



Parent Handbook

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About Us

Welcome to First Steps Preschool (FSP)! This Parent Handbook has been compiled to help acquaint you with our program. Please become familiar with our Policies and Procedures and keep the book for future reference.

We want you, the families, to feel part of our center. Participation, cooperation and input in various aspects of our center are encouraged. Our center is here for parents and families, as well as students. We encourage you to catch the vision of our Christian and educational philosophy. Please feel free to contact the school office or staff at any time if you have any questions. We are excited to have you as a part of our First Steps Preschool family!

Our Mission

Jeremiah 29:11NLT

“For I know the plans I have for you,” says the Lord. “They are plans for good and not for disaster, to give you a future and a hope.”

We believe in planting seeds of faith in Jesus Christ. Children need a solid spiritual foundation formed by learning about Jesus Christ through God’s Word, the Bible. We want to minister to children so that they develop positive attitudes about God, Jesus and themselves. We do this through Bible lessons, music, prayer and showing God’s love by example. Isaiah 54:13 tells us “... all the children shall be taught of the Lord and great shall be the peace of the children.”

Our prayer is that First Steps Preschool will be a blessing to our students and families, and that we can help guide families to accepting Jesus Christ as their Savior.

Our Purpose

Proverbs 22:6 NIV

“Direct your children onto the right path, and when they are older, they will not leave it.”

Our purpose is to nurture young children in the love of Jesus Christ and to provide each child with a positive introduction to formal education.

We believe a child's first school experience is important because it lays the foundation for all future educational experiences. Therefore, we strive to offer a loving, Christian environment for every child. We believe that each child is a unique gift from God. Our approach involves the whole child and recognizes that each one develops at his or her own rate. We strive to provide an environment that is safe, loving, and rich in hands-on opportunities so that each child may discover their uniqueness and their relationship to God’s world around them

Our History

First Steps Preschool is an independent, non-profit preschool. We accept children ages 2 1/2 to 5 years old. We are a biblically and academically based program that supports families and children in our community. As a Christian preschool, we follow the teachings of Jesus Christ. We are a non-sectarian, interracial and nonpolitical organization.

First Steps Preschool opened its doors to students for the first time in the fall of 2020. Our founder, Amy Feagle, saw a need in the community for a quality preschool outreach program and approached First Christian Church with a request to utilize the facilities and to partner with the FCC Kids ministry. We pray that we are a blessing to the children, families, and communities we serve.

Board of Directors

The First Steps Preschool board consists of at least 5 board members including a chairperson, preschool director and members from First Christian Church. The board of directors provides oversight and guidance as to policies, procedures, and finances.

License

First Steps Preschool is licensed by the Department of Job and Family Services, (ODJFS). The license is posted in the preschool office and reflects the number of children licensed to serve. The laws and rules governing child daycare are available at the school for review upon request. A toll-free number (1-877-302-2347, option 4) is listed on the center's license and may be used to report a suspected violation for licensing law or administration rules. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from the Ohio Department of Job and Family Services.

Educational Philosophy

We believe that children need a loving, safe and Christian environment to help them grow, learn and gain confidence. We believe that children “learn by doing.” Giving children opportunities to explore and experiment helps them become independent and capable initiators of their own learning. We feel that all aspects of a child’s development are equally important. Children develop their spiritual, social, emotional, physical and cognitive skills at different rates. Children should be actively involved in their own learning, and we believe that the process of learning is more important than the end product. The values and goals that we use to uphold our philosophy include:

- Maintain a safe, supportive and Christian environment
- Facilitate learning through spiritual growth
- Respect children’s uniqueness and recognize and celebrate their individuality
- Create a trusting and predictable environment
- Develop an environment that says “yes” to exploring and experimenting
- Use positive & encouraging language
- Provide a “child-centered” program that evolves from the interests of children as well as successfully planned and implemented curriculum

Policies and Procedures

Admission Policy

Admission to First Steps Preschool is open to children between the ages of 2 1/2 through 5 years old. Authorization for admission is made by the Director and based on, but not limited to, the following criteria:

- 2 1/2 -5 years of age at time of admission
- The child is potty-trained
- The child demonstrates developmentally appropriate social, emotional and physical readiness for the type of experience the program offers
- The is agreement that the child will benefit from the program,
- Space available,
- Enrollment is on a first come, first served basis,
- Paid registration fee & registration paperwork completed upon acceptance to FSP.

First Steps Preschool admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Toileting Policy

We require all students to be potty trained upon starting at First Steps Preschool. If a child has 3 accidents in a month, (due to non-medical reasons) they may be asked to leave the program until they are fully trained.

School Tours

We welcome any prospective parent to take a tour of our program. Tours are offered by appointment and during non-school hours only. School hours of operation are Monday through Friday, 9:00 AM to 3:00 PM. We are closed for most holidays, Thanksgiving break, Christmas break, and Spring break.

Registration

Registration for fall enrollment begins in January. Completion of the Registration Form for the following school year will reserve a spot for the child until May 31. At that time, the non-refundable registration fee is due. After May 31, a paid registration is required to reserve a spot for your child.

The non-refundable registration fee is \$50 if paid before June 1st. After June 1, the non-refundable registration fee is \$60. The registration fee holds your spot in the class until your child starts school and all enrollment forms are complete.

Enrollment

Each family is required to complete the following enrollment forms:

Due on or before the first day of attendance:

- The Child Enrollment and Health Information for Child Care Form
- The Permissions Form
- The Pick Up Release Form

Due within 15 days of starting school

- The Child Medical Statement for Child Care
- The Family Information for Step Up to Quality Programs Form
- If needed, The Request for Administration of Medication for Child Care Form

Waiting List

When all classroom spaces are filled, a parent may request to be added to the waiting list. With the waiting list, we will fill any vacancies as they occur.

Removal From the Program

First Steps Preschool reserves the right to discontinue service to a family including, but not limited to, the following reasons:

- if financial commitments are not met,
- if the student does not meet the preschools student code of conduct,
- if the program is not equipped to meet the psychological or developmental needs of the child, or
- if a parent is continually not satisfied with the policies and procedures of the school.

Written notification will be given to the parents to allow for ample time to find alternative care. The staff/director will make every effort to resolve any problems prior to termination. Documentation will be provided upon request prior to suspension or termination. Parents and children are given advance notification when suspension will take place based on child's behavior.

Classes

Classes are 2.5 hours long. We offer AM (9:00 – 11:30) and PM (12:15 – 2:45) sessions.

Class placement is based on the age of your child and their developmental stage of readiness. We offer the following classes:

- 2 1/2 -3-year olds (T/TH)
- 3 & 5year olds (MWF)
- 4 & 5-year olds (M-F)

Student/Teacher Ratio

First Steps Preschool's ratios are as follows:

- Classes with 2 1/2 year olds will maintain a ratio of 1 teacher to 8 students.
- Classes with ages 3 and up will maintain a ratio of 1 teacher to 12 students.

Tuition Payments

Tuition is due by the 5th of each month. Any payments received after the 5th are assessed a \$15 late fee. Tuition may be paid by cash, check, credit card or money order. All tuition and late fees must be paid by the 15th of each month in order for your child to continue school. If tuition is over 15 days overdue, your child may be asked to leave the program until tuition and late fees are paid in full.

There are no adjustments to tuition for the days that school is not open. This includes holidays, snow/bad weather days, holidays, breaks, teacher training days and parent/teacher conferences.

Tuition Discounts

- Family Discount – First Child pays full tuition. There will be a \$10 reduction for each additional child attending in the same year.
- Military Discount - \$5 off tuition per month.
- FCCHH Member Discount – \$5 off tuition per month for members of First Christian Church

We may be able to offer a limited number of tuition discounts for families in financial need. The preschool board will determine the amount of these discounts.

Returned Checks

Any returned checks due to insufficient funds will be assessed a charge of \$25. A money order, credit card or cash for tuition and the check fee will be due within 5 working days. If more than one returned check happens within the school year, you will be required to pay by cash, credit card or money order only.

Child Custody

If there is a custody issue involving your child, please inform the director. If legal custody is given to only one parent/guardian, the preschool will need to have copies of the court agreement. If one parent is not permitted to pick up your child, we will also need copies of that court agreement. Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. If a problem arises during school hours, the Huber Heights City Police will be called.

Field Trips

On the day of the field trip, there usually will be no preschool. Parents, children, and staff will all meet at the field trip destination at the time the field trip is scheduled. Parents will be responsible for their child. Siblings are usually welcome to attend. The administrator or teacher will send home a form with each child to notify the cost, location, time, date, and to ask if you will be attending the field trip. If you are unable to attend and would like your child to go please let the school know or you may call a parent and work out a carpool arrangement. The staff is not responsible for the supervision of the children when on field trips, only the parents or caregiver are responsible.

Staff Training

We employ Christian professionals who are trained in Early Childhood Education. Each staff member meets or exceeds the criteria for working in Early Childhood. Teachers are required to complete at least 6 hours of professional development every year. Our staff is also trained in CPR and First Aid, Child Abuse and Communicable Diseases.

Curriculum

We believe that children advance through stages of development at their own rate of growth. We want our curriculum to let children explore God's world through many hands-on experiences using their 5 senses. We use ACCESS Curriculum which is an intentional, integrated and inquiry-based curriculum. ACCESS stands for: Assessment-Supported, Child-Centered, Emergent-Negotiated, Science-Emphasis, Standards-Integrated.

The Ohio Early Learning Content Standards include

- Social and Emotional Development
 - Awareness and Expression of Emotion
 - Self-Concept
 - Self-Comforting
 - Self-Regulation
 - Sense of Competence
 - Relationships Attachment
 - Interactions with Adults
 - Peer Interactions and Relationships
 - Empathy
- Cognitive Development and General Knowledge (Mathematics, Science and Social Studies)
 - Memory
 - Counting
 - Shapes
 - Grouping and Patterns
 - Problem Solving
 - Interacting with Others
 - Exploring our World
- Language and Literacy Development
 - Identifying letters and sounds
 - Learning to Read and Write Name

- Physical Well-Being and Motor Development
 - Large Muscle: Balance and Coordination
 - Small Muscle: Touch, Grasp, Reach, Manipulate

Fruits of the Spirit

Our curriculum includes learning a different “fruit of the spirit” and Bible verse every month.

Galatians 5:22-23 NIV

“But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.”

Love

Colossians 3:14 ESV

“And above all these put on love, which binds everything together in perfect harmony.”

Joy

Philippians 4:4 NLT

“Always be full of joy in the Lord always. I say it again: Rejoice!”

Peace

Colossians 3:15 NIV

“And let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful.”

Patience

Proverbs 14:29 NIV

“Whoever is patient has great understanding, but one who is quick-tempered displays folly.”

Kindness

Proverbs 11:17 CEV

“Kindness is rewarded – but if you are cruel, you hurt yourself.”

Goodness

Romans 12:21 NIV

“Do not be overcome by evil, but overcome evil with good.”

Faithfulness

2 Thessalonians 3:3 NLT

“But the Lord is faithful; he will strengthen you and protect you from the evil one.”

Gentleness

Proverbs 15:1 NIV

“A gentle answer turns away wrath, but a harsh words stirs up anger.”

Self-Control

Philippians 4:13 NLT

“For I can do everything through Christ, who gives me strength.”

05/01/21

Student Conduct and Discipline

In addition to the Fruits of the Spirit, First Steps Preschool refers to two Bible verses as the underlying principal of teaching children to be thoughtful and considerate. Those verses are:

Proverbs 22:6 - “Direct your children onto the right path, and when they are older, they will not leave it.”

Matthew 19:19 - “honor your father and mother. Love your neighbor as yourself.”

We interpret these verses to mean a strong sense of right and wrong, respect for others, and a selfless attitude. We believe these skills can and should be taught explicitly. Through consistent routines and a structured day, we teach and model how to follow directions and love others.

When a child misbehaves, we use a system we call the 3 R’s which includes:

- **Remind**-ing students of what appropriate behavior looks like and giving them an opportunity to make things right.
- **Redirect**-ing students to a new task when they are having difficulty we refocusing their behavior.
- **Remove**-ing students from an activity allowing them time to regain self-control and allowing the teacher to re-teaching the appropriate behavior.

Continued problems and/or anger/aggressive behaviors may result in a parent conference and/or a behavior plan to be implemented. Ongoing aggressive or dangerous behavior may result in a child being withdrawn from the program.

Parent/School Communications Parent Conferences

These informal meetings will be a time to discuss how your child is progressing, any problems or concerns and parent questions. A sign-up sheet will go up in advance for times. Conferences may be scheduled with the teacher and/or director if need arises at any time during the school year.

Change of Address/ Phone Numbers

Please notify us if there has been a change of address or phone numbers for your child. It is important that your information is updated in case of emergencies. We will work with parents inteaching your child their phone number and address, as this is important safety information for them to learn.

Number/Emergency Pick-up

In case of illness or emergencies, we will call the numbers you have given to us. If we cannot reach a parent/guardian, we will go down the emergency contact list. Children will only be released to parents or adults on the pick-up lists. If someone needs to pick-up your child and they are not on the pick-up list, parental/guardian consent must be given to the office before pick up and picture identification must be presented.

Important Information

There is a parent information bulletin board located near the preschool office. Make sure you check it regularly for updated information on such things as picture day, church functions and more. Each teacher will also post important information such as their monthly newsletters/lesson plans. We will also post monthly newsletters/lesson plans on our website, www.firststepsfcchh.org.

We may post important information on our Facebook page as well. (First Steps Preschool, Huber Heights, Ohio).

Health Information Medication

The staff at the Preschool cannot administer emergency medication unless you complete a permission form. Prescription medicine can be administered, but must:

1. Be in the original container/box with the doctor's label attached.
2. Be current medication- not expired.
3. Be accompanied by the medical/physical care plan form obtained from the school office.
4. A doctor signature & instructions are required on the medication form.

The staff will assist you in completing the medical/physical care plan form. Please be aware of these requirements when your doctor prescribes a medication for your child so that he can give you what is needed. If you feel your child needs something that does not meet the above requirements, you may come to the Preschool and administer the medication yourself. We cannot administer any medication without the medication administration form and the medical/physical care plan form completed. Emergency medication and the doctor's form need to be at the school on the first day of your child's attendance.

Child Physical

We must have a current physical form on file within 30 days of your child starting school. This is a requirement from Ohio Department of Job and Family Services.

Adjustment Period

What is normal?

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

First Experience?

If this is the first time your child has been separated from you, it is natural for he/she to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back later is all you need to do.

Our caring staff will take it from there.

Usually the child will settle down shortly after you leave.

What to do?

Please feel free to call the preschool office, 937-965-7929 if you'd like to check on your child. Chances are that your child will be busy playing. You may also send your child's teacher a message to get updates. We are happy to let you know how they are doing.

Withdrawal Period

There is a two-week withdrawal notice required if you chose to remove your child from the program before the school year ends. If you do not give withdrawal notice, you will be charged for two weeks.

Daily Routines

Drop Off and Pick Up Procedures

There is a set procedure for dropping off/picking up your child.

1. All families will be assigned a pick up number. **Your must be easily visible for staff to see.**
2. Please enter the driveway near Cottonwood Park.
3. Drive around the church building to the side preschool entrance doors.
4. The first three cars will drop off/pick up children at one time.
5. The first car should pull past the sidewalk and should be even with the corner of the doorway, second car behind and then the third car.
6. It is imperative that you wait in line until all cars have unloaded or picked up passengers. The teachers will dismiss all the children for those first 3 cars at one time. **DO NOT LEAVE** until ALL 3 cars have the children safely in the car.
7. Exit the driveway to the left or right.
8. The line will proceed and the next 3 set of children will be dismissed.

We have the safety of each child in mind. No child will be allowed to leave the building until the parents have stopped in front of the school. Please be prompt when dropping off and picking up. Please **DO NOT** pull around the car in front of you. Wait patiently until they move. If someone different is picking your child up from school, please call to inform us. If they will not have your number, they will need to show I.D. Individuals must be 18 years old to pick up a child.

Preschoolers must be in a car seat/booster seat upon arriving & departing the school. This is Ohio law. Keep children in their car seat until it is time to have them walk into the preschool.

If you want to park in the parking lot and walk up for your child, you must walk to the preschool entrance doors

PLEASE BE PROMPT for pick up.

Absences & Holidays

We ask that if your child is sick or absent, you try to call the office by 9:00 AM. This helps the staff to plan for the day. We are closed for the following holidays:

- Labor Day
- Thanksgiving Break
- Christmas Break
- Martin Luther King, Jr. Day
- President's Day
- Easter Break
- Conference Days

We attempt to follow Huber Heights City School's schedule as closely as possible.

Inclement Weather Policy

FSP follows Huber Heights City Schools when closing due to weather. If HHSD is closed due to bad road conditions or bad weather, First Steps Preschool will be closed.

If HUBER HEIGHTS CITY SCHOOLS are	Then FIRST STEPS PRESCHOOL is
Closed due to weather	Closed
2 hour delay due to weather	AM Classes start at 10:00am end at 11:30am, PM classes on normal schedule

Teachers will send an email or a “REMIND” app message to families about our delay or closed status. We will also have our status on Channel 7 & our Facebook page.

Daily Schedules

Below is an example of a typical daily schedule. It is possible the teacher may need to adjust the schedule based on how the class learns best.

AM	PM	Class Schedule
9:00 – 9:45	12:15 – 1:00	Children’s Arrival/Free Play/Large Muscle Play/Outside
9:45 - 10:00	1:00 – 1:15	Circle Time
10:00 - 10:15	1:15 – 1:30	Bathroom Break
10:15 – 10:25	1:30 – 1:40	Story & Worship Time
10:25 – 10:45	1:40 – 2:00	Snack Time
10:45 – 11:15	2:00 – 2:30	Art & Free Play (Indoor or Outdoor)
11:15 – 11:30	2:30 – 2:45	Preparing for Dismissal

Snacks and Supplies

We eat a snack each school day. We try to plan a variety of healthy and fun snacks each day. First Steps Preschool will provide the snack. We will not be giving the children chocolate or any nuts due to nut allergies.

We gladly accept donations of store bought food items, paper supplies or cleaning products if you would like to help. Please communicate with your child’s teacher if you are sending in a treat for a special occasion.

Backpacks

Your child will need a backpack each day they attend school. Do not send in hand sanitizer, lotions, medications, or chap sticks in the backpacks due to safety concerns. Backpacks are used to send items to and from school.

Toys & Electronic Devices

Please do not send your child to school with any devices, such as phones, tablets, iPad, etc.... We will contact you if a device is in your child's backpack. We suggest not sending toys to school with your child because it might become lost or broken. If needed, please work with your child's teacher in communicating that the toy should remain in the child's backpack while at school.

Sick Policy

Your child's health is of utmost importance to us. **We ask that you keep your child home if they have any of these observable symptoms: diarrhea, yellow or green runny nose, severe coughing, difficulty breathing, yellowish skin or eyes, pinkeye, rashes, sore throat, ear aches, infected skin, headache or stiff neck, vomiting, loss of appetite, severe itching of body or scalp, or a temperature over 100 degrees.**

Please keep your child home for 24 hours after vomiting or a fever and report all communicable diseases or head lice to the office immediately. All students will receive a health alert notice if they have been exposed to a communicable disease.

Attendance

Please call the preschool office if your child will not be attending for the day. This allows the teacher to better plan for the day. We do keep attendance records in each class that can be looked up if you request it.

Clothing

Please dress your child appropriately according to the weather. Shoes must be closed-toe. No sandals allowed. Make sure your child has a change of clothes in their backpacks in case of accidents. Please have girls wear shorts under their dresses or skirts. * **Children must be potty trained to attend preschool.**

Show & Tell Items/Toys

Teachers may choose to have a show & tell day in their classrooms. Please look for more information on this. Please make sure they are labeled as we are not responsible for lost or stolen items. Please do not allow your child to bring an expensive toy or electronic item to school.

Lost and Found

We ask that all coats/hats be labeled with your child's name. This will help us find the owners of items! If something does get lost, please check the lost and found located in the school office.

Birthdays

We would love to help celebrate your child's birthday! Please inform your child's teacher if you would like to bring in a treat for your child's class.

School Pictures

School pictures will be taken in the fall and spring. Parents are not required to purchase pictures. In the fall, class pictures will be taken. Photo permission forms must be completed to participate.

School Visits

First Steps Preschool has an "open-door" policy for parents/guardians. We encourage you to volunteer, but, are limited to three times per month. If you want to volunteer more than three times, you must complete a background check. You can help in the classroom, read to the children, assist with special events or sign up to be a helper for parties. No volunteer will be left with any child other than their own at any time.

In addition to parent/guardian visits, we will have several special people come to visit the children during the school year. The fire department, police department, and the Huber Heights Children's Librarian may come at various times of the year. Check with your child's teacher for more information.

School Programs

We have two special school programs during the year: the Christmas Program and the Spring Program. We encourage you to invite your family and friends.

Accident/Injuries

If your child gets hurt at school, we will follow procedures to clean, treat and inform you. For scratches or cuts, we will clean and bandage it. For head injuries or bruises, we will offer ice. If any injuries are, in our opinion, severe or a cause for concern, we will immediately contact the parents. You will be informed of all accidents and injuries with an incident report. A copy is kept at school with the parent/caregiver signature/date to confirm receipt. A copy is filed in child's folder. In severe cases, 911 will be called.

Emergency Routines

Emergency Preparedness

First Steps Preschool has monthly fire and periodic tornado drills. We also have quarterly lock-down drills that we are required to do. Should we need to evacuate the church/preschool building due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destination is across the church parking lot in the "Forge" building. We will take shelter there. Parents will be contacted as soon as possible to come pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information form.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will implement a lock-down and secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as the situation allows.

Our employees are trained in CPR and First Aid. In case of an emergency school closure or dismissal, every effort will be made to notify parents and/or emergency contacts by phone.

Center Parent Information

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

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

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

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

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

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

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

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

Child Abuse

Our teachers, by law must immediately notify Montgomery County Children Services if they suspect that a child has been abused or neglected.

Front, back and side entrance doors will be locked at all times. If a door is unlocked, please notify staff as soon as possible so we can lock the doors.

The licensing record, reports, complaint reports and evaluation forms from the building and fire departments are available for review upon written request from the ODJFS. It is unlawful for the center to discriminate in the enrollment of children based on basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat.32, 42, U.S.C. 12101 et seq.

For more information about licensing requirements as well as how to apply for childcare assistance,

Medicaid health screenings and early intervention service, please visit <http://jfs.ohio.gov/cdc/families.stm>

Emergency Plan

1) The location of the first aid kit:

- a) Top drawer of file cabinet in the preschool office.

2) Emergency Phone Numbers:

- a) Emergency Squad... 911
- b) Fire Department... 911/233-2080
- c) Hospital (Children's)...641-3000
- d) Poison Control...222-2227
- e) Police Department.....233-2080/233-1565
- f) Montgomery County Children Services.....276-6121/224-5437
- g) Children's Emergency Room...641-3600

3) Staff are trained to administer First Aid and CPR

4) Location of children's medical records:

- a) Main Office, file cabinet.

5) Location of children's emergency forms:

- a) Main Office, file cabinet

6) Instructions in case of emergency:

- a) Teacher or office staff is to remove the child from the group (If child can be moved, if not, class will be moved).

- b) Administer first aid to the child.
- c) Notify emergency squad.
- d) Notify parents.
- e) The child will remain under the supervision of the teacher/office staff until the parents are present.
- i) NOTE: If Administrator is available, she will make all calls.

7) Instructions in case of illness;

- a) Teacher or office staff is to remove child from class.
- b) Notify parents to come and take child home. If parents cannot be reached, the 2nd person on emergency form will be contacted.
- c) Teacher or office staff will stay with the child until the parent or 2nd person arrives. (Or with the administrator or office assistant).

8) EMERGENCY PLAN FOR SERVICES.

- a) In case a child needs medical assistance:

All information given on consent form will be attempted first.

- b) Emergency squad will be contacted, and the child will be transported to Children's Medical Center or the listed hospital, with a Teacher assistant or Administrator.

NOTE: Unless parent/guardian are present to take full responsibility for taking the child to the hospital or physician.

(1) The preschool staff will not transport any child in their vehicle, in case of an emergency.

- i) Administrator: can be reached at school 937-965-7929. Administrator/ Office Assistant hours of availability- Monday–Friday 9:00-3:00 pm.