

Woodrow Preschool at Memorial Park



Parent's Policy & Procedures Handbook

Open Monday - Friday, 6:30am - 6:00pm
5900 Woodrow Dr., Sylvania, OH 43560
419.517.1367
wpk@scsonline.org

Welcome!

Dear Parents,

Welcome to Sylvania Community Services Woodrow Preschool Program. The Sylvania Community Services Child Care staff is excited about having you and your child as part of our program.

This booklet is designed to supply you with all the information you will need about Woodrow Preschool.

We look forward to working with you and your child soon!

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sylvaniacommunityservices.org
419.885.4126
Fax: 419.882.1639
4747 N. Holland Sylvania Rd. Sylvania, OH 43560
Monday - Friday, 8:00am - 4:30pm

General Information

REGISTRATION DEADLINES AND FEES:

The deposit and registration fees must accompany the registration forms. All registration forms must be completely fully, as it is necessary to start the program.

*Due to state policy, all registration packets **MUST** be completed in their entirety prior to your child's first day of attendance. All medications and medical forms must be on site and verified. If a child arrives at the Woodrow Preschool program without a completed registration, the Parent/Guardian will be called and child will need to be picked up.*

Annual Registration Fees are non-refundable. Cost of annual registration fees are reflected in the registration packets required to be completed annually by parents.

DEPOSIT:

A deposit is required at the time of registration. The deposit will be applied toward your child's last week.

SCHEDULED ATTENDANCE

Children may be scheduled for full time or part time.

Full Time - 5 days per week

Part Time - 3 days per week

Part Time - 2 days per week

FEES & SCHEDULED RATES

Parents will be notified of annual rates in annual registration packets. Single and family rates are available. Rates are determined by the following attendance schedule:

Full Time - 5 days per week, Monday - Friday

Part Time - 3 days per week, Monday, Wednesday and Friday

Part Time - 2 days per week, Tuesday and Thursday

Registration fees (non-refundable) and security deposits (refundable) are per child.

CLASSROOM SCHEDULES:

Classroom 1 (OWLS) Daily Schedule:

6:30am - 8:00am	Arrival/Wash hands/ Free Choice
8:00am - 8:55am	All centers are open, and small group work is completed
8:55am	Clean up
9:00am - 9:15am	Large Group Time
9:15am	Wash hands
9:15am - 9:50am	Snacks/Centers/Small Group/Bathrooms
9:50am - 10:00am	Clean up
10:00am - 11:00am	Outside/Gross Motor
11:00am - 11:45am	Small group/Centers
11:45am - 11:50am	Clean Up
11:50am - 12:00pm	Group Time/Handwashing
12:00pm - 12:30pm	Lunch
12:30pm - 1:00pm	Bathroom/Books/Puzzles
1:00pm - 2:30pm	Rest time
1:30pm - 2:30pm	Quiet activity for children who do not fall asleep
2:30pm - 3:30pm	Centers Open
3:00pm - 3:30pm	PM Snack open
3:30pm - 3:45pm	Clean Up/Bathroom/ Large Group
3:45pm - 4:45pm	Outside/Gross Motor
4:45pm - 6:00pm	Limit Choice Centers/Departure

Classroom 2 (PENGUINS) Daily Schedule:

6:30am - 8:00am	Arrival/Wash hands/ Free Choice
9:00am - 9:15am	Clean up/ Wash hands
9:15am - 9:30am	Large Group time
9:30am - 10:00am	Snack is Open
9:30am - 10:45am	Centers and Small Groups
10:45am - 11:00am	Clean Up/Bathroom/ Large Group
11:00am - 12:00pm	Outside*/ Gross Motor
12:00pm - 12:45pm	Lunch
12:30pm - 1:00pm	Bathroom/Books/Puzzles
1:00pm - 2:30pm	Rest time
1:30pm - 2:30pm	Quiet activity for children who do not fall asleep
2:30pm - 3:30pm	Centers Open
3:00pm - 3:30pm	PM Snack open
3:30pm - 3:45pm	Clean Up/Bathroom/ Large Group
3:45pm - 4:45pm	Outside/ Gross Motor
4:45pm - 6:00pm	Limit Choice Centers/Departure
2:30pm - 3:30pm	Centers Open
3:00pm - 3:30pm	PM Snack open
3:30pm - 3:45pm	Clean Up/Bathroom/ Large Group
3:45pm - 4:45pm	Outside*/Gross Motor
4:45pm - 6:00pm	Limit Choice Centers/Departure

Frequently Asked Questions

What days are Woodrow closed?

Woodrow Preschool is closed the following days: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after, Christmas Eve, Christmas Day and New Year's Eve. If a holiday falls on a Saturday, we will be closed Friday. If a holiday falls on a Sunday, we will be closed on Monday.

Can my child bring toys from home?

No, children are not allowed to bring toys from home.

Do I need picture ID to use your program?

Yes. Any person picking up a child from Woodrow Preschool Program center must have a photo I.D. to the caregiver in charge of the child. Children will not be released from the center to anyone who does not have the proper authorization.

How do I know if your program has closed due to poor weather conditions?

In the winter, we are open during a Lucas County Level 1. During a level 2 or 3 we are closed. Closures will be broadcast on WTVG 13abc: Sylvania Community Services. On weather closings, a text message will be sent to your cell phone. During the online registration process, you will update your cell number and provider.

What should I pack in my child's lunch?

The State of Ohio recommends that packed lunches meet 1/3rd of the recommended daily dietary allowances as most recently specified by the USDA Child and Adult care food program child care component. This includes at a minimum, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains. The sizes of individual food servings may be varied according to the developmental needs of the child being served but a guideline is included on page 7 of this manual. Milk will be provided by the Center daily.

Can my child pack peanut butter?

Yes, we are adopting the procedure of Sylvania Schools and will have Allergy Free Zones in the classrooms. We will have designated tables that children with food allergies can eat safely at. Children with food allergies will be able to have friends sit with them that have nut free lunches. The staff is trained on food allergies along with individual Medical care plans. We will continue to serve snacks that do not contain nuts. Children will continue to wash their hands before and after meals.

Does my child need to bring sunscreen during the summer (June-August)?

Yes, please bring sunscreen to be left at Woodrow (NO AEROSOL) with your child's name on it if you do not want to use Woodrow's Sunscreen. Please apply sunscreen to your child before drop-off time. A medication form must be filled out for Staff to re-apply throughout the day.

What sunscreen is used at Woodrow?

We will be using Rocky Mountain Sunscreen. RMS meets all the 2021 FDA Final Rule testing Standards for Broad Spectrum (UVA/UVB) protection and water resistance (80 minutes). RMS is moisturizing, hypoallergenic and non-comedogenic.

Please visit rmsunscreen.com/2012-fda-regulations to read more.

Does my child need an annual wellness check visit to be enrolled in the Program?

Yes, each child attending the center shall have on file verification a medical examination. A form that meets the requirements of the State of Ohio will be provided upon enrollment. The medical statement shall contain the following information: (a) The child's name and date of birth (b) the date of the medical examination (c) a statement that the child has been examined and is in suitable condition for participation in group care (d) the signature, business address and telephone number of the physician (e) a record of the immunizations that the child has had (f) a statement that the physician reviewed the child's record against the immunizations recommended by the Ohio Department of Health and (g) a statement of any immunization exemptions.

Does the Woodrow Preschool program offer early/late pick up?

Our sites are not licensed prior to 6:30am. Parents are not permitted to leave children prior to 6:30am. For late pick up (after 6:00pm in emergency situations) a charge of \$2.00 per child for every minute that the child stays after closing time will be assessed in addition to the billable hourly rate. The late charge will be billed to the child's invoice. The site reserves the right to terminate services if late arrival becomes excessive.

Continued on next page.

How can I reach my child's teacher if I don't drop off or pick up daily?

Families are welcome to call or email the site. Emails are checked once daily by each classroom.

Phone: 419-517-1367

Email Classroom 1 - wkids@scsonline.org

Email Classroom 2 - wpk@scsonline.org

Do I need to call the center if my child is going to be absent?

Yes, please call before 10:00am if your child is going to be absent.

Hours of Operation

Woodrow Preschool is open Monday through Friday 6:30am - 6:00pm. Sylvania Community Services will be closed on the following holidays, no child care is available: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, and New Year's Eve. If a holiday falls on a Saturday, we will be closed Friday. If a holiday falls on a Sunday, we will be closed Monday. Woodrow Preschool will be open whenever possible on a regularly scheduled day, except in the case of severe weather or other emergency.

Schedule Acknowledgments

1. Regular Schedule - Tuition is based on the child's regular schedule. Tuition and fees are not reduced in the event that a child is ill or for holidays. The weekly tuition rate will be due in full even if a child is absent for one or more days.
2. Schedule Changes - A two week notice is required for all schedule changes. NO EXCEPTIONS. All changes must be approved through the site Administrator and parents will be required to sign an updated contract.
3. Time Clock -- Parents/Guardians are required to use their attendance code to clock children in and out each day.
4. Absences -- Please notify the center by 10:00am when a child will be absent for the day.
5. Last Day Notice - A two week written notice is required to withdraw a child. In the event that a two week written notice is not provided, the child's security deposit will be forfeited and the child will be disenrolled. The primary payer is still responsible for all remaining balances on the account.
6. Continuous Absences - In the event that a child does not attend the program for two consecutive weeks, without prior notice, it may result in the termination of the child's enrollment slot.

Effective 2023 parents are directly responsible for making weekly tuition payments. Sylvania Community Services will no longer assume authorization for the processing of credit cards or ACH payments. Parents must use their MyProcure account to pay tuition.

Invoice Policy

1. Registration Fee - A non-refundable annual registration fee is due at time of enrollment and every fall thereafter.
2. Security Deposit - A refundable security deposit is collected for each child at the time of enrollment. A two week written notice is required to withdraw a child. In the event that a notice is not provided the child's security deposit will be forfeited. Deposits are automatically returned 30 days after withdrawal from the program, minus any balance due on the account.
3. Weekly Tuition - Parents/caregivers are responsible to pay tuition weekly online through your MyProcure account.
4. Weekly Tuition Due - Full tuition is due by Friday, 11:00pm the week prior to services. Tuition express using parents/caregivers are welcome to pay tuition more than 1 week in advance.
5. Vacation Week - There will be no vacation weeks. Full tuition will be charged each week.
6. Center Closures -
 - a. Holidays - Tuition will not be reduced as a result of center closures due to holidays.
 - b. Extreme Weather - Tuition will not be reduced as a result of extreme weather which consists of Level 2 or above and/or weather emergencies beyond our control.
7. Child Illness - Tuition will not be reduced as a result of a child being out ill.
8. Late Pick Up Fee - A late pick-up fee of \$2.00 per minute, per child, will be assessed when a child is left beyond the center's operating hours. The late pick-up fee is not an agreement to provide after-hours service.
9. Additional Fees - Your child may have the opportunity to participate in special programs or walking field trips with an additional fee

Payment Policy

1. Invoice - Each week the primary payer will receive an invoice by email. No invoices will be mailed.
2. MyProcure - Parents are required to register with MyProcure. MyProcure is an interactive parent portal where payers have access to view account balances, ledger history, child time cards, and make payments online.
3. Electronic Payments Only - All fees for services are to be paid electronically through Tuition Express using your MyProcure Connect account. Payments post automatically to your account ledger
4. No Cash or Checks - Cash and check payments will not be accepted.
5. Declined Electronic Funds - A fee of \$15.00 will be applied for declined electronic funds transfer.
6. Automatic Payments - Automatic payments through checking, savings or credit card will be processed on Wednesday, prior to the week of service.
7. Online Payments - Online payments must be made through Tuition Express using your MyProcure account. Payments must be processed by Friday 11:00pm prior to the week of service.
8. Late Payment Fee - All tuition is due in advance. Balances not paid by Friday 11:00pm will be assessed a late fee of \$15.00 for each day payment is delinquent, unless a payment arrangement has been approved. Payment arrangements must be done with the billing specialist.
9. Non-Payment – Payments delinquent by one week may result in temporary suspension. Unpaid balances may be sent to debt collection and permanent suspension from services



Sylvania Community Services is pleased to offer **MyProcure**, a free online parent portal for you to access account information and easily pay tuition. MyProcure is available on any computer, tablet, or smartphone. MyProcure® is safe, secure, and created with your convenience in mind.

- View contact information, emergency contacts and pickup persons
- View account balances, recent payments and ledger history
- View you child's schedule, time card, immunizations and more
- Print statements and end-of-year tax summaries
- Use the **Pay** button to make a payment with your card

Center Parent Information

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

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

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

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

The Administrator's hours of availability to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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>.



Portion Size Chart

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Meat or Meat Alternative (optional)	½ oz.	½ oz.	1 oz.
	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ⅓ oz.	½ slice ⅓ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:
http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm

Policies and Procedures

INTRODUCTION

It is the goal of the **Woodrow Preschool Program** to provide the children with a nurturing, positive, safe and developmentally appropriate environment. The children will be provided with loving and trained staff who will work with them to encourage social, emotional, intellectual and physical growth and development.

The **Woodrow Preschool Program** is located at 5900 Woodrow, Sylvania, Ohio 43560. Woodrow Preschool is a program of Sylvania Community Services. We are licensed by the Ohio Department of Job & Family Services (ODJFS). The license is posted in the main lobby area. The laws and rules are available for your review upon request. The Center's licensing records including compliance reports, evaluations from the health, building and fire departments are available upon request at ODJFS. The toll free number is 866-886-3537, option 4 and is available to any person who suspects violation by the center. It is unlawful for any center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin.

CURRICULUM

Our curriculum, **The Creative Curriculum® for Preschool** is based on the latest, most current research about how young children develop and learn. The curriculum is project based and aligned to essential early learning standards. It features a rich collection of knowledge-building, daily practice resources, detailed day-to-day guidance, individualized learning experiences, 38 research-based objectives, and exploration and discovery as a way of learning.

All lesson plans are aligned with Early Learning and Development Standards by the Ohio Department of Education. These standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

HANDWRITING WITHOUT TEARS®

Children who have mastered handwriting are better, more creative writers. The earlier we teach children to master handwriting, the more likely they are to succeed in school, and write with speed and ease in all subjects. More than three million students benefit from the **Handwriting Without Tears®** program each year. We use fun, engaging, and developmentally appropriate instructional methods to enable children to master handwriting as an automatic and comfortable skill. The Sylvania School System will continue this education through the cursive learning years.

EARLY CHILD ASSESSMENT

The parent-completed **Ages & Stages Questionnaires®, Third Edition (ASQ-3™)** is the most accurate, family-friendly way to screen children for developmental delays between one month and 5 1/2 years, without any gaps between the questionnaire age intervals. Recommended by top organizations such as the American Academy of Neurology, First Signs, and The Child Neurology Society. Assessments will be sent home periodically for parents to complete.

Parent/teacher conferences will be set twice a year to assess the child's progress. Parents may also request a conference as needed.

UPON ENROLLMENT

Upon enrollment, each child is required to have current health records, emergency transportation info, parent roster, and a current physical (**required to be updated yearly**) on the form we provide. These forms are required by the State of Ohio. A deposit and registration fee are also required. We reserve the right to refuse care for any child who does not have all required information in his file. We must have complete files in order to be in compliance with the state law. Children's records include name, address, birth date, date of admission to the center, plus parent/guardian names, home, cell and work telephone numbers and addresses, two local emergency contacts and pick up information. Sylvania Community Services reserves the right, at our discretion, to refuse admission of any child. Reasons for denial of admission may include refusal to follow policies, re-occurring behavioral problems, or failure to pay outstanding child care invoices.

ARRIVAL AND DEPARTURE

All Children and staff are required to be visually screened for any observable illness, including cough or respiratory distress.

Anyone (including parents) picking up a child must have a picture ID to show. If they cannot show a picture ID, the staff person will contact the parent before allowing the child to leave the building. If someone other than the designated and normal pick-up person will be picking up your child, the staff must be notified prior to that day in writing. **Upon arrival/departure ODJFS requires all children and staff to wash their hands.**

CHILD/STAFF RATIOS

ODJFS ratios require 1 staff per 12 children. The maximum group size for children is 24.

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SUPERVISION OF CHILDREN

- No child will be left alone or unsupervised by a staff member.
- The center shall not abuse or neglect children and shall prohibit children from abuse and neglect while in the center's care.
- If the family has certain custody agreements, a copy of the appropriate paperwork will be required upon registration, or upon notification.
- Upon arrival and departure the parent/guardian must clock in using the time clock. If a child is not clocked in or out on the day he comes, the maximum time charge will be made. The children will only be released to a person showing a picture ID. This person's name must be printed on the pickup list for the child.
- This center has immediate access to a working telephone. The parent/guardian will be contacted in case of an emergency. In extreme cases, the emergency squad will be contacted.
- Medical and dental emergency plans are posted in each classroom used by the children.
- All staff are trained in First Aid, CPR, Child Abuse Prevention, and Preventing Communicable Diseases. A first aid kit, enrollment health and information forms, and a staff person trained in first aid and CPR accompany children on all field trips.
- The Administrator and the employees of the center are required to report their suspicions of child abuse or child neglect to the appropriate agency, under section 2151.421. of Ohio Department of Job and Family Services.
- When an accident or injury occurs, or when any other incident necessitates administration of first aid, or a child is transported in case of an emergency, the center shall complete an incident Report. This report shall be signed by the parent and returned to SCS that same day.
- When a home address, phone, work address, or phone of the parent(s) changes, the center must be notified immediately. We must also know if there is a change in authorized emergency contact phone number.
- No spray aerosols are used when the children are present.

BEHAVIORAL EXPECTATIONS

We expect that the children will cooperate with the staff and the other children in the program. We expect all children to respect the rules and regulations of our center and to respect the rights of others. We expect that the children will treat the center's property with respect. Our approach to discipline focuses on self-control. Rules are developed and limits are set for four main reasons:

1. Possible harm to self.
2. Possible harm to others.
3. Damage to property.
4. Infringement on the rights of others.

DISCIPLINE

Re-direction will be used whenever possible. Children will be encouraged to make appropriate decisions and when they do not, the following measures will be taken:

1. The unacceptable behavior will be discussed. The caregiver and the child will talk about other choices the child could have made.
2. The child will be re-directed to a new activity. If the behavior continues the child may be separated from the group and activities for a short time, but will still be supervised.
3. If the behavior problems continue they will be discussed with the parents in a conference and a discipline plan will be developed.
4. If the behavior problem continues after discussing it with the parent, and the child still will not cooperate, the parent will be called to pick up the child immediately for the day.
5. A child may be suspended from the program for up to five days for serious or recurrent infractions. Prior notification will be given to parents at least 24 hours in advance that suspension is the next step. However, immediate suspension can occur depending on the severity of the situation.
6. If upon return to the program following suspension, the child's behavior continues to be inappropriate, enrollment may be terminated. Parents will be given at least 24 hours in advance notice. However, immediate suspension can occur depending on the severity of the situation.
7. A child who has been removed from the program may be eligible for re-entry in the program after a 2 year period.
8. The center's method of management and guidance apply to all employees of the center.
9. Biting will not be tolerated, if a child's biting becomes habitual or dangerous for the other children and staff, the child's enrollment may be terminated without advance notice. If this situation occurs, re-enrollment of the child will be considered after the biting phase has passed.
10. Physical aggression towards staff or other children will not be tolerated. Immediate suspension will occur and possible removal from the program.
11. Leaving grounds of assigned group or running from staff will not be tolerated.

HANDWASHING

- All children, staff, and volunteers should engage in hand hygiene at the following times
- Upon arrival for the day, after breaks and upon returning from outside and prior to departure
- After toileting or assisting a child with toileting

Continued on next page.

- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids
- After cleaning or sanitizing or using any chemical products
- After handling pets, pet cages or other pet objects that have come in contact with the pet
- Before eating, serving or preparing food
- Before and after completing a medical procedure or administering medication
- When visibly soiled (must use soap and water)

LUNCH

Children are required to bring a packed lunch daily. Please make sure their lunch is nutritious. The law defines a nutritious lunch as "One food from the meat/meat equivalent group, the bread/grain group, the dairy group and two foods from the fruit or vegetable group." (ODJFS 5101:2-12-22) The Center will provide milk with your child's packed lunch. Sack lunches from home need to constitute at least 1/3 of the child's RDA's. A complete lunch will be provided in an emergency situation in case a child does not bring one from home. The charge for this service is \$3.50 and will be added to your child care bill. Refrigeration is not available. Please use cold packs when necessary.

SNACKS

A morning snack will be served to the children between 9:30am - 10:00am. An afternoon snack will be served between 3:00pm - 3:30pm. All snacks will consist of two food groups and follow the ODJFS snack guidelines.

EMERGENCIES AND ACCIDENTS

Emergency files will be kept on site for each child. Parents receive notification by phone from the child's teacher of any symptoms of impending illness (headache, stomach ache, fever vomiting, etc.). Parents will be expected to pick up or make arrangements for someone else to pick up a child who appears to the teacher or administrative staff to be too ill to remain in the program. Until the parent arrives, the child will be excluded from the activities with other children. The child will rest in a quiet area, away from the main area of activity and be supervised by a staff member. If, after every effort has been made to contact the parent/guardian, they cannot be reached, we will call the emergency telephone numbers that the parent/guardian has listed on the Emergency Health Information Form (EHI). If it is required, emergency first aid will be administered and a staff member will remain with the child until the emergency squad arrives. The child will then be transported to the place indicated on the EHI. Staff members have been trained in first aid and CPR. **Please note: SCS/Woodrow will deny enrollment if permission is not given to transport in case of emergency. Please see "EMERGENCY TRANSPORTATION AUTHORIZATION" section in the Registration Packet on page 7.**

FIRE DRILLS AND EVACUATION LOCATIONS

Fire drills are scheduled monthly and documented on forms provided by the Sylvania Fire Department. Tornado drills are scheduled for the months of April through August. They are documented on the same form, which is located on the main bulletin board in the front lobby. Evacuation drills are done twice a year. Our first evacuation site is Maplewood School. If Maplewood is not available, our second site is the First Methodist Church on Erie Street. In the event of loss of phone and/or internet services, a notice will be posted on the main door as to where we can be located.

INCIDENT REPORTS

An incident/injury report will be completed when an accident or injury occurs. A copy will be given to the parent/guardian on the day of the incident. The Center will initiate an incident report when the following occurs:

- Illness which requires first aid treatment.
- Accident which requires first aid treatment.
- Injury which requires first aid treatment.
- Bump or blow to the head.
- Emergency transporting.
- Unusual or unexpected event which jeopardizes the safety of children or staff.

CLEANING/SANITIZING PROCEDURES

- Use checklists to ensure multiple sanitations of high touch surfaces and items that staff and children are touching.
- Disinfect with an EPA-registered household disinfectant.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

MANAGEMENT OF ILLNESS

Staff members are trained to recognize the common signs of communicable disease by Red Cross Training or a registered nurse and in hand washing/disinfection procedures and shall check each child daily as he enters the group for symptoms (per state law). The center shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of an illness. EHI contacts will be called to pick up the child from the center in this order: parents and if no response the other two contacts will be called next.

A child with any of the following signs and symptoms of illness shall be immediately isolated and discharged to his parent/guardian or parent designee:

- Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

Continued on next page.

- Redness of eyes, obvious discharge, matted eyelashes, burning and itching.
- Stiff neck with elevated temperature.
- Temperature of 100 degrees Fahrenheit when in combination with any other signs and symptoms of illness.
- Untreated infected skin patch(es), unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other signs or symptoms of illness.
- Evidence of untreated lice, scabies or any other parasitic infestation.
- Difficult or rapid breathing.
- Yellowish skin or eyes.

Decisions regarding whether the child should be discharged shall be determined by the Administrator, and the parent/guardian. The ill child shall be supervised by a staff person trained in first aid, CPR, communicable disease recognition, and child abuse prevention. The child will be provided a cot in a room or portion of a room not being used for child care. The child will be within sight/hearing of an adult at all times, never being left alone. The child will be re-admitted to original classroom upon approval of one of the Administrators.

A mildly ill child may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening conditions. If the child exhibits such signs or symptoms, he/she will be isolated from the group. Any medication that needs to be administered by staff requires a form to be completed by parents and possibly the physician/dentist (see medication section).

IF SOMEONE BECOMES SICK

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.

MEDICATIONS

Prior to administration of any medication, food supplement, modified diet or fluoride supplement, written instructions of a licensed physician or licensed dentist must be on file. In addition, written consent of a parent is required. Contact the program director for the required form. All ODJFS forms are required to be completed before medication can be left at the center.

If at all possible, it is suggested that medications be given at home. However, if it is not possible and medications are needed at school, medications must arrive at school in their original labeled container. A staff member will administer medications and a written log including dosage, date and time of administration will be kept on file.

It is the parent's responsibility to notify the center when the medication has been discontinued, changed or expired. The child cannot attend until medication has been renewed.

CHILDREN WITH SPECIAL HEALTH NEEDS

If you have a child who has special health needs, please check with the Administrator so we can explain our procedures, and you can tell us how you feel your child can best be cared for while in day care. There is a Health Care Plan that must be filled out. Any child requiring medication, either daily or for an emergency, needs to fill out a Health Care Plan form and Medication Administration form from the office.

CLOTHING FOR PRESCHOOL

Many of our daily activities are messy; please keep this in mind when choosing your child's clothing. It is also important to allow your child maximum independence by choosing zippers and fasteners that are easily manageable during toileting and active play. We also request a complete change of clothing be kept at the center in the event your child needs a change. Please mark all extra clothing with your child's name.

TOILETING

All children must be potty trained. Our center is not licensed for diapering. The teachers will assist with occasional accidents when necessary. If your child is still having accidents after two weeks of regular attendance (based on Administrator's discretion) we will ask that you discontinue our program until potty training is accomplished.

NAPPING

We do have a scheduled nap time daily, all children are encouraged to rest on a cot for 20 minutes. If he/she does not fall asleep after 20 minutes, quiet activities are provided. Your child should bring a blanket to school for nap time. He/she is also welcome to bring a "snuggle" item if needed.

OUTDOOR PLAY

We follow the Child Care Weather Chart. The weather chart is located on page 13 of this document.

WATER SAFETY PLAN

Children are taken to approved swimming areas. They are supervised by SCS staff and Water Safety Instruction Lifeguards. Lifeguards are not counted into the ratios. Written permission for all swimming situations is required by parents.

- Coast guard approved swimming vests only.
- The use of hot tubs, saunas, and spas are prohibited.
- Staff will take a head count before entering the pool area, while there, and before leaving the pool.

Continued on next page.

- Swimming safety rules must be reviewed every time the children go swimming.
- Swimming test will be required for deep water swimming per swimming site.

PARENT PARTICIPATION

Any parent or guardian of a child enrolled in our program is permitted unlimited access to the classrooms during the hours of operation. We encourage parent, guardian, and employee participation. If parents and/or guardians or employees need assistance with any problems related to the child care program they should report it to the Preschool Administrator or Executive Director. Administrative hours are 8:00am - 4:30pm, Monday - Friday. The phone number for the Preschool Administrator is 419-517-1367. The phone number for the Executive Director is 419-885-4126.

- Parent volunteers are always welcome. If you have any skills which you would like to share with the children or staff, please talk with the teachers or Administrators.

- Staff members are encouraged to talk with parents and discuss the child's program involvement daily.
- Parent advisory groups will be formed as needed. Interested parents will gather to discuss and share ideas concerning any and all aspects of the day care program.
- A Parent Roster of the names and telephone numbers of those parents who agree to have their names listed is available upon request.
- Family Events are offered throughout the year to encourage family fun.
- Children 5 years and under will have 2 conferences each year. This will be kept on file.

FIELD TRIPS

Occasionally, field trips may be a part of our program. These may include places in walking distance such as a park, fire station, etc.

Parents will be required to sign a Field Trip Permission Slip.



**Thank you for choosing
Woodrow Preschool at Memorial Park.**

**Please call us at 419-517-1367
with any questions.**



sylvaniacommunityservices.org
419.885.4126
Fax: 419.882.1639
4747 N. Holland Sylvania Rd. Sylvania, OH 43560
Monday - Friday, 8:00am - 4:30pm

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													