



Pleasant Run Preschool
10461 Pippin Rd
Cincinnati, Ohio 45231
513-825-1220

PARENT HANDBOOK

Revised 2016

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WELCOME TO PLEASANT RUN PRESCHOOL

We are looking forward to serving you and your family. We hope this information booklet will make your experience a positive one. Please read it and become familiar with our policies and procedures. If you have any question, please call the preschool office. Good communication between parents and staff is essential to our program. We will not discriminate against any person on the ground of gender, race, creed, color, or religious affiliation.

PHILOSOPHY

Pleasant Run Preschool treasures and respects your children for who they are, and will nurture and help them grow into responsible and considerate members of the community while encouraging their academic growth and development.

Our goal is for parents to become "partners", helping your children to grow in body, mind, and spirit. There are many ways in which parents can participate. We depend on our parents and volunteers to keep the cost of tuition as low as possible.

Please consider in which of the following ways YOU can serve:

- Serve as a Parent Representative.
- Serve as helpers in the classrooms
- Communicate through Parent/Teacher Conferences and program evaluations
- Share special gifts with the children at the preschool (foreign language, unique hobby, etc.)
- Volunteer if you are a skilled plumber, electrician, A/V tech, or if you have any computer, data entry, or any skills our preschool can use.
- Donate equipment, playground toys, or other items that can be used by our school. We can give you a letter for a tax donation.

You are welcome to visit the preschool anytime. We love to have our parents and grandparents very involved in all our activities. Be consistent with discipline at home.

STAFF

The staff at Pleasant Run Preschool is dedicated to quality care. Each staff person must participate in ongoing in-service training in childcare and first aid and CPR to meet state requirements. The Administrator meets all requirements set forth by the Ohio Department of Jobs and Family services. The Center complies with all State laws regarding pre-screening and criminal background checks in its hiring and retention policies.

Administrator hours are 9:00 AM to 11:30 AM, Monday, Wednesday, and Friday.

Administrator: Rita Wood

CURRICULUM

Pleasant Run Preschool used a semi-directed, theme based curriculum with attention being given to child-initiated subjects. It will also include activities that incorporate writing skills, letter, and number recognition.

Parents will be provided with a monthly newsletter and notification of any special events.

Parents of three-year-olds attending the preschool should understand that this age group will concentrate mostly on social skills and be introduced to other basic skills (counting, letter and number recognition, shaped). These activities are age appropriate and will help them as they transition into the pre-kindergarten program. All children are encouraged to use problem-solving skills and manners. Children transition at the beginning of the school year. Parents may request a change of there is a problem another student or teacher.

PROGRAMS OFFERED

Parents may choose two or day programs per week. The preschool offers half-day sessions from 9:00 – 11:30 AM and when we fill up morning classes, we offer Monday, Wednesday, Friday, from 12:30 – 3:00 PM. A \$500 yearly registration fee is required at the time of the registration forms are submitted.

NOTE: Your child's place in a class is not guaranteed until the \$50.00 registration fee is turned into the preschool staff.

TUITION PER MONTH

\$115 per month for 2-day session

\$140 per month for 3-day session

Please notify the Administrator at least two weeks in advance before withdrawing your child from any preschool program. Neither tuition nor registration fees are refundable unless tuition was paid in full for the year, in which case the refund will be prorated to the end of the day the child is withdrawn with a fee of 10% as an administrative expense.

LATE FEES AND PAYMENT SCHEDULE

Tuition is due the 1st of each month. If payment is not received by the 10th then there will be a \$25 late fee.

Tuition is based on your child's schedule, the number of days per week he/she will attend as submitted on the Registration Form. This "flat fee" will not change due to absence, holidays, or other preschool closings. Monthly payments are based on a nine-month program, so there is not prorating for Christmas, or Spring/Easter Breaks, snow days, etc.

There will be a \$25.00 charge for returned checks. Parents who have checks returned by the bank will be required to pay fees in cash/money order for 90 days. At that time, checks will be accepted. If another check is returned after the 90 days, fees will then need to be paid in cash/money order for the remainder of the school year. Checks returned due to bank error will need to be supported by a statement from the bank before checks are accepted again.

HOURS OF OPERATION

The Pleasant Run Preschool opens for the morning session at 9:00 and ends at 11:30 AM. Afternoon sessions will begin at 12:30 and end at 3:00 PM. Children are not permitted to arrive before 8:50 AM for the morning classes or 12:20 PM in the afternoon unless other arrangements are made with your child's teacher.

ARRIVAL AND DEPARTURE

Upon arrival, parents shall help their child with hand washing, properly placing coats, hats, and backpacks, in the designated area before joining their class. The teacher is responsible for making your child present in the attendance book when they arrive and noting when they are dismissed for the day. A child must be released directly to the teacher in the classroom by the parents or authorized care provider. Children will be supervised at all times. \

If a teacher is called away from their room for any reason, a teacher or helper will be available to take charge of the class.

No child will be permitted to leave with anyone under the age of 16, even siblings.

Please be sure to include all possible names of authorized escorts other than parents on the registration form.

Written notification **MUST** be given when a child is to be released to someone other than persons listed in the child's file. A valid ID will be required before your child will be permitted to leave with the adult.

Children are dismissed to their parents or persons listed on the enrollment from unless prior arrangements have been made. The preschool requires a copy of a court order when the custody of the child has changed and one parent is no longer entitled to visitor take the child from school,

Please do not leave your car running with children inside. Turn off your car and bring your children in the building with you. We realize this can be incontinent. However, the safety of all children is a priority at our school.

LATE PICK UP

Morning sessions end at 11:30 AM. Afternoon sessions end at 3 PM. All children must be picked up at that time. A \$5.00 late charge will be due for each 15 minutes a parent is late. We will bill your account for any late pickup fees. Fees collected will be used to help pay for the overtime of the staff member that stayed with your child. These fees will be due with the next tuition payment.

YOUR CHILD'S FIRST DAY

All forms should be completed and returned so they can be placed in the student's file.

An extra outfit (underwear, socks, pants, and shirt) in a large Ziploc bag in your child's backpack, if your child soils the clothing they arrived in, their dirty clothes will be placed into the empty Ziploc bag and sent home.

Please, do not bring toys from home, as they often get broken or lost.

Please leave your child cheerfully. Assure him/her of your return and leave quickly.

A disposable camera is appreciated for your child's class.

Please label all items brought to the preschool for your child, including hats, coats, backpacks, mittens, etc.

DAILY SCHEDULE

Morning session –

9:00 Arrival

9:00 Circle Time

9:30 Center Activities - Teacher/Child Instruction, Paperwork, Free Play Learning, Arts and Crafts, etc.

10:00 Small Group Activities - Art Activities, Table Top Learning Games

10:30 Restroom Break, Washing Hands

10:45 Snack

11:00 Outside or Large Muscle Play

HOLIDAYS

We will be closed the following holidays:

Thanksgiving Break

Christmas Break (through Jan.3)

Martin Luther King Day

Presidents Day

Parent/Teacher Conferences

Good Friday (if applicable)

Spring Break

Memorial Day

Please watch for the Schedule of Special Events for additional calendar information.

FIELD TRIPS

Permission slips for all field trips will be sent home well in advance of each trip. Forms will have the date, time period of the trip, location and emergency phone number, and must be signed by a parent or legal guardian.

Parent volunteers will provide transportation. All volunteer drivers will be responsible for providing insurance and maintenance for their vehicle. Children enrolled at Pleasant Run must be transported in a car safety seat appropriate for their age, height, and weight. As of October

1, 2009, all preschool children are required to be transported to and from field trips in a car safety seat/booster seat.

Pleasant Run Preschool will maintain all safety precautions during field trips, including appropriate staff-child ratios. Children attending field trips will be provided with some form of school identification, a school name tag or t-shirt (with the school name, phone, and address).

Maintaining Safety During Field Trips

Each supervision staff member will carry with them at all times:

List of all children being transported in each car.

Drivers and staff will carry a list of the children being transported in each car.

Checklist for arrival (at the destination and return to school) and departure times (from school and destination) for each of those children.

Continuous head counts throughout the field trip.

A schedule and set meeting place for arrival and departures.

A cell phone for emergency use only.

The Administrator (or designee if Administrator is not present) will carry a complete Child Enrollment and Health Information form along with a first aid kit on all field trips. In case of emergency, parents will be contacted immediately. In a life threatening injury, 911 will be called, and then the parents will be contacted.

If for any reason arrival time upon our return is different from the time originally given, parents will be called from the location and given a correct time.

HEALTH AND SAFETY POLICIES

All children are required by the State of Ohio to have an updated Enrollment and Health Information form before the beginning of classes each year.

An Ohio Immunization form (JFS 01305) signed by your child's physician, with an expiration date, must be on file before your child may attend preschool. We must have a current certificate at all times. Please be prepared to make appointments with their pediatrician up to 6 months in advance for your child's examinations. If your child has any special health concerns a "Child Medical/Physical Care Plan" (JFS 01236) form must be filled out and on file at the preschool.

Head Lice

With the beginning of school comes the risk of head lice. In order to keep the spread of head lice to a minimum, Pleasant Run Preschool maintains a strict policy. If your child contracts head lice, please treat them immediately. After treatment, your child may return to the classroom only when they are completely nit free.

Sick Child Policy

While it is important for your child to be at Pleasant Run if they are well, there are times when they need to stay home, both for their own good and for the protection of the other students and staff in the preschool. The following guidelines will be helpful in deciding whether your child is too sick to attend.

Your child should not attend or may be sent home from the Center if they:

- *Have an oral temperature of 100 degrees or higher (without fever reducing medication)
- *Vomits twice or more in a 24-hour period
- *Diarrhea (three or more loose stools within a 24 hr. period.
- *Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- *Difficulty or rapid breathing.
- Yellowish skin or eyes.
- Redness or the eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- *Untreated infected skin patches, unusual spots or rashes.
- *Unusually dark urine and/or gray or white stool.
- *Stiff neck or elevated temperature.
- *Evidence of untreated lice, scabies, or other parasitic infestation.
- *Sore throat or difficulty in swallowing.
- *Vomiting more than one time or when accompanied by any sign or symptom of illness.

Your child may return when they have been free of symptoms of fever, diarrhea, or vomiting without the aid of medication for 24 hours.

If a child is mildly ill as described below, the parent will be notified that the child may stay with the group but will be observed for signs and symptoms or worsening condition.

- *Experiencing minor cold symptoms.
- *Does not feel well enough to participate in group activities.

The **Communicable Disease Chart** is located on the parent information board. If a child or classroom has been exposed to a communicable disease the parents will be promptly notified by a note sent home with each child exposed.

If your child becomes ill at school, he/she will be isolated, placed on a cot and observed for possible changes by a staff member at all times. A parent will be contacted to pick them up as soon as possible. If you are unable to pick up the child immediately, please make arrangements with a responsible adult who will be able to pick them up within 30 minutes. In case of an emergency, parents will be contacted immediately. If parents cannot be reached, we will contact the emergency person named on your child's registration form.

If it is necessary to transport your child in an emergency situation to a medical facility, a staff member will accompany your child to the nearest hospital unless otherwise indicated on your child's Enrollment and Health Information form. Parents will be contacted as soon as possible with any information.

Please provide the office with accurate up-to-date phone numbers so you may be reached immediately in the event your child becomes ill or injured.

In the event that your child must be isolated because of illness, the staff will ensure the health and safety of other children by sanitizing the cot with appropriate germicide, or if soiled by blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide.

Medication

Since students are only at school for 2 ½ hours, we ask that no medication be brought to school. If necessary, especially for emergency treatments such as inhalers for asthma or Epi-pens for severe allergic reactions, parents may request an "Administration of Medication" form (JFS 01217). Only staff members will administer any medication (JFS 5101:2-12-31). Preschool staff may administer prescribed medications only with a request from a doctor, parent, or guardian. All medications must be stored and administered properly. All medications must be in original containers. All medications, unless refrigerated, must be kept in the Administrator's office. Prescribed medication must be in the original container with the child's name on it. Expiration dates must be current. Please tell us if medication must be refrigerated. Please do not leave any medication in your child's backpack. Non-prescription medication will not be administered during preschool hours, including Chap Stick, cough drops, and sunscreen. Unless your child has a food allergy, there will be no food modifications, diets or supplements given. Parents are responsible for notifying staff in writing of any food allergies.

SAFETY

Group sizes will be maintained at all times. Licensing requirements for these age groups are as follows, according to the State of Ohio:

3 to 4 years 1:12

4 to 5 years 1:14 (until age eligible for kindergarten)

The maximum number of children in the 3-year-old room will be 12. The maximum number of children in the Pre-K room will be 14.

We welcome your visit but please always make sure to notify staff when you are entering the building.

Doors are kept locked at all times. If you need to ring the bell to gain entrance, please be patient and wait for a staff member to respond.

SNACKS

The school will provide a mid-morning snack. You may bring a special snack that was purchased to share with your child's classroom on their birthday. Please make prior arrangements with their teacher. We ask that you do not bring candy except for parties or party favors. Do alert teachers to any food allergies. If your child is allergic to any food, please indicate this on their

registration form. Parents of a diagnosed food allergy are required to complete the Emergency Action Plan for Allergic Reactions. The Action Plan will be posted in a prominent location in the preschool for the protection and safety of your child.

If a packaging label reads "may contain traces of nuts" or "processed in the same factory as foods containing nuts," that food should be avoided due to nut allergies. However, Pleasant Run Preschool cannot guarantee the elimination of all products containing nuts. Avoiding products containing nuts of any kind will keep our environment safe for those suffering from this particular food allergy.

EMERGENCIES

Medical and Dental Emergencies

The first-aid kits are located on the top shelf in the kitchen cabinet and in the Administrator's office. If there is a real emergency, the parents will be called and as well as the appropriate agency below:

Life Squad 911

Police Department 911 or 825-2280

Poison Control Center 853-5111

Children's Protective Agency 721-7044

Children's Hospital 636-4200

Mercy Fairfield 870-7000

General Emergencies

General Emergencies include:

Any threats to the safety of children due to environmental situations or threats of violence.

Natural disasters such as fire, tornado, flood, etc.

Loss of power, heat, or water

Actions to be taken in case of a General Emergency:

Children will be moved, if possible, to a safe area within the preschool or church buildings or to the outside property of the preschool.

In the event of a threat of violence to the children, 911 will be called.

In the event the school building must be evacuated, the children will be moved to Northwest High School located on Pippin Road, north of the preschool.

Parents will be contacted by a staff person and notified of the emergency situation

In the event the parents cannot be reached, the emergency contact persons will be notified to contact the parent.

Telephones are located in the kitchen, front classroom, church office, and Administrator's office. All are available for immediate access at any time.

HEALTH RECORDS

The children's records, including medical records, class lists, and parent rosters are located in the Administrator's office. A parent roster is distributed at the beginning of the school year.

Emergency numbers for each student are kept on file in the office and with each teacher during school sessions.

A monthly fire drill and tornado drill will be held at varying times each month. The evacuation route is posted in each room. The fire department had advised us in case of tornado warning the children should be taken to the basement in the preschool building.

Accidents and incidents are documented and a copy of the incident sent home to the parents/guardians. One copy will be kept on file at the preschool. Incidents include: illness, accident, bump or blow to the head, or an injury to a child which requires first aid treatment, emergency transportation, or an unusual event which jeopardizes the safety of the children or staff.

If a child must be transported, in the event of an emergency, his parents/guardians will be notified immediately.

In the event of any medical emergency, a staff member will call 911. If the parent does not grant permission for emergency personnel to transport a child, indicated on the Emergency Transportation Form, then the adult(s) designated on the Emergency Transportation Form will be the only one to transport your child. The preschool has a car seat available for use by the designated adult. It is located in the Administrator's office.

The local Children's Protective Agency will be immediately notified whenever child abuse or neglect is suspected. All childcare workers are mandatory reporters as required under Section 2151.421 of the Ohio Revised Code.

The use of spray aerosols is prohibited while children are in attendance at the school.

DISCIPLINE

Pleasant Run Preschool is considered a "No Yell" center and we do not use corporal punishment under any circumstances. We do use positive reinforcement, encouraging our children to use their words, talk about their feelings and openly express them. When a child is being disruptive or unsafe in one area of the classroom, we will provide the child a choice to either continue playing safely in their choice area or go to another area.

A staff member will review the inappropriate action and provide an option to the child for a more appropriate behavior. If a child's behavior is harmful to the child or to others, then we immediately redirect and/or remove them from the situation and/or center where the behavior has become a problem. After speaking to the child about their behavior and how to deal with the problem in the future, they are permitted to play in a different area or center. If a child's behavior continues to be disruptive or unsafe, then the child is removed from the play area and seated with a teacher until they resume safe conduct and can return to play. Continue problem behavior will be discussed with the parents and a behavior plan may be put in place to help the child learn how to interact appropriately in the classroom. If a child's behavior becomes a problem to the point where they become dangerous to other children or to themselves, parents may be asked to remove the child from the preschool permanently.

If a child's behavior is harmful to them or others, then we immediately redirect and/or remove them from the situation and/or center where the behavior has become a problem. After speaking to the child about their behavior and how to deal with the problem in the future, they

are permitted to play in a different area or center. If a child's behavior continues to be disruptive or unsafe, then the child is removed from the play area and sat down with a teacher until they are being safe and can return to play. Continued problem behavior will be discussed with the parents and a behavior plan may be put in place to help the child learn how to interact appropriately in the classroom. If a child's behavior becomes a problem to the point where they become dangerous to other children or to themselves, parents may be asked to remove the child from the center permanently.

In the event there is inappropriate behavior towards a teacher and/or another child, i.e. verbal abuse, physical abuse, disruption of class or groups, or vandalism of property, the following steps will be taken:

Conference with parents, teacher, and Administrator.

Possible withdrawal from the preschool for 1 week

Immediate expulsion from the preschool if necessary, without the above procedures due to any extreme behavior, such as endangering the safety of any person, including but not limited to carrying a firearm or other weapons onto the premises.

A child will never be disciplined for failing to eat or toileting accidents. Staff members will not use shame or humiliation as a discipline technique. Discipline shall not include withholding food or toilet use. No child shall be humiliated or subject to profane language, threats, and derogatory remarks about himself or his family or any other verbal abuse.

PARENT/TEACHER CONFERENCES

In order to provide meaningful information concerning your child's progress/development, we will have a parent/teacher conference annually for every child. Please check your Preschool Calendar for the scheduled time.

LINES OF COMMUNICATION

Please feel free to discuss your children's needs or concerns with their teacher, preferably in private, and while the teacher is not in class. We encourage your input and close communication in order to serve your children well. If further discussion is required, please schedule a time for a conference with the Administrator. We will make every effort to accommodate the needs of your child.

Please listen to your local radio and TV broadcasts (Local 12 or Local 12.com) for closing announcements due to inclement weather.

STANDARD PROCEDURES FOR PARENTS/GUARDIANS AND EMPLOYEES

If for any reason you have a concern about your child or the program, please feel free to speak to your child's teacher about these concerns. If you feel that those concerns are not addressed properly, then the Administrator should be contacted and the problem will be discussed before or after class. Any unresolved issues may be communicated to the School Board in a written letter to the President of the Pleasant Run School Board. Lines of communication: Teacher >

Administrator > School Board. A parent information board is located inside the building in the kitchen area. Parents have access to licensing information, inspections reports, and complaint investigation reports on this board.

INFORMATION REQUIRED BY THE OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The Administrator and each employee of the facility are required, under Section 3151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or neglect to the local public children's services agencies.

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.

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

The licensing record, including compliance report forms, complaint investigation reports, and evaluations forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The JFS Website is:

<http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of child based upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat 32.42 U.S.C 12 et. Seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the JFS 01237 (04/2003).

Child Guidance and Management

Childcare staff members are assigned to supervise a child or group of children shall be responsible for their guidance and management in accordance with OJFS rules and regulations. This discipline policy applies to all employees of the center (5101:2-12-22).