



Preschool

HANDBOOK

6734 Bridgetown Road
Cincinnati, Ohio 45248
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www.threeriverspreschool.org

Our philosophy

Our school is a child-sized world. The child thrives in this world created to fit their age, their size, their interests, and their needs. You, as a parent, get to know your child better by being with them and watching them with their own age group. You begin to see more clearly the problems of childhood and the pleasures of parenthood. Trained, experienced teachers are the foundations of this world. They are there to help you have more faith in yourself and in your child. Together, we will work to help each child see themselves as a wonderful and unique human being.

It is important for each child to be accepted as they are!! This means we recognize that each child has their own rate of growth and developments - physical, social and intellectual - their own special attitudes and problems. Being able to accept means that we don't criticize the child for not wanting to sit and color; instead we appreciate them as a child who can accomplish daring feats on the jungle gym. We don't expect a child to excel at block building because they speak clearly and easily and have a larger vocabulary than the other children. Instead, we appreciate them for their unusual verbal ability. Being able to accept each child for who they are is necessary if they are to grow, develop and learn.

Children have a great capacity for seeking approval. Extended or frequent periods of disapproval breed feelings of guilt. Guilt cuts into a child's senses of self worth, causing aggressive hostility, withdraw, or other signs of tension. Therefore, in disciplining a child who is "out of bounds", we try to make them feel that we like them, but we do not like what they are doing. The more we make the child feel good about themselves, the easier it is for them to behave in an accepting, considerate manner. A good teacher helps the child feel good about themselves.

What is a Parent Cooperative?

A cooperative preschool is a nonprofit organization, owned, maintained and administered by parents of young children. A qualified teacher is employed to guide the educational program with the parents' assistance.

All members are co-owners and should take an interest in their school. An Executive Board, elected from the membership, assumes the major responsibility for running the school with the approval of the membership. Business meetings are structured to assure a democratic organization.

Special benefits of a parent cooperative

The child who attends a parent cooperative preschool with its friendly relaxed atmosphere develops many new skills.

1. Social awareness comes from the association with other children their age, learning to approach them, take turns, share and consider the rights and opinions of others.
2. Emotional stability results from learning under guidance to solve their own problems, "play out" negative feelings, accept limits, thus leading to self-discipline.
3. Physical, intellectual and creative skills are encouraged and developed by the great variety of play materials and equipment available in the school, with the guidance of a qualified teacher.

Parents find many personal values

- The parents participation increases their understanding of young children and they learn what to expect from three, four and five year olds.
- The parent learns to achieve objectivity concerning their child and observes their child in relationship to a group of children of the same age.
- Preschool gives the parents some free time for personal activities while their child is happy at school.
- Parents gain insight into family situations from group discussions.

A New Relationship

Preschool is the beginning of a new relationship between parent and child.

1. This is often the child's first separation from their family. This break should be gradual and is the basis for a sound and happy relationship in the future.
2. The child learns to share their parents with other children and learns to accept help from other adults.
3. Parent and child learn to enjoy each other in a new setting, exploring new materials and activities together.

The Value of Play

Play has been called the work of children. Some adults consider play something frivolous and a complete waste of time. "Free play" sounds as if anything goes! But, to the young child, play is very serious business requiring deep concentration. Play is a time to be absorbed in painting a picture, building with blocks or being grandmother in the house area. The feelings are earnest and intense. Young children engrossed in play are much like adults at work they love or like an artist enthralled in his creation. "Free play" allows the child to select what they do, how long they do it, how they do it and with whom they do it. It is "free play" because the involvement comes from deep within the child. "Free play" is also learning time; a time for thinking, a time for language, for memory time, a time to solve problems, a time to investigate, to organize ideas and thoughts, a time to use mind and body together with social skills to respond to an idea or solution.

Play is a time when children learn from each other. They are busy organizing their thoughts and impressions of the other children. In the parent cooperative the children are also learning from and about other adults. Their thoughts and impressions of assisting adults are usually based on the participating parents' response to their child. When assisting, your first responsibility is to your child.

When children are busy at play, the adults in the classroom are busy hearing what the children say, reading the children's faces and sensing what is on their minds. Adults are busy seeking opportunities to stimulate or interpret children's play. A word of caution: do support or suggest ideas, but do not interfere. Play is the serious work of children.

Admission policies and procedures

The Three Rivers Cooperative Preschool, Inc. is located at 6734 Bridgetown Road, Cincinnati, OH 45248; Telephone Number: (513) 941-4943. We maintain a child/staff ratio of 8:1. No more than fourteen (14) three year olds or sixteen (16) four and five year olds may be cared for at one time. The license issued by the State Department of Human Services is located above the bulletin board in the classroom.

- A registration form (found on our website) and a \$75 registration fee must be received for each child enrolling in the preschool.
- Each family is given a parent handbook upon entering the program. It contains the rules governing the school and the purpose, goals and policies of the school.
- Each family receives a class roster which includes parents names, phone numbers, email and address.
- Health and enrollment information required by the State must be completed by the parent/guardian for each child prior to their first day in the program.
- Custody agreements with provisions applicable to the school should be presented in writing prior to the child's first day of school. All efforts will be made by the school to comply with any custody agreement.
- The hours of the school are 9:00AM to 2:15PM Monday Tuesday, Wednesday and 9:00AM to 11:30 AM Thursday, Friday. A daily schedule is posted on the bulletin board and given to each family.
- Any suspicion of child abuse and/or neglect will be reported to the local child protection agency.
- In case of emergency, the child will be transported to the hospital by the life squad.
- If a parent does not give consent for emergency transport on the JFS 01234 then we will not allow child to attend our program.
- Should an event occur which requires emergency evacuation of the school; the children will be escorted to the barn at the rear of the property. To get to the barn, one should follow the gravel driveway off of the back parking which leads to the barn.

- For a child who wishes to rest, nap or sleep, the center will set up the cot in the hallway where a staff member has full view of the child and classroom students in order to remain in ratio.
- For problem or issue resolution, parents and or staff are encouraged to contact either their child's teacher or any Executive Board member with any concerns they may have.
- Removing a child from the school will be up to the executive board on an individual basis.
- Parents participate in the program by helping in the classroom approximately 5 to 7 times per year, as well as participating in the volunteer program and attending Executive Board meetings.
- Children must have immunizations to be admitted into the program.
- Outdoor Play or Indoor Large Muscle will take place based on the weather. Children will play outdoors whenever possible. Please dress your child accordingly. Weather considerations which may limit outdoor play may include temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. Safety issues will be considered.
- Conferences are held once a year to discuss the child's behavior, progress, social and physical needs and any other pertinent information. All conferences are documented. Conferences are held in compliance with Ohio state law.
- Our program conducts assessments on enrolled children which are reviewed with the parents during conferences. These assessments are not reported to ODJFS pursuant to 5101:2-17-02 of the Administrative Code. This center does not perform formal screenings.

Meet our staff

Louise Langhorst

Louise is the 3 day teacher and the teacher's aide for the 2-day class. Louise has a Bachelor degree in Biology with an education background. She and her husband have 2 children, her son is in the 12th grade and her daughter is in 10th grade, both at Taylor High school. She has been a part of the school since her oldest child enrolled here in 2009. Both of her children attended school at the co-op and had a wonderful experience. In the past, Louise has served on the board as Secretary for 4 years and did some substitute aiding and teaching. She had been the 3 day aide for 4 years before taking over the teacher position in 2017 and she has been the aide for the 2 day class since 2015. She is looking forward to another fun and exciting school year.

Ann Reichert

Ann is the teacher for 2 day class, the Administrator and the Treasurer for the preschool. She is married and has 2 children. Her son, Nicholas, graduated from Denison University and is currently residing in Boston, MA. Her daughter, Rebecca, is a junior at Denison University. Ann has been active in the school since her 2 children attended here. She started volunteering for the school as a classroom representative, then took on the Treasurer position when her daughter was in the 3 day program (2007 to present). With her Bachelor degree and background in education, Ann stepped into the role as Administrator for the 2013-14 school year. Before taking over the teacher position in 2014, she had been the 2 day aide for 6 years. She is looking forward to another fun year working with the children and the staff at Three Rivers Co-Op Preschool.

Tonya Magly

Tonya is the 3 day teacher's aide for Monday and Tuesday. She is married with 2 boys. Her oldest son is 11 years old and youngest is 6 years old. They both attend Three Rivers Elementary. Her oldest went to Three Rivers Co-Op Preschool for 2 years and loved it! Tonya has been filling in as a substitute since November 2015 prior to being hired as the teacher's aide for the 2021-22 school year,. She looks forward to having fun and working with the children.

Ashley Hemsath

Ashley is the aide for the 3 day PM class. She and her husband have two boys, Charlie (6) and Luke (4). Both boys attended Three Rivers Co-op preschool last year and loved it! She previously helped as a parent helper and loved working with the children and staff so she took a

position as an aide for 2022-23 school year. Ashley has a Bachelor of Science in nursing degree and is a registered nurse. She is looking forward to this year and having fun and working with the children and staff.

Daily Schedule 2 Day Class for 3 - 4 year olds

8:55	Show parent helper the day's activities.
8:55 - 9:05	Arrivals and greetings.
9:05 - 9:30	Circle Time - attendance; introduce the days activities
9:30 - 10:15	Free Play - children do craft and activities of their choosing
10:15 - 10:30	Clean Up and Potty Break - the children do the work of cleaning up
10:30 - 10:40	Music Time - finger plays and music activities
10:40 - 10:45	Hand Washing - children practice taking turns and waiting in line
10:45 - 10:55	Snack Time - a healthy snack is provided by the helping parent
10:55 - 11:10	Story Time - short story is read
11:10 - 11:30	Outdoor Play or Indoor Large Muscle - activity is based on the weather
11:30	Dismissed

Please check backpacks daily so that you do not miss out on information such as field trip, picture day and other special events.

ALL TIME IS FLEXIBLE AND SUBJECT TO CHANGE AS WARRANTED BY THE CHILDREN!

Daily Schedule 3 Day Class for 4 - 5 year olds

AM	PM	
8:55-9:05	11:55-12:05	Arrival: Wash hands and Attendance (look at books)/ calendar
9:15-9:40	12:15-12:45	Circle Time: Show and Tell, story, lesson, introduce activities**
9:40 - 10:45	12:45-1:30	Free Play / Learning Centers/ One on One with Teacher
10:45 - 11:00	1:30-1:40	Wash Hands /Snack break
11:00 - 11:15	1:40-1:50	Teacher reads a book and recaps themes
11:10 - 11:30	1:50-2:15	Outdoor Play or Large Muscle Room depending on weather
11:30	2:15	Dismissal

All Day Hours for Monday, Tuesday, Wednesday Class

9:00 - 2:15

**During Circle time various things will be introduced to coincide with the readiness skills focus of the week. Songs and stories will be used to reinforce these concepts.

Show and Tell For 3 Day

One student will bring show and tell each day. It will be your child's turn to bring show and tell when you are the parent helper in the classroom that day. Please have children bring only one item for show and tell. There may be special days when everyone can bring something from home; like hat day or the first day back from Christmas break (so all can show a new toy received at Christmas). Please read the notes sent home from the school for this information.

Calendar and papers For 3 Day

A calendar will be sent home each month with topics, letters learned and special day information. Look for these in your child's backpack. This will help reinforce skills that we are learning at school as you talk about them at home. Also you will not miss out on information about picture day and other special events.

All schedules are subject to change, especially on special days like picture day and party days.

THREE RIVERS CO-OPERATIVE PARENT

TUITION

1. Nine tuition installments are based on a total annual tuition divided by nine months of the school year. Therefore, there is no proration for months containing fewer class days. Paying your tuition by the first (1st) of the month allows the school to meet its expenses.
2. A late penalty of \$5.00 will be assessed after the tenth (10th) day of the month each week your tuition is late. (ex. 1 week late = \$5, 2 weeks late = \$10)
3. Checks should be made payable to Three Rivers Co-Op Preschool. You may deposit your payment in the purple box or give it directly to a teacher or aide. **NEVER PLACE CASH IN PURPLE BOX!** Cash payment must be given directly to a teacher or aide.
4. On the memo line of your check, please write your child's name and which class. (ex. Joe Doe 3 day)
5. If your payment will be late, it is up to you to call the Treasurer and make arrangements with her. Otherwise, you will be considered delinquent in payment
6. In the event that your child is unable to complete the school year, then article 6 Section 4 of the By-Laws applies: refund will be made on a pro-rated bases. Two weeks written notice of withdrawal is to be given to the Treasurer, but not after April 15th of the school year.

Tuition Policy for Covid-19 Closure

If we happen to close due to Covid-19 the following policy will be implemented:

- A. If the school is open for only 1 week in a month there will be ½ month tuition credit to be refunded or credited at the end of the year.
- B. If the school is open for ½ month or more there is no refund for that month.
- C. If the school is closed for an entire month there will be no tuition for that month. If you **paid in full** a refund will be tabulated and given back at the end of the year.

Ultimately any credits/refunds will need to be approved by the board and applied at the end of the year. When establishing this policy the school's expenses that are due at the beginning of each month was taken into consideration.

PARENT HELPING DAYS (5-7 times)

1. Helpers may wear a wear a mask if they choose.
2. Arriving early would be appreciated in order to review the day's activities.
3. A nutritious snack and drink is helpful for class members, teachers and yourself. Cups, napkins and paper plates are available at school.
4. General cleaning and sanitizing is most helpful.
5. Garbage is collected for the helping parent to take home if they choose.
6. Any siblings should be left with a sitter.
7. If you can not make the day you signed up for, then it is your responsibility to find a substitute.

Drop Off Procedure

Pull into the parking lot using the Powner Road entrance. Go straight down the hill and enter the building using the door under the blue awning. The door will be unlocked no earlier than 5 minutes

before class starts and relocked 10 minutes after class started. The child **MUST** be accompanied by at least one adult, and walked up the stairs to the classroom.

Pick Up Procedure

Picking up your child will be at the rear of the building. On nice days when we can play outside a parent/adult will come up the sidewalk toward the playground but remain at a distance on the sidewalk. We will release the student once we confirm the parent/adult is on the dismissal form. On bad weather days, we ask the adult to wait outside the blue awning door. We will open the door when we are ready to release the children.

VOLUNTEER PROGRAM

Every member of the CO-OP is to perform one job of their choosing in the volunteer program. (Examples include, cleaning toys, extra helping parent on picture days, flower sale helpers etc.) Should you be unable to complete a duty, **you must make arrangements for a replacement**, either trade jobs with another member or send a substitute in your place.

MEETINGS

1. A parent should attend Orientation in September.
2. ALL parents are welcome at all board meetings. Meetings are held each month. The meeting dates will be posted on the bulletin board in the hallway.
3. All in-coming and out-going Board Members should attend the final meeting in May.

FUNDRAISERS

1. Each school family is responsible for taking part in the fundraisers periodically throughout the school year.
2. The school is a nonprofit organization. **Fundraisers are essential to meet our normal expenses: rent, salaries, supplies, etc.**
3. Without these fundraisers, tuition would increase considerably to balance the budget which is written with economy in mind.

ADDITIONAL COSTS

1. A photographer has been contacted to take pictures in the fall and the cost depends on the number of pictures you choose to purchase.
2. As we all know, reading is a wonderful way to help your preschooler get a head start in life. Scholastics and other book clubs offer a wide range of books and activities. Approximately once a month you will receive book order forms from these clubs. You are not in any way required to place an order, however, each time you place an order, the school earns points towards free books and accessories.
3. Several outside field trips may be scheduled during the year. Participation costs are collected prior to the field trip and usually ranges from \$5 - \$12.

FIELD TRIPS/ ROUTINE FIELD TRIPS

1. Field trip costs will be collected at least one (1) week prior to each field trip. All field trips are optional.
2. The transportation to and from any field trip is the responsibility of the parent. Ohio state law requires every child under the age of four (4) and a weight of less than forty (40) pounds to use a federally approved child safety seat.
3. Water/swimming activities are not offered at our program.
4. Routine trip destinations includes walking to the lower level sanctuary for large muscle play and lower level bathrooms on as needed basis only.

EXECUTIVE BOARD

1. The Executive Board is comprised of volunteer parents and consists of a Chairperson, Secretary, Registrar, Treasurer and both Classroom Representatives. The teachers and

administrator are members of the Board as well. The Board is responsible for conducting the business of the school. Meetings are held monthly.

2. Parents are welcome to attend any and all Board meetings.

HINTS FOR HELPING PARENT

1. **Make a memo.** Mark your calendar, and keep your date. If illness or an emergency forces you to miss your turn:
 1. Find a substitute, someone near your date.
 2. Notify the teacher of the substitute.
 3. Mark the change on the helping day list for your class posted in the hallway.
2. **Get ready, get set, go!** Leave siblings or other children with a sitter. Arrive 5-10 minutes before class starts is very helpful but not required to help the children get involved in an activity, read story, help with coats, etc..
3. **Color yourself natural.** Be yourself! Dress casually, relax and enjoy the children. Plan to assist the teacher in any way you can. Remember you are the assistant, NOT the teacher. Activities vary from day to day. This is an excellent opportunity to observe your child's participation in the group and see how the teacher meets situations and works with the children.
4. **Coping with the children. It's a small world.** Speak slowly, softly and simply. Laugh with the children, not at them. Avoid talking about any child in their presence. Detour adult gab sessions. Encourage self-help in routines, setting difficulties, and creative work. Help children to share and take turns. Don't be surprised if your child resists sharing you with others. Recognize your child's feelings, but extend yourself as helper for the entire class.
5. **Snack time.** The helping adult who chose to bring the snack and drink for the day, could discover that it is a great opportunity for the child to help choose the healthy snack for the class. KEEP IT SIMPLE, but look for variety. Introduce new foods to the children. In compliance with Ohio state law, any food that has to be prepared, must be prepared at school (Example: fruit must be brought whole and cut up at school). Some nutritious suggestions: fruit, yogurt, popcorn, bagels with cream cheese, vegetables and dip, crackers with cheese, applesauce, or pretzels. We are a peanut and tree nut free school so, **ABSOLUTELY NO PEANUT OR TREE NUT PRODUCTS.** The drink needs to be a nutritious drink (fruit juices must be made from 100% fruit). Birthday parties and holiday parties are an exception to this rule. Please consult your teacher for these celebrations.

Attendance, Absent & Tardiness Policy

Attendance will be taken at the start and conclusion of each day by the teacher. **If your child will be absent for whatever reason, please notify the teacher and provide reason for absence. In an urgent situation such as exposure to Covid-19 text your teacher immediately.**

Parent is to call their teacher's cell phone if they are detained in picking up their child. If there has been no call from the parent five (5) minutes after the class is over, the parent and emergency numbers will be called for directions to be followed. A fee in the amount of five dollars will be assessed to the late parent after that initial five minutes and an additional five dollars for every five minutes following thereafter.

Payment of the fee must be made at the beginning of the child's next school day. A Tardy Fee Assessment Form will be filled out and signed by both the teacher and the later parent which shall state the date of occurrence, the fee due and the fee due date.

Parent is to notify the school before release time, if there is a change in the person authorized to pick up the child.

SAFETY POLICY

Upon release of the children, teacher and helping parent will stay with the children until all children have been picked up.

- Teachers will have the children under constant supervision.
- First aid supplies are kept in the red cabinet next to the sink.
- An emergency telephone is located in the classroom.
- A disaster plan is posted inside the farthest left cabinet door behind the administrator desk.
- Emergency phone numbers are posted by the telephone.
- Fire drills are to be held monthly at varying times.
- Fire and weather emergency plans are posted in the classroom.
- Weather emergency drills will be practiced in the fall and spring.
- Safety (Sheltering in place) drills will be practiced quarterly.
- The use of aerosol sprays is prohibited when children are present.

INCIDENT/INJURY REPORT

1. An incident/injury report will be completed by the child care staff member in charge of the child when the following occur:
 - a. An illness, accident or injury which requires first aid treatment; or
 - b. A bump or blow to the head; or
 - c. The administration of syrup of ipecac; or
 - d. Emergency transporting; or
 - e. An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the school unattended.
2. The center will document the incident/injury on the JFS 02199 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian, or person picking up the child from school. In situations requiring emergency transportation, the incident/injury report shall be available at the school for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of incident/injury report forms shall be kept on file at the school for at least one year, and shall be available for review by the director's representative.

SCHOOL CLOSING POLICY

Closure for Weather

The school follows the Three Rivers Local School District school calendar for most holiday closings. The school follows both Oak Hills Local School District and Three Rivers Local School District for all bad weather closings and delays as follows:

1. If a one (1) hour delay is called, class will be delayed in opening one (1) hour.
2. If a two (2) hour delay is called, AM class will be closed and PM will be emailed by teacher of the schools's status.

It is possible that the teacher will decide to close the school for the day due to bad weather, regardless of the Local School Districts decision. The parents will be contacted by the teacher through an email.

Covid-19 Closure

1. If the Governor mandate that schools close then we will close.
2. If a staff or student test positive for Covid-19 then a closure is possible. We will follow the CDC guidelines.

DISCIPLINE POLICY

The philosophy of the Three Rivers Co-operative Preschool, Inc. is that children, parents and teachers go to school together, each learning from the other. We realize and accept that all children are individuals. In disciplining, we want children to feel that we love them even though we do not like what they may be doing. In order to do this, we establish rules with the children at the beginning of the school

year. If a child infringes on another child's rights, perhaps by hitting, we would talk with both children and try to settle the dispute with words. If that does not work, the child doing the hitting would be asked to sit in a chair and be restricted from joining class activities for a brief time. We would always make sure the child understands why they were disciplined. The child's parent would be informed of the action. We do not use physical punishment in disciplining a child.

Suspension/Expulsion Policy

1. In accordance with the By-Laws Article 7 Section 2 If a member does not conform to the duties outlined in the by-laws for the cooperative preschool experience, the child by consent of the Executive Board, may be suspended from attending class at the school.
2. In accordance with the By-Laws Article 7 Section 3. If a child shows no signs of adapting to the school, the child may be suspended by the Executive Board on the recommendation of the teacher after consulting with the parents. Suspension can lead to an expulsion.

MANAGEMENT OF COMMUNICABLE DISEASE

Ohio Adm. Codes 5101:2-12-16

1. Teachers are trained to recognize the signs and symptoms of illness and in hand washing and disinfection procedures at Communicable Disease Training Course.
2. In the event of a teacher contracting a communicable disease, a qualified substitute will assume the teachers responsibilities except if the teacher becomes ill due to Covid-19 we will then follow the CDC requirements at that time.
3. Upon entering the class, the teacher will note each child for any signs of communicable disease such as:
 - a. temperature of 100 degrees Fahrenheit or more taken by the auxiliary method when combined with any other sign of illness.
 - b. Any diarrhea.
 - c. Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
 - d. Difficult or rapid breathing.
 - e. Yellowish skin or eyes.
 - f. Redness of the eye, obvious discharge, matted eyelashes, burning, itching, conjunctivitis (pink eye).
 - g. Untreated infected skin patches, 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 infestation, scabies, or other parasitic infestations.
 - k. Sore throat or difficulty in swallowing.
 - l. Any vomiting.
4. If the child shows any of the above signs, they are to be discharged to the parent as promptly as possible. Until such time, the child will be isolated from the other children by having them lie down on the cot within the exclusion area created by using clear plastic shower curtains in one corner of the room. No child is ever left alone or unsupervised.
5. To readmit the child who has been ill - the child must be symptom (include but not limited to vomiting, diarrhea etc) and fever free for 24 hours without the use of medication and the teacher will check the child in the present of the parent upon their arrival to school.
 - a. **Fever** : If your child's temperature is 100° or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.
 - b. **Vomiting and Diarrhea (Intestinal Viral Infections)** : Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea or fever has stopped for a full 24 hours. If your child

has had any of these symptoms during the night, he/she should not be sent to school the following day.

- c. **Common Cold** : Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.
 - d. **Pinkeye** : Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.
6. For reference, the Ohio Department of Health "Child Day Care Communicable Disease Chart" is posted on the door leading to the hallway next to the phone jack.
 7. A child who becomes ill during the day shall be discharged to the parent as promptly as possible. If the parent is not able to come to school to take charge of an ill child, the school will discharge the ill child to the person the parent has designated on the emergency form. Until that time, the child will be isolated from the other children in the exclusion area as defined above in #4.
 8. NO MEDICATION SHALL BE ADMINISTERED.
 9. Parents are strongly encouraged to keep children at home if any signs of illness occur. This prevents the school from having to handle sick children. The school will use the same procedure for discharging a sick child, no matter how mild the illness.
 10. If your child has been exposed to a communicable disease at school, a notice will be emailed and posted on the bulletin board in the hallway
 11. If the communicable disease is required to be reported to the local health department, the center will report the communicable disease to ODJFS in accordance with paragraph (G) of this rule by the end of the next business day.

Fire Evacuation Plan

In an Emergency call 911

1. When the smoke alarm or manual bell sounds, everyone is to exit the building.
2. From the classroom exit the building using the stairs right next to the room taking the attendance booklet.
3. Call 911 at once.
4. Teacher, teacher's aide and helping parent will take the children to the right of the rear parking lot behind the grey house on Powner Road.

The fire evacuation plan will be practiced monthly.

Emergency Weather Alert Procedure

1. In the event of a tornado WARNING, the weather radio will sound an alarm to alert the teacher.
 2. The teacher will lead the children down the stairs to the lower level hallway taking the attendance booklet.
 3. Helping parent will get the flashlight and the first aid kit from the red cabinet next to the sink and follow the end of the line of children.
 4. Children are to be kept in the hallway on the lower level until the WARNING is lifted.
 5. Parents are advised to stay home and off the roads until the WARNING is lifted.
- The emergency weather drill will be practiced in the fall and spring.

Safety Drill Procedure

1. When a situation dictates us to remain in our room, the teachers will quickly close our locked door.
 2. The teachers will direct the students to the corner by the teacher's desk. The children will scrunch down being very quiet and cover their heads.
 3. The puzzle cabinet will be pulled over by a teacher for all to hide behind. Some children can hide under the teacher's desk.
 4. Teachers will take the attendance book with them.
 5. Children and adults will remain quiet until warning is lifted.
 6. In the event of a true emergency, the teachers will check if noise is in the hallway. If they determine it is safe to exit the building, we will exit the room through the door next to the phone. We will quickly head to the designated safe place.
 7. Parents are advised to stay home and off the roads until they are notified by phone when and where they can be united with their children in a true emergency.
- The safety drill above will be practiced once each quarter.

Center Parent Information

Appendix C to rule 5101:2-12-07

- 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. Our program will ensure that ADA requirements are followed for administering medications and care to children with disabilities. In any situations where guidance is needed, then legal council will be consulted in conjunction with the Executive Board. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>
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Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240 Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

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

Sexual Misconduct Policy

Should a misconduct claim or allegation take place, the following steps will be implemented. Our aim is to respect the victim and the accused, as well as the preschool. The parent or guardian of the child will be notified. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. Civil authorities will be notified, and the preschool will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Three Rivers Co-Op Preschool will fully cooperate with the investigation of the incident by civil authorities. The insurance company will be notified, and an incident report will be filled out. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company. There will be a designee who will be the spokesperson with the media if contacted regarding the allegations. All other staff and volunteers should refer all media to this person. Any person who is not found innocent of the alleged abuse or misconduct will be removed from his/her position working with children or youth.

ODJFS/licensing has specific mandates should the center have a confirmed case of Covid-19. See below:

1. If a child meets exclusion criteria after arrival at our program, they will not be permitted inside and sent home immediately.
2. When a child meets the COVID-19 exclusion criteria while at school:
The child will be isolated in a separate space until they are taken home.
A mask will be placed on the child if possible.
3. If an employee or child enrolled in the center tests positive for COVID-19, the program shall:
 - Work with the local health department to determine next steps to protect the children and employees in our program. This will include notifying families about the positive test and any possible closures.
 - Notify ODJFS by the next business day in OCLQS as a serious incident, and
 - Notify their local health department by the next business day.
 - Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department.
4. If a child test positive for Covid-19, the school must be notified immediately and the child will be required to quarantine for at least 10 days since we do not social distance nor wear mask.
5. If a household member living in the child's home test positive, the child will be quarantined for 20 days. During the quarantine if the child develops symptoms and test positive then a 10 day quarantine starts from the date of the positive test.
6. If the child is vaccinated and presents a vaccine card and symptom free they are not required to quarantine.