

**AURORA COOPERATIVE (AURORA CO-OP) PRESCHOOL  
PARENT HANDBOOK  
2017-2018**

The Aurora Cooperative Preschool  
[www.auroraco-op.com](http://www.auroraco-op.com)

8558 Crackel Road  
Bainbridge Township, Ohio 44023

440.543.1443

Tax I.D. # 34-1153712

Revised: July 9, 2017



## **The Aurora Cooperative Preschool**

8558 Crackel Road  
Bainbridge Twp, Ohio 44023  
440.543.1443

Dear Families:

It is a pleasure to share with you in the social, emotional, cognitive, and physical development of your child in our preschool program.

This handbook has been written to inform you of our school policies and procedures, tuition and fees, medical and health rules, parent responsibilities, and to acquaint you with the people who are involved in the program this year. Keep this handbook in a safe place so that you may refer to it during the school year. You can also find an electronic copy of this handbook on our website [auraco-op.com](http://auraco-op.com) under the enrollment tab.

Thank You,

Michelle Kalista, Director  
The Aurora Co-op Staff and Board Members

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**Aurora Co-op Preschool  
2017/2018  
Teacher/Board Directory**

**EXECUTIVE BOARD**

**Director**  
Michelle Kalista

**President**  
Holly Banks

**Vice-President**  
Jennifer Tate

**Secretary**  
Kimberly Chips

**Treasurer**  
Rob Slade

**TEACHERS**

**2's Teachers**  
Kim Newbauer  
Sharla VanAirdale

**3's Teachers**  
Sharla VanAirdale  
Shannon Cooch

**4's Teachers**  
Marlene Meine  
April Roberts

**PreK Teacher**  
Michelle Jenkins

**GENERAL BOARD**

**Committee Chairperson**  
Janelle Briggs

**Publicist**  
Sarah McGlone

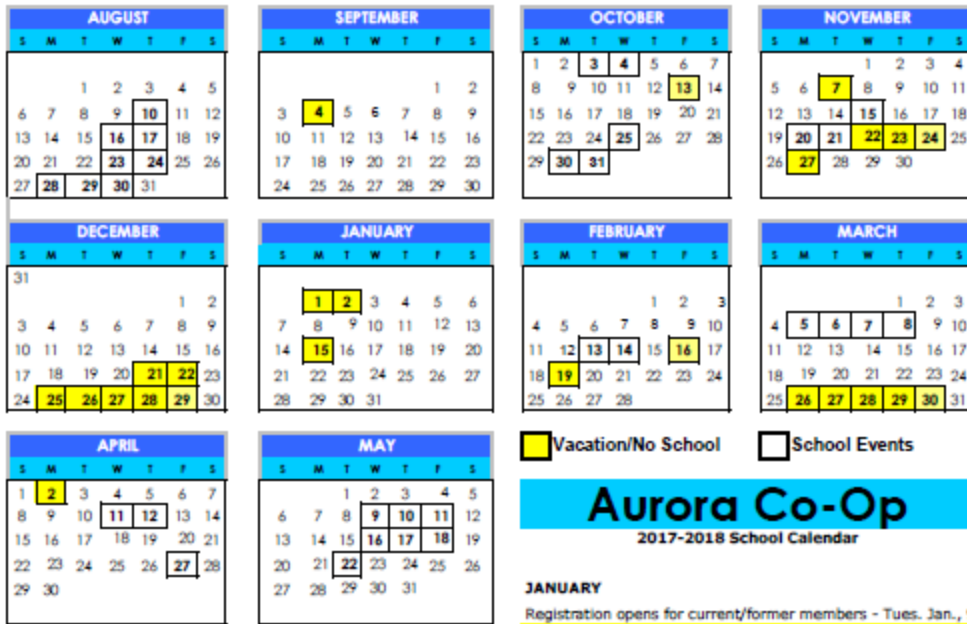
**Fundraising Co-Chairs**  
Nicole Bradley  
Amy Kuhn

**2s Class Leader**  
Becky Tipton

**3s Class Leader**  
Amy Sniderman

**4's Class Leader**  
Amy Dudas

**Pre-K Class Leader**  
Shaun Savage



Vacation/No School    School Events

## Aurora Co-Op

2017-2018 School Calendar

### JANUARY

Registration opens for current/former members - Tues. Jan., 9  
**NO SCHOOL (MLK Jr Day) Mon., Jan. 15**  
 OPEN HOUSE Sat., Jan. 20

### FEBRUARY

3's Class Valentine's Day Party - Tues., Feb 13  
 2's, 4's & Pre-K Classes Valentine's Day Party Wed., Feb 14  
**NO SCHOOL - (Professional Dev. Day) Fri., Feb. 16**  
**NO SCHOOL (President's Day) Mon., Feb. 19**  
 Sweetheart Dance Sat., Feb TBT

### MARCH

Maple Sugaring Field Trip 4's and Pre-K TBA  
 Dad's Night 4's Class (7:00 PM) Mon., Mar. 5  
 Dad's Night 3's Class (7:00 PM) Tues., Mar. 6  
 Dad's Night 2's Class (7:00 PM) Weds., Mar. 7  
 Dad's Night Pre-K Class (7:00 PM) Thurs., Mar. 8  
**NO SCHOOL (Spring Break) Mon., Mar. 26 - Mon., April 2**

### APRIL

2's & 4's Classes Spring Party Wed., April 11  
 3's & Pre-K Classes Spring Party Thurs., April 12  
 4's & Pre-K Sunny Lake Field Trip Fri., April 27 (Tentative)

### MAY

Mom's Tea - 2's Class Wed., May 9  
 Mom's Tea - Pre-K & 3's Classes Thurs., May 10  
 Mom's Tea - 4's Class Fri., May 11  
 2's Last Day of School Wed., May 16  
 3's & Pre-K Last Day of School Thurs., May 17  
 4's Last Day of School Fri., May 18  
 All School Picnic Fri., May 18  
 Rain Day for All School Picnic Mon., May 21  
 4's & Pre-K Class Celebration Tues., May 22 at 7:00pm

### AUGUST

Parent Mtg - Thurs., Aug. 10 The Church in Aurora  
 2's Class Meet the Teacher Wed., Aug 16 10am-11am  
 3's Class Meet the Teacher Wed., Aug 16 11am-12pm  
 4's Class Meet the Teacher Thurs., Aug 17 10am-11am  
 Pre-K Class Meet the Teacher Thurs., Aug 17 11am-12pm  
 Pre-K Class Orientation Wed., Aug 23 12:30-1:30  
 4's Class Orientation Wed., Aug 23 9-10 or 10:30-11:30  
 3's Class Orientation Thurs., Aug 24 9-10 or 10:30-11:30  
 1st Day of 4's Class Mon., Aug 28  
 1<sup>st</sup> Day of Pre-K Classes Mon., Aug 28  
 1<sup>st</sup> Day of 3's Classes Tues., Aug 29  
 1<sup>st</sup> Day of 2's Classes Wed., Aug 30

### SEPTEMBER

Labor Day No School Mon., Sept 4  
 Pattersons All School Field Trip Sept. TBA

### OCTOBER

3's Class School Pictures Tues., Oct. 3  
 Pre-K Class School Pictures Tues., Oct. 3  
 2's Class School Pictures Wed., Oct. 4  
 4's Class School Pictures Wed., Oct. 4  
**NO SCHOOL (NEOEA Day) Fri., Oct. 13**  
 2's Class Halloween Party Wed., Oct. 25  
 4's Class Halloween Party Mon., Oct. 30  
 3's & Pre-K Classes Halloween Party Tues., Oct. 31

### NOVEMBER

**NO SCHOOL Tues., Nov. 7**  
 2's Class Thanksgiving Celebration Wed., Nov. 15  
 4's Class Thanksgiving Celebration Mon., Nov. 20  
 3's and Pre-K Classes Thanks. Celeb. Tues., Nov. 21  
**NO SCHOOL (Thanksgiving Break)**  
 Wed. thru Mon., Nov. 22-27

### DECEMBER

**NO SCHOOL Thurs., Dec 21**  
**NO SCHOOL (Winter Break)**  
 - Fri., Dec. 22nd thru Tues., Jan. 2

## **CLASS SCHEDULES**

### **Pre-K Class Schedule**

Class meets Monday-Thursday

12:00 – 12:10	Welcome
12:10 – 1:00	Circle Time
1:00 – 2:00	Discovery Time/Learning Centers/Play
2:00 – 2:05	Clean-up
2:05 – 2:25	Circle Time
2:25 – 2:40	Bathroom Break/Snack Time
2:40 – 2:55	Outdoor/Indoor Play - Gross Motor Activities
2:40 – 2:45	Goodbye Activities (review day with children/parents)

### **Four-Year-Old Class Schedule**

Class meets Mon/Wed/Fri

#### **AM Class**

9:00 – 9:05	Welcome
9:05 – 9:25	Circle Time
9:25 – 10:25	Discovery Time/Learning Centers/Play
10:25 – 10:30	Clean-up
10:30 – 10:50	Small Group Activities
10:50 – 11:10	Bathroom Break/Snack Time
11:10 – 11:25	Outdoor Play - Gross Motor Activities
11:25 – 11:30	Goodbye Activities (Goodbye song, review day with children/parents)

### **Four-Year-Old Class with Extended Day**

Extended Day meets scheduled Fridays only

11:30 - 12:30	Lunch
12:30 - 2:00	Enrichment

### **Three-Year-Old Class Schedule**

Class meets Tues/Thurs

#### **AM Class**

9:00 – 9:10	Arrival Activities (sand/water tables, puzzles, play dough, shelf toys, coloring)
9:10 – 9:30	Circle Time (opening song, attendance, group lesson, letter, color, and shape review)
9:30 – 10:20	Discovery Time (language arts, math, small motor, blocks, science, art, play, and sand/water)
10:20 – 10:35	Story Time
10:35 – 10:40	Bathroom Break/Clean-up
10:40 – 10:55	Snack Time
10:55 – 11:10	Music & Movement
11:10 – 11:25	Outdoor Play
11:25 – 11:30	Goodbye Activities (Goodbye song, review day with children/parents)

## **Parent & Me Class Schedule**

Class meets Wednesday or Friday

### AM Class

9:15 – 9:20	Welcome and Discovery Time (puzzles, small motor, math, sand/water tables, play dough, easel painting)
9:20 – 9:40	Hello Song and Circle Time
9:40 – 10:00	Art and More Discovery Time (art, play, blocks, sand/water, small motor, math)
10:00 – 10:10	Clean-up and Snack
10:10 – 10:25	Large Motor Activities
10:25 – 10:45	Closing Circle (Story Time and Goodbye Song)



## INTRODUCTION

### Our Philosophy

Our program, based on research and developmentally appropriate practices, is designed to meet the learning and developmental needs of preschool children. We believe that children do best when families seek out quality early learning opportunities and experiences for them and play an active role in their education.

We recognize parents and families as the first and most important teacher in a child's life and as such value the individuality of each family. Children's learning is continuous and occurs in all settings and the experiences children bring from home are valued and built upon in our school setting. Families, schools, and communities all have significant roles to play in terms of what opportunities are available to children and how well a child is able to take advantage of those opportunities. The establishment and maintenance of positive reciprocal relationships among these settings for the purpose of coordination and continuity of services serves to benefit children.

At the Aurora Co-op Preschool, expectations for children are guided by our staff's knowledge of the processes and sequences of young children's learning and development and the optimal conditions under which children develop to their fullest potential. Early childhood education is largely child-centered education. Children are born ready to learn. The preservation of children's natural curiosity and motivation to learn are enhanced and enriched through sensory-rich experiences, play, exploration, and language rich environments. Play is a very important and special part of childhood. Hands-on activities create natural, authentic contexts for learning that allow children to feel a sense of mastery as they develop a more complex understanding of their world. This philosophy follows with Piaget's ideals that children should be actively engaged in their world and various environments.

The preschool years are a time of significant growth, but young children learn in ways and at rates different from older children. Young children's development and learning is rapid, uneven, and episodic. The wide range of skills, competencies and achievements children exhibit are the result of the complex mix of the ability to learn and past learning opportunities and experiences. The domains of children's development are highly interrelated and learning within any one domain of development affects learning in the other domains.

Young children develop in an environment of influential relationships. They flourish when adult interactions provide security, nurturance, guidance and positive encouragement. Student learning - individually, within a small group, and during a whole class activity - is supported by caring professional teachers in our classrooms. A natural and joyful concentration is the result when students are truly engaged in a wide variety of challenging and interesting activities that are appealing, appropriate, and can be adapted for individual developmental patterns. Development and learning are inextricably tied to the health and well being of children. At the Aurora Co-op Preschool, we strive to ensure that children are provided healthy and safe physical and interpersonal environments that support positive outcomes.

The Aurora Cooperative Preschool will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. This practice is applied to every aspect of our program, policies and activities.

## Curriculum

The Aurora Co-op implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following developmental areas: aesthetic, cognitive, emotional, language, physical, and social. Development in one area affects and is influenced by development in all other areas. Children learn sequentially and systematically as emerging skills build on previously learned skills. Development proceeds in an orderly, predictable manner. Children's development takes place step by step and there are many individual differences. Teachers are responsive to these individual differences. Our curriculum also considers four general categories of learning – knowledge, skills, dispositions, and feelings. Dispositions (attitudes, values, and behaviors) encourage children's motivations to learn long after formal instruction has ended.

Decisions regarding our curriculum are based on sound child development principles, accepted standards of quality, best practices, and research. Our program utilizes *The Creative Curriculum*, *Handwriting Without Tears*, and *Second Step Curriculum*. The National Association for the Education of Young Children and Ohio's Early Learning Content standards also guide our teaching staff as they implement appropriate learning experiences. Our curriculum is influenced by the theories and research of Jean Piaget, Lev Vygotsky, Maria Montessori, Erik Erikson, Reggio Emilia and others. Appropriate curriculum promotes interactive learning and encourages the child's construction of knowledge.

Our curriculum is built on children's needs, experiences, and interests and allows children, in situations that make sense to them, to learn through play and with the sensitive support of adults. Our program does much more than help children learn numbers, shapes, and colors. We help children learn how to learn; to question why and discover alternative answers; to get along with others; and to use their developing language, thinking and motor skills. Ample time is allowed for children to work and play individually and in small groups, with the focus on activities that are child initiated, as opposed to teacher directed. Developmentally appropriate practice supports curriculum ideas that emerge from the children, families, and teachers, not just from the teachers. Input from parents/guardians about their child's interests, strengths, and needs is used to plan experiences and activities.

Teachers plan high quality experiences that maximize children's learning through the effective use of time, materials, self-initiated learning, and creative expression. Opportunities are offered for children to learn individually and in groups according to their developmental needs and interests. Experiences are planned that allow children to have feelings of success, challenge, full interest, and involvement. Curriculum planning is based on individual and group assessment results and is aligned with state standards.

Thematic, emergent, and skill-based lessons are planned and linked to children's expected outcomes. Thematic and emergent themes are interest-based themes. Thematic lessons are planned around a book, specific topic, or activity. Emergent lessons evolve from the children's interests. Skill-based activities provide opportunities for development and mastery of a variety of sequentially sequenced developmental skills.

## Activities/Materials/Experiences

Materials and equipment used to implement the curriculum:

- reflect the lives of the children and families.
- reflect the diversity found in society, including gender, age, language, and abilities.
- provide for children's safety while being appropriately challenging.
- encourage exploration, experimentation, and discovery.
- promote action and interaction.
- are organized to support independent use.
- are rotated to reflect changing curriculum and accommodate new interests and emerging skill levels.
- are rich in variety.
- accommodate children's special needs.

Activities and materials are available for hands-on sensory learning throughout our classrooms. From ages 2 through 5, and even beyond, children benefit from activities that develop their hand muscles and fine-motor skills, such as drawing and painting, working with play dough, and constructing with building materials. These open-ended activities - along with plenty of time and encouragement - engage children and prepare them for the demands of handwriting and other skills developed later. Skills are also acquired and refined using tools and equipment that promote the use and development of the large muscle groups. In our threes, fours, and Pre-K classes we utilize learning centers for block building, dramatic play, manipulative use, puzzles, writing, and sand play. Books, songs, finger plays, music, and games are also important components of our program. Children have varied opportunities to observe, explore and experiment with scientific phenomena.

All of child development is a process of children mastering control of their environment as they increasingly perform more independently and are able to take care of their own needs. Expecting children to serve their own portion, pour their own juice, and clean up at snack time is part of how our classrooms encourage children's independence and self-responsibility.

Curriculum goals are met through meaningful, concrete, active, learning experiences. Multi-sensory experiences and activities allow children to explore actively with all of their senses. Children discover relations through direct experience, manipulation, transformation, and the combination of materials. A young child's primary means of learning about the world around him/her and developing his/her abilities are through play and social interaction. The teaching staff provides varied opportunities for children to choose materials and activities that promote high level mature play. A sufficient block of time for play is scheduled daily to allow for growth experiences to take place. In any part of the curriculum, requiring too much sitting is at odds with young children's characteristic mode of learning through activity- by moving, exploring, and acting on objects.

The school values a close relationship with the community. Field trips, guest visitors, and parents sharing their hobbies/skills/knowledge with the class all help to further children's understandings of the world around them.

## **Goals/Objectives for Children**

- To develop a sense of trust and security
- To increase self-esteem, feeling both lovable and capable
- To increase pride in oneself, both as an individual and as a member of the group
- To express thoughts and feelings
- To develop positive relationships with adults and peers
- To respect the feelings, needs, and rights of others
- To work independently and with others as part of the group
- To use imagination and creative processes to express feelings and ideas
- To develop literacy, numeracy, reasoning, and decision-making skills that will form a foundation for school success
- To develop motor skills and physical health
- To develop self-discipline and a sense of responsibility
- To do critical thinking and to identify and solve problems

## **Developmental Screening**

The Aurora Co-op Preschool uses the *Ages and Stages Questionnaires*, Third Edition (ASQ-3™) to assist families in monitoring the development of their children, providing an opportunity to view how children are coming along developmentally and behaviorally, and to provide suggestions about addressing any difficulties children are experiencing. The five areas of development that are addressed by the ASQ questionnaire are communication, gross motor, fine motor, personal/social and problem solving. The questionnaires, which are filled out by family members at home, ask questions about some things your child can and cannot do. The questionnaires are completed annually and the forms are required to be completed and turned in within the first 60 days of school enrollment. If a completed questionnaire is not completed by a family member and sent back into school within this time period, then the screening will be completed by a member of the teaching staff. The administrator and/or teachers of the school will score the questionnaires and results will be shared annually with the family by e-mail, phone, or in person. Information related to the screening results will be confidential and shared only with teachers and parents/guardians, unless written permission is granted for sharing with others. Teachers will use information obtained through the Ages and Stages screening process to plan lessons that are based on the needs, interests, and abilities of the children they teach.

The screening process is an important first step of ongoing observations and assessment. Screening does not provide enough information to identify children as having a developmental problem or needing special services. Screening determines if further evaluation may be necessary. Early intervention is key in helping students achieve their potential, as a young child's learning is at its peak during the earliest years. Based on the results of the screening, it is always in the child's best interest to obtain a more in-depth evaluation, if parents or staff has a concern. The screening process promotes and supports parents' and teachers' understanding of a child's health, development, and learning. Any help that can be given early is more effective than help given later.

If the completed questionnaire indicates that your child is developing without problems, we will send you a letter stating that your child's development appears typical. If there are concerns about your child, we will contact you directly. Referrals are recommended if performance on the

ASQ indicates a possible developmental delay. The administrator of the school, a teacher, or a parent can make referrals. A parent has the right to refuse to accept a referral for assistance if the child is identified as having a possible delay. The recommended referral criteria is based on the following:

- refer a child whose score in one or more areas is below the established cutoff point (i.e. 2 standard deviations below the mean) for that questionnaire interval
- follow up with a child whose score in a particular area is close to the cut-off point
- follow up with a child whose scores are above the cutoff points for each area but whose parent has indicated a concern in the overall section of the questionnaire.

Referrals for children ages birth to 3 years of age, if needed, are made within 90 days of completed screening to

- Primary Health Care Provider
- Help Me Grow 1-800-755-GROW

Referrals for children ages 3 years of age and older, if needed, are made within 90 days of completed screening to both

- Primary Health Care Provider
- Supervisor of Special Services of school district where child resides

### **Assessment**

Regular, ongoing, systematic assessment, using a variety of formal and informal methods, is an essential component of our early childhood program. Assessment includes information gathered about students, instruction, and the classroom climate. Both teachers and families are involved in the assessment process, so that behaviors and abilities can be understood in various contexts and cooperative relationships between families and staff can be fostered. Throughout the year, teachers will communicate verbally with families and describe children's developmental and learning progress. The tools for assessing young children's progress are connected to desired learning outcomes that are based on early learning standards.

The purpose of student assessment is to assess children's needs, strengths, and progress in all domains of development. Assessment is developmentally appropriate, culturally and linguistically responsive, tied to children's daily activities, supported by professional development, inclusive of families, and connected to specific beneficial purposes. Each family completes a Background Information Sheet as part of the enrollment process, so that the teachers can better know each child. The completion of this form helps teachers to be aware of things that are important to each family and to use the information to help each child grow and learn.

The Devereux Early Childhood Assessment (DECA), a strengths-based assessment, is used in the three, four, and Pre-K classes. Teachers and parents fill out a short form, rating the child on how often he or she shows each of the 27 positive behaviors related to development and learning. The DECA Program is not just an assessment tool. It is an entire system of strategies and planning for children and classrooms. The DECA has reliability and validity, and is standardized and norm-referenced

Teachers use the information yielded by assessment measures, which include observations, checklists, rating scales, and work samples, for the benefit of the children. These benefits can,

and should, include improvements in curriculum and teaching practices, better developmental outcomes, greater engagement in learning, and access to special interventions and supports, as needed, for children. Files, containing sensitive information, will be kept confidential unless written permission is obtained from the student's family to share the information with outside resources.

## **CONSTITUTION AND BYLAWS**

### **Article I - Identification**

#### Section 1. Name

The organization shall be called the Aurora Cooperative Preschool.

#### Section 2. Operation

The 3 and 4-year-old and Pre-K classes shall be 2.5 hours in length. Parent and Me class sessions shall be 1.5 hours in length. The school year shall begin in August and end in May. School vacations, holidays, and snow days will be observed in accordance with Aurora Public School System.

### **Article II – Mission Statement**

The Aurora Co-op Preschool's mission is to work in partnership with families to meet the learning and developmental needs of preschool children. The school strives to facilitate children's optimal growth and development through positive and supportive learning environments, interactions, and experiences.

### **Article III – Membership**

#### Section 1. Definition

A full member of this organization, also known as a participating member, is a parent or guardian of a student enrolled and attending the Aurora Cooperative Preschool during the current school year.

#### Section 2. Participation

All members shall assist the school in achieving its purpose by active participation in the school without limitation in the following ways:

- A. as a volunteer member of the Board or as a member of a committee;
- B. as a participant in the classroom (parent helper);
- C. as a volunteer for specific projects (fund-raisers, grants, etc.);
- D. by attending parent meetings.

These specific examples are not mutually exclusive; participation in one does not preclude any other form of participation. Lack of participation will be brought to the attention of the Executive Board and action will be taken as necessary.

### Section 3. Enrollment Forms

The following forms must be completed and submitted to the Vice President at the start of the school year (NOTE: All forms must be filled in completely, **leaving no blank spaces**):

- A. Student Registration Form**
- B. Committee Sign-up Form**
- C. Background Information, pages 1-3**
- D. Child Enrollment and Health Information, pages 1-3**

EMERGENCY CONTACTS ARE IMPORTANT – Please list two. Possible suggestions are relatives, neighbors, or pastor. In the Emergency Transportation Authorization section, permission must be granted for securing emergency transportation. Emergency contact information will be kept current by families completing a new enrollment form each year. In addition, class leaders will confirm with families, mid-year, that all information is current.

**E. Child's Medical Statement:** PER STATE LICENSING LAWS, YOUR CHILD CAN NOT ATTEND THE AUOROA COOPERATIVE PRESCHOOL WITH OUT A CURRENT MEDICAL STATEMENT ON FILE AT THE PRESCHOOL. This form must be signed by a licensed physician, a physician's assistant, or an advanced practice nurse and indicate the date of the child's exam. The exam must not be more than 13 months old from the date of the last exam. If it is more than 13 months old, a current, updated form must be provided in order for the child to stay enrolled. AN EXPIRED FORM WILL NOT SUFFICE.

- F. Statement of Nonconviction, pages 1 and 2**
- G. Second Adult Statement**
- H. Developmental Screening Form**
- I. Optional Child Medical Physical Care Plan**
- J. Optional from-Administration of Medicine**
- K. Policy Acceptance Form & Photo Release**
- L. Walking Permission Slip**
- M. Pick-up Authorization**

All enrollment forms must be completed and **turned in no later than the first day of attendance**; otherwise, the child will not be permitted to attend school.

### Section 4. Requirements

By enrolling their children in the Co-op, members acknowledge their obligation to abide by the terms of this handbook. This includes the provisions of the bylaws, the policies and procedures of the Co-op (see Policies and Procedures, p. 18), and the requirements listed below.

- A. Only those children enrolled may stay for class session. Siblings **will not** be allowed at preschool programs except when invited for special programs or parties. According to state licensing laws, the only children permitted in the classrooms during school hours are those registered for the program. If a parent helper (see p. 24) should bring a sibling with the intent of staying during the program, one of the following alternatives must take place:
  - 1. the class will have to be cancelled due to state law violation;
  - 2. another parent will take the sibling home for program duration;
  - 3. the parent will find a substitute parent helper.
- B. Parents/guardians are responsible for transporting their children to and from school.
- C. The teacher must be notified if a child contracts a communicable disease.
- D. The teacher or Director will notify parents if she has knowledge of her class being exposed to a communicable disease.

E. If a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs, **an Immunization Exemption form must be on file**. The child will promptly be excluded from the school if a vaccine-preventable disease to which children are susceptible occurs in the program. This exclusion may last the duration of the outbreak, which could extend over a period of several weeks.

F. Due to the school's co-operative, non-profit status, the State of Ohio mandates that the Aurora Co-op hold one mandatory, all-school fundraiser per year. All parents are required to financially contribute to this fundraiser. If a parent is unwilling to contribute to this event, his/her child(ren) may be withdrawn from the school. Detailed information about fundraising is provided in Fundraising Events (see p. 26).

#### Section 5. Termination and Withdrawal

- A. A child may be withdrawn at any time. The withdrawing member needs to give written notice to the President or Vice-President at least 30 days prior to withdrawal.
  - 1. Registration fee shall be non-refundable.
  - 2. Tuition will be pro-rated if a refund is due.
- B. The Executive Board may permanently remove a child from the roster if the child's parent fails to pay tuition or assessments (see Article VI, Section 1J), or fails to fulfill school commitments:
  - 1. if a parent misses two times as a parent helper without finding a substitute;
  - 2. failure to participate in fund-raisers;
  - 3. failure to sign waiver of liability and/on conditions of enrollment due to severe special needs.
- C. A child who is unable to adjust to the program after a reasonable amount of time may be withdrawn by mutual consent. The teacher will address the respective parent in the event the child is experiencing difficulty adjusting. At least one conference between parent and teacher will take place to evaluate the situation. Following the evaluation, the teacher will make a recommendation for continuance or withdrawal to the Executive Board. If a parent objects to the recommendation of withdrawal, the board will make final judgment.
- D. In the case of a child inflicting physical harm or displaying extreme behavior, a mandatory conference between the teacher and parent will be scheduled. If a second incident occurs, a mandatory conference will be scheduled between the parent, teacher, Director, and the Board President. A third incident is grounds for immediate dismissal.

### **Article IV - Meetings**

#### Section 1. Parent Meetings

Two parent meetings will be held during the year. All members of the Aurora Co-op are encouraged to attend meetings and to exercise their voting rights. A quorum must be in attendance to conduct business at all parent meetings, and shall consist of one-third (1/3) of the participating members of the Co-op. A simple majority vote of the quorum is required to pass any resolution introduced at the meetings. Each member is entitled to one vote per child enrolled in the school. Should the meeting fall on a day of inclement weather, the meeting will be re-scheduled. A parent meeting may be cancelled by written notice to members in the event there is



insufficient agenda to warrant a meeting. Should a special circumstance arise, another parent meeting may be held at the discretion of the Board.

## Section 2. Board Meetings

All Board meetings shall be called by the President, and are mandatory for all Board members. If a member misses more than two (2) meetings, the Executive Board reserves the right to review that member's performance and evaluate the circumstances of his/her absences. Dependent upon this review, the Board member may be asked to resign. A quorum must be in attendance to conduct business at all Board meetings, and shall consist of half (1/2) of the members of the Board. A simple majority vote of the quorum is required to pass a resolution.

The first 15 minutes of each board meeting are open to the membership to present any topics of interest. This 15-minute allocation is not for resolution of issues, but simply for presentation of issues. The Executive Board must be notified by the close of the last school day before the meeting for a topic to be presented. (Example: If a board meeting is Monday at 7:00 PM, the topic needs to be submitted by 3:00 PM on Friday).

## **Article V - Organization**

### Section 1. Board Officers

Executive Board Officers shall include President, Vice-President, Secretary, Treasurer, and Director. General Board Officers shall include all Executive Board Officers along with Class Leaders for all classes, the Fundraising Chairperson, the Committee Chairperson, and the Publicist.

### Section 2. Term

Officers shall be elected for a term of one year to serve from June through May, except for the Treasurer, who serves from July through June. Unless recommended by the Executive Board, officers shall not be eligible to serve in the same office for more than two consecutive years.

### Section 3. Qualifications

Teachers, other than the Director, may not serve on the Board. Candidates for office shall be current participating or former members of the Co-op.

### Section 4. Vacancies

- A. President: a vacancy in the office of President shall be automatically filled by the Vice-President for the remainder of the term.
- B. Executive Board: the President, subject to Board approval, shall appoint a participating member from the general membership to fill any vacancy occurring on the Board. This includes temporary vacancies on the Board due to pregnancy or illness.

### Section 5. Election Procedures

- A. Nominating Committee: shall consist of three members from the general membership and two members of the Board appointed by the President no later than February 1, and approved by the Executive Board.
- B. Elections: nominations from the floor shall be accepted if the nominee consents to being nominated. Election of officers shall be by a majority vote of members present and voting. Voting shall be conducted by written ballot.

- C. Newly-elected officers shall assume office at the May Board meeting, except the treasurer, who assumes office July 1. Once the new officers are elected, some may be requested to attend board meetings that are held prior to taking office if a transition period is found beneficial between the out-going and in-coming board.

#### Section 6. Duties of Board Officers

- A. President: the President presides at all parent and Board meetings, prepares agenda for all meetings, and enforces observances of the Constitution and Bylaws of the school. This person is also responsible for ensuring that the duties of other board positions are carried out. He/she serves on the Hiring Committee with the Director, and will appoint at least two board members to serve on this committee. The President also acts as a liaison between the school board and parents to ensure that the daily functions of the Co-op run smoothly. He/she oversees the board members with respect to school events and other issues, ensuring effective communication is maintained between all parties. Other responsibilities include teacher contracts, handling of charitable organizations and monthly bulletin boards.
- B. Vice President: the Vice-President is responsible for obtaining all of the information necessary to enroll a student. Upon gathering the paperwork, the Vice President serves as a check and balance to the director to ensure that the forms are filled out correctly, (checklist is given to the Vice President so she is aware of what needs to be done for licensing). The Vice President also is responsible for providing the necessary forms and written information to prospective and participating members in the process of registering for the upcoming school year. The Vice-President maintains the class rosters and distributes them to those Board members who require them and also provides the website committee with current forms for posting. He/she is also responsible for contacting the correct Board members when someone joins or leaves the Co-op. The Vice-President is responsible for making sure all the Student Medical Forms are up to date. In addition, the Vice President will fill in for the President when necessary.
- C. Secretary: the Secretary is responsible for taking minutes at both the General and Executive Board meetings and distributing them respectively to the Executive and General Board members. The General Board minutes are posted monthly at the school for all co-op members to review. The Executive Board minutes shall not be made public to the members of the school due to privacy issues, confidentiality matters, and the sensitive nature of the potential contents. The Secretary produces the monthly class calendars and distributes them in a timely manner to the membership along with posting them at the school and placing a copy in the Parent Communication Binder located in the office. The Secretary also publishes, copies, and distributes the monthly newsletter to the membership and the teachers and maintains the school's Facebook page. In addition, the Secretary updates the handbook when needed, publishes the school year calendar after teacher input, and schedules events for the school (i.e. Parent Meeting, Mother's Tea, 4s & Pre-K Celebrations). He/she is also responsible for the compilation of folders distributed at the parent meeting and creating the program for the 4s & Pre-K celebration. \*

Anything the Secretary sends home must be copied and placed in the Parent Communication Binder (i.e. newsletters, calendars, notices, etc.)

- D. Treasurer: the treasurer is responsible for distributing monthly tuition statements, collecting tuition fees, and following up with those parents who are delinquent. The Treasurer must ensure that obligations are paid in a timely manner. He/she will also be responsible for paychecks, reimbursements, the tax return, and filing taxes. In addition, the Treasurer will monitor the budget to ensure expenses are controlled. The Treasurer also provides the Executive Board with a current operating budget at monthly meetings and also must produce projected budgets when requested. He/she also works with the President to determine appropriate raises and bonuses for staff, which must be approved by the Executive Board.
- E. Advisor: he/she will serve as an advisor to the President. This position will only be held under circumstances of an outgoing President who remains active in the program.
- F. Publicist: the Publicist is the person in charge of publicity and is responsible for creating and printing brochures, advertising, news releases, cable ads, and community marketing (i.e. obtaining permits for signs and posting them, securing marquee, posting flyers, etc.) This person will also serve as a representative of the school at advertising events such as the Parade of Preschools and Touch-a-Truck Day.
- G. Committee Chairperson: the Committee Chairperson is required to determine which parents will be placed on each committee. Some committees require a committee head, and it will be the Committee Chairperson's responsibility to determine a suitable candidate. In addition, the Committee Chairperson is required to maintain contact with various committees to ensure that their duties and event obligations are being performed.
- H. Fundraising Committee Chairperson: the Chairperson oversees the Sweetheart Dance subcommittees and any other fundraisers presented to and approved by the School Board. This person acts as liaison between the Fundraising Committee and School Board. The Chairperson meets with the Executive Board to determine the status of the school's budget and the amount of money that must be raised during the year. The Chairperson ensures that this amount of money is raised and that all aspects of the fundraisers run smoothly. The Chairperson does this by delegating tasks for these events to the subcommittee members and overseeing their implementation.
- I. Class Leader: the Class leaders are liaisons between the parents and teachers. They communicate information to and from the board regarding their classes. These individuals will undergo training with a teacher prior to the commencement of the school year. The specifics and expectations of the role will be explained and examples will be provided. The Class Leaders create and email parent helper calendars for their classes each month, which are forwarded to the Secretary for copying and posting. They help out with the planning of class parties as needed by teachers and arrange for class gifts for teachers at Christmas and at the end of the

school year. In addition, Class Leaders are responsible for organizing a raffle item from their classes for the Sweetheart Dance.

### Section 7. The School Board

- A. Shall consist of the elected officers of the school.
- B. Shall decide all issues relating to the normal operations of the school, subject to provisions in the Constitution and Bylaws.
- C. Shall hire a Director as required by the Ohio Department of Job and Family Services.
- D. Shall evaluate the annual budget as proposed by the Treasurer.
- E. Shall determine the location of the school.
- F. Shall take any action on matters of policy where circumstances permit no delay.
- G. Shall have the power to terminate membership if the rules of the organization are violated.
- H. The Board shall meet jointly with the newly-elected officers after their election at the Spring Parents Meeting and shall turn over all materials to succeeding officers during the month of May. The Treasurer shall have completely turned over the books after the fiscal year. (June 30).
- I. Any Board member may recommend potential candidates for available teaching positions. The Executive Board will be responsible for hiring teachers and determining salaries.
- J. The Board can, with the concurrence of the Executive Board members and for just cause, sever the connection of any teacher with the school before the end of the school year.
- K. The Executive Board, representing other members, is ultimately responsible for what happens in the classroom and therefore must meet with the teachers prior to the beginning of the school term to discuss the daily program and long-range planning of the year's program.
- L. The Executive Board has the option to review all monthly lesson plans submitted by the teacher and meet at the end of the year to review the philosophy.

## **Article VI - Finances**

### Section 1. Tuition and Fees

- A. The Board shall determine the cost of all assessments.
  - B. Participating members shall pay a registration fee at the time of registration. This fee is non-refundable for the following situations:
    - 1. Withdrawal of an enrolled student. An enrolled student is one who has filled an opening in a class. The registration fee is non-refundable for enrolled students who are withdrawn, even if the withdrawal takes place before the start of the school year.
    - 2. Removal of a child from a class waiting list. Parents who want to place their child on the waiting list for a full class must also pay the registration fee to secure a place on the list. If a parent removes his/her child from the waiting list prior to the start of school, the registration fee will not be refunded.
- If a child is on a waiting list, and not occupying a position in another class, and there is

- no opening in the class by the first day of the school year, the registration fee for that child will be refunded to the parent.
- C. Tuition shall not be refunded due to inclement weather, energy crisis, or non-attendance in class.
  - D. In order to receive a tuition refund, a 30-day written notice of withdrawal is required. The refund will be determined on a prorated basis.
  - E. Two or more children enrolled in the school from the same family will receive a 5% discount of the combined annual tuition. If three or more children are enrolled, the Executive Board shall determine an appropriate discount for tuition.
  - F. Tuition shall be paid monthly or by pre-approved payment arrangements made with Treasurer (see Policies and Procedures, Tuition and Fees section- p. 19). Monthly tuition payments are due on or near the fifteenth day of the month specified for payment. Tuition will be paid one month in advance. For example, October tuition will be due on September 15th, and will be billed to all Co-op members via child's book bags or mail.
  - G. A \$15 late fee shall be charged for tuition received after the due date on the invoice (see Policies and Procedures, Tuition and Fees section- p. 19).
  - H. All tuition must be paid at least one month in advance, before the student attends class. Co-op members with delinquent accounts will be sent a tuition reminder letter along with a copy of the invoice requesting prompt payment before the beginning of the month. In the event the tuition is not paid before classes begin, then the student's attendance in the classroom will be suspended until the tuition is paid in full. For repeated delinquency, it is asked that the member meet with the Director, President, and Treasurer to discuss the matter.
  - I. If a Co-op member persists in having a delinquent account, either through continued late payment or non-payment of invoices, the Executive Board will review the member's account and situation for the possibility of permanently withdrawing the student from the Co-op.
  - J. A Co-op member must be in good standing to register their child(ren). If the account is not in good standing the member will have the opportunity to make arrangements to pay the delinquent account, then will be eligible to register the child(ren).
  - K. Participating members shall pay fees incurred for their child, such as field trips, special projects, and fundraising.
  - L. The Board members shall receive a \$5.00 discount on tuition for their child(ren), effective August 2015. The Executive Board members shall receive a \$25.00 discount on tuition for their child(ren), effective August 2015.

## Section 2. Audit Committee

The participating membership shall be solicited to form an Audit Committee. At least one of the participating members shall have a financial background. If there is no interest from the participating membership, the Executive Board shall appoint members to the Audit Committee. The Audit Committee shall follow the audit procedures outlined in the Policies and Procedures section of the handbook. The audit shall be completed by October 31 of the following fiscal year.

## Section 3. Bank Accounts

The school shall maintain one or more bank accounts: checking and/or savings. The reserve, if any, shall be kept in a savings account. The general fund may be kept in either a checking or savings account. The above-mentioned accounts herein shall require a signature of either the Treasurer or the Director for withdrawal or draft. At the end of the school year, any net balance, beyond that necessary to maintain the account for the general fund, shall be paid into

reserve.

#### Section 4. Reports

A written financial report shall be provided to the membership at the end of the school year.

#### Section 5. Insurance

The school shall obtain liability insurance covering the teachers, assistants, and children on school activities. The school shall obtain property insurance covering the equipment owned by or in the school's custody.

#### Section 6. Budget

A budget shall be prepared by the Treasurer and ratified by the Board and made available upon request.

#### Section 7. Contracts

Contracts entered into by the school shall have the prior approval of the Executive Board and be signed by the Director, the President, and the Treasurer.

### **Article VII - Bylaws**

Bylaws consistent with this Constitution may be adopted, amended, or rescinded by a two-thirds vote of the Board. Written notice of the proposed amendment must be provided to and be received by the membership at least ten days prior to the Board Meeting.

### **Article VIII - Dissolution**

- A. Dissolution shall be at the discretion of the Executive Board and passed at a regular meeting by a two-thirds majority vote.
- B. The Board may dissolve the school when it is decided that it is uneconomical to continue or that the school cannot provide adequate service with resources available.
- C. In the event of dissolution, the Executive Board, acting as trustees for the Aurora Co-operative Preschool Corporation, shall:
  1. terminate all school operations;
  2. pay or make provisions for the payment of all just debts of the school;
  3. dispose of the assets of the school by sale or donation;
  4. the proceeds of any sale, for other than payment of just debts, and any donation under Part C (above) shall only be made to one or more non-profit organizations operated exclusively for charitable, educational, religious, or scientific purposes and qualifying as exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 or corresponding statute;
  5. shall make suitable inquiry to ensure the qualification of any intended donation.

## **POLICIES AND PROCEDURES**

### **Admission**

#### Eligibility

The Aurora Co-op welcomes parents or guardians of children who are willing to fulfill the responsibilities of a co-operative school. In accordance with the American Disabilities Act of

1990 and the Ohio Department of Job and Family Services, Ohio Administrative Code (OAC) 5101:2-12-29, the Aurora Co-op admits students of any race, color, religion, sex, national origin, or disability.

To be eligible for the 2-, 3-, and 4-year-old classes, a child must be 2, 3, or 4 **on or before September 30th of the enrolling school year**. Children in the Pre-K program should be able to easily separate from their parents, demonstrate self-regulation, and have had previous experiences in group situations, such as preschool. Children entering the Pre-K program should be 5 by January 31<sup>st</sup> of the enrolling school year. Any exceptions to the birthday rule must be based on teacher recommendation and approval by the executive board. Enrollment in the Pre-K class may be based on a teacher and child informal screening/assessment.

Children entering the 3-, 4-year-old, or Pre-K program must be toilet trained and may not wear diapers or pull-ups to school. In the “Parent & Me” program, children must be 2 when enrolling in class, but are not required to be toilet trained. Each student must be accompanied by a parent or caregiver. A parent and/or caregiver may not accompany more than one student per class.

### Registration

A child will be considered a registered student when the completed registration form and fee have been received by the Vice-President. Priority registration is given to present participating members and alumni. Public registration takes place on a first-come, first-served basis. The registration fee is considered non-refundable in the situations described in Article VI, Section 1 of the Constitution and Bylaws. Registration money is used to purchase initial supplies and insurance (see Article VI, Section 5 of the Constitution and Bylaws).

All listed forms in Article III, Section 3 must be submitted to the Vice President no later than the first day of school in order for a registered child to remain registered.

### Late Registration

New students will be admitted to a class after the start of the school year if the maximum capacity of the desired class has not been met (see Class Size and Staff-Child Ratio, p. 33). A child may be registered for the current school year through December 31 of that year. After December 31, the following conditions must be met for enrollment:

- A. the Director and teacher(s) of the class must agree to consider a new enrollment in the class;
- B. the child must attend the class for a short “trial basis” so that the Director and teacher(s) can determine whether the child will be able to easily transition into the class. The length of the “trial basis” will be one week for the 3’s, 4’s and Pre-K classes, and two weeks for the Parent & Me classes;
- C. the Director and teacher(s) must approve enrollment of the student based upon the outcome of the “trial basis”.

## **Tuition and Fees**

Tuition is paid in full, paid monthly, or by pre-approved payment arrangements made with the Treasurer. Unless otherwise specified, payments are due by the date stated on the invoice, and the last payment of the year is due on April 15th. Tuition payments received after the due date of the month will have a 10% late fee added to the following month’s tuition. Payments may

be made by cash, check, money order, or credit card. Checks and money orders should be made payable to the Aurora Co-op Preschool and directed to the attention of the Treasurer. Credit card payments are made by filling in the credit card information requested at the bottom of the invoice. There is a \$4.00 processing fee for each credit card transaction. Payments may be placed in the tuition box at the school, or may be mailed to the Treasurer at Aurora Co-op Preschool, P.O. Box 113, Aurora, OH 44202.

Monthly Tuition

Parent and Me classes:	\$50.00
3-year-old classes:	\$125.00
4-year-old classes:	\$155.00
4-year-old with Extended day:	\$200.00
Pre-K classes:	\$240.00
Late Fee (late tuition payments):	\$15.00

Annual Fees

Registration Fee:	\$80.00 non-refundable fee; \$50.00 each additional child
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<u>Fundraising Fee:</u>	\$50.00 for families with a single student and \$75 for families with multiple students
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**School Operations**

Arrival

Parents will enter the driveway that leads to the preschool building. Walk in front of the cars and use the sidewalk in front of the building to enter the building.

Students should arrive at school 5 minutes prior to the beginning of class. The Parent and Me class begins at 9:15 AM. The 3's and the 4's classes begins at 9:00 AM. The Pre-K class begins at 12:00 PM. Please walk children into school, make sure they wash their hands, and with their outer garments, if needed. Students will not be permitted to walk into the building without an adult. Children will be greeted upon arrival, at which time attendance will be recorded. PLEASE BE PROMPT. This will help with a smooth transition each day.

Departure

Children will be dismissed from the Parent and Me class at 10:45 AM. The 3's and the 4's classes will be dismissed at 11:30 AM. The Pre-K class will dismiss at 2:45 PM. Students will not be permitted to exit the building without an adult. Please arrive 5 minutes prior to the dismissal time so your child, the teacher, or the parent helpers will not be kept waiting. If you have made other arrangements for picking up your child/children, please notify the teacher in writing. When children depart, whether it is during class or at the end of the day, it will be indicated on the attendance sheet. A child shall only be released to persons listed on the pick up authorization form filled out by the parent/guardian and kept on file at the school. Identification will need to be verified by driver's license for all individuals listed on the authorization pick-up form. A non-driving individual will need to provide the last four digits of the guardian/parent's social security number for identification. A child shall only be released to persons sixteen (16) years of age or older.



### Both Parents Right to Pick Up

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order: sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

### School Closing due to Inclement Weather

The Aurora Co-op shall follow the Aurora public school system for school closings due to bad weather. If there is a delay in opening the Aurora public schools, the Co-op AM class for that day is cancelled. If a PM class is offered, it will be held as usual.

### School Hours

The school is open Monday-Thursday from 8:30 AM until 3:30 PM and Friday from 8:30 AM until 2:30 PM.

## **Communications**

### Classroom Activities

The teachers will verbally give the parents a brief daily report on the classroom activities. At the end of each class, the teacher will explain to the parents about the book, art, and activity centers of the day. The snack and drink of the day will be listed on a white dry erase board at the school. The teachers prepare detailed daily and monthly lesson plans. The class leaders will assemble the monthly calendar and distribute it to parents in their class. The calendar will list the main theme of the day, the color, the letter of the week, and the classroom helper schedule for that month. Parents may review the current month's lesson plans. They are available by request from the Director or one of the teachers.

### Concerns

If a parent has any problems or concerns with the preschool, the staff, or the school Board, he/she may contact the President or the Director. Parents may also contact their Class Leader to discuss any concerns.

Parents may direct any complaints about the school to the Ohio Department of Jobs and Family Services at 1-866-635-3748.

### Resource File

A file containing resources for parenting and school-related concerns is available for parents and teachers. The file is comprised of listings of psychologists, consultants, community services, and referral services that deal with these issues.

### Parent/Teacher Lending Library

The school maintains a parent/teacher resource lending library. These resources are available for Co-op parents and teachers, as well as community members, on a lending basis. Books are purchased for this library to strengthen knowledge of positive parenting practices and child development.

### Absence

If a child will not be attending class, the parent must call the school (440-543-1443) at least 15 minutes prior to start of class. There is an answering machine operating at all times.

### Special Situations

Parents must notify teachers of special circumstances in the home, such as the loss of a loved one, illness, or new baby, so that teachers can help the child adjust. Unless otherwise indicated by legal documentation provided to the school, all custodial parents have access to the school.

Class leaders and/or the executive board should be made aware when families are experiencing stressful family circumstances, in order that support and assistance can be offered/extended, as needed.

### Conferences

Parents/guardians of all children are encouraged to discuss any concerns with the teachers at any time or to schedule a conference. The Parent and Me teacher will informally mention to parents notice of growth and development in their particular child. Additionally, the Parent and Me teacher will provide information via handouts to aid in the growth and development of the children. Families of children in the three-year old class will receive a written progress report in January and May. Families of children in the four-year old class and the Pre-K class will receive a written progress report in October and January. Parent-teacher conferences will be scheduled at the end of January to discuss the progress of children in the four-year old and Pre-K classes.

### Confidentiality

Information about each child (including, but not limited to enrollment forms, assessments, and health information) will be kept in a closed cabinet when not being used by the child's teacher. All information will be kept confidential and only shared with staff in professional consultation or with those people indicated by the child's family.

### Employee Grievance

Any concerns by a teacher should be brought to the attention of the President or the Director of the school. The grievance and resolution will be documented and signed by both parties. If the teacher is not satisfied with the resolution set forth by the President or the Director, the Executive Board will meet and make a recommendation **in writing** as to how the grievance will be handled. The documentation will be signed by all involved parties.

### Other

Meetings, newsletters, hallway bulletin boards, information placed in student book bags, and e-mail/ phone communication will be used to keep members up-to-date on pertinent information.

## **Child Guidance and Management**

5101:2-12-22 Child Guidance and Management for Licensed Child Care Centers

C. The child care staff member shall:

(1) Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances such as, but not limited to:

(a) Setting clear limits.

- (b) Redirecting the child to an appropriate activity.
- (c) Showing children positive alternatives.
- (d) Modeling the desired behavior.
- (e) Reinforcing appropriate behavior.
- (f) Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.

D. All employees and child care staff members shall not:

- (1) Abuse, endanger or neglect children.
- (2) Utilize cruel, harsh, unusual, or extreme techniques.
- (3) Utilize any form of corporal punishment.
- (4) Delegate children to manage or discipline other children.
- (5) Use physical restraints on a child.
- (6) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
- (a) Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- (b) Prone restraint includes physical or mechanical restraint.
- (7) Place children in a locked room or confine children in any enclosed area.
- (8) Confine children to equipment such as cribs or high chairs.
- (9) Humiliate, threaten or frighten children.
- (10) Subject children to profane language or verbal abuse.
- (11) Make derogatory or sarcastic remarks about children or their families.
- (12) Punish children for failure to eat or sleep or for toileting accidents.
- (13) Withhold any food, including snacks and treats, rest or toilet use.
- (14) Punish an entire group of children due to the unacceptable behavior of one or a few.
- (15) Isolate and restrict children from all activities for an extended period of time.

As a preschool community, we expect all children and staff to learn and follow common universal classroom rules. Rules around safety, respect for oneself and others, and common courtesy will be integrated throughout the school year and are a part of the daily curriculum. Learning to follow rules fosters independence, acceptance, and socially responsible behavior.

The staff uses positive behavior techniques to help children understand expectations for behavior. Positive guidance, including logical or natural consequences applied in problem situations, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior are the tools utilized in the classroom. Consistent and clear rules are developed and discussed with the children. Occasionally, it may be necessary to separate a child from the group in order to provide discipline. If a child continues to behave in a manner that is disruptive and interferes with the learning environment or is dangerous to others, the child's parents will be called and asked to pick their child up.

Even though it is the plan of the Aurora Co-op Preschool to work with every enrolled student to achieve a positive outcome, a child's behavior may be such that the welfare of the group (or welfare of particular children within the group) is jeopardized. In such a case, the Aurora Co-op Preschool reserves the right to:

1. Have teachers (and /or director) confer with parents to explore the reasons behind the behavior and to generate solutions to be implemented at school and at home.
2. The teachers, director and parents, as a team, decide to bring in professional guidance through outside agencies. (Child's attendance at school will be suspended until available professional resources have been contacted and the student has been evaluated.)
3. Call a formal conference with parents, teachers, and director to discuss the findings and recommendations of outside professionals.

The teachers and Director will work together with the parents and other professionals to help any child with serious behavior challenges. This team will work to create an individual behavior plan in an effort to help the child interact positively and grow in our preschool environment. However, any child who, after all the above strategies have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by our facility (including discipline policy), or whose presence is detrimental to the group, shall be discharged from the program. If a parent objects to the recommendation of withdraw, the board will make the final judgment.

### **Field Trip Transportation**

During the school year, various offsite field trips will be scheduled. Written and signed permission is required from each parent/guardian. Parents are responsible for either driving their children to and from the field trip, or arranging transportation for their children to and from the field trip. Teachers are not permitted to drive on these outings. Seat belts are required. A child under 4 years old and less than 40 lbs. must be in a child safety seat. Parents will be notified of the details of each field trip in the monthly newsletters and on the permission slips. Written permission from parent/guardian before a field trip will include:

1. Signature of parent/guardian,
2. The date on which the permission slip was signed,
3. The date of the field trip,
4. Completion of the Child Transport Form by parents who are not driving their children.

Whenever children are transported on a school field trip, they will be under the supervision of the Director, teacher, or aide, and the required ratio per OAC 5101:2-12-18 will be met. The following will also be included in our policy:

1. a first aid box shall be available on the trip that meets State requirements;
2. a person trained in first aid/communicable disease and CPR, in accordance with OAC 5101:2-12-27 shall be available on the outing;
3. each child shall have identification attached to him/herself including the school's name, address and telephone number to contact in the event a child becomes lost;
4. an emergency transportation authorization, which meets requirements of the State, shall be available on the trip for each child.

### **Routine Walking Trips**

Routine walking trips are taken on the Centerville Mills property and to the Dining Hall on the Centerville Mills property. The staff/child ratio requirements of Rule 5101:2-12-20 of the Administrative Code shall be met on routine walking trips and children shall be assigned to specific child care staff members. During routine walking trips, rules for student supervision and

staff training will be followed (Rule 5101:2-12-18), children will not have access to water that is more than two feet in depth, nor will activities be planned in water that is more than two feet in depth. A second adult shall be present for every seven or more preschool, or school children or for every ten school children, if the group of children on the walking trip includes only school children. Written permission for routine walking trips shall be completed and updated at least annually, or as needed. At the Centerville Mills Park, the students will not have access to the lake and walks on the property will not be taken near the vicinity of the lake.

## **Special Events**

### **Birthdays**

Birthdays for a pre-school child are special; they are a child's day to shine. Therefore, parents will be scheduled to be helper on or near the date of their child's birthday so that they can be in class to celebrate with their child. Parents are encouraged to plan a special birthday treat for snack. However, the birthday snack should be kept simple. Also, remember that our school is a nut free environment. Please refer to individual class information sheets to be aware of any food allergies in your class and avoid those ingredients in the birthday snacks as well. If a child's birthday falls during the summer, his/her "half birthday" will be scheduled during the year to ensure that all children get to celebrate their birthday in class.

Parents sometimes wish to donate a book or toy to the school on their child's birthday. Monetary gifts may be pooled with other donations to purchase an item, such as playground equipment. A school wish list is available for donation ideas.

### **Holiday Parties**

Participation in holiday parties during the school year will be as follows:

1. Halloween, Valentine's Day, and Spring Parties will be for students, parents and staff
2. Thanksgiving Celebrations will be for the students, parents, staff and siblings
3. The all-school picnic, which takes place at the end of the year, will include parents siblings, and extended family members, along with students and staff
4. Dad's Night will be for the students, their dads, and staff
5. Mother's Day Tea will be for the students, their mothers, grandmothers, staff, and siblings.

### **Optional Programs**

#### **Lunch Bunch Program**

An optional lunch bunch program will be available for the four-year old and pre-k students. This program will not fall under licensing regulations.

At Lunch Bunch, students will –

- Become accustomed to eating lunch at school
- Learn how to eat in a timely manner
- Learn how to independently unpack their lunch box and open their food
- Learn how to clean up after themselves and repack their lunch box when finished
- Learn to eat their healthy foods before dessert
- Practice good table manners

The Lunch Bunch program will be held on Fridays from 11:30 a.m. to 1 p.m. during the months of January - May.

#### **4's Extended Day Program**

An optional extended day program will be available for students while they are enrolled in the 4's Class. This program will not fall under licensing regulations.

This program provides an opportunity for 4's students to participate in Lunch Bunch and one additional hour of kindergarten readiness programming. It is designed to give 4's students more time on task and experience a schedule similar to that of a full kindergarten day. During enrichment, there is a focus on further building literacy awareness, phonemic awareness, number sense and listening skills. Activities to improve gross and fine motor skills as well as social emotional development are also included.

The 4's Extended Day Program will be held on Fridays that the school is open from 11:30a.m. until 2 p.m. during the months of October - April.

#### **Summer Program**

An optional Summer Camp program will be available for the four-year old and pre-k students. This is a fun and educational program for the 4s and Pre-K students to participate in after the preschool year is out. Many activities will take place outside. The students will go on adventures, explore nature, and have lots of fun!

### **Parent Participation and Access**

As stated throughout this handbook and all of the school's other written documentation, **a co-op is based on parent participation.** The Aurora Co-op's success depends on parental involvement. Classrooms are accessible to parents/guardians at any time.

#### Parent Helpers

Each parent is required to stay and help during his/her child's class once a month. Parents with multiple children enrolled will help once a month for each child enrolled. Depending on the size of the class or length of the month, it is possible that parents may be required to help more than once a month per child. Parents are scheduled to help in class by their Class Leaders. Parent helper schedules are created by the Class Leaders and are issued monthly. Parents must inform their Class Leader of days each month that they are not able to help, and do so prior to each month's schedule being issued.

Once the schedule has been issued, it is the parent's responsibility to be present in class on the scheduled day. It is requested that parent helpers turn off cell phones and ringers during class time. If it is necessary to make a phone call or send/receive a message, please use a separate area of the building.

If a parent is unable to help on the scheduled day, he/she must find a substitute. Parents can do this by trading scheduled days with another parent in the class. In the event that a trade

cannot be made, the parent should contact the surrogate helper for the class to see if he/she can help on the day in question (see Surrogate Helper, below). Surrogate helpers are to be contacted only in the case of emergency (sudden illness, family issues, etc.) – parents should make every attempt to trade scheduled days with other parents before contacting the surrogate helper(s). In all cases, parents are responsible for ensuring that they, or a substitute, are present in class on the day(s) they are scheduled. If a parent or substitute fails twice (2 times) to come to class on the scheduled day, he/she will be asked to withdraw from the Co-op. All changes to the parent helper schedule should be communicated to the teachers by the parent making the change along with making the changes on the calendar at the school.

If a parent helper indicates on the non-conviction statement that they have pleaded guilty or have been convicted of a crime and are unable to sign the non-conviction statement, due to one or both of those reasons, as set forth in section 5104.09 of the Revised Code, the administrator will obtain the necessary information and documentation, review the rehabilitation requirements of rule 5101:2-13-26 or 5101:2-12-26 of the Administrative Code, and the information and documentation will be presented to, and discussed with, the executive board to determine the extent of parent participation.

### Surrogate Helpers

Each class will have one or more parents who volunteer to be surrogate helpers for the class. The Class Leaders will provide their classes with the names and phone numbers of the surrogate helpers. The job of a surrogate helper is to take the place of a scheduled parent who is unable to help in the classroom because of an emergency (sudden illness, family issue, etc.), or when a parent helper is unable to trade scheduled days with another parent.

If a surrogate helper substitutes for a parent, that parent is responsible for paying a \$10.00 fee to the surrogate. The fee must be presented to the surrogate prior to the start of the class. The surrogate may decline the fee.

### **Nut Free Environment and Food Allergies**

Our school is a nut free environment. Please also refer to individual class information sheets to be aware of any food allergies in your class.

### **Food Preparation Requirements**

All children must be served food that is developmentally appropriate in size, amount, and texture. Food provided to children **must** conform to the following safety measures and **must not** be a choking hazard.

### Parent and Me Class

Foods for children in the Parent and Me class should be cut into cubes no larger than one-half inch. Examples of foods that need this preparation are:

Hot Dogs/Sausage	Strawberries
Apples/Pears	Grapes
Celery	Meat/Chicken
Beans	Cherries

Melons	Cheese
Cherry/grape tomatoes	Carrots-cook until softened, then cut

If sun butter is served, it must be spread thinly on toast or crackers. Do **not** serve in large globs. Our school is a nut free environment.

Small, sticky or hard foods should **not** be served. Examples are hard candies, such as Skittles, and M & Ms, nuts, dried fruits, gum or gum drops, popcorn, seeds, gummy candies, and chips. Marshmallows and pieces of crusty bread or bagels become gummy in the mouth and get stuck in the throat. These should **not** be provided to children in the Parent and Me class.

### Threes, Fours, and Pre-K Class

Cheese must be cut into thin slices or small one-half inch pieces.

Meat must be shredded or cut into small pieces, no larger than one-half inch cubes.

Round foods like hot dogs and grapes must be cut in half lengthwise so the shape is no longer round.

Cherry tomatoes, grapes, and strawberries must be cut in half.

Sun butter must be spread thinly on toast, crackers, fruit, or vegetables. Do not serve in large globs. Our school is a nut free environment.

Hard candy over ½” in diameter and gum should **not** be provided to our preschool children.

The 3’s class should not be served any type of orange for the first half of the year. In January of that school year the teacher will assess and determine if those students are ready for oranges of any type. This includes clementine’s.

## **Cleaning**

Members and teachers will ensure that daily and weekly cleaning tasks, as listed on the Cleaning and Sanitation checklist, are completed. In addition, the Co-op Cleaning Committee will thoroughly clean and sanitize the school each month, according to the Cleaning and Sanitation checklist. These policies are imperative to minimize the spread of contagious disease and illness.

## **Hand Washing Policy**

Hand washing is one of the best ways to prevent the spread of illnesses or disease

Our program follows these practices regarding hand washing:

- a. Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- b. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- c. Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Children and adults wash their hands

- d. on arrival for the day;



- e. after diapering or using the toilet (use of wet wipes is acceptable for infants);
- f. after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- g. before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- h. after playing in water that is shared by two or more people;
- i. after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- j. when moving from one group to another (e.g., visiting) that involves contact with infants and toddler/twos.

Adults also wash their hands

- k. before and after feeding a child,
- l. before and after administering medication,
- m. after assisting a child with toileting, and
- n. after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- o. using liquid soap and running water;
- p. rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.

- q. Staff wear gloves when contamination with blood may occur.
- r. Staff do not use hand-washing sinks for bathing children or for removing smeared fecal material.
- s. In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

**Note:** The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions.

### **Toilet Training Policy**

Children entering the 3's, 4's and Pre-K Classes are required to be toilet trained. Diapers and Pull-ups are not permitted. We know this can be a concern for some parents if their children are still new potty-goers. Please do your best to prepare your child, but also be reassured that the teachers understand accidents happen. Especially in the 3-year old class, parents are encouraged to bring a change of clothes to keep at school in case of accidents. Please also encourage your child to use the restroom at school prior to entering the classroom as part of the morning arrival

routine. Toileting is an important part of a young child's emerging independence, and the staff of the Aurora Co-op Preschool wants to make every child's experience as positive and successful as possible.

### **Custody Dispute Policy**

In the event of a custody dispute of a minor, it is the policy of the Aurora Co-op Preschool not to involve the staff, board, director or parent volunteers of the school in any custody evaluations or disputes. The Aurora Co-op Preschool's mission statement centers on the development of the preschooler and job of providing said preschoolers with optimal learning experiences, not custody recommendations.

### **Parent Code of Conduct**

One of the goals of the Aurora Co-op Preschool is to provide the most appropriate environment in which children can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of The Aurora Co-op Preschool but is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a manner that fosters this ideal environment.

### **Fundraising Events**

Due to the school's co-operative, non-profit status, the State of Ohio requires that the Aurora Co-op hold one mandatory, all-school fundraiser per year. The terms "mandatory" and "all-school" mean that all parents are required to contribute financially to this fundraising event (see Annual Fees on page 20). To accomplish this, a "fundraising fee" is calculated for each family based on the number of children the family has enrolled. If a parent is unable to participate in a particular fundraising activity (such as selling tickets for a raffle), due to religious observance or other circumstances, the parent is excused from the activity; however, he/she is still responsible for paying the mandatory fundraising fee. This fundraising event is a requirement of the state; if a parent is unwilling to make this financial contribution, his/her child(ren) may be withdrawn from the school.

Other fundraisers may be held in addition to the mandatory, all-school fundraiser described above. Participation in these events is optional, but all families are encouraged to participate for the benefit of the school and the children.

### **Management of Communicable Diseases**

- A. The Co-op's staff shall complete a class in communicable diseases. This course shall instruct the staff to recognize the signs and symptoms of illness and in hand washing and disinfection procedures.
- B. The staff shall observe each child for any symptoms of a communicable disease. They will refer to the chart in the classroom for further information.
- C. The following is a list of symptoms for which a child shall be discharged from the school:
  1. diarrhea (more than one abnormally loose stool in 24 hours);
  2. severe coughing, causing the child to go red or blue in the face or to make a

- whooping sound;
  - 3. difficult or rapid breathing;
  - 4. yellowish skin or eyes;
  - 5. temperature of 100 degrees Fahrenheit, taken by the auxiliary method when in combination with any other sign of illness;
  - 6. untreated infected skin patch(es);
  - 7. unusually dark urine and/or gray stool or white stool;
  - 8. stiff neck;
  - 9. unusual spots or rashes;
  - 10. sore throat or difficulty swallowing;
  - 11. elevated temperature;
  - 12. vomiting;
  - 13. evidence of lice, scabies, or other parasitic infestation.
- D. If any child exhibits any of these symptoms described in section C (above), the child will be immediately isolated from other children. The parent will be notified to pick up his/her child as quickly as possible.
- E. Any child discharged or recovering from an illness would be re-admitted by a doctor's approval, or if all symptoms of illness are completely gone.
- F. The Ohio Department of Health "Child Day Center Communicable Disease Chart" is posted in the office.
- G. All parents of children who have been exposed to a communicable disease will be notified verbally or in writing.
- H. The following is the Aurora Co-op's policy for the care of a mildly-ill child. A mildly-ill child is defined as one of the following:
- 1. a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in section C; or
  - 2. a child who does not feel well enough to participate in activities, but is not exhibiting any of the symptoms specified in section C.
- A mildly-ill child will be cared for within the child's class. The child shall be observed carefully for signs and symptoms of worsening condition. If a parent is in doubt about how his/her child is feeling, it is usually best to keep the child home - especially if a contagious illness (strep, flu, etc.) is going through the child's family.
- I. Parents shall be notified that it is the Co-op's policy to care for mildly-ill children and that if the symptoms listed in section C occur, the ill child will be isolated from other children and discharged from the school in accordance with the policy described in section D.

### **Safety of Children**

- A. No child shall ever be left alone or unsupervised.
- B. The parent/guardian shall be responsible for bringing the child into and out of the school building. The teacher shall be made aware of the child's presence upon the parent/guardian's greeting of the teacher before each class. The child will be released to the parent/guardian by the teacher after each class.
- C. Co-op staff is always accessible by phone during school hours at 440-543-1443.
- D. A fire emergency and weather alert plan shall be posted in each classroom, which explains action to be taken and the staff responsibilities in case of fire emergency and weather alerts. The plan shall include a diagram showing evacuation routes.
- E. A plan for safety whenever children are transported by vehicle away from the school

(for field trips, etc.) shall be posted in the classroom. Copies can be made available upon request.

- F. A person trained in first aid that meets the requirements of OAC 5101:2-12-27 shall be available on each trip or special outing.
- G. When an accident or injury occurs as defined in OAC 5101:2-12-35, or a child receives emergency transportation in accordance with OAC 5101:2-12-34, the school shall complete a report in accordance with OAC 5101:2-12-35. The report shall be available at the school for the parent/guardian within at least 24 hours following the incident/injury.
- H. Use of spray aerosol shall be prohibited when children are in attendance in school.
- I. A staff member shall immediately notify the local Public Children Services Agency when the staff member suspects that a child has been abused, neglected, or both by families, staff, volunteers, or others. Staff who report suspicions of child abuse or neglect where they work is immune from discharge, retaliation, or other disciplinary action for that reason, alone, unless it is proven that the report is malicious. Geauga County Job & Family Services is the agency with responsibility to investigate allegations of abuse and neglect in Geauga County. If you wish to report concerns regarding the abuse or neglect of a child, contact Geauga County Job & Family Services at 1-888-285-5665 (toll free) or email [socialserv@geugajfs.org](mailto:socialserv@geugajfs.org). To report child abuse and neglect in Portage County, call the CARES 24 Hour Reporting Hot Line at (330) 296-2273.
- J. Smoking is not allowed in the indoor or outdoor space of the school during school hours, or when classes are in session.
- K. For more information on OAC 5101:2-12-27, OAC 5101:2-12-34, and OAC 5101:2-12-35, parents can request a copy of the Ohio Administrative Code which is kept on file at the school office. It can also be accessed at [www.jfs.ohio.gov/](http://www.jfs.ohio.gov/).
- L. The Aurora Co-op is committed to providing a safe and secure environment for our students. In the unlikely event that the school would need to be evacuated for any reason, staff and students would be relocated to the Dining Hall at 8558 Crackel Road, Bainbridge Township, Ohio 44023. Students would be under the direct supervision and care of their classroom teachers. The staff would call all parents to inform them of the situation and verify parents' arrangements for picking up their children. The staff would stay with the children until the designated parties arrive to take them home.
- M. Children transported in vehicles must be buckled securely into car safety seats/seatbelts that meet state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. In such instances, when these requirements are not met, teachers are advised to call; another person on the authorized list, police to report a violation of the law, and/or office of children's protective services to report child abuse/neglect.
- N. The Co-op continually evaluates and refines security measures for the safety of the children.

### **Medication Policy and Procedures**

Medication, food supplements, or modified diets will not be administered to children except in life threatening situations and when a permission slip is on file for a child's condition. A Request for Administration of Medicine form must be completed by the parent/guardian for the

administration of any medicine or topical product. For prescription medicine, written instructions must be on the prescribed form or prescription label. The medicine must be in the original container and the prescription label must be attached to original container and includes child's full name, a current date (within the last 12 months), exact dosage to give, and means of administration. Designated staff that is permitted to administer the medication will be listed on the Medical/Physical Care Plan. Each administration of medicine must be documented on the Request for Administration of Medication form, and the staff member who administered the medication must sign the form. All medication, topical products, and food supplements will be kept out of the reach of children.

### **Medical/Dental/General Emergency Plan**

The school has a written plan for medical, dental, and general emergencies. It shall be implemented, when necessary, and shall be posted by each telephone and in each area used by the children. A copy of this plan will be provided to members upon request.

To ensure the health and safety of children in the case of emergency, at least one staff person, who has currently valid training in the following, will be readily available on the premises during all hours of operation:

1. CPR
2. First Aid and Management of Communicable Disease
3. Child Abuse Recognition and Protection

Monthly fire drills are conducted at varying times each month in all classes. Documentation of these drills is posted in the classroom.

If a child is transported for emergency treatment, the child's health and medical records shall accompany the child. The Director or a school member shall stay with the child until the parent or guardian assumes responsibility for the child's care.

### **Class Size and Staff-Child Ratio**

The enrollment for the three-year-old class will be limited to 18. The maximum enrollment for the four-year-old class is 20. The maximum enrollment for the Parent and Me and the Pre-K classes will be ten children. The Ohio Department of Job and Family Services requires the following staff-child ratios: one teacher for every 10 students (1:10) in the three-year old class and one teacher for every 11 students (1:11) in the four-year old and Pre-K classes.

### **Miscellaneous**

- A. Procedures for the recruitment, hiring, firing, and orientation of new teachers have been developed by the Executive Board and are kept on file.
- B. The Co-op shall provide the school's tax identification number (# 34-1153712) to parents or guardians upon request.
- C. Latex and non-latex disposable gloves are available for parents and staff to use, as needed.

### **Clothing**

Children and participating parents should wear comfortable, washable clothing since paint, clay, paste, etc. are used frequently in the classroom. Children should be dressed according to

the weather of the day.

### **Outdoor Play**

Outdoor play is provided each day in suitable weather. In the case of severe or potentially dangerous weather conditions - such as extreme temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice – gross motor activities will be conducted indoors. To protect against cold, heat, sun injury, and insect-borne disease, please ensure that your child wears clothing that is dry and layered for warmth in cold weather.

When in the sun, students should be protected by sun-protective clothing or applied skin protection, or both. Applied skin protection should be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin. When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, only repellents containing DEET should be used, and these should be applied only on children older than 2 months. Staff will not apply sunscreen, sun block, or insect repellent to children. Parents should follow these guidelines and apply sunscreen or sun block, and insect repellent to their own child.

### **Class Directory/Parent Roster**

#### Class Directory

For the convenience of parents and guardians, a class directory will be made up for each class with each child's name, birth date, address, phone number, and parent or guardian's name. These will be distributed to parents. Parents may request that their phone number be excluded from the directory.

#### Parent Roster

As required by the OAC 5101:2-12-32, the Director shall annually prepare a roster for the entire school that includes only the names and telephone numbers of parents or guardians in each class. The roster shall be dated and given to parents or guardians upon request. The Director shall have all parents or guardians sign a statement indicating whether they want their name and telephone number included on the roster. Only those individuals indicating that they want to be on the roster will be included.

#### Updating Family and Medical Information

Class leaders will confirm current contact information with each family mid-year. Families should immediately notify the school when there are any changes in a student's health status, address, phone number or any other information which is included on the enrollment forms. This can be very important in the case of an emergency, illness or other school matter. If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school.

**Ohio Department of Job and Family Services  
CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov/cdc/childcare.stm>

It is unlawful for the facility 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. 32, 42 U.S.C. 12101 et seq.

*This information must be given in writing to all parents, guardians, and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.*