

OVERBROOK PRESCHOOL

FAMILY HANDBOOK: POLICIES & PROCEDURES

2023-2024

Overbrook Preschool
4131 North High Street
Columbus, OH 43214
Telephone: (614) 261-1029
www.overbrookpreschool.com
info@overbrookpreschool.com

OVERBROOK WEEKDAY PRESCHOOL
4131 N. High Street, Columbus, OH 43214
Telephone: (614) 261-1029
www.overbrookpreschool.com

"Devoted to Excellence - since 1966"
Owned and operated by Overbrook Presbyterian Church
Director - Robyn Bally

HOURS OF OPERATION

Overbrook Preschool operates September through May:

Mondays & Wednesdays	8:45 A.M. - 12:30 P.M.
Tuesdays, Thursdays, & Fridays	8:45 A.M. - 2:45 P.M.

LICENSING

The Overbrook Weekday Preschool is licensed by the State of Ohio, Department of Job and Family Services. The State of Ohio Child Care Licensing Law 5104 and Administrative Rules (Chapter 5101:2-12-30) of the Ohio Administrative Code govern the health, safety, discipline, program, space, equipment, staff-child ratios, and staff requirements. A copy of the Rules for Licensing Child Day Care Centers and licensing records are available for review in the preschool office and hall. The license is posted on the wall outside the office door.

The preschool's licensing record, including compliance report forms and evaluation forms from the health, building and fire departments, is available upon request from the Ohio Department of Job and Family Services. The **HELP DESK (866) 886-3537 OPTION 4** is available for any person to report a suspected violation by the preschool of Chapter 5104 of the Revised Code or Chapter 5104:2-12 of the Administrative Code.

STEP UP TO QUALITY

Overbrook Preschool has received a Step-Up-to-Quality Five-Star Rating, the highest rating, from Ohio Job and Family Services.

STATEMENT OF PHILOSOPHY AND PURPOSE

Overbrook Preschool believes in providing a loving environment where young children can actively engage in playful, child-centered and teacher-directed activities, which promote curiosity, exploration, problem solving, creativity, and social competency.

Overbrook Preschool is located in an urban setting and draws from a wide community. We welcome families of all traditions and family settings. We believe children learn best in an atmosphere of love and acceptance that is compatible with Christian living.

Overbrook embraces the importance of developing skills and includes the Ohio Early Learning and Development Standards in its emergent curriculum.

Parents are considered key participants in the preschool learning experience. Our school promotes open visitation, has many volunteer opportunities and encourages families to share their traditions, hobbies, work, and/or talents with us.

OUR GOALS FOR YOUR CHILD

1. To provide each child a secure, warm and accepting school experience; to establish a sense of worth in each child; to make learning fun and exciting.
2. To provide each child an opportunity to develop at his or her own pace.
3. To provide opportunities for positive social interactions; to reach toward self-discipline (self-reliance and self-control); to gain acceptance of self and of others; to begin expressing feelings in acceptable ways; and to make choices and live with those choices.
4. To provide real experience as a background for academic interest and understanding, including creative expression, individual and group learning experiences, and hands-on, meaningful activities.

CURRICULUM STATEMENT

Our preschool classrooms provide an opportunity for children to experience educational and social growth in an environment that includes learning through play, reinforcement of socialization skills, problem solving, and exposure to new experiences through art, science, music, literacy, mathematics, technology and enrichment experiences. Our curriculum, *Teaching Strategies Gold*, is a developmental curriculum that allows teachers to adjust the classroom lesson plans and activities to meet the developmental needs and interests of each child as he/she grows.

STAFF/CHILD RATIOS

The Preschool observes the following staff/child ratios and small group sizes for each age group:

Groups	Staff/Child Ratios	Small Group Size
Young 3's	1 to 6	12
Three year olds	1 to 8	15
Older 3's & Young 4's	1 to 9	17
Mixed-age PM	1 to 9	17
Four year olds	1 to 10	18
Young 5's	1 to 10	18

ENROLLMENT

Overbrook Preschool is open to children from 2 years, 8 months through 5 $\frac{1}{2}$ year olds and does not discriminate in the enrollment of children on the basis of race, religion, sex, or national origin.

Children are considered enrolled once the registration fee and the first tuition payment have been received, the Director confirms the availability of space, and the required paperwork is received and reviewed by the Director.

Children need to be toilet trained. We expect accidents. Please send your child to school in underwear. Teachers will work with families to encourage children to use the toilet as is developmentally appropriate. Please talk with your child's teachers if you have any concerns or special instructions that might make your child more comfortable and confident with toileting.

The program is geared toward typically developing children. However, children with special needs - physical, emotional, or intellectual - may be admitted at the discretion of the Director or referred to other programs more suited to their particular needs. If a problem develops after the child is enrolled, the staff will refer the child to professionals and/or a program appropriate to his/her needs.

REQUIRED DOCUMENTATION

The following records are required to be on file before the first day of attendance:

- Child Enrollment and Health Information Form
- Child's Medical Statement
- Emergency Medication and Required Forms
- Pick-Up Card
- Documentation of Child Custody and Shared Parenting
- Enrollment Agreement

TUITION & FEES

1. Tuition for the 2022-2023 academic year is:

2½ & 3 year old classes

2 Half Days -
\$2,025(\$225/mos)

4 & 5 year old classes

3 Half Days - \$2,790
(\$310/mos)
5 Half Days - \$4,320
(\$480/mos)

Technology Fee

\$25/year
(Due 9/1/23)

2. Upon acceptance to Overbrook Preschool, a deposit of one month's tuition is required and must be received by May 1, 2023. This payment will be applied to your tuition and is **non-refundable**.
3. The remainder of the **tuition payments** are due on or before the **first day of the month**, September through April.
4. **The \$25.00 Technology fee is due with the September tuition payment.**
5. Payments received more than ten (10) days after the due date will be charged a \$25.00 late fee. Tuition payments will not be permitted to fall in arrears more than 30 days unless arrangements are made with the Preschool Director.
6. There will be **no** adjustment in tuition for absenteeism, illness, vacations, holidays, religious observances, inclement weather or any emergency affecting either the child or the Preschool.
7. A \$25.00 fee will be charged for any returned check or unavailable debit funds.
8. Thirty (30) day's written notice is required to withdraw a child from the Preschool. Unless this 30-day notice is given, the full tuition must be paid for the month of withdrawal.
9. Tuition payments may be directly debited, hand delivered or mailed to the Preschool Office, 4131 N. High St., Columbus, OH 43214.
10. A late fee of \$20.00 will be charged for recurring late pick-ups.
11. **All class offerings are contingent upon sufficient enrollment as determined by the Overbrook Preschool Policy Council.**

The Preschool's Tax ID Number is 31-4405933.

DISENROLLMENT

Thirty (30) day's written notice is required to withdraw a child from the Preschool. Unless this 30-day notice is given, the full tuition must be paid for the month of withdrawal. The first tuition payment is non-refundable.

CHILD GUIDANCE AND DISCIPLINE POLICY

Employees are required to adhere to the Center's "Discipline Policy". The staff tries to do things as positively as possible, have as few limits as possible, but be firm and, above all, be consistent. It is our belief that helping a child to learn self-control is very important. The staff works to help each child learn self-discipline through careful guidance. A child at Overbrook Preschool will be treated with love and respect. We feel if a child is treated with respect, he in turn will learn to respect the teachers and his friends. The staff's expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit in a quiet area of the classroom for a short period of time to give the child a chance to regain control if she is having a difficult time. This separation will be age appropriate in length and done within the classroom. Staff will not punish a child for failure to eat snack or toileting accidents. This discipline policy applies to all staff and parents while they are at the preschool.

Every attempt will be made to work together with the parents and the child to correct behavior. However, the safety of children is always a primary concern. If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. The Director will be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the teachers, the Preschool may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

The Preschool may suspend any child prior to the end of the term for any of the following reasons:

- Insufficient maturity of the child
- Disruptive behavior that affects the safety of the child or his classmates
- Violations of the discipline policy as set forth herein
- Any other action of the child that might detract from the educational value of other students.

SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. At no time shall a child be left unattended.

POTTY TRAINING POLICY

Children enrolled must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. **Pull-ups are not permitted.**

Why do children have to be potty trained before they begin preschool?

- Ohio Child Care Licensing rules have strict standards for changing and disposing of wet or soiled diapers. There are also licensing rules which prohibit preschools from mixing children who are potty trained with children in diapers or pull-ups.
- The classrooms are not equipped for diaper changing.
- When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers or directors will help children to change their clothes, encouraging independence as much as possible.

A potty trained child is a child who can do the following:

1. Communicate that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance.)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if someone is in the bathroom or if we are away from the classroom.

We certainly will ask your child many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool Staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow **6 weeks from the first day of school** for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

If your child is not completely potty trained as described above when preschool starts, the following options are available:

- You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and tuition fees are non-refundable; however, if your child is re-enrolled in our program at a later date during the same school year, you will not need to pay these fees again. If you choose this option, we cannot guarantee that a space will be available.
- You may pay 1/2 tuition to hold your child's spot (for up to two months) until potty training has been completed.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 6 weeks of school.

We will work with parents whose children have habitual accidents on an individual basis.

ARRIVAL

All parents/caregivers are required to park in the far west parking lot (past the playground) and walk their child to the back door of their classroom to check-in.

The classroom doors will be open at 8:45 A.M. The office staff will be on duty outside to greet children and parents and check children for signs of illness. The staff will NOT be responsible for your child prior to 8:45 A.M. The teachers need time to prepare for their classes.

Children are NOT to be dropped off unless a preschool staff member is at the preschool classroom door to greet your child and see that he/she gets safely to the classroom. If a preschool staff member is not at the classroom door to greet your child, please wait in the designated area until a staff member is available!

Teachers are at the door for drop off until 9:00 AM. Drop-offs later than 9:00 AM should be avoided as they do not allow sufficient time for children to follow their morning routine and may disrupt the classroom.

Children are required to wash their hands upon arrival at preschool.

DROP-OFF RULES

The parking lot in front of the Preschool is only available to those requiring a handicap parking spot. All other preschool drop-off and pick-up vehicles must use the parking lot by the playground.

The playground is **not available** for use before class time. However, families are invited to play after school!

Parking Lot Volunteers will direct traffic at drop-off and pick-up times. Please follow their directions.

DISMISSAL

The children will be dismissed from the classroom back doors at 11:45 A.M. Children are welcome to play on the playground after class. If the playground is wet or icy, the playground will be closed for use.

Please schedule pick-up promptly at dismissal times. Teachers have clean up duties, daily evaluations, lunch and set up for the next session. Late pick-ups will result in a \$20 Late Pick-up Fee. Children cannot be dismissed to a person under the age of 16 - not even an older sibling.

If your child is not picked up within one hour after class ends (i.e. mornings by 12:45 P.M.) and the preschool personnel have not heard from a parent and or persons listed as emergency contacts or pick up persons, Children's Services will be contacted to take custody of the child/children.

Car safety seats are required! Children transported in vehicles **MUST** be buckled securely into car safety seats that meet state requirements. A child will not be dismissed to a driver if it is observed that the driver does not have an appropriate child safety seat. Another driver on the approved list will be called.

LATE PICK-UP FEE

A late fee of \$20.00 will be charged each time a child is not picked up promptly at the close of the session. Late pickup is defined as 5 minutes past dismissal time. Your child will be taken to the office and fees must be paid at the time of pickup. After three (3) times, the fee will be

increased. If you are going to be unavoidably late, please phone the Preschool office and let us know when to expect you. Children get very anxious when they are picked up late.

PARKING LOT SAFETY

Parking lots are inherently dangerous places. PLEASE hold your children's hands when on the sidewalk or the parking lot. If you have more than two children or otherwise have your hands full, please ask for assistance from your child's teacher or a staff member. Staff members are always willing to lend an extra pair hands to help parents and car pool drivers get children safely into the car.

It is also important to remember a few simple rules of safety:

- Hold children's hands at all times
- Do not let them run ahead of you—children do not always respond to shouts of "STOP", "NO" or "RED LIGHT".
- Do not allow children to play next to the curb. Children are impulsive and unpredictable. A stumble into traffic or a dart in to the path of a car can have tragic results.
- Put mobile children in the car first, then babies. Buckle children into car seats after everyone is safely in the vehicle and off of the parking lot.
- Always check very carefully before backing out.
- Move very slowly while in the parking lot.
- Watch parking lot volunteers for directions. They are there to help!

NO CELL PHONE USEAGE UNLESS CAR IS PARKED

DO NOT LEAVE CHILDREN UNATTENDED IN THE CAR IN THE PARKING LOT.

Keeping children safe is of utmost importance to everyone at Overbrook Preschool. Please remember how quickly a tragedy can occur and take a few extra minutes to keep your children safe and REMEMBER—WE ARE HERE TO HELP.

ENVIRONMENT

Overbrook Preschool is a *SMOKE FREE—WEAPONS FREE* environment. This includes the playground and parking lot.

INCLEMENT WEATHER -- CANCELLATION OF SCHOOL

Overbrook Preschool will be cancelled when the Columbus Public Schools close for bad weather and/or road conditions. Listen to a local radio or TV station for school closings. If Columbus City Schools are on a remote learning schedule and inclement weather occurs, the preschool staff will make a decision based on conditions and notify families by email if the preschool will be closed.

It is important to use good judgment when deciding whether to come to preschool during bad weather. Road conditions or weather can be different from one part of the metro area to another. If you feel that the weather and/or road conditions in your area are too bad to be out and about, even if Columbus Public Schools are in sessions, please stay home. The well-being and safety of our families is much more important than a day at preschool.

DAILY PROGRAM

An important part of the program is social development. The daily program provides opportunities for quiet and active play, story times, music, art, literacy, math, science, and dramatic, free, and teacher-directed play. The Rumpus Room provides an area for active play during inclement weather when temperatures dip below 25° or it is raining, snowing, or too muddy. An outdoor play area is enjoyed during mild weather. Full Day classes will go outside at least once if the temperature is above 25° and weather is suitable for outdoor play. Activities for large and small muscle development, cognitive development, math, and reading readiness, interaction with peers and adults, discussions, snack and quiet times are provided. A monthly music teacher and other resource persons provide enrichment for the program.

The Preschool provides an atmosphere of understanding and love in which children are learning and growing in a manner compatible with Christian living. Non-denominational prayers are offered at snack time. Nap or rest time is not a part of our preschool schedule.

THERE ARE NO OPPORTUNITIES FOR SWIMMING.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place where they know what to expect and when to expect it. A typical preschool day would include:

A.M.	P.M.	
8:45	12: 30	Welcome and Greet Children
9:00 - 9:45	12:40 - 1:15	<u>Class Meeting & Choice Time</u> Large group activities and introduction of self-directed play (offer children opportunities to engage in self-selected activities), and Clean-Up (encourages cooperation)
9:45 - 10:15	1:15 - 1:45	<u>Story</u> (listen and discuss a story, literature extension)
10:15 - 10:50	1:45 - 2:15	<u>Large Motor</u> (develop gross motor skills)
10:50 - 11:20	2:15 - 2:25	<u>Lunch</u> (nourish and socialize)
11:20 - 11:40	2:25 - 2:40	<u>Music and Creative Movement</u>
11:45	2:45	<u>Dismissal</u>

Parents will receive a copy of their child's schedule. Monthly calendars giving themes and classroom activities will be distributed to keep parents informed. Lesson plans may be viewed online at www.teachingstrategies.com.

OPEN VISITATION POLICY

An Open Visitation Policy exists. Parents and guardians are welcome to visit the Preschool at any time during the sessions. Visitors are requested to notify the Director of your presence.

Observation by parents limited to 30 minutes. Please make arrangements for younger siblings. Most classrooms are not geared for children younger than two years old. Teachers are not able to watch younger siblings.

SCHOOL BAG

Please provide your child with a durable, top-opening tote bag for carrying papers to and from Preschool on a daily basis. Top-opening tote bags make it easier for children to put their important papers in their bags themselves and it makes it easier for teachers to distribute papers! If your child cannot open or close the bag provided, the bag will need to be replaced! **DO NOT PURCHASE BACKPACKS.** Label the bag with child's name and attach a diaper pin to the bag for pinning on notes. Please check your child's school bag daily.

MESSAGES

Messages may be pinned to your child's school bag. Each child should have a diaper pin (preschool provided) attached to his/her school bag for "safe mailing" of important messages and tuition checks. There is also a secure drop-box at the main entrance of the church for tuition and forms.

CLOTHING

Please dress your child in simple, washable clothing. We spend a lot of time sitting on the floor, your child will be involved in a variety of creative expression activities, and snack items sometimes spill. We encourage self-help at toileting time and informal, comfortable clothing helps them manage their own clothes for this purpose. Children play outdoors when the temperature is above 25° (with wind chill taken in to consideration) and it is not precipitating, so please send your child with a jacket so that he may participate in the outdoor gross motor play.

No-tie, sturdy shoes are recommended. Sandals, slick-soled shoes, CROCs, cowboy boots, clogs, backless shoes and platforms are not permitted. If inappropriate footwear is worn, your child's large motor activities may be limited by our staff. Label all sweaters, coats, mittens, hats, and boots with the child's name. Jewelry is not recommended.

LOST AND FOUND

For items that are lost, please check with your child's teachers. If the item is not in the classroom, please check on the parent board. Items that are not claimed by the end of the school year will be donated to charity.

ITEMS FROM HOME - SHARING TIMES

The Preschool staff believes that the children should be using preschool equipment while at school. Please leave personal toys and jewelry at home. However, you will be notified by the teachers of occasions when items from home are appropriate and encouraged. Each class will arrange their sharing time. Lovies are welcome if they ease the transition from home to school.

LUNCH

Due to the large number of children with food allergies, it is necessary that lunch items be closely monitored. Therefore, parents will provide daily lunch selected from the Approved Overbrook Preschool Lite Lunch List for their child/children. If a child brings an item that is not on the list or forgets his/her lunch, we will provide safe replacements. There will be a \$1 fee for each lunch item replacement.

Children must bring a water bottle, labeled with their name for use throughout the day. It must seal well enough to be stored in their tote bag without leaking. Please practice opening & closing the water bottle with your child before school begins!

Birthdays will be celebrated in the classroom. Parents are encouraged to bring special birthday napkins to help make the day special. (Birthday treats/food items are not permitted)

MANAGEMENT OF ILLNESS

Overbrook Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the preschool. **THEY WILL BE SENT HOME!** Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent/guardian or emergency contact:

- a. Temperature of 100° F or more
- b. Chills
- c. Cough
- d. Shortness of breath
- e. Fatigue
- f. Muscle or body aches
- g. Headache
- h. New loss of taste or smell
- i. Sore Throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. Difficult or rapid breathing
- n. Yellowish skin or eyes
- o. Redness of the eye, obvious discharge, matted eyelashes, burning itching
- p. Untreated skin patches unusual spots or rashes
- q. Unusually dark urine or gray or white stools
- r. Stiff neck with an elevated temperature
- s. Evidence of untreated lice, scabies or other parasitic infestation

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. A parent will be notified. If a child does not feel well enough to participate in Preschool activities, the parent or guardian will be called to pick up the child. Anytime a child is

isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified if children have been exposed to a communicable illness.

Children with symptoms will be readmitted to the center after at least **24 hours of being free of symptoms without medication.**

Please use your good judgment in evaluating symptoms.

A runny nose is reason to keep a child home.

Children with lice must receive two at-home lice treatments, per manufacturer's guidelines, or have a certificate from a lice treatment center, and be nit free before being readmitted to school. A staff member must approve school attendance.

Please do not send your child to Preschool if he does not feel or look well or has had a sleepless night.

The Preschool follows the current version of the JFS 08087 "Ohio Department of Health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart is posted in the preschool kitchenette.

Medications will be administered with orders from the physician, staff training, and proper documentation filed with the Preschool.

Overbrook Preschool has a commitment to providing a safe, fair and equal educational opportunity for ALL children. Universal precautions are used to prevent the spread of communicable disease. If a parent has a concern regarding communicable disease, he/she should discuss this with the Director.

COVID-19 POLICIES

- **If Your Preschool Student Tests Positive for COVID-19**, he/she will need to stay home from preschool for 10 days.
- **If Your Preschool Student Was Exposed to Someone with COVID-19**, we will require a 5 day quarantine, with a negative test result after day five, or a 10 day quarantine without a test, to return to school.

Contact the preschool office if your child or anyone in your household tests positive for COVID-19 or has symptoms.

COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All staff, parents/caregivers, visitors, and students will be assessed at drop-off and before entering the preschool. If a classroom is closed due to a COVID-19 exposure, tuition is due for up to 2 weeks.

NON-IMMUNIZED CHILDREN

Children who are under-immunized because of a medical condition (documented by a licensed health professional) or parents' beliefs shall be *promptly excluded* from the program if a vaccine-preventable disease to which children are susceptible occurs in the program.

ADMINISTRATION OF MEDICATIONS

Routine medications and vitamins will not be administered. ONLY medications required for life-threatening conditions will be administered.

A "Medical/Physical Care Plan" is required to be completed in full for children with health conditions such as asthma or allergies that require the possible administration of medications.

One form for each medication/health condition must be completed. This form requires the listing of symptoms, conditions to avoid, medical procedures to be followed, and training instructions.

Parents are responsible for ensuring that all medications the staff may be required to administer are current (within the last 12 months). If a medication is found to be close to its

expiration date, the parents will be notified and asked to provide an up-to-date prescription and medication. **NO CHILD WILL BE ALLOWED IN SCHOOL WITH AN EXPIRED MEDICATION** unless a new Child Medical/Physical Care Plan (JFS 01236) is completed indicating that the medication is no longer required. Parents are responsible for disposing of old medications.

Prescription medications must be in their original container and administered in accordance to instructions on the prescription label.

A physician must provide written instructions regarding use and dosage and sign the "Child Medical/Physical Care Plan" before over-the-counter medications such as Benadryl will be administered. Non-prescription medications must be in their original containers and be current.

Parents are responsible for training the staff in proper use of medications such as Epipen, inhalers and other medications.

ABSENCES

PLEASE LET US KNOW WHEN & WHY YOUR CHILD IS ABSENT

If your child is not feeling well or if you are going to be out-of-town, please call the Preschool Office at (614) 261-1029 or email at info@overbrookpreschool.com. The other children in your child's class are concerned when one of their friends is not in school. It is comforting when the teachers are able to tell the children why their friend is absent.

ACCIDENTS & EMERGENCIES

The preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the Preschool's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or loss of power, heat, or water to the Preschool, our emergency destination is:

*Ohio High School Athletic Association
4080 Roselea Pl. Columbus, OH
(1/2 block south of the preschool)*

In the unlikely event there would be an environmental threat or a threat of violence, the staff will:

- secure the children in the safest location possible
- follow appropriate steps in the Emergency Preparedness/Disaster Plan
- contact and follow the instructions given by the proper authorities
- contact the parents as soon as the situation allows

An incident report would also be provided to the parents.

There is always at least one staff member present that has received training in First Aid/Communicable Disease and CPR. In the case of a minor accident/injury, staff will administer basic first aid. If the injury is more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. All enrolled children must be granted consent for emergency transport on the Child Enrollment and Health Form before starting school.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

GENERAL SAFETY POLICY GUIDELINES

1. No child will ever be left alone or unsupervised either in a classroom, the Preschool's Office, rumpus room, or on the playground.
2. A staff member will be on duty at the classroom door to assure that each child's presence is known at the Preschool.
3. Attendance is taken in each classroom as the children arrive. This attendance record is taken during fire, lockdown, and tornado drills, and when walking to the rumpus room to the playground.
4. No child will be dismissed to anyone other than the parent(s) who have custody of the child, unless the staff has been notified in writing by the custodial parent giving the name, date and relationship of the person to whom the child is to be released. The parents should make staff members aware of carpool arrangements and adults approved for pick-up.
5. There will be immediate access to a working telephone either in the Preschool hallway or the Preschool Office.
6. A monthly fire drill, quarterly lockdown drills, and seasonal, monthly tornado drills will be held at varying times. A record of dates of all drills is on file in the Preschool Office.
7. A plan of action to be taken and staff responsibilities in case of an emergency or weather alerts are posted in each classroom and the rumpus room along with a fire escape route map, and at the telephone in the Preschool hallway.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up your child and visit the classroom.

CHILD ABUSE TRAINING, REPORTING AND PREVENTION

There are always one or more staff members at the center who have received extensive training in the recognition and reporting of child abuse. All staff will have the required one hour Child Abuse Training every year. The staff is required, by law, to report any suspected cases of child abuse or child neglect to the Franklin County Children's Services - Phone: 614-229-7000. All employees are required by State Law to complete a BCI and FBI background check.

When a toileting accident occurs, children will be encouraged to change themselves. However, if teacher assistance is needed, the door of the bathroom will remain open with another teacher nearby. There will be no closed doors in our Preschool when a child is being assisted by a teacher.

The Child Abuse Training, Reporting & Prevention Policy is available for review in the Preschool Office.

ASSESSMENT AND YOUR CHILD

HOW DO WE ASSESS CHILDREN?

At Overbrook Preschool, children are assessed throughout the year using a combination of ongoing classroom observations recorded as anecdotal notes, photos, and portfolios of children's work. Focused observations, where an activity is planned that enables a teacher to assess a particular skill such as walking a balance beam or scissor skills are also used to help teachers gather information about a child's interests, needs and development.

Overbrook Preschool has chosen two professionally developed assessment programs for use with our students. The **first assessment** program is Ages and Stages and Ages and Stages SE (Social/Emotional). The assessment is administered by parents and scored by staff and it is used to identify any child with possible developmental concerns.

For **subsequent assessments**, which are discussed at Parent/Teacher conferences, teachers use "Teaching Strategies Gold". Teaching Strategies is based on the well-established research of the Creative Curriculum Developmental Continuum. Our curriculum is recommended by the National Association for the Education of Young Children.

Assessment manuals are available in the preschool office for parent/guardian review.

WHY DO WE ASSESS CHILDREN?

Assessments are used to guide planning and make decisions about children's interests and development in the areas of social/emotional development, cognitive development, large and small motor development and language development. Assessment enables teachers to decide what specific support and experiences a child needs to develop and learn. Ongoing-assessment also provides opportunities to improve and adapt the curriculum, teaching practices and environment to meet the needs of the group of children by identifying needs and interests of the group as a whole. Ongoing-assessment also helps teachers identify children who may have a delay or other concern.

WHEN DO WE ASSESS?

First Assessment

The first assessment offered to the children at Overbrook Preschool is AGES AND STAGES and/or AGES AND STAGES SE (Social/Emotional). It is administered by parents within 60 days of a child's start of preschool. Ages and Stages and Ages and Stages SE are used to identify any child with possible developmental concerns.

When a child falls below the norm in any of the tested areas, parents/guardians are informed and provided with referral information to their pediatrician or local school district.

Parents/guardians must initiate contact with any and all agencies. *Teachers may only recommend, not initiate contact with any agency.*

The results of the Ages and Stages Developmental Assessment are discussed at the Parent/Teacher conferences held in November. If results indicated a concern, parents/guardians may be consulted earlier than the November conference date.

Second and Third Assessments

Parent/Teacher Conferences are held in November and January/February for all children. Teachers meet privately with each child's parents/guardians behind closed doors to preserve privacy and confidentiality during the conference.

Parents' input is actively sought and goals and objectives for their child are worked out. Both teachers and parents make suggestions on how these goals and objectives can be met both at school and at home.

SCREENINGS

During October, parents/guardians are offered the opportunity to have their child's speech and/or hearing screened by the professionals from Columbus Speech and Hearing Center. Results of the screenings are made available to parents the next time their child comes to school. If a child fails any part of the screening or there are questionable results, the clinicians from Columbus Speech and Hearing refer the parents to Columbus Speech and

Hearing for a more in depth assessment. The Columbus Speech and Hearing personnel may also refer parents to the child's pediatrician or other medical professional for assistance.

CONFIDENTIALITY

The results of the Ages and Stages assessments are kept in a locked cabinet in the preschool office. The test results are available only to the child's parents/guardians, his teachers and the office staff.

Checklists, anecdotal notes, and the Creative Curriculum Child Progress and Planning Report are filed separately from other information relating to the child. The assessment tools/documents are kept in a locked file and are available only to the child's parents/guardians, current teachers and the office staff. Parents/guardians must give written permission to the preschool director before any information regarding a child is released to any agency, program or school.

Overbrook Preschool does not yet report child level data to ODJFS pursuant to 5101:2-17-02.

PETS FROM HOME

Please do not bring pets onto the playground. We all love our pets, but unfortunately they cannot be allowed in the Preschool, on the Preschool playground, even if leashed. If your pet likes to join you for drop-off or pick-up, please remain outside the fenced area and do not block the sidewalks. You can ask another parent or a staff member to walk with your child to and from the classroom door.

PARENT PARTICIPATION

In keeping with our philosophy, parent participation is key to the quality and enrichment of the Preschool's program. Parents have access to all areas of the building used by the Preschool during hours of operation. **Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.**

If parents have any concerns or questions at any time it is recommended that the following chain of communication be used until an answer or solution is found:

1. Child's teacher
2. Director
3. Preschool Policy Council

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want the relationship to be a good one.

THANK YOU!

Thank you for allowing us the opportunity to serve you, your little one and your family. We want our relationship to be positive and enriching. If you have questions or concerns that you feel have not been addressed in our handbook, please contact the Director for additional information and clarification.

Center Parent Information

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

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>