

PARENT HANDBOOK

Lakewood Presbyterian Church Nursery School
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LAKEWOOD PRESBYTERIAN CHURCH NURSERY SCHOOL

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Welcome to Lakewood Presbyterian Church Nursery School. This handbook contains information regarding our preschool program. It is very important that you read the handbook and keep it as a reference as long as your child is enrolled in our school. The handbook will answer many of the questions you have about LPCNS.

LICENSE

The Lakewood Presbyterian Church Nursery School is licensed to operate legally by the Ohio Department of Job and Family Services for 24 pre-school children per class and meets all the state laws governing part-time child day care. The license is posted in the classroom and the laws and rules governing child day care are available for review upon request.

At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

STATEMENT OF PHILOSOPHY AND GOALS

The programs in our school have been planned to meet the following needs of the children: We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Physical Needs

Toys and play equipment will be furnished to enable children to have an opportunity to develop their large and small muscles.

There will be a division of the daily schedule in order to provide time for quiet activities balanced by opportunity for active play.

Intellectual Needs

The goals of the Nursery School are to provide opportunities for learning through play, experiences in literature, language activities, science, art, creative movement and music. These learning opportunities will be enhanced through the use of weekly themes and will be directed to the interests and abilities of preschool age children.

Kindergarten readiness skills in reading, math and writing are taught through teacher and/or child directed activities over the entire year in the nursery school classes and more directly in the four year old and pre-kindergarten classes. Both the four year old and pre-kindergarten classes cover Ohio's Early Learning Content Standards.

Emotional Needs

The school will seek to further the feeling of security, self-confidence and good self-image through personal attention, positive direction, open communication, love and respect. The school will also seek to aid the child in his ability to understand and handle his feelings and aid in his search for independence and self-initiative.

Social Needs

The school will seek to fulfill the needs of the preschool child by giving him an opportunity to play with others of his own age. Through play children learn to develop a sense of belonging to a group. They grow in leadership skills as they learn individual rights and the needs of others as well as problem solving techniques in play.

NURSERY SCHOOL PROGRAM

Discovery learning through play is at the heart of our program and is best observed during the "free play" period each day. The teachers act as facilitators, arranging the classroom environment daily to stimulate the children's investigation and exploration of materials. Children may choose from a variety of activities including easel painting, table toys, science exploration, dramatic play, woodworking, sandbox, books and puzzles, block building and art.

Any parent can attest to the fact that preschoolers are great investigators. They gain knowledge, pleasure and self-confidence from experiences that allow them to succeed. Our curriculum is geared to provide precisely those experiences, which encourage skill mastery through exploration and self-expression.

The preschool child learns through play. While he is "playing" he learns:

- *He is a worthwhile and competent person and a group member.
- *Awareness of himself, of his body and what he can do with it; of his feelings and how to express them in socially acceptable ways.
- *How to become a good worker, constructive, interested and pleased with creative effort.
- *Greater awareness and understanding of the world around him.
- *Foundations for academic work in school.

Though our belief in the need to nurture and positively develop each child's self-esteem is reflected in all curriculum areas, it is perhaps most noticeable in the area of art. We hope you will notice that "art" is happening all around our nursery school room! Very often art programs are seen as a self-contained curriculum area when in fact they are an integral part of almost every aspect of our school. Look around and you'll see creative expression in our songs and movement activities, our block building, our sand and water play, as well as our visual art projects.

Our aim as educators is to set the stage for learning by introducing materials that interest and challenge the child in accordance with his developmental level. Open-ended art projects where children may experiment with different media and determine their own end product help them to develop self-confidence and problem solving skills.

Perhaps as parents you have looked at an example of your child's art and wondered at its value. The most meaningful art experiences in early childhood are concerned with

PROCESS and not PRODUCT. Open ended, process oriented art experiences offer opportunities to practice and perfect skills without fear of failure. Art explorations offer a positive emotional outlet and a congenial, social environment. Through the senses children gather concrete information about their world. Physically they develop strength and stamina in large and small muscles, as well as improved coordination. These art experiences help build a strong foundation for future, more complex activities.

Weekly lesson plans are posted on the bulletin board outside the classroom. We encourage parents to share their children's experience by keeping in touch with our day to day activities. Join us in celebrating your child's creations and watch the children grow in confidence and skill mastery!

LPCNS does not have a formal assessment that is sent to the Ohio Department of Jobs and Family Services. The evaluations we do in January and May cover the Ohio learning content standards and are reviewed with parents at conferences in January and May.

Three-Year Old Class Daily Schedule

The following schedule is flexible to the children's needs.

9:00 – 9:15	Arrival/Greetings, Hand Washing, and Table Time Children are encouraged to explore various activities set up at the tables: Playdough, sand/water play, coloring, cutting, and pasting, manipulatives, books, puzzles, etc.
9:15 – 9:30	Calendar/Weather/Theme discussion/Pledge of Allegiance Leader of the day is recognized, show and tell, theme-based songs, poems, fingerplays and an explanation of the day's activities.
9:30 – 10:25	Free Play/Art All areas are open. Children may choose from a number of interest areas in the room including art, science exploration, cognitive games, dramatic play and housekeeping, blocks, sandbox, or other play materials. Teachers will also use this time to observe, evaluate and work with individual children as the need arises.
10:25 – 10:30	Clean-up
10:30 – 10:40	Circle Time Activities (Teacher Directed Activity) Introduce the letter and number of the week. Literacy activity. <ol style="list-style-type: none">1. Science, sensory or other activity related to the theme using pictures or educational games with an emphasis on language and problem solving skills.2. Songs, fingerplays, flannel board stories relating to theme.
10:40 – 10:55	Hand Washing/Snack
10:55 – 11:25	Large Muscle Activity (Creative movement, group games, exercises, riding toys.)
11:25 – 11:30	Songs, Fingerplays, Preparation for dismissal
11:30	Dismissal

Morning Pre-K Daily Schedule

The following schedule is flexible to the children's needs.

9:00 – 9:15	Arrival/Greetings, Hand Washing, and Table Time Children can visit with each other as they perform different tasks particular to each day. These arrival activities are designed to develop kindergarten readiness skills and will include tracing pages, number games, puzzles, cutting, playdough, sequencing cards, etc.
9:15 – 9:30	Pledge of Allegiance/Teacher's Helper/Calendar/Weather Discussion of "theme of the week", explanation of the day's activities, theme related story, Show and Tell
9:30 – 10:25	Free Play/Art All areas are open. Children may choose from a number of interest areas in the room including art, science exploration, cognitive games, dramatic play and housekeeping, blocks, sandbox, or other play materials. Teachers will also use this time to observe, evaluate and work with individual children as the need arises.
10:25 – 10:30	Clean-up
10:30 – 10:40	Circle Time Activities (Teacher Directed Activity) "Letter of the week", "number of the week", science, sensory or other activity related to theme
10:40 – 10:55	Hand Washing/Snack
10:55 – 11:25	Large Muscle Activity (Creative movement, group games, exercises, riding toys.)
11:25 – 11:30	Closing Activities/Review of the day
11:30	Dismissal

Afternoon Pre-K Daily Schedule

The following schedule is flexible to the children's needs.

12:15 – 12:30	Arrival/Greetings, Hand Washing, and Table Time Children can visit with each other as they perform different tasks particular to each day. These arrival activities are designed to develop kindergarten readiness skills and will include tracing pages, number games, puzzles, cutting, playdough, sequencing cards, etc.
12:30 – 12:45	Pledge of Allegiance/Teacher's Helper/Calendar/Weather Discussion of "theme of the week", explanation of the day's activities, theme related story, Show and Tell
12:45 – 1:30	Free Play/Art All areas are open. Children may choose from a number of interest areas in the room including art, science exploration, cognitive games, dramatic play and housekeeping, blocks, sandbox, or other play materials. Teachers will also use this time to observe, evaluate and work with individual children as the need arises.
1:30 – 1:35	Clean-up
1:35 – 1:50	Circle Time Activities (Teacher Directed Activity) "Letter of the week", "number of the week", science, sensory or other activity related to theme
1:50 – 2:05	Hand Washing/Snack
2:05 – 2:35	Large Muscle Activity (Creative movement, group games, exercises, riding toys.)
2:35 – 2:45	Closing Activities/Review of the day
2:45	Dismissal

CURRICULUM THEMES

During the year the teachers will develop the curriculum around the following list of themes.

Families	Body Awareness
Sports and Exercise	Senses
Dinosaurs	Fall
Solar System/Space	House & Home Living
Musical Instruments	Machines
Wild Animals	Earth/Conservation
Rainforest	Food and Nutrition
Community Helpers	Spring
Holiday Traditions	Farm
Winter	Safety Awareness
Transportation	Underwater Life
Pets	Friendship
Underwater Life	Reptiles & Amphibians
Insects	Multicultural Awareness

READINESS SKILLS

In the Nursery School and Pre-Kindergarten classes the following readiness themes will be taught through transition time games, songs, fingerplays and free play. There will also be an assortment of manipulative materials such as games, puzzles, and table toys available each day for the children. These items will reinforce the readiness concepts through play.

- The Alphabet
- Number Recognition and Counting
- Colors
- Shapes
- Spatial Relationships
- Classification
- Sequencing
- Rhyming
- Feelings/Social-Emotional Awareness

FIELD TRIPS

The Pre-K classes will go on field trips throughout the year. Teachers are not permitted to drive on field trips. **We depend on parent volunteers.** If there are not enough parent drivers, the field trip will be canceled.

Parents are notified in advance of all field trips and are required to sign and date a permission slip for each trip. No child will be permitted to go on a trip without a signed permission slip. Parents who are driving will give their cell phone number to the teacher and all parents will have the cell phone number of the lead teacher.

Ohio's child restraint law requires all preschool children to be in approved car seats. The nursery school must comply with this law for all field trips and will help organize appropriate seating for children. When possible children will be transported with a parent. Otherwise children will be placed in small groups in private vehicles supervised and driven by a class parent. Before departing the center a count will be taken of the children. They will be marked on a separate attendance sheet, specifically created for the trip. When children arrive at the field trip destination another count will be taken to assure that all of the children have safely arrived. This process will be repeated during the field trip, upon leaving the destination, and returning to the school. The children will continue to be supervised by parents and a teacher at all times. The first aid kit and emergency forms accompany classes on all field trips.

CLASS SESSIONS

<u>3 year old class</u>	Monday and Tuesday 9:00 - 11:30 a.m.
<u>Morning Preschool</u>	Wednesday, Thursday, and Friday 9:00 to 11:30 a.m.
<u>Afternoon Pre-K</u>	Monday, Tuesday, Wednesday and Thursday 12:15 - 2:45 p.m.

The Nursery School calendar follows the Lakewood Public School calendar with regard to vacations, holidays and snow/weather days.

STAFF/CHILD RATIOS

The Nursery School *meets or exceeds* the following state licensing requirements:

- 1 adult teacher to every 12 three year old children
- 1 adult teacher to every 14 four year old children (AM PreK)
- 1 adult teacher to every 14 four and five year old children (PM PreK)

Although our maximum licensed group size is 25, LPCNS will not exceed 18 children per class.

3 Year Old Class	18 children 2 teachers
AM Pre-K	18 children 2 teachers
PM Pre-K	18 children 2 teachers

DIAPER RESTRICTIONS/CLOTHING

Our policy is not to admit children who are not toilet trained.

School clothes should be play clothes. Simple, easy to launder clothes are best.

MOTHERS NURSING AREA

Nursing mothers can use the purple bench outside the classroom or Lawther Hall.

POLICIES

ADMISSIONS

A child is considered enrolled in the nursery school only after the registration fee of \$100.00 has been received, the registrar and administrator confirm the availability of space and the required paperwork is received. This includes the registration form, basic enrollment and health information. **Any change to this information must be communicated to the teachers, in writing, 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 must be submitted within 30 days of admission. This medical must be updated every 12 months. It is the parent's responsibility to renew the medical form if it becomes outdated during the school year. The Administrator will give notice to parents regarding the renewal of the medical form. **The Administrator has the right to suspend from class any child who does not have a current medical form or a completed enrollment form.**

TUITION

- a. The Nursery School, equipment, and salaries are financed entirely by tuition and fundraising.
- b. Tuition is due on the 1st of each month, September through May.* Tuition may also be paid in full for the entire year, at your choosing. You will receive a monthly statement via the Brightwheel platform to your email.
 - i. *It is LPCNS policy that May's tuition and a one time supply fee are due August 1st.

Please make checks payable to: Lakewood Presbyterian Church Nursery School. During the school year tuition may be placed in the box provided outside the classroom, mailed to the church, or paid via the Brightwheel online platform.

- c. If a child is registered to start classes in September and a decision is made **not** to attend LPCNS, parents must notify the registrar by August 1st. Families who fail to reply by this deadline will be liable for the equivalent of two month's tuition. This policy is adopted so we may contact families on our waiting list in a timely manner and fill class vacancies.
- d. A non-refundable registration fee must accompany each application. Families with more than one child in the nursery school will pay a lesser "additional child" fee.

- e. A non-refundable supply fee is due with the May tuition payment.
- f. The entire month's tuition is due regardless of the number of absences by the child.
- g. **Early withdrawal:** If you intend to withdraw your child prior to the commencement of the school year, at least thirty (30) days written notice of such intent is required. Tuition is due for the month such notice is provided, through the last date your child attends school. Failure to provide this required notice will result in an assessment equivalent to one month's tuition, or forfeiture of May's tuition payment. If you provide the required thirty (30) days written notice, May's tuition will be refunded if all other outstanding tuition payment and fees have been paid.
- h. Days missed due to weather are not made up at the end of the school year.
- i. Checks returned from the bank marked Insufficient funds will result in an assessment to the payor in the amount of the bank fee.
- j. **Any tuition received after the 5th of the month will be assessed a late fee of \$10 per day.** After the 5th, the treasurer will remind the parents of their obligation. If tuition is still not paid by a month after the due date, the child will be asked not to return to school. Exceptions will be considered by the Board based on timely, considerate communication with the treasurer/director. Please contact the treasurer/director promptly if special needs arise.
- k. If your child is scheduled to begin classes later than the normal September starting date, as a result of age or other factors, it will still be necessary to pay tuition for all months starting with September in order to keep the space for your child reserved.

2024-2025 Tuition

3 year old class	\$150.00 per month
Morning Pre-K	\$200.00 per month
Afternoon Pre-K	\$250.00 per month

SUPERVISION POLICY

- a. **Arrival/Departure:** Children are supervised at all times while at LPCNS. Children should be accompanied into the classroom by a responsible adult. Parents are responsible for the supervision of their child before they enter the classroom and/or building. Staff must be made aware of each child's presence before the parent/caregiver departs. Please be prompt about picking up your child at the end of the class session. To enter the car line, come into the parking lot of Lakewood Presbyterian Church from Detroit Avenue. Drive down the west side of the building and stop in front of the ramp. A staff member will bring your child out to your car. **Parents are responsible for buckling their children in their car seats. PLEASE, buckle all children before driving on.** In case of an emergency that might delay you, please be sure to telephone so that we can explain the situation to your child.
- b. **Release of a Child:** Children will be released only to the custodial parent, guardian or persons listed on the Release Authorization Form in the enrollment package. **Children will not be released to a non-authorized person.** Advance notice of any change of an authorized person must be given to the teachers in writing. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's 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 when asked to show identification. The safety of our children 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.
- c. **Custody Agreements:** If there are custody issues involved with your child, you must provide the school with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without proper documentation.
- d. **Child Abuse Reporting:** All staff members are **mandated reporters** of child abuse. If staff suspects abuse or neglect of a child, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.
- e. **Class Supervision:** A teacher shall be present with the children at all times. No child shall ever be left alone or unsupervised.

SNACK POLICY

During each class day a snack will be served to every child. The snack is donated by parents and consists of a beverage (milk or water) and a nutritious snack food (fruit, crackers, cheese, pretzels, etc.). Snacks should be store bought and prepackaged. **No homemade treats please.**

Holidays are also celebrated at school with parties. We ask that parents volunteer to send in edible and non-edible treats. Teachers will provide volunteer sign up sheets before the party.

PARENT PARTICIPATION POLICY

Each parent should feel free to contact the Administrator or a staff member when assistance is needed with problems or concerns related to our program. In addition, parents have the option of contacting a member of the Nursery School Board, if preferred. The names and phone numbers of parent Board members and staff are listed on the Staff/Board Roster included in each family's orientation folder.

Parents should check the bulletin board and their child's book bag daily for information from school. Parents are welcome to set up a conference at any time to discuss their child's needs and progress with the teacher. Individual parent-teacher conferences are typically scheduled the last week of January or first week of February.

The following are some examples of activities that provide opportunities for parents to participate in our program:

Holiday parties, classroom volunteers, driving and participating in field trips, making playdough for the classroom, volunteering to be on the Parent Board, attending open Board meetings, sharing a talent and/or a skill, and guest readers.

BEHAVIOR POLICY

LPCNS follows a strict no bullying policy. Furthermore, if the classroom teachers find a child's behavior is consistently disrupting the classroom (i.e. excessive noise-making, physically aggressive behavior, bullying, inappropriate bodily displays, etc.), the following protocol will be followed:

1. The teacher(s) and director will have an informal conference with the child's parent(s) to inform them of the problem and to discuss ways the school and home can work together to alleviate the undesirable behavior. *To address the behavior, suggestions from staff may include (but are not limited to): outside counseling, referral to home district's intervention team, temporary withdrawal for a specified period of time, or permanent withdrawal from school (in the event that student/staff safety is at risk).*
2. If the problem persists, the teachers, director, and parent(s) will schedule a second conference to determine if LPCNS is the correct fit for their child. At this time, a behavior plan will be discussed and executed.
3. If measurable improvement is not observed over the agreed course of the behavior plan, the student may be withdrawn from school for the duration of the school year.

Please be advised, it will be at the discretion of the director if the child will remain at Lakewood Presbyterian Church Nursery School.

As a note, immature or inappropriate behavior in a classroom can lead to disruption of the learning environment for children and/or cause safety implications for other students, teachers, and families. In the event a child demonstrates behavior that teachers feel is too immature or inappropriate for the child to successfully participate in the class, the teachers will initiate the procedure listed above to attempt to strengthen the child's coping skills.

If it becomes necessary to withdraw a child for immature or unsafe behavior, the school will make every effort to help the parent(s) find another, more suitable learning experience for the child. The nursery school will also welcome back a child who is withdrawn for immature or inappropriate behavior when the child can demonstrate behavior that will allow successful classroom participation.

ACCIDENTS/EMERGENCIES

LPCNS has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire, or weather emergency, staff would follow the written instructions posted in the 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 nursery school does conduct monthly fire drills, weather drills, and lockdown drills.

If a severe weather alert is in effect before the children come to school, parents are asked to keep their children at home. Parents will also be asked not to come for their children during a weather alert. In the event of a loss of power, heat, or water to our facility, classes will be canceled. Parents will be called to pick up their children or informed not to report for class until utilities have been restored.

Should we need to evacuate the building due to fire or weather conditions, *our emergency destination is the great room of the Lakewood Hospital Child Care Center located on Belle Ave.* An email will be sent, and a sign will be posted on the front door of both the church and the nursery school classroom indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to pick up their child. If a parent cannot be reached, we will call the emergency contacts in the order listed on your child's enrollment form.

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, contact and follow the directions given by the proper authorities, and 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 Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid (combined with TLC). If the injury is assessed to be more serious, first aid will be administered and parents will be contacted immediately to determine an appropriate course of action. If any injury is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Only parents and EMS are authorized to transport children. Staff MAY NOT transport any child in their vehicle.

Following any incident/injury, a report will be completed and given to the person picking up the child on the day of, 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 EMS; or an unusual or unexpected event occurs which puts the safety of the child at risk. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

As our licensing body, The Ohio Department of Job and Family Services (ODJFS), updates the rules and regulations for childcare, we will also update our “Disaster Response Binder.” You will find a copy of these policies in the binder in our classroom. If you would like to read and become familiar with the procedures, please ask a teacher or the administrator and we will review them with you.

With any disaster or crisis, your cooperation is necessary. Please do not immediately telephone the school or text teachers. Telephone lines will be needed for emergency personnel and due to privacy laws, teachers may not be allowed to relay any information. If you have any questions, please call the Lakewood Police Department’s non-emergency number 216-521-1234. We will contact you by phone, text or email as soon as information is available and allowed to be given.

PLEASE keep your child’s “health and enrollment” form updated in the event of an emergency.

These forms contain important medical information, phone numbers, and other information that are used should we need to relocate to an alternate site or provide care in emergency situations. Our staff will care for your child until you or your designee is able to reach them.

MANAGEMENT OF ILLNESSES

As each child arrives at school and periodically throughout the day, teachers will assess their general health. *We ask that you please not bring a sick child to school.* If a child shows signs of illness or symptoms of a communicable disease during the course of the day, the child will be isolated from other children under the supervision of a staff member. Parents will be immediately contacted to take the child home. If a parent cannot be reached, an emergency contact designated by the parents on intake forms will be contacted. During isolation, the child will be kept within sight and hearing of a teacher and provided with a cot. The cot and any linens used for an ill child will be washed and disinfected before being used again.

A child will be immediately isolated and excused from school to their parent or guardian if any of the following signs or symptoms of illness occur:

- Diarrhea
- Severe coughing (or a whooping sound)
- Difficult breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Dark urine/gray or white stools
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting, more than once or when accompanied by any other sign of illness
- Evidence of lice, scabies or other parasitic infestation
- Temperature of 100 degrees Fahrenheit

A mildly ill child shall be excused from school to a parent or guardian for the following signs and symptoms of illness: common cold symptoms such as a runny nose, watery red eyes, sneezing, frequent cough, chills, headache, general body discomfort, and inability to participate in school activities.

*Children should remain home until all symptoms are gone and should be fever-free for **24 hours** before returning to school.

Parents are asked to call the nursery school to inform teachers when their child will not be in class. You may reach the school by calling (216) 226-0514 ext. 12.

For all communicable diseases, a child shall be excused from school until the doctor's permission has been given to return. Parents will be notified by email

and a note on the bulletin board if any children attending LPCNS have been exposed to a communicable illness. Again, children may be readmitted to school after being free of fever and other symptoms for at least 24 hours. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

LPCNS *does not* administer medication or vitamins to any child for acute illnesses. These medications should be administered before or after school as each class is only in session for 2 hours and 30 minutes daily. Please plan accordingly.

COVID-19 PROCEDURES

LPCNS staff members and students are to be assessed daily for the following symptoms. No one will be admitted to school if they have the following symptoms upon arrival:

- A temperature of 100 degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents are required to conduct a home health check each day before sending their child to school.

If any of these symptoms arise during the course of the school day, a parent will be contacted and the child will be sent home immediately. If the child has had NO KNOWN contact with a person that has a probable or positive case of COVID-19, the child may return to school once they are fever and symptom free for 24 hours. If the child has had contact with an individual with a probable or positive case of COVID-19, they may return to school only after completing quarantine procedures **according to the local health department.**

If your child, or anyone in your household has been in contact with someone confirmed or probable to have COVID-19, the child shall not return to school until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department. ***If your child or anyone in your household is positive for COVID-19, you must notify the preschool immediately.*** If anyone in your household has tested positive for COVID-19, your child may not return to school until quarantine procedures set forth by the local health department are completed.

Teachers will continue to self-assess symptoms daily, wash hands upon arrival, before departure and as needed throughout the school day. Teachers will also ensure students wash hands immediately upon arrival and before pick-up, before and after eating, and when dirty. Toys and surfaces will be sanitized daily and between sessions.

DISCIPLINE PROCEDURES

PHILOSOPHY

LPCNS strives to help every child develop a positive self-image and feeling of competence. Our discipline policy reflects our belief that children learn effective problem solving skills, self-control and social skills in a safe and open environment where clear behavior guidelines have been established. Children need to feel they can assert themselves acceptably within limits. We feel this can be done by:

1. Establishing clear limits where appropriate.
2. Talking about the limits and the rationale for them.
3. Keeping limits to a minimum.
4. Establishing firmness and consistency in the use of limits.

Inappropriate behavior needs to be addressed if the child's own safety and welfare are at risk, or the safety and welfare of others is at risk. We believe the consequences of misbehavior should be immediate, of short duration and without humiliation or shame. Specific strategies for discipline and guidance in the school shall include:

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

If a child demonstrates behavior that requires frequent "extra attention" from teachers, in coordination with the child's parent(s) and/or guardian, we will develop and implement a behavior management plan.

If none of the above strategies are proven effective, we will follow the procedure outlined in our Behavior Policy (p. 17). This discipline/guidance policy is in accord with the specifications of Rule 5101:2-12-19 of the Ohio Code for Childcare Centers and applies to all persons at our school.

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.

*We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

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 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, 452 U.S.C. 12101 et seq.

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