriate auxiliary aids and services needed for effective communication with children with disabilities, when doing so would not constitute an undue burden.

#### **ADA Requirements**

We ensure that ADA requirements are followed in our procedure for administering medications (See "Administration of Medication" on pg. 16) and care for children with disabilities.

- Administrator will refer to the Office of Civil Rights or the Bureau of Civil Rights for any ADA questions
- Having a procedure for Administrators will refer to The Fedeli Group before a decision is made regarding not enrolling based on a condition, or not administering medication or a

care procedure needed for a child with a disability. This would ensure a check/balance and that decisions are made in line with the ADA.

### **PRE-ENROLLMENT**

A child is considered to be pre-enrolled in the center only after the following has occurred: confirmation of available space in the class by the registrar; completion (including parent signature) of the registration form; and receipt of a \$50.00 non-refundable registration fee. Any change to this information must be communicated to the registrar immediately so that the current information is always on file.

### **ENROLLMENT**

Enrollment is confirmed once pre-enrollment terms are met, the Parent Manual Statement of Understanding has been signed and returned within the first week of your child(s) start of the school year. Also, a medical form signed by a physician or certified nurse practitioner must be submitted within 30 days of the start of the school year and must be updated every 13 months. You will be notified 4-6 weeks prior to the expiration of your child's medical forms.

### **VISITATION POLICY**

Parents or guardians of a child enrolled in the school are welcome to visit the school at any time. Please notify a staff member upon entering the school. Parents are also permitted access to all parts of the school during the school open house or any visit prior to the child's admission.

### **PARENT ROSTER INFORMATION**

The school will prepare for each class a roster of the names and telephone numbers of parents or guardians of the children in that class. You have the option of omitting your name and/or phone number from this list. The roster is available to you upon request.

## **SCHOOL FACTS**

### **LOCATION:**

Independence Co-Op Preschool  
7121 Valley View Drive  
Independence, OH 44131

Email: [Independencecoopsecretary@gmail.com](mailto:Independencecoopsecretary@gmail.com)

### **PHONE NUMBER:**

216-524-7788

## **CLASS INFORMATION**

**\*times are subject to change based on enrollment**

### **3-YEAR-OLD CLASS: Mrs. Hamman and Mrs. Wadley**

Thursdays and Fridays

9:00– 11:00 am OR

12:00 – 2:00 pm

Usual class size: up to 12 per session

### **4-YEAR-OLD CLASS: Mrs. Hamman and Mrs. Wadley**

Monday, Tuesday and Wednesday

8:30 – 11:00 am OR

12:00 – 2:30 pm

Usual class size: up to 14 per session

### **Pre-K CLASS: Mrs. Hamman and Mrs. Wadley**

Monday-Friday

12:00 – 2:30 pm

Usual class size: up to 14 per session

**This class consists of one teacher and one teacher's aide**

**The group size and ratios for each class are as follows:**

<b><u>CLASS</u></b>	<b><u>Adult: Student Ratio</u></b>
<b>4/5 year old classes</b>	<b>1:14 with a max size of 28</b>
<b>3 year old classes</b>	<b>1:12 with a max size of 24</b>

**All programs include field trips. Siblings are not permitted on field trips due to liability.**

**The preschool hours of operation are Monday through Friday 8:30am – 3:00pm.**

### **PROGRESS REPORTS**

**A written progress report is provided to parents once per year in February. The results of these reports are not currently reported to the ODJFS pursuant to rule 5101:2-17-02 of the administrative code, but may be required for compliance. Additional conferences may be arranged when needed. Parents are welcomed to schedule an appointment anytime they wish to meet with the teachers.**

## **DISENROLLMENT**

There will be a PROBATIONARY PERIOD of four weeks for both the preschool and the participating family. During this period the children will be evaluated for continued enrollment. If it appears that a child is unable to adjust to the preschool setting, or if the teacher feels that at any time it would be in the best interest of the child or the school to terminate the child's enrollment, the child must be disenrolled. Proper notices for withdrawal must be given from both parties as outlined in the by-laws. Independence Co-Op Preschool reserves the right to deny refunds of any fees associated with enrollment if proper notification is not given or commitment is not met on the Statement of Understanding. For refund of tuition monies refer to the tuition section. Disciplinary exceptions are up to the discretion of the teachers and board and are also contained in the By-laws.

## **SUSPENSION AND EXPULSION**

It is our goal to provide each child a safe and positive learning environment where he/she can experience both social and academic growth. We recognize that all preschoolers do not develop equally. Some experience difficulty with separation, toileting, routine and structure, or relating to the group experience. The program allows an adequate adjustment period, but some instances require attention. When a child experiences prolonged difficulties, parents will be notified. A plan will be discussed and strategies implemented. If deemed necessary, staff and parents can agree to call upon an intervention specialist from the local school system. If strategies are unsuccessful, it may be necessary to counsel the child out of the program. The school must make decisions based on the safety and the best interest of the whole group. It is important to remember that not every child is ready for the preschool group experience and may need additional time for growth. The school will report any expulsions for behavior to the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code.

## **SCHOOL CALENDAR**

Independence Co-Op Preschool closely follows the Independence School System schedule for vacations, holidays, and closings due to bad weather. The school year begins the Tuesday following Labor Day and runs through mid-May. The first week of school generally consists of parent's meetings and open houses for the children.

The school is closed for a mandatory teacher's meeting in October, Thanksgiving Day as well as the day before and after Thanksgiving; for two weeks in observance of Christmas and New Year's; Martin Luther King Day; President's Day; for the period between Good Friday and the Friday following Easter. The school is closed on all Saturdays and Sundays. When the Independence City Schools close for inclement weather, the preschool will also be closed with exception to parent/teacher conferences. Be sure to tune into Channel 3 News for closings and delays or visit our Facebook page.

### CLASS SCHEDULES

The children's daily schedule provides structure in order to provide predictability for the children, but is also flexible to provide adaptability when necessary. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. Following are typical schedules with an approximated time for each activity.

#### 3 Year Old Class Daily Schedule

- Play Dough 15 minute
- Circle Time 15 minutes
  - Opening: song, attendance,
  - Weather bear, calendar,
  - Songs, finger plays, movement
  - Concept: introduce color,
  - shape, number



- Small group/craft time 15 minutes
- Playtime 30 minutes
- Show and Tell 15 minutes
- Wash hands/snack time 15 minutes
- Story/Music/Outside Play 15 minutes
- Dismissal

#### **4 Year Old and Pre-K Class Daily Schedule**

- Opening 10 minutes
  - Books, puzzles, manipulatives
- Learning Time 25 minutes
  - Hello Song, weather bear
  - Calendar, pledge, abacus
  - Music, finger plays, alphabet
  - Theme of the week
- Small Group/Craft/Learning 15 minutes
- Free Play 35 minutes
- Show and Tell 10 minutes
- Snack Time 15 minutes
- Outdoor/Gross Motor Room 10 minutes
- Dismissal

**Social Studies and Science will be incorporated throughout the day**

#### **TUITION**

Tuition amounts do not vary based on the number of class dates per month. It is a predetermined cost to run the majority of the school's operations for the entire school year and then averaging the total amount against the number of days that school is in session on the annual calendar.

Tuition is collected throughout the school year in 9 equal installments for your convenience. Tuition bills are sent out no later than the 18th day of each month. If you choose to pay tuition in full, your tuition will be reduced by 3%. Please remember as a Co-Op parent you are required to participate on committees and/or events. Fees are non-refundable without board approval and can also be found on the Summary Billing Schedule given out at the family picnic.

Tuition is as follows:

**Installment Option**

- 3's program is \$1,175.00 (9 equal installments of \$135.00)
- 4's program is \$1,350.00 (9 equal installments of \$155.00)

**Discount Option**

- 3's program is \$1,139.75 (if paid by September 15th)
- 4's program is \$1,309.50 (if paid by September 15th)

Monthly tuition is due the 1<sup>st</sup> day of the month or first class day of the week of each month whichever comes first. The 9 tuition payments are made each month September through May.

During the months that school is in session, you will be provided with an invoice and envelope to be used for remitting tuition and other fees. Please remit bottom of invoice slip with payment as this helps insure proper credit to your account. The tuition payment is to be placed in the box designated for your child's class no later than the above specified due dates. Checks are to be made payable to the Independence Co-Op Preschool. Our tax ID number is available upon request.

Credit cards are accepted, but charged a 3% processing fee.

Payments not received by the 15<sup>th</sup> day of the month are subject to a \$25.00 late charge and in the event of a check returned due to insufficient funds, a NSF charge will be assessed. The Co-Op does not accept postdated checks, and received postdated checks are subject to an additional \$25.00 charge unless the treasurer approves.

In the event you decide to withdrawal your child from our school the refund policy for tuition is as follows:

- Tuition refunds due to withdrawal will be given 100% refund if prior to the first 14 days of class
- Tuition refunds due to withdrawal will be prorated after the first 14 days of class

For further questions, please contact the board president or treasurer.

### OTHER PAYMENTS

Associated with the Co-Op are one time payments that all students must pay. These costs, along with tuition, are necessary to keep the school operating.

- Registration fee is \$50.00 per child and is collected during enrollment process
- Home Days raffle of \$25.00 per child collected at the family picnic
- Mandatory fundraiser fee. This fee is TBD by the Ways & Means and fundraising committee. The fundraising cost requires each child enrolled to purchase 4 tickets for the event. Any family that cannot make the fundraiser can sell their tickets to others only after they have purchased their mandatory 2 tickets. The cost per ticket will normally range from \$60-\$100. If any concerns need to be addressed contact Ways & Means.

### COMMUNICATION

It is very important that you feel comfortable with the teachers and know that every effort will be made to accommodate your reasonable requests. However, it is conceivable that in some cases personal differences may arise. We ask that you work together with us to find a positive solution to the situation at hand. Please know that the board members and teachers are available to discuss any situations that arise. Any issues you may have we ask that you direct them to board members first so our teachers primary focus can be teaching the children. Board members can be reached at the following emails.

- President – [independencecooppresident@gmail.com](mailto:independencecooppresident@gmail.com)
- Vice President – [independencecoopvicepresident@gmail.com](mailto:independencecoopvicepresident@gmail.com)
- Books Treasurer – [independencecooptreasurer@gmail.com](mailto:independencecooptreasurer@gmail.com)
- Records Coordinator – [independencecooprecords@gmail.com](mailto:independencecooprecords@gmail.com)
- Tuition Treasurer – [independencecooptuition@gmail.com](mailto:independencecooptuition@gmail.com)
- Ways&Means Coordinator– [independencecoopwaysmeans@gmail.com](mailto:independencecoopwaysmeans@gmail.com)
- Secretary– [independencecoopsecretary@gmail.com](mailto:independencecoopsecretary@gmail.com)
- Registrar – [independencecoopregistrar@gmail.com](mailto:independencecoopregistrar@gmail.com)
- Field Trip Coordinator- [independencecoopfieldtrips@gmail.com](mailto:independencecoopfieldtrips@gmail.com)

To update our preschool families, a quarterly newsletter will be published along with a monthly calendar advising you of upcoming events. Parents should check the bulletin board daily for information about the program. Parent/teacher conferences will be scheduled in February; however, parent/teacher conferences are not subject to the school closing policy for bad weather due to the fact that these conferences are on an individual basis. If a

conference needs to be rescheduled, that can be done with the teacher/parent. Personal conferences may be scheduled as needed by the teacher and/or the parents at any time. Telephone calls to the school should be made either before or after class time, with the exception of an emergency situation. The teachers want and need to spend as much time as possible with our children, and request that you use the answering machine whenever possible.

### **EXTRA CURRICULAR ACTIVITIES**

Each month the school will schedule at least one field trip or special program, either a visitor to the classroom or a guest speaker (fireman, policeman, dentist, librarian, etc). As a preschool parent, we invite you to share your special interests or talents with your child's class. Holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter will be celebrated in an age appropriate manner.

### **FIELD TRIPS**

Field trips at the Independence Co-Op Preschool reinforce the curriculum that is presented during the school year. Most field trips are directly tied to concepts which have been covered in the classroom by the teacher. In order to see the connection between the classroom and the outside world, we encourage your child to attend all field trips.

Following are the school's policies for field trips:

1. We recommend one parent or adult attend each field trip for each child. We do understand that sometimes this is not possible. Although the teacher is present on all field trips, she is unable to realistically and safely attend to the needs of all of the children. Therefore, we ask you to "assign" another parent who is attending the field trip to your child in your absence. When you receive a permission slip for the field trip, this will be one of the options on the slip.
2. The school will obtain a written and signed permission form from the parent or guardian before each field trip.
3. The teachers are trained in first aid and will take along a first aid box on each field trip. The teacher will take along the emergency transportation authorization forms and the

first aid box. The child's health record will also be made available for all field trips in order to have access to allergy, handicapping, or special health conditions.

4. Siblings are not permitted on field trips.
5. Those field trips that are pre-planned will be communicated to you as soon as possible. Other field trip communications will be posted on the bulletin board outside of the classroom.
6. Dates and times of field trips are subject to change depending on circumstances. Sufficient notice will be attempted.
7. The field trip coordinator is a member of the parent Board of Directors. The name and phone number of that individual will be provided to all families. Questions regarding field trips are to be directed to the coordinator.
8. Children not paid by the beginning of the field trip are not permitted to attend the event.

### **OUTDOOR PLAY**

Outdoor play will be included in our program on a daily basis, weather permitting. We will limit the amount of time spent outdoors when the temperatures are very warm or very cold. We will not have outdoor play if there is rain, threatening weather, ozone warnings, etc. The children will be supervised at all times during outdoor play by a teacher. Children needing to return to the classroom to use the bathroom will be accompanied by an adult.

## **THE CO-OPERATIVE PARENT**

**\*In order to participate as a parent helper you are required by law to obtain :**

- 1. Current fingerprints for background checks (FBI/BCI)**
- 2. Medical Statement signed by your Dr.**
- 3. A profile in the Ohio Professional Registry**
- The school will provide instructions and paperwork for you to complete these steps**

A cooperative preschool allows us to provide excellent early childhood educational experiences at a reasonable cost because each parent volunteers their time and service. By volunteering either for the board, a committee, or just giving some extra hours of your time, you contribute in creating a beneficial environment for your child and allow the school to operate efficiently. As well as your child gaining valuable social and academic skills, the parent will also benefit from the opportunity of seeing their child interact among their peers. The following responsibilities are shared by all cooperative parents in order for us to maintain our high standards at an affordable price. We understand that situations arise, and we will work with you to accommodate any needs. If you fail to complete duties, you may be charged a \$25 fee.

- 1. Parent classroom workdays:** Each parent is required to participate in the classroom on an assigned day and to assist the teacher as needed on that day. If you are unable to work on your assigned workday, you must make every effort possible to find a replacement. In the event of an emergency, you must contact the school to inform the teacher that you are unable to work, in order to allow the teacher to post a notice requesting assistance for parents dropping off children. The classroom parent is required to provide, on a rotating basis, a nutritional snack and drink for the class.
- 2. Working committees:** Working committees are needed throughout the year. All general members are required to work on at least one committee or serve on the preschool Board of Directors. If you do not participate in your assigned duties on a committee, you will be subject to a penalty that will be determined by the Board of Directors. This penalty will vary depending on the subject in question. Each family is responsible for cleaning one weekend per year, if a family fails to clean, they will be charged a \$25 cleaning fee.
- 3. Unregistered Children:** Our insurance coverage does not permit unregistered children in the classroom during class time.

4. **Reimbursement:** Reimbursement will be given if receipts are turned in within 30 days from the purchase date. Graduation/ Bridging receipts must be turned in within 10 days from the ceremony to qualify for reimbursement. Sales tax is not reimbursable. Please obtain a tax exempt form which can be found in the school lobby. Any reimbursement from a parent that is over \$150.00 will also require the president's approval on the expense voucher.

### **PHILOSOPHY OF GUIDANCE**

1. The teachers set an environment for learning and for cooperative play with a consistent routine.
2. The teachers will clarify the rules, limits, and expectations for the children to follow.
3. The teachers are aware of the individual needs of each child and will meet the maturity level of the children.
4. The teachers will model positive behavior and use positive techniques in dealing with negative situations.

### **GUIDANCE AND MANAGEMENT POLICY**

Independence Co-Op Preschool teachers believe that children should be treated with respect. They have feelings just as adults do and we believe that if you offer patience and understanding to a child, he or she will in turn treat others in the same manner.

Children will be offered positive solutions to solve any problems that may arise. “We use our words, not our hands, to explain what we want”, is told to the child who is displaying aggressive behavior. Negative behavior such as tantrums will first be diverted by distracting the child. If this fails, the child will be removed from the group and observed by the teacher. We believe a child should be given the chance to calm him or herself by expressing their feelings in a constructive way, such as reading a book or playing with a quiet toy, rather than forcing them to sit in a corner or “time out” chair, which can become increasingly frustrating. The teacher will give the child this opportunity. If the child has not chosen to return to the group before the next activity begins, he or she will then be invited by the teacher to return to the group.

Preschool children often use physical force to express anger, unaware of other methods to employ. Consistent and severe discipline problems will be discussed privately with parents to determine the cause and to work out a positive plan to control the negative behavior. Should another child injure a child at school, both parents will be notified of the incident. The injured child will receive the necessary aid both physically and emotionally. The child who causes the injury will be removed from the group and with the teacher will focus attention on positive reinforcement teaching rather than criticism and negative feedback. A child's self-esteem begins to form at an early age and we do our best to help your child to develop a positive self-image. *We believe you are the most important people in your child's life, and this is why we so strongly encourage communication between parents, teaching staff, and board members.*

### **SUPERVISION OF CHILDREN**

1. No child shall ever be left alone or unattended. If a child becomes ill, s/he may be isolated in a section of the room that is not in use, but within the sight and hearing of a staff member.
2. Teachers will greet parents and children at the door upon arrival to assure that a staff member is aware of each child's presence. Parents are responsible for the supervision of their child before and after class times.
3. Children will not take naps or sleep while at school.

### **RELEASE OF A CHILD**

Transportation to and from Independence Co-Op Preschool is the responsibility of the parents. Staff will only release children to a parent except in the following cases:

1. Staff will release children to persons other than a parent who have parental permission in writing provided by the parent. Staff will check the identification of any person that they do not recognize.
2. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.



3. If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.
4. The preschool will not transport children in emergency situations. In the case of an accident or emergency, the parent will be notified and emergency transportation will be summoned, if necessary, to take the child to the hospital of choice, as indicated on the Emergency Transportation Authorization form, or the nearest emergency department.

**IF DURING THE COURSE OF THE SCHOOL YEAR, A PARENT IS LATE MORE OFTEN THAN 3 TIMES IN PICKING UP THEIR CHILD FROM SCHOOL; THE CLASS ROOM TEACHER WILL BRING THIS TO THE ATTENTION OF THE TUITION TREASURER. THE TUITION TREASURER WILL CONTACT THE PARENT VIA A WRITTEN WARNING AT THAT TIME THE TUITION TREASURER WILL BEGIN TO ASSESS LATE CHARGES OF \$5.00 PER EACH FIVE MINUTES AFTER CLASS DISMISSAL, LATE IS DEFINED AS FIVE MINUTES PAST CLASS DISMISSAL.**

### **SAFETY**

1. In case of emergency, use the telephone located in the classroom.
2. A monthly fire drill will be held. A record, kept by the teachers, shall be available in the classroom upon request. Periodic tornado drills are also held.
3. In the event of a fire or tornado, the staff will follow the written instructions posted in each classroom, which describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. The fire/weather emergency alert plan is posted next to both classroom doors. In the unlikely event that we need to evacuate, a sign will be posted at the entrance to the preschool indicating where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, staff will contact the emergency contacts as listed on your child's enrollment form.
4. 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 the directions

provided by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be completed and provided to parents.

5. The First Aid box is located in the classroom in the top cupboard, closest the rear door. The cupboard is labeled "FIRST AID" for easy identification. There is always one staff member present that has received training in first aid, communicable diseases and CPR. In the case of a minor accident or injury, the staff will administer basic first aid and TLC. If the injury is more serious, first aid would be administered, and the parent contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, 911 will be called, parents will be notified, and a staff member will accompany the child to the nearest emergency facility with all available health records. The staff member will remain with the child until the child's parent or guardian assumes responsibility for the child's care. Only parents or EMS can transport in an emergency.
6. In the event of an illness/injury which requires transportation to an emergency facility, emergency transportation will be summoned to take the child to the hospital of choice, as indicated on the Emergency Transportation Authorization form, or the nearest emergency department. Every effort will be made to contact the parent or guardian as soon as possible.
7. If an accident or emergency occurs in the classroom or on a field trip, an incident report will be filled out and signed by the teachers. A copy will be provided to the parent on the day of the accident/injury and one will remain in the classroom. Situations which require an incident report are: child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported to an emergency facility by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within 24 hours following the incident.
8. The preschool will not use any spray aerosols when children are in attendance.
9. The water play table will be drained at the end of each class. Water depth will be limited to 2". No more than 2 children shall use the table at one time. The use of water in the table will be seasonal. During cold weather, it will be filled with 2" of sand. Regardless of the substance in the table, it will be covered when not in use.

**10. Parents will be notified of food allergies in the child's class so they can plan snacks accordingly.**

**11. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in its care. The teachers will immediately notify the local public children services agency if they suspect that a child has been abused or neglected. All staff members are mandated reporters of child abuse. The safety of our children is always our first concern.**

#### **ADMINISTRATION OF MEDICATION**

**Please Note: Independence Co-Op Preschool only administers life-saving medications such as Epi-Pen / Benadryl / Inhaler, as well as topical products and lotions (such as sunscreen). Any other medication needed during the child's visit must be administered by the parent. Any medication brought to Independence Co-Op Preschool must meet the following requirements:**

- **Medication must always be in its original container.**

- The prescribed JFS 01217 Request for the Administration of Medication form must be completed by parents/ legal guardians.
- All prescription medication must have either the prescription label attached or written instructions from a physician, advance practice nurse, or dentist which must be on the JFS 01217 prescribed form.
  - All prescription labels must contain the following information:
    - o Child's full name (first and last).
    - o A date within the last 12 months.
    - o The exact dosage to be given.
    - o Means of administration (topical, oral, eye drops, etc.).
- All children who have health conditions which may require that medical procedures be performed at the center must have detailed written information completed and on file. The sample JFS 01236 Child Medical/Physical Care Plan may be used to secure this information.
  - o This includes any children who have health conditions, such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge on procedures to be performed, or actions to be taken, even if it's to contact 911 and make the child comfortable, there needs to be a completed form on file.
  - o All medications or other necessary items needed for children with health conditions must be provided at every visit (if not left at the preschool) and kept up to date. If medication or other necessary items are not provided or are expired, the center reserves the right to refuse reservations or visits until the needed items are provided by the parents.
- If a child has an inhaler or Epi-pen, a health care plan is required to be completed
  - o If medication left at the center expires, parents will be notified by phone call and email. If expired medication is not picked up by the child's parents within 30 days of notification, the center will dispose of the medication in the manner recommended by the manufacturer

### **IMMUNIZATIONS**

**Policy:** Independence Co-op Preschool is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

**Procedure:**

1. Upon enrollment the school staff will ask for a current immunization record for every child.
2. If a parent has decided not to have their child inoculated, the following procedures then apply:
  - a) The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side effects and dangers of not being immunized.
  - b) If an outbreak occurs, the parent will be asked to remove the non-immunized child from the school until it has been determined that the child's health is no longer at risk.

#### **TRANSPORTATION**

The school does not provide transportation of any kind including field trips and emergencies. If a parent refuses to grant consent to the source of emergency treatment by EMS, the parent will be responsible for any necessary transportation in emergency situations.

#### **SWIMMING**

There will be no water activities or swimming of any kind.

#### **PARKING**

When dropping off or picking up your child, you may park in the driveway next to the school, in the parking spaces in front of the school or opposite the spaces in front of the school between the telephone poles, being careful not to block the doors. You may NOT park in the funeral home or the telephone company parking lots on either side of the school.

#### **NURSING ROOM**

We have a private room available to mothers for nursing, if needed.

## **DOOR SECURITY ENTRANCE SYSTEM**

It is Independence Co-Op Preschool's first priority to ensure the safety of your child while they are in our care. For this reason we have implemented a new security door entrance system. The doors will be unlocked 10 minutes upon the arrival of your child and 10 minutes prior to dismissal. The security door system allows us to see who will be coming to the door with the camera as well as unlock the door as needed throughout the day. If you will be coming to the school prior to the 10 minutes of arrival or dismissal please be sure to push the bell and a teacher will allow you to enter. If you have any questions please be sure to contact the board president.

## **MANAGEMENT OF ILLNESSES**

The Independence Co-Op Preschool provides 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 experience with a group of children, it is possible that s/he may experience more frequent illnesses at the beginning of the school year.

If the child does not feel well enough to participate in preschool activities, the parent will be contacted to pick up the child. Sick children will be isolated from the rest of the class, and kept within sight and hearing of a staff member. If necessary, items used by a sick child will be washed and disinfected before being used again.

The preschool will administer medications to a child only after the parent, and physician if applicable, completes a Request for Medication form. All sections must be properly completed and the medication provided to the teacher. Medications will be stored in a designated area inaccessible to children. Prescription medications must be in their original container and administered in accordance with the instructions on the label. Over the counter medications will also be administered in accordance to label instructions. If there is any variance to the dosage or use, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

### **COMMUNICABLE DISEASE POLICY**

- 1. Teachers will be trained to recognize the signs/symptoms of communicable diseases and other illnesses, as well as proper hand washing/disinfection procedures. No teacher exhibiting signs of communicable disease shall attend the school. The board reserves the right to request a physician's note for a teacher to return to work.**
- 2. The teachers will observe all children upon entering the class. The school will notify the parent or guardian of a child's condition when signs/symptoms of illness are observed.**
- 3. A child with any of the following signs/symptoms of illness shall be immediately isolated and discharged to his parent/guardian:**
  - a. Diarrhea (more than three abnormally loose stools within a 24 hour period)**
  - b. Severe coughing, causing a whooping sound or red/blue color in the child's face**
  - c. Difficult or rapid breathing**
  - d. Yellowish skin or eyes**
  - e. Conjunctivitis, redness of the eye, obvious discharge, matted eyelashes, burning or itching of one of both eyes**
  - f. Axillary temperature of 100F, in combination with any other sign of illness**
  - g. Untreated infected skin patch(es), unusual spots or rashes**
  - h. Unusually dark urine and/or gray or white stool**
  - i. Stiff neck with an elevated temperature**
  - j. Evidence of untreated lice, scabies, or other parasitic infections**
  - k. Vomiting more than once or when accompanied by any other sign of illness**
  - l. Sore throat or difficulty swallowing**
- 4. A child isolated due to suspected communicable disease shall be cared for in a portion of the room not being used for other activities. The child will be made comfortable, provided with a cot, and remain within sight and hearing of an adult for supervision. After use, the cot will be disinfected with an appropriate germicidal agent and, if necessary, soap and water.**
- 5. The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" shall be posted in the classroom.**

6. A mildly ill child, experiencing minor cold symptoms or not feeling well enough to participate in activities, but lacking symptoms listed in #3 or 4, will be observed closely.
7. Parents of children in the school will be notified of exposure to communicable disease by a posted notice in the school lobby or a memo handed out.
8. A physician's note will be required for a child to return to school after 3 or more days of absence due to illness.

### 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 30  
E.



**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. 37th Floor  
Columbus, OH 43215-3414  
1-866-277-6353 (toll free)  
(614)-644-2703 (voice)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9966**

**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>.**