

Addendums and Corrections

Health Policies-The past definition of “pink eye” as shown on page 10 has changed to:

Redness of eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning itching or eye pain.

Field Trips-Please note that the following information was corrected to the field trip section on page 14 of this handbook:

All swimming field trips will take place at the Bever Wellness Center on the grounds of Westover Retirement Community. These field trips will be walking trips and will occur only during the Colonial Schools Summer Camp series. The participants of the summer camp series will be between the ages of 3-7.



2009-2010 Parent Handbook

Activity Fees

3 Day/2 Day Pre-School Classes - \$30.00 per year will include:

Your child's Portfolio	Folder to include some of your child's work Some pictures throughout the year Progress report/report card Any other pertinent reports about your child
Cooking Fee	To help supplement the classroom curriculum for interesting experiments
Educational Entertainment Experiences	Interesting programs presented to children: Music entertainers, dramatizations, stories, Motor Development Program
Developmental Assessment	Ages & Stages

5 Day/3 Day Pre-K Classes - \$40.00 per year will include:

Your child's Portfolio	Folder to include some of your child's work Some pictures throughout the year Progress report/report card Any other pertinent reports about your child
Cooking Fee	To help supplement the classroom curriculum for interesting experiments
Educational Entertainment Experiences	Interesting programs presented to children Music entertainers, dramatizations, stories, Motor Development Program
Field Trip	Fall
Developmental Assessment	Ages & Stages

Kindergarten - \$50.00 per year will include:

Your child's Portfolio	Folder to include some of your child's work Some pictures throughout the year Progress report/report card Any other pertinent reports about your child
Cooking fee	To help supplement the classroom curriculum for interesting experiments
Educational Entertainment Experiences	Interesting programs presented to children Music entertainment, dramatizations, stories, Motor Development Program
Field Trips	Fall and Spring
Developmental Assessment	Ages & Stages

Colonial Schools

Westover Preparatory School
855 Stahlheber Road
Hamilton, Ohio 45013
Phone 513 867-4006
Fax 513 867-4058

Preparatory School on the Square
70 Berkeley Drive
Hamilton, Ohio 45013
Phone 513 785-2021
Fax 513 865-8324

Monthly Tuition Prices 2008-2009

2 Day Preschool	\$142.00
3 Day Preschool	\$164.00
3 Day Pre-Kindergarten	\$184.00
5 Day Pre-Kindergarten	\$208.00
Kindergarten	\$322.00
Breakfast Club	\$2.00 per meal
Enrichment	\$6.25 per hour

Monthly payments are due to the Colonial Accounting Department on the 1st of each month. If payment is not received by the 5th of the month, your account will be assessed a \$25 late fee. In the event payment is not received on time, you will be contacted by the Colonial Accounting Department and asked to make payment arrangements. If you do not fulfill your financial obligation, your child will be dismissed from school and the account will be referred to a collection agency.

You will be billed for monthly tuition and prepaid unlimited use Enrichment Program a month in advance. If you use the Enrichment Program on a drop in basis, charges for the hours used will be reflected on your next month's bill. We gladly accept Visa, Master Card, checks and cash.

You will receive a one time "activity fee" charge on your first month's bill.

Colonial Schools are a non-profit subsidiary of Colonial. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments from you in order to fulfill our commitment to all families.

Dear Parents,

It is our great pleasure to welcome you and your child to our program. If for the first, second or even third time, we thank you for choosing us as your child's home away from home. I am sure with all of us working together it will be a wonderful growing and learning experience for your child.

For young children play is learning. Play is their "work". Colonial Schools offers hands on opportunities for your child to "work" through many fun experiences, activities and events. We believe in the holistic approach. We want your child to develop as a whole total person: socially, emotionally, cognitively and physically. Our hope is that your child will gain from this a strong sense of self-esteem.

Please read this handbook carefully to become familiar with our program.

Your participation in our program is important to us and your child. We hope that you will become an active volunteer and discover the joy of being involved in your child's education.

Please call the office if you have any questions or concerns: 867-4006 for Westover Preparatory School or 785-2021 for The Preparatory School on the Square.

Thank you for sharing your children with us.

Sincerely,

Heather Reister, Administrator

The Colonial Schools Philosophy

Our philosophy is that Early Childhood should be a time of fun, warmth, security, exploration and discovery. Young children are creative and receptive; our staff strives to nurture and encourage these qualities in our students.

We are also dedicated to instilling Character Education while incorporating virtues such as responsibility, citizenship, fairness, honesty, respect and trustworthiness for the purpose of the development of the whole child.

The Colonial Schools Goals

Our goals for students enrolled in our Intergenerational Program are to develop self-confidence, independence, self-discipline and an understanding and compassion in the area of human development.

We strive to enrich the lives of both generations through the sharing of ideas, stories, music and the discovery of the similarities and joys of both worlds.

It is also our goal to provide students an atmosphere that encourages social, emotional, physical and intellectual growth.

Days and Hours of Operation

Westover Preparatory School is open Monday through Friday from 7:30 AM to 6:00 PM.

The Preparatory School on the Square is in operation Monday through Friday from 7:30 AM to 2:30 PM. After school care for the kindergarten students will be held at WPS. There will be a bus to provide transportation for these students.

Parents shall have unlimited access to our program during hours of operation for the purpose of contacting their child or to evaluate the school's program.

Upon entering the premises all visitors shall notify the Administrator or the Administrative Assistant, and sign the visitors log located outside the main office. This is a State Law.

Children are admitted to Colonial Schools regardless of race, color, creed, sex, national origin, religion, or disability in violation of ADA act of 1990.

Drop off and pick up schedules

Morning Classes

Class	Drop off	Class Time	Pick up
5 day PK	8:30-8:40	8:40-11:40	11:40-11:50
3 day PS	8:45-8:55	8:55-11:55	11:55-12:05
2 day PS	8:45-8:55	8:55-11:55	11:55-12:05

Afternoon Classes

Class	Drop off	Class Time	Pick up
5 day PK	12:50-1:00	1:00-4:00	4:00-4:10
3 day PK	12:50-1:00	1:00-4:00	4:00-4:10
(Mrs. Mignerey)			
3 day PS	1:05-1:15	1:15-4:15	4:15-4:25
3 day PK	1:05-1:15	1:15-4:15	4:15-4:25
(Mrs. Weekley)			

Kindergarten

Class	Drop off	Class Time	Pick up
Kindergarten	9:20-9:30	9:30-2:30	2:30-2:40

Parents using AM & PM Enrichment must park their car to drop off or pick up their child. Please sign in and make sure a staff member knows your child is present or leaving. Children may not enter or exit the building alone.

Please contact the Director of Colonial Transportation, Ed Guiliano at 513 867-4027 with concerns regarding transportation.

Dress Code

Children are encouraged to wear play clothes, which are really their “work” clothes and their comfortable “work” shoes. Safe shoes are very important for outdoor play. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without worrying about their clothes or falling down due to inappropriate shoes.

Outdoor clothing (jackets, hats, gloves, mittens, etc.) and other belongings (toys, books, etc.) should be labeled with your child’s name.

Loading and unloading procedure

Please enter the lot from Stahlheber Road and go around to the back of the school. (Stay close to the building on the right because cars will be exiting on the left.) Please pull up as far as possible to avoid cars having to wait on Stahlheber Road. After your child is loaded/unloaded, start pulling away, stopping at the stop sign and then pulling through circle and onto Stahlheber Road.

Parents of Kindergarten children will follow Berkeley Drive to the front of the school.

Children will not be loaded or unloaded during an electrical storm. You may choose to park your vehicle and pick up or drop off your child. Always make sure a teacher is present before leaving your child.

The release of a child from the school to any person other than the parent will not be permitted without written approval. Anyone picking up a child must be 18 years or older. Legal documentation must be included in a child’s file in order for us to refuse to release a child to their parent.

Your promptness will be appreciated when picking up your child.

Please do not use drop off or pick up times to conference with your child’s teacher.



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Information for Parents and Employees

The Ohio Department of Job and Family Services issues an annual license, which is posted in the hallway of both schools. In addition, license reports are posted for your review in the main hallway of both schools. Licensing records may be requested from the Ohio Department of Job and Family Services. The State Laws are available at both schools for review, upon request. The Ohio Department of Job and Family Services conducts two annual reviews of the Colonial Schools operations for compliance with state regulations. The Department of Job and Family Services toll-free number is printed on the license, which is located in the hall, available for parents or employees to report a suspected violation by the center.

Children's Protective Services local telephone number is 868-0888.

The administrator and each employee of the school are required under section 2151-421 of the revised code, to report their suspicions of child abuse or child neglect.

Building and fire compliance reports may be viewed upon request.

In case of an extreme emergency/accident an ambulance will be called and the injured child will be transported to the designated medical center requested by the parent. If time is of the essence, the child will be transported to the nearest hospital. Parents will be contacted immediately.

Children's records are filed in the Administrative Assistant's office at WPS and in the kindergarten classroom at the PSS.

A school roster which includes parent names and telephone numbers is available upon request. If you wish to have your name or phone number deleted, please contact the school office.

Information will be delivered to parents through newsletters, handouts, conferences, parent meetings and e-mails.

Teachers will provide students with a take home folder the first day of school. Please keep it in your child's backpack. Teachers will use this folder to send home important information. Likewise, parents should use the folder to send information to teachers. Folders should be checked and signed daily for correspondence. Children are instructed to keep their artwork and other belongings inside their backpacks while the folders are for adults use only.

Colonial Schools offers two Enrichment Program options- Unlimited hours AM only or Unlimited hours AM & PM. The program will be open to enrolled families on the days their child attends class. Availability will be limited and spaces will be filled on a first come first served basis.

Once you have reserved your space, you will be free to use the Enrichment Program as much as you like during hours of operation. Billing for the Enrichment Program will be reflected on your monthly statement; like tuition, the entire payment will be due on the first of each month.

Parents may use the Enrichment Program on a "drop-in" basis only when space permits. Parents must call the school office to check availability. If you choose to use the Enrichment Program on a drop in basis, you will be charged \$6.25 per hour. The amount due will be shown on your next months bill.

Enrichment Program Options Monthly Rates for Unlimited Use

	2 Day	
AM Enrichment only		AM & PM
7:30 -class time		7:30 -class time & 12:00-6:00
\$20.00		\$140.00
	3 Day	
AM Enrichment only		AM & PM
7:30 -class time		7:30 -class time & 12:00-6:00
\$30.00		\$210.00
	5 Day	
AM Enrichment only		AM & PM
7:30 -class time		7:30 -class time & 12:00-6:00
\$50.00		\$350.00
	Kindergarten	
AM Enrichment only		AM & PM
7:30 -class time		7:30 -class time & 2:30-6:00
\$100.00		\$275.00

Breakfast Club

Breakfast Club is available to children enrolled in AM Enrichment. Children arriving to AM Enrichment between 7:30 AM to 8:00 AM may choose to have a delicious and nutritious breakfast served to them. The cost of each breakfast is \$2.00. Breakfast Club tickets are available for purchase in the school office. Upon request, parents will be provided a menu each month. Space is limited and is filled on a first come first serve basis. You are not required to attend Breakfast Club in order to attend AM Enrichment. However, your child will be charged for AM Enrichment when attending Breakfast Club.

Enrichment Program

The Enrichment Program is a busy place with lots of activities for children who are in need of before or after school childcare. The Enrichment Program is designed to be an extension of your child's classroom. Special attention is given to coordinating the unique dynamics of the program. Children benefit from spending time with friends both in and outside of their own classroom as well as different age groups. Because children are being picked up at various times, the program's curriculum is flexible although structured. The daily curriculum includes a rest period, free play, outside play (weather permitting), center play, art project or other activity such as music appreciation or time in our new computer center.

Enrichment Schedule (flexible)

12:00 PM-6:00 PM

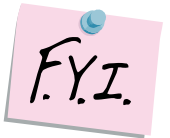
Lunch	-----	60 minutes
Story	-----	30minutes
Nap	-----	60 minutes
Outdoor Play	-----	90 minutes
Snack	-----	30 minutes
Free Play/Centers/Art/Science	---	90 minutes

Registration

Registration for the following school year will be held in the spring. It is Colonial Schools policy to first admit in-school children and their siblings, before accepting outside registrations. Class sizes are limited and filled on a first come first serve basis. A \$70.00 registration fee must accompany all applications in order to be considered. The registration fee for kindergarten is \$170.00 with \$100.00 being applied toward the first month's tuition.

Teacher Availability

Parents are encouraged to contact their child's teacher either through e-mail or by telephone, if their child is having problems at home or school. Parents will be provided these addresses and numbers during the parent orientation. Concerns regarding staff should be taken to the Administrator of Colonial Schools.



Parent Grandparent Involvement Program

Parent Grandparent Involvement Program (PGIP) is our version of PTO. We meet once a month to keep parents up to date on the happenings of the school. We offer many opportunities for parents (and grandparents) to become involved in their child's educational experience. Throughout the school year parents help to organize events, serve on committees, and volunteer for classroom activities. A few examples of volunteer opportunities include:

Room Parent
Planning Book Fair & Open House
SCRIP Coordinator
Assisting in the Computer Center
Decorating the School for Holidays
Hospitality Committee
Colonial Carnival Chair Person
Fundraisers

If you are interested in helping in the classroom, there are a few state requirements that must be met. A volunteer packet is available in the school office with all of the necessary information.

Lunch for Kindergarten and Childcare

Parents will provide a lunch for their own child. It is a state law that each child's lunch must contain the following four food groups:

1 Dairy, 1 Protein, 1 Starch and 2 Fruit and/or vegetable (you must have two servings from this group)

We are required each day to inspect all lunches to ensure that they are in compliance with this state law. Kindergarten lunches are not kept in a refrigerator at school. Parents are encouraged to include an ice pack in their child's lunch in order to keep refrigerated items fresh.

Snack Menus/All Classes

A flexible snack menu of foods provided by the school is posted in the school office and classrooms. This four week menu will rotate throughout the school year. There are some days that we will have birthday treats or a special snack to go along with the unit the class is learning. Also, often we will have seedless red or green grapes instead of apples or bananas.

Schedule of Snacks

Week One

Monday:
Apples w/ Peanut Butter
Tuesday:
Vegetable & Cracker
Wednesday:
Raisin Oatmeal Cookie/Milk
Thursday:
Peanut Butter and Graham Cracker
Friday:
Crackers with Bananas

Week Two

Monday:
Cheese & Crackers
Tuesday:
Popcorn w/ Fruit Drink
Wednesday:
Vegetable & Dip
Thursday:
Goldfish w/ Fruit Drink
Friday:
Apples w/ Peanut Butter

Week Three

Monday:
Peanut Butter and Graham Cracker
Tuesday:
Raisin Oatmeal Cookie/Milk
Wednesday:
Crackers with Cheese
Thursday:
Crackers with Apple
Friday:
Popcorn w/ Fruit Drink

Week Four

Monday:
Vegetable w/ Dip
Tuesday:
Goldfish w/ Fruit Drink
Wednesday:
Crackers with Bananas
Thursday:
Crackers with Cheese
Friday:
Peanut Butter & Cracker

**Pre-School/Pre-Kindergarten Daily Schedule
(Flexible)**

3 hour program with maximum number of children per childcare staff member:
1 adult to 10 children ages 3-4 and 1 adult to 12 children ages 4-5.

Free Play/several centers	1 hour
Language arts/stories/show and tell	30 minutes
Art/fine motor development	20 minutes
Clean up/resting period	15 minutes
Snack	15 minutes
Physical education/gross motor development	20 minutes
Music	20 minutes

**Kindergarten Daily Schedule
(Flexible)**

5 hour program with maximum number of children per childcare staff member:
1 adult to 15 children ages 5-7.

Language development	30 minutes
Reading	30 minutes
Math	30 minutes
Health/science/social studies	30 minutes
Handwriting	15 minutes
Physical education/recess	30 minutes
Music	20 minutes
Lunch	30 minutes
Rest Period	15 minutes
Free play/centers	30 minutes
Art	30 minutes
Clean up	10 minutes

Visitors are always welcome at The Westover Preparatory School and The Preparatory School on the Square. There are viewing windows for your convenience.



Notes of Interest

School bags are needed for each child to help him/her care for his/her belongings. Please write your child's name on the outside of the bag.

School pictures will be taken in the fall.

Birthdays are a very special part of school. Parents will usually send cookies and sometimes a birthday treat for the class to take home. If your child has a summer birthday you might want to consider celebrating an "unbirthday" sometime throughout the school year. This way all children can celebrate their own special day.

Much time and money is spent buying educational materials that are age-appropriate for the classroom. We understand that children want to share toys from home with the class, however, we ask that parents only send items from home when teachers ask for them, (teddy bear picnic, color bag, mystery bag etc). This practice avoids toys getting broken or lost.

Children may not bring toy guns or knives or other violent items to school.

Please do not allow your child to bring small items such as marbles to school (children have a tendency to put things in their mouths.)



Safety Policies (State Laws)

While your child is in our care, they will be protected from abuse and neglect.

Teachers and assistants are responsible for the safety of children both indoors and outdoors.

A staff member trained in first aid, CPR, child abuse prevention and communicable disease is available at all times.

A list of safety rules is posted in each classroom and in the office.

No child shall be left unsupervised at any time.

A working telephone is available near all classrooms in the school for staff at all times.

The Emergency Transportation Authorization Forms filled out by parents are on file in the office.

The posted plans for medical, dental, fire, and weather alerts are posted in each classroom.

The safety and well being of your child is our utmost concern. A fire drill/tornado drill is held at least once a month. All staff are familiar with all fire exits and storm drill information.

Children must have a written note from their parents if they are leaving school with a friend or relative other than the designated parent or carpool person. In an extreme emergency, a person known to the Director (i.e. the parent) may phone permission for release to a specific person. A special Carpool & Transportation form is kept on file at the school. The kindergarten class will have a daily check in/out form. If your child is going to be absent, please call the school to let us know. If your kindergarten child does not arrive at school we will call you or your emergency numbers to track your child's attendance. The WPS will call the PSS if your child going to childcare does not arrive at the school for childcare.

We will use no spray aerosols when children are in attendance at the school.

There will always be available two or more responsible adults on the premises.

Each child will be taken from his/her car upon arrival and put back into his/her car at dismissal by staff members.

We must be provided legal documentation if a child is not permitted by law to be visited by a parent or guardian.

Upon entering the premises all visitors shall notify the Administrator or the Administrative Assistant, and sign the visitors log located outside the main office. This is a State Law.

We will not load or unload your child during an electrical storm.

Classroom Ratios

It is the philosophy of Colonial Schools that lower student to teacher ratios allow for more individualized attention and an improved learning environment.

Kindergarten-ages 5-7 year olds

Colonial Schools ratio: 1 adult to 15 children

(State ratio: 1 adult to 18 children)

Pre-K classes-ages 4-6 year olds

Colonial Schools ratio: 1 adult to 12 children

(State ratio: 1 adult to 14 children)

Preschool classes-ages 3-4 year olds

Colonial Schools ratio: 1 adult to 10 children

(State ratio: 1 adult to 12 children)

Enrichment Program— ages 3-7 year olds

Colonial Schools ratio: 1 adult to 10 children

(State ratio: 1 adult to 12 children)

The Westover Preparatory School is licensed through the State of Ohio to operate with 85 preschool age children and 25 school age children at one time.

The Preparatory School on the Square is licensed to operate with 40 school age children at one time.

Creative Programming

Music

Music is considered an important part of all programming at Colonial Schools. For some children, being given the opportunity to express themselves through music allows for an entirely different method of learning. Children will learn to recognize and play musical instruments, sing and develop an understanding and appreciation of music history. Students will entertain their families with a Christmas play/musical in December.

Spanish

Colonial Schools are proud to offer an optional Spanish class to children enrolled in preschool and pre-k classes. Spanish is incorporated into the kindergarten curriculum. We at Colonial feel children are excited to be given the opportunity to learn about different cultures and with that excitement comes a natural ability to learn at an early age.

Computer Center

In 2008 Colonial Schools opened a state of the art computer center at the Westover Preparatory School. It is our hope to expose children to the ever progressing world of technology at a young age. This basic introduction to computers and their function in the world around us will establish a degree of confidence in each child as they progress in their education.

Motor Development

Children will attend Motor Development class throughout the school year. During this time children will learn balance, dance movements, stretching techniques and the importance of a healthy well balanced body and mind.



Summer Camps

Colonial Schools offers a summer camp series. A different topic is covered each week. All camps are appropriate for boys and girls ages 3-7. Parents will receive a camp schedule in March with the camp topics and pricing. Camp registrations are taken on a first come first serve basis and space is limited. Camps are open to Colonial Schools students as well as children from within the community.

Rules are a necessary part of our society. We are establishing an important developmental process in children when we set limits at home and at school. Children expect adults to establish these limits. It is essential for children to be aware of what is expected of them. We do not look at discipline as punishment, but as a way of teaching children to feel respect for themselves, others, and the environment in which they live.

Classroom activities are designed to foster appropriate behavior (sharing, waiting a turn) to tell friends what we need, etc. Most importantly, positive feedback is given to children for appropriate behavior. This descriptive appreciation can be through words such as: "The blocks are all put away, the crayons are in their baskets, etc. This descriptive appreciation will be a part of our every day shaping and molding procedure.

Inappropriate behavior that is not harmful to anyone is ignored or the child is quietly redirected to another activity. Harmful behavior is stopped immediately, the danger is then explained. Spending a short period of quiet time with a book or puzzle, and having the teacher nearby will usually alleviate the problem. If repeated disruptive behavior is observed, the matter will be discussed with the parents. It is Colonial Schools policy to look for proper supportive channels and options to help the child, the parents, and the teacher involved.

Our goal is to supply you, as parents, with information, to help you with parenting skills and to enhance your family life together. We will work together as a team with one goal in mind: to help empower your child to make good choices now and in the future. In unusual situations a child may be dismissed from the program at the Director's discretion.

State Laws for Guidance and Management Policy

Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

When children's behavior is unacceptable, the staff member shall:

Use developmentally appropriate techniques suitable to the children's ages and circumstances.

Communicate and consult with parents/guardians in implementing any specific behavior management plan. This plan must be consistent with the requirements of this rule.

Use developmentally appropriate separation from the situation only as necessary.

When children's behavior is unacceptable, the staff member shall not:

Abuse or neglect children, utilize cruel, harsh, unusual, or extreme techniques or any form of corporal punishment or humiliate, threaten or frighten children

Delegate children to manage or discipline other children

Use physical restraints or restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so the child may gain control

Place children in a locked room or confine children in any enclosed area

Confine children to equipment such as highchairs or cribs

Subject children to profane language or verbal abuse

Make derogatory or sarcastic remarks about children or their families

Punish children for failure to eat or sleep or for toileting accidents

Withhold any food, rest, or toilet use (including snacks and treats)

Punish an entire group of children due to the unacceptable behavior of one or a few

Isolate and restrict children from all activities for an extended period of time

Health Policies

Staff members must wash their hands upon entering the premises. Training will be provided for all staff in hand washing and disinfection procedures prior to working with children.

It is the school's policy to have children and adults always wash their hands before eating and after using the bathroom.

Staff members are trained in the recognition of Communicable Diseases or other illnesses, First Aid and CPR as required by the Department of Job and Family Services. Classes are taught by approved trainers.

Parents shall be notified within the next day of operation, when their child has been exposed to a communicable disease including lice.

Bathrooms and sinks are disinfected twice daily. Tables and chairs are disinfected after each class.

Employees who have a communicable disease or are unable to perform their duties due to illness will be released from employment.

The following is a list of symptoms for which a child will be discharged from school:

Diarrhea, 3 or more abnormally loose stools (within a twenty-four hour period)

Severe coughing causing the child to become red or blue faced or makes a whooping sound

Difficult or rapid breathing

Yellowish skin or eyes

Redness of the eye, obvious discharge, matted eyelashes, burning or itching

Temperature of 100 degrees Fahrenheit when in combination of any other sign or symptom of illness

Any untreated infected skin patches unusual spots or rashes

Unusually dark urine and/or gray or white stool

Stiff neck with elevated temperature

Unusual spot or rashes of undetermined origin

Sore throat or difficulty in swallowing

Vomiting more than one time or when accompanied by any other sign or symptom of disease

Evidence of lice, scabies or other parasitic infestation

Isolation of sick child due to suspected communicable disease

Sick children will be provided with a cot and made comfortable. After use, the cot will be disinfected with an appropriate germicide, or if soiled with blood, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicide. The child will be cared for in another room or portion of a room away from the other children; within sight or hearing of an adult at all times.

The child's parents or guardian or other persons designated on the emergency medical form will be contacted.

Communicable disease charts are displayed on bulletin boards at both WRC and PSS.

Outdoor rules

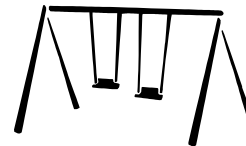
There will always be at least two adults outside with each class.

Children must sit directly on the slides and swings.

Children must come down slides feet first.

No equipment is permitted on the climbers.

Children will have daily outdoor time for large motor activities (weather permitting). For children attending 4 hours or more, it is a state law to have outdoor activities everyday (weather permitting). The director will use discretion when deciding if weather is appropriate for outdoor play. The Music and Arts Room will be used in case of inclement weather. There is a designated area at the Preparatory School on the Square for these same activities in the Towne Hall.



Field Trips

Field trips are planned for pre-k and kindergarten classes. We feel younger children are best left within the security of the school. Every child must have a permission slip signed by a parent before participating in a field trip. All children will be bussed through Colonial Transportation.

State Rules for Field Trips

Staff members accompanying children on field trips will have first aid and CPR training.

A first aid kit will be taken on all field trips.

Each child will have identification attached to himself/herself, including name of school and telephone number.

An emergency transportation authorization form shall be available on field trips for each child on the trip.

All children will be belted into their seats, according to state law.

Health records for children (who have allergies, handicapping conditions, or health conditions, such that special procedures or precautions may be indicated during the course of the field trip or special outing) shall be available on the field trip or special outing.

A signed permission slip from the parent or guardian must be obtained before trips.

There will always be the correct child/adult ratio on field trips.

There will always be the correct child/lifeguard/adult ratio while swimming at a pool. Two staff members will always be present in the pool area and a trained Red Cross Safety Instructor. During a swimming field trip, children will wear an identification band on their wrist. (Kindergarten children only)

A list of all children will be taken on the trip.

All children will be assigned to a specific staff member or parent.

All vehicles will be checked at each destination.

A head count of all children will be taken at all destinations.

Incident/Accident Reports

Parents will be notified if their child is injured at school. (Minor scratches and bumps included.) An incident report form will be completed by the supervising staff member when:

a child has an injury, or illness

is bumped or bruised

requires emergency transportation

suffers a blow to the head

is involved in an unusual or unexpected event that jeopardizes the safety of the children or staff.

Parents should sign the incident report, keeping one copy for themselves and returning a copy for the child's file. The Administrator will be informed of any incident/accident as soon as possible.

Incident reports will include the following information:

The name and address of the school

The name and birth date of the child

The date and time the incident occurred

The names of the staff members responsible for the child at the time of the accident

The actions taken by the school

The signature of the person who completed the form

In case of SERIOUS Accident or Illness:

A staff member will administer first aid. Other children will be supervised away from the injured child.

A sick or injured child will never be left alone. A cot will be made available.

If necessary, 911 will be called. A staff member will accompany the child to the hospital. Staff child ratio will always be maintained.

In case of accident or illness parents/guardians will be called first. If no response, people designated on the emergency information sheet will be contacted.

If an accident or injury occurs, a report will be sent along with the child and will include the following information:

The name and address of the school

The name and birth date of the child

The date and time the incident occurred

The names of staff members responsible for the child at the time of the accident

Summary of circumstances surrounding the incident

The actions taken by the school

The signature of the person who completed the form

Each child must have a signed and dated Medical Emergency Transportation Authorization form in their file. This information will allow us to transfer your child to a designated hospital and allow treatment deemed necessary by your preferred physician or other licensed physician. This form as well as a current Medical form, signed and dated by the child's licensed physician must be submitted by the first day of school.

Administration of Medication

We do not administer medications, food supplements or modified diets. If, in a very unusual situation, a child needs medication, we will require a Request for the Administration of Medication by Child Care Personnel form be signed by the parent or guardian and physician. We will also require a medical care plan with explicit directions for administering the medication be completed.

Food restrictions and special diet needs for an individual child will be taken into consideration. Parents are asked to present, in writing, a list of all diet restrictions. Lists will be posted in appropriate classrooms and all staff working with diet restricted children are informed of their special needs.

If a child has a communicable disease, they may not return to school until permission is given by their physician.

A child who does not feel well enough to participate in school activities shall be considered "mildly ill". The parents will be contacted.

Notification will be sent home if there is an outbreak of any communicable disease.

No child will be permitted to carry their own inhaler; only staff will administer medications.

Confidentiality of Records

Children's records are open only to the child's teacher, the Administrator or Administrative Assistant, an authorized employee of the licensing agency, or the child's parent or legal guardian.

Fire Drills

In case of fire, we will exit the corridor to the nearest door; or use patio doors in rear of rooms. We will help prepare the children for these; however, your additional support with help to lessen their fears.

Weather Alerts

In case of a tornado warning, if time, we will exit into the corridor and through the nursing room wing into a designated area in the basement of Westover. In case of extreme danger we will go into bathrooms or closets, which are located inside the inner part of the school. Kindergarten children will go into the assisted living area of Berkeley Square.

Listen to WMOH 1450 AM for weather reports or watch Channels 12, WKRC or 9 WCPO. If the Hamilton City Schools are closed, we will be closed. Remember the safety of your child is of the utmost importance when making these decisions. We will make decisions regarding "make-up days" if/when this becomes necessary. If we experience early closings throughout the day, we will contact you through the radio or by telephone.

General Emergencies

Parents will be notified through radio, TV or telephone in the event of environmental hazards, threats of violence, natural disasters, loss of power, heat or water.

The maintenance department will be called for loss of heat or power. We do have an emergency back up system in place.

We also keep approximately 100 bottles of water for emergency use plus extra batteries for radios, flashlights etc.

If we should have to evacuate either campus WPS or PSS due to an emergency, we will transport children to the other campus on the Colonial Bus. Notice will be posted on door.

In case of General Emergency

Parents will be notified through Radio/TV or telephone in the event of a general emergency.

In case of evacuation at WPS a sign will be posted on the front door instructing parents to pick up their child at the Westover Wellness Center located at Westover.

The police will be notified immediately in the event of a general emergency.

In case of evacuation at PSS a sign will be posted on the front door instructing parents to pick up their child at the Berkeley Square Towne Hall located across the campus from the school.