

## **POLICIES AND PROCEDURES**

### **Safety of children:**

No child shall ever be left alone or unsupervised.

All children will be within sight and hearing of a childcare staff member.

Children will only be released to those persons named on the release form by the parent/guardian.

Fire and emergency weather alert plans are posted in ALL classrooms.

Fire, tornado, and lock down drills will be done in compliance with state requirements and a record of these drills will be posted in room #105.

The school has devised several procedures to follow, in the event that an emergency should occur:

**\*\*Should we need to evacuate the building, the children will be taken to the pavilion behind the church or to the church parsonage at 361 W. Sunset.**

**\*\*Parents/guardians will be notified as soon as possible if we evacuate the building and the location of where the children are to be picked up from.**

### **Accidents and injuries**

If an accident or injury occurs, a staff member (who is trained in first aid per the requirements of rule 5101:2-12-21 of the administrative code) will administer basic first aid.

If an injury is more serious, parent/guardian will be contacted immediately to assist in deciding an appropriate course of action.

**ONLY** parent/guardian or EMS will transport a child for emergency care.

An incident/injury report will be completed by a staff member when there is:

An illness, accident, or injury which requires first aid treatment

A bump or blow to the head

An unusual or unexpected event which jeopardizes the safety of the children or staff

Emergency transporting of a child

**\*\*A copy of the report will be given to the parent/guardian on the day of the incident and a copy will be retained on file at the school.**

## COMMUNICABLE DISEASE

It is our policy that at least two members of the preschool staff will be trained in first aid and in the recognition of communicable diseases.

These staff members shall observe each child daily before entering the group situation. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent/guardian or person designated by the parent/guardian.

Temperature of at least 100 degrees Fahrenheit (axillary) when in combination with any other sign or symptom of illness.

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 cough sound.

Difficult or rapid breathing.

Yellowish skin or eyes.

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

Untreated infected skin patches, unusual spots or rashes.

Unusually dark urine and/or gray or white stool.

Stiff neck with an elevated temperature.

Evidence of untreated lice, scabies or other parasitic infestations.

Sore throat or difficulty in swallowing.

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

When caring for a sick child, the child will be isolated from the other children but within sight and hearing of a staff member. He/she will be provided a cot to rest on and the parent/guardian will be contacted to pick the child up from the center.

Any child who has been discharged to a parent/guardian due to an illness must be free of all signs and symptoms before re-admittance to the group.

\*\*A chart of the most common communicable diseases, including signs and symptoms, is posted in room #105.

\*\*If a child is exposed to a communicable disease, the notification will be posted on the front door within 24 hours.

## MEDICATIONS

Since our program is 2 ½ hours per day, all medications and food supplements the child might require shall be given at home.

Emergency medications (those for a diagnosed health problem) have state required forms to be completed and signed by the parent/guardian, child's doctor, and the administrator prior to the medications being on site at the center.

\*\*These medications may NOT be in the possession of any child; they must be given to the administrator or classroom teacher.

\*\*These medications must be in the original container with prescription label that includes the child's full name, a current dispensing date (within the previous twelve months), exact dosage, and directions for use.

\*\*ALL emergency medications will be taken on field trips and any time we leave the center.

## SCHOOL CLOSINGS

RUMC Preschool is part of the i-alert system. In case of bad weather, please watch WKYC-TV3 for our cancellation. It will also be announced on Wooster radio WQKT (104.5 FM).

\*\*If Rittman Schools are closed, RUMC Preschool will also be closed.

\*\*If Rittman Schools are on a 2 hr delay, RUMC Preschool will be closed.

## ASSESSMENTS

Formal assessments will be completed on each child enrolled in our program twice during the school year, fall and spring.

A copy of these assessments will be given to the family.

If there are questions regarding your child's assessment, an appointment can be made with the classroom teacher.

\*\*A copy of these assessments will be kept on file at the center.

## SNACKS

All snacks and drinks are donated by the families of the children enrolled in the preschool to be used for the entire group of children. These snacks and drinks are to be pre-packaged and individually wrapped. There will be a box out for snack and drink donations. If we begin to run low on snacks or drinks, a letter will be sent home asking for additional donations. Per Appendix B to rule 5101:2-12-22, the minimum serving sizes for children ages 3-5 years are:

Meat/Meat alternative	½ oz
Fruit/Vegetable	½ cup
Grains/Breads/Pasta/Noodles (cooked)	½ slice ; ¼ cup

**\*\*Some nutritious snack ideas include:** whole grain crackers, whole grain pretzels, animal crackers, whole grain cereals, rice cakes, teddy grahams, cereal bars, granola bars, sugar free pudding cups, fruit snack squeeze pouch, 100% pure fruit snacks, individual fruit cups, 100% juice boxes, bottled water.

**\*\*You may bring in a special birthday treat for your child to share with his/her classmates.** These treats must be individually wrapped. If candy is sent, it will be sent home with the children at the end of the day.

## DISCIPLINE OF CHILDREN

The following techniques or practices may be used by all childcare staff members at the time of the incident:

- \*\*Setting clear limits**
- \*\*Redirecting to an appropriate activity**
- \*\*Modeling the desired behavior**
- \*\*Reinforcing appropriate behavior**

**\*\*Separation from the situation (Red Chair) for a period of no more than one minute per each year of the child's age.** Upon the child's return to the activity, the teacher will review the reason for the separation and discuss the expected behavior with the child.

## DISENROLLMENT OF CHILDREN

RUMC Preschool reserves the right to disenroll a child for behavior that is dangerous to the other children or the staff. A meeting with the administrator, teacher, and the child's parent(s)/guardian(s) will be required to discuss behavior modifications. If the behavior continues or becomes worse, the child may be considered for disenrollment.

RUMC Preschool reserves the right to disenroll a child if the parent/guardian exhibits violent behavior within the center, threatens or intimidates a staff member or the administration, or if there is constant friction and disagreement over aspects of care.

\*\*\*If a parent/guardian has an issue with the preschool program that cannot be resolved by the administrator, they can contact the Church Pastor.

## ADDITIONAL INFORMATION

All children enrolled must be potty trained.

We do not provide care for infants or children under the age of 3.

We do not provide evening or overnight care.

Since our program is only 2 ½ hours, we do not have a naptime for the children.

We do not take the children swimming or to an area where there is a body of water 18 inches or higher in depth.