



## Handbook and Policies

Creative Programs for Your Child and You

55 West Lincoln Avenue  
Delaware, Ohio 43015  
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**Welcome to Delaware Cooperative Preschool (DCP).**

This handbook contains information regarding the preschool and toddler time programs. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about DCP. Please remember that DCP is a volunteer run non-profit organization. Cooperation and involvement of all members is essential to the sustainability of this wonderful program for children, their families, and the community.

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## Center Program Information

### Goals and Philosophy

Delaware Cooperative Preschool is a parent cooperative, community based, non-denominational child care center. A "parent cooperative child care center" as defined by the Ohio Department of Jobs and Family Services (ODJFS), means a corporation or association organized for providing educational services only for children of its members without gain to the corporation. Ownership and control of the corporation or association rests solely with its members.

DCP was formed as Delaware Cooperative Parenting in 1984 by parents who wanted greater involvement with the early education and development of their children. Today, it remains the goal of DCP to actively involve parents in its organization and operation while also providing parent education opportunities and including parents in the learning process wherever possible.

DCP teachers are qualified and caring, and are often members or former members themselves.

The preschool's curriculum is unique in Delaware and offers a stimulating and nurturing experience in Delaware's only Montessori-based mixed-age preschool classes.

Toddler Time is for 2 and 3 year olds who are ready to learn and play together with their peers, guided by a teacher. The primary focus is upon the development of social, gross and fine motor, language and self-help skills.

### DCP Hours and Days of Operation

Delaware Cooperative Preschool will be in operation as follows:

Toddler Time (2 to 3 years)	
Tuesday through Thursday	9:30am – 11:30am
Preschool Morning (3 years to pre-K)	
Monday through Friday	9:15am – 11:45am
Preschool Afternoon (3 years to pre-K)	
Tuesday and Thursday	11:45am – 2:15pm

DCP's classes begin the second full week of September, and classes end at the conclusion of 36 weeks. DCP will be closed the week of Thanksgiving, two weeks in December, the day of Martin Luther King Jr. Day, and one week in spring. DCP classes will be in session on Little Brown Jug Day, President's Day and in-service and teacher training days for Delaware City Schools. Refer to your DCP academic calendar for more details.

DCP does not provide any evening or overnight care.

## Inclement Weather Policy

In the event that Delaware City Schools implements a 2-hour delay, Delaware Cooperative Preschool will also run on a delayed schedule. All morning classes will run from 10:45am until 12:30 pm; afternoon classes will be 12:30 until 2:15 pm. Snow days and other weather related cancellations will be determined by Delaware City Schools. If classes at Delaware City Schools are cancelled for inclement weather, classes at DCP will also be cancelled. Please check the Delaware City Schools website for school cancellation announcements.

## Daily Program Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. Students view their school as a safe and comforting place, where they know what to expect and when to expect it. Due to the time restraint of a preschool program children do not nap at DCP. Quiet areas are available for children who need to be in a quiet space.

### Preschool Morning Schedule

9:15-9:30	Arrival
9:30-10:00	Free choice and work period
10:00-10:30	Circle
10:30-11:25	Snack and free work period
11:25-11:40	Closing circle time
11:45	Pick-up

### Preschool Afternoon Schedule

11:45-12:00	Arrival
12:00-12:30	Lunch and free work period
12:30-1:00	Circle
1:00-2:00	Free work period (Learning stations, Outside play)
2:00-2:10	Closing circle time
2:15	Pick-up

### Toddler Time Schedule

9:30-9:45	Arrival and free play
9:45-10:00	Circle time
10:00-10:15	Snack time
10:15-11:15	Free play
11:15-11:30	Closing circle time and pick-up

Diapered children will be checked at arrival and every two hours.

## Staff/Child Ratios and Maximum Group Size

DCP will not exceed the following state required ratios:

1:7                  Toddlers (18 months - 30 months)

1:8	Toddlers (30 months - 36 months)
1:12	Preschoolers (3 years- 4 years)*
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	School-Age (Kindergarten eligible to age 11)

DCP currently has two licensed slots available for school – age children.

The maximum class size is as follows at DCP:

Toddler Time	7 children (max 5 children under age of 2 1/2)
Preschool Class	21 children ages 3 to age eligible for kindergarten.
School-Age	2 children age eligible for kindergarten to 11 years

As licensed, DCP's Total Capacity is 30 students within ratio.

Maximum class size is defined by the number of children in one group that may be cared for at any time.

\*Our multi-age programs automatically follow the ratio for the youngest age of any child enrolled in the classroom.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. All licensing information is posted on the bulletin board in the entryway hallway.

## **Parent/Employee Participation Policies**

### Parent Cooperative Members Responsibilities

DCP is a cooperative preschool. DCP was founded by parents who sought the opportunity to be more involved in the early, foundational education of their children than traditional preschool or child care settings could provide. DCP still adheres to this philosophy. As DCP is a co-op, the members truly are the owners of DCP and help to maintain DCP as a unique preschool experience in Delaware County.

Upon enrolling your children in DCP, you are asked to acknowledge and accept your responsibilities as a co-op member. One of the most important of these responsibilities is parent participation and volunteerism in the operation of DCP. Members are expected to help at the school as an "onsite cooperative member" per state requirements, join and participate in a committee, provide snacks and supplies, fundraise, advertise in the community, and provide teacher support.

Finally, although DCP's Administrator and the Board of Directors manage the day-to-day affairs of the co-op, at least one member of each family is expected to attend each of the General Membership Meetings scheduled throughout the school year. Parent cooperative members are always welcome to attend the monthly board meetings.

Parents are provided with, and expected to review and become familiar with, DCP's Handbook. A complete set of DCP's by-laws is available to any member upon request.

### Parent Opportunities at DCP

Onsite Cooperative Member - DCP is a cooperative preschool and relies on its parents to support student learning and maintain the day-to-day business operations. When school is in session a member will be

present during each class to assist the teacher(s).

On your day to be the onsite cooperative member, it is suggested that you :

1. For morning classes, please bring a healthy snack (see snack guidelines).
2. Arrive 15 minutes early to assist with morning preparations.
3. Remain after class to complete cleaning tasks, including taking trash to the dumpster.
4. Choose a task to complete from the Cooperative Member binder – this may take place in the school or outside of school hours.
5. If you can stay during class, enjoy some time with your child the classroom.

DCP will prepare an onsite cooperative member schedule prior to the beginning of the school year. In the event you are unable to perform as onsite member on your scheduled day for any reason, it is your responsibility to contact another parent in the class (see parent roster or member directory) and make arrangements to swap onsite member days. It is your responsibility to note changes to your scheduled dates when updates to the onsite cooperative member list are emailed to the membership.

Members of DCP are also responsible for:

Fundraising - DCP helps to keep its costs low, in part, due to fundraising activities throughout the year. DCP's Fundraising Committee helps to organize and implement a limited number of fundraisers. All members are expected to participate in fundraising activities. Additional fundraising opportunities may be identified throughout the year to raise funds generally for DCP or for specific needs

Participating in a committee -

- Social Committee - Purpose: Provide opportunities that facilitate relationship building between families and staff
- Advertising Committee - Purpose: Advertise DCP to the community to ensure strong enrollment
- Fundraising Committee - Purpose: Raise funds to support preschool programming
- Educational Programming Committee - Purpose: further DCP's mission of providing quality educational opportunities for young children and their families
- Cleaning Committee - Purpose: Manage a cleaning program for the preschool
- Maintenance Committee: Purpose: address needed maintenance to school equipment and area.

Special opportunities of limited scope are open every year to help the teachers, Board, and committees operate and function smoothly.

If you are not certain where your time and talents can be best utilized by the co-op, DCP has a Volunteer Coordinator to aid parents in finding those areas where they can best help DCP throughout the year.

Member Communication

Part of your commitment to DCP is knowing where to find information. DCP works hard to maintain open lines of communication with its members. To that end, a monthly newsletter, e-mail, letters in folders, announcements/calendars on school bulletin boards, Facebook and our website ([www.dcpkids.com](http://www.dcpkids.com)) convey important information throughout the school year. Please make it part of your daily routine to check these sources of information. Please read in full all emails that you receive from DCP.

Please do not post questions you have on the school Facebook page. If you have any questions regarding information that is distributed, it is encouraged that you email [communications@dcpkids.com](mailto:communications@dcpkids.com). We do our best to respond to emails within 24-48 hours.

Members agree to attend General Membership Meetings in order to conduct the business of DCP and to also receive information of upcoming events.

### Means of Communication

- Monthly board meetings
- General Membership Meetings
- Email – please notify us if you are not receiving emails from the school.
- Monthly newsletters – please read in full
- Bulletin boards are located in the entryway hallway of the school. These contain information about the school, licensing, upcoming events and fundraising.
- Teachers post information on dry erase boards with daily learning highlights
- Handouts with information may be placed in student folders (Preschool class)
- Website ([www.dcpkids.com](http://www.dcpkids.com))
- Daily face-to-face contact with your child's teacher.
- A parental directory will be compiled at the beginning of the school year and will be available to members.
- Parent/teacher conferences
- Social media - Facebook
  1. Photos taken at school can NOT be posted on social media if they include other children.
  2. Names of children may not be used on DCP's facebook page.
  3. Facebook is not DCP's formal mode of communication. We do not have a moderator. Please depend on the website and direct email ([communications@dcpkids.com](mailto:communications@dcpkids.com)) for communications.
  4. Our Facebook page is not moderated. Therefore, the information on Facebook does not necessarily represent the views of DCP. Please, "keep your messages clean and professional. Maintain a professional tone when posting content. Post only meaningful and respectful comments. Do not write anything about a member of the Delaware Cooperative Preschool community or other schools that could be construed as slanderous or offensive. You are ultimately responsible for what you write. Remember that what you post on the Internet can be shared with just about anyone and will be archived for years. Carefully consider content before you post!" [adapted from Lake Forest College Social Media Guidelines]

### Cleaning

DCP maintains a clean environment for learning. DCP's students and staff depend on members to take care of the custodial needs of the school. On your assigned parent helper days you are responsible for completing the daily cleaning tasks.

The classrooms and hallway space require a more thorough cleaning once each week. DCP has volunteer agreements with two or more member families to provide this cleaning while providing them with tuition reimbursements.

### Supplies, Purchases and Reimbursements



Families may be requested to provide beginning-of-the-year supplies for classroom use. A current list of requested supplies is available from the teachers.

Committees are provided a budget for the year but pre-approval of purchases is still necessary. Purchase order requests are available in the office. To ensure efficient use of co-op funds, all purchases for DCP must be preapproved by the Board of Directors. If a member makes a pre-approved purchase and then requests a reimbursement, the original receipt is required.

### Parent Outings

At DCP, parent members will occasionally schedule a parent outing. This is not a mandatory event and will not be held during school hours. DCP will not provide transportation for parent outings. A parent (or another authorized adult over 18 years of age) will provide transportation for his/her own children and is required to accompany his/her children. Each child's parent(s) will be solely responsible for chaperoning and supervising his/her (their) own children during the outing.

### Parent Contact Information

Teachers will not give out parent contact information without permission either verbally or in writing. DCP does provide contact information via a parent directory, which will be compiled at the beginning of the school year and will be available to members .

### Parent Roster

A parent roster of parent names and phone numbers is available upon request per State licensing. Please see the Administrator.

### Breastfeeding Mothers

DCP supports the rights of mothers to feed their children as they see fit. Per Ohio law, parents are welcome to breastfeed anywhere on premises. Should you desire privacy to breastfeed or pump, the Cooperative's office space is available for you.

### Member Reference Statement

As a cooperative preschool, the Board of Directors of the Delaware Cooperative Preschool attests to the suitability and character of its parent members.

### Confidentiality

DCP keeps all information regarding its members and children confidential and will not sell or release its member roster, member information (such as addresses, email addresses and phone number), or other personal information to any third parties other than as required by the rules and laws of the State of Ohio.

The records of all children will be maintained by the Administrator and the Board and will be kept confidential. Employment records will be kept for a period of 3 years or as required by the laws and rules of the State of Ohio, whichever is longer. Upon disposal, all records will be destroyed.

## Teacher/Administrator Office Hours

Toddler Time: 9:15-9:30 and 11:30-11:45 TWTh, other hours as scheduled.

Preschool Teachers and Administrator: 9:00-9:15 and 11:45-12:00 MWF, 9:00-9:15 and 2:15-2:30 TTh, other hours as scheduled.

Preschool Conferences are held in December and April. Feel free to talk to the teachers at drop-off and pick-up every day.

## Parent Grievances

In the event that any parent member wishes to make a complaint or grievance regarding the actions of DCP in general, the Board, another member, a teacher or the curriculum, parents are encouraged to submit their complaint or grievance in writing to the Board President. In the event that complaints and grievances are not resolved to the satisfaction of the parent member, the Board will place the issue on the agenda for the next scheduled General Membership Meeting for resolution by the membership at large.

## Employee Grievances

In the event any employee wishes to make a complaint or has a grievance, they are encouraged to share their concerns with the Preschool Administrator, the Board President, or any other member of the Board.

Employees may also voice their concerns at the monthly Board Meeting or General Membership meetings.

## **Guidance and Management**

Delaware Cooperative Preschool staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our 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 for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or sleep, or toileting accidents.

Child Care Staff members shall be responsible for children's guidance and management. Guidance and management measures must be developmentally appropriate, shall be consistent, shall be explained and shall take place at the time of the incident. This discipline policy applies to all staff and parents while they are at the center.

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

If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we 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 ODJFS rules.

## **Supervision of Children**

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 preventive measures.

### Arrival/Departure

Parents are required to bring their children to the classroom and to sign the child in on the child sign-in by the classroom door. The teacher will mark on the attendance sheet with a check mark that your child is in attendance. Any special messages, medications, special pickup notes, etc. are to be given to the teacher.

Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. If a child arriving from another program or activity is absent, the parent/guardian of the child will be called to verify the absence.

At pick-up, children will be dismissed by a teacher to the parent and then the child will be marked off the attendance sheet with a tally mark. Parents are responsible for younger siblings. Please do not allow siblings to play in the preschool room, as many of our toys and supplies are choking hazards.

At the time of pick-up, parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after sign-out.

### Supervision of Toddlers/Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

### Release of a Child

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

### Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers

indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### Transitioning

DCP follows the Delaware City Schools cut-off for child enrollment of August 1 and thus children enrolled in our program typically will not transition out of the Toddler Time Program into preschool mid-year. In the rare instance a parent feels that their child would benefit from this change the following would take place. Center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

### Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff suspects that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

### **Food Information**

#### Snacks

We request that on your assigned onsite cooperative member day, you also provide a nutritious snack for their child(ren)'s class several times during the year. The onsite cooperative member schedule will be distributed prior to the beginning of the school year. If you are unable to provide snack on your assigned day, it is your responsibility to make arrangements with another parent in the class to provide the snack or notify teachers so snacks can be arranged to use other donated snack.

DCP does keep extra snack items on hand in the event you forget to bring a snack on your assigned day. If this occurs, please provide a non-perishable replacement snack to replenish the supply as soon as possible.

Because some children may have life-threatening reactions to certain food items, especially milk, peanuts, nuts, or peanut or nut-containing products, **please do not provide any snack items with milk, nuts, peanuts or which may have milk, nut, or peanut-containing ingredients.** Please bring in the original packaging for any purchased snacks. Please be considerate when making homemade snacks. Sufficiently cleaned surfaces during prep, and please bring the recipe for the teachers to see. Healthy suggestions for snacks are as follows:

1. Bite-sized fresh fruit or vegetables
2. Nutritious cookies or granola bars
3. Dried fruit bars
4. Pretzels or dairy free crackers
5. Banana bread/muffins
6. Chex/raisin or cereal mix

DCP serves water with snacks. Preschoolers learn to pour their own water. Written requests from parents

for special diets due to cultural, religious, or health reasons should be brought to the attention of the teacher(s).

#### Lunch for Afternoon Preschool Session

Children should bring a nutritious lunch to eat on Tuesday and Thursday afternoons. The children and teachers will eat together family style. Suggested lunches should contain a drink of milk or 100% juice, fruits/vegetables, a dairy item, and a grain item. Lunches containing dairy and/or peanuts/nuts will be separated into a different bin and sat at separate tables. We ask that parents please limit sugary snacks. DCP is unable to warm up lunches or refrigerate lunches. DCP will provide napkins and water.

#### Birthdays

Birthdays are important and are meant to be celebrated. DCP is honored to help celebrate your children's birthday during regular snack time. Special fruit or muffins and birthday napkins are suggested for this special occasion. Please do not send cupcakes, ice cream, candy or other sugary treats.

#### Food preparation guidelines

Please see table below for more information regarding the preparation for snacks, including food that needs to be cut and general guidelines related to the size of food given to children.

PLEASE NOTE: Food MUST be cut or otherwise prepared BEFORE arriving at DCP. Snacks cannot be prepared at school as we do not have a food license. Please bring snacks individually wrapped or in containers with serving spoons. Dishes cannot be washed at DCP.

Choking Hazards (Appendix A 5101:2-12-21)																					
<p>Approximately 66 to 77 children younger than 10 years of age die from choking on food each year in the United States. 10,000 Emergency department visits annually can be attributed to choking on food among children of ages 14 years and younger. 19% were caused by candy or gum.</p>																					
<p>Children of all ages can easily choke, especially those younger than age 5 because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Most dangerous of all, they often put things in their mouths, unlike older children.</p>	<ul style="list-style-type: none"> <li>Choking is the fourth leading cause of accidental death in children under the age of 5.</li> <li>Children under age 5 are at greatest risk for choking injury and death.</li> <li>Toys, household items and foods can all be a choking hazards.</li> <li>The most common cause of nonfatal choking in young children is food.</li> <li>At least one child dies from choking on food every five days in the U.S. and more than 10,000 children are taken to hospital emergency rooms each year for food-choking injuries.</li> <li>Hot dogs account for 17% of food-related choking deaths among children younger than 10 years of age.</li> </ul>																				
<p>Before young children have molars - teeth that grind food - they are able to bite off a piece of food with their incisors - teeth in the front of the mouth - but cannot grind it enough to swallow it safely. Children 3 to 4 years old have molars but are still learning to chew effectively. Children at this age also may be easily distracted when they are eating.</p>																					
<p>Foods such as round candy, grapes, marshmallows and meat sticks/sausages have a round, high-risk shape that can cause a plug in the throat. Peanut butter can also stick in the airway and form a tight seal that is difficult to dislodge.</p>																					
Food Preparation Requirements																					
Older Infants and Toddlers																					
<p>Foods for older infants and young toddlers up to 24 months should be cut into one-quarter inch (<math>\frac{1}{4}</math>" ) cubes or the about the size of a pea. Foods for toddlers over 24 months should be cut into cubes no larger than one-half inch (<math>\frac{1}{2}</math>" ).</p> <p>Examples of foods that need this preparation are:</p> <table border="1"> <tr> <td>Hot Dogs/Sausage</td> <td>Strawberries</td> </tr> <tr> <td>Apples/Pears</td> <td>Grapes</td> </tr> <tr> <td>Celery</td> <td>Meat/Chicken</td> </tr> <tr> <td>Beans</td> <td>Cherries</td> </tr> <tr> <td>Melons</td> <td>Cheese</td> </tr> <tr> <td>Cherry/grape tomatoes</td> <td>Carrots – cook until softened, then cut</td> </tr> </table>	Hot Dogs/Sausage	Strawberries	Apples/Pears	Grapes	Celery	Meat/Chicken	Beans	Cherries	Melons	Cheese	Cherry/grape tomatoes	Carrots – cook until softened, then cut	<p>Peanut butter - spread peanut butter thinly on toast or crackers. Do not serve in large globs.</p> <p>Small, sticky or hard foods should not be served. Examples are:</p> <table border="1"> <tr> <td>Hard Candy-including: Skittles, M&amp;Ms</td> <td>Dried Fruits</td> </tr> <tr> <td>Nuts</td> <td>Gum or Gum Drops</td> </tr> <tr> <td>Popcorn</td> <td>Gummy Candies</td> </tr> <tr> <td>Seeds</td> <td>Chips</td> </tr> </table> <p>Marshmallows and pieces of crusty bread or bagels become gummy in the mouth and get stuck in the throat. These should not be given to babies or toddlers.</p>	Hard Candy-including: Skittles, M&Ms	Dried Fruits	Nuts	Gum or Gum Drops	Popcorn	Gummy Candies	Seeds	Chips
Hot Dogs/Sausage	Strawberries																				
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Preschoolers (Ages 3 - 5)																					
<p>Prevent choking by shredding or cutting meat into small pieces, no larger than one-half inch (<math>\frac{1}{2}</math>" ) cubes.</p> <p>Cut cheese into thin slices or small one-half inch (<math>\frac{1}{2}</math>" ) pieces.</p> <p>Round foods like hot dogs and grapes should be cut in half lengthwise so the shape is no longer round.</p>	<p>Cut cherry tomatoes, grapes and strawberries in half.</p> <p>Peanut butter - spread peanut butter thinly on toast, crackers, fruit or vegetables. Do not serve in large globs.</p> <p>Hard candy over <math>\frac{1}{2}</math>" in diameter and gum should not be provided to preschoolers in child care.</p>																				

## Procedures for Emergencies & Accidents

Delaware Cooperative Preschool has devised several procedures to follow in the event that an emergency should occur while a child is in the center's care. These emergency routes and procedures are posted in each classroom by the telephones and exits.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly weather drills, safety drills and fire drills. Disaster plan drills are completed quarterly.

Dental 1<sup>st</sup> Aid Charts are posted in each classroom

## General Emergency

DCP takes the safety of our students and staff very seriously. Staff will monitor potential disaster situations in several ways: a programmed weather alert radio, wireless emergency alert systems, the Delaware City Schools notification email listserv and by phone from the emergency management personnel if there is a concern for general community safety. In any situation, our staff will follow recommendations and directives from first responders and/or disaster management personnel.

These emergency procedures should be kept in each class room, in order to be easily accessible in case of an emergency. In the event of an evacuation, these plans as well as the day's sign in sheet should always be taken to the shelter in place location in the building or the evacuation point. The sign in sheet will be used to account for each child present at school that day as well as providing emergency contact information for parents.

In the event of an emergency, parents will be notified of the nature of the emergency as well as evacuation/reunification plans, or any other necessary details through the official DCP communications email, the DCP facebook page, and signs will be posted on the outer door of the education wing as appropriate. Should there be an internet or phone outage at the school, the Board President is responsible for sending an email through the official system from an alternate location.

DCP has snack supplies and water located inside the classrooms in the event that children and staff must shelter in place for an extended amount of time.

DCP Staff and any members on site will assist all children in evacuations or movements within the building. Children with specific needs will be assisted as written in the special considerations form filled out by parents at the beginning of the school year.

This plan will be reviewed annually and updates will be made as appropriate. The plan and any updates will be reviewed with the teachers before the start of the school year, and training in specific procedures as well as discussion of reassignment of duties during emergencies will occur then.

### **Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, or earthquakes**

1. Teachers will relocate children to the appropriate area of Asbury Church, depending on the situation (i.e., sub-basement for tornadoes and the upstairs McCoy room for flash flooding). Teachers will take the daily sign-in clipboard with them to account for each child and have parent contact information available.
2. Parents will be notified via our communications email and emergency contact information left on the sign in sheet.
3. Teachers and children will remain in the evacuation place until the all clear siren or emergency personnel have given the ok.
4. Should children need to shelter in place for an extended amount of time, teachers will use snacks and water available in the preschool rooms and supply storage.

### **Emergency outdoor or indoor lock down or evacuation due to threats of violence which includes active shooter, bioterrorism, or terrorism.**

For a threat within the building

1. Teachers will relocate children to safety.
2. Church personnel/DCP landlord will lock down the building.
3. Parents will be notified via the email communication system and emergency contact information left on the sign in sheet.
4. Teachers and children will remain in the predetermined safe place until the all clear siren or emergency personnel have given the ok.

If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information. DCP teachers and/or On Site Members will remain with the children at the safe facility until all children have been picked up.

For a threat in the community

DCP will follow the direction of the Delaware City Schools and the Delaware Sheriff's Department. Our teachers are notified by the school notification email listserv and by phone from the Sheriff's Department if there is a concern for general community safety. This will be a perimeter lockdown and our classes will not be disrupted. DCP will do the following:

1. All doors leading into the building will be locked.
2. If event occurs prior to school opening (before 9:00am) a general email will be sent to families that the school will be in a perimeter lockdown until further notice.
3. Access to the building at drop-off will be allowed by a door monitor.
4. Access to the building at pick-up will be allowed by a door monitor and proof of ID will be required.
5. Children will not be allowed to go outside for their usual play time and walks.
6. Doors will remain locked until DCP receives the all clear from the Delaware City Schools and the Sheriff's Department.
7. A general email explaining the incident to the cooperative members will be generated after school hours. Families who attend that day will be notified by a written notice which will be posted on the entrance doors if event occurs at the start of the school day (9:15am).

### **Emergency or disaster evacuations due to hazardous materials and spills, gas leaks, or bomb threats.**

DCP staff will take appropriate action depending on the location of the threat. Staff would always follow directions given by the emergency responders.

If the threat is inside the building

1. Children and staff will proceed to a predetermined safe location.
2. A sign will be posted on the front doors at DCP indicating that we have been evacuated.
3. Parents will be notified and children will be released to the parent or authorized designee from the safe facility.

Should the threat be outside the building, children and staff would shelter in place. DCP staff will work with the church office/landlord to secure the building-- closing windows and turning off HVAC equipment as appropriate.

### **Emergency evacuations due to fire in the building**

1. Children and staff will proceed to the West Lincoln Ave. sidewalk and then proceed to Mingo Parks and Recreation Department, 500 E. Lincoln Ave., Delaware OH.



2. A sign will be posted in front of the center indicating that we have been evacuated and the location.
3. Parents will be notified and children will be released to the parent or authorized designee from the safe facility.

### **Outbreaks, epidemics, or other infectious disease emergencies**

1. Children and staff will shelter in place in the classrooms at DCP.
2. Any children who may be affected should be moved to a separate room of the school, being supervised by a staff member or on site cooperative member.

### **Loss of power, heat, water**

1. Children and staff will proceed to the West Lincoln Ave. sidewalk and then proceed to Mingo Parks and Recreation Department, 500 E. Lincoln Ave., Delaware OH.
2. A sign will be posted in front of the center indicating that we have been evacuated and the location.
3. Parents will be notified and children will be released to the parent or authorized designee from the safe facility.

### **Important contact information**

In the event of an emergency, call 911.  
911 can also receive text messages, but calls are preferred.

Non-Emergency 911 center: (740)368-1911  
911 Center non-emergency supervisor: (740) 833-2176  
Delaware County Sheriff's Office non-emergency number: (740) 833-2800  
Delaware City Police non-emergency number: (740)203-1111

Asbury Church main office: (740) 363-3611

### **Serious Incident, Injury or Illness**

All staff at DCP has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC.

If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If parents do not want EMS notified and do not want ambulance transport for their child, they will need to notify DCP staff upon enrollment. In such cases, the child will be enrolled in classes, and staff will only notify parents should an injury occur.

If any injury/illness 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.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

## **Management of Illnesses**

Delaware Cooperative 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 center. They will be sent home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

### Symptoms for Discharge due to Illness

- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

### Precautions for Sick Children at School

Any child demonstrating signs of illness not listed above will be isolated away from the other children and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Any time a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

### Notifications of Illness

Please call the school at (740) 369-7808 to notify the staff that your child will be absent.

Parents will be notified by a sign on the bulletin board if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious. A list of illnesses seen at DCP that results in absence will be posted by month on licensing bulletin board and sent monthly to the Delaware General Health District.

### Procedures for Medications

According to DCP policy, teachers will not administer medication. If class times interfere with administration of above said medications, please discuss this with your child(ren)'s physician so dosages can be appropriately adjusted for administration before or after school hours. If this is not possible, parents are welcome to come to school to administer the proper, necessary medication at the appropriate time, if not, the parents are asked to keep their child(ren) at home until the medication is no longer necessary.

### Special Health Conditions

Parents must complete a Child Medical/Physical Care Plan and a Request For Administration of Medication. Parents must provide instruction on how to administer medicine to all DCP teacher(s) and DCP Administrator. Medicine that stays at the school during school hours will be kept in the classroom cupboard out of reach of children. Original packaging with dosage requirements are needed to accompany the medicine that stays at school. Medicine administered will be documented on the appropriate state form. Completed forms will be kept on record for at least one year.

### Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. Parents will need to fill-out a Child Medical/Physical Care Plan form from ODJFS. This form must be signed by the Administrator. A notice posting the general restriction such as "No Peanuts, Tree Nuts, or Dairy" shall be posted in a conspicuous place to make all DCP cooperative members aware of above restriction. Completed forms will be kept on record for at least one year.

### School Age Children and Medication

Children are allowed to have and use inhalers at DCP. All staff must be aware of students who have immediate access to personal inhalers, and medicine must be kept out of reach of other children in classroom cupboard. A state form for medicine administration must be completed. All staff will be aware of this possession and trained to administer in the event their help is needed.

## **Transportation**

### Transportation of Children

Delaware Cooperative Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

DCP does not take field trips in vehicles. Walking trips will be recorded by signage.

## **Field Trip Permission For Child Care**

## Routine Trip Permission Slip

The Toddler Time Class and the Preschool Class will occasionally take walks, weather permitting around the Asbury Church and inside the building. Parents will be asked to sign this form which is a permission slip for these excursions. This form is valid for one year.

### **Outdoor Play**

DCP is a half-time morning preschool/toddler time and operates for 2 ½ hours. We strive to engage in outdoor play but due to time constraints this is not always possible. However, large muscle activities are provided on a daily basis during our two circle times. Children will be able to use their body through active games, songs and movement games that provide jumping, coordination and balance opportunities. The classroom also has available a large mat for rolling and jumping, a tactile floor balance beam, tunnels, balls and other equipment that encourages large motor movement. In addition, DCP has some favorite movement games that include "Dance Dance" and the "Hula Hop" we are sure the children will enjoy.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

DCP students do not engage in water activities or swimming while in the care of DCP staff.

### **Additional Policies**

Upon payment of your registration fee your child will be placed on our class roster for the upcoming school year. We do this in good faith. Our nonprofit business counts on your child's enrollment for the school year and on your timely and complete tuition payments. If your plans change with regard to your child's attendance at Delaware Cooperative Preschool, please let us know as soon as possible.

### Tuition/Fees and Payment Policies

DCP's membership fee is \$60.00 per family. This annual fee is non-refundable and must be paid upon registration. The fee covers every child in the member family regardless of the number of children or classes enrolled. In the event classes are full and no children are enrolled, the fee will be refunded if the children are not on the wait list. If the children remain on the wait list and cannot be placed in class during the school year, the membership fee will be refunded after March 31st of the school year.

Tuition for each class is set forth in the following schedule. Tuition is listed for each session as members may enroll for any number or combination of classes offered.

Toddler Time	\$450/year
Preschool	\$570/year

Tuition may be paid in one, two, or three installments. Tuition payments are due August 1<sup>st</sup>, November 1<sup>st</sup>,

and February 1<sup>st</sup>. Unless other arrangements have been made with the Treasurer, unpaid tuition will result in your child being withdrawn from class. In the event of a returned check, all members agree to pay the resulting bank fees.

### Admissions and Enrollment

Children must be 2 years old by August 1 of that school year to enroll in Toddler Time.  
Children must be 3 years old by August 1 of that school year to enroll in Preschool classes.

Returning members are given first priority for enrolling in classes. A child is considered to be enrolled in Delaware Cooperative Preschool only after the registration fee has been received, the office manager confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

Per Ohio Revised Code **5104.013**, any family member who would like to be an Onsite Cooperative Member (OCM) is required to acquire an FBI/BCI background check. The details for these checks will be provided in each summer mailer and upon request. This check must be completed prior to the OCM volunteering in the classroom. In addition, every OCM will be required to submit the ODJFS medical form 01296.

DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation or age. Children are not required to be current on immunizations in order to attend DCP.

DCP does not conduct any formal assessments on our students. DCP does not share any child level data with ODJFS.

### Withdrawal/suspension/revocation of Cooperative Membership

No tuition reimbursements will be made after March 1<sup>st</sup>. In no event will fees be refunded. Any member who wishes to withdraw must inform the Board in writing.

Members may withdraw prior to the end of the session without forfeiture of tuition for the following reasons:

- A. Serious and/or prolonged illness of the child or another immediate family member.
- B. Permanent removal of the family from the area with at least fifteen days written notice to the Board President.
- C. Upon recommendation of the teacher(s) with agreement of the member and consideration of the Board, where there is unsatisfactory adjustment of the child in the classroom.

In such cases, withdrawal will be effective upon notice to the Board or last day of attendance, whichever is later, and the prorated portion of unused tuition (based upon the school's 36-week operating calendar, not simply class attendance weeks) will be refunded.

If their child is withdrawn during the school year, prior to March 1st, for any reason other than those listed above, members must provide written notice and agree to pay all tuition for four weeks following delivery of the notice to the Board President, even if their child is not in attendance.

### Disenrollment of a Child

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

### DCP Scholarship Program

DCP will offer a scholarship to preschool families when scholarship funds are available. Any family enrolling in preschool for at least one session is eligible to apply for a scholarship. Scholarships are awarded on the basis of financial need and fit with the DCP cooperative spirit.

In the case of unexpected financial hardships during the school year, existing DCP families can apply for scholarship funds on an as-needed, case-by-case basis. Scholarship funds not awarded for the school year will be available for this type of assistance.

Applicants will submit a letter of intent to the Volunteer Coordinator describing their need for a scholarship, why they are interested in attending DCP, and how they will contribute to the DCP community. Applicants may be asked to meet with the committee to discuss extenuating circumstances. All information concerning applications will be kept confidential.

The Scholarship Committee, a group of three current DCP members, the Treasurer, Volunteer Coordinator, and a general member, will review applications and present their selection to the DCP board. Scholarship funds will be awarded prior to the start of the school year.

Scholarships do not include any discount of enrollment/registration fees, cleaning fees, or any enrichment fees. Membership fees are not required to apply for the scholarship; however, the membership fee is not refundable even for applicants who are not awarded a scholarship.

### Children's Enrollment and Health Information

Each child attending DCP shall have a completed Child Enrollment and Health Form no later than the first day of attendance. Children's records are confidential but shall be available to the ODJFS. Each form must be updated annually.

All children shall have a medical statement that verifies the date of a medical examination within the past 12 months. This statement shall be on file at DCP within 30 days of the child's date of admission and every 13 months thereafter.

## Required Licensing Information

DCP is licensed to operate legally by the ODJFS.

All licensing information is posted on the licensing bulletin board.

ODJFS toll free number is available and may be used to report suspected violations of child care rules.

All licensing rules are available in the entryway hallway and in the DCP office and online.

The administrator and each employee of the facility are required 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.

Inspection reports and complaint investigation reports are located by the licensing bulletin board in the entryway hallway.

Licensing record of DCP is available for review at <http://jfs.ohio.gov/cdc/childcare.stm>.

DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation or age.

The **Center Parent Information Required by Ohio Administrative Code Handout is located at the end of the handbook.** It is also located and posted in the hallway.

**This written information is to be given to all parents, guardians and employees. It is required by Rule .**

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

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 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 of 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 or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et esq.

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>

***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.***



## DCP Handbook Member Agreement

By signing below, the undersigned hereby acknowledges the receipt of the Delaware Cooperative Preschool Member Handbook. The undersigned agrees to read and become familiar with the DCP Handbook. The undersigned agrees to adhere to DCP's policies, including parent participation, submission of forms, and payment of fees.

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Member signature

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Student name(s)

Date -----